

**IVY TECH COMMUNITY COLLEGE**  
**Lake County Campus**  
**SCHOOL OF HEALTH SCIENCES**



**PTA PROGRAM**  
**STUDENT HANDBOOK**  
**ACADEMIC YEAR**  
**2022-2023**

**IVY TECH COMMUNITY COLLEGE  
SCHOOL OF HEALTH SCIENCES  
and  
Physical Therapist Assistant Program  
COMPLETE HANDBOOK**

**Non-Discrimination and Equal Opportunity Policy**

Ivy Tech Community College provides open admission, degree credit programs, courses, community service offerings, and student support services for all persons regardless of race, color, creed, national origin, marital status, religion, gender, sexual orientation, physical or mental disability, age, or veteran status. The College also provides opportunities to students on the same non-discriminatory opportunity basis. Persons who believe they may have been discriminated against should contact the campus affirmative action officer, Human Resources Administrator, or Vice Chancellor for Student Affairs. Ivy Tech Community College of Indiana is an accredited, equal opportunity/ affirmative action institution.

**Booklet Disclaimer**

This Physical Therapist Assistant Handbook 2022/2023 handbook is intended to supply accurate information to the reader. The embedded links take the reader directly to the Ivy Tech policy for further clarification. The College and PTA Program reserve the right to change the Program and course requirements; however, every effort will be made to inform students of any program changes. This handbook and its provisions are not in any way a contract.

## **PHYSICAL THERAPIST ASSISTANT PROGRAM – CAREER OPPORTUNITIES**

### **Career Opportunities and Job Placement – (2016 to 2026 projections)**

According to [www.bls.gov](http://www.bls.gov) (Bureau of Labor Statistics), the physical therapist assistant career is expected to grow “much faster than average.” The website [www.projectionscentral.com](http://www.projectionscentral.com) projects an increase in growth by 31.1% nationally and 32.0% for Indiana, 19.9% for Illinois, and 30.7% for Michigan. According to the *Bureau of Labor Statistics*, the Indiana annual mean wage in May 2021 was between \$58,960 and \$61,060.

The following link from [www.careerinfonet.org](http://www.careerinfonet.org) provides a short video that briefly reviews the physical therapist assistant’s role and the necessary physical attributes. Press the control button and click with the computer mouse or copy and paste directly to the browser to activate the link below.

<https://www.careeronestop.org/toolkit/careers/occupations/Occupation-profile.aspx?keyword=Physical%20Therapist%20Assistants&onetcode=31202100&ES=Y&EST=physical+therapist+assistant>

Physical therapist assistants are utilized in different settings of physical therapy, including acute (in-patient/hospital), sub-acute (in-patient/rehab), and long-term care (nursing homes), and outpatient, including cardiopulmonary rehab, orthopedic, neurological, vestibular/balance, and pediatric services. Home health care is also very lucrative for more experienced physical therapist assistants. According to the *Bureau of Labor Statistics*, the highest level of income for 2021 was reported in Home Health Care Services. The highest employment concentration was in Offices of Other Health Practitioners (i.e., private outpatient clinics owned by other therapists). The Home Health Care Service area is challenging for new graduates to begin a career. However, this setting can be a worthwhile endeavor when provided with mentors or additional locations for consultation with peers (supervising physical therapists, other treating therapists, and other disciplines).

Program students and graduates are aided in employment opportunities through their placements in clinical affiliations. In addition, during the PTAS 224 Current Issues and Review, students complete initial resumes for review by the course instructor. Students also have additional resources provided through the Ivy+ Career Link <https://www.ivytech.edu/CCEC/index.html>, where students can attend job fairs and complete practice interviews. Students are also provided access to various employment opportunities through direct solicitations to the program faculty, such as fliers and luncheon meetings. Access to the hiring opportunity of *Hire Ivy* is also available to students and alums of Ivy Tech.

Success is not the key to happiness,  
Happiness is the key to success,  
If you love what you are doing, you will be successful.

- Buddha

# ***Introduction to the Program***

This handbook is provided to the Ivy Tech Community College (ITCC) – Northwest Physical Therapist Assistant (PTA) Program community, including interested applicants (students), accepted PTA students, clinical community partners (clinical coordinators of education, clinical instructors, employers, and patients) and others invested in the program and its future (i.e., PTA Advisory Board). The document is an all-inclusive document for required information for all.

This document includes general information, program descriptions and locations, course descriptions, faculty and staff information, accreditation and memberships, and college services information and requirements. This document is updated yearly or as needed. Policies and procedures outlined in this handbook will be applied as accreditation requires or college policy allows. The PTA Program reserves the right to make necessary changes without special student notification to meet the above organizational requirements. Students are expected to keep abreast of relevant revisions; however, every effort will be made to inform students of any program changes.

***This is an extensive document and should be downloaded for review.***

**APPLICANT STUDENTS:** The program information and application process sections should be reviewed. The program information section explains the program's relationship to ITCC, the program requirements, prerequisite courses for application to the program, and application scoring methods for potential acceptance to the PTA Program.

**ACCEPTED PTA STUDENTS:** All sections of this document are relevant to students admitted to the program. Students should be aware of the information provided to students applying to the program. The rest of this document includes rights and responsibilities while within the program. This document contains course descriptions for all PTAS-designated courses within the program's technical component. The clinical information explains to students the progressive learning experiences throughout the program in preparing students for integrated and terminal clinical courses, as well as policies affecting placement, instructors, and other areas. PTA students will complete various documents for participation in the technical and clinical portions of the program. These documents will be found in *Castlebranch*.

**CLINICAL COMMUNITY:** The clinical portion of this handbook provides critical information for individuals involved in the clinical training of the accepted PTA Program students. This information explains the progressive learning experiences throughout the program in preparing students for integrated and terminal clinical courses, as well as policies affecting placement, instructors, and other areas. This section also details additional communication resources provided through the Academic Clinical Coordinator of Education (ACCE) following the commitment and assignment of students to a facility. These resources involve course-specific information: i.e., grading schemes, paperwork,

and online Physical Therapist Assistant Clinical Performance Instrument instructions (PTA CPI).

**OTHER STAKEHOLDERS:** This document in its entirety is located at [ivytech.edu](http://ivytech.edu) on the PTA Program page under the Crown Point location. As such, access to this document is available to all interested parties. In the *Commentary Section*, individuals can access information about the PTA Program's current faculty, support, and administrative staff. Compliments and grievances can be directly connected to the program in this section.

## ***Other Resources***

Additional information can be acquired from the program's full-time faculty. This document is also made available to all students in PTAS-designated courses through the IvyLearn modules.

Additional information regarding college policies and procedures can be accessed through [myivy.ivytech.edu](http://myivy.ivytech.edu). Recognize that the *Ivy Tech Community College (ITCC) Student Handbook* and *Code of Student Rights and Responsibilities* is available at [ivytech.edu](http://ivytech.edu) and [myivy.ivytech.edu](http://myivy.ivytech.edu) (*with login*), search for "Student Handbook." The *Course Information and Curriculum* document is available at [ivytech.edu](http://ivytech.edu); search for "Curriculum" and choose "Curriculum – Ivy Tech Community College of Indiana." These documents are the official college documents of the college. The PTA Program *Complete Handbook* provides supplemental information specific to the PTA Program. Students are expected to be familiar with all papers.

Additional links on My Ivy allow students to keep track of current registrations, schedules, final grades, and academic transcripts. PTA Program courses are registered directly with the PTA Faculty following acceptance and successful completion of prerequisite courses. PTAS courses are provided at limited times and locations. Students should not schedule any general education courses, work, or non-academic engagements until a finalized PTA coursework schedule has been set. Students may register for available education courses with the PTA Faculty or through general ITCC procedures, including electronic registration.

## ***Accepted PTA Student Notice***

The PTA Program has an intense curriculum of prerequisite, general education, and PTAS lecture, laboratory, and clinical coursework. Due to the program's demands, students are expected to provide the commitment necessary for success: graduation and passing the national PTA licensure examination. *Students are advised to stay current in studies and*

*assignments as falling behind can be detrimental to the completion of the program and ultimate success.*

The Associate of Science PTA Program is an entry-level point into a career in rehabilitation. The PTA Program prepares graduates to collaborate with persons with physical impairments under the supervision of a licensed Physical Therapist to help reverse and reduce the effects of physical disability. Students require five (5) semesters to complete the program, including the five (5) required prerequisite courses and four (4) semesters of the PTAS program and general education courses. ***Students may choose to complete the general education curriculum before acceptance to focus time and effort on the PTAS courses while in the program.***

During this program, students are expected to develop the skills necessary to access and investigate current literature by both conventional and electronic means. As such, students must join the American Physical Therapy Association (APTA) in the spring of the program's first year. Students are also encouraged to attend periodic meetings of the Northwest Chapter of the Indiana Chapter of the American Physical Therapy Association, which include various medical professional presenters and topics relevant to physical therapy.

Having successfully obtained a position within the PTA Program, students have a responsibility for the diligence to complete the program successfully. Faculty guidance is available. Students are required to participate in the *PTA Club* organization to bring the field of physical therapy and the role of the PTA to greater community awareness. Students must also participate in the *Big Sib Little Sib* program to provide student guidance, camaraderie, and educational support.

Students are encouraged to review their needs, expectations, experiences, and ability to complete the program before committing to succeed. Finally, ***students are encouraged to find the balance necessary to meet the program's requirements to grow while maintaining an appropriate physical and mental health level.***

To keep the body in good health is a duty... otherwise, we shall not be able to keep our minds strong and clear.

- Buddha

**The PTA Program representatives thank you for your interest in the ITCC Northwest PTA Program. Within this section, individuals will find crucial information regarding program structure, vital statistics, course descriptions, expenses, and essential functions. This portion of the document is meant to assist students in following the guidelines to apply to the PTA Program eventually. Students who have questions regarding this process should exhaust all avenues of advice to ensure they are correctly proceeding through the admissions application process: advisors, program faculty, Information Meetings, current *PTA Complete Handbook*.**

# Vital PTAS Program Statistics

## ***Graduation Rate:***

The PTA Program meets the PTA Program outcomes with the 2-year cohort (2020 and 2021 graduating classes) graduating at 84%. The PTA Program meets the PTA Program outcomes with the 2-year cohort (2021 and 2022 graduating classes, as of this update) graduating at 82%. These numbers are currently at/above the national standards for graduation rates.

## ***National Physical Therapist Assistant Examination (NPTAE) – licensing examination rate:***

As of the 7/25/2022 FSBPT Pass Rate Report, the first-time pass rate for the 2021 and 2022 students combined is 76.9%. The ultimate pass rate for these students combined is 84.6%. Unfortunately, educational procedure adaptations within the program required as protective measures during COVID negatively affected program outcomes on the NPTAE.

With the program progressively returning to on-campus instruction and standard PTA procedures, the 2022 graduates are currently at a 100% first-time pass rate. The first-time pass rate for the graduating classes of 2020 and 2021 is 82.8%. The ultimate pass rate for these students combined is 88.5%. The 2020 graduates earned a 100% first-time pass rate, and the 2019 graduates achieved a 100% ultimate pass rate.

## ***Employment Rate:***

Graduates of the PTA Program have consistently reported success in employment following successful completion of the program. Based upon available data from surveyed 2019, 2020, and 2021 graduates, 100% of graduates report being employed within one (1) year following graduation if actively pursuing employment using either the temporary license process or, having completed the national examination, their Physical Therapist Assistant licensure/certificate.



## Accrediting Organizations

### **The Higher Learning Commission accredits the College.**

*The Higher Learning Commission*  
230 South LaSalle St., Suite 7-500  
Chicago, IL 60604  
800-621-7440 or 312-263-0456  
<https://www.hlcommission.org/>

### **The Commission on Accreditation in Physical Therapy Education (CAPTE) accredits the program.**

The Ivy Tech Community College – Northwest, Associate of Science Physical Therapist Assistant Program (ASPTA), is fully accredited by the Commission on Accreditation of Physical Therapy Education (CAPTE) through June 30th, 2023. Accreditation is not considered a guarantee, and as such, CAPTE can adjust program status at any time when the program demonstrates limitations in meeting requirements.

Should anyone have any questions regarding the accreditation status of this program, please contact:

- CAPTE: 3030 Potomac Ave., Suite 100, Alexandria, Virginia, 22305-3085; telephone: 703-6842782 or 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: <http://www.capteonline.org>.
- Direct access to program information can be attained from the PTA Program Chairperson, Dr. Dawn D. Bancsi, PT, DPT, MPT, at 219-981-1111 x 2406 or by email at [dsinickimeves@ivytech.edu](mailto:dsinickimeves@ivytech.edu).

All full-time and adjunct faculty participate in the requirements for successful acquisition and retention of accreditation. Students participate in accreditation through academic performance, licensure performance, and consultation with CAPTE representatives at any necessary site visits.

# **Ivy Tech Community College – Mission and Accreditation**

## **MISSION**

We are Ivy Tech, Indiana's Community College. We serve the people of our state through accessible and affordable world-class education and adaptive learning. We empower our students to achieve their career and transfer aspirations. We embrace our vision of economic transformation inspired by the education and earnings attainment of our citizens, the vitality of our workforce, and the prosperity of our unique and diverse communities.

## **VISION**

Ivy Tech Community College students will earn 50,000 high-quality certifications, certificates, and degrees per year aligned with the needs of our workforce.

## **CORE VALUES**

### **Student-Centered**

We affirm ethical and academic standards that guide personal and intellectual development through principles of honesty, integrity, and fairness. We foster engaging learning environments that employ leading technology and learning pathways that both challenge and support our students as they explore their potential. We stand with students facing challenges impacting their college and career aspirations by leveraging the resources and services of our college and our community partners.

### **Outcome-driven**

We commit to the discovery of insight and understanding through research, analysis, and measures as we advance educational attainment and align our contributions to the future needs of employers, educational partners, and communities.

### **Inclusive**

We cultivate intellectual and cultural diversity: promote the free, open, and civil exchange of ideas; and celebrate the uniqueness of students, employees, and communities.

### **Collaborative**

We seek and support collaborative relationships with community, philanthropic, workforce, and educational partners as we strive to achieve our mission.

### **Trustworthy and Transparent**

We practice honesty, courtesy, and civility, respecting all. We believe in a college community inspired by collegiality, collaboration, and open communication.

## **PTAS Program Vision, Mission, and Goals**

### **Philosophy of ITCC NW Physical Therapist Assistant Program**

Licensed/certified physical therapist assistants under the direct supervision of licensed physical therapists are an integral component of the delivery of evidence-based practice physical therapy services and represent a viable opportunity for career development and lifelong learning.

In keeping with this philosophy, faculty members continually seek opportunities for professional development. In addition to providing students with the necessary clinical and administrative skills, emphasis is placed on treating all patients with compassion, empathy, and tolerance. The faculty strives to provide a positive, challenging, and supportive environment where students can develop the skills necessary to succeed as physical therapist assistants.

### **The mission of ITCC NW Physical Therapist Assistant Program**

The Ivy Tech Community College Physical Therapist Assistant (PTA) Program assists individuals of Indiana with the desire, academic ability, and essential skills regardless of race, color, creed, national origin, religion, gender, sexual orientation, physical or mental disability, age, or veteran status to achieve gainful employment in the role as a licensed/certified physical therapist assistant with the necessary knowledge, skills, and standards to succeed on the National Physical Therapist Assistant Examination and be competitive in the delivery of physical therapy services.

## **PTAS Program Objectives, Goals, and Student Outcomes**

### **Objectives of ITCC NW Physical Therapist Assistant Program**

As an extension of the ITCC and Program missions, the PTA Program's goal is to provide students with a high-quality education that enables them to be competent licensed/certified physical therapist assistants with the necessary clinical reasoning skills to provide physical therapy services under the supervision of a licensed physical therapist.

All goals listed below represent student centered and outcome driven relationship to the ITCC Core Values, In addition, each goal represents its correlation to values listed above.

### **Goals of ITCC NW Physical Therapist Assistant Program - Student Goals**

1. Students will exhibit a personal commitment to community service. (*Collaborative*)
  - 100% of program students will participate in at least three community events and/or fundraising activities through the efforts of the PTA Club.
2. Students will exemplify lifelong learning practices. (*Collaborative*)
  - 100% of program students will obtain membership in the American Physical Therapy Association (APTA) as student PTA members.
3. Students will achieve clinical critical thinking skills in the provision of physical therapy services (*Student-centered*).
  - 100% of program students completing clinical coursework will achieve entry level abilities on the clinical problem solving criterion of the Clinical Performance Instrument.

4. Students will develop and adopt professional standards of ethical and legal conduct of a PTA (*Trustworthy and Transparent*).
  - 100% of program students completing clinical coursework will achieve entry level abilities on the ethical and legal criteria of the Clinical Performance Instrument.
5. Students will achieve professional preparation for employment in the role of a PTA. (*Collaborative*)
  - 100% of students in the PTAS 224 course will complete a professional resume appropriate for a newly graduated PTA.
  - Students will achieve equal or greater than 70% graduation from the PTA Program for a 2-year consecutive cohort of graduating students, not including students who leave the program due to non-academic concerns).

### **Goals of ITCC NW Physical Therapist Assistant Program - Graduate Goals**

1. Graduates will achieve success on the National PTA Examination of the Federation of State Boards of Physical Therapy. (*Outcome Driven*)
  - Graduates will achieve equal or greater than 90% NPATAE ultimate pass rate for a 2-year consecutive cohort of graduating students.
2. Graduates will obtain employment as a licensed/certified physical therapist assistant. (*Collaborative*)
  - Graduates will achieve equal or greater than 95% employment rate for a 2-year consecutive cohort of graduating students who were actively seeking employment with a license or temporary license within 12 months of graduation.
3. Graduates will exemplify the standards honored by the employers service by the ITCC PTA Program. (*Collaborative*)
  - Employers of graduates will provide equal or greater than 95% satisfaction with employees graduating from this program in employer graduation surveys.

### **Goals of ITCC NW Physical Therapist Assistant Program - Faculty Goals**

1. Faculty will strive to provide students with contemporary knowledge in physical therapy. (*Collaborative, )*
  - 100% of full-time and adjunct faculty will take a relevant continuing education course or activity related to assigned instructional coursework within the academic year.
2. Faculty will strive to provide effective teaching methodology and assessment within the PTA Program assigned coursework. (*Outcome Driven, Inclusive, Collaborative*)
  - 100% of full-time and adjunct faculty will take a relevant continuing education course related to teaching methodology or assessment within the academic year.

## **Goals of ITCC NW Physical Therapist Assistant Program - Program Goals**

1. The program will provide academic technology to develop entry level skills of a PTA. (*Student Centered, Outcome Driven, Collaborative*)
  - The program will provide current and necessary technology for clinical practice having 90% of the technology reported by students used within the clinical journals of PTAS 115, 205, and 215 within the past academic year.
2. The program will provide an environment of diversity as related to the communities served. (*Inclusive, Trustworthy, and Transparent*)
  - The program will demonstrate efforts to serve a comparable diversity composition as the regions served by the Lake County Campus through student diversity monitoring and engagement strategies engaged by faculty, students, and PTA Advisory Committee.
3. The program will provide students with methods of support for non-academic factors related to success in the PTA Program. (*Trustworthy and Transparent*)
  - Students will have opportunities to complete self-assessment of non-academic factors for review with related resources for assistance through college, program, and faculty intervention with:
    - 100% completion of assessments at least three times throughout the program, and
    - 100% of LMS courses providing support resources in the first module.

## **Introduction - Program Specific**

### **PURPOSE AND DESCRIPTION**

The Associate of Science PTA Program is an entry-level point into a career in rehabilitation. The PTAS Program prepares graduates to work, under the supervision of a licensed Physical Therapist, with persons with physical impairments to help reverse and reduce the effects of physical disability. Students require five (5) semesters to complete the program.

The program has sixty-nine and one-half (69.5) credits, including twenty-five (25) general education credits and forty-four and one-half (44.5) technical core credits. These 44.5 credits include 30 credits from the lecture/laboratory classes and 14.5 credits from clinical courses. PTAS 101, PTAS 102, PTAS 103, PTAS 106, PTAS 107, PTAS 201, PTAS 202, PTAS 217 and PTAS 224 include lecture with or without lab. PTAS 115, PTAS 205, and PTAS 215 make up the 14.5 clinical credits comprising 696 contact hours over 17 weeks.

The technical and clinical courses of the curriculum are structured to develop clinical problem solvers. The curriculum is designed with classroom, laboratory, and clinical experiences for students to gain the knowledge and skills necessary to provide physical therapy services in the role of licensed/certified physical therapist assistant following graduation and passing the National Physical Therapist Assistant Examination.

#### **\*Note:**

1. The Northwest Region PTAS Program is a full-time, day program available at the Lake County Campus (Crown Point location) with prerequisites and general education requirements offered throughout the Lake County Campuses.
2. The PTAS Program credits and graduation do not guarantee entry into a Physical Therapist program.
3. The PTAS Program PTAS courses may be transferable to other PTA Programs within the ITCC system (Muncie and Sellersburg).
4. The PTAS courses may not be substituted with any other class not provided within an accredited PTA program.
5. The PTAS courses from another PTAS Program outside the ITCC system may be reviewed for equivalency by the PTAS Program; no guarantees in equivalency are provided.

# ***Physical Therapist Assistant Program – Curriculum***

## **CURRICULUM OVERVIEW**

The PTA Program Curriculum involves educational programming for foundational sciences, written and verbal communication, clinical sciences, and clinical education. Students are exposed to content in a progressively more complex manner from basic science knowledge within general education programming, integrated knowledge within the beginning physical therapy context, progression toward pathophysiology regarding physical therapy intervention, and clinical practice experience. Students also participate in progressive literature review and presentation through pathology research, intervention investigation, ethical and legal considerations, and clinical case study preparation. The practice of literature review is presented in a gradual development of understanding of evidence-based practice and application to clinical practice. Demonstrating continuity of knowledge along the spectrum of didactic coursework, students are required to pass three cumulative examinations throughout the program: PTAS 101 and APHY 101 Prerequisite Cumulative Examination, First-Year of Study Cumulative Examination, and Final Program (Graduation) Cumulative Examination.

## **PREREQUISITE COURSEWORK**

Application to the PTA Program requires the following prerequisite coursework: An Introduction to the Physical Therapist Assistant (PTAS 101), Anatomy and Physiology I (APHY 101), Anatomy and Physiology II (APHY 102), Physical Science (SCIN 111), and English Composition (ENGL 111). This coursework is expected to prepare students with foundational knowledge in physical therapy, science, and communication. Students are encouraged to remember that the knowledge gained within this coursework is critical for success in future PTAS courses and the National Physical Therapist Assistant Examination.

***These courses will be included in the application ranking process if taken before the application deadline, including the spring semester that the application is submitted.***

Introduction to the Physical Therapist Assistant (PTAS 101) .....	3 credits
Anatomy and Physiology I (APHY 101) .....	3 credits
Anatomy and Physiology II (APHY 102) .....	3 credits
Physical Science (SCIN 111) .....	3 credits
English Composition (ENGL 111) .....	3 credits

## GENERAL EDUCATION COURSEWORK

The PTA Program, as required for the awarded degree of associate of science, requires students to participate in various general education requirements. These courses include anatomy and physiology, communications, mathematics, physical science, psychology, and sociology. As ITCC policy dictates, students must also participate in an IVY Life course (specifically IVYT 112 for this program) early in their academic careers.

General education courses can be taken in coordination with PTAS coursework. **All general education requirements must be complete by the end of the second program year fall semester** in preparation for second-year clinical practical experiences and PTAS 224 Current Issues and Review.

Students applying to the program are encouraged to complete general education courses before applying to promote the greatest attention and time to the PTAS coursework. Students are encouraged to monitor their degree requirements through *myivy.ivytech.edu*, advising under the Degree Completion Tracker (DCT). Once students are assigned to the PTA Program, students are then able to update the *DCT* to complete an audit. This audit will identify the required AS PTA PTA Program needs, highlighting those courses that have not been provided credit for graduation. Students who have taken classes at a higher academic intensity level with appropriate educational experiences as required by CAPTE have an opportunity to submit for a course substitution with the Chairperson of the PTA Program.

***Students should NOT assume that credit has been provided for any coursework unless that EXACT course title is shown on the ITCC transcript.***

*List of General Education Requirements (NOT including prerequisites for application to program)*

College Algebra (MATH 136) .....	3 credits
Fundamentals of Public Speaking (COMM 101) .....	3 credits
<b>OR</b>	
Introduction to Interpersonal Communication (COMM 102) .....	3 credits
Introduction to Psychology (PSYC 101) .....	3 credits
Introduction to Sociology (SOCI 111) .....	3 credits
Student Success in Healthcare (IVYT 112) .....	1 credit



## Physical Therapist Assistant Program - Recommended Course of Study

Below describe the required prerequisites, the recommended general education sequence, and the required PTAS course sequence once accepted to the program. The order of PTAS course order is not adjustable.

<b>Semester I – Prerequisite Courses – Minimum <u>requirements to apply</u></b>	<b>Total – 16 credits</b>
APHY 101 – Anatomy and Physiology I	3 credits
APHY 102 – Anatomy and Physiology II	3 credits
ENGL 111 – English Composition	3 credits
PTAS 101 – Introduction to the Physical Therapist Assistant (16-week course)	3 credits
SCIN 111 – Physical Science	3 credits
IVYT 112 - Student Success in Healthcare^^	1 credit

^^ This is a college-required student preparation course.

It is not a prerequisite, nor does this course count for ranking/acceptance into the PTA Program.

### Following Acceptance to the PTA Program

<b>Semester II (Fall I)</b>	<b>Total – 13 credits</b>
PTAS 106 – Treatment Modalities I (16-week course)	5 credits
PTAS 107 – Kinesiology (16-week course)	5 credits
COMM 101 or 102 - Fundamental of Public Speaking or Introduction to Interpersonal Communications (8 week)	3 credits
<b>Semester III (Spring I)</b>	<b>Total – 14.5 credits</b>
PTAS 102 – Diseases, Trauma, and Terminology (12 week course)	3 credits
PTAS 103 – Administrative Aspects (12 week course)	3 credits
PTAS 115 – Clinical I (1 week competency and 3 week clinical)	2.5 credits
PSYC 101 – Introduction to Psychology (8 week)	3 credits
MATH 136 - College Algebra (8 week)	3 credits
<b>Semester IV **** (Fall II)</b>	<b>Total – 13 credits</b>
PTAS 201 - Treatment Modalities II (16-week course)	3 credits
PTAS 202 – Treatment Interventions for Special Populations (16-week course)	2 credits
PTAS 217 – Treatment Modalities III (16-week course)	5 credits
SOCI 111 – Introduction to Sociology (8 week)	3 credits
<b>Semester V (Spring II)</b>	<b>Total – 13 credits</b>
PTAS 205 – Clinical II (7 week course)	6 credits
PTAS 215 – Clinical III (7 week course)	6 credits
PTAS 224 – Current Issues and Review (Capstone Course)	1 credit

**Total Program: 69.5 credits**

*This schedule is subject to revision. Students are suggested to complete general education requirements as early in the program as possible, preferably in the order demonstrated above.*

**\*\*\*\*All general education must be completed by the end of Semester IV (Fall II)**

## PTA Program Core Curriculum – PTA COURSEWORK DESCRIPTION

### PTAS 101 An Introduction to the Physical Therapist Assistant

#### CATALOG DESCRIPTION:

Explores the history and concepts of physical therapy, the physical therapist assistant, and rehabilitative medicine. Introduces fundamentals of patient care including standard precautions; body substance isolation; OSHA guidelines, patient assessment including vital signs; body mechanics; and patient handling with applications of physics principles. Includes preparation of patients, treatment areas and equipment.

Total Credit Hours: 3      Lecture: 2 Lab: 1  
Total Contact Hours: 4      Lecture: 2 Lab: 2

### PTAS 102 Diseases, Trauma, and Terminology

#### CATALOG DESCRIPTION:

Explores diseases and trauma which necessitate physical therapy for the client. Medical terminology, anatomy, physiology, psychology, disabilities, and physics related to these conditions are discussed, along with instrumentation, implants, and fixation devices. Provides students with the opportunity to explore their own reactions to illness and disability and to discuss how to recognize patients' and families' reactions to illness and disability.

Total Credit Hours: 3      Lecture: 2 Lab: 1  
Total Contact Hours: 4      Lecture: 2 Lab: 2

### PTAS 103 Administrative Aspects of Physical Therapist Assistant

#### CATALOG DESCRIPTION:

Addresses the legal and ethical aspects of the physical therapist assistant and patient care along with charting, documentation, report writing, patient history procurement, record keeping, charges, insurance information including diagnostic procedure coding, third-party reimbursement, Medicare, Medicaid, electronic claims, and patients right including the Americans with Disability Act: policy and architectural barrier identification. Discusses current issues in health care provision. Explores patient, family, and professional communication techniques, body language, and electronic communication, as well as techniques in patient teaching. Includes performing within the scope of skills, basic principles of levels of authority and responsibility, planning, time management, supervisory processes, performance evaluations, policies, and procedures. Foundational concepts include recognizing and performing within the scope of practice of the physical therapist assistant under the supervision of the physical therapist.

Total Credit Hours: 3      Lecture: 3 Lab: 0  
Total Contact Hours: 3      Lecture: 3 Lab: 0

## PTA Coursework Description - CONTINUED

### PTAS 106 Treatment Modalities I and Lab I

#### CATALOG DESCRIPTION:

Continues concentration on the fundamentals of patient care including universal precautions, assessment of vital signs, body mechanics and patient positioning. Includes lectures, demonstrations, and simulated patient problems in the laboratory portion of the course. Studies new techniques in depth, such as gait training, gait device selection, goniometry range of motion exercises, and measuring. Introduces various modalities, including hydrotherapy, thermotherapy, massage, traction, and intermittent compression techniques. Safety factors are emphasized in both the lectures and the laboratories. The laboratory provides the setting for the practice and implementation of theories and techniques of PTAS 106. Students practice assessments and treatment methods on themselves and one another under the guidance and supervision of the laboratory instructor.

Total Credit Hours: 5      Lecture: 3 Lab: 2

Total Contact Hours: 7      Lecture: 3 Lab: 4

### PTAS 107 Kinesiology

CATALOG DESCRIPTION: Introduces the physical therapist assistant student to the science of kinesiology. By definition, kinesiology is the study of movement. Studies human movement and brings together the fields of anatomy, physiology, physics, and geometry. Prerequisite knowledge of skeletal and muscular anatomy and physiology is necessary. Class consists of equal parts of lectures, demonstration, and student participation in locating, observing, and palpating various bony prominences and musculatures. Much of kinesiology requires independent study to memorize origin, insertion, action, and innervation of all muscles. Knowledge gained in this course is an integral part of the student's background preparation for the practice of physical therapy.

Total Credit Hours: 5      Lecture: 3 Lab: 2

Total Contact Hours: 7      Lecture: 3 Lab: 4

### PTAS 115 Clinical I

#### CATALOG DESCRIPTION:

Requires the student to perform in a clinical environment with patients using applications of theories and techniques of PTAS 106 under the guidance of a licensed physical therapist.

Total Credit Hours: 2.5      Lecture: 0 Lab: 0

Total Contact Hours: 7.5      Lecture: 0 Lab: 0

Total Clinical Hours: 120

## PTA Coursework Description - CONTINUED

### PTAS 201 Treatment Modalities II and Lab II

#### CATALOG DESCRIPTION:

Reviews joint structure, muscle origins, insertions, innervations, actions, and physiology. Covers normal and abnormal gait, joint replacement, and postural correcting exercise along with treatment principles and therapeutic exercises for the neck, back, and peripheral joints. Discusses general exercise principles and progression of the orthopedic patient through an exercise program. Addresses appropriate applications of principles of physics and kinesiology.

Total Credit Hours: 3                      Lecture: 1 Lab: 2

Total Contact Hours: 5                      Lecture: 1 Lab: 4

### PTAS 202 Treatment Interventions for Special Populations and Lab

#### CATALOG DESCRIPTION:

Reviews musculoskeletal, integumentary, and vascular systems and diseases and disorders, including anatomy, physiology, data collection strategies, and treatment implementation. Covers normal and abnormal gait with review of orthotic recommendation, fit, and training and prostheses recommendation, fit, and training following vascular and/or traumatic amputation. Reviews the application of therapeutic exercise for special populations related to vascular and integumentary system disorders. Discusses general exercise principles and progression for special populations.

Total Credit Hours: 2      Lecture: 1 Lab: 1

Total Contact Hours: 3      Lecture: 1 Lab: 2

### PTAS 205 Clinical II

#### CATALOG DESCRIPTION:

Requires the student to perform in a clinical environment with patients using applications of theories and techniques of PTAS 201, 202, and PTAS 217 under the guidance of a licensed physical therapist.

Total Credit Hours: 6                      Lecture: 0 Lab: 0

Total Contact Hours: 18      Lecture: 0 Lab: 0                      Total Clinical Hours: 288

### PTAS 215 PTA Clinical III

CATALOG DESCRIPTION: Requires the student to perform in a clinical environment with patients using applications of theory and techniques of PTAS 202 and PTAS 217 under guidance of a registered physical therapist.

Total Credit Hours: 6                      Lecture: 0 Lab: 0

Total Clinical Hours: 18      Lecture: 0 Lab: 0                      Total Clinical Hours: 288

## PTA Coursework Description - CONTINUED

### PTAS 217 Treatment Modalities III and Lab III

#### CATALOG DESCRIPTION:

Provides an in-depth approach to therapeutic exercise as performed by the physical therapist assistant. Covers basic anatomy and physiology of the central and peripheral nervous systems and activities of daily living. Includes exercise physiology and neurophysiology and advanced principles and procedures of therapeutic exercise appropriate for cardiopulmonary, cardiovascular, orthopedic, and neurological conditions, stroke, spinal cord, and peripheral nerve injuries. Discusses prevention measures, specialized techniques and the utilization of specialized therapeutic equipment and correlates them to exercise applications. Addresses appropriate applications of kinesiology and principles of physics. Provides practice and implementation of theories and techniques of PTAS 106 and PTAS 202 in the lab setting.

Total Credit Hours: 5      Lecture: 3 Lab: 2

Total Contact Hours: 7      Lecture: 3 Lab: 4

### PTAS 224 Comprehensive Review

#### CATALOG DESCRIPTION:

Teaches the sources of physical therapy research and discusses the recognition of the roles and responsibilities of the physical therapist assistant. Requires completion and presentation of an independent project. Includes a comprehensive review of the course to prepare the student for a licensure exam.

Total Credit Hours: 1      Lecture: 1 Lab: 0

Total Contact Hours: 1      Lecture: 1 Lab: 0

**Credit Ratios:** the following ratio of credit hours to lecture, laboratory, and clinical experience apply:

1 credit hour of lecture = 1 contact hour

1 credit hour of laboratory = 2 contact hours

1 credit hour of clinical experience = 3 contact hours

## ***PTA Program – Student Commitment and Personal Responsibilities***

Students accepted to the PTA program must be aware of the extensive time, energy, and commitment necessary to be successful in the program. All technical courses are provided on campus (**no online versions are available for these courses**). Most courses are provided during the day and afternoon. However, students have additional expectations that may require extended attendance periods, such as open lab requirements and practical examinations. Students currently attend technical courses Monday, Wednesday, and Friday during the first semester in the program. Following, most technical courses are provided on Tuesdays and Thursdays. These full-day courses allow students to complete general education courses on alternate days. For clinical courses, students must be available Monday through Sunday from 7 am to 8 pm, to attend clinicals full time (40 hours per week) and align their schedules with assigned clinical instructors. Students must meet the required clinical hours according to their assigned clinical instructor(s)' schedule. Students must have the necessary transportation for clinicals that may be one (1) to one and one half (1.5) hours or more of one-way travel time, potentially to an alternate time zone. Clinical affiliations are currently available in Indiana, Illinois, and Michigan.

During fall and spring semesters, open lab attendance is necessary for students to meet technical course requirements, complete remediation, take make-up examinations, participate in exercise exploration, fulfill study group activities, meet Big Sib and Lil Sib requirements, attend PTA Club meetings and events, and complete competency testing for clinicals. These activities are identified as necessary learning modules for student retention. Students must put forth the required effort outside scheduled class time to study and complete assignments. Students must consider these additional requirements when preparing for acceptance to the program. Students are advised to limit work and other activities. These activities, competing with student attention to the program, have caused students to fall behind and sometimes required program dismissal.

## ***Physical Therapist Assistant Program – Achievement Requirements***

### **GRADING SCALE**

The program uses a different scale than students tend to be familiar with in grading. The grading scale affecting all classes designated as PTAS (including PTAS 101) is as follows: 93 to 100 = A; 87 to 92 = B; 81 to 86 = C; 78 to 80 = D. The application process to the program includes highly competitive and successful applicants. Students should be aware that besides the challenge of the grading scale, the amount and intensity of information in the program can be more challenging to students than expected.

### **REPEATING A COURSE**

Students who are unsuccessful in meeting the minimum requirements as denoted in each course syllabus or have withdrawn from a course can return to the program once at the next scheduled offering of that class, one year later. Students who do not complete the course requirements on a second attempt or for reasons related to academic dishonesty or lack of professional standards, as noted in college policy, are subject to dismissal from the program.

### **POST GRADUATION**

According to graduate surveys, graduates from the program prepare for an average of four to nine weeks after graduation before taking the National PTA Examination (NPTAE) for licensure. The NPTAE requires fixed date scheduling for licensure, with the shortest delay of testing offered in July and October. The NPTAE is administered by the Federation of State Boards of Physical Therapy Education (FSBPT). More information regarding the NPTAE can be found at [FSBPT.org](http://FSBPT.org) (use *Exam Candidate* access). Students are encouraged to work with families, friends, and employers ahead of time to prepare for the intensity and length of the program in and the time needed to pass the licensure exam.

# School of Health Sciences

PTA Program – Northwest

Lake County Campus – Crown Point Location

## *The Application Process*

*Specific Updates for this Version:  
Same application process as spring 2021*



## ***Physical Therapist Assistant Program - Admission Criteria***

The PTA Program representatives thank you for your interest in the PTA Program of ITCC – Northwest. Within this next section of the handbook, students will find crucial information regarding the application processes. This document is meant to assist students in following the guidelines to apply to the PTA Program. Students who have questions regarding this process should exhaust all avenues of advice to ensure they are correctly proceeding through the admissions application process: advisors, program faculty, and PTAS Information Meetings.

Students must monitor this handbook section for changes as they are posted on the ivytech.edu website and PTA program page. Updates to application requirements and other crucial information are provided as changes occur. ***Each document has a date reference identifying the latest update.*** Students would benefit from monitoring this document each semester for changes.

Additionally, students are provided access to PTAS Program Information Meetings each semester. This is a suitable place/time for students to monitor changes and ask questions. These sessions are scheduled during the PTAS 101 courses, depending on when changes are updated or expected. The meetings are offered in a Zoom format for all students to attend. Students should be diligent in monitoring such changes. Students may contact the School of Health Administrative Assistant at kloudermilk6@ivytech for the next scheduled meetings.

*Knowing others is wisdom; knowing yourself is Enlightenment.*

• *Lao Tzu*

***Physical Therapist Assistant Program –***  
**Is becoming a PTA the right fit?**

*In the PTAS 101 – Introduction to the Physical Therapist Assistant* course, students participate in required hours of physical therapy observation under a licensed Physical Therapist (PT) or Physical Therapist Assistant (PTA) supervised by a licensed PT. During this time, students are encouraged to observe in various clinical settings to get the best understanding of the depth and breadth of the field of physical therapy. This new plan of study must be genuinely the desired path. While physical therapy is a fantastic opportunity, and a career as a physical therapist assistant can bring a lucrative and fulfilling opportunity, it is just as vital that it is the right “fit.”

Is becoming a PTA the right “fit” –

Try out this free healthcare career test.

<https://www.yourfreecareertest.com/career-tests/health-career-test/>

## ***Physical Therapist Assistant Program - Admission Criteria***

Admission is dependent upon the factors listed below. The Physical Therapist Assistant Admissions Committee reserves the right to determine eligibility for acceptance into the Physical Therapist Assistant Program.

The Physical Therapist Assistant Admissions process uses an online application system. The program will **select 30 applicants per year** into the program. Admission is based upon a total point accumulation with students ranked from highest to lowest, the students with the highest scores, limited by the number of students set for admission to a given cohort, are provided acceptance into the program.

*Applicants with equal ranking will be chosen by the highest cumulative grade point average found on the ITCC transcript after the spring semester of the application.* The program admits qualified applicants according to these standards regardless of race, color, creed, national origin, religion, gender, sexual orientation, physical or mental disability, age, or veteran status who meet the *essential skills of a physical therapist assistant.*

### **Requirements**

1. **Completion of high school or equivalency.** Students must be able to prove high school graduation or equivalency upon request. The diploma is NOT submitted during application.
2. **Acceptance to Ivy Tech Community College.** Admission to ITCC must be completed before applying to the PTA Program. *Students must FIRST be ITCC students to apply to the PTAS Program.* (<https://www.ivytech.edu/how-to-enroll/index.html> )
3. **A minimum cumulative grade point average (GPA) of 2.50** on a 4.00 scale according to the cumulative GPA of the Ivy Tech Community College transcript. The ITCC cumulative GPA is used as a tiebreaker.
4. **Completion of program prerequisites by the end of the spring semester of the application year.**  
Introduction to the Physical Therapist Assistant 101 (PTAS 101)  
Anatomy and Physiology 101 (APHY 101)  
Anatomy and Physiology 102 (APHY 102)  
English Composition 111 (ENGL 111)  
Physical Science 111 (SCIN 111)

5. *Note: Students may be enrolled in the spring semester when applying. The deadline for classes would be at grade submission for that spring. Summer classes are not accepted.*
6. **There are no age limits for prerequisite and general education courses.**
7. **Required general education courses for graduation from the PTAS Program.**
  - a. General education courses: COMM 101 or 102, IVYT 112 (or 1XX), MATH 136 (or MATH 2XX), PSYC 101, and SOCI 111
  - b. Students must review entrance testing to know what math classes will be required to take Math 136 (this could include Math 023 or Math 100 need to register for Math 136 depending upon individual student readiness).
8. **Submission of a *complete and timely* application to the Physical Therapist Assistant Program School of Health Science online application process.**
  - a. Use the following website for the PTA Programs of ITCC and the online application process: <https://www.ivytech.edu/physical-therapist-assistant/index.html> (*scroll to the bottom of the page*)
  - b. The application system opens in mid-March and closes approximately two days after the end of the spring semester.
  - c. The registrar should be able to review transcripts from other colleges at the start of the spring semester at the latest. Otherwise, transfer credits not showing on the ITCC transcript will not count on the application, preventing acceptance.
  - d. Taking prerequisite courses at another university in the spring that a student is applying will not allow the grade/transcript review process to occur on time to complete the application.
  - e. *Late applications will NOT be considered.*

## Acknowledgment of outcome of an application to the PTAS Program:

1. **THE ROUNDS** of automatic review of applications will occur approximately two (2) days after grade submission requirements for faculty and continue every two days for six (6) rounds. Students should review resources on the application website for details regarding application procedures.
2. **ACCEPTED** students will receive notification of the results of their application through the online application system and their Ivy Tech email after the spring semester.
3. **ACCEPTED** students will receive additional documentation and instruction for program requirements such as background checks, drug screenings, physicals, immunizations, CPR certification, and registration procedures with numerous emails from the Program Chairperson or ACCE. Accepted students will complete registration, CastleBranch, physicals, confirmation acceptance, and other responsibilities during the summer semester.
4. **DECLINED** students will not receive direct communications of declination from the online application system or the program until all application procedures are complete. The online application system runs automatic and manual rounds from May into June. Students concerned about their acceptance should reach out to the appropriate Program Chairperson. For this program, contact Dr. Dawn D. Bancsi at [dsinickimeves@ivytech.edu](mailto:dsinickimeves@ivytech.edu).
5. A **REQUIRED** orientation meeting will occur at the end of the summer session for accepted students to register and review various program requirements. This meeting is scheduled for the last week of the summer session and includes a Saturday Big Sib Lil Sib event from the PTA Club. Students will have the opportunity to meet their peers, other program students, program graduates, and faculty during this time. Students should be prepared to participate in academic planning.
6. **CLASSES** start in August each year (regular fall schedule start dates).
7. Those applicants who are not admitted are welcome to reapply the following year. A new application must be submitted, and no documentation will be maintained by the PTA program or the online application system. Declined students are welcome to contact the PTA Program Chairperson to discuss their application and potential opportunities for continued application or alternative college degree options available at ITCC.

**Students are advised to monitor any changes in the application process by attending an Information Meeting to ensure completion of appropriate requirements if applying the following year. Students are responsible for reviewing the available document(s), ensuring that the most current information has been reviewed and that the application submitted is timely and accurate for the PTA Program application process.**

## **PTA Program - Determination of Applicant's Ranking**

### **Five (5) Courses**

#### **1. PTAS 101 – Introduction to the Physical Therapist Assistant - Maximum Points: 60**

This course will be provided points based on the designated letter grade received.

Points will be provided based on the scale below:

A = 60 points

B = 40 points

C = 20 points

D or F = no points

#### **2. APHY 101 – Anatomy and Physiology 101 - Maximum Points: 30**

This course will be provided points based on the designated letter grade received.

Points will be provided based on the scale below:

A = 30 points

B = 20 points

C = 10 points

D or F = no points

#### **3. APHY 102 – Anatomy and Physiology 102 - Maximum Points: 30**

This course will be provided points based on the designated letter grade received.

Points will be provided based on the scale below:

A = 30 points

B = 20 points

C = 10 points

D or F = no points

#### **4. ENGL 111 – English Composition I - Maximum Points: 15**

This course will be provided points based on the designated letter grade received.

Points will be provided based on the scale below:

A = 15 points

B = 10 points

C = 5 points

D or F = no points

**Note: Determination of Applicant's Ranking Continues on Next Page**

## ***Physical Therapist Assistant Program - Determination of Rank (continued)***

### **5. SCIN 111 – Physical Science 111 - Maximum Points: 15**

This course will be provided points based on the designated letter grade received.

Points will be provided based on the scale below:

A = 15 points

B = 10 points

C = 5 points

D or F = no points

**Maximum Total Points of Required Components: 150 points**

#### **NOTE –**

- *No additional points will be provided for courses other than those listed above.*
- *Even though points are not provided for other general education courses, students are expected to excel in these courses to complete the PTA Program successfully.*  
*Only the exact course title/numbers will be used for ranking candidates.*
- *Equivalent/transferred courses taken at other universities/colleges must be found on the ITCC transcript*
- *Equivalent/transferred courses must have a transcript from that institution to provide a grade for designating scores and ranking*

### **Points for the application process:**

PTAS 101 – A = 60 points, B = 40 points, C = 20 points

APHY 101 – A = 30 points, B = 20 points, C = 10 points

APHY 102 - A = 30 points, B = 20 points, C = 10 points

ENGL 111 – A = 15 points, B = 10 points, C = 5 points

SCIN 111 – A = 15 points, B = 10 points, C = 5 points

Total available points: 150 points - Ties broken: spring semester ITCC GPA

**NOTE: The PTA Program does NOT require the TEAS Test.**

*Diligence is the mother of Good Luck.*

≈ Benjamin Franklin

The Admissions Committee of the Physical Therapist Assistant Program wishes all applicants good luck in their journey toward applying to the program. Please also remember to be diligent in using the available resources to maximize the potential for good luck.

Program Access: Dr. Dawn D. Bancsi, PT, DPT, MPT, Program Chairperson  
219-981-1111 x2406  
[dsinickimeves@ivytech.edu](mailto:dsinickimeves@ivytech.edu) (best access)

School of Health Administrative Assistant (to schedule appointments): Kelli Loudermilk  
219-981-1111 x2405  
[kloudermilk6@ivytech.edu](mailto:kloudermilk6@ivytech.edu)

Advising opportunities at ITCC: <https://www.ivytech.edu/advising/>

School of Health and Nursing Advisor: Joanna A. Nikolopoulos  
219-981-1111 (general number/ crown point advising)  
[jnikolopoulos@ivytech.edu](mailto:jnikolopoulos@ivytech.edu)

Registrar information (for transcript review): <https://www.ivytech.edu/registrar/>



# School of Health Sciences

PTA Program – Northwest

Lake County Campus – Crown Point Location

## *Accepted Student Information*

This handbook section is designed for students accepted to the Physical Therapist Assistant (PTAS) Program. Accepted students should have already reviewed this handbook's first section during the application process. Accepted students should review the previous sections for information regarding coursework and other items that are relevant during the program.

Students applying to the program are encouraged to review this information to understand the expectations of accepted students better.

Within this section, students will find the personal requirements and commitments necessary to participate in the program. Accepted students will find details regarding advising throughout the program and various other topics, including steps for remediation as needed during the program.

## **Facilities**

### **Teaching Facilities**

All facilities and resources of the Ivy Tech Community College are available to Physical Therapist Assistant students. Students are encouraged to use support services available, as well as online. Instructional support services include, among others: tutoring and learning centers, the Ivy Tech Virtual Library, campus libraries, and the use of Ivy Learn to enhance course delivery.

#### ***PTA Program – Classrooms and General Laboratory Space***

The PTA program classroom and labs are used for several activities and functions. Students are expected to maintain the cleanliness and order of the classroom and labs. Equipment and supplies are available if students appropriately safeguard these items. Replacements are not necessarily immediately available if the equipment is broken, misplaced, abused, or removed from the lab. Students are expected to appropriately dispose of waste material and return furniture and supplies, clean and soiled, to their appropriate places. Tables are to be organized and stools/chairs are to be placed on/beneath tables before leaving the lab. During class, students are expected to keep personal belongings beneath the tables to keep safe walkways within the lab. Eating and drinking (other than secured/bottled items) are not permitted in the classrooms; please be attentive to these restrictions. First-year students are expected to participate in weekly Friday cleaning, including linen care, supervised by an assigned PTA faculty member.

#### ***PTA Program - Laboratory Space Supervision***

As directed by the Vice Chancellor and Program Chairperson, students must always be supervised by an appropriate faculty/lab assistant on campus. At no time is the lab to be used without supervision. Open lab hours are available as scheduled to provide additional lab access under the supervision of PTA faculty. Full-time faculty member office hours are also available for lab supervision with prior arrangement by the student with the faculty member. Secretarial staff is not sufficient for supervision. Security may not allow students to enter the lab without faculty on campus. Supervision must be provided by an active full-time or adjunct faculty member that is licensed as a PTA or PT.

## Student Support Services – Express Enrollment Center

<https://www.ivytech.edu/enrollmentcenter/index.html>

### Advising

Ivy Tech Community College uses an Academic/Faculty advisor system. On admission, each degree student is assigned both an Academic and a Faculty Program advisor whose purposes are to:

- Assist the student in course selection and program planning.
- Guide the student in meeting the requirements for graduation as prescribed by the College.
- Ensure that appropriate technical and general education courses are included in the chosen course of study.
- Students may meet with their advisors during a designated registration session as needed during each semester.

For more information, go to <https://www.ivytech.edu/advising/>

- See additional comments for advising specific to the accepted PTAS Program students.

### ***Physical Therapist Assistant Program – Advising Process***

Based on the Academic Advising Process of the PTA Program, students will participate in various stages of advising once accepted into the program. Students begin advising with the Program Chairperson following acceptance to the PTA Program. Students will initiate a [Degree Completion tracker \(DCT\)](#) with the AS PTA PTA designation review of course completion. Students will then register for PTAS courses once PC approval and permits are complete. Students requiring general education courses will be advised to register online through [myivy.ivytech.edu](http://myivy.ivytech.edu). Students must develop a plan for general education course completion at this time. The PC will provide an academic completion plan (ACP) that includes the course of study throughout the program, including general education and technical course. These plans are visible through [myivy.ivytech.edu](http://myivy.ivytech.edu). Students should review these plans with college and PTAS program faculty advisors.

While students are in the first year of study, students will be under the advising responsibilities of the Academic Coordinator of Clinical Education (ACCE) faculty member. Before the program's second semester (after acceptance), students must review an updated DCT with the ACCE during the final exam week reviewing the progression of general education classes on the academic completion plan. Each semester students will register through [myivy.ivytech.edu](http://myivy.ivytech.edu) once PC approval and permits are complete.

While students are in the second year of study, students will be under the advising responsibilities of the Program Chairperson. Students must review an

updated DCT following the summer session between the first and second year to ensure that general education courses will be complete by the end of the second year. During the fall of the second year, students will apply for graduation online through [myivy.ivytech.edu](https://myivy.ivytech.edu).

**Students are advised that general education courses must be completed by the end of the fall of the second . Otherwise, wise students will not be able to continue into the final semester of terminal clinicals (PTAS 205 and 215) and final course (PTAS 224).**

## **Ivy Tech Community College General Education Outcomes**

Upon completion of the program, the graduate will be able to:

1. Demonstrate critical and creative thinking.
2. Recognize and understand cultural and individual differences in terms of both contemporary and historical perspectives.
3. Recognize and understand social, political, civic, and environmental responsibilities relative to our society.
4. Apply basic scientific concepts in a variety of settings
5. Exhibit quantitative literacy.
6. Communicate effectively in written and oral forms.
7. Apply ethical reasoning.
8. Demonstrate the acquisition and use of information.

## **Physical Therapist Assistant Program - Recommended Course of Study**

Below describe the required prerequisites, the recommended general education sequence, and the required PTAS course sequence once accepted to the program. PTAS course order is not adjustable in sequence.

<b>Semester I – Prerequisite Courses – Minimum <u>requirements to apply</u></b>	<b>Total – 16 credits</b>
APHY 101 – Anatomy and Physiology I	3 credits
APHY 102 – Anatomy and Physiology II	3 credits
ENGL 111 – English Composition	3 credits
PTAS 101 – Introduction to the Physical Therapist Assistant (16-week course)	3 credits
SCIN 111 – Physical Science	3 credits
IVYT 112 - Student Success in Healthcare <sup>^^</sup>	1 credit

<sup>^^</sup> This is a college-required student preparation course.

It is not a prerequisite, nor does this course count for ranking/acceptance into the PTA Program.

### **Following Acceptance to the PTA Program**

<b>Semester II (Fall I)</b>	<b>Total – 13 credits</b>
PTAS 106 – Treatment Modalities I (16-week course)	5 credits
PTAS 107 – Kinesiology (16-week course)	5 credits
COMM 101 or 102 - Fundamental of Public Speaking or Introduction to Interpersonal Communications (8 weeks)	3 credits

<b>Semester III (Spring I)</b>	<b>Total – 14.5 credits</b>
PTAS 102 – Diseases, Trauma, and Terminology 12-week course)	3 credits
PTAS 103 – Administrative Aspects (12-week course)	3 credits
PTAS 115 – Clinical I (1-week competency and 3-week clinical)	2.5 credits
PSYC 101 – Introduction to Psychology (8 weeks)	3 credits
MATH 136 - College Algebra (8 weeks)	3 credits

<b>Semester IV **** (Fall II)</b>	<b>Total – 13 credits</b>
PTAS 201 - Treatment Modalities II (16-week course)	3 credits
PTAS 202 – Treatment Interventions for Special Populations (16-week course)	2 credits
PTAS 217 – Treatment Modalities III (16-week course)	5 credits
SOCI 111 – Introduction to Sociology (8 weeks)	3 credits

<b>Semester V (Spring II)</b>	<b>Total – 13 credits</b>
PTAS 205 – Clinical II (7-week course)	6 credits
PTAS 215 – Clinical III (7-week course)	6 credits
PTAS 224 – Current Issues and Review (Capstone Course)	1 credit

**Total Program: 69.5 credits**

***This schedule is subject to revision. Students are suggested to complete general education requirements as early in the program as possible, preferably in the order demonstrated above.***

***\*\*\*\*All general education must be completed by the end of Semester IV (Fall II)***

## Health Services

For students registered in credit courses, the College provides accident insurance in a designated amount for injuries sustained while participating in College-sponsored activities. The activity must take place on College premises or on any premises designated by the College. Students are also covered while traveling to and from College-sponsored activities as a member of a group under College supervision. It is the student's responsibility to report injuries or accidents occurring on campus promptly to the instructor or to the Office of Student Affairs so that proper medical treatment may be administered. If the College officials deem it necessary, emergency medical services may be requested. If a student has a seizure or black out while on campus emergency medical services will be notified. Ivy Tech Community College does not provide on-campus medical or mental health services. Medical and mental health services are available at local hospitals and clinics.

## Ivy+ Career Link

The Office of Career Development Services is available to help you in a number of ways:

- Employment Referral
- Resume/Cover Letter Assistance
- Career Assessment
- Job Shadowing
- Labor Market Information
- Practice Interviews
- Occupational Reports
- Community Employer Portfolios
- Work-Study Positions
- Co-op Education Opportunities

For more information, go to <https://www.ivytech.edu/career-development/index.html>

## Housing

Ivy Tech Community College is a commuter college and does not operate residence halls. However, the Office of Student Affairs may be able to respond to questions concerning housing in the community. Ivy Tech accepts no responsibility for locating, approving, or supervising local student housing.

## Transportation

- All necessary transportation to clinical experience is the student's responsibility and is not provided by the school. Students are expected to comply with parking designations. Handicapped parking spaces and visitors' areas are reserved for those purposes, and vehicles improperly parked in those areas may be ticketed or towed at the owner's expense. **The College does not guarantee transportation to, from or during any clinical experience.**
- The College is not responsible for injury or loss resulting from transportation to, from, or during any clinical experience.
- Student assumes all risks in connection with ride-a longs or transportation to, from, or during any clinical experience.
- The College does not perform, nor can it ensure a motor vehicle record check of third-party drivers of clinical affiliates.

- A student who wants to make a complaint or report driver issues should do promptly by reporting to their instructor.
  - The instructor or program leadership should ensure that action is taken (such as reporting to the clinical educator/affiliate contact and assisting the student to identify alternate transportation means), ensuring no retaliation, so that the student can continue the clinical experience.
- PTA Students are prohibited from driving with clinical facility representatives.

### **Disability Support Services (DSS)**

Students pursuing the Physical Therapist Assistant Program must be capable of fulfilling the Essential Functions of the Physical Therapist Assistant Program. Students are included in the Admission, Progression, and Graduation Policies section of this booklet. Reasonable accommodations for persons with disabilities will be made to ensure access to academic programs, services, and employment in accordance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. College programs and facilities are designed to be accessible to students with disabilities. Each campus has designated parking and special restroom facilities for these students. DSS will also aid students with disabilities with career planning, financial aid, and placement. The College staff works with the Department of Vocational Rehabilitation and other service agencies to assist students with disabilities through available local community resources.

The student must contact the campus DSS representative to request accommodations; any information shared will be kept confidential unless the student authorizes the release and exchange of specified information. Requests for accommodations and documentation of disability must be received one month prior to enrollment for the next academic term. Additional time may be required for some requests. Every effort will be made to provide reasonable accommodations in a timely manner.

Students who request accommodations are expected to participate in an intake interview with DSS if requesting specific services, academic adjustments, or other accommodations for a disability. Prospective students should schedule an intake interview prior to attempting any part of the admission process if accommodations will be required for the information session, academic assessment, completing forms, or scheduling classes. The intake process, including intake interview and documentation on file, should be completed at least **one month prior to the need for accommodations**. Documentation of the disability must be on file with the DSS office prior to services being provided. Late requests may delay accommodations. In accordance with the above procedure, federal guidelines and respect for individual privacy, no action will be taken without a specific request.

If you would like more information about the DSS go to <http://www.ivytech.edu/dss/> or contact Robin R. Beasley, MSW, Director of Disability Support Services. All students are expected to meet entry requirements. Essential elements of courses and programs and licensing requirements relevant to a program curriculum cannot be waived, although they may be accommodated. Please refer to the regional contact information at the back of this handbook. If you require assistance during an emergency evacuation, notify your instructor



on the first day of class to prepare for emergencies. Look for evacuation procedures posted in your classroom.

## **Financial Information**

<http://www.ivytech.edu/financial-aid/contacts.html>

### **Tuition and Fees**

Tuition and fees are set by the State Board of Trustees and are subject to change. Expenses will include tuition, fees, books, uniforms, and other materials/equipment for use in the clinical area. At the time of participation in any certification pathway, the Physical Therapist Assistant student will incur expenses associated with obtaining the required physical examination, immunizations, tuberculosis testing, Healthcare Provider CPR certification (American Heart Association or American Red Cross), criminal background check, and drug screen. Students should also anticipate costs associated with applying for certification/licensure upon completion of the Physical Therapist Assistant Program.

#### ***Physical Therapist Assistant Program - Expenses***

At Ivy Tech Community College, tuition and fees are updated yearly. Ivy Tech provides students with different cost options depending on In-state, Out-of-State, Part-Time, Full-Time, and International classifications. Use this website for current details. <https://www.ivytech.edu/tuition/index.html>

Students are responsible for all courses' tuition, books, supplies, and fees. Additionally, students are expected to secure funds for their uniform, physical examinations with immunizations, CPR training, national criminal background check/recheck, and drug screenings after acceptance to the program (contact information and forms will be provided after acceptance). Students should also access the Ivy+ website to understand better their financial responsibilities and opportunities regarding textbooks and tuition. <https://www.ivytech.edu/37203.html>

**The following are estimated costs for program expenses and are subject to change and adapt to students' part-time, full-time, and state of residence.**

## **Physical Therapist Assistant Program – Expenses During Program (Tuition based on fall 2022 – summer 2023 rates)**

Item	Description	QTY	Unit Price – In-state	Total	Unit Price - Out of State	Total	Category
PTAS Prerequisite Classes	credits	16		\$ 2,243.25		\$ 4,388.55	Full Time Tuition
PTAS Fall I	credits	13		\$ 2243.25		\$ 4388.55	Full Time Tuition
PTAS Spring I	credits	14.5		\$ 2243.25		\$ 4388.55	Part Time Tuition
PTAS Fall II	credits	13		\$ 2,243.25		\$ 4,388.56	Full Time Tuition
PTAS Spring II	credits	13		\$ 2243.25		\$ 4,388.56	Full Time Tuition
College fee	Technology fee	5	\$ 75.00	\$ 375.00	\$ 75.00	\$ 375.00	Fee
Program textbooks (Included with FT tuition)	Textbooks are free for all students through spring of 2023 – see ivytech.edu	1	\$ 0	\$ 0	\$ 0	\$ 0	Textbooks
Program laboratory equipment	Lab Kit - Bookstore	1	\$182.98	\$ 182.98	\$ 182.98	\$ 182.98	Program
Program professional requirements	Uniform/Lab coat (depending on size) - maximum- Bookstore	1	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	Uniform
Program professional requirements	Uniform/Polo – Black – even year graduates Blue – odd-year graduates- Bookstore	3	\$ 23.00	\$ 69.00	\$ 23.00	\$ 69.00	Uniform
Program professional requirements	Uniform/ Khaki Pants (depending on size) - maximum- Bookstore	2	\$ 21.00	\$ 42.00	\$ 21.00	\$ 42.00	Uniform
Program professional requirements	Uniform/Lab clothes – purchased on own (approximate)	1	\$ 80.00	\$ 80.00	\$ 80.00	\$ 80.00	Uniform
Program testing requirements	Exam Soft	5	\$ 37.37	\$ 186.85	\$ 37.37	\$ 186.85	Program
Program research requirement	APTA membership	2	\$ 95.00	\$ 190.00	\$ 95.00	\$ 190.00	Program
Clinical requirement	CPR Certification	2	\$ 90.00	\$ 180.00	\$ 90.00	\$ 180.00	Program
Clinical requirement	Physical exam – Dependent on student/insurance (Some local urgent clinics and lower prices)	2	\$ 300.00	\$ 600.00	\$ 300.00	\$ 600.00	Medical
Clinical requirement	CastleBranch: Drug test/Background/ Tracker Combined (IV53n)	1	\$ 114.36	\$ 114.36	\$ 114.36	\$ 114.36	Program
Clinical requirement	CastleBranch: Drug test alone (IV53ndt)	2	\$ 36.86	\$ 73.72	\$ 36.86	\$ 73.72	Program

Item	Description	QTY	Unit Price – In-state	Total	Unit Price - Out of State	Total	Category
Clinical requirement	CastleBranch: Recheck Background (IV53nre)	2	\$ 31.23	\$ 62.46	\$ 31.23	\$ 62.46	Program
PTAS 224 (capstone/online advantage)	Fees for PTAS courses (101, 106, 202, 205, 215, and 224)	1	\$ 160.00	\$ 160.00	\$ 160.00	\$ 160.00	Consumable
Review examination preparation	Scorebuilders Review Course	1	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	Program
<b>Total</b>			<b>Instate</b>	<b>\$13,772.62</b>	<b>Out of state</b>	<b>\$24,499.12</b>	

## POST GRADUATION

Following graduation, graduates from the program prepare for 4 to 9 weeks after graduation prior to taking the National PTA Examination (NPTAE) for licensure. The NPTAE requires fixed date scheduling for licensure, with the shortest delay of testing offered in July following May graduation. The NPTAE is administered by the Federation of State Boards of Physical Therapy Education (FSBPT). More information regarding the NPTAE can be found at FSBPT.org (use *Exam Candidate* access). Students are encouraged to work with families, friends, and employers ahead of time to prepare for the intensity and length of the program, in addition to the time needed to pass the licensure exam.

Item	Description	QTY	Unit Price - Instate	Total	Unit Price - Out of State	Total	Category
Licensure	Jurisdiction License Fee - Indiana	1	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	Licensure
Licensure	Jurisdiction Temporary License Fee - Indiana	1	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	Licensure
Licensure	Federation - national examination (6/2022)	1	\$ 485.00	\$ 485.00	\$ 485.00	\$ 485.00	Licensure
Licensure	Prometric - testing site fee (6/2022)	1	\$ 82.60	\$ 82.60	\$ 82.60	\$ 82.60	Licensure
				<b>Instate</b>		<b>Out of State</b>	
<b>Total</b>				<b>\$ 14,490.22</b>	<b>Total</b>	<b>\$ 25,216.72</b>	

**These items are based upon current costs (the academic year 2022-2023 unless otherwise stated) and based on the websites of the appropriate organizations:**  
**IN Licensure:** [www.in.gov/pla](http://www.in.gov/pla); **The FSBPT:** [www.fsbpt.org](http://www.fsbpt.org); **Prometric:** [www.prometric.com](http://www.prometric.com)

## **Financial Aid**

Ivy Tech Community College offers several types of financial aid to students who need assistance to continue their education. Students are encouraged to survey the available financial aid options carefully. Students must be accepted for admission to the College in an eligible program to receive financial aid. For additional information on financial programs administered through the College, please make an appointment to see a financial aid advisor.

### **SCHOLARSHIP INFORMATION**

Various scholarship opportunities are available to students that attend ITCC. Through the online system of [www.myivy.ivytech.edu](http://www.myivy.ivytech.edu), students can sign up for consideration for scholarship availability. After registering in myivy.ivytech.edu at the following sequence: Student, Billing, and Financial, Apply for Scholarship (the right side screen green link), the financial aid office can align appropriate scholarships based upon student eligibility.

Various scholarship opportunities are available to students pursuing a career as a physical therapist assistant. The American Physical Therapy Association website ([www.apta.org](http://www.apta.org)) provides information for grants/scholarships available to physical therapist assistant students. Additionally, students are provided information regarding scholarships as they are brought to the attention of the PTA program, such as the Indiana section of APTA and others.

## **Financial Obligation**

The Business Office is responsible for the collection of any outstanding obligations to the College. A person with an outstanding account will be denied certain College services. For example, official transcripts may not be obtained, registration forms will not be processed, and diplomas will not be issued.

## **Liability Statement**

Professional liability insurance coverage is provided to all students enrolled in clinical courses within the Physical Therapist Assistant Program. The limits of liability for the Institutional Professional Liability coverage are \$1,000,000 for each medical incident and \$3,000,000 aggregate. This coverage extends to clinical experience at an institution other than the College when it is a part of the College training program. Each student may obtain additional individual liability insurance.

## **Student Accident Insurance**

For students registered in credit courses, the College provides no-fault accident insurance in a designated amount of \$3,000 for injuries sustained while participating in College-sponsored activities, on College premises, or on any premises designated by the College (i.e., clinical site). Injuries that are not deemed accidents but rather arise from an underlying sickness or health condition are generally not covered.

Examples of covered accidents include, but are not limited to, the following: · Cutting a finger while chopping an onion in culinary arts class · Getting a fleck of metal in the eye while welding in auto body repair class · Twisting an ankle while lifting a patient in nursing class · Exposure to bloodborne / airborne pathogen (i.e., needle stick sustained at clinical)

In the case of a pathogen exposure, source patient testing is covered under this policy. A source patient utilizing this insurance will need to complete the claim form in the same manner as the student.

This accident insurance is **excess insurance**, meaning all other valid and collectible medical insurance must be utilized prior to the consideration of this insurance. It is not intended to replace insurance coverage students may already have, rather, it is intended to fill in the gaps (pay for deductibles, co-pays, or other eligible expenses) of a primary medical insurance policy up to the accident policy limit. Students should review their own coverage. In the absence of other insurance, this insurance becomes primary. Coverage is provided at no cost to the student. The offering and use of this insurance **do not** represent an acceptance of liability from the College.

Once the maximum policy benefit of \$3,000 is reached, the student is fully responsible for the payment of medical bills. Filing a claim does not guarantee acceptance and payment of a claim. The master insurance policy issued to Ivy Tech is on file at the Systems Office. The description of the hazards insured benefits and exclusions is controlled by the master policy. Students with questions may contact their campus student accident gatekeeper.

## Withdrawals and Refunds

### Withdrawal Policy

<http://www.ivytech.edu/registrar/3432.html>

From the end of the 100% refund period to the end of the week marking the completion of 75% of the course, a student may withdraw from a course online using Myivy.ivytech.edu or by filing a change of enrollment form at the Registrar's Office. Withdrawal from a course (with a grade of "W") will display on the student's transcript, however, the withdrawal does not affect the student's GPA in any way.

Withdrawal is complete when the necessary forms have been submitted to the Office of the Registrar. Records of students withdrawing from courses indicate a "W" status rather than a grade when the withdrawal process is completed. A student who ceases to attend class after the last day to withdraw will receive a grade commensurate with course requirements.

Note: Withdrawing from class may affect or cancel financial assistance. Students receiving financial assistance should check with the financial aid office before withdrawing from a course or course.

## **Refund policy**

To receive a 100% refund of tuition and fees, students must drop the course by dates posted at <http://www.ivytech.edu/registrar/3435.html>. The last day to drop with a refund is determined by the length of the course and the first day the class meets. No refunds will be given for drops or withdrawals after the posted dates. If the student withdraws from all his/her classes during the 100% refund period, the technology fee will be refunded. If the student is enrolled in any classes beyond the 100% refund period, the technology fee will not be refunded.

Please refer to the Student Handbook for a full description of withdrawal and refund procedures: <https://www.ivytech.edu/studenthandbook/>.

## **Progression/Readmission/Stop Outs**

### **College Progression and Readmission Policy**

Please refer to the College catalog for policies related to academic standards and readmission following dismissal from the College for violations of rules of conduct and/or failure to meet and maintain academic standards. Students enrolled in the Physical Therapist Assistant Program must be in good academic standing according to College policy.

### **Progression in the Physical Therapist Assistant Program**

Students are expected to progress each semester. Students who withdraw or do not complete with a minimum grade of "D" all prerequisite courses to a course with a clinical component will not be eligible to progress to enrollment in the clinical course. Should there be any term of non-enrollment in the required sequence of courses, including failure to progress, the student will be required to demonstrate retained competency in the course objectives of any required prerequisite course(s) before continuing in the required sequence of courses.

Demonstrated retained competency is typically satisfied by obtaining a repeat passing score on final exams, comprehensive laboratory exams, and skill checkoffs. Students unable to demonstrate retained competency in any required prerequisite courses will be required to satisfy the requirements of an individually developed remediation plan as a condition of enrollment in any clinical course in which patient safety is contingent upon retained knowledge.

### **REPEATING A COURSE – PTA Specific**

Students who have not completed a PTAS Course with a minimum grade of "D" is prevented from further progression in the PTA Program. These students who have not met the minimum requirements as denoted in each course syllabus or have withdrawn from a course can return to the program once at the next scheduled offering of that class, one year later. Based upon the availability of the PTAS courses each year, the student would then be required to return at the next available course session (the following year). Students may repeat a course once. Students must return at the next available course, or students will need to reapply to return to the program. Students who do not complete the course requirements

on a second attempt or for reasons related to academic dishonesty or lack of professional standards, as noted in college policy are subject, to dismissal from the program.

### **Stop Outs**

In any term the student is not enrolled in any required programmatic courses, the student is considered a “stop-out.” Should the student later wish to re-enroll in programmatic courses, the student will be required to later request re-enrollment, within any maximum timeframe for completion guidelines as required by accrediting agencies. If no maximum timeframe is required for completion by an accrediting agency, the student must request to re-enroll in the program within one calendar year from the end of the last semester in which the student completed programmatic courses. Requests will be considered based on available cohort space at the time of the student submission.

### **RETURNING AFTER STOP OUTS – PTA Specific**

Students who stop out of the program for failure or withdrawal must formally request a return to the program. If returning to the program for fall mediation/remediation for the first year, students must send an email to the PC requesting a return before the end of the spring semester in line with the application process. This process allows the PC to monitor the available positions in the program for the next accepted cohort.

If returning to the program for fall mediation/remediation in the second year, students must email the PC requesting a return before the end of the spring semester to hold a position in the second-year fall cohort. Students who failed or withdrew in the first year or second year's spring semester will need to return in the fall for mediation before entering the next year's spring semester courses. Students will follow the above expectations depending on the planned fall year of return.

Students will not attend clinical courses having stopped out of the program without completing mediation courses that require 78% minimum pass requirements of practical examination skills and combined scores and final cumulative examination score for each course involved in major individual practical skills, specifically PTAS 106, 107, 201, and 217. Students must meet with the PTA Program Chairperson to develop a remediation plan.

Students who do not provide the requested formal request by the required due date are no longer considered students of the PTA Program. As such, students can return only through submission of a complete application at the next deadline. Such students will then be ranked with the applicant pool and considered for acceptance among the new applicant pool.

### **Credit for Prior Learning**

Ivy Tech Community College proposes to acknowledge the prior learning experiences of both current and prospective students by awarding credit for appropriate prior learning. Such prior experience could include but is not limited to the following: workplace learning, military experiences and training, college-level credit from other institutions, nationally recognized testing, certifications, and community service.

#### **PTA Specific Information**

- Credit for prior learning does not apply to PTAS designated courses.

### **Transferring**

The College encourages articulation between programs offered at each campus and similar programs offered at secondary or post-secondary levels. Please refer to the College catalog or see the Registrar for specific information or questions related to the transfer of general education credits. The College will accept in transfer any course appearing in the Indiana Core Transfer Library (CTL). For credit-bearing courses not appearing on the CTL, recommendations for transfer and applicability of credit are made by the appropriate academic faculty within that discipline. Credits to be considered for transfer must have been earned at a post-secondary institution accredited by a regional accrediting agency, and the student must have earned a grade of "C-" or better in the course(s) involved.

#### **PTA Specific Information**

- The PTAS Program credits and graduation do not guarantee entry into a Physical Therapist program.
- The PTAS Program PTAS courses may be transferable to other PTA Programs within the ITCC system (Muncie and Sellersburg).
- The PTAS courses from another PTAS Program outside the ITCC system may be reviewed for equivalency by the PTAS Program; no guarantees in equivalency are provided.



## Graduation

Certification requirements for students seeking a degree include:

- Successful completion of all courses within program certification requirements at a minimum cumulative grade point average of 2.00.
- Successful completion of the required number of credits.
- Completion of at least 15 degree-credits as a regular student at Ivy Tech, and not through test-out or other means of advanced placement.
- Satisfaction of all financial obligations due the College.
- Satisfaction of program accreditation standards that may have additional requirements.

### ***Physical Therapist Assistant Program – Graduation Application***

Students who have completed the required PTA Program Core Curriculum requirements graduate with an *associate of science degree*. Students apply for graduation at the end of the fall semester of the second year. Students must have completed all prerequisite, general education, and PTAS coursework excluding PTAS 205, 215, and 224 at the time of application. Students must be concurrently enrolled in PTAS 205, 215, and 224 at the time of application. Students must complete the required ITCC Graduation Application through [myivy.ivytech.edu](http://myivy.ivytech.edu) by the due date needed to be included in the graduation ceremony brochure. The Graduation Application will be declined for students who do not successfully complete the PTAS 205, 215, and 224 coursework by the end of the final spring semester. Such students are required to follow the return policy of the program according to this handbook.

## Global Studies Certificate

### Global Learning Close to Home

Many U.S. businesses are expanding their operations into different areas of the world, so you are very likely to interact with people from other countries and cultures on the job. A Global Learning Certificate may be just what you are looking for!

Ivy Tech faculty members have worked together to redesign curriculum for some of Ivy Tech's business, education, humanities, healthcare, technology, and life science courses. These areas are some of Indiana's biggest high-growth sectors of the economy and areas where you need to be able to think critically and in terms of global perspectives and competencies. With the Global Learning Certificate, you can apply your knowledge in your own community, throughout the state of Indiana, and around the world!

This certificate will teach you about thriving in a global workforce and how to succeed in a diverse society, which are skills valued in today's competitive job market. You will also have opportunities for exposure to different cultures through supplemental education experiences, such as studying abroad or taking part in international activities on your campus. A Global Studies Certificate will increase your knowledge and awareness of the world and will make you more marketable in finding a job.

### Program Requirements for the Global Studies Certificate:

- **Global Studies Orientation** - meeting to discuss the benefits, and requirements of the certificate
- **Global Studies Electives** - 15 credits of global-module courses, many of which are already within the two-year curriculum
- **Global/International Resume** - outlining global experiences and letters of reference
- **Global Studies Capstone Experience** - completion of an international project, research, competition, community service, service learning, or travel study experiences
- **Global Immersion** - participation in global, cultural, or diversity-related activities which may include attending conferences/workshops, completion of the **U.S. Institute of Peace Certification**, becoming a member of a professional or community group, and maybe even an international travel experience. Talk to your advisor for more information about your options!
- For more information contact your campus Global Studies Coordinator or see the Global Learning webpage: <http://www.ivytech.edu/global-learning/>

## **Attendance**

### **College Policy**

Students are expected to attend class meetings, or other activities assigned as a part of a course of instruction, on a regular basis. Instructors are responsible for maintaining attendance records. A statement regarding expectations for class attendance is included in the College catalog. Instructors will also identify attendance expectations in the individual course syllabi.

Students should confer with instructors in advance if absences are anticipated. If the option for making up work exists (for anticipated or unexpected absences), the student is responsible for consulting with instructors immediately upon return to make necessary arrangements. Instructors will utilize Ivy Advising to notify the student and the student's advisor of an attendance concern. This notification will provide a follow-up process with the student to intervene with a potential obstacle to the successful completion of the course.

### ***Physical Therapist Assistant Program – Classroom and Lab Attendance***

Students are expected to attend all lectures and lab sessions. Attendance is necessary to maximize student-learning opportunities. Absent students are responsible for missed material. Attendance will be kept for financial aid qualifications. Specific expectations will be found in each course syllabus.

The PTA faculty believes attendance and punctuality to be an important part of the total educational program. Class attendance is expected. Students are responsible for all content. If 3 or more classes are missed, students will receive a zero (0) for Participation/Professionalism points in this course.

Students are expected to attend and regularly participate in class meetings, online learning activities, and other activities assigned as a part of a course of instruction. Faculty are required to report student participation in compliance with institutional policies and federal financial aid guidelines.

Faculty and staff shall be sensitive to students' religious beliefs and observances, including an expectation that instructors make reasonable arrangements when a student must miss an exam or other academic exercise due to their religious observance. When notified in advance, and when possible, faculty will make allowances for students to make up missed work.

Ivy Tech performs administrative drops for students who do not attend class at the beginning of the course. Students need to attend at least 1 of the first 2 weeks of class to be considered in attendance. Students who miss the first two weeks of class and have made no specific contact with the instructor regarding their situation prior to the NW region deadline (i.e., after 2 weeks for a 16-week course) will be dropped from the course.

**Attendance: Full Credit**

Attend class on campus

**Excused:**

Medical with doctor note and zoom (visible by camera) and attend the next scheduled open lab related to the course

Legal - jury duty other subpoena requirements with documentation of attendance

**DOCUMENTATION:**

Accepted documentation written/printed note from an appropriate source related to the attendance issue with necessary signature(s) as appropriate including date of concern.

Documentation will be brought to the primary instructor of the class for review and update as needed in IvyLearn attendance.

**Attendance: Partial credit (1/2 of the standard infraction)**

Attending class by zoom is considered absent unless the student attends the next scheduled open lab related to the course

**Attendance: No credit (Standard infractions apply)**

Arriving late to class, any amount of time after the scheduled start time of class

Taking longer breaks or taking breaks on zoom other than provided by the instructor(s)

Leaving class before dismissal from the instructor

Attending class by zoom without open lab attendance at the next scheduled open lab related to the course

Attending class by zoom and requiring more than one reminder to use the camera properly throughout the class

Disrespectful communication with peers or instructor(s)

Lacking full active participation in lecture or lab class

**Title IX Statement****Sexual Harassment and Assault**

Ivy Tech Community College is committed to providing all members of the College community with a learning and work environment free from sexual harassment and assault. Ivy Tech students have options for getting help if they have experienced sexual assault, relationship violence, sexual harassment, or stalking. This information can be found at <https://www.ivytech.edu/prevent-sexual-violence/index.html>.

If students write or speak about having survived sexual violence, including rape, sexual assault, dating violence, domestic violence, or stalking, federal law and Ivy Tech policies require that instructors share this information with the Campus Title IX Coordinator. The

Campus Title IX Coordinator will contact students to let them know about accommodations and support services at the College and in the community as well as options for holding accountable the person who harmed them. When contacted, students are not required to speak with the Campus Title IX Coordinator.

If students do not want the Title IX Coordinator notified, instead of disclosing this information to their instructor, students can speak confidentially with certain individuals at the College or in the community. A list of these individuals can be found at <https://www.ivytech.edu/prevent-sexual-violence/index.html> under Confidential Employees and/or Community Resources.

### **Students Experiencing Pregnancy, Childbirth, or Related Conditions**

Ivy Tech Community College is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972 (Title IX). Sex discrimination, which can include discrimination based on pregnancy, marital status, or parental status, is prohibited and illegal in admissions, educational programs, and activities, hiring, leave policies, employment policies, and health insurance coverage.

Under the Department of Education's (DOE) Title IX regulations, an institution that receives federal funding "shall not discriminate against any student or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom." According to the DOE, appropriate treatment of a pregnant student includes granting the student leave "for so long a period of time as is deemed medically necessary by the student's physician," and then effectively reinstating the student to the same status as was held when the leave began. For more information visit: [https://www.ivytech.edu/files/5.15\\_Students\\_Experiencing\\_Pregnancy\\_Childbirth\\_and\\_Related\\_Conditions.pdf](https://www.ivytech.edu/files/5.15_Students_Experiencing_Pregnancy_Childbirth_and_Related_Conditions.pdf)

# Student Rights and Responsibilities

## [Code of Student Rights and Responsibilities](#)

The student appeal process provides the College an appropriate mechanism to deal with violations of student rules of conduct and conversely allows a student with a disagreement to appeal against a College employee's decision affecting that student. The College encourages students to resolve their complaints informally. The informal appeal procedures are designed to accomplish a quick resolution that is most expeditious and effective. Whenever the informal process does not result in a satisfactory resolution, the College formal appeal procedure is also available.

In addition, the grade appeal process provides a mechanism for review when a student believes the final grade, he or she received in a course is inaccurate. As with the student appeal process, this procedure encourages students to first attempt to resolve the appeal informally, beginning with the faculty member who issued the course grade.

The reputation of the College and the College community depends in large part upon the behavior and academic achievement of its students. Students enrolled at the College are expected to conduct themselves in a mature, dignified, and honorable manner. While enrolled at the College, students are subject to College jurisdiction. The College reserves the right to take disciplinary action against any student whose conduct, in the opinion of College representatives, is not in the best interests of the student, other students, or the College. Students who are disciplined should expect to find their sanctions enforced at all Ivy Tech campuses. All students are expected to abide by the College rules of conduct. Please refer to the [Code of Student Rights and Responsibilities](#). Expectations for student behavior in clinical settings are governed by clinical agency affiliation agreements and College policy.

## Social Networking Guidelines

Social media are powerful communication tools that can have a significant impact on the reputations of those who use them. This includes not only individuals but the organizations they represent. You must be mindful that anything you post on a social media site may be seen by anyone. Therefore, inappropriate postings about other students, faculty, college policies, action or decisions ***could be the basis for disciplinary action including termination from the program.*** Furthermore, the discussion of patient information through any of these venues is a **violation of patient confidentiality and HIPAA**. You have rights afforded by state and federal law, but be aware that *not everything* you say or post online is protected. False, defamatory, harassing, or intimidating postings are *not protected free speech*.

The College recognizes many students chose to participate on social networking sites. Students are reminded to use caution when posting on sites. Future employers and supervisors may have access to these internet pages, comments and photographs which may be perceived as derogatory thus impacting employment opportunities. Students are reminded **NOT** to post photographs from clinical and laboratory settings as this is considered a breach of confidentiality. Comments that may be construed as negative/derogatory concerning the College and/or clinical site experiences, operations or patients may negatively impact student status and any reference to these is strictly prohibited.

## ***Physical Therapist Assistant Program – Professionalism***

Throughout the program, students are expected to represent the field of physical therapy according to the standards set for the profession. Physical therapy holds a critical and professional healthcare role with exacting standards in evidence, patient care, commitment, sacrifice, ethics, and legal standards. Students are therefore held to the same standards as the profession.

Students are expected to be available for class (arriving and prepared at least 15 minutes prior to class or clinicals). Students are expected to know the requirements of the program and each course. Students are expected to wear the necessary attire to all courses, lab activities, practicals, and PTA Club events (see below).

Students are expected to be fully engaged in class including discussion, question/answer, and review. Students are expected to be supportive of each other, representing the sacrifice to help all, regardless of personal connection or agreement. Students are expected to be respectful in all means to faculty and staff that devotedly work toward student success. Students are expected to work in pairs or groups in presentations and laboratory work. Students will integrate with their peers and are expected to be considerate of the varied characteristics of each other, including cultural, religious, gender, educational, and socioeconomic differences. Students are encouraged to remember that their peers in the program represent their greatest allies toward success.

Students are expected to communicate with each other, faculty, clinical faculty, and staff with respect. This includes all means of communication: face-to-face and technology. Students are advised that communication through technology has consequences when inappropriate and disrespectfully delivered. Students are advised to consider the ramifications of their representations of themselves and the program with the various individuals they are in contact with, including peers, students, faculty, administration, clinical faculty, patients and clients, and the general community. The future of clinical affiliations and potential employment relies on the students and their professionalism. Emails, INBOX messages, texts, etc., that are deemed inappropriate and/or disrespectful will be ignored and/or deleted. Students may want to consider the “tone” of messages if a response has not been received. Etiquette starts now (if not prior to the program), preparing for many challenging patients that regardless of demeanor or interest in physical therapy deserve respect.

Following, students will find the *Standards of Ethical Conduct for the Physical Therapist Assistant*. Students need to read this document as it reflects the expectations of professionalism of a PTA. In addition, students will be “tested” regarding this document (PTAS 103) and the ability to hold these standards during clinicals (PTAS 115, 205, and 215). Students should understand that the *American Physical Therapy Association* (APTA) develops or directs the development of various standards for the field of physical therapy and the PTA. Regardless of membership in the APTA: patients, employers, employees, families, and courts expect the PTA to abide by such standards.



## ITCC Academic Integrity Policy - (PTA Program Supported)

Complete information regarding ITCC Academic Misconduct, Academic Integrity and Professional Behavior is found in the ITCC *Code of Student Rights and Responsibilities* – section II (available online at <https://www.ivytech.edu/studentcode/>). Specific policies relating to PTA Program coursework include and are not limited to the following:

Ivy Tech recognizes academic integrity as a fundamental principle of collegial life. The credibility of the College's educational programs rests upon the foundation of student learning and integrity. Students who misrepresent their academic work violate the rights of their fellow students and undermine the faculty's authority and their ability to assess learning.

The College therefore views any act of academic dishonesty as a serious offense requiring disciplinary measures, including failure for the exam or specific course work, course failure, suspension, and expulsion from the College. In addition, an act of academic dishonesty may have unforeseen effects and lead to formal processes outside the College.

**Definitions:** Violations of academic integrity and professional behavior include, but are not limited to, the following:

**Cheating:** Unauthorized use of notes or study aids, or acquiring information from another student's papers, on an examination; obtaining a copy of an examination or questions from an exam prior to taking the exam; altering graded work with the intent to deceive another person to do one's work and then submitting as one's own name; allowing another to take an examination in one's name; submitting identical or similar papers for credit in more than one course without obtaining prior permission from the instructors of all the courses involved.

**Aiding Cheating or Other Acts of Academic Dishonesty:** Providing material or information to another student with the knowledge that this material or information will be used to deceive faculty.

**Plagiarism:** Presenting within one's own work the ideas, representations, or words of another person without customary and proper acknowledgment of that person's authorship is considered plagiarism. Students who are unsure of what constitutes plagiarism should consult with their instructors. Claims of ignorance will not necessarily excuse the offense.

**Falsification of Academic Records or Documents:** Falsification of academic records or documents includes, but is not limited to, altering any documents affecting academic records; forging signatures or falsifying information of an official academic document such as a grade report, ID card, library card, or any other official college letter or communication, will constitute academic dishonesty.

**Unprofessional or Inappropriate Behavior within a Clinical, Field, or Internship Experience:** Conduct that is lewd, indecent, obscene, inappropriate, and/or non-compliant with professional or accreditation standards; or a violation of clinical or other affiliated site expectations or guidelines; or a violation of federal or state laws.

## **PTA Program – Ethical Conduct (American Physical Therapy Association)**

### Standards of Ethical Conduct for the Physical Therapist Assistant

HOD S06-09-20-18 [Amended HOD S06-00-13-24; HOD 06-91-06-07; Initial HOD 06-82-04-08] [Standard] Preamble

The Standards of Ethical Conduct for the Physical Therapist Assistant (Standards of Ethical Conduct) delineate the ethical obligations of all physical therapist assistants as determined by the House of Delegates of the American Physical Therapy Association (APTA). The Standards of Ethical Conduct provide a foundation for conduct to which all physical therapist assistants shall adhere. Fundamental to the Standards of Ethical Conduct is the special obligation of physical therapist assistants to enable patients/clients to achieve greater independence, health and wellness, and enhanced quality of life. No document that delineates ethical standards can address every situation. Physical therapist assistants are encouraged to seek additional advice or consultation in instances where the guidance of the Standards of Ethical Conduct may not be definitive.

### **Standards**

**Standard #1:** Physical therapist assistants shall respect the inherent dignity, and rights, of all individuals.

1A. Physical therapist assistants shall act in a respectful manner toward each person regardless of age, gender, race, nationality, religion, ethnicity, social or economic status, sexual orientation, health condition, or disability.

1B. Physical therapist assistants shall recognize their personal biases and shall not discriminate against others in the provision of physical therapy services.

**Standard #2:** Physical therapist assistants shall be trustworthy and compassionate in addressing the rights and needs of patients/clients.

2A. Physical therapist assistants shall act in the best interests of patients/clients over the interests of the physical therapist assistant.

2B. Physical therapist assistants shall provide physical therapy interventions with compassionate and caring behaviors that incorporate the individual and cultural differences of patients/clients.

2C. Physical therapist assistants shall provide patients/clients with information regarding the interventions they provide.

2D. Physical therapist assistants shall protect confidential patient/ client information and, in collaboration with the physical therapist, may disclose confidential information to appropriate authorities only when allowed or as required by law.

**Standard #3:** Physical therapist assistants shall make sound decisions in collaboration with the physical therapist and within the boundaries established by laws and regulations.

3A. Physical therapist assistants shall make objective decisions in the patient's/client's best interest in all practice settings.

3B. Physical therapist assistants shall be guided by information about best practice regarding physical therapy interventions.

3C. Physical therapist assistants shall make decisions based upon their level of competence and consistent with patient/client values.

3D. Physical therapist assistants shall not engage in conflicts of interest that interfere with making sound decisions.

3E. Physical therapist assistants shall provide physical therapy services under the direction and supervision of a physical therapist and shall communicate with the physical therapist when patient/client status requires modifications to the established plan of care.

**Standard #4:** Physical therapist assistants shall demonstrate integrity in their relationships with patients/ clients, families, colleagues, students, other health care providers, employers, payers, and the public.

4A. Physical therapist assistants shall provide truthful, accurate, and relevant information and shall not make misleading representations.

4B. Physical therapist assistants shall not exploit persons over whom they have supervisory, evaluative, or other authority (e.g., patients/clients, students, supervisees, research participants, or employees). 4C. Physical therapist assistants shall discourage misconduct by health care professionals and report illegal or unethical acts to the relevant authority, when appropriate.

4D. Physical therapist assistants shall report suspected cases of abuse involving children or vulnerable adults to the supervising physical therapist and the appropriate authority, subject to law.

4E. Physical therapist assistants shall not engage in any sexual relationship with any of their patients/clients, supervisees, or students. 4F. Physical therapist assistants shall not harass anyone verbally, physically, emotionally, or sexually.

**Standard #5:** Physical therapist assistants shall fulfill their legal and ethical obligations.

5A. Physical therapist assistants shall comply with applicable local, state, and federal laws and regulations.

5B. Physical therapist assistants shall support the supervisory role of the physical therapist to ensure quality care and promote patient/client safety.

5C. Physical therapist assistants involved in research shall abide by accepted standards governing protection of research participants.

5D. Physical therapist assistants shall encourage colleagues with physical, psychological, or substance-related impairments that may adversely impact their professional responsibilities to seek assistance or counsel.

5E. Physical therapist assistants who have knowledge that a colleague is unable to perform their professional responsibilities with reasonable skill and safety shall report this information to the appropriate authority.

**Standard #6:** Physical therapist assistants shall enhance their competence through the lifelong acquisition and refinement of knowledge, skills, and abilities.

6A. Physical therapist assistants shall achieve and maintain clinical competence.

6B. Physical therapist assistants shall engage in lifelong learning consistent with changes in their roles and responsibilities and advances in the practice of physical therapy.

6C. Physical therapist assistants shall support practice environments that support career development and lifelong learning.

**Standard #7:** Physical therapist assistants shall support organizational behaviors and business practices that benefit patients/clients and society.

- 7A. Physical therapist assistants shall promote work environments that support ethical and accountable decision-making.
- 7B. Physical therapist assistants shall not accept gifts or other considerations that influence or give an appearance of influencing their decisions.
- 7C. Physical therapist assistants shall fully disclose any financial interest they have in products or services that they recommend to patients/clients.
- 7D. Physical therapist assistants shall ensure that documentation for their interventions accurately reflects the nature and extent of the services provided.
- 7E. Physical therapist assistants shall refrain from employment arrangements, or other arrangements, which prevent physical therapist assistants from fulfilling ethical obligations to patients/clients

**Standard #8:** Physical therapist assistants shall participate in efforts to meet the health needs of people locally, nationally, or globally.

- 8A. Physical therapist assistants shall support organizations that meet the health needs of people who are economically disadvantaged, uninsured, and underinsured.
- 8B. Physical therapist assistants shall advocate for people with impairments, activity limitations, participation restrictions, and disabilities to promote their participation in community and society.
- 8C. Physical therapist assistants shall be responsible stewards of health care resources by collaborating with physical therapists to avoid overutilization or underutilization of physical therapy services.
- 8D. Physical therapist assistants shall educate members of the public about the benefits of physical therapy

**PARTICIPATION/PROFESSIONALISM:** All students are required to participate in all class activities. Participation refers to the willingness of a student to get totally involved in class discussions, act as subject for labs, join study groups and answer questions posed by teachers during lecture periods.

\*Participation/ Professionalism – For the purposes of the PTAS Program and the PTAS 101 course, students are held to the professional standards of the career and field in which they are pursuing their education. As such, the PTAS Program requires students to abide by the following guidelines for participation/professionalism.

**Timeliness** – Students are expected to be timely in their attendance and submission of assignments as required throughout the course.

**Dress/Uniform** – The following are the dress/uniform requirements for students accepted into the PTAS Program – students in violation of these requirements will be required to leave class/clinical until the requirements are met, students in violation of these requirements will not be able to participate in practical examinations

- Lecture/Organization activities – Students are to wear the designated PTA Program polo with khaki pants (scrubs or dress pants – no jeans or capris), with socks and closed toe and heel shoes in good condition; ***students in the PTAS 101 course are required to wear appropriate clothing for maintaining safety of self and others including closed toe and heel shoes***
- Lab – Students are to wear cotton-like shorts to at least mid-thigh length, tank top (females with sports bra and/or tank), with socks and closed toe and heel shoes in good condition – all students to be able to reveal appropriate structures for course requirements and learning modules; ***students in the PTAS 101 course are required to wear appropriate clothing for maintaining safety of self and others including closed toe and heel shoes***
- Clinicals- Students are to wear the required polo and khakis unless specifically instructed to wear a required alternative for the assigned clinical. Students given a choice of attire must wear the required polo and khakis and appropriate foot wear.

**School identification (ID)– All students are** to wear the college always provided school ID, except in laboratory procedures to protect self/simulated patient or in clinicals as required by the facility.

**Practical examinations** – Students are required to wear the PTAS Program lab coat when performing the role of SPTA during practical examinations, as well as the required dress for the appropriate patient simulation role; ***students in the PTAS 101 course are required to wear appropriate clothing for maintaining safety of self and others including closed toe and heel shoes***

## **Academic Honesty Statement**

The College is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement.

Cheating on papers, tests or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior.

### ***Physical Therapist Assistant Program – Academic Honesty***

Students will participate in a variety of proctored examination procedures. Students are permitted and encouraged to review and study with peers from their class prior to taking these examinations. not allowed to acquire assistance for testing purposes from current students after the examination has become available. Students are not allowed to gain access to examination information from previous students of this course. During practical examinations, students are not allowed to discuss activities completed during the practical examination while students are required to complete the examination. All assignments and examinations are expected to be an individual effort (unless otherwise stated for an assignment). All examinations are the property of the instructor/PTAS Program. No reproduction is allowed at any time in any format. Such violation of examination procedures will warrant action as described below.

Any student or students found to have violated the Ivy Tech Community College Academic Honesty Policy and/or the PTAS Program examination procedures as described above will forfeit his/her/their grade(s) and receive a zero (0) for that assignment/examination. Any incident regarding violation of procedures is grounds for disciplinary action and/or dismissal from the class and potential dismissal from the PTAS Program.

## ***Physical Therapist Assistant Program - Academic Integrity Policy***

Along with ITCC, the PTA Program is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the educational quality and diminish the value of educational achievement.

Cheating on papers, tests or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior.

Students complete examinations in a proctored examination procedure. Examination performance is expected to be an individual effort. Students are permitted to review and study with peers from their class prior to taking these examinations only. Students are not allowed to acquire assistance for testing purposes from current students after the examination has become available. Students are not to gain access to examination information from previous students of the PTAS course in session or the PTA Program. Such breach will warrant action as presented in the ITCC College Catalog, including potential expulsion from the PTA Program and/or the college.

Students will participate in a variety of proctored examination procedures. Students are permitted and encouraged to review and study with peers from their class prior to taking these examinations. Students are not allowed to acquire assistance for testing purposes from current students after the examination has become available. Students are not allowed to gain access to examination information from previous students of this course. During practical examinations, students are not allowed to discuss activities completed during the practical examination while students are required to complete the examination. All assignments and examinations are expected to be an individual effort (unless otherwise stated for a particular assignment). All examinations are the property of the instructor/PTAS Program. No reproduction is allowed at any time in any format. Such violation of examination procedures will warrant action as described below.

Any student or students found to have violated the Ivy Tech Community *Academic Misconduct, Academic Integrity, and Professional Behavior Policy* and/or the PTAS Program *Academic Integrity Policy* examination procedures as described above will forfeit his/her/their grade(s) and receive a zero (0) for that assessment. Any incident regarding violation of examination procedures is grounds for disciplinary action and/or dismissal from the class and potential dismissal from the PTAS Program.

Within CastleBranch, students are provided a copy of the *Standards of Ethical Conduct for the Physical Therapist Assistant*. Students are to review this document and sign the Academic Dishonesty Awareness Statement form to be uploaded into CastleBranch.

## **ITCC and PTAS Program Personal Misconduct involving Computers/Technology**

Users of these services and facilities have access to valuable College resources, to sensitive data and to external networks. Consequently, it is important for all users to behave in a responsible, ethical, and legal manner. In general, appropriate use means respecting the rights of other computer users, the integrity of the physical facilities and all pertinent license and contractual agreements.

**Unauthorized Use of Computers and Technology:** Theft or other abuse of computer facilities and resources including, but not limited to:

1. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
2. Unauthorized transfer of a file; including peer-to-peer file sharing.
3. Use of another individual's identification and/or password.
4. Use of computing facilities and resources to interfere with the work of another student, faculty member, and/or college official.
5. Use of computing facilities and resources to send obscene or abusive messages.
6. Use of computing facilities and resources in violation of copyright laws.
7. Any violation of the college's computer use policy.



## ***PTAS Program Specific Technology Policy***

Electronic Equipment or Programs: Use of electronic equipment or programs in a manner that is disruptive to other students, staff, or College processes is prohibited. This includes appropriate and respectful use of technology during instructional periods and when representing or referring to college/program with other media:

- a. Students are to have phones and other communication devices set in vibration or mute mode such that notifications are not audible to others during required class/activities
- b. Students are to have phones and other communication devices placed in an area such that they are not used during instructional activities (no texting, emailing, web search, etc., during class time unless 1) provided specific approval from instructor for emergencies or 2) provided specific direction by the instructor for coursework activities
- c. Students may audibly record (voice only) any lecture or lab activity within the PTAS curriculum coursework (attending a course, students give permission for audible (voice) recording by other attendees of the course)
- d. Students are not allowed to record in any format testing procedures including (not limited to) written examinations, practical examination, and competency testing.
- e. Students are not allowed to record in any format clinical coursework experience that would violate the requirements of HIPAA
- f. Students are not allowed to record in any visual format any coursework procedures within the PTAS curriculum coursework, including visual format recording of instructors and peers
- g. Students must sign a release of photo/video release document for program and college course and/or marketing requirements (Students must request from peers directly permission for visual format recording)
- h. Students are not allowed to post in any format recordings from PTAS curriculum coursework on any site. During sponsored PTAS Program or PTA Club events, postings are allowed only following the specific signed release document instructions for each student and/or attendee. Postings of any minors are prohibited
- i. Students can use electronic devices to add to instructional activities if the use is not disruptive to others/activity at hand
- j. Students are prohibited from posting negative, inflammatory, or disrespectful comments on any site regarding college, program, faculty, staff, or students (such occurrences go against grievance procedures and professionalism required in the PTAS Program)
- k. Students that do not comply with the requirements of the technology policy will be required to discontinue use of the device within the instructional environment including leaving device in bag in different area of class or leaving device outside of classroom. Further violation of the policy would warrant removal from the classroom and/or dismissal from the program.
- l. Violation of restrictions of visual recording of instructors, peers, and/or of postings would warrant dismissal from the program and potentially the additional “costs” related to the damages and/or removal of such postings as needed
- m. Students must sign this policy and upload into CastleBranch – see *PTA Program Specific Technology Policy* form in CastleBranch.

## Physical Therapist Assistant Program - Classroom Etiquette

When in attendance students are expected to fully participate in class activities. Disruptive class behaviors such as arriving late, engaging in personal dialogue with your classmates during lecture or presentations, making rude non-verbal gestures, use of telephones and pagers or participating in other non-class related activities during class should be avoided. Any such behavior may result in a student being dismissed from the class session where this behavior occurs.

### ***ITCC Personal Misconduct on and off College Property Policies***

The college may sanction a student for **acts of personal misconduct that occur on college property** including, but not limited to, academic and administration buildings, recreational facilities, and other college-serviced properties.

The college may sanction a student for **acts of personal misconduct or criminal acts that are not committed on college property** if the acts arise from college activities that are being conducted off the college's campuses, or if the misconduct undermines the security of the college community or the integrity of the educational process or poses a serious threat to self or others.

(The following are not all inclusive. Students are advised to consult the *Code of Students Rights and Responsibilities* for further examples and definitions).

**Inappropriate Conduct:** Conduct that is lewd, indecent, obscene, or inappropriate.

**Disorderly Conduct:** Conduct that is obstructive or disruptive that interferes with teaching, research, administration, or other college or college- authorized activities.

**Copyright Infringement:** Conduct or activities that violate federal copyright laws including, but not limited to, the piracy of written or electronic media, are not permitted.

**Failure to Comply:** Failure to comply with the directions of authorized college officials in the performance of their duties, including failure to identify oneself when requested to do so; failure to comply with the terms of a disciplinary sanction; refusal to vacate a college facility when directed to do so.

**Unauthorized use of College Facilities:** Unauthorized entry, use, or occupancy of college facilities.

**Damage to Property:** Damage to or destruction of college property or the property belonging to others.

**Possession/Distribution/Consumption of Alcohol:** Unauthorized possession, use, or supplying alcoholic beverages to others contrary to law or college policy.

Ivy Tech Community College prohibits:

1. Public intoxication, use, or possession of alcoholic beverages on college property.
2. Providing or possessing alcohol contrary to law.

Student organizations that serve or permit possession of alcoholic beverages at student organization functions, on or off campus, may be disciplined if violations of alcoholic beverage laws or of college regulations occur. Individual students who plan, sponsor, or direct such functions also may be subject to sanctions.

**Possession/Distribution/Use of Illegal Drugs or Controlled Substances:**

Unauthorized possession, manufacture, sale, distribution, or use of illegal drugs, any controlled substance, or drug paraphernalia. This may also include being under the influence of illegal drugs or unauthorized controlled substances.

**Committing College Funds:** Committing college funding, including student clubs or organizations, without written approval, will result in the student's being responsible for the money owed, the student's being removed from the club or organization, and disciplinary action being taken. No student shall enter a contract with an outside agency using the name of the college. Contracts entered in violation of this rule shall be the personal responsibility of the student.

**Parking:** Students are expected to comply with parking regulations. Parking spaces for persons with disabilities and visitors' areas are reserved for those purposes. Vehicles improperly parked in those areas may be ticketed or towed at the owner's expense.

**Harassment:** Ivy Tech will not tolerate harassment based on race, color, creed, religion, gender, sexual orientation, national origin, physical or mental disability or age, and/or opposition to prohibited discrimination or participation in this or any other complaint procedure. This prohibition covers harassment against any student at an Ivy Tech campus by anyone, including other students, employees or non-employees during any college activity or program. The policy prohibiting harassment includes adverse treatment of students because of reporting harassment or providing information related to such complaints.

**Violence:** The use against any person of any mental, physical, written, or verbal abuse that threatens, is perceived as threatening or endangers the health, safety, and wellness, or promotes hatred or prejudice towards others is prohibited. This also includes fighting and/or other disruptive behavior, which includes any action or threat of action which endangers the peace, safety, or orderly function of the college, its facilities, sponsored events on or off-campus, or individuals engaged in any approved activity.

**Disruptive Behavior:** Behaviors or actions that disrupt the College's processes (academic and/or non-academic) are in violation of College rules. No student shall behave in a manner that is unacceptable in a learning environment or that endangers or infringes on the rights and/or safety of himself or herself or other students, visitors, staff, patients in a clinical situation, and/or children in childcare centers at Ivy Tech. If misconduct warrants an immediate suspension from the institutional setting for the remainder of the instructional period, the instructor may do so without a prior hearing. If the student does not voluntarily leave the institutional setting campus official(s) and/or campus security officers may remove the student from that setting upon oral request by the instructor.

## **Grading Practices**

The program uses a different scale than what students tend to be familiar with in grading. The grading scale affecting all classes designated as PTAS (including PTAS 101) is as follows: 93 to 100 = A; 87 to 92 = B; 81 to 86 = C; 78 to 80 = D. The application process to the program includes highly competitive and successful applicants. Students should be aware that besides the challenge of the grading scale, the amount and intensity of information in the program can be more challenging to students than expected.

- 93% to 100% = A
- 87% to 92% = B
- 81% to 86% = C
- 78% to 80% = D
- Less than 78% = F

## ***PTA Program – Membership (American Physical Therapy Association)***

During the PTA Program students are required to become student members of the American Physical Therapy Association (APTA). This is required at the start of the spring semester first year. Students must be prepared financially to become members at that time. Membership has consistently cost \$95.00 for a 13-month period (cost may change over time). The membership provides students with valuable research resources needed for program assignment. In addition, students are exposed to the structure and processes of the APTA that dictate the behaviors and expectations of the PTA, as well as the support that the APTA provides legislatively to the field. Students of the PTA Club are represented by elected or assigned members that attend the Northwest Region Indiana Chapter of the APTA meetings to assist students in staying current in physical therapy “news.”

## ***PTA Program – Open Lab***

Students enrolled in the PTAS 107, 102, 115, and 201 courses are required to participate in various structured and/or supervised open lab activities. These activities are fully described in the individual syllabus of each course. Students must sign in/out for specific activities and meet a required number of events or hours to achieve success in this category. Open lab activities represent one of many activities that students must participate in while in the program, outside of normally scheduled classes for their own benefit and/or meeting the requirements of the program as deemed “standard” by CAPTE.

## ***PTA Program – Study Groups***

Students enrolled in PTAS 101, 106, or 217 are required to participate in structured study groups. These are self-assigned groups where students meet as required by the course syllabus. Students must meet for preparing, studying, and successfully completing the requirements of these courses. Students turn in weekly documentation of such meetings.

## **Student Commitment and Personal Responsibilities**

### ***Physical Therapist Assistant Program – PTA Club***

Students accepted to the program are required to participate in the PTA Club (part of Ivy Life). Students are required to register as a member on the Ivy Life system for the PTA Club. Students will complete this process by accessing [myivy.ivytech.edu](http://myivy.ivytech.edu), locating the Ivy Life icon on the student dashboard and then searching the Lake County Campus section PTA Club. Students can then “request” membership. Alternately, students may receive an “invitation” to join the PTA club from either the PTA Club Advisor or the PTA Club President. Students would then respond to the email to accept membership into the PTA Club.

Students will be assigned to a group aligned with one of the executive board memberships. All students are required to participate in the PTA Club as part of the requirements of the Standards set by the accrediting body of the program (CAPTE). Students participating in the meetings, fundraising, and various events meet the program requirements for students regarding community awareness requirements. Students who are limited in the participation due to obligations that are ONLY approved by the Program Chairperson, will be required to complete additional activities once approve and then designated by the current PTA Club President.

Students who for whatever reason do not meet the intended goals and requirements of the PTA Club will be assigned activities individually to achieve the goals intended by the club membership. This may include such activities as community serving of needs, delivery of needed programming, and/or research investigation activities as designated by the PTA Program Chairperson aligning with the accrediting body of the program (CAPTE).

Students should see the PTA Club as how the program and students promote the role of the physical therapist assistant and physical therapy in the “community.” The role of the PTA is not a commonly understood medical profession. Physical therapy is often misunderstood and at times discouraged as “you can do that on your own” by medical doctors. The efforts of the students in the PTA Club help to educate community members and in turn promote career opportunities for graduates of the program.

### ***Physical Therapist Assistant Program – Big Sib Lil' Sib Program***

While students are in the PTA program, the first fall semester begins the Big Sib Lil' Sib Program. This program aligns first year students (newly accepted students) with a local (if possible) second year student(s). The purpose of this program is to allow the first-year student support from an experience PTA Program student, providing guidance and support. For the second-year student, the program promotes characteristics of patient care and providing study support to first year students the repetition and review necessary to retain and improve knowledge necessary for success in later courses, the nation examination, and clinical practice.

During orientation of first year students (Lil' Sib), students will meet their assigned second year student (Big Sib). In the fall of first and second year of study, students are required to document "meeting" a minimum of three times. This meeting is often completed during open lab hours and/or following PTA Club meetings. Documentation is required of these meetings on specific forms. In addition, students' comments regarding the program are required on these forms. At the end of the semester, the second-year student is required to turn in all documentation at or before the date of the final exam for PTAS 201 or 202. First year students do not turn in anything separately.

Students who have an assigned student that does not respond or participate effectively in the Big Sib Lil' Sib Program is required to identify such to the Program Chairperson. This is a "warning" sign to the program faculty that the "missing" student needs support and/or counseling. Often this student is struggling with something: family, health, or technology that is limiting this student's potential success in the program. Early identification helps to direct/redirect the student toward success. Identifying a "missing" student should not be considered a progression toward issues with the program. Instead, the Big Sib Lil' Sib program was designed to help "struggling" students allowing the program faculty/staff to find additional support if wanted/available. This has included additional financial support, faculty support for organization leading to success.

Overall, the program faculty and staff are dedicated to the success of the students in the PTA Program. The Big Sib Lil' Sib Program allows faculty/staff additional support to identify a student in need prior to the student becoming delayed, behind, or disenchanted. The faculty/staff appreciate the efforts of the second-year students in guiding the newly accepted student through the challenges toward success: graduation and licensure.

Thank you, 2nd Year Students of the PTA Program, for your support!!

## **Student Complaint Procedures**

The College strives to provide the best possible service to all students in every aspect of their academic career. However, we recognize that problems sometimes occur.

Complaints Against Members of the College Faculty or Staff:

When a student believes he/she has a legitimate general complaint against the college, faculty, or staff, he/she should make an appointment with that individual to discuss the matter. This process must be initiated within fourteen (14) calendar days of the incident.

The student and the college, faculty, or staff should make every effort to resolve the issue. It is expected that most, if not all, misunderstandings can be resolved at this level.

If the issue is not resolved, the student can express his/her complaint in writing to the individual's supervisor, if the issue is not resolved to the student's satisfaction the student may submit his/her complaint, in writing, to the Regional Chief Student Affairs Officer or designee.

The Regional Chief Student Affairs Officer or designee will attempt to resolve the complaint or determine a course of action, if appropriate. If the student disagrees with the outcome of his or her complaint, then he/she may submit his/her complaint in writing to the Chancellor. The Chancellor will review and attempt to resolve the complaint and determine the next course of action. The resolution enacted by the Chancellor is final.

### ***Physical Therapist Assistant Program - Grievance Reporting***

Persons associated with the PTA Program including students that participate in the prerequisite classes, admissions processes, and program activities have the rights and responsibility to bring grievances to the attention of the program through the appropriate channels and levels of authorities. These individuals are advised to consult the ITCC documents and, if appropriate, this handbook of the program. Individuals are expected to follow the appropriate hierarchy of complaints addressing issues with the most related individual first to effect change more effectively and efficiently. Program students are expected to address grievances with faculty of any specific course prior to addressing grievances with the assigned program advisor and then the Program Chairperson. However, no grievance will be denied attention having not completed such procedures. Students are advised to document concerns, attempts at remediation of such concerns, and requested compensation prior to discussion with appropriate representative.

*For other individuals involved with the program including clinical faculty, patients, and other interested parties, comments, compliments, and/or concerns may be brought directly to the Program Chairperson of the PTA Program Dr. Dawn D. Bancsi at [dsinickimeves@ivytech.edu](mailto:dsinickimeves@ivytech.edu).*

## Program Grievance and Resolution Form – Student Form

This document is completed by any student within or associated with the function of the Physical Therapist Assistant Program. The purpose of this form is to direct individuals to the process of conflict resolution using appropriate lines of communication and roles to best address issues of concern. This document, upon completion, should be used with the *most relevant* individual first and then progressed as needed through levels of hierarchy (see below) and *finally* completed with the Program Chairperson.

1. Name of student submitting form:
  - a. Name: \_\_\_\_\_ Phone  
contact: \_\_\_\_\_
  - b. Email: \_\_\_\_\_@ivytech.edu
2. Name(s) of other individual(s) involved and role(s):
  - a. Name(s): \_\_\_\_\_
  - b. Role(s) related to PTA Program: \_\_\_\_\_
3. Brief description of current concern:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Date of discussion with the original persons involved in this situation:  
\_\_\_\_\_
5. Brief description of the original discussion:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Was an agreed upon, amicable solution achieved: (*circle*) YES or NO
7. Brief description: If YES, what is the solution? If NO, what solution is desired?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

At this point, depending upon the outcome this document:

- **Resolved** (*at any level of review*): scan and email this document to Program Chairperson for review and confirmation. [dsinickimeves@ivytech.edu](mailto:dsinickimeves@ivytech.edu) , Dr. Bancsi.
- **Unresolved**: scan and email this document to the next level hierarchy within the program.
  - ✓ Adjunct faculty send to Supervising Full Time Faculty Member (assigned to same class) – [tspratley@ivytech.edu](mailto:tspratley@ivytech.edu), Teri Ann Spratley; [dsinickimeves@ivytech.edu](mailto:dsinickimeves@ivytech.edu) , Dr. Bancsi.
  - ✓ (If clinically related) Full Time Faculty Member send to Academic Coordinator of Clinical Education (ACCE) – [dyagelski@ivytech.edu](mailto:dyagelski@ivytech.edu), Deborah Yagelski .
  - ✓ (If academic or technical course related) Full Time Faculty Member send to Program Chairperson – [dsinickimeves@ivytech.edu](mailto:dsinickimeves@ivytech.edu) , Dr. Bancsi.
  - ✓ ACCE send to Program Chairperson – [dsinickimeves@ivytech.edu](mailto:dsinickimeves@ivytech.edu) , Dr. Bancsi.
  - ✓ Program Chairperson send to ACCE – [dyagelski@ivytech.edu](mailto:dyagelski@ivytech.edu), Deborah Yagelski



## Program Grievance and Resolution Form – Faculty, Clinic Representative, Patient, Employer Form

This document is completed by any individual associated with the function of the Physical Therapist Assistant Program. The purpose of this form is to direct individuals to the process of conflict resolution using appropriate lines of communication and roles to best address issues of concern. This document, upon completion, should be used with the *most relevant* individual first and then progressed as needed through levels of hierarchy (see below).

Persons who need to contact the PTA Program may begin by sending an email to Deborah Yagelski, Academic Coordinator of Clinical Education (ACCE) at [dyagelski@ivytech.edu](mailto:dyagelski@ivytech.edu) providing a brief description of concern. Ms. Yagelski will then complete this form and reply with request of confirmation of the details in the form, including a discussion of resolution. This may include suggestions for further communications: e.g., webinar meeting, face-to-face meeting, at clinical site meeting, or phone call.

1. Name of person submitting form:
  - a. Name: \_\_\_\_\_ Phone contact: \_\_\_\_\_
  - b. Email: \_\_\_\_\_
2. Name(s) of other individual(s) involved and role(s):
  - c. Name(s) \_\_\_\_\_
  - d. Role(s) related to PTA Program: \_\_\_\_\_
3. Brief description of current concern:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Date of discussion with the original persons involved in this situation: \_\_\_\_\_
5. Brief description of the original discussion: \_\_\_\_\_  
\_\_\_\_\_
6. Was an agreed upon, amicable solution achieved: (*circle*) YES or NO
7. Brief description: If YES, what is the solution? If NO, what solution is desired?  
\_\_\_\_\_  
\_\_\_\_\_

At this point, depending upon the outcome this document:

- **Resolved** (*at any level of review*): scan and email this document to Program Chairperson for review and confirmation. [dsinickimeves@ivytech.edu](mailto:dsinickimeves@ivytech.edu) , Dr. Bancsi.
- **Unresolved**: scan and email this document to the next level hierarchy within the program.
  - ✓ Scan and email this document to program Chairperson for review and further discussion. [dsinickimeves@ivytech.edu](mailto:dsinickimeves@ivytech.edu), Dr. Bancsi.

## Program Grievance and Resolution Form – Academic Faculty regarding Student Class Performance

This document is completed by faculty associated of the Physical Therapist Assistant Program regarding student professionalism in class. The purpose of this form is to direct individuals to the process of conflict resolution using appropriate lines of communication. This document, upon completion, should be used with the *most relevant* individual first and then progressed as needed through levels of hierarchy (see below). *This document is intended following any verbal in-class communication.*

1. Name of faculty submitting form:
  - a. Name: \_\_\_\_\_ PTAS Course/section: \_\_\_\_\_
  - b. Email: \_\_\_\_\_@ivytech.edu
2. Name of student: (if multiple students, must complete separate/individual forms)
  - a. Name: \_\_\_\_\_
  - b. Email: \_\_\_\_\_@ivytech.edu
3. Brief description of current concern:  
\_\_\_\_\_  
\_\_\_\_\_
4. Date of discussion with the original persons involved in this situation:  
\_\_\_\_\_
5. Brief description of the original discussion:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Was an agreed upon, amicable solution achieved: (*circle*) YES or NO
7. Brief description: If YES, what is the solution? If NO, what solution is desired?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

At this point, depending upon the outcome this document:

- **Resolved** (*at any level of review*): scan and email this document to Program Chairperson for review and confirmation. [dsinickimeves@ivytech.edu](mailto:dsinickimeves@ivytech.edu) , Dr. Bancsi.
- **Unresolved**:
  - ✓ First written review: Schedule a meeting to complete this document and review with the student directly.
  - ✓ Second written review:
    - Provide documentation in Ivy Advising for the student, "Raise Flag" and choose "Attendance/Participation Concern" and document any continued issues.
    - Complete a "Course Action Plan" or a "Clinical Action Plan" according to the class in question (See *additional PTA Program forms*)
    - Clinical courses: Scan and email form to Deborah Yagelski, ACCE, [dyagelski@ivytech.edu](mailto:dyagelski@ivytech.edu)
    - All other courses: Scan and email form to Dr. Bancsi, Program Chairperson, [dsinickimeves@ivytech.edu](mailto:dsinickimeves@ivytech.edu)
  - ✓ Third written review: Complete an "Incident Report" via [www.ivytech.edu/incident](http://www.ivytech.edu/incident)
    - Complete the online form and be sure to CHECK "Email me a copy of this report"
    - Forward this report to Dr. Bancsi, Program Chairperson, [dsinickimeves@ivytech.edu](mailto:dsinickimeves@ivytech.edu)

## Course Action Plan

This document is used during the faculty review of student performance in academic or technical classes completed on campus. Concerns related to clinical performance should use the Clinical Action Plan found in the PTAS 115, 205, and 215, Clinical I, II, III courses, respectively. This form is used as the *second written review*. The purpose of this form is to provide detailed examples, required behavioral changes, recognize participants, and provide timelines for improvements.

Date of Preparation of Action Plan: \_\_\_\_\_ Course/section: \_\_\_\_\_

Student Name: \_\_\_\_\_ Faculty name(s): \_\_\_\_\_

Behavioral Concern:

\_\_\_\_\_

Specific Examples:

\_\_\_\_\_  
\_\_\_\_\_

Action Plan – In Class: (give specific requirements for the student to complete in class):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action Plan – Out of Class: (give specific requirements for the student to complete out of class):

\_\_\_\_\_  
\_\_\_\_\_

Action Plan – Faculty Role: (give specific interventions intended to help student meet above plans):

\_\_\_\_\_  
\_\_\_\_\_

Date of next review of plan: (this date must be the earliest date possible to meet the above plan, allow student to demonstrate improvement, and addresses the nature of the concerns at hand):

\_\_\_\_\_

Student Name, Signature, and Date: \_\_\_\_\_

Faculty Name, Signature, and Date: \_\_\_\_\_

Program Chairperson Name, Signature, and Date: \_\_\_\_\_

Calendar invite from Program Chairperson provided to all individuals: \_\_\_\_ (check for completion)

Document filed in student PTA File with Program Chairperson: \_\_\_\_ (check for completion)

# PTA Program – Northwest

Lake County Campus – Crown Point Location

## *The Clinical Coursework*

## **Clinical Facilities**

The clinical experience is an integral part of the educational experience for all Physical Therapist Assistant students. The PTAS Program has affiliation agreements within each regional service area. For more information on clinical affiliates, please contact the Physical Therapist Assistant (PTA) Program Chairperson at [dsinickimeves@ivytech.edu](mailto:dsinickimeves@ivytech.edu) and/or Academic Coordinator of Clinical Education (ACCE) [dyagelski@ivytech.edu](mailto:dyagelski@ivytech.edu). Clinicals are required for program completion. See descriptions and policies for clinical requirements.

## **Procedures for Determining Eligibility for Clinical Placement**

### **Eligibility for Clinical Experiences with Affiliating Clinical Agencies**

Eligibility for Clinical Experiences with Affiliating Clinical Agencies Clinical sites have the right to refuse any student for clinical placement. Policy at clinical sites may vary in whether students with particular positive findings on the background check will be allowed to attend clinical. In the event there are positive findings on any portion of the criminal background check, a primary clinical site will be notified and requested to decide on whether or not the student will be allowed to complete a rotation at the site, in light of the specific positive findings on the criminal background check. If the clinical site will not allow the student to participate in clinical at that site, the program chair will contact up to two additional clinical sites offering the same type of clinical experience, if available, to attempt to place the student. If these attempts do not result in a clinical site placement for the student, the student will be notified that s/he may not enroll in clinical courses and any co-requisite courses. In most cases, this will mean that the student will not be able to progress in the program and will therefore not be able to complete the courses required for graduation.

### **Eligibility for Clinical Experiences in Campus-Based Clinical Services**

Certain School of Health Sciences and School of Nursing programs, including but not limited to Dental Assisting, Dental Hygiene, and Therapeutic Massage, may offer services to the general public and/or Ivy Tech students and employees in campus-based laboratories or clinics. In these courses, the Criminal Background Check and Drug Screen results will be reviewed by the Program Chair, and a determination will be made on whether or not each student is able to participate in the patient care activities based on the results. Any recommendation by the Program Chair to not allow a student to participate in patient care activities based. The PTA Program does not provide clinical experiences on the ITCC campus.

### **Positive Drug Screen**

Students with any positive result on the drug screen, and not otherwise cleared by the testing company after retesting and/or testing company medical officer review, shall not participate in campus-based direct care activities, including accessing patient health information, providing any type of direct patient care, or assisting another healthcare worker with patient care.

### **Criminal Background Check**

Students with any criminal conviction or guilty pleas for the following shall not participate in campus-based patient care activities, including accessing patient health information,

providing any type of direct patient care, or assisting another healthcare worker with patient care:

1. Rape
2. Criminal deviate conduct
3. Exploitation of an endangered adult or a child
4. Failure to report battery, neglect, or exploitation of an endangered adult or a child
5. Theft, if the person's conviction for theft occurred less than ten (10) years before the date of submission by the person of an application for the criminal background check for the purposes of entering or completing an educational program at Ivy Tech Community College
6. Conviction of any crime which requires registration with any state or national Sexual Offender Registry
7. Aggravated murder
8. Murder
9. Voluntary manslaughter
10. Felonious assault
11. Kidnapping
12. Sexual Battery
13. Aggravated arson
14. Aggravated robbery
15. Aggravated burglary
16. Any misdemeanor or felony drug law conviction

## Physical Examination and Health Records

A physical examination is required prior to beginning the program and clinical courses to identify health status and accommodation needs. The student's healthcare provider must complete a physical assessment to determine if the student is capable of undertaking the Essential Functions of Physical Therapist Assistant Students (included on the following pages). Records of current immunization status and tuberculosis screening are required by affiliating clinical institutions and the Indiana State Department of Health. Submission of the health records containing dates of the Hepatitis B vaccination series occurs prior to the start of the first clinical course. Students will be required to keep immunizations and tuberculosis screening current and to provide the School of Health Sciences with updated health records as necessary throughout their enrollment in the program.

## Essential Functions

Qualified applicants are expected to meet all admission criteria and matriculating students are expected to meet all progression criteria, as well as these essential functions. **Students with documented need for accommodations are to meet with the campus Disabilities Support Services Representative at the beginning of each semester.** Essential Functions are listed on the Health Form.

## Physical Therapist Assistant Program – PTA Essential Functions

The role of a Physical Therapist Assistant in the various health care settings requires academic, cognitive, physical, and environment work/demands. To be successful as a PTA student and PTA graduate, the following abilities are expected to be performed safely, ethically, and legally under the supervision of the physical therapist. Applicants should review requirements below and be prepared to obtain documentation through medical physical examination as proof of ability to complete the necessary requirements prior to and during the program. Students are provided with the appropriate physical document upon purchase of the CastleBranch Tracker.

Academic Processes	Essential	Comment/Example:
Successful completion of PTA program requirements and graduation from an Accredited Physical Therapist Assistant program achieving an Associate in Science Degree	X	Necessary to apply for licensure and to sit for national examination prior to practice in the state of Indiana
Obtain state licensure to practice in Indiana	X	Submission of application and fees to the state of Indiana and examination board and successful completion of the National PTA Examination

**Frequency (Freq): O = Occasionally (1-33%); F = Frequently (34-66%); C = Constantly (67-100%)**

Function	Program-Specific Examples (Not all inclusive)	Freq
<b>GROSS MOTOR SKILLS</b>	<p><b>Coordination:</b> ability to coordinate small and large muscle groups to provide safe and effective care including transfers, gait training, and positioning with appropriate levels of assistance to patient</p> <p><b>Balance:</b> exceeding ordinary body equilibrium: Required balance at a level to stabilize self and patient during level and grade surfaces with accommodation to patient loss of balance in various positions, e.g., standing, sitting</p> <p><b>Crouching:</b> (bending down in a squatting position) – maintained greater than five (5) minutes at any one time and repetition greater than two (2) times per minute: ability to access patient, equipment and for completion of patient care techniques</p> <p><b>Bending at waist:</b> Maintain bending for greater than five (5) minutes at any one time, repetition of bending motion greater than two (2) times per minute; ability to access patient, equipment and for completion of patient care techniques</p>	<b>C</b>

Function	Program-Specific Examples (Not all inclusive)	Freq
<b>FINE MOTOR SKILLS</b>	<b>Dexterity:</b> ability to seize, hold, and turn an object in one's hand; ability to perform pinch type activity of one's fingers; <b>Reaching:</b> ability to extend arms out of base of support to obtain objects and to assist patient in treatment activities; <b>Repetitive motion behaviors:</b> to assign patient care techniques used frequently during an individual patient care treatment session and cumulatively for a specific patient population/facility	<b>C</b>
<b>PHYSICAL ENDURANCE</b>	<b>Sitting:</b> 2 to 8 hours per day: required for periods of documentation, scheduling, and patient care techniques; <b>Standing:</b> 2-8 hours per day: required for periods of documentation and patient care techniques; <b>Kneeling</b> (resting body on knees): greater than five (5) minutes at any one time and repetitive kneeling greater than two (2) minutes at any one time	<b>C</b>
<b>PHYSICAL STRENGTH</b>	<b>Heavy:</b> Exerting 50 to 100 lb. of forces occasionally and/or up to 30 lb. of force frequently (50 to 74% of time); <b>Medium:</b> Exert 20 to 50 lb. of force occasionally and/or up to 15 lb. of force frequently. <b>Lifting:</b> Must independently be able to lift 50 lb.; ability to lift frequent loads such as resistance training weights for exercise, lifting of patient during transfer and training activities, floor (fall) recovery, maneuvering of necessary equipment for patient care	<b>C</b>
<b>MOBILITY</b>	<b>Walking:</b> on level and graded surfaces of any distances (greater than 1 mile per day); ability necessary for gait training patients, daily routine of movement within facilities, facility and patient type specific assistance with mobility tasks <b>Climbing stairs:</b> Carrying a load >10 lb., climbing frequency >25 times per day - required for stair and curb gait training with assistance of patient supporting at times greater than 10 pounds of patient load, frequency dependent upon patient population and facility setting <b>Crawling:</b> for access to patient, equipment and completion of patient care techniques	<b>C</b>
<b>AUDITORY</b>	Hear normal, faint, and adapted speaking levels for person-to person and augmentative communication devices. Hear faint body sounds (e.g., blood pressure, respiratory, and heart beat sounds). Hear in situations when not able to see lips (e.g., when masks are used). Hear auditory signals from modalities and emergency equipment and safety signals.	<b>C</b>



<b>Function</b>	<b>Program-Specific Examples (Not all inclusive)</b>	<b>Freq</b>
<b>TACTILE</b>	<p>Feel vibrations (e.g., palpate pulses)</p> <p>Detect temperature (e.g., skin solutions)</p> <p>Feel differences in surface characteristics, sizes, and shapes (e.g., skin turgor, rashes, palpate vein, identify body landmarks)</p> <p>Detect environment temperature (e.g., check for drafts)</p>	<b>C</b>
<b>OLFACTORY</b>	<p>Detect odors from client and environment (e.g., foul smelling drainage, alcohol breath)</p> <p>Detect smoke, gases, or noxious smells.</p>	<b>C</b>
<b>COGNITIVE PROCESSES</b>	<p>Collect necessary data for patient care</p> <p>Plan necessary sequences of operation or actions</p> <p>Define problems, collect information, and identify need for supervisor intervention</p> <p>Basic counting, addition, subtraction and higher-level use of algebra, geometry, and statistics</p> <p>Teaching of others, formally or informally</p>	<b>C</b>
<b>COMMUNICATION</b>	<p>Regular communication with patients, caregivers, family members, peers, and other medical professionals in simple, complex, and technical language. Proficient to speak and understand English to engage in verbal, two-way communication with others of a variety of social, emotional, cultural, and intellectual backgrounds. Discern and interpret nonverbal communication. Comprehension of written language of basic, technical, professional material</p>	<b>C</b>
<b>EMOTIONAL STABILITY</b>	<p>Work with frustrating situations</p> <p>Manage and function emotionally</p> <p>Manage emotional and cognitive response to various health and cultural situations</p> <p>Counsel, recommend, guide, or caution others in the role of PTA</p> <p>Work under time pressures: rush or urgent deadlines</p> <p>Establish therapeutic boundaries</p> <p>Manage strong emotions (e.g., grief)</p>	<b>C</b>
<b>PERSONAL RESPONSIBILITIES</b>	<p>Traveling: ability to access appropriate facilities and/or patients for provision of therapy services</p> <p>Reaction to Emergencies: ability to respond to medical emergency situations including auditory notification of emergency signals, cardiopulmonary resuscitation procedures)</p> <p>Supervision: ability to perform duties under the required level of supervision for the status of a physical therapist assistant (student, graduate with temporary license, and licensed/certified PTA) and ability to provide aide and supportive staff supervision under the requirements of a licensed/certified PTA</p> <p>Maintain adequate health without presence of infectious disease</p>	<b>C</b>

\*Form adapted from the School of Health Sciences – Physical Therapist Assistant Physical Examination and Immunization Documentation Form and the Duke University/Health System “Essential and Marginal Job Function and Analysis Form” based upon the guidelines of the American with Disabilities Act (ADA)  
Ivy Tech Community College strives to provide reasonable accommodations as necessary to allow a PTA student to be successful while maintaining the integrity of the field of physical therapy and patient safety. Students who require assistance in review of reasonable accommodations must meet with the College Disabilities Support  
<https://www.ivytech.edu/dss/index.html>

## Standard Precautions

According to the Universal Precautions Rule 410 IAC 1-4-7.1: *"Covered individuals, including health care workers, whose professional, employment, training, or volunteer activities or duties are performed at or on behalf of a facility, must complete the training programs which the facility is required to have employees attend under the Indiana occupational safety and health administration's blood borne pathogens standards (as found in 29 CFR 1910.1030). Approved programs under this rule shall be as follows: (A) A blood borne pathogen training session provided by a facility or employer under the Indiana occupational safety and health administration's blood borne pathogens standards (as found in 29 CFR 1910.1030)."* This training must include instruction in the "[Universal Precautions](#)" procedures adopted by the Indiana State Department of Health. Because students in the Physical Therapist Assistant Program may have direct contact with blood or other body fluids, the Program is required to provide annual training in Universal Precautions to comply with agency affiliation agreements.

Caring for patients with communicable diseases and opportunistic parasites increases the possibility of student susceptibility for acquiring these infections/infestations. All students who are enrolled in clinical or laboratory courses accept responsibility for consistent and correct use of Universal Standard Precautions at all times.

## Bloodborne and Airborne Pathogens Exposure Protocol

### What are Bloodborne Pathogens

Bloodborne pathogens are infection microorganisms in human blood that can cause disease. These pathogens include, but are not limited to, hepatitis B (HBV), hepatitis C (HCV) and human immunodeficiency virus (HIV). Exposures may occur through needle sticks or cuts from other sharp instruments contaminated with an infected patient's blood or through contact of the eye, nose, mouth, or skin with a patient's blood.

### What to Do When a Bloodborne Pathogen Exposure Occurs

If you experience a contaminated needle stick or sharps cut, or are exposed to the blood or other body fluid of a patient during the course of your work, immediately follow these steps:

- Wash needle sticks and cuts with soap and water
- Flush splashes to the nose, mouth, or skin with water

- Irrigate eyes with clean water, saline, or sterile irrigates
- Report the incident to your Ivy Tech instructor and clinical supervisor
- Source testing of blood to determine infectious disease status is preferred whenever possible where consent has been obtained. When exposure occurs at a clinical facility, you should follow that facility's policy as they will handle notice and consent with the source. When an exposure occurs at an Ivy Tech facility, the instructor should advise the source following an incident and ask if the source will consent to testing a medical provider of his or her choosing.

For clean needle/sharp sticks, wash the affected area with soap and water. You do not need to seek medical care unless there is a visible injury which requires attention. Report the incident to your Ivy Tech instructor and clinical supervisor.

### **Where to Seek Treatment**

- You may seek treatment at the clinical site (if equipped and willing), or an urgent care facility, emergency room, or physician office for assessment, diagnoses, and treatment. It remains your responsibility to obtain the initial appointment and any follow-ups ordered with a healthcare provider of your choice. If an incident occurs in an Ivy Tech classroom, lab or facility, an instructor cannot provide evaluation, diagnostic test, or treatment beyond first aid and emergency assistance.
- Time of day and facility capability may impact where you seek treatment. The key is to know your options before an accident, and then, obtain an evaluation and treatment as soon as possible from a healthcare provider of your choosing.
- Report the incident to your Ivy Tech instructor and submit a Student Accident Report promptly.

### **What Happens Next?**

A health care provider will provide an evaluation, diagnostic testing (if necessary), and treatment (if necessary). Diagnostic testing may include testing the source of the exposure, with his or her consent, and baseline testing of the exposed person. Testing for HIV, HBV, and HCV is typically included, along with other blood tests or diagnostic examination the health care provider recommends. If post-exposure prophylaxis (PEP) is indicated, efficacy is time sensitive. The first dose should be given as soon as possible. Optimal time to start PEP is within hours of the exposure, rather than days.

Will I need follow-up testing? This direction will come from the healthcare provider. Follow-up will depend upon the testing outcome of the source's person. It is important for your health that you understand and comply with the provider's follow-up testing and recommendations.

### **What are Airborne Pathogens?**

Airborne Pathogens are infectious microorganisms which can be transmitted through air and could cause disease. The discharged microbes may remain suspended in the air on dust particles, respiratory and water droplets.

Tuberculosis, or TB is an airborne pathogen of concern. TB is spread through the air from one person to another. The bacteria are put into the air when a person with TB disease of

the lungs or through coughs, sneezes, speaks, or sings. People nearby may breathe in these bacteria and become infected.

### **What to do When an Airborne Pathogen Exposure Occurs**

If you think you have been exposed to an airborne pathogen without appropriate Personal Protective Equipment (PPE), you should immediately contact your Ivy Tech instructor and clinical supervisor and seek testing at an urgent care clinic, emergency room, or physician office. Be prepared to tell the doctor or nurse when you were exposed to the airborne pathogen, what type of exposure you think occurred (contaminated air with or without respiratory tract droplets, mucus, or blood), and if the source patient of the contamination is being tested for airborne pathogens.

### **Confidentiality**

As part of their affiliation with clinical agencies, students are required to comply with Federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations, state regulations, and facility policies regarding privacy of patient information.

All information, which is learned about a patient, is confidential information. Confidential information may NOT be discussed in any public place – such as the student lounge, the halls of the hospital or school, hospital cafeteria or any similar public place. This includes all social media formats.

Written information, such as care plans, healthcare provider's notes, growth, and development papers, etc. pertaining to a patient, or any written information must be guarded as confidential. Any written information should never contain any of the patient's name or other identifying information.

DO NOT DISCUSS PATIENT INFORMATION OR CLINICAL EXPERIENCES in public places or on social media formats even if the patient is not referred to by name. Confidentiality of patients, staff, faculty, and students is to be always maintained.

Photocopying of any patient records or removal of patient records from the clinical facility is expressly forbidden. Photography of any patient or clinical situation is strictly prohibited.

***Violations of privacy regulations/policies may result in immediate dismissal from the program as outline in Guidelines for Professional Conduct, as well as civil and criminal penalties.***

## ***Physical Therapist Assistant Program - Student Preparation for Clinicals***

Students at Ivy Tech Community College – Northwest PTA Program participate in a variety of practical examinations and competency testing to assess student preparedness prior to attending clinical affiliations. The Program Order document included in this handbook demonstrates the sequence of classes. PTAS 101, 106, and 107 contain practical examinations for assessing student preparedness for the initial clinical. PTAS 102 provides education in disease processes and medical terminology. PTAS 103 includes coursework regarding administrative activities for clinical affiliations. PTAS 115 Clinical I includes a week of formal competency testing of skills learned in PTAS 101, 102, 106, and 107. Full knowledge and skill success at 100% is required prior to attending the first clinical experience. PTAS 201, 202, and 217 practicals prepare students for the terminal clinicals, PTAS 205 and 215, Clinical II and III, respectively.

### ***Clinical Skills Competency Testing***

A student must demonstrate clinical skill competency in those courses where clinical skills are developed. The process for determining clinical skill competence must be systematic and objective. Specific PTA program procedures are used to assess clinical competency. Competency in clinical skills is demonstrated when a student meets the minimal criteria set by the course syllabus and assignment requirements. The student is responsible for demonstrating competence in all areas. If competency is not attained, college and program procedures will apply.

PTA Program policy therefore dictates that a student must demonstrate clinical competency prior to placement in the clinical coursework (PTAS 115, 205, and 215) to maintain the safety of potential patients and medical professionals, as well as the integrity of the field of physical therapy and the PTA Program. As such, students who have been unsuccessful in clinical skill competency may be required to complete any of the following: repeat of examination, remediation with instructor, remediation with ACCE/Program Chairperson, and/or remediation plan due to receipt of grades less than a “D” (as described above).

Students who require repeat of coursework prior to assignment of clinical courses will complete competency testing, including and not limited to practical performance, examination submission, and remediation activities. Failure of such testing will cause prevention of assignment to clinical courses. Such prevention will require further consideration of potential release from the PTA Program as is appropriate for community safety, PTA Program Policy, and/or College Policy.

## ***Practical and Competency Testing Topics***

First Year – prior to PTAS 115 Clinical I

### **PTAS 101 Introduction to the Physical Therapist Assistant**

- Respectful and Professional Communication
- Wheelchair Components and Mobility
- Body Mechanics
- Positioning and Transfers
- Vital Sign Measurement
- Passive Range of Motion
- Gait and Assistive Device Training
- Personal Protective Equipment

### **PTAS 106 Treatment Modalities I**

- Confident and Knowledgeable Communication
- Positioning and Handling
- Palpation
- Range of Motion Testing
- Manual Muscle Testing
- Sensation Testing
- Ultrasound Application
- Thermotherapy and Cryotherapy Application
- Cervical and Lumbar Traction Application
- Electrical Stimulation Application
- Biofeedback Application

### **PTAS 107 Kinesiology**

- Confident and Knowledgeable Communication
- Goniometry
- Manual Muscle Testing
- Palpation
- Muscle Identification
- Therapeutic Exercise Development
- Gait Components and Deviations
- Postural Assessment and Deviations
- Respiratory Assessment and Deviations

### **PTAS 102 Disease, Trauma, and Medical Terminology**

- Pneumatic Pump/Sequential Compression Device Application
- Doppler Arterial Pulse and Heart Rate Identification
- Pulse Oximeter Monitoring
- Edema Measurement
- EKG/ECG Monitoring
- Ankle-Brachial Index Measurement and Calculation

### **PTAS 103 Administrative Aspects**

- HIPAA and OSHA Certification
- SOAP and Daily Documentation
- Electronic Medical Records (EMR)
- Durable Medical Equipment Documentation
- Diversity and Cultural Awareness Training
- Ethics and Legal Responsibilities of a PTA

### **PTAS 115 Clinical I (pre-clinical competency testing)**

- Manual Muscle Testing
- Goniometry Testing
- Ultrasound Application
- Electrical Stimulation Application
- Dependent and Assisted Transfers
- Bed Mobility
- Wheelchair Management and Training
- Positioning
- Vitals Signs: HR, pulse palpation, RR, pulse oxygenation, BP
- Thermal and Cryotherapy Application

### Second Year – prior to PTAS 205 Clinical II

### **PTAS 201 Treatment Modalities II**

- Confident and Knowledgeable Communication
- In-Treatment SOAP/Daily Documentation and EMR
- Thermal and Electrical Modality Application
- Massage, Myofascial Release, and other Soft Tissue Mobilization
- Stretching and Strengthening
- Gait and Assistive Device Training
- Deep Tendon Reflex Training

## **PTAS 202 Treatment Interventions for Special Populations**

- Confident and Knowledgeable Communication
- Lower Extremity Amputation Wrapping
- Wound Dressing
- Acute Care Therapeutic Application
- Orthoses and Prostheses Decision Making and Application
- Dementia Care

## **PTAS 217 Treatment Modalities III**

- Confident and Knowledgeable Communication
- Positioning
- Range of Motion for Neurorehabilitation
- Balance, Gait, and Coordination Tests and Measures
- Postural Drainage and Chest Physical Therapy
- Vestibular Rehabilitation
- Pediatrics
- Theories of Neurorehabilitation
- Diagnosis Paper and Treatment Presentation

### **Definitions:**

**Competency Testing:** Procedures including written and skill demonstration of various content monitor and assessed by PTA faculty. This testing is meant for content review and self-reflection of first year course content in preparation for PTAS 115 Clinical I. Safety and precautions are the focus of assessment. Patient simulated scenarios may be a component of this testing. Grading is on a satisfactory or unsatisfactory scale. Remediation is provided as needed per PTA Program requirements.

**Practical Examinations/Testing:** Within the PTA skill courses (PTAS 101, 106, 107, 201, 202, 217), students are expected to demonstrate certain skills throughout the PTA Program. These tests involve assessment of safe performance and effective treatment of patient simulated scenarios.

**Skills Checkoffs:** These are activities designated for skill performance aiding students in preparation for practical and clinical performance. These are incorporated into various skills courses (PTAS 106, 107, 102, 115).



**Procedures for successful progression into and through clinical coursework in PTA Program:**

1. Pass all Practical Examinations and Skills Checkoffs in all previous courses work prior to PTAS 115 Clinical I.
2. Pass all previous program coursework prior to PTAS 115 Clinical I.
3. Provide all documentation per College/PTA Program policy for entering PTAS 115 Clinical I.
  - a. Drug Test:
    - i. See affiliation agreement for specific requirements.
    - ii. Drug Test: Following identification of non-passing drug test, ACCE and/or PC will meet with student to review situation specifics related to affiliation agreement requirements and discuss plans regarding program requirements and ITCC policy.
  - b. Background Check:
    - i. See affiliation agreement for specific requirements.
    - ii. See additional documentations/requirements per clinical facility if available.
    - iii. Background Check: Following identification of a background check with *any* offenses, ACCE and/or PC will meet with student to review situation specifics related to affiliation agreement requirements and discuss plans regarding program requirements and ITCC policy.
    - iv. ACCE and/or PC will contact up to three (3) inpatient and (3) outpatient clinicals to anonymously discuss student situation with clinical representative. If within these attempts, clinical opportunities required in number and type are not available for the student, student will not continue to clinical coursework. At that time, PC will complete discussion and documentation for removal from program.
  - c. Vaccinations and Titters:
    - i. Students must meet requirements as associated to assigned clinicals.
    - ii. If student does not meet or chooses not to meet requirements regarding vaccinations and titers, student will have the potential to return to clinical at its next regularly scheduled offering or will be dismissed from the program.
  - d. Competency Testing:
    - i. Written competency testing achieved at 100% satisfactory
    - ii. Practical skill competency testing achieved at 100% satisfactory

4. Attend assigned facility for PTAS 115 Clinical I and successfully complete all course requirements.
5. Pass all Practical Examinations and Skills Checkoffs in all previous courses work prior to PTAS 205 Clinical II.
6. Pass all previous program coursework prior to PTAS 205 Clinical II.
7. Provide all documentation per College/PTA Program policy for entering PTAS 205 Clinical II (as described previously).
8. Attend assigned facility for PTAS 205 Clinical II and successfully complete all course requirements.
9. Successful completion of PTAS 205 Clinical II allows progression to PTAS 215 Clinical III.
10. Attend assigned facility for PTAS 215 Clinical III and successfully complete all course requirements.

**Procedures for unsuccessful completion of clinical coursework in PTA Program:**

1. Students who are unsuccessful in the PTAS 115 would complete the following review:
  - a. Discussion with clinical instructor, ACCE and Clinical Committee, and student of current situation specifics
  - b. Plan for remediation, if possible, for student, which may include any/all the following:
    - i. Extra time at clinical facility
    - ii. Extra assignments
    - iii. Extra demonstration
    - iv. Extra academic work
  - c. Remediation is possible if agreed upon by facility representative and academic faculty
  - d. Students must agree to the remediation plan or accept a failing grade for the course.
  - e. For PTAS 115, students who fail this course may have the opportunity to repeat PTAS 115 immediately following in the summer session. This opportunity is based upon facility availability, academic and clinical faculty availability, college policy for course repeat, and other PTA policy. A summer opportunity is not a guarantee. Otherwise, students will be offered the opportunity to return the next regularly scheduled session of PTAS 115.
2. Students who are unsuccessful in the PTAS 205 would complete the following review:

- a. Discussion with clinical instructor, ACCE and Clinical Committee, and student of current situation specifics
  - b. Plan for remediation, if possible, for student, which may include any/all the following:
    - i. Extra time at clinical facility
    - ii. Extra assignments
    - iii. Extra demonstration
    - iv. Extra academic work
  - c. Remediation is possible if agreed upon by facility representative and academic faculty
  - d. Students must agree to the remediation plan or accept a failing grade for the course.
  - e. For PTAS 205, students who fail this course may have the opportunity to repeat PTAS 205 immediately following in the same spring session during the normally scheduled PTAS 215 course. This opportunity is based upon facility availability, academic and clinical faculty availability, college policy for course repeat, and other PTA policy.
  - f. This course must be in a different setting than the failed setting.
  - g. If successful, students will return to fall and complete a mediation plan for PTAS 201 and 217 for final examination and practical testing competency.
  - h. If not successful, students will then be dismissed from the PTAS Program.
3. Students who are unsuccessful in the PTAS 215 would complete the following review:
- a. Discussion with clinical instructor, ACCE and Clinical Committee, and student of current situation specifics
  - b. Plan for remediation, if possible, for student, which may include any/all the following:
    - i. Extra time at clinical facility
    - ii. Extra assignments
    - iii. Extra demonstration
    - iv. Extra academic work
  - c. Remediation is possible if agreed upon by facility representative and academic faculty
  - d. Students must agree to the remediation plan or accept a failing grade for the course.
  - e. For PTAS 215, students who fail this course may have the opportunity to repeat PTAS 215 during the first available scheduled PTAS 215 course the next year. This opportunity is based upon facility availability, academic

and clinical faculty availability, college policy for course repeat, and other PTA policy.

- f. This course must be in the same setting as the failed setting, meeting the necessary requirements to meet PTAS Program clinical coursework setting requirements.
- g. If successful, students will continue toward graduation in the normally scheduled coursework.
- h. If not successful, students will then be dismissed from the PTAS Program.

## **Student Requirements Associated with Clinical Affiliation Agreements**

Student clinical experiences are arranged by program faculty and affiliation agreements obtained with clinical affiliating agencies. These agreements outline the responsibilities and privileges of both parties. In an off-campus setting, it is the policy of the College that faculty and students shall conform to all policies of the affiliating agency, including drug screening, criminal background checks, physical examination, immunization records, tuberculosis screening, and certification in basic life support.

### **Criminal Background Checks and Drug Screening:**

#### **Purpose**

Requiring criminal background checks and drug screenings ensures students meet the same standards as healthcare facility employees. This will also provide consistency for Ivy Tech School of Health Sciences and School of Nursing programs. Healthcare facilities are obligated to document that any individual authorized to provide such care does not have a criminal history of mistreatment, neglect, violence, defrauding the public, or otherwise taking advantage of another person and has no record of illegal use of pharmaceuticals or use of any illegal substances.

#### **Organizational Scope or Audience**

This policy applies to all students who will have direct patient contact within a healthcare facility or laboratory, or other setting where healthcare is provided, as well as students who do not have direct patient contact but engage in practice-based learning within a setting where healthcare is provided.

#### **Definitions**

*Drug Screening:* Technical analysis of a biological specimen - for example urine, hair, blood, sweat, or oral fluid / saliva - to determine the presence or absence of specified parent drugs or their metabolites.

*Clinical and Practice-based learning:* Any course of study in which the student may be assigned to a healthcare or practice laboratory setting to meet course objectives. This includes, but is not limited to, assignment in any setting where a student provides direct patient care or patient care services, has direct contact with patients or their families in an observational role, has access to patients' health records, or is performing invasive healthcare procedures in a campus laboratory setting.

#### **Policy**

Completion of a criminal background check and drug screening are required for admission and/or clinical placement in most School of Health Sciences and all Nursing programs. The criminal background check and drug screening may be done either before enrollment in the professional/technical core courses or just prior to the first day of clinical as specified by the Health and Nursing program. Additional criminal background checks and/or drug screenings will be required in Health and Nursing programs for students enrolled in clinical courses more than 12 months. Convictions are reported to the clinical sites. Criminal charges (a

criminal complaint filed in court by a prosecutor) may be reported based on facility request. Any convictions or criminal charges filed against the student prior to or during their enrollment in the Health and Nursing programs may result in a failure to be approved for required clinical placement assignments and may result in inability to progress through or graduate from the programs.

Students who are enrolled in courses for credit or non-credit, but who are not in a degree-seeking program, may be exempt from the drug testing and background check requirements in this policy. These non-degree seeking students may have different or separate requirements for drug testing and/or criminal history background checks.

Students who are not continuously enrolled in a program until completion may be required to complete additional checks upon re-entry to a program or admission to a different program in the School of Health Sciences or School of Nursing. Clinical sites or the College may request additional background checks or drug screenings at their discretion.

Students who are denied clinical placement or who are withdrawn from enrollment in a clinical course due to clinical site refusal to accept students with positive findings on criminal background checks or drug screenings, may reapply to the same or different School of Health Sciences or School of Nursing program the next semester, but will need to comply with additional criminal background checks or drug screenings as required. College program admission and progression policies will apply. If a student is denied placement for clinical at one site, up to two more attempts will be made to place the student at other clinical sites if other sites are available.

## **Procedure**

The student is responsible for completing the online processes and other required paperwork, paying for the criminal background check and drug screening, working with the company providing the criminal background check and drug screening for any follow-up information or testing that may be required, and monitoring the results of the criminal background check and drug screening. By participating in the required criminal background check and drug screening, students are giving the College permission to release information as needed to the clinical affiliates. The College will provide clinical sites an assurance that background checks and drug screenings will be completed for every student.

The student will initiate the required background check and drug screening with the company of the College's choice by the due date designated by the program. Students who refuse to comply with the background check and drug screening will not be eligible to enroll in clinical courses, and therefore will not be eligible to enroll, progress, and/or graduate from the program.

Based on the clinical site requirements, the background check will include the following elements (additional elements may be added if required by the clinical site):

1. County, state, and federal criminal record searches of all places of principal residences for the past 7 years (or since age 18, if less than 25 years old). Records will be verified against all known names and addresses as revealed on the social security report.
2. National criminal history database that includes 50-state sex offender and Office of Foreign Assets Control (OFAC) List of Specially Designated Nationals (SDN).

3. Office of Inspector General (OIG)/ General Services Administration (GSA) Sanction Reports, United States Treasury, applicable state exclusion list
4. Social security verification and residency report
5. Maiden name and alias report

The drug screening will include the following elements (additional elements may be added if required by the clinical site) Note: examples of common names for drugs or illegal substances are listed in parentheses.

- Marijuana (cannabis, weed, hemp)
- Cocaine (coke, snow, blow)
- Opiates (morphine, codeine)
- Amphetamines and methamphetamines (Ritalin, Ecstasy, speed, meth)
- Phencyclidine (PCP, angel dust)
- Propoxyphene (Darvon)
- Barbiturates (Valium, Librium)
- Methadone (oxycodone, hydrocodone, Vicodin)
- Benzodiazepines (Versed, Dalmane, Restoril, Xanax)
- Methaqualone (Quaalude, Sopor)

The student will have access to findings of the criminal background check and drug screening, via the results posted on the secure web site, as required by the Fair Credit and Reporting Act. The student has both the responsibility and the right to challenge any information in the findings that the student believes to be erroneous with the company providing the background check and drug screening. The student is responsible to present documentation of any clarification of the findings to the College, and the College may share that documentation with the clinical site(s).

The student may reapply to the same program or another program in the School of Health Sciences or the School of Nursing the next semester. The student will need to complete the criminal background test again if s/he is readmitted. College program admission and progression policies will apply.

### **Disclaimers**

- Completion of a criminal background check and drug screening for a Health Sciences or Nursing program does not ensure admission to or continued enrollment in any program.
- Completion of a criminal background check and drug screening for a Health Sciences or Nursing program does not ensure eligibility for licensure, credentialing, or future employment. Additional criminal background checks and/or drug screenings may be required for licensure, credentialing, or employment.
- Clinical affiliates can establish more stringent standards for criminal background checks and/or drug screenings than those required by the College, and students will be required to meet those standards.
- Clinical affiliates can conduct additional background checks and drug screenings (including random drug screenings during clinical) at their discretion.

- Completion of background checks and/or drug screenings from other vendors, such as those required by current employers of the students, may not be used in lieu of the College requirements.
- If a student is found to be ineligible for clinical placement at any time during the program, the student will be withdrawn from the clinical course and any corequisite courses pending resolution of the situation.

**Protection of Confidential Information from the Background Checks and Drug Screenings**

Information obtained from the result of student background checks and drug screenings will be treated as confidential information and protected from unauthorized access.

Authorization to view the results will be limited to individuals who make clinical assignments and designated individuals at clinical sites requesting the information for students placed at the sites. Release of the results of criminal background checks and drug screenings to clinical sites is given for the purpose of clinical placement. In the event that a student is prevented from enrolling in and/or completing a clinical course or courses due to the results of the drug screen and/or criminal history background check, a copy of the results and a memorandum summarizing the rationale and action(s) taken at that time will be securely maintained by School of Health Sciences or School of Nursing in accordance with program policy.



## ***Physical Therapist Assistant Program – Clinical Attendance***

If the student leaves the clinical site without permission from PTAS program faculty, it constitutes abandonment and may result in a recommendation for termination from the program per college policy.

Maximum absence time for this course: Two (2) clinical days or a total of sixteen (16) hours for PTAS 205 and 215, One (1) clinical day or a total of eight (8) hours for PTAS 115 **due to documented medical or legal excuses only**. Regarding illness: students may not attend clinicals unless they are fever-free for more than 24 hours without fever-reducing medication.

Students are not allowed absentee days or time for any other reason except for approved missed time due to weather or clinical facility closure. Students must use the closure announcements of the ITCC campus near home/clinical facility to make a safe judgment for travel to and from the clinical facility.

The student **must** make up for any absences of more than two (2) days or a total of sixteen (16) hours to pass this clinical. Any time missed less than two (2) days or a total of sixteen (16) hours will require communication between clinical instructor(s) and PTAS faculty advisors. Making up absences does not increase the maximum number of absences allowed as stated above. The student may not accumulate absences from one course to another.

In the event of ANY absence, the student must contact the clinical instructor, directly and immediately via PHONE. If you must leave a message, obtain the name of the person with whom you leave the message. In addition, the student must also INBOX the assigned PTA advising faculty and ALL full-time faculty members and follow syllabus/assignment procedures for documentation. An absence without notification represents an abandonment of clinical/patient care and may result in a recommendation for dismissal from the program.

Students must receive a confirmation INBOX from the assigned PTAS advising faculty acknowledging absences. This INBOX will then be printed and attached to the attendance sheet. The attendance sheet should identify the day/time missed and identify what day/time was used to make up the time.

Students are expected to arrive at least 15 minutes prior to their assigned start time. Students should arrive earlier if preparation for clinical care is required to provide proper patient care.

Any of the following will count toward the maximum absence allowances:

- Arriving late to clinical, any amount of time after the required arrival time per PTAS program requirements as reported by the clinical instructor.
- Leaving early from any clinical course.
- Taking longer breaks or taking breaks other than those provided by the clinical instructor(s).

When absences exceed the maximum number of days, the student is subject to dismissal from the clinical course.

## ***Physical Therapist Assistant Program – Clinical Professionalism***

In the later sections of this handbook, more details are provided regarding the clinical component of the program. Students are expected to respect the dedication and sacrifice that the clinical facilities and clinical instructors provide to students at no benefit to themselves. These organizations and individuals receive no financial gain and for some organizations a monetary loss due to their commitment to student education. In addition, students are being educated in a live clinical environment and as such must respect the patients for their willingness to allow a student to learn on the patient's cost (financial, medical, progress all being part of the "cost") and the clinical facility/therapist for their willingness to "give back" to the future of physical therapy.

In providing the appropriate "respect," students are expected to be early (not "on time") to clinicals, to be prepared for every day and every patient, to actively engage with clinical instructor to learn and self-assess, to be open to instruction and constructive criticism for learning. Clinical coursework represents the future career of the PTA student and therefore should be viewed as an amazing learning experience without compare with ultimate gratitude to the patient, family members, and the clinical instructor.

During clinicals, students are expected to follow the schedule of the clinical instructor. As such, students must be prepared to meet this schedule without conflict of any other responsibility in their own lives. Students may not know fully their actual hours of clinical assignment until the first day of the clinical, when assigned to their clinical instructor by the coordinator at the facility. Students who intend to work during clinical courses are advised that being fully aware (not overly tired) is a necessity for safe patient care. Not being fully healthy and awake risks patient safety and therefore may become an issue to the facility including requesting the student not to continue at the clinical.

## Guidelines for Professional Conduct

### Purpose

Safety and security are a top priority, especially in environments where direct, simulated, and/or indirect patient care is provided. It is essential that students in the School of Health Sciences recognize and comply with the many guidelines for professional conduct (which include safety-specific guidelines) that govern behaviors and decisions. Students must ensure that patients assigned to them receive appropriate attention and care in a timely fashion. These principles are reinforced in the Ivy Tech Code of Student Rights and Responsibilities, and the Health Sciences program specific Student Handbook.

The student must comply with the Code of Student Rights and Responsibilities as established by the College, in addition to providing quality, safe, non-discriminatory, legal (scope of practice) and ethical patient care, while demonstrating a high level of professional conduct. Clinical and/or related health care agency affiliates have the right to prohibit students from participating in clinical experiences based on unsafe patient care and unprofessional behavior, whether intentional or unintentional. Non-compliance with College policies, professional Health Sciences standards, clinical agency/affiliate policies and procedures, professional guidelines and expectations during college-related Health Sciences activities/events and simulation activities, and the Guidelines for Professional Conduct listed below will be reported to the appropriate individuals and subsequent disciplinary action may be taken. Issues of non-compliance may impact the students' ability to progress in a Health Sciences program, lead to failure of a course, and/or result in dismissal from programs in the School of Health Sciences.

The Guidelines for Professional Conduct are divided into three main groups, which are outlined below. General actions are listed at the end of each category. Please discuss any questions you may regarding these and any other policies or guidelines with your Health Sciences faculty.

Disclosure of confidential patient information, clinical facilities (including clinical locations), staff and provider information, and any related information and experiences is **STRICTLY PROHIBITED**. Information disclosed through email, any form of social media, verbally, or via texting may be considered a HIPAA violation and carry penalties up to \$1.5 million (<https://www.ama-assn.org/search?search=HIPAA>). Please refer to the Social Networking Guidelines for more information ([Social Networking, Cell Phone and Class Recording Guidelines](#)).

## Group I

### **This Category Addresses Major Compliance Issues and Appropriate Measures for Patient Care in an Educational Setting.**

The following points are critical to the successful training and employment of health care professionals and should be followed from the onset of training and referenced as models for behavior to be continued throughout one's career:

1. The student will adhere to state and federal confidentiality laws, including but not limited to Health Insurance Portability and Accountability Act of 1996 (HIPAA) and clinical affiliate confidentiality policies and procedures. The student will maintain confidentiality about all aspects of the clinical experience: this includes confidentiality for all patients, fellow students, clinical affiliate employees, physicians, and operations of the clinical affiliating agency. If a situation arises requiring disclosure of information by law, the student must seek out guidance from the clinical faculty member.
  - a) The student will only discuss confidential information in secure and appropriate locations and with those individuals who have a need/right to know.
  - b) The student will not remove or photocopy any part of the patient or clinical records.
  - c) The student will not use any patient identifiers, as defined by HIPAA, in written assignments.
  - d) The student will destroy any notes that were taken to provide care for the patient according to the clinical affiliate policy and will not carry those notes outside of the clinical.
  - e) The student is expected to follow guidelines in the School of Health Sciences Student program specific Handbook regarding social media, cell phones, email, or other electronic media.
  - f) The student will not discuss any patient, clinical experience with patients, or clinical site on social media. Postings on social media sites are not considered private nor are they ever truly deleted, regardless of privacy settings.
  - g) Students are prohibited from taking photos or videos of patients or their health record on personal electronic devices, even if the patient or hospital staff gives you permission to do so.
  - h) The student will not access HIPAA protected information for patients/families not related to assigned patient care unless authorized by the clinical faculty, preceptor, or clinical agency staff.
2. The student will ensure that any communication of patient information is performed in a timely, accurate and truthful manner. Falsification of any component of the written, electronic, or oral patient record is prohibited.

3. The student will exhibit behaviors that respect the dignity and rights of the patient regardless of socioeconomic status, sexual orientation, race, religion, age, disability, marital status, gender, cultural practices or beliefs, or nature of the health problem.
4. The student must provide for patient safety at all times, including, but not limited to adherence to Standard Precaution Guidelines, safety rules and regulations, use of safety equipment and following written protocol for all diagnostic procedures and policies in the clinical setting.
5. The student will not abandon or neglect patients requiring health care.
6. The student will not leave the assigned clinical unit during assigned clinical hours without permission and without providing for safe patient hand-off.
7. The student will not perform any technique or procedure, including administration of medication, for which they are not approved and/or are unprepared by their formal Ivy Tech Community College School of Health Sciences education and experience. In some instances, **AND with faculty and/or preceptor approval**, students may be allowed to perform techniques or procedures with other licensed personnel. All clinical practice policies are subject to campus and/or statewide affiliation agreements.
8. The student will refrain from knowingly withholding action or information that creates unnecessary risk to the patient, self, or others including facility staff, peers, or faculty.

***Actions Related to Non-Compliance with Group I Expectations:***

*Because Group I expectations cannot be compromised, non-compliance is a serious matter. Students are encouraged to address any related questions prior to the start of the term, or on any given day that a question arises, by seeking counsel of faculty.*

**Actions:**

- If non-compliance in **any** of the Group I areas is identified, the student will be required to meet with the faculty member to discuss the non-compliance issue, a written/electronic status report will be prepared, and further disciplinary action may be taken depending on the outcomes of the investigation and in compliance with the clinical evaluation tool.
  - Following a meeting with respective Health Sciences faculty, the student will be required to meet with the Program/Department Chair and/or their designee to discuss the case.
  - If after investigating the case/situation, a non-compliance with any Group I offenses is identified and validated the Program/Department Chair and/or

designee will review the situation and determine any appropriate action(s) to be taken by the School of Health Sciences and the College.

- Pending the outcome(s) and final recommendation(s), the student may be prohibited from engaging in patient care or participating in clinical activities until approved to do so by the Health Sciences Dean.
- If allowed to continue in the clinical course, the student may be required to complete remediation as prescribed by the Program/Department Chair and/or designee prior to enrolling in any future Health Sciences clinical courses.
- Recommended actions, depending on severity of the infraction, may include:
  - continued enrollment in the clinical course with no additional requirements.
  - continued enrollment in the clinical course with additional remediation requirements based on final outcomes and recommendations, which may also include an appropriate reduction in the clinical grade as determined by the clinical evaluation tool.
  - administrative withdrawal and failure of the clinical course; or,
  - dismissal from the Health Sciences program based on final recommendations from the Program/Department Chair, Health Sciences Dean, Vice Chancellor for Academic Affairs, and/or the Vice Chancellor for Student Affairs, and/or the campus Chancellor.
    - In the event a student is dismissed from one Health Sciences program, he/she may not apply for admission to any other Health Sciences program in their home campus or at any other Ivy Tech Community College campus or location for a period determined by the final outcomes and recommendations of college administrators and in compliance with the Health Sciences program specific Student Handbook.
- Further disciplinary and/or legal action may be recommended according to College policy.
- Students have the right to appeal any final decisions to the Health Sciences Dean.

## Group II

### **This Category Relates to General Protocol and Guidelines:**

1. The student is expected to follow program guidelines regarding the attendance policy and notification of intended absence.
2. The student **must comply** with **ALL** rules, regulations, and policies of the occupational area and/or clinical agency/affiliate.
3. The student must refrain from smoking or using other tobacco products (including vapor or e-cigarettes) while in uniform, at clinical sites, or during school related events.
4. The student will not accept gratuities from patients; this includes both monetary and non-monetary gifts.

### **Actions Related to Non-Compliance With Group II Expectations:**

*The above five items reflect appropriate responses as related to professional protocol and guidelines that are expected while in the student role and once employed in a healthcare field.*

#### **Action:**

- Any behavior not meeting the expectations listed above will result in a meeting with respective Health Sciences faculty member and a written/electronic status report for the first incident which may impact the clinical grade as determined by the clinical evaluation tool.
- The student will be asked to acknowledge receipt of the warning and should take the initiative to review what is expected and modify behavior accordingly.
- If any subsequent infraction(s) occur(s) involving one of the Group II expectations and/or a previous infraction of a Group I expectation, the student will be required to meet with the faculty member to discuss the non-compliance issue and a second written/electronic status report or other documentation will be prepared.
- Based on the number and severity of the non-compliance actions, the student may be required to meet with the Program/Department Chair and/or designee. If following review of the case by the Health Sciences Dean and/or designee, additional disciplinary actions are recommended:
  - Program/Department Chair and/or designee will discuss the outcomes of the investigation with the Health Sciences Dean, Vice Chancellor for Academic Affairs, and/or the Vice Chancellor for Student Affairs regarding action(s) to be taken by the School of Health Sciences and the College.
  - Pending the outcome(s) and final recommendation(s), the student may be prohibited from engaging in patient care or participating in clinical activities

until approved to do so by the Program/Department Chair and/or Health Sciences Dean.

- If allowed to continue in the clinical course, the student may be required to complete remediation as prescribed by the Program/Department Chair, Health Sciences Dean and/or their designee prior to enrolling in any future Health Sciences clinical course.
- Recommended actions, depending on severity of the infraction, may include (but are not limited to):
  - continued enrollment in the clinical course with no additional requirements.
  - continued enrollment in the clinical course with additional remediation requirements based on final outcomes and recommendations, which may also include an appropriate reduction in the clinical grade as determined by the clinical evaluation tool.
  - administrative withdrawal and failure of the clinical course; or,
  - dismissal from the Health Sciences program based on recommendations from the Program/Department Chair, Health Sciences Dean or designee, Vice Chancellor for Academic Affairs, and/or the Vice Chancellor for Student Affairs, and/or the campus Chancellor.
    - In the event a student is dismissed from one Health Sciences program, he/she may not apply for admission to any other Health Sciences program at their home campus or any other Ivy Tech Community College campus or location for a period determined by the final outcomes and recommendations of college administrators and in compliance with the Health Sciences Student Handbook.
- Further disciplinary and/or legal action may be recommended according to College policy.
- Students have the right to appeal to the Health Sciences Dean or designee.



## **Clinical Policy I (CPI) – Clinical Instructor Development - 222**

### **1. Responsible Parties:**

- ACCE and Clinical Committee
- Academic Coordinator of Clinical Education
- Program Chairperson
- Clinical Instructors

### **2. Procedures:**

- Completed clinical visits and coursework documentation will be reviewed by the PTA Assessment Committee
  - Identification of errors in completion of required paperwork
  - Identification of limitations related to clinical instructor performance/practice by visiting academic faculty
- Students will complete as part of their clinical coursework summative documents the Student Evaluation of Clinical – clinical instructor assessment for final will be used for calculation of clinical instructor abilities, knowledge, and student engagement
- Clinical instructors of PTAS 215 coursework will receive a Clinical Instructor Education Survey as part of the required paperwork for the student coursework
  - The Clinical Instructor Education Survey will be returned to the Program Chairperson for analysis
  - Identification of items of interest for educational opportunities will be used as a base for decisions in offerings of educational opportunities for clinical instructors
  - The Clinical Instructor Education Survey will investigate needs:
    - Program information
    - PTA role in physical therapy intervention
    - Educational strategies with students
    - Physical Therapy practice
    - Additional topics as identified through ACCE and Clinical Committee meetings

### **3. Monitoring Requirements:**

- Completion of required documentation for clinicals will be monitored by clinical faculty identifying any concerns of completion to ACCE and Clinical Committee
- Student Evaluation of Clinical Instruction and Clinical Experience – data to be analyzed by Program Chairperson (according to Program Assessment Committee Schedule) identifying any concerns with clinical instructor outcomes

- ACCE and Clinical Committee – review of Clinical Visitation Checklists identifying any concerns of completion
- Clinical instructor surveys are to be analyzed by Program Chairperson (according to Program Assessment Committee Schedule)
- Clinical Instructor Education Survey – surveys are to be analyzed by Program Chairperson (according to Program Assessment Committee Schedule)

#### 4. Educational Opportunities:

- The program will actively engage in educational opportunities for clinical instructors including:
  - Policies, procedures of the PTA Program
  - Role of the PTA in physical therapy intervention
  - Paperwork requirements of PTA Program
  - Clinical Instructor: Student relationship, instruction, communication
  - Topics in physical therapy

#### 5. Time Lines:

- Completion of activities are based upon:
  - Schedule of clinical coursework: PTAS 115, 205, and 215
  - Schedule of Program Assessment Committee requirements
  - Schedule and frequency of activities based upon gathered data
  - PTA Assessment Committee review of Clinical Education Faculty in summer

## Clinical Policy II (CPII) – Clinical Instructor – Facility Supervision – 222

### 1. Responsible Parties:

- Academic Coordinator of Clinical Education (ACCE) and Clinical Committee
- Academic Coordinator of Clinical Education
- ACCE Liaison
- Program Chairperson
- Clinical Coordinator of Clinical Education
- Clinical Instructors
- PTA Program Assessment Committee

### 2. Procedures:

- All students must be provided clinical affiliations according to the PTA Program Handbook
- All students must be provided a clinical affiliation that provides for an open, safe, and engaging learning experience
- All academic faculty involved with clinical coursework are responsible for the ensuring the integrity of the clinical affiliation experience
- All academic faculty involved with clinical coursework are responsible for participating in student site visits as related to course assignment
- All academic faculty involved with student visits are responsible for assessing student/clinical instructor interactions, professionalism, and physical therapy competency
- All academic faculty are responsible for identifying concerns in clinical instructor ability immediately to the ACCE and initiation of the *Clinical Instructor/Facility Outcome Form*, this includes obtaining written and signed documentation from necessary parties to be attached to the form
- The ACCE is responsible for communicating with the necessary academic faculty and addressing identified concerns with clinical instructor ability and providing additional documentation on the *Clinical Instructor/Facility Outcome Form*
- The ACCE is responsible for communicating with the Program Chairperson in situations that warrant concerns with issue related to contractual agreements and/or policies and procedures related to program and/or ITCC
- The Program Chairperson is responsible for communicating with necessary individuals in issues related to contractual agreements and/or policies and procedures related to program and/or ITCC
- The ACCE (with consultation with Program Chairperson) is responsible for making decisions regarding continuation of the current student within the clinical assignment in a timely basis (based upon case scenario)
- The ACCE is responsible for bringing identified areas of concerns to the attention of the ACCE and Clinical Committee for review of the *Clinical Instructor/ Facility*

#### *Outcome Form*

- The ACCE and Clinical Committee is responsible for providing a recommended outcome and securing appropriate signatures related to the *Clinical Instructor/ Facility Outcome Form* as needed with final placement in the facility's clinical file and file of clinical instructor(s).

### 3. Monitoring Requirements:

- Student and CI Clinical Checklists to be signed by visiting academic faculty including date and time of visit
- Completion of the *Clinical Instructor/ Facility Outcome form*
- Acquisition of appropriate supporting documents (signed)
- ACCE and Clinical Committee meeting minutes upon review
- PTA Program Assessment Committee meeting minutes upon review of clinical education evaluative criteria

### 4. Suggested outcome recommendations:

- The ACCE and Clinical Committee are provided the following possible outcome recommendations to be documented and held in the clinical facility's file:
  - No just cause - document complete with continuation of CI/facility
  - Subjective student cause: document complete and maintained for future review with continuation of CI/facility
  - Academic faculty demonstrated just cause – CI training: document complete, discussion with ACCE and CI regarding potential educational opportunities to allow continuation of CI/facility
  - Academic faculty demonstrated just cause – CI professionalism and/or misalignment with program philosophy, mission, goals, outcomes, and/or objectives, discussion with ACCE and further recommendations necessary to allow continuation of CI/facility
  - ACCE and Clinical Committee just cause – CI limitations of any type that warrant immediate dismissal and/or lack of progress in above listed attempts at remediation, discontinuation of clinical instructor relationship and/or facility relationship depending upon hierarchical structure of clinical site

### 5. Time Lines:

- Completion of activities are based upon:
  - Schedule of clinical coursework: PTAS 115, 205, and 215
  - Schedule of meetings of the ACCE and Clinical Committee
  - Schedule of Program Assessment Committee requirements
  - Schedule and frequency of activities based upon gathered data

## **Clinical Policy III (CPIII) – Identification and Approval of Clinical Sites – 222**

### **1. Responsible Parties:**

- PTA Program - ACCE and Clinical Committee
- Academic Coordinator of Clinical Education (ACCE)
- ACCE Liaison
- Clinical Coordinator of Clinical Education
- PTA Program Assessment Committee

### **2. Procedures:**

- Any site identified by a student and/or faculty that provides physical therapy services under the supervision of a licensed physical therapist with at least one year of experience may be reviewed as a potential clinical facility
- Following identification of the facility, an appropriate contact (name, address, number, and/or email) will be provided to the ACCE and/or ACCE Liaison
- No further student contact is allowed regarding the continuing process of clinical site additions. However, the student will be given priority of a site identified for a clinical if desired as appropriate with other program policies and procedures and program student handbook requirements.
- The ACCE and/or ACCE Liaison will make initial contact with the facility representative regarding making a visit for review of the facility.
- The ACCE and/or ACCE Liaison will make a formal visit and complete the New Clinical Form, identifying basic demographics, availability of staff/therapists, types of experiences, and correlation of the facility with the curriculum requirements of the program.
- At the next available ACCE and Clinical Committee meeting, each new facility will be reviewed and determined by consensus the use of the facility in the clinical coursework and any specific requirements (e.g., only second year students, only final clinical students).
- Outcomes will be maintained in a file in the clinical files for that facility and electronically in the Clinical Facility Database.
- Once confirmed by committee, the ACCE and ACCE Liaison will contact the facility to complete contractual obligations per college and program requirements (e.g., affiliation agreement, addendum, clinical commitment form).

### **3. Monitoring Requirements:**

- Completion of the New Clinical Form
- Acquisition of the Affiliation Agreement

- Acquisition of the Clinical Commitment Form
- ACCE and Clinical Committee meeting minutes

5. Time Lines:

- This policy and its procedures are to be completed as new facility sites are identified
- The ACCE and Clinical Committee will review new sites at fall and spring meetings
- The PTA Assessment Committee will review updated Clinical Database at fall meetings for type and availability of facilities

## **Clinical Policy IV (CPIV) Clinical Affiliation Agreement Monitoring - 222**

### **1. Responsible Parties:**

- PTA Program - ACCE and Clinical Committee
- Academic Coordinator of Clinical Education (ACCE)
- ACCE Liaison
- Program Chairperson
- Primary faculty of PTAS 115, 205, and 215

### **2. Procedures:**

- Program Chairperson will contact Dean of School of Health Sciences to address any updates necessary for affiliation agreement procedures
- ACCE and/or ACCE Liaison will review each of the current clinical affiliation agreements for date of renewal
- Chairperson, ACCE and/or primary faculty of PTAS 115, 205 and 215 clinical coursework will review each of the current clinical affiliation agreements for currency based upon Clinical Facility Database and/or clinical facility files prior to assignment of students to clinical facilities

### **3. Monitoring Requirements:**

- Clinical Facility Database review
- Clinical facility files for copy of affiliation agreement

### **5. Time Lines:**

- This policy and its procedures are to be completed each spring for current facilities
- This policy and its procedures are to be completed on a continuous basis for newly acquired facilities, prior to student assignment
- This policy and its procedures are to be completed as needed per institutional updates of affiliation requirements

## **Clinical Policy V (CPV) – Student Clinical Coursework Assignments - 222**

### **1. Responsible Parties:**

- Program Chairperson
- Academic Coordinator of Clinical Education
- PTA Assessment Committee

### **2. Procedures:**

- Students must meet required competency and practical success according coursework syllabi prior to assignment to clinical coursework: PTAS 115, 205, and 215
- Students are assigned to clinicals such that during their clinical activities they attend:
  - At least one orthopedic (preferably outpatient)
  - At least one neurological based facility within the category of:
    - Acute/ in-patient hospital
    - Rehabilitation Facility
    - Sub-acute Facility
    - Skilled Nursing Facility
    - Long Term Facility
- Students that demonstrate interest in pediatric experiences will be offered the opportunity of a pediatric clinic with the condition that the student demonstrate a minimum B average in program coursework

### **3. Monitoring Requirements:**

- The Program Chairperson and/or ACCE will maintain excel documents of current student placements including all three clinicals to ensure the requirements of clinical assignments are met

### **5. Time Lines:**

- Placements will be monitored during spring and fall semesters as students are assigned to PTAS 115, 205, and 215 courses
- The PTA Assessment Committee will review completion of these assignments according to this policy in summer



## Clinical Policy VI (CPVI) – Clinical Ed Distance of Placement and Visitation

### 1. Responsible Parties:

- Academic Coordinator of Clinical Education (ACCE) and Clinical Committee
- Academic Coordinator of Clinical Education
- ACCE Liaison
- Program Chairperson
- Adjunct Faculty – assigned to clinical coursework
- Clinical Instructors

### 2. Procedures:

- Clinical coursework will be assigned to the type of clinical coursework according to the *Student Clinical Coursework Assignment Policy*
- Students will receive a minimum of one visitation or representation of visitation with completion of the *Clinical Visitation Checklist* and *Clinical Action Plan* as needed per course syllabus
- Clinical facilities will be assigned to a location within driving no greater than 2 hours from an assigned full-time faculty member starting location (either home or campus of assignment) unless student demonstrates qualification for increased distance and electronic version of visitation
- Adjunct faculty members are to be assigned the most local options with the least travel time/expense as able with consideration of the assigned contact hours for that semester
- Students may be allowed to participate in a distant clinical assignment for terminal full time clinicals only (PTAS 205 and/or 215) if they meet the following requirements:
  - Assume all liability of expense for communication and travel
  - Assume all liability of expense for travel if remediation or clinical action plan requires
  - Demonstrates at least a B average in all coursework within the technical program (PTAS designate courses).
  - Demonstrates highest achievement of attendance and professionalism/participation points in all coursework within the technical program.
  - Demonstrates program success without behavioral remediation (including information documented through Ivy Advising, Incident reports, or Maxient reports)
  - Demonstrates program success without remediation and repeat of any courses within the technical program.
  - Assumes responsibility for access to technology for completion of

electronic visitation (e.g., ZOOM) held with same requirements as the person visitation scheduled at a minimum of one visitation.

- Assumes risk of requirement of removal from clinical affiliation due to limited performance (documented through *Clinical Visitation Checklist*, *CPI Midterm*, as appropriate for the completion point of the clinical and the intensity of the student limitation (e.g., performance, professionalism, and safety). without guarantee to be placed into a local facility or guarantee of timely graduation
- An appropriately qualified facility is under affiliation agreement with ITCC – PTA Program – NW, including type, clinical instructor requirements, Licensed Physical Therapist supervision, willingness, and ability to communicate via technology.

### 3. Monitoring Requirements:

- Review of student ITCC transcript, completed by ACCE and/or ACCE Liaison
- Review of student attendance and professionalism/participation for the coursework within the technical program
- Review of student records on file with Program Chairperson
- Review of student reports in Ivy Advising, Incident reports, Maxient reports (or other available documentation for student participation and behavior)
- Review of documentation and student progress in program and potential clinical affiliation by the ACCE and Clinical Committee with review, documentation, and outcome of decision to send student to distant location

### 4. Remediation procedures:

- The student will receive monitoring of progress as required by the course syllabus
- The student will be placed on probation of distant clinical if required to have a *Clinical Action Plan (deadline of progress no greater than 1 week)*.
- The student will be required to participate in remediation activities (at the facility and/or with the academic program electronically) if progress toward success is not agreed upon by the clinical instructor at 1 week after the *Clinical Action Plan* was developed
- The student will be required to return to the program, removed from the distant clinical site, if benchmarks for CPI Midterm are not achieved, confirmed by the clinical instructor as detrimental performance, agreed upon by ACCE and Clinical Committee with review (meeting scheduled immediately to address student in a timely fashion)

### 5. Time Lines:

- Completion of activities are based upon:

- Schedule of clinical coursework: PTAS 115, 205, and 215
- Schedule of Program Assessment Committee requirements
- Schedule and frequency of activities based upon gathered data
- PTA Assessment Committee review of Clinical Education Faculty in summer

## **Clinical Policy VII (CPVII) – Drug Screen – Identify Positive Drug Screen**

### **1. Responsible Parties:**

- PTA Program - ACCE and Clinical
- Committee Academic Coordinator of
- Clinical Education (ACCE) ACCE Liaison
- Clinical Coordinator of Clinical
- Education PTA Program  
Assessment Committee

### **2. Procedures:**

- Any student accepted into the Ivy Tech Community College – Northwest PTA program is required to undergo a Drug Screen (organized by a third-party designated by the program/educational institution) no less than three times throughout the two-year program, at the student's expense. The student will be required to complete a drug test at an approved testing facility. Initially, instructions to complete a drug screen are given upon acceptance into the competitive program. Next, no more than 60 days prior to the first clinical course (PTAS 115) and finally no more than 60 days prior to the final semester which consists of the last two clinical courses (PTAS 205 & 215).
- Students shall not be allowed to hand deliver any test results to college representatives. Notification of drug or alcohol screening results must be delivered to the college in a manner that ensures the integrity, accuracy, and confidentiality of the information. Ivy Tech Community College may refuse to accept any test result that fails to meet the requirements of the procedure and guidelines noted in this policy.

#### **A. Refusal to Test**

- i. If a student fails to produce the requested sample as designated, the student will be treated as if the test result was positive

#### **B. Non-Negative/Positive Test Result**

- i. If the drug screening result is positive, the student will meet with ACCE and Program Chair
  1. Student will be notified/reminded of college/program requirements regarding drug/alcohol use
  2. Student will be informed of general drug/alcohol policies within the health care field
  3. Student will be notified that consequences may include

dismissal from the program and/or dismissal from the college

- Retesting of Drug Screen
  - In the event a screening specimen is deemed insufficient, diluted, or otherwise inappropriate for testing, the student will be required to complete a new drug test at an approved testing facility.
  - If a student challenges a result, they must comply with the vendor's appeal process.
- Post-Incident Testing
  - Any student involved in an on-campus or clinical site incident in which a faculty or staff suspects use of illicit substance or which causes injury to the student, another student, visitor, clinical agency staff member, instructor, or patient under circumstances that suggest possible use or influence of drugs and/or alcohol at the time of the incident may be asked to submit to a drug and/or alcohol test

Students will be dismissed from the PTA program for positive drug and/or alcohol screening results that are not validated by a prescription and a written statement from a medical provider. All documents and screening results will be noted in the student's record.

A student who is denied clinical placement or who is withdrawn from enrollment in a clinical or lab course due to positive drug screen not validated by a prescription or a written statement from a medical provider documenting a medical condition, may reapply to the same or different School of Health Sciences or School of Nursing program after one semester (per ASOM 7.2).

To be considered for readmission to the same or different School of Health Sciences program, students will need to comply with additional criminal background checks and drug/alcohol screenings as required.

Further positive results on drug and/or alcohol screening after readmission to the program will result in dismissal from the program with no option for readmission. College program admission and progression policies will apply.

### 3. Time Lines:

- This policy and its procedures are to be completed after student drug screen results become available no later than 10 days prior to start of course
- The ACCE and Program Chair will review any positive reports

## **Clinical Policy VIII (CPVIII) – Identification of Positive Background Check**

### **1. Responsible Parties:**

- PTA Program - ACCE and Clinical Committee
- Academic Coordinator of Clinical Education (ACCE)
- ACCE Liaison
- Clinical Coordinator of Clinical Education
- PTA Program Assessment Committee

### **2. Procedures:**

- Any student accepted into the Ivy Tech Community College – Northwest Physical Therapist Assistant program is required to undergo a Background Check (organized by a third-party designated by the program/educational institution) no less than three times throughout the two-year program, at the student's expense. The student will be required to purchase and authorize a Background Check to be initiated upon acceptance to the PTA Program; and no more than 60 days prior to a clinical rotation course (PTAS 115, PTAS 205, PTAS 215).
- The Indiana State Department of Health has certain restrictions on the issuance of licenses to individuals who have been convicted of a felony crime. Individuals who have a conviction decision on their background check should contact this agency for more information about licensure as a physical therapist assistant in the state of Indiana.
- If the criminal history check reveals convictions which the individual disclosed in the to the PTA program application committee, the PTA program application committee will review the report with the ACCE and they will jointly evaluate each conviction, including any additional information that the individual provides, before the start of coursework. The existence of a conviction does not automatically disqualify an individual from placement. Relevant considerations may include, but are not limited to, the nature and number of the convictions, their dates, and the relationship that a conviction has to the duties and responsibilities of the student. (All related information will be treated as confidential, and protected as such.)
- Students shall not be allowed to hand deliver any results to college representatives. Results of back ground screening must be delivered to the college in a manner that ensures the integrity, accuracy, and confidentiality of the information. Ivy Tech Community College may refuse to accept any result that fails to meet the requirements of the procedure and guidelines noted in this policy.

#### **A. Refusal to Test**

- a) If a student fails to authorize a background check and does not provide results as designated, the student will be required to meet with Program Chair and/or ACCE to discuss personal situation
- b) Determination of student's ability to proceed in accordance with the rest of this policy will be discussed

**B. Non-Negative/Positive Test Result**

- a. If the background check presents ANY occurrences of a criminal nature, the student is required to meet with the PTA Program Chairperson and the ACCE.
  - a) MEETING
    - 1. Student will be notified that depending on the charge and conviction status that consequences may include difficulties in securing clinical rotation host sites; meeting with the licensure review board; potential denial of state licensure.
    - 2. Student will verbally explain situations surrounding any charges identified as "DISMISSED"
      - a. Student may be required to present documentation stating all criteria for "DISMISSAL" has been met
  - b) Student will verbally explain situations surrounding any charges identified as "CONVICTED"
    - 1. Student may be required to present additional documentation stating all criteria for "CONVICTION" has been met.
  - c) Student will verbally explain situations surrounding any charges identified as "PENDING"
    - 1. Student may be required to present additional documentation when the status of charges has changed.

**C. Application for State Licensure:**

- a) If results of background check indicate a "CONVICTION," student will be informed that application for a state license will require a personal letter from student explaining entire situation and lengths taken to address or change behavior.

**D. Clinical Rotation Courses:**

- a) Any result on a background check MAY result in a host facility denying placement to that student
  - 1. If a student is denied placement at a host facility for a clinical rotation course based upon occurrences on a recent background check, then:
    - a. The ACCE will contact up to two additional host sites within the same category (inpatient vs outpatient).



- b. The ACCE will communicate with the CCCE/facility director of those two additional sites to discuss the general situation – without identification of student by name or demographic information
- c. The ACCE and CCCE/DOR will decide if placement of any student with the identified occurrence could be hosted at that site.
- d. If a host site is willing to host a student knowing a serious occurrence is indicated on a background check, then that student may be placed at said host facility.

A student who is denied clinical placement or who is withdrawn from enrollment in a clinical or lab course due to results of background screening may reapply to the same or different School of Health Sciences or School of Nursing program after one semester.

### 3. Time Lines:

- This policy and its procedures are to be completed after student background screening results become available no later than 10 days prior to start of course
- The ACCE and Program Chair will review ANY report with documented behavior

## **Clinical Policy VIII – (CPVIII) – Patient Engagement**

### **1. Responsible Parties:**

- Academic Coordinator of Clinical Education (ACCE) and Clinical Committee
- Academic Coordinator of Clinical Education
- ACCE Liaison
- Program Chairperson
- Clinical Coordinator of Clinical Education
- Clinical Instructors
- PTA Program Assessment Committee

### **2. Procedures:**

- The program will monitor student procedures related to HIPAA and patient engagement.
- Students will participate in a study of HIPAA and complete a quiz associated with their understanding requiring 100% achievement.
- Following the quiz, students will receive a HIPAA completion certificate.
- The certificate will be stored in the CastleBranch clinical documentation shared by the student with the clinical instructor or another clinical facility representative as required to attend the clinical course.
- Students will be educated on the rights and responsibilities afforded to patients by federal law within the PTAS 103 course.
- Students will review the patient's right to refuse treatment in coursework and within the clinical review provided before each clinical course (during assignments and documentation review) by the ACCE.
- Students will acquire the necessary approval required by the facility for patient participation in the case study activities of PTAS 205 and 215. (Note: the case study assignments are not considered official research requiring human research IRB review per college organizational review and confirmation in spring 2019).

### **3. Monitoring Requirements:**

- Faculty review of coursework requirements of the above items as assigned to the PTAS 103, 115, 205, and 215 courses.
- Program Chairperson provision of necessary certificates to successful students.
- ACCE review of CastleBranch documentation.
- ACCE training of students before students attend clinical coursework.
- ACCE, PC, and ACCE and Clinical Committee review any concerns reported by students, clinical instructors, clinical facility representatives, patients, or other stakeholders.

ITCC NW PTA Program

Patient Engagement

20222

## **Clinical Policy X – (CPX – Tools for Student Clinical Performance**

### **1. Responsible Parties:**

- Academic Coordinator of Clinical Education (ACCE) and Clinical Committee
- Academic Coordinator of Clinical Education
- ACCE Liaison
- Program Chairperson
- Clinical Coordinator of Clinical Education
- Clinical Instructors
- PTA Program Assessment Committee

### **2. Procedures:**

- The program will use several assessment tools to identify student progress in clinical coursework toward completion of entry-level performance by the end of clinical PTAS 215.
- The PTAS 115 will include course assignments that meet the necessary objectives of the course with a clinical visit using the Student and CI Clinical Checklists and the CPI for the PTA for final assessment.
- The PTAS 205 and 215 will include course assignments that meet the necessary objectives of the course with a clinical visit using the Student and CI Clinical Checklists and the CPI for the PTA for midterm and final assessment.

### **3. Monitoring Requirements:**

- Student and CI Clinical Checklists to be signed by visiting academic faculty, including date and time of visit (electronic signature in the assignment comments will meet this requirement)
- Completion of the visitation rubric in ExamSoft
- Review of the CPI for the PTA by all assigned academic faculty to the course who are given students for visitation, the ACCE, and the Program Chairperson
- ACCE and Clinical Committee meeting minutes upon review
- PTA Program Assessment Committee meeting minutes upon review of clinical education evaluative criteria for student outcome reporting

## **Clinical Policy XI – (CPXI – Tools for Clinical Performance**

### **1. Responsible Parties:**

- Administrative Assistant for School of Health
- Academic Coordinator of Clinical Education (ACCE) and Clinical Committee
- Academic Coordinator of Clinical Education
- ACCE Liaison
- Program Chairperson
- Clinical Coordinator of Clinical Education
- Clinical Instructors
- PTA Program Assessment Committee

### **2. Procedures:**

- The students will complete the PTA Student Evaluation of the Clinical Experience and Clinical Instruction at the end of each clinical course: PTAS 115, 205, and 215.
- The document will be uploaded to Ivy Learn assignments in two phases: clinical instructor and clinical facility.
- The clinical instructor information will be recorded into the CI database and scored according to +1, 0, -1 (Positive label, neutral label, negative label) on the 14 clinical instructor final scoring questions.
- The ACCE and Clinical Committee will review clinical instructors receiving a negative total score for further consideration as clinical instructors for the program.
- The clinical facility sections will evaluate the students' experiences according to placement requirements, course objectives, and accreditation standards.

### **3. Monitoring Requirements:**

- Monitor submission of the PTA Student Evaluation of the Clinical Experience and Clinical Instruction by the assigned academic faculty.
- Data input of the clinical instructor information by the administrative assistant.
- Data analysis of the clinical instructor information by the PC.
- Review of the clinical facility sections by the ACCE in preparation for the excel monitoring process.
- Data analysis of the clinical facility sections by the PC.
- ACCE and Clinical Committee meeting minutes upon review.
- PTA Program Assessment Committee meeting minutes upon review of clinical education evaluative criteria for student outcome reporting.

## **Clinical Policy XII – CPXII – Clinical Instructor Qualifications**

### **1. Responsible Parties:**

- Administrative Assistant for School of Health
- Academic Coordinator of Clinical Education (ACCE) and Clinical Committee
- Academic Coordinator of Clinical Education
- ACCE Liaison
- Program Chairperson
- Clinical Coordinator of Clinical Education
- Clinical Instructors
- PTA Program Assessment Committee

### **2. Procedures:**

- The ACCE will share the most recent Commitment Form with the appropriate clinical facility representative (CCCE or CI) during or following the completion of the affiliation agreement.
- The Commitment Form will have the information regarding CI qualifications:
  - The Facility shall provide the following when providing education to Physical Therapist Assistant students:
    - A licensed PT or PTA under the legally required supervision of a licensed PT for direct supervision of PTA students,
    - A licensed PT or PTA with a minimum of one year of related experience with adequate experience at the Facility necessary for the supervision and instruction of PTA students, and
    - A licensed PT or PTA under the legally required supervision of a licensed PT for completion of the required paperwork for student participation in clinical education at the Facility.
- Students will complete the PTA Student Evaluation of the Clinical Experience and Clinical Instruction, ensuring that the credentials of all CIs, including the supervising PT identified on the first clinical instructor page.
- Students will complete the PTAS 115, 205, and 215 attendance documents with all CIs, including the supervising PT's information on the attendance summary report.
- Students will submit the above documents to the Ivy Learn Assignments.

### **3. Monitoring Requirements:**

- Monitor submission of the PTA Student Evaluation of the Clinical Experience and Clinical Instruction by the assigned academic faculty.
- ACCE confirmation of commitment form completion
- ACCE monitoring of all Ivy Learn assignments before submitting a passing grade for clinical

ITCC NW PTA Program

Clinical Instructor Qualifications

2022

# School of Health Sciences

PTA Program – Northwest

Lake County Campus – Crown Point Location

## *Forms*

## **Consent for Participation and Liability Release**

Physical Therapist Assistant (PTA) educational programming requires that students actively engage in activities that enhance learning and build knowledge and skills. As such, students are required to participate in various opportunities of learning, including laboratory activities, patient simulation experiences and practicum's as the patient, Physical Therapist Assistant, and/or another member of the patient care team (e.g. caregiver or aide), exercise participation and clinical affiliations as a Student Physical Therapist Assistant. These activities are provided under the supervision of the credentialed instructor(s) pursuant to Ivy Tech Community College (ITCC) Policies and Procedures and the educational requirements of the Commission on Accreditation in Physical Therapy Education (CAPTE).

Students are instructed in the correct procedures, safety guidelines, and methodology to actively participate in these experiences. Students are also made aware of the general and specific consequences of participation, including but not limited to: falls, injury, and exposure to disease. Although these and other risks are greatly reduced through the instruction and supervision provided during the PTA Program, there still remains risk of participation that requires students to maintain active vigilance in safety procedures, e.g. proper body mechanics, use and application of modalities, etc.

I, \_\_\_\_\_ (print name) hereby agree to the following:

I understand that participation in the Physical Therapist Assistant (PTA) educational programming includes inherent risks with my required participation in various coursework activities. I am fully aware of the risks and hazards involved in such activities. I represent and warrant that I am physically fit and I have no medical condition that would prevent my full participation in these activities. I understand that it is my responsibility to consult with a physician prior to and regarding my participation in these course activities. If I have *any existing medical condition*, I have been cleared by my doctor to participate in the activities of the Physical Therapist Assistant (PTA) educational programming.

I understand that these activities may require touch for completion of tasks of simulated treatment by peers and/or instructor(s) and that the need for such contact will be explained by the instructor(s). I understand that it is my responsibility to discuss with the instructor(s) any

concerns regarding these and all activities prior to participating. I understand that lack of participation can detrimentally affect my course grade, continuation in a course, acceptance into the PTA Program, or continuation in the PTA Program as related to the activity and the educational requirements of CAPTE.

In signing this Consent for Participation and Liability Release, I hereby affirm that I have fully read the above statements of this two-page document and understand the inherent risks involved with participation in the Physical Therapist Assistant educational program at Ivy Tech Community College – Northwest. I understand that I am personally responsible for my safety while participating in the PTA educational program and therefore, myself, my heirs or legal representatives forever release from liability, waive, discharge and covenant not to sue Ivy Tech Community College, instructors, and its agents for any injury or death occurring in the pursuit of my knowledge and skills during the PTA educational programming. I understand that my refusal to sign this Consent for Participation and Liability Release may prevent me from continuing in PTA coursework or program.

I have read the Consent for Participation and Liability Release and fully understand its contents. I voluntarily agree to the terms and conditions stated.

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Participant's Name (Print)

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Participant's Signature

Date

---

Legal Guardian (if applicable)

Date



## ***ITCC Academic Integrity Policy***

Complete information regarding ITCC Academic Misconduct, Academic Integrity and Professional Behavior is found in the ITCC *Code of Student Rights and Responsibilities* – page 12, section II (available online as previously described above). Specific policies relating to PTA Program coursework include and are not limited to the following:

Ivy Tech recognizes academic integrity as a fundamental principle of collegial life. The credibility of the College's educational programs rests upon the foundation of student learning and integrity. Students who misrepresent their academic work violate the rights of their fellow students and undermine the faculty's authority and their ability to assess learning. The College therefore views any act of academic dishonesty as a serious offense requiring disciplinary measures, including failure for the exam or specific course work, course failure, suspension, and expulsion from the College. In addition, an act of academic dishonesty may have unforeseen effects and lead to formal processes outside the College.

**Definitions:** Violations of academic integrity and professional behavior include, but are not limited to, the following:

**Cheating:** The following are examples, this topic is not limited to these examples:

- Unauthorized use of notes or study aids,
- acquiring information from another student's papers, or an examination;
- obtaining a copy of an examination or questions from an exam prior to taking the exam;
- altering graded work with the intent to deceive another person to do one's work and then submitting as one's own name;
- allowing another to take an examination in one's name;
- submitting identical or similar papers for credit in more than one course without obtaining prior permission from the instructors of all the courses involved.

**Aiding Cheating or Other Acts of Academic Dishonesty:** Providing material or information to another student with the knowledge that this material or information will be used to deceive faculty.

**Plagiarism:** Presenting within one's own work the ideas, representations, or words of another person without customary and proper acknowledgment of that person's authorship is considered plagiarism. Students who are unsure of what constitutes plagiarism should consult with their instructors. Claims of ignorance will not necessarily excuse the offense.

**Falsification of Academic Records or Documents:** Falsification of academic records or documents includes, but is not limited to, altering any documents affecting academic records; forging signatures or falsifying information of an official academic document such as a grade report, ID card, library card, or any other official college letter or communication, will constitute academic dishonesty.

## Ivy Tech Community College Physical Therapist Assistant Program

### PTA Program - Acknowledgement of Outcomes of Academic Dishonesty

Having chosen to pursue a career as a licensed/certified Physical Therapist Assistant (PTA), I am aware of the integrity, honesty, trustworthiness, benevolence, and altruism expected of me. With this document, I have received the Standards of Ethical Conduct for the Physical Therapist Assistant. I am aware that due to the characteristics expected of me as a licensed/certified PTA, the Ivy Tech Community College Physical Therapist Assistant Program of the Northwest region expects these same characteristics of me as an accepted student to the program. As such, I acknowledge that behaviors unbecoming of a licensed/certified Physical Therapist Assistant are therefore unbecoming of me as a student in this program.

I am aware that any form of cheating and/or dishonesty in the program is unacceptable behavior. These behaviors include (and are not limited to) acquiring answers to any test/assignment other than my individual efforts, sharing information with any current or subsequent students of the program, filling in answers to tests during a review and/or grading of a test after the test has been submitted, using any specific devices for acquiring information and/or recalling information (such as recorders or any kind – audio or visual), committing plagiarism of any published or unpublished works (including current or past students of the program).

Such behaviors noted by faculty and/or staff of the Ivy Tech Community College, Physical Therapist

Assistant Program, Guest Lecturers, other individuals representing the Physical Therapist Assistant Program, and/or students of the Physical Therapist Assistant Program will be investigated. Students who are found to have behaved in a manner unbecoming of a Physical Therapist Assistant will be summarily dismissed from the Physical Therapist Assistant Program. Students dismissed will no longer have the opportunity to return to repeat any coursework. Students will not be allowed the opportunity to work directly with patients, responsible for their lives, futures, finances, and safety.

Prior to signing this document, it has been made expressly clear the expectations of me during the entirety of the program through the information provided in the Information Packet for application, the PTA Student Handbook, the ITCC Student Handbook, and this document. I am also aware that unbecoming behavior will result in dismissal from the program without ability to return.

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Student Name (Printed)

Student Name (Signature)

Date

**Remove this form from the *Student Handbook* and submit form. This form will be maintained electronically in the student files.**

## ***ITCC and PTAS Program Personal Misconduct involving Computers/Technology***

Users of these services and facilities have access to valuable College resources, to sensitive data and to external networks. Consequently, it is important for all users to behave in a responsible, ethical and legal manner. In general, appropriate use means respecting the rights of other computer users, the integrity of the physical facilities and all pertinent license and contractual agreements. This document establishes more specific guidelines for the use of all college computing resources. For details, go to <http://wwwcc.ivytech.edu/helpdesk/policies-and-procedures/>

**Unauthorized Use of Computers and Technology:** Theft or other abuse of computer facilities and resources including, but not limited to:

- a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
- b. Unauthorized transfer of a file; including peer-to-peer file sharing.
- c. Use of another individual's identification and/or password.
- d. Use of computing facilities and resources to interfere with the work of another student, faculty member, and/or college official.
- e. Use of computing facilities and resources to send obscene or abusive messages.
- f. Use of computing facilities and resources in violation of copyright laws.
- g. Any violation of the college's computer use policy.

## ***PTAS Program Specific Technology Policy***

**Electronic Equipment or Programs:** Use of electronic equipment or programs in a manner that is disruptive to other students, staff, or College processes is prohibited. This includes appropriate and respectful use of technology during instructional periods and when representing or referring to college/program with other media:

- a. Students are to have phones and other communication devices set in vibration or mute mode such that notifications are not audible to others during required class/activities
- b. Students are to have phones and other communication devices placed in an area such that they are not used during instructional activities (no texting, emailing, web search, etc. during class time unless 1) provided specific approval from instructor for emergencies or 2) provided specific direction by the instructor for coursework activities
- c. Students are allowed to audibly record (voice only) any lecture or lab activity within the PTAS curriculum coursework (attending a course, students give permission for audible (voice) recording by other attendees of the course)
- d. Students are not allowed to record in any format testing procedures including (not limited to) written examinations, practical examination, competency testing, etc.
- e. Students are not allowed to record in any format clinical coursework experience

that would violate the requirements of HIPAA

- f. Students are not allowed to record in any visual format any coursework procedures within the PTAS curriculum coursework, including visual format recording of instructors and peers
- g. Students must sign a release of photo/video release document for program and college course and/or marketing requirements (Students must request from peers directly permission for visual format recording)
- h. Students are not allowed to post in any format recordings from PTAS curriculum coursework on any site. During sponsored PTAS Program or PTA Club events, postings are allowed only following the specific signed release document instructions for each student and/or attendee. Postings of any minors are strictly prohibited
- i. Students are allowed to use electronic devices for the purpose of complimenting instructional activities as long as the use is not disruptive to others/activity at hand
- j. Students are prohibited from posting negative, inflammatory, or disrespectful comments on any site regarding college, program, faculty, staff, or students (such occurrences go against grievance procedures and professionalism required in the PTAS Program)
- k. Students that do not comply with the requirements of the technology policy will be required to discontinue use of the device within the instructional environment including leaving device in bag in different area of class, leaving device outside of classroom, etc. Further violation of the policy would warrant removal from the classroom and/or dismissal from the program.
- l. Violation of restrictions of visual recording of instructors, peers, and/or of postings would warrant dismissal from the program and potentially the additional “costs” related to the damages and/or removal of such postings as needed
- m. Students must sign acknowledgement and compliance of this policy and the potential consequences for violation – see *PTA Program Specific Technology Policy* form at the end of this document (maintained in main PTA student file)

# **Ivy Tech Community College Physical Therapist Assistant Program**

## *PTA Program Specific Technology Policy*

**I acknowledge that I have read the policies and procedures set forth in this handbook regarding technology and I agree to abide by the policies and procedures as stated.** Furthermore, I understand the consequences of actions that are taken that do not coincide with the requirements of this policy. I am prepared to represent myself, the program, and the college appropriately. I fully understand my responsibilities with regard to technology use while in PTA Program courses/activities. I fully understand the requirements of me with regard to postings in any college or outside source with regard to the college, program, staff, faculty, and students. Signing this document confirms full responsibility for my actions and the necessary repercussions for them.

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Printed Name

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Signature

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Date

**Remove this form from the *Student Handbook* and submit form. This form will be maintained in the student file in the PTA Program office.**

## ***ITCC Personal Misconduct on and off College Property Policies***

### **Unprofessional or Inappropriate Behavior within a Clinical, Field, or Internship**

**Experience:** Conduct that is considered to be lewd, indecent, obscene, inappropriate, and/or non-compliant with professional or accreditation standards; or a violation of clinical or other affiliated site expectations or guidelines; or a violation of federal or state laws.

The college may sanction a student for **acts of personal misconduct that occur on college property** including, but not limited to, academic and administration buildings, recreational facilities, and other college-serviced properties.

The college may sanction a student for **acts of personal misconduct or criminal acts that are not committed on college property** if the acts arise from college activities that are being conducted off the college's campuses, or if the misconduct undermines the security of the college community or the integrity of the educational process or poses a serious threat to self or others.

(The following are not all inclusive. Students are advised to consult the Code of Students Rights and Responsibilities for further examples and definitions).

**Inappropriate Conduct:** Conduct that is considered to be lewd, indecent, obscene or inappropriate.

**Disorderly Conduct:** Conduct that is considered to be obstructive or disruptive that interferes with teaching, research, administration, or other college or college- authorized activities.

**Copyright Infringement:** Conduct or activities that violate federal copyright laws including, but not limited to, the piracy of written or electronic media, are not permitted.

**Failure to Comply:** Failure to comply with the directions of authorized college officials in the performance of their duties, including failure to identify oneself when requested to do so; failure to comply with the terms of a disciplinary sanction; refusal to vacate a college facility when directed to do so.

**Unauthorized use of College Facilities:** Unauthorized entry, use, or occupancy of college facilities.

**Damage to Property:** Damage to or destruction of college property or the property belonging to others.

**Possession/Distribution/Consumption of Alcohol:** Unauthorized possession, use, or supplying alcoholic beverages to others contrary to law or college policy.

- a. Ivy Tech Community Collage prohibits:

1. Public intoxication, use, or possession of alcoholic beverages on college property;
  2. Providing or possessing alcohol contrary to law.
- b. Student organizations that serve or permit possession of alcoholic beverages at student organization functions, on or off campus, may be disciplined if violations of alcoholic beverage laws or of college regulations occur. Individual students who plan, sponsor, or direct such functions also may be subject to sanctions.

**Possession/Distribution/Use of Illegal Drugs or Controlled Substances:** Unauthorized possession, manufacture, sale, distribution, or use of illegal drugs, any controlled substance, or drug paraphernalia. This may also include being under the influence of illegal drugs or unauthorized controlled substances.

**Ivy Tech Community College Physical Therapist Assistant Program**  
***PHOTO/VIDEO RELEASE FORM***

Please read each statement – Complete the required information next to the desired request;  
Your image may be captured at various times throughout the PTA program.

I hereby give permission for my images, captured during Physical Therapist Assistant Program activities through video, photo, and digital camera, to be used solely for the purposes of Ivy Tech Community College **promotion material, publications, and educational activities, and waive any rights of compensation or ownership thereto.**

Name of participant (please print) \_\_\_\_\_ Age: \_\_\_\_\_

Name of Parent/ Guardian (if applicable - please print): \_\_\_\_\_

Signature of Participation (Guardian) \_\_\_\_\_

Date: \_\_\_\_\_

**Read this carefully:**

I realize at times I will be participating in recording procedures necessary for class participation and learning with electronic media held within the PTA Program offices/electronically. **I choose not to participate in recording procedures with regard to promotional activities** as designated by the PTA Program representatives.

Name of participant (please print) \_\_\_\_\_ Age: \_\_\_\_\_

Name of Parent/ Guardian (if applicable - please print): \_\_\_\_\_

Signature of Participation (Guardian) \_\_\_\_\_

Date: \_\_\_\_\_





**Ivy Tech Community College of Indiana  
School of Nursing and School of Health Sciences  
Vaccination and Physical Examination Form  
(Physical Therapist Assistant Program Form - 2018)**

**Instructions:**

- This completed and signed form, including any additional documentation must be submitted prior to **Orientation following acceptance to the Physical Therapist Assistant (PTA) Program, Prior to PTAS 115 and during the winter break of second year of the PTA Program.**
- Required documentation includes immunity status, physical examination and validation of student's ability to perform the **Essential Functions of Nursing/Health Sciences Students.**
- The health care provider must complete **and sign all sections as indicated.**
- It is the student's responsibility to ensure that the form is complete and signed in all required areas **prior** to submission to the **PTA Program** (*students are to submit documents per instructions HOWEVER, students should retain original document*).

**THIS SECTION TO BE COMPLETED BY THE STUDENT**

Student Name: \_\_\_\_\_ Student ID: C \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

Phone: Home \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Work \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Cell \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Email: \_\_\_\_\_

- I understand that the information on this form or the form itself may be given to clinical affiliate sites as required for institutional accreditation.
- Qualified applicants to the School of Nursing/School of Health Sciences are expected to meet all admission criteria as well as the Essential Functions of Nursing/Health Sciences Students. Students with documented need for accommodations are to meet with the campus Disabilities Support Services Representative.
- By signing this agreement, I affirm that I meet ALL requirements listed below and I do NOT have any physical or mental or emotional limitations which would prevent me from performing the Essential Functions described below.

\_\_\_\_\_  
Name of Student (PRINT)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**THIS SECTION TO BE COMPLETED BY A PHYSICIAN, LICENSED PHYSICIAN ASSISTANT, OR  
ADVANCED REGISTERED NURSE PRACTITIONER**

**SECTION I: PHYSICAL EXAMINATION & ESSENTIAL FUNCTIONS OF NURSING/HEALTH SCIENCES STUDENTS**

Qualified applicants to the School of Nursing/School of Health Sciences are expected to meet all admission criteria as well as the Essential Functions for Nursing/Health Sciences Students.

*Note: Students with disabilities requiring accommodations must meet with the College Disabilities Support staff. This support staff can be reached at (219) 981-4360*

In addition to the *Essential Functions* listed below, students are expected to provide proof of the following items while enrolled in the PTA Program (as described above), which may include, but are not limited to:

- Annual flu shots;
- All required immunizations including Hepatitis B series;
- TB skin testing (Mantoux) as directed, or other documentation for positive tests per CDC guidelines; (<http://www.cdc.gov/tb/publications/factsheets/default.htm>)

Functional Ability/Category	Standard	Representative Activity/Attribute	Health Care Provider Initials
Motor Abilities	<ul style="list-style-type: none"> <li>Physical abilities and mobility sufficient to execute gross motor skills provide patient care.</li> </ul>	<ul style="list-style-type: none"> <li><b>Coordination:</b> ability to coordinate small and large muscle groups to provide safe and effective care including transfers, gait training, and positioning with appropriate levels of assistance to patient.</li> <li><b>Balance:</b> exceeding ordinary body equilibrium; required balance at a level to stabilize self and patient during level and graded surfaces with accommodation to patient loss of balance in various positions, e.g. standing, sitting.</li> <li><b>Crouching:</b> bending down in a squatting position; maintained greater than five (5) minutes at any one time and repetition greater than two (2) times per minute, ability to access patient, equipment, and for completion of patient care techniques.</li> <li><b>Bending at waist:</b> maintain bending for greater than five (5) minutes at any one time, repetition of bending motion greater than two (2) times per minute, ability to access patient, equipment and for completion of patient care techniques.</li> <li><b>Mobility:</b> moving sufficiently and quickly to carry out patient care procedures and emergencies such as assisting with gait training patients, administering CPR, assisting with turning and lifting patients, providing care in confined spaces, such as treatment and patient rooms.</li> <li><b>Walking:</b> on level and graded surfaces of any distance (greater than 1 mile per day), ability necessary for gait training patients, daily routine of movement within facilities, facility and patient type specific assistance with mobility tasks.</li> <li><b>Climbing stairs:</b> Carry a load &gt;10lb, climbing frequency &gt;25 times per day – required for stair and curb gait training with assistance of patient supporting at times greater than 10 pounds of patient load, frequency dependent upon patient population and facility setting.</li> <li><b>Crawling:</b> for access to patient, equipment and completion of patient care techniques.</li> </ul>	

Functional Ability/Category	Standard	Representative Activity/Attribute	Health Care Provider Initials
Physical Endurance	<ul style="list-style-type: none"> <li>Demonstrate the physical capacity to sustain gross motor skills providing effective and safe patient care</li> </ul>	<ul style="list-style-type: none"> <li><b>Sitting:</b> 2 to 8 hours per day, required for periods of documentation, scheduling, and patient care techniques.</li> <li><b>Standing:</b> 2 to 8 hours per day required for periods of documentation and patient care techniques.</li> <li><b>Kneeling:</b> (resting body on knees) greater than five (5) minutes at any one time and repetitive kneeling greater than two (2) minutes at any one time.</li> </ul>	
Physical Strength	<ul style="list-style-type: none"> <li>Demonstrate the physical capacity and coordination to perform the necessary lifting, pulling, and mobility to provide effective and safe patient care</li> </ul>	<ul style="list-style-type: none"> <li><b>Heavy:</b> Exerting 50 to 100 lb of force occasionally and/or up to 30 lb of force frequently (50 to 74% of time) and</li> <li><b>Medium:</b> Exerting 20 to 50 lb of force occasionally and/or up to 15 lb of force frequently (26 to 50% of time).</li> <li><b>Lifting:</b> Must independently be able to lift 50 lbs, ability to lift frequent loads such as resistance training weights for exercise, lifting of patient during transfer and training activities, floor (fall) recovery, maneuvering of necessary equipment for patient care.</li> <li><b>Gross strength:</b> defend self against combative patient, carry equipment and supplies, and carry patients</li> </ul>	
Manual Dexterity	<ul style="list-style-type: none"> <li>Demonstrate fine motor skills sufficient for providing safe patient care.</li> </ul>	<ul style="list-style-type: none"> <li><b>Dexterity:</b> ability to seize, hold, and turn an object in one's hand; ability to perform pinch type activity of one's fingers, write with pen and pencil, and key/type using computer</li> <li><b>Reaching:</b> ability to extend arms out of base of support to obtain objects and to assist patient in treatment activities</li> <li><b>Repetitive motion behaviors:</b> to complete patient care techniques used frequently during an individual or group patient care treatment session and cumulatively for a specific patient population/facility</li> </ul>	
Perceptual/Sensory Ability	<ul style="list-style-type: none"> <li>Sensory/perceptual ability to monitor and assess patients.</li> </ul>	<ul style="list-style-type: none"> <li><b>Auditory:</b> ability to hear normal, faint, and adapted speaking levels for person-to-person and augmentative communication device communication, sufficient to hear faint body sounds (i.e.. blood pressure, respiratory, and hear beat sounds, etc), sufficient to hear alarms, auscultate sounds, hear modality, emergency, and safety equipment and hear cries for help, etc.</li> <li><b>Visual:</b> ability to see objects directly and through peripheral vision for observation of patient body mechanics, gait assessments, exercise quality, review of written and computer generated documentation, and observation of patient condition/tolerance including procedures of vital signs (near and far acuity and recognizing color discrimination – i.e. cyanosis, pallor, body fluid identification, etc.)</li> <li><b>Tactile:</b> ability to feel vibrations (i.e. palpate pulses), detect temperature (i.e. skin surface temperature and modalities), detect difference in surface characteristics, sizes, and stapes (i.e. skin turgor, rashes, edema, body landmarks), detect environmental temperature (i.e. heat potentially affecting patient detrimentally, i.e. multiple sclerosis or neuropathy), etc.</li> <li><b>Olfactory:</b> ability to detect odors from client and environment (i.e. foul smelling drainage, alcohol breath), detect smoke, gases or noxious smells), etc.</li> </ul>	

Functional Ability/Category	Standard	Representative Activity/Attribute	Health Care Provider Initials
Behavioral/Interpersonal/Emotional	<ul style="list-style-type: none"> <li>• Ability to relate to colleagues, staff and patients with honesty, civility, integrity and nondiscrimination.</li> <li>• Capacity for development of mature, sensitive and effective therapeutic relationships.</li> <li>• Interpersonal abilities sufficient for interaction with individuals, families and groups from various social, emotional, cultural and intellectual backgrounds.</li> <li>• Ability to work constructively in stressful and changing environments.</li> </ul>	<ul style="list-style-type: none"> <li>• Establishes rapport with patients and colleagues.</li> <li>• Works with teams and workgroups.</li> <li>• Demonstrates emotional skills sufficient to remain calm in an emergency situation.</li> <li>• Demonstrates behavioral skills sufficient to exercise good judgment and prompt completion of all responsibilities attendant to the diagnosis and care of patients.</li> <li>• Adapts rapidly to environmental changes and multiple task demands.</li> <li>• Maintains behavioral decorum in stressful situations.</li> <li>• Establishes therapeutic boundaries, provides patient with emotional support, adapts to changing environment/stress, deals with the unexpected, focuses attention on task, controls own emotions, performs multiple responsibilities concurrently, responds appropriately.</li> <li>• Represents the profession of physical therapy in manner, dress, and behavior.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Modify behavior in response to constructive criticism.</li> <li>• Capacity to demonstrate ethical behavior, including adherence to the professional ethics expected of this field as delineated in the <i>Standards of Ethical Conduct for the Physical Therapist Assistant</i> as identified by the American Physical Therapy Association</li> </ul>		

Functional Ability/Category	Standard	Representative Activity/Attribute	Health Care Provider Initials
Safe environment for patients, families and coworkers	<ul style="list-style-type: none"> <li>• Ability to safely identify patients appropriateness for the Physical Therapist established plan of care</li> <li>• Ability to accurately identify patients.</li> <li>• Ability to effectively communicate with other caregivers.</li> <li>• Ability to operate equipment safely in the clinical area.</li> <li>• Ability to recognize and minimize hazards that could increase healthcare associated infections.</li> <li>• Ability to recognize and minimize accident hazards in the clinical setting including hazards that contribute to patient, family and coworker falls.</li> </ul>	<ul style="list-style-type: none"> <li>• Prioritizes tasks to ensure patient safety and standard of care.</li> <li>• Maintains adequate concentration and attention in patient care settings.</li> <li>• Seeks assistance when clinical situation requires a higher level of expertise/experience.</li> <li>• Responds to emergency situations effectively</li> <li>• Negotiates interpersonal conflict, respects differences in patients, and establishes rapport with co-workers</li> </ul>	
Communication	<ul style="list-style-type: none"> <li>• Ability to communicate in English with accuracy, clarity and efficiency with patients, their families and other members of the health care team (including spoken and non-verbal communication, such as interpretation of facial expressions, affect and body language).</li> <li>• required communication abilities, including speech, hearing, reading, writing, language skills and computer literacy.</li> <li>• Communicate professionally and civilly to the healthcare team including peers, clinical instructors, program faculty, and other medical professionals</li> </ul>	<ul style="list-style-type: none"> <li>• Communicates with patients, caregivers, family members, peers, and other medical professionals in simple, complex, and technical language appropriate for the recipient</li> <li>• Gives verbal directions to or follows verbal directions from other members of the healthcare team and participates in health care team discussions of patient care.</li> <li>• Elicits and records information about health history, current health state and responses to treatment from patients or family members.</li> <li>• Conveys information to patients and others as necessary to teach, direct and counsel individuals in an accurate, effective and timely manner.</li> <li>• Establishes and maintains effective working relations with patients and co-workers.</li> <li>• Recognizes and reports critical patient information to other caregivers.</li> <li>• Teaches (e.g., patient/family about health care), explains procedures, gives oral reports (e.g., reports on patient's condition to others), interacts with others (e.g., health care workers), speaks on the telephone, influences people, and directs activities of others.</li> <li>• Conveys information through writing (e.g., physical therapy documentation).</li> </ul>	

Functional Ability/Category	Standard	Representative Activity/Attribute	Health Care Provider Initials
Cognitive/Conceptual/Quantitative Abilities	<ul style="list-style-type: none"> <li>• Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis and synthesis.</li> <li>• Ability to gather data to safely provide patient care within the Physical Therapist established plan of care</li> <li>• Ability to comprehend three-dimensional and spatial relationships.</li> <li>• Ability to react effectively in an emergency situation.</li> <li>• Demonstrate critical thinking.</li> <li>• Demonstrate clinical judgment</li> </ul>	<ul style="list-style-type: none"> <li>• Develops the parameters to apply therapeutic modalities effectively under the Physical Therapist established plan of care.</li> <li>• Clinically judges data and implements appropriate strategies to meet the Physical Therapist established plan of care.</li> <li>• Collects data, prioritizes needs and anticipates reactions.</li> <li>• Comprehends spatial relationships adequate to properly administer therapeutic modalities</li> <li>• Recognizes an emergency situation and responds effectively to safeguard the patient and other caregivers.</li> <li>• Transfers knowledge from one situation to another.</li> <li>• Accurately processes information from the Physical Therapist established plan of care, medical records, and physicians' orders, printed documents, flow sheets, graphic sheets, and other medical records for patient safety and understands current policies and procedures.</li> <li>• Identifies cause-effect relationships, plans/controls activities for others, synthesizes knowledge and skills, sequences information</li> <li>• Transfers knowledge from one situation to another, processes information, clinically judges outcomes, problem solves, prioritizes tasks, uses long term memory, uses short term memory</li> <li>• Reads and understands columns of writing, reads digital displays, reads graphic printouts, effectively/safely uses equipment, converts numbers to and/or from metric system, reads graphs, tells time, measures time, counts rates, uses measuring tools, reads measurement marks, adds, subtracts, multiplies, divides whole numbers, computes fractions, uses a calculator, writes number in records, writes units of measurement in records.</li> </ul>	
Punctuality/ work habits	<ul style="list-style-type: none"> <li>• Ability to adhere to Ivy Tech policies, procedures and requirements as described in the <i>Physical Therapist Assistant Program Student Handbook</i> and course syllabus</li> <li>• Ability to complete classroom, lab, and clinical assignments and submit assignments at the required time.</li> <li>• Ability to adhere to classroom and clinical schedules.</li> </ul>	<ul style="list-style-type: none"> <li>• Attends class and clinical assignments punctually.</li> <li>• Reads, understands and adheres to all policies related to classroom, lab, and clinical experiences.</li> <li>• Contacts the instructor in advance of any absence or late arrival.</li> <li>• Understands and completes classroom, lab, and clinical assignments by due date and time.</li> </ul>	

\*Form adapted from the School of Health Sciences – Physical Therapist Assistant Physical Examination and Immunization Documentation Form and the Duke University/Health System “Essential and Marginal Job Function and Analysis Form” based upon the guidelines of the American with Disabilities Act (ADA)

Ivy Tech Community College strives to provide reasonable accommodations as necessary to allow a PTA student to be successful while maintaining the integrity of the field of physical therapy and patient safety. Students who require assistance in review of reasonable accommodations must meet with the College Disabilities Support staff prior to application to the program: 219-981-4360

**THIS SECTION TO BE COMPLETED BY A PHYSICIAN, LICENSED PHYSICIAN ASSISTANT, OR LICENSED REGISTERED NURSE PRACTITIONER**

I have reviewed the student’s immunity status documentation and verified this information to be accurate, including proof of immunizations.

**Yes** ☐ **No** ☐

I have reviewed the Essential Functions for Nursing/Health Sciences requirements with the student, and based on my assessment and the medical history and information provided by the patient, I have not identified any physical or mental limitations which would prevent the student from performing the essential functions described above.

**Yes** ☐ **No** ☐

**PROVIDER PRINTED NAME/CREDENTIALS:** \_\_\_\_\_  
(MD, DO, NP, PA)

**PROVIDER SIGNATURE:** \_\_\_\_\_

**DATE OF PHYSICAL EXAM:** \_\_\_\_\_

**PROVIDER PHONE:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_





## DECLINATION

### - OF VACCINES

## School of Health Sciences & School of Nursing

Program: \_\_\_\_\_

STUDENT NAME (print): \_\_\_\_\_

STUDENT ID (C number): \_\_\_\_\_

I understand that because I participate as a health sciences student in a health care environment involving both direct and indirect patient care, I am at risk for exposure to (and possible transmission of) serious, and sometimes deadly, vaccine-preventable diseases. I acknowledge that I have a shared responsibility to prevent occupationally acquired infections and avoid causing harm to patients by taking reasonable precautions to prevent transmission of vaccine-preventable diseases.

I am aware that the Influenza ([www.flu.gov](http://www.flu.gov)), Hepatitis B, Covid-19, and other vaccinations are recommended by the Centers for Disease Control (<http://www.cdc.gov/vaccines/adults/rec-vac/hcw.html>) for any licensed or non-licensed health care personnel. These screenings, in addition to others, may be a requirement of clinical affiliating agencies, including Ivy Tech campus clinics, in which I may be assigned.

I understand that by submitting this declination form that I am seeking to be exempted from specific requirements relating to vaccinations and that the College will review this request and make a decision whether or not to grant my request. I understand that in the event that the College denies my request that I may be removed from my program of study. I also understand that while the College may accept my declination request Clinical facilities, that I may be required to attend, may deny my admission to their facility. I understand that if the clinical affiliating agency refuses my admittance to their facility because of my exemption from a vaccine it could impact my ability to progress through completion of required courses and could prevent my completion/graduation from the program.

I understand that the consequences of my refusing to be vaccinated could have life-threatening consequences to my health and the health of those with whom I have contact, including my patients, others in the healthcare setting, and my family members. Finally, it is understood that the granting of an exemption by the College and an acceptance of that exemption by a clinical affiliating agency shall not exempt me from complying with other affiliating agency policies including, but not limited to, being required to wear a mask, etc.

**Please list any/all Immunization that you are seeking a declination for, which may include but are not limited to Measles, Mumps, and Rubella (MMR), Varicella, Tetanus/Diphtheria/Pertussis, (Tdap), and COVID-19.**

**Please List Immuniation(s)** \_\_\_\_\_





**DECLINATION**

**I have read, asked any questions, and fully understand the information presented above.**

---

**Student Signature**

**Date**

**OF VACCINES**



## DECLINATION

### Vaccination to Decline

### Vaccination Declination Instructions

#### Medical Reason - Vaccination Declination Requirements:

☐ A written statement indicating nature and probable duration of medical condition and/or circumstances that contraindicate an immunization must be provided in writing by the Medical Provider, including identification of the specific vaccine(s) that could be detrimental to the student's health; Medical Provider signature required.

☐ A list of Immunization may include but are not limited to Measles, Mumps, and Rubella (MMR), Varicella, Tetanus/Diphtheria/Pertussis, (Tdap), and COVID-19.

☐ If the medical declination is being requested for COVID-19 vaccination, practitioner must specifically list (all) of the authorized COVID-19 vaccinations which are clinically contraindicated:

- Pfizer: \_\_\_\_\_
- Moderna: \_\_\_\_\_
- J & J: \_\_\_\_\_

☐ Please include the recognized clinical reasons for the contraindication.

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\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Signature with credentials /Date  
M.D., D.O., PA, or N.P.

Address

\_\_\_\_\_  
Printed Name

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## DECLINATION

### Religious Reason - Vaccination Declination Requirements:

☐ A written statement requesting an exemption for religious reasons must be submitted and signed by the student. The statement must provide details concerning the student's past history regarding the declination of vaccinations including a list of vaccines previously declined and vaccines they have received. It must identify the specific church or religion the student is a member of, an explanation of the specific tenets of the religion which prohibit or prevent the student from receiving a vaccine, copies of or links to the specific religious texts that support this request and any other explanation or documentation that supports the student's assertion, which may include statements from clergy or religious leaders from the specific sect or religion, that these are sincerely held beliefs of the student and are specific tenets of their faith which prevent them from receiving such vaccine(s). Additional page(s) may be attached as needed.

## OF VACCINES

By signing below, I affirm that the information provided in this request is true and accurate and understand that providing false information may subject me to a denial of this request and additional consequences consistent with the College's, or a Department of the College's handbook of student rights and obligations.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

***PTA Program – Authorization to Release Academic and/or Health Information***

I authorize the Program Chairperson or designated representative of the PTA Program of Ivy Tech Community college – Northwest to release information concerning my performance while enrolled in the PTA Program and as a graduate of the PTA Program according to the requirements and limitations set forth by the Family Education Rights and Privacy Act (FERPA) and the Health Information Portability and Accountability Act (HIPAA) as appropriate for the information required.

This information may be released to prospective clinical affiliation sites as necessary for placement and to prospective employers to whom I have given the Program Chairperson or instructor as a reference.

This information may be given by phone, letter, or electronic communication where appropriate privacy safe guards are intact (e.g. confidential email system).

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Signature of Student

Witness Signature

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Date

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Date



Roster ▼

Manage Trackers ▼

Report Center ▼

Tools ▼

Document Center ▼

Other Services ▼



Tracker Details

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## Ivy Tech Community College - Gary - Physical Therapist Assistant Tracker: Clinical Requirements IV53: 2024 Grads

Need help completing your requirements? [CLICK HERE \(https://mycb-faq.castlebranch.com/\)](https://mycb-faq.castlebranch.com/) for a full list of Video Tutorials that can assist you in completing the requirements in the list below!

Still have questions? [CLICK HERE \(https://mycb.castlebranch.com/modal/contact-service-desk\)](https://mycb.castlebranch.com/modal/contact-service-desk) to submit a support request inquiry to our User Experience team. You can follow-up on your request by selecting View Service History Support Inquiries within the Need Help? menu, or simply [CLICK HERE \(https://mycb.castlebranch.com/modal/service-history\)](https://mycb.castlebranch.com/modal/service-history)

Tracker Due Date: 07/29/2022

### Requirement Details

Actions ▼

EXPORT

Select	Requirement Name	Requirement Description	Approval Guidelines	Due Date	Reporting Criteria
<input type="radio"/>	<b>Measles (Rubeola), Mumps, &amp; Rubella</b>	Submit a positive antibody titer (lab report required).  If your titer was negative or equivocal, new alerts will be created for you to receive 1 booster vaccine (administered after your titer), and provide a 2nd titer.		07/29/2022	Administered Date, Enter Results

<input type="radio"/>	<b>Measles (Rubeola), Mumps, &amp; Rubella Booster + Titer Action 1</b>	<p>You have submitted a negative or equivocal titer.</p> <p>To fulfill this requirement, you must submit documentation of a booster vaccine (administered after your titer) and a follow up titer (lab report required).</p> <p>Submit where you are in this process and a new alert will be created for you to complete the titer, if needed.</p>		07/29/2022	Enter Results, Administered Date Vaccine #1, Administered Date Titer
<input type="radio"/>	<b>Measles (Rubeola), Mumps, &amp; Rubella Booster + Titer Action 2</b>	<p>You have submitted a negative or equivocal titer.</p> <p>To fulfill this requirement, you must submit documentation of a booster vaccine (administered after your titer) and a follow up titer (lab report required).</p> <p>Submit your 2nd titer (lab report required) to this requirement.</p>		07/29/2022	Enter Results, Administered Date Vaccine #1, Administered Date Titer
<input type="radio"/>	<b>Varicella (Chicken Pox)</b>	<p>One of the following is required:</p> <ul style="list-style-type: none"> <li>1 vaccination for Varicella (Chicken Pox)</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>Positive antibody titer (lab report required)</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>Declination for Vaccination <ul style="list-style-type: none"> <li>Available for download from this requirement.</li> <li><b>MUST</b> have student signature (health care provider is <b>NOT</b> required for approval)</li> </ul> </li> </ul> <p>If the titer is negative or equivocal, a new alert will be created for you to sign the Declination for Vaccination.</p>		07/29/2022	Administered Date, Enter Results

<input type="radio"/>	<b>Varicella (Chicken Pox) Declination</b>	<p>You have submitted a negative or equivocal titer.</p> <p>Download, print &amp; complete the Declination for Vaccination and upload to this requirement.</p> <p><b>MUST</b> have student signature (health care provider is <b>NOT</b> required for approval)</p>		07/29/2022	Administered Date, Enter Results
<input type="radio"/>	<b>Hepatitis B</b>	<p>One of the following is required:</p> <ul style="list-style-type: none"> <li>• 1 vaccination for Hepatitis B</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Positive antibody titer (lab report required)</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Declination for Vaccination <ul style="list-style-type: none"> <li>• Available for download from this requirement.</li> <li>• <b>MUST</b> have student signature (health care provider is <b>NOT</b> required for approval)</li> </ul> </li> </ul> <p>If the titer is negative or equivocal, a new alert will be created for you to sign the Declination for Vaccination.</p>		07/29/2022	Administered Date, Enter Results
<input type="radio"/>	<b>Hepatitis B Declination</b>	<p>You have submitted a negative or equivocal titer and <b>MUST</b> submit the Declination for Vaccination form.</p> <p>Download, print &amp; complete the Declination for Vaccination and upload to this requirement.</p> <p><b>MUST</b> have student signature (health care provider is <b>NOT</b> required for approval)</p>		07/29/2022	Administered Date

○	<b>Tetanus, Diphtheria &amp; Pertussis (Tdap)</b>	<p>Submit documentation of a Tetanus, Diphtheria, and Pertussis (Tdap) vaccination administered within the past 10 years.</p> <p>The renewal date will be set for the 10 years from the administered date of your most recent Tdap vaccination.</p> <p><b>NOTE TO STUDENTS: Documentation must remain compliant throughout the program. Once your renewal has populated, a new vaccine must be submitted prior to the due date.</b></p>		07/29/2022	Administered Date, Renewal Date
○	<b>CPR Certification</b>	<p>Submit your current American Heart Association or American Red Cross BLS CPR certification.</p> <p>Professional Rescuer is also acceptable OR certification MUST SAY "Adult &amp; pediatric (infant &amp; Child) CPR" with AED knowledge.</p> <p>The front AND back of the card must be submitted at the same time and the "Holder's Signature" line on the back of the card must be signed.</p> <p>eCards are acceptable without a signature, but must contain the QR barcode or ID.</p> <p>The renewal date will be set based on the expiration of your certification.</p> <p><b>NOTE TO STUDENTS: Documentation must remain compliant throughout the program. Once your renewal has populated, a new certification must be submitted prior to the due date.</b></p>		07/29/2022	Renewal Date



<input type="radio"/>	<b>Tuberculosis (TB) Acknowledgment</b>	<p>You will be required to complete TB testing prior to your clinical rotation courses. Please check the box below acknowledging that you are aware this will be required.</p> <p>Tuberculosis testing requirements will populate to your account 30 days prior to the due date.</p> <p>No TB testing required at this time. Please wait until your requirement populates to complete any testing.</p>		07/29/2022	
<input type="radio"/>	<b>Code of Conduct</b>	<p>Download and confirm receipt of the attached ITCC Personal Misconduct on and off College Property policy.</p> <p>By checking the box below you agree to comply to the polices listed in the attached document.</p> <p><b>The renewal will be set for the next occurring date:</b></p> <ul style="list-style-type: none"> <li>• 03/20/2023</li> <li>• 01/02/2024</li> </ul> <p><b>NOTE TO REVIEWER:</b> No renewal will be set after the second date listed.</p>		07/29/2022	Renewal Date
<input type="radio"/>	<b>Technology Policy</b>	<p>Download the attached Technology Policy.</p> <p>Once you have read the Technology Policy, complete the signature page and submit to this requirement.</p> <p><b>The renewal will be set for the next occurring date:</b></p> <ul style="list-style-type: none"> <li>• 03/20/2023</li> <li>• 01/02/2024</li> </ul> <p><b>NOTE TO REVIEWER:</b> No renewal will be set after the second date listed.</p>		07/29/2022	Renewal Date

<input type="radio"/>	<b>Consent For Participation</b>	<p>Download, print &amp; complete the Consent For Participation form and upload to this requirement.</p> <p><b>The renewal will be set for the next occurring date:</b></p> <ul style="list-style-type: none"> <li>• 03/20/2023</li> <li>• 01/02/2024</li> </ul> <p><b>NOTE TO REVIEWER:</b> No renewal will be set after the second date listed.</p>		07/29/2022	Renewal Date
<input type="radio"/>	<b>Photo Release</b>	<p>Download, print &amp; complete the Photo Release and upload to this requirement.</p> <p><b>The renewal will be set for the next occurring date:</b></p> <ul style="list-style-type: none"> <li>• 03/20/2023</li> <li>• 01/02/2024</li> </ul> <p><b>NOTE TO REVIEWER:</b> No renewal will be set after the second date listed.</p>		07/29/2022	Renewal Date
<input type="radio"/>	<b>Academic Dishonesty</b>	<p>Download the attached Academic Dishonesty policy.</p> <p>Once you have read the Academic Dishonesty policy, complete the signature page and submit to this requirement.</p> <p><b>The renewal will be set for the next occurring date:</b></p> <ul style="list-style-type: none"> <li>• 03/20/2023</li> <li>• 01/02/2024</li> </ul> <p><b>NOTE TO REVIEWER:</b> No renewal will be set after the second date listed.</p>		07/29/2022	Renewal Date

○	<b>Physical Examination</b>	<p>Download, print, complete, and re-submit the attached Physical Exam form.</p> <p>Documentation <b><u>must be completed after 03/01 and signed by a medical professional.</u></b></p> <p>If any limitations are present your physical exam requirement will be rejected and you will have to see a school administrator for approval.</p> <p>If any questions on page 7 of the form are marked <b>NO</b>, your physical exam requirement will be rejected and you will have to see a school administrator for approval.</p> <p>An updated physical exam will be required prior to your clinical rotation classes. A new requirement will populate to your account when this is needed. DO NOT complete a new physical exam prior to the requirement populating to your account.</p>		07/29/2022	Administered Date
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○	Influenza (Flu)	<p>One of the following is required:</p> <ul style="list-style-type: none"> <li>• Declination Waiver.</li> <li>• The Declination Waiver is available to download from this requirement.</li> <li>• Must have student signature; if declination is for medical reason, health care provider signature is needed, also.</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Documentation of a flu vaccine administered between <b>October 1 &amp; March 31</b></li> <li>• Influenza (Flu) documentation <b>MUST</b> include: <ul style="list-style-type: none"> <li>• Vaccine Lot Number</li> <li>• Vaccine Batch Number</li> <li>• Vaccine Expiration Date</li> </ul> </li> </ul> <p><b>The renewal will be set for the next occurring date:</b></p> <ul style="list-style-type: none"> <li>• 03/20/2023</li> <li>• 01/02/2024</li> </ul> <p><b>NOTE TO REVIEWER:</b> No renewal will be set after the second date listed.</p>		07/29/2022	Administered Date, Enter Results, Renewal Date, Declination Date, Vaccine lot#, Vaccine Expiration Date
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○	<b>Release of Academic and Health Info</b>	<p>Download, print &amp; complete the Release of Academic and Health Info form and upload to this requirement.</p> <p><b>Witness signature and date portion MUST be completed for approval.</b></p> <p><b>The renewal will be set for the next occurring date:</b></p> <ul style="list-style-type: none"> <li>• 03/20/2023</li> <li>• 01/02/2024</li> </ul> <p><b>NOTE TO REVIEWER:</b> No renewal will be set after the second date listed.</p>		07/29/2022	Renewal Date
○	<b>PTA Student Pledge of Commitment</b>	<p>Download the attached PTA Student Pledge of Commitment.</p> <p>Once you have read the PTA Student Pledge of Commitment, complete the signature page and submit to this requirement.</p> <p><b>The renewal will be set for the next occurring date:</b></p> <ul style="list-style-type: none"> <li>• 03/20/2023</li> <li>• 01/02/2024</li> </ul> <p><b>NOTE TO REVIEWER:</b> No renewal will be set after the second date listed.</p>		07/29/2022	Renewal Date



[Return to Tracker Summary \(index.html\)](#)

## Ivy Tech Community College - Gary - Physical Therapist Assistant Tracker: Clinical Requirements IV53: 2023 Grads

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Tracker Due Date: 07/25/2021

### Requirement Details

Actions



EXPORT

Select	Requirement Name	Requirement Description	Approval Guidelines	Due Date	Reporting Criteria
<input type="radio"/>	<b>Measles (Rubeola), Mumps, &amp; Rubella</b>	Submit a positive antibody titer (lab report required).  If your titer was negative or equivocal, new alerts will be created for you to receive 1 booster vaccine (administered after your titer), and provide a 2nd titer.		07/25/2021	Administered Date, Enter Results

<input type="radio"/>	<b>Measles (Rubeola), Mumps, &amp; Rubella Booster + Titer Action 1</b>	<p>You have submitted a negative or equivocal titer.</p> <p>To fulfill this requirement, you must submit documentation of a booster vaccine (administered after your titer) and a follow up titer (lab report required).</p> <p>Submit where you are in this process and a new alert will be created for you to complete the titer, if needed.</p>		07/25/2021	Enter Results, Administered Date Vaccine #1, Administered Date Titer
<input type="radio"/>	<b>Measles (Rubeola), Mumps, &amp; Rubella Booster + Titer Action 2</b>	<p>You have submitted a negative or equivocal titer.</p> <p>To fulfill this requirement, you must submit documentation of a booster vaccine (administered after your titer) and a follow up titer (lab report required).</p> <p>Submit your 2nd titer (lab report required) to this requirement.</p>		07/25/2021	Enter Results, Administered Date Vaccine #1, Administered Date Titer
<input type="radio"/>	<b>Varicella (Chicken Pox)</b>	<p>One of the following is required:</p> <ul style="list-style-type: none"> <li>1 vaccination for Varicella (Chicken Pox)</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>Positive antibody titer (lab report required)</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>Declination for Vaccination <ul style="list-style-type: none"> <li>Available for download from this requirement.</li> <li><b>MUST</b> have student signature (health care provider is <b>NOT</b> required for approval)</li> </ul> </li> </ul> <p>If the titer is negative or equivocal, a new alert will be created for you to sign the Declination for Vaccination.</p>		07/25/2021	Administered Date, Enter Results

<input type="radio"/>	<b>Varicella (Chicken Pox) Declination</b>	<p>You have submitted a negative or equivocal titer.</p> <p>Download, print &amp; complete the Declination for Vaccination and upload to this requirement.</p> <p><b>MUST</b> have student signature (health care provider is <b>NOT</b> required for approval)</p>		07/25/2021	Administered Date, Enter Results
<input type="radio"/>	<b>Hepatitis B</b>	<p>One of the following is required:</p> <ul style="list-style-type: none"> <li>• 1 vaccination for Hepatitis B</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Positive antibody titer (lab report required)</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Declination for Vaccination <ul style="list-style-type: none"> <li>• Available for download from this requirement.</li> <li>• <b>MUST</b> have student signature (health care provider is <b>NOT</b> required for approval)</li> </ul> </li> </ul> <p>If the titer is negative or equivocal, a new alert will be created for you to sign the Declination for Vaccination.</p>		07/25/2021	Administered Date, Enter Results
<input type="radio"/>	<b>Hepatitis B Declination</b>	<p>You have submitted a negative or equivocal titer and <b>MUST</b> submit the Declination for Vaccination form.</p> <p>Download, print &amp; complete the Declination for Vaccination and upload to this requirement.</p> <p><b>MUST</b> have student signature (health care provider is <b>NOT</b> required for approval)</p>		07/25/2021	Administered Date



○	<b>Tetanus, Diphtheria &amp; Pertussis (Tdap)</b>	<p>Submit documentation of a Tetanus, Diphtheria, and Pertussis (Tdap) vaccination administered within the past 10 years.</p> <p>The renewal date will be set for the 10 years from the administered date of your most recent Tdap vaccination.</p> <p><b>NOTE TO STUDENTS: Documentation must remain compliant throughout the program. Once your renewal has populated, a new vaccine must be submitted prior to the due date.</b></p>		07/25/2021	Administered Date, Renewal Date
○	<b>CPR Certification</b>	<p>Submit your current American Heart Association or American Red Cross BLS CPR certification.</p> <p>Professional Rescuer is also acceptable OR certification MUST SAY "Adult &amp; pediatric (infant &amp; Child) CPR" with AED knowledge.</p> <p>The front AND back of the card must be submitted at the same time and the "Holder's Signature" line on the back of the card must be signed.</p> <p>eCards are acceptable without a signature, but must contain the QR barcode or ID.</p> <p>The renewal date will be set based on the expiration of your certification.</p> <p><b>NOTE TO STUDENTS: Documentation must remain compliant throughout the program. Once your renewal has populated, a new certification must be submitted prior to the due date.</b></p>		07/25/2021	Renewal Date

○	Tuberculosis (TB)	<p>One of the following is required <b><u>along with</u></b> the TB Surveillance form (available for download):</p> <ul style="list-style-type: none"> <li>• 2 step TB skin test completed <b>after 02/01 of the current year AND</b> the completed TB Surveillance form <ul style="list-style-type: none"> <li>• <b>NOTE: Step 2 cannot be started until 7-21 days after the reading of the Step 1 test.</b></li> </ul> </li> <li>• QuantiFERON Gold blood test (lab report required) completed <b>after 02/01 of the current year AND</b> the completed TB Surveillance form</li> </ul> <p><b>If newly positive results or history of past positive TB testing, submit <u>ALL</u> of the following:</b></p> <ul style="list-style-type: none"> <li>• a clear chest x-ray (lab report required) completed within the <b>past 2 years</b></li> <li>• TB Surveillance form completed <b>after 02/01 of the current year</b></li> <li>• physician clearance documented on letterhead completed <b>after 02/01 of the current year</b> <ul style="list-style-type: none"> <li>• Must state that you are symptom free of tuberculosis and that you have received counseling OR that you have received and completed treatment and follow up.</li> </ul> </li> </ul>			Administered Date, Enter Results
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○	<b>Code of Conduct</b>	<p>Download and confirm receipt of the attached ITCC Personal Misconduct on and off College Property policy.</p> <p>By checking the box below you agree to comply to the polices listed in the attached document.</p> <p>The renewal will be set for the next occurring date:</p> <ul style="list-style-type: none"> <li>• 03/20/2022</li> <li>• 01/02/2023</li> </ul> <p><b>NOTE TO REVIEWER:</b> No renewal will be set after the second date listed.</p>		07/25/2021	Renewal Date
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○	Influenza (Flu)	<p>One of the following is required:</p> <ul style="list-style-type: none"> <li>Declination Waiver.</li> <li>The Declination Waiver is available to download from this requirement.</li> <li>Must have student signature; if declination is for medical reason, health care provider signature is needed, also.</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Documentation of a flu vaccine administered between <b>October 1 &amp; March 31</b></li> <li>Influenza (Flu) documentation <b>MUST</b> include: <ul style="list-style-type: none"> <li>Vaccine Lot Number</li> <li>Vaccine Batch Number</li> <li>Vaccine Expiration Date</li> </ul> </li> </ul> <p>The renewal will be set for the next occurring date:</p> <ul style="list-style-type: none"> <li>03/20/2022</li> <li>01/02/2023</li> </ul> <p><b>NOTE TO REVIEWER:</b> No renewal will be set after the second date listed.</p>		07/25/2021	Administered Date, Enter Results, Renewal Date, Declination Date, Vaccine lot#, Vaccine Expiration Date
○	Technology Policy	<p>Download the attached Technology Policy.</p> <p>Once you have read the Technology Policy, complete the signature page and submit to this requirement.</p> <p>The renewal will be set for the next occurring date:</p> <ul style="list-style-type: none"> <li>03/20/2022</li> <li>01/02/2023</li> </ul> <p><b>NOTE TO REVIEWER:</b> No renewal will be set after the second date listed.</p>		07/25/2021	Renewal Date

<input type="radio"/>	<b>Consent For Participation</b>	<p>Download, print &amp; complete the Consent For Participation form and upload to this requirement.</p> <p>The renewal will be set for the next occurring date:</p> <ul style="list-style-type: none"> <li>• 03/20/2022</li> <li>• 01/02/2023</li> </ul> <p><b>NOTE TO REVIEWER:</b> No renewal will be set after the second date listed.</p>		07/25/2021	Renewal Date
<input type="radio"/>	<b>Photo release</b>	<p>Download, print &amp; complete the Photo release and upload to this requirement.</p> <p>The renewal will be set for the next occurring date:</p> <ul style="list-style-type: none"> <li>• 03/20/2022</li> <li>• 01/02/2023</li> </ul> <p><b>NOTE TO REVIEWER:</b> No renewal will be set after the second date listed.</p>		07/25/2021	Renewal Date
<input type="radio"/>	<b>Academic Dishonesty</b>	<p>Download the attached Academic Dishonesty policy.</p> <p>Once you have read the Academic Dishonesty policy, complete the signature page and submit to this requirement.</p> <p>The renewal will be set for the next occurring date:</p> <ul style="list-style-type: none"> <li>• 03/20/2022</li> <li>• 01/02/2023</li> </ul> <p><b>NOTE TO REVIEWER:</b> No renewal will be set after the second date listed.</p>		07/25/2021	Renewal Date

<input type="radio"/>	<b>Release of Academic and Health Info.</b>	<p>Download, print &amp; complete the Release of Academic and Health Info form and upload to this requirement.</p> <p><b>Witness signature and date portion MUST be completed for approval.</b></p> <p>The renewal will be set for the next occurring date:</p> <ul style="list-style-type: none"> <li>• 03/20/2022</li> <li>• 01/02/2023</li> </ul> <p><b>NOTE TO REVIEWER:</b> No renewal will be set after the second date listed.</p>		07/25/2021	Renewal Date
<input type="radio"/>	<b>PTA Student Pledge of Commitment</b>	<p>Download the attached PTA Student Pledge of Commitment.</p> <p>Once you have read the PTA Student Pledge of Commitment, complete the signature page and submit to this requirement.</p> <p>The renewal will be set for the next occurring date:</p> <ul style="list-style-type: none"> <li>• 03/20/2022</li> <li>• 01/02/2023</li> </ul> <p><b>NOTE TO REVIEWER:</b> No renewal will be set after the second date listed.</p>		07/25/2021	Renewal Date
<input type="radio"/>	<b>Tuberculosis (TB) Acknowledgment</b>	<p>You will be required to complete TB testing prior to your clinical rotation courses. Please check the box below acknowledging that you are aware this will be required.</p> <p>Tuberculosis testing requirements will populate to your account 30 days prior to the due date.</p> <p>No TB testing required at this time. Please wait until your requirement populates to complete any testing.</p>		07/25/2021	

○	<b>Physical Examination</b>	<p>Download, print, complete, and re-submit the attached Physical Exam form.</p> <p>Documentation <b><u>must be completed after 05/01 and signed by a medical professional.</u></b></p> <p>If any limitations are present your physical exam requirement will be rejected and you will have to see a school administrator for approval.</p> <p>If any questions on page 7 of the form are marked <b>NO</b>, your physical exam requirement will be rejected and you will have to see a school administrator for approval.</p> <p>An updated physical exam will be required prior to your clinical rotation classes. A new requirement will populate to your account when this is needed. DO NOT complete a new physical exam prior to the requirement populating to your account.</p>		07/25/2021	Administered Date
○	<b>Physical Examination</b>	<p>Download, print, complete, and re-submit the attached Physical Exam form.</p> <p>Documentation <b><u>must be completed after 03/01 and signed by a medical professional.</u></b></p> <p>If any limitations are present your physical exam requirement will be rejected and you will have to see a school administrator for approval.</p> <p>If any questions on page 7 of the form are marked <b>NO</b>, your physical exam requirement will be rejected and you will have to see a school administrator for approval.</p> <p>An updated physical exam will be required prior to your clinical rotation classes. A new requirement will populate to your account when this is needed. DO NOT complete a new physical exam prior to the requirement populating to your account.</p>			Administered Date

## ***Student Commitment and Personal Responsibilities***

Students accepted to the PTA program must be aware of the extensive time, energy, and commitment necessary to be successful in the program. All technical courses are provided on campus (*no on-line versions are available for these courses*). Most courses are provided during the day and afternoon. However, students have additional expectations that may require extended periods of attendance, such as open lab requirements and practical examinations. Students currently attend technical courses all day Wednesdays and Fridays the first semester in the program. Following, most technical courses are provided on Tuesdays and Thursdays. These full day courses allow students to complete general education courses on alternate days. For clinical courses, students are expected to be available Monday through Friday 7 am to 8 pm and sometimes Saturdays or Sundays in order to attend clinicals full time (40 hours per week) and to align their schedules with assigned clinical instructors. Sunday assignments are rare. However, students are expected to meet the required clinical hours according to their assigned clinical instructor's schedule. Students are expected to have the necessary transportation for clinicals that may be one (1) to one and one half (1.5) hours of one-way travel time and potentially in an alternate time zone. Clinical affiliations are currently available in Indiana and Illinois.

During fall and spring semesters, open lab attendance is necessary for students to: meet technical course requirements, complete remediation or make-up examinations, and to participate in exercise exploration, study group activities, Big Sib and Lil Sib requirements, PTA Club meeting requirements, and competency testing for clinicals. These activities are identified as necessary learning modules for student retention. Students are expected to put forth the necessary effort outside of scheduled class time to study and complete assignments. Students must consider these additional needs when preparing for acceptance to the program. Students are advised to limit work and other activities. These activities competing with student attention to the program has caused students to fall behind and to be unsuccessful, at times requiring program dismissal.

The program uses a different scale than what students tend to be familiar with in grading. The grading scale is as follows: 93 to 100 = A; 87 to 92 = B; 81 to 86 = C; 78 to 80 = D. The application process to the program includes highly competitive and successful applicants. Students should be aware that besides the challenge of the grading scale, the



amount and intensity of information in the program can be more challenging to students than expected.

Students who are unsuccessful in meeting the minimum requirements as denoted in each course syllabus or have withdrawn from a course have the opportunity to return to the program once at the next scheduled offering of that class, generally one year later. Students who do not successfully complete the course requirements on a second attempt or for reasons related to academic dishonesty or lack of professional standards as noted in college policy are subject to dismissal from the program.

Graduates from the program generally prepare for an average of nine weeks (range: 2 to 13 weeks) after graduation prior to taking the National PTA Examination (NPTAE) for licensure. Currently, the NPTAE requires fixed date scheduling for licensure, with the shortest delay of testing offered in July and October. The NPTAE is administered by the Federation of State Boards of Physical Therapy Education (FSBPT). More information regarding the NPTAE can be found at FSBPT.org. Students are encouraged to work with families, friends, employers, etc ahead of time in order to prepare for the intensity and length of the program and the time necessary to pass the licensure exam.

Students that participate in the prerequisite classes, admissions processes, and program activities have the rights and responsibility to bring grievances to the attention of the program through the appropriate channels and levels of authorities. Students are advised to consult the ITCC documents and, if appropriate, the *Student Handbook* of the program. Students are expected to follow the appropriate hierarchy of complaints addressing issues with the most related individual first in order to more effectively and efficiently effect change. Program students are expected to address grievances with faculty of any specific course prior to addressing grievances with the assigned program advisor and then the Program Chairperson. However, no grievance will be denied attention having not completed such procedures. Students are advised to document concerns, attempts at remediation of such concerns, and requested compensation prior to discussion with appropriate representative.

*For other individuals involved with the program including clinical faculty, patients, and other interested parties, comments, compliments, and/or concerns may be brought directly to the Program Chairperson of the PTA Program Dr. Dawn D. Bancsi at [dsinickimeves@ivytech.edu](mailto:dsinickimeves@ivytech.edu).*

## Laboratory Supervision, Safety, and Cleaning Procedures

### 1. Responsible Parties:

- All academic faculty members
- ITCC Maintenance department
- All PTA program students
- Qualified individuals for necessary equipment checks/calibration

### 2. Requirements:

- All activities within the laboratory that includes student participation in patient simulated intervention and/or data collection skill practice requires direct supervision of appropriate faculty members
- All activities that involve student use of modality equipment requires direct supervision of appropriate faculty members

### 3. Monitoring Requirements of Equipment:

- All academic faculty members will diligently monitor equipment as used during instructional and open lab activities
- Equipment that is noted to have any concerns in appearance and/or function will not be used, will be clearly identified as inappropriate for use, and will be brought to the attention of the Program Chairperson for review of procedures (removal, repair, or replacement of equipment based on program needs and budgetary constraints)
- Academic faculty will diligently monitor students in their use, care, and appropriate storage of equipment in the laboratory
- Electrical equipment will be monitored every three (3) to five (5) years by appropriately coordinated and trained individuals, such monitoring will be identified on each piece of equipment and/or in log information maintained in the PTA offices
- Equipment that requires calibration will be assessed annually by coordinated and trained individuals, such monitoring will be identified on each piece of equipment and/or in log information maintained in the PTA offices

### 4. Fire safety:

- The laboratory will maintain appropriate fire extinguishers in number and type as needed for laboratory equipment and chemicals
- The laboratory will maintain emergency exit information as appropriate for college requirements

- Equipment will be appropriately maintained in order to prevent blockage of emergency exits
- Appropriate equipment will be maintained to secure flammable chemicals
- Only chemicals that have appropriate/required MSDS information available in log maintained in the PTA offices will be allowed in the laboratory

## 5. Cleaning Procedures:

- First Year PTA program students are responsible for the cleaning activities of the laboratory
- Students are to coordinate a schedule of weekly cleaning and provide that plan to the required laboratory assistant instructor or course instructor
- Students will complete the required cleaning procedures as denoted on the cleaning check list
- Students are responsible for coordinating the cleaning process and documentation with a designated team leader and final confirmation by the appropriate instructor
- Students are responsible for the laundering of necessary linens and the appropriate return of the correct number and type of items taken from the lab for cleaning
- Students are responsible for coordinating chair clean up once per week for preparation of cleaning staff to clean floors
- Students are to maintain appropriate safety according to the available cleaning product directions for use and safety instructions

## 6. Hydrocollator:

- Students are responsible, in the process of cleaning, to monitor the water level of the hydrocollator and fill it as needed
- Students are to identify to appropriate instructor need for cleaning and coordinate with instructor necessary procedures for completion

## 7. Body Substances:

- At any time that body substance of blood, mucous, vomit, or other body secretions are noted in the laboratory, the appropriate individual must be contacted to gain access to cleaning staff for appropriate standard precautions
- At no time should body substances or secretions be disposed of in the available sink or trash baskets

## 8. Other:

- Any questions or concerns regarding supervision, safety, and hygiene of laboratory must be brought to the appropriate instructor prior to proceeding

## Professional Development Course Requirements of Academic Faculty

### 1. Responsible Parties:

- All PTA academic faculty members
- Program Chairperson

### 2. Requirements:

- Per college policy, all full-time faculty are required to participate in professional development
- Per program policy, all adjunct faculty are required to participate in professional development
- Professional development is expected to facilitate the faculty member's effectiveness in instructional methods, assessment strategies and analysis, and clinical content knowledge and skills
- Professional development is a shared experience among academic and clinical faculty.
- All faculty are required to take at least one continuing education course or activity associated with instructional methods or assessment strategies and analysis or activities that improve overall classroom interactions and engagement each year, completed by the spring evaluation period, end of spring contract, or end of the fiscal year (June 30<sup>th</sup>) as approved by the program chairperson.
- All faculty are required to take at least one continuing education course or activity associated with the assigned coursework to demonstrate contemporary practice knowledge and skills, completed by the spring evaluation period, end of spring contract, or end of the fiscal year (June 30<sup>th</sup>) as approved by the program chairperson.
- All faculty must provide at least one continuing education course 10-minute review in a recorded format supplied to the program chairperson for distribution to academic and clinical faculty for overall professional development.

### 3. Monitoring Requirements:

- Academic faculty will keep an accurate list of continuing education courses for review at evaluations and any reporting requirements of CAPTE, i.e., updated curriculum vitae.
- Academic faculty will provide the 10-minute video preferably within 30 days of completing the continuing education course (to benefit dissemination to academic and clinical faculty).
- Academic faculty will report completion of the continuing education courses on the annual self-evaluation.
- Program Chairperson will disseminate the recorded review and monitor the completion.

## ACCE and Assistant Chairperson Role

### 1. Responsible Parties:

- ACCE
- Program Chairperson

### 2. Requirements:

- As the ACCE is not a designated role according to administrative positions within the college's definitions, the ACCE will be recommended as the Assistant Chairperson for the PTA Program.
- The Program Chairperson will support this recommendation by submitting a request to the program's administrative personnel: Dean of School of Health, Vice Chancellor of Academic Affairs, and Chancellor.
- The ACCE, as Assistant Chairperson, will be afforded the reassignment and loading options according to the Policy ASOM 7.2 ITCC Faculty Job Descriptions and Loading.
- The ACCE as Assistant Chairperson will be afforded the stipend associated with the assistant chairperson role, not to equal or exceed that of the Program Chairperson.
- The ACCE will be responsible for supervising academic faculty assigned to clinical courses.
- The ACCE will supervise the ACCE Liaison to oversee the required clinical education activities.
- The ACCE will not supervise academic faculty not assigned to clinical courses unless assigned to a technical course and the academic faculty is an adjunct faculty member.

### 3. Monitoring Requirements:

- The Program Chairperson will monitor updates and changes of the ACCE faculty member.
- The Program Chairperson will ensure communications are complete with governing administrative entities.
- The Program Chairperson will coordinate with human resources the necessary follow-through regarding contractual agreements and assignments.
- The Program Chairperson will facilitate the necessary reassignment according to the Assistant Chairperson's role and responsibilities.

## Grading Policy

### 1. Responsible Parties:

- All PTA academic faculty members
- Program Chairperson

### 2. Requirements:

- The PTAS Program will use a unique grading system for all PTAS designated courses
- The grading system will be as follows:
  - A = 93 to 100%
  - B = 87 to 92%
  - C = 81 to 86%
  - D = 78 to 80%
  - F = below 78%
- The grading system affects: PTAS 101, 102, 106, 107, 115, 201, 202, 205, 215, 217, and 224
- The syllabi of the above courses will include the grading system for review by enrolled students
- The grading system will remain in effect until such time the voting PTA program chairpersons make the required changes per CAPTE requirements or that benefit the program's outcomes for accreditation vital statistics

### 3. Monitoring Requirements:

- Academic faculty will review syllabi to ensure compliance with the reporting of the grading system in the PTAS class syllabi
- Program chairperson will monitor changes or needs associated with the grading system of the program
- Program chairperson will participate in the discussions and voting as changes to the grading system affects the NW – Lake County PTA Program
- Program chairperson will disseminate the information of needed changes to academic faculty for syllabi revisions
- Program chairperson will institute procedures for monitoring necessary changes to ensure updates at the next available semester or the semester required reporting by college policy

## Program Grievance Policy

### 1. Responsible Parties:

- Academic Faculty
- ACCE
- Program Chairperson

### 2. Requirements:

- In a complaint from a stakeholder of the program, be it: a student, academic faculty, clinical faculty, patient, employer, or other individual associated with the program, the first intent is to address the concern with the most related individual.
- In doing so, the complaint should be addressed according to the process delineated in the program student handbook.
- The appropriate document should be completed depending upon the stakeholder with the initiated complaint.
- The procedures according to the document should be followed, including the reporting system delineated at the bottom of each document.
- The individual receiving the complaint should follow the instructions and diligently address the requirements of the form.
- If, after addressing the complaint, a resolution was not found suitable for the situation, the complaint should then be escalated to the ITCC complaint system online (<https://www.ivytech.edu/online/31162.html>).

### 3. Monitoring Requirements:

- The academic faculty, ACCE, and Program Chairperson must monitor emails for recipients of complaint documents.
- The academic faculty, ACCE, and Program Chairperson must respond promptly to complete the grievance procedures.
- The Program Chairperson will monitor grievance documents' outcomes and distribute documentation to the appropriate parties.
- The Program Chairperson will store the grievance documents electronically in the PTAS Shared files for historical review and follow-up as needed.

# Ivy Tech Community College

## Physical Therapist Assistant Program - Northwest

### *PTA Student Pledge of Commitment*

**I acknowledge that I have read the policies and procedures set forth in this handbook and I agree to abide by the policies and procedures as stated.**

Furthermore, I understand the commitment necessary to be successful for the program and in signing this document confirm my willingness to strive to put forth the necessary effort for success.

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Printed Name

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Signature

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Date

**Remove this form from the *Student Handbook* and submit form. This form will be maintained electronically in the student files.**