



**PHYSICAL THERAPIST  
ASSISTANT  
PROGRAM  
POLICY MANUAL**

**2018-2019**

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## **WELCOME**

Welcome to the Indian Hills Community College Physical Therapist Assistant (PTA) program. The PTA program is seven (7) terms, (21 months) in length. Upon successful completion of this program, an Associate of Applied Science (AAS) Degree will be awarded.

Indian Hills Community College is accredited by the Higher Learning Commission, member of the North Central Association and the State of Iowa, Iowa Department of Education. The Physical Therapist Assistant program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association, 1111 N. Fairfax St., Alexandria, VA 22314, (703) 706-3245, email: [accreditation@apta.org](mailto:accreditation@apta.org) and website: [www.capteonline.org](http://www.capteonline.org).

The Physical Therapist Assistant program is part of the Health Sciences Division. This division is led by the Executive Dean of Career and Workforce Education. The Associate Dean of Health Sciences reports to the Executive Dean, and can also help with any questions you may have. The Physical Therapist Assistant Program is led by a Program Director, who oversees the PTA Instructor and Lab Assistant.

The PTA handbook is to serve as a guide for all students enrolled in the Physical Therapist Assistant program. It is a supplement to the Indian Hills Community College Student Handbook and College Catalog; consequently all policies and regulations from the handbook and catalog are to be observed in addition to those outlined in the following pages.

We welcome you and want you to know we are here to assist you in every way possible. It is a privilege to have each of you in the Physical Therapist Assistant program.

## **PHYSICAL THERAPIST ASSISTANT PROGRAM MISSION**

The Physical Therapist Assistant program, as an integral part of the Indian Hills Community College, has the following mission:

The Indian Hills Community College Physical Therapist Assistant Program's mission, with the central unifying purpose of student learning, is to graduate knowledgeable, competent, self-assured, adaptable and service-oriented individuals who perform interventions under the supervision of physical therapists in an ethical, legal, safe and effective manner.

## **PHYSICAL THERAPIST ASSISTANT PROGRAM PHILOSOPHY**

We believe physical therapy is an art and science that has as its primary focus the health needs of all individuals -- needs ranging from states of high-level wellness to states of illness, disability and impending death. Therefore, education in a Physical Therapist Assistant program is based on a specialized body of knowledge and skills related to movement of the human body and focuses upon preparation of a competent specialized paraprofessional.

We believe that learning is an individual and continuous process resulting in behavioral changes which can be measured, that learning is facilitated and affected by motivation, self-discipline and structured experiences and that the role of the instructor is to guide the learner, identify learning needs, and implement the best approaches to meet these needs. We further believe that the Physical Therapist Assistant student is an adult learner and as such is ultimately responsible for his/her lifelong learning. We believe that the best knowledge base for practice is a combination of general and technical education. This allows the student to develop into an effective practitioner, responsible, culturally-sensitive citizen and more fulfilled mature individual.

## **PTA PROGRAM PERFORMANCE GOALS**

The PTA curriculum has been designed to promote your learning and development so that following completion of the Indian Hills Community College Physical Therapist Assistant Program each graduate will be able to:

- Communicate verbally and nonverbally with the patient, the Physical Therapist, health care delivery personnel and others in an effective, appropriate and capable manner.
- Demonstrate sensitivity to individual and cultural differences in all aspects of physical therapy services.
- Exhibit conduct that reflects a commitment to meet or exceed the expectations of members of society receiving health care services and of the profession of physical therapy
- Demonstrate problem solving and judgment skills such that they are able to provide safe, efficient and effective physical therapy interventions under the supervision of a physical therapist.
- Provide effective education to others regarding physical therapy and physical therapy services.
- Demonstrate competence in performing delegated data-collection techniques necessary for performance of patient interventions in a safe, effective, efficient manner.
- Implement the plan of care written for an individual patient such that goals and outcomes are achieved and discharge planning is performed.
- Complete thorough, accurate, logical, concise, timely and legible documentation that follows guidelines and specific documentation formats required by state practice acts, the practice setting and other regulatory agencies.
- Provide services only under the appropriate supervision of a physical therapist.
- Participate in the administration, organizational planning and operation of the physical therapy services
- Demonstrate social responsibility, citizenship, and advocacy, including participation in community and service organizations and activities.
- Participate in career development based on self-assessment, performance appraisals, work setting and special interest.

**PHYSICAL THERAPIST ASSISTANT PROGRAM**

**PTA CURRICULUM**

The PTA curriculum is designed as a progression with increasing complexity of each subsequent course. All PTA core courses must be taken during the designated term.

**TERM I**

<u>Number</u>	<u>Course Name</u>	<u>Credit</u>
HSC113	Medical Terminology.....	2
CSC105	Computer Essentials.....	1
PTA111	PTA Fundamentals.....	4
PTA109	Trends in PTA.....	2.5
BIO175	Human Anatomy.....	3
BIO176	Human Anatomy Lab.....	1
<b>TOTAL.....</b>		<b>13.5</b>

**TERM II**

<u>Number</u>	<u>Course Name</u>	<u>Credit</u>
PTA118	Functional Human Anatomy ...	4
MAT110	Math Elective.....	3
PTA310	PTA Clinical I .....	1
BIO178	Human Physiology .....	3
BIO179	Human Physiology Lab .....	1
<b>TOTAL .....</b>		<b>12</b>

**TERM III**

<u>Number</u>	<u>Course Name</u>	<u>Credit</u>
ENG105	Composition I.....	3
PTA 191	PTA Modalities .....	4
PTA121	PTA Kinesiology.....	3
PSY111	Intro to Psychology.....	3
<b>TOTAL .....</b>		<b>13</b>

**TERM IV**

<u>Number</u>	<u>Course Name</u>	<u>Credit</u>
SPC	Speech Elective .....	3
PTA202	Cardiopulm&Integument.....	2
PTA203	Therapeutic Exercise .....	2
PTA311	PTA Clinical II.....	1
PSY121	Developmental Psych.....	3
XXXX	Approved Cultural Course	2
<b>TOTAL .....</b>		<b>13</b>

**TERM V**

<u>Number</u>	<u>Course Name</u>	<u>Credit</u>
PTA410	PTA Clinical III.....	2
PTA216	PTA Orthopedics .....	4
HSC226	Health,Society&Aging .....	3
HSC141	Pharmaceutical Applications...1	
<b>TOTAL .....</b>		<b>10</b>

**TERM VI**

<u>Number</u>	<u>Course Name</u>	<u>Credit</u>
HSC212	Pathophysiology.....	3
ENG106	Composition II .....	3
PTA248	PTA Neurology.....	4
PTA252	Professional Issues.....	3
<b>TOTAL .....</b>		<b>13</b>

**TERM VII**

<u>Number</u>	<u>Course Name</u>	<u>Credit</u>
PTA416	PTA Clinical IV .....	5
PTA290	PTA Capstone.....	3
<b>TOTAL .....</b>		<b>8</b>

**PROGRAM TOTAL                      82.5**

## PTA CORE COURSE DESCRIPTIONS

### TERM I

#### **PTA109: Trends in PTA**

**2.5**

This course provides an introduction to the physical therapy profession, discusses basic concepts related to health care management, introduces trends in wellness and presents an overview of the clinical component of the Physical Therapist Assistant Program.

#### **PTA111: PTA Fundamentals**

**4**

This course will present a historical perspective in relation to the role a PTA holds on the health care team. Activities will introduce posture, body mechanics and gait analysis, along with positioning and transfer techniques. Concepts of documentation and range of motion assessment are taught.

### TERM II

#### **PTA118: Functional Human Anatomy**

**4**

This course teaches the student manual muscle testing skills through application. It also includes surface anatomy, muscle origin, insertion, action and innervation with consideration of functional activity for human structures. Prerequisites: PTA111 PTA Fundamentals, PTA 109 PTA Trends, BIO175 Human Anatomy, and BIO176 Human Anatomy Lab

#### **PTA310: PTA Clinical I**

**1**

This course introduces the student to the clinical practice. Skills learned in PTA Fundamentals, and Functional Human Anatomy will be applied to direct patient care in selected clinical settings. Prerequisites: PTA111 PTA Fundamentals, PTA 109 PTA Trends, BIO 175 Human Anatomy, BIO 176 Human Anatomy Lab

### TERM III

#### **PTA191: PTA Modalities**

**4**

This course presents the use of heat, cold, water, electricity, light and mechanical devices as interventions for physical dysfunctions. Assessment of physiological responses will be studied as well as, indications and contraindications for specific interventions. Lab and lecture components are involved. Prerequisites: PTA 118 Functional Human Anatomy, BIO178 Human Physiology, BIO179 Human Physiology Lab, PTA 310 Clinical I

#### **PTA121: PTA Kinesiology**

**3**

This course introduces the study of movement as related to the human body. Topics presented include gravity, friction, and momentum, center of gravity and base of support. Movement arms and levers as components of torque, and joint shapes as they affect movement are discussed. Prerequisites: PTA118 Functional Human Anatomy, BIO 178 Human Physiology, BIO 179 Human Physiology Lab, PTA 310 Clinical I

### TERM IV

#### **PTA 202: Cardiopulmonary and Integumentary Rehab**

**2**

This course is an introduction to PTA treatment of disorders of the cardiopulmonary lymphatic, vascular and integumentary systems including wounds and burns. Course content will include diseases and conditions that impact these systems, common tests and measures for these patient populations and pharmacological and non-pharmacological management including physical therapy management of these conditions. Prerequisites: PTA 191 Modalities, PTA 121 Kinesiology



**PTA203: PTA Therapeutic Exercise**

**2**

This course introduces physiologic impairments and therapeutic exercise in relation to muscle performance and resistance training, aerobic capacity/endurance, range of motion, balance, posture and pain. The course will include exercise for specialized populations such as chronic pain osteoporosis and pelvic floor dysfunction. Special considerations for the geriatric patient will also be discussed., aerobic capacity/endurance, circulation, range of motion and joint mobility, balance, posture, and pain. Prerequisites: PTA121 PTA Kinesiology, PTA 191 Modalities, PTA 202 Cardiopulmonary and Integumentary Rehab

**PTA311: PTA Clinical II**

**1**

This course allows the application of new concepts and skills learned in Kinesiology, PTA Modalities and Therapeutic Exercise to direct patient care in selected clinical settings.

Prerequisites: PTA310 PTA Clinical I, PTA 121 Kinesiology, PTA 191 Modalities; concurrent with PTA202 Cardiopulmonary and Integumentary Rehab and PTA 203 PTA Therapeutic Exercise

**TERM V**

**PTA216: PTA Orthopedics**

**4**

This course is an introduction to management of orthopedic conditions frequently encountered by the physical therapist assistant in the clinical setting. It includes the study of the tissue healing as well as the study of the interventions employed in the management of the presented orthopedic conditions.

Prerequisites: PTA 202 Cardiopulmonary and Integumentary Rehab, PTA 203 PTA Therapeutic Exercise, PTA 311 Clinical II

**PTA410: PTA Clinical III**

**2**

This course allows application of new concepts and skills learned in PTA Orthopedics. The student will develop proficiency in previously learned skills when providing direct patient care in selected clinical settings. Prerequisites: PTA311 PTA Clinical II; concurrent with PTA216 PTA Orthopedics

**TERM VI**

**PTA248: PTA Neurology**

**4**

This course presents examination and intervention techniques for adults and children with neurological deficits. Lecture and laboratory topics include child development, neuroanatomy review, motor development and control theories, sensory, balance/coordination, tone and reflex examination and intervention. Pediatric disorders, cerebrovascular accidents, spinal cord injuries, traumatic brain injuries and degenerative diseases are discussed. Prerequisites: PTA 216 PTA Orthopedics, PTA 410 PTA Clinical III

**PTA252: Professional Issues**

**3**

This course presents issues in health care pertinent to the profession of Physical Therapy. Topics addressed include ethical and legal aspects, cultural competence, structure and function of institutions, wellness and prevention, and the role of the American Physical Therapy Association (APTA). The student will present research pertaining to cultural competence and health care related topics. Job seeking techniques including interview skills, resume and letter writing will also be addressed.

Prerequisites: PTA410 PTA Clinical III, PTA 216 PTA Orthopedics

**TERM VII**

**PTA290: PTA Capstone**

**3**

Components of the Physical Therapist Assistant curriculum will be reviewed in preparation for the National Physical Therapist Assistant licensure examination. Students will participate in mock board examinations, case study presentations and a variety of classroom activities.

Prerequisites: PTA248 PTA Neurology, PTA 252 Professional Issues

**PTA416: PTA Clinical IV**

**5**

This is a full time clinical experience, which provides an opportunity for students to integrate all of the concepts and skills, learned in previous academic and clinical course work. Experience will be offered in a variety of clinical settings. Prerequisites: PTA410 PTA Clinical III, PTA248 PTA Neurology, PTA 252 Professional Issues

## **PTA PROGRAM FACILITIES**

Lecture and laboratory sessions will be held on the Indian Hills Community College Ottumwa campus. All classes are scheduled Monday through Thursday usually between the hours of 7:30 am and 5 pm. General education classes may be taken at the Centerville campus or IHCC Service Centers during the day or evening. Open laboratory time is available Monday through Thursday between the hours of 7:15 am and 4:45 pm when IHCC classes are in session as long as the lab is not in use for classroom activities. Off-campus laboratory experiences may include visiting local long term care facilities, aquatics facilities, durable medical equipment providers, or other therapy related experiences.

### **SAFETY**

#### **On-campus**

At Indian Hills Community College the safety and security of our students, faculty and staff is always a priority. Safety and the prevention of accidents are the responsibility of faculty, staff and students. Everyone on campus is encouraged to use all available resources and information, as well as common sense decisions, to help foster a safe environment. Refer to the college catalog, student handbook, and appropriate signage posted throughout the campus for policies and procedures regarding safety on campus. If an accident or injury occurs while on the Indian Hills campus it will be immediately reported to a member of the staff or faculty. Emergency care will be provided on campus until emergency medical services arrive. Potential safety hazards will also be reported to the staff or faculty.

Open laboratory time is available for PTA students to practice learned skills *when one of the PTA instructors or lab assistants are on campus*. Students must contact one of the instructors or lab assistant to let him or her know that students will be using the lab for practice. First aid kit and emergency numbers are posted in the laboratory in case an urgent situation arises.

#### **Off-campus**

While attending clinical and off-campus laboratory activities health and safety policies and procedures of the facility will be observed. If an accident or injury occurs during a clinical experience the procedure described in the PTA Student Handbook under the heading 'Clinical Experience Incidents' will be followed. If an accident or injury occurs during an off-campus laboratory experience, it will immediately be reported to the instructor and the staff at the facility so the appropriate procedures can be followed.

## CLINICAL EXPERIENCE

The purpose of clinical experience is to allow the student to apply the knowledge and skills acquired in the classroom to a hands-on patient care situation. The clinical is designed to provide students learning experiences with patients, coordination with other health care providers, utilization of support staff and time management. Each student will be supervised by a licensed physical therapist or physical therapist assistant at a facility affiliated with the PTA Program. Students are expected to abide by the hours and policies of the assigned clinical facility.

Clinical experiences are scheduled as follows:

CLINICAL	WEEKS	HOURS
Clinical I	One day each week for 10 weeks	80 Hours
Clinical II	One day each week for 10 weeks	80 Hours
Clinical III	Five days a week for 4 weeks	160 Hours
Clinical IV A	Five days a week for 5 weeks	200 Hours
Clinical IV B	Five days a week for 5 weeks	200 Hours
<b>TOTAL:</b>	<b>18 Weeks</b>	<b>720 Hours</b>

### Liability

Indian Hills Community College maintains professional liability coverage for students in the Health sciences Division. This coverage includes the physical therapist assistant students.

### Grading

Grading for clinical experiences is outlined in the student clinical manual which students will purchase during the first term.

### Location

Clinical education is an essential learning experience and as such the sites are chosen to meet the student's need for a comprehensive education. The student's preferences will be considered during assignment of clinical sites, but the final determination rests with the Academic Coordinator of Clinical Education. Clinical affiliations are available within traveling distance of Ottumwa. However, a student may request a clinical site nationwide. A student may be scheduled at a requested site if it provides an appropriate learning experience and is available at the requested time. It is the expectation of the program that students gain clinical experiences in acute care, outpatient and skilled nursing facilities at minimum, with other experiences provided as they are available. Students are required to provide transportation to and from clinical sites. Refer to Appendix B for a list of clinical sites affiliated with Indian Hills.

Clinical affiliations will not be scheduled in physical therapy departments in which the student is currently employed. The student may not be under clinical supervision of a family member or close friend.

### Stipends

Students are not to be substituted for paid staff during any clinical assignments. After demonstrating proficiency, students may be permitted to perform procedures with line of sight supervision.

### Health Insurance

Students are encouraged to maintain their own personal health care coverage, at their own costs. While clinical education sites will make emergency medical care available to students, the student is responsible for the costs. Students may be required by some clinical facilities to have proof of health insurance prior to

beginning a clinical affiliation.

### **Incidents**

All incidents that are inconsistent with routine care or the patient's plan of care must be reported to the Clinical Instructor immediately. If a medical emergency occurs, the policies of the facility will be followed. The condition of the involved person(s) will be evaluated and the necessary emergency care will be provided. A written report describing the incident should be completed according to facility policy. In addition the ACCE is to be notified of the incident by the Clinical Instructor and the PTA student. The ACCE will complete the IHCC Safety and Loss Control Accident Report Form and forward this document to the Health Sciences Safety Representative.

### **Required health care training courses**

Students in the Health Sciences Division are required to complete the following courses:

- Dependent adult and child abuse
- HIPAA training
- Bloodborne pathogens training
- CPR: American Heart Association BLS for infant, child and adult
- First Aid

Dependent adult and child abuse, HIPAA training and Bloodborne Pathogens training will be included in PTA 109: PTA Trends taught during the first term of the PTA Program. These courses/modules must be completed in order to fulfill the requirements for PTA 109: PTA Trends. If you believe that you already completed this training, please contact the instructor.

**CPR and First Aid are required and must be completed on your own no later than September 30 of Term I.** IHCC offers these courses through our continuing education division.

*Students are advised to take CPR and First Aid during the summer months prior to Term I of the PTA Program. CPR certification lasts for 2 years. Therefore, students want to make sure that their CPR certification will not expire before graduation.*

This information will be uploaded to the student portfolio on the Castlebranch website.

## **PHYSICAL EXAMINATION**

Each student is required to have a physical examination prior to starting the program to assure that the student is physically able to participate in the activities required of a student Physical Therapist Assistant.

Each student will have a physical performed by licensed qualified personnel limited to: physician, physician assistant, or nurse practitioner.

In addition, documentation and/or results of the following immunizations and tests is required: MMR or Rubella Titer; Two-step Mantoux Skin Test for Tuberculosis; Tetanus/Diphtheria Booster; Hepatitis B (optional); and Varicella.

Students who do not have a completed physical will not be allowed to participate in PTA Lab activities or participate in clinical experiences. In addition to the information above, students are also required to have the flu vaccine before attending clinic.

Health Information will be stored in the student portfolio on the Castlebranch Website. The Castlebranch portfolio will contain the following categories of health information:

- Physical exam
- Flu shot
- Chicken pox/Varicella
- MMR
- TDaP
- Hepatitis B
- TB test

## **DRUG ABUSE POLICY AND REQUIRED DRUG SCREENING**

All Health Science students will be **required to have a drug screen** prior to the clinical experience. PTA students will have a drug screen during the first term of the program and during the 6<sup>th</sup> term of the program. In addition, students may be drug or alcohol tested for reasonable suspicion at their own expense. See policy below. PTA students with positive results on a drug or alcohol test will be withdrawn from the program.

The **student portfolio** (on the CastleBranch website) will contain the drug screen results. Those results will be available to both the student and program administrator.

### **The process will be as follows:**

- The student will be provided with information on setting up their account for the Castle Branch portal during the mandatory program orientation
- The student will place an order and pay for the drug screen on the portal.
- The student is responsible for the drug testing fee.
- Castle Branch accepts Visa, Mastercard, Discover, debit, electronic check or money order.
- The confirmation of payment will be issued to the student.
- The confirmation form will be printed as proof to the program administrator.
- The program administrator will then issue the Forensic Drug Testing Custody and Control Form.

### **How should students schedule their drug test?**

- Call the Ottumwa Regional Health Center Occupational Health 641-684-2466 to set up a drug testing appointment.
- Take the Forensic Drug Testing Custody and Control Form to the appointment at Ottumwa Regional Health Center Laboratory.
- Results will be submitted to the Castle Branch Certified Background database from the lab testing site.
- The student will receive an email to check their account for further information.

### **Who gets the results?**

- The test result will first be reported to the Medical Review Officer (MRO) associated with Castle Branch for review and interpretation.
- The MRO will then report a confirmed positive test result to the student.
- The MRO will attempt to call the student two times from this phone number 800-526-9341. The hours of the follow up phone call will be between 8-5 EST.
- Any questions regarding the results of any drug or alcohol test may be directed to the MRO.

### **Negative Results:**

- Negative Test Result: notice will be posted on the Castle Branch student account of passing the initial drug or alcohol test.

### **Positive Results:**

- Positive Test Result/Failed Test: The MRO will confirm any proof of the student prescriptions, and make any necessary updates to the positive test result.

- Right to Secondary Confirmatory Test: A student with a confirmed positive test result may ask for a second confirmatory test using ONLY the results from the first test sample from another approved laboratory within seven days of the IHCC mailing of the positive test results to the student.
- The confirmatory test will be conducted on a portion of the sample collected at the same time as the sample that produced the positive test result.
- *The student is responsible for the cost of second confirmatory test.*
- The **sample** of collection test will be split in the presence of the individual student to allow for the confirmatory testing of any initial positive test result.
- During the confirmatory process, students may be suspended from the clinical and/or classroom experience.

### **Confirmed Positive Results:**

- Students with any **confirmed positive results** will be withdrawn from the program.

### **Legal Medication/Drugs Notification**

- A student must notify the clinical supervisor or program director whenever he/she is using a prescription or over-the-counter drug, which may affect safety or work-performance.
- In making this determination, the student is responsible for consulting with their licensed healthcare professional and reviewing any warning on the label to determine if any medication or drug would adversely affect the student's ability to safely perform essential functions of the clinical or classroom experience.
- If the student is deemed by a Medical Doctor, Doctor of Osteopathy, Physician Assistant or Nurse Practitioner to be safe during the clinical or classroom experience, a "release to attend clinical/classroom document" is required to be signed and kept in the student's file at IHCC.
- The student who does not fully disclose this information will be subject to possible disciplinary action which may lead to dismissal from the program.

***Prescription medications** that do not impair performance may be brought to the clinical site and should be taken as prescribed. All prescription drugs must be kept in the pharmacy dispensed container.*

### **Testing due to reasonable suspicion:**

- Once a student is enrolled in the program, if there is a **reasonable suspicion** of drug or alcohol use, the Program Director will have the right to approve an additional drug or alcohol test at the student's expense. The clinical site also has the right to request a drug/alcohol test at the student's expense.

### **Reasonable suspicion may include, but is not limited to:**

- student behavior or conduct including physical manifestations
- evidence that the involved student has caused or contributed to a clinical or classroom related accident
- objective signs that the involved student may have used drugs or alcohol (i.e., slurred speech, staggering gait, odor of alcohol), or reports from others of a clinical "accident", slurred speech, etc.



**When a program director, faculty member or clinical instructor has suspicion of alcohol or drug use during the clinical experience, the following steps will be taken:**

- Remove student from the patient care area or assigned work area and notify the clinical instructor and the Program Director.
- Consult with another faculty, clinical instructor, or employee for verification of suspicions in a confidential manner.
- Upon verification by a second person, inform the student that he/she is relieved from duty and that there is a need “for cause” drug/alcohol screening.
- If the student admits to alcohol and/or drug use, the student must undergo urine drug testing
- Pending the resolution of any testing, the student will be suspended from clinical and/or classroom sites
- A student subsequently found to have positive test results will be removed from the program.
- All incidents involving "reasonable suspicion" drug testing in the clinical setting will be handled with strict confidentiality
- Costs for "reasonable suspicion" drug testing are the student's responsibility.

**Transportation of student after reasonable suspicion:**

- An unimpaired person (such as a family member or friend) or taxi cab must transport the student to nearest testing facility. A release form must be signed by the person transporting the student and provided to the Clinical Supervisor/Program Director. If a taxi is transporting the student, the person observing the student enter the taxi may sign the release form and provide to the Clinical Supervisor/Program Director.
- If the nearest testing facility is at the clinical site, student should be sent for testing and then an unimpaired individual or taxi cab should take the student home. If a taxi is transporting the student, the person observing the student enter the taxi may sign the release form.
- While awaiting transport, the student should not be allowed to leave a supervisor’s presence or ingest any substances.
- If the student insists on driving, either clinic supervisor or Program Director will notify law enforcement.
- Pending the resolution of any testing, the student will be suspended from clinical and field sites.
- A student subsequently found to have positive test results will be removed from the program.

**If the student refuses “reasonable suspicion” testing:**

- Have an unimpaired individual or taxi take the student home
- Document the following in writing:
  - Student behavior
  - Actions taken
  - Written statement of person verifying behaviors
  - Student’s response
- Contact the Clinical Supervisor/Program Director as soon as possible and deliver written documentation to the Clinical Supervisor/Program Director within 3 days of the incident.
- Students who refuse reasonable suspicion testing will be removed from the program.

**If a facility other than the approved testing site at Ottumwa Regional Health Center performs drug/alcohol testing:**

- The student is **obligated to notify** the Program Director of any request by a clinical site for additional testing due to reasonable suspicion.
- If tested by a clinical site, the student shall provide the Program Director with a copy of any test results.
- Failure to promptly notify the Program Director shall be ground for dismissal from the program.
- The student is responsible for any expense incurred with testing.

**If a student voluntarily discloses a drug or alcohol problem:**

- If a student **voluntarily discloses** that he/she has an alcohol/drug problem and requests assistance, they are then referred to IHCC Student Health.
- Students may be temporarily suspended from the program and/or clinical experience until such time as they have completed drug/alcohol treatment and are considered safe to return to both the classroom and clinical site by a Medical Doctor, Doctor of Osteopathy, Physician Assistant or Nurse Practitioner.

**Minor Students:**

- Any **minor student** under the age of 18 must abide by the drug and alcohol testing policy.
- A parent or legal guardian of a student under the age of 18 must sign an acknowledgment of receipt of a copy of this policy.
- Those students who are minors under the age of 18 must obtain notarized parental/legal guardian consent on Section II of the Drug/Alcohol Test Release & Consent For Minors.
- Lack of consent for testing will disqualify the minor from continued clinical participation and participation in the Program.

**Providing False Information:**

- Any student who provides false information when completing paperwork required for a drug test or when responding to required questions for an alcohol or drug screen test will be removed from the Program.
- Any student who dilutes, contaminates, tampers with, alters or interferes in any way with the collection of a specimen for testing purposes will be removed from the program.

**Costs:**

- The costs of alcohol or drug rehabilitation, treatment and counseling will be the responsibility of the student.
- Costs of drug/alcohol testing are the responsibility of the student

## **CRIMINAL AND ABUSE BACKGROUND CHECK POLICY**

National and State criminal and dependent adult/child abuse checks are required of every student preparing to enroll in an Indian Hills Community College Health Sciences Program. This check must be run **PRIOR to the Last day to Drop of the first term** of the program, or the student will not be allowed to participate in core class or labs.

The Criminal and Dependent Adult/Child abuse background check procedure is established to meet the requirements for the partnerships between the College and the clinical facilities and/or sites. Students who have a criminal history, and are cleared to participate in an IHCC Health Sciences academic program, are still responsible to work with their professional licensing or certification board for determination if they are eligible to sit for that profession's licensure or certification. In addition, findings of the Dependent Adult/Child Abuse Background check may make a student ineligible for a clinical affiliation.

### **Background check will include the following items:**

- Residency history
- Social security verification
- 7 year county criminal
- Iowa Child Abuse registry
- Iowa Adult Abuse registry
- Nationwide record indicator and sex offender registry
- Nation-wide healthcare fraud and abuse scan

Students will assume responsibility for the cost of the background check. The background check will be run by Castlebranch and will be contained in the student's portfolio on the Castlebranch website.

### **Timeline for completion of background check policy:**

Check must be run PRIOR to the Last day to Drop of the first term of the program, or the student will not be allowed to participate in core class or labs.

- Students who change from 1 IHCC Health Sciences program to another *without* a term between may use the first program's check ONLY if it is no more than 12 months since the initial check was run.
- Students who complete a Health Sciences program and have more than one term before the next program start will need to have the check repeated, no matter how long ago the first check was completed.

*Criteria used to determine whether a student is ineligible to participate in an Indian Hills Community College Health Sciences program:*

<b>At Any Time</b>	<ul style="list-style-type: none"><li>• Refusal to participate in the background check or evaluation process.</li><li>• Iowa DHS record check evaluation determines the student is not eligible to participate in the clinical portion of the course and/or to work in a health care facility.</li><li>• A felony conviction.</li><li>• A felony, serious misdemeanor or aggravated misdemeanor charge with an outstanding disposition or warrant.</li></ul>
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	<ul style="list-style-type: none"> <li>• A serious misdemeanor or aggravated misdemeanor conviction in which the probationary period has not been completed.</li> <li>• A criminal conviction, of any kind, related to past employment, and/or a healthcare system or organization.</li> <li>• Inclusion on the child, dependent adult and/or sexual abuse registry.</li> </ul>
<b>The Past 5 Years</b>	<ul style="list-style-type: none"> <li>• A criminal conviction of any kind related to illegal distribution or theft of drugs.</li> </ul>
<b>The Past 2 Years</b>	<ul style="list-style-type: none"> <li>• A serious or aggravated misdemeanor conviction of theft or a pattern of theft convictions.</li> </ul>
<b>The Past 1 Year</b>	<ul style="list-style-type: none"> <li>• A criminal conviction related to the possession of drugs, paraphernalia, and/or illegal substances.</li> </ul>
<p><b>Any of the criteria listed below may disqualify you</b> from enrollment in IHCC's Health Sciences programs based on factors such as job/program relatedness, patterns, timeframes and/or completion of sentence.</p>	
<ul style="list-style-type: none"> <li>• Recent criminal conviction(s) or charges of any type.</li> <li>• A misdemeanor conviction involving domestic abuse with injury, violence, or sexual misconduct.</li> <li>• A pattern of criminal convictions or charges.</li> <li>• 2 or more OWI convictions.</li> </ul>	
<p><b><i>*While enrolled in any Health Sciences program at IHCC, it is expected that students report all child abuse, dependent adult abuse, and/or criminal activity, in which they are involved, to IHCC within forty-eight (48) hours of the incident. Failure to do so could result in criminal charges per Iowa Code and removal from the program.</i></b></p>	

## ATTENDANCE POLICY

Prospective employers consider attendance records a good indicator of future employee behavior and typically inquire about the attendance records of the student/graduate. The faculty and clinical instructors consider attendance important because learning rarely takes place if a student is absent, regardless of the reason. Therefore, to satisfactorily complete the performance expectations of the physical therapist assistant program, the following policies must be adhered to:

### Clinical

- 1) Students are expected to be present for all clinical experiences. It is expected that students will **NOT** schedule vacations or other events during clinicals. Students are expected to show up on time and remain at the clinical site for the entire allotted time (ie; you are not allowed to leave early).
- 2) If a student is unable to attend, he/she is to **report the absence each day to both his or her clinical instructor and the ACCE**--stating his/her name and the reason for the absence. The student is required to provide as much advance notice as possible. The student will notify the IHCC PTA instructor at (641) 683-5318 or 1-800-726-2585 ext. 5318. Voice messages regarding an absence may be left 24 hours a day. Notification of absence may also be left via e-mail for the ACCE or through the web services clinical web page. The clinical instructor at the facility should be contacted through whatever means the facility has indicated.
- 3) Clinical attendance will be documented in the student's record.
- 4) If a student does not report for clinical as scheduled, the clinical instructor and the PTA faculty will counsel the student and provide documentation for the student's file. Changes in the clinical schedule, including make-up days must be coordinated and approved by the Clinical Coordinator of Clinical Education (CCCE) and /or CI and a PTA faculty member.
- 5) Students will be allowed eight hours of clinical absence during the 21 months of their program.
- 6) Students failing to comply with attendance requirements may be recommended for dismissal from the program.
- 7) A release from a physician will be required to return to clinical following three (3) or more consecutive days of absence due to illness/injury.
- 8) Children may not attend clinical with the parent.
- 9) Before leaving the clinical site each day, the student must report to the clinical instructor.

### Classroom

- 1) Regular and punctual attendance is mandatory in all Physical Therapist Assistant courses. Whether in attendance or not, the student is responsible for all information presented that day both during lecture and laboratory.
- 2) Attendance records will be kept for each course
- 3) Students who must miss a class due to emergency or unforeseen circumstances must contact THE INSTRUCTOR personally by phone or email PRIOR to the start of the class. (1 hour minimum prior to the beginning of class).
- 4) Students will not be allowed to make up any work missed (quizzes, in class assignments, etc) unless prior notification has been made to the instructor.
- 5) To re-schedule any make-up items, the student must initiate the process, and must have contacted the instructor in advance; ie. It is NOT the job of the instructor to track you down and ask you for your homework.
- 6) If there is a quiz – announced or unannounced – during class, the following policy applies: The quiz will be given at the beginning of class and any student late to class will not be able to make up the quiz. Unannounced quizzes cannot be made up. Points will be zero for any missed unannounced quizzes.

- 7) Children may not attend class with parents
- 8) Students must complete a physical before participating in lab portions of class.

## **PTA LAB POLICIES**

### **POLICY FOR PRACTICING IN LAB OUTSIDE OF REGULAR CLASS TIME**

If you would like to use lab equipment (other than sheets, pillows, or bolsters), you must notify one of the instructors or the lab assistant beforehand and get permission. One of the instructors or lab assistant must be in the building at the time in case of emergency. The instructors/lab assistant will use their professional judgment as to whether or not you can be in the lab by yourself or if we need to arrange for an instructor to be in the room.

### **DRESS CODE**

As the student Physical Therapist Assistant represents the school and the profession of Physical Therapy, it is imperative that certain standards be met and a dress code followed. During class periods, students may use their own judgment in attire, but it must conform to the codes of decency. While in the laboratory, students will be expected to have appropriate lab attire to expose the area being studied. This may include shorts, swimsuit, halter top or sports bra. While at the clinical site, PTA students are required to abide by any dress code required by their specific clinic as well as the following:

#### **Clinical Dress Code:**

- 1) Students may be required to wear a white clinical lab coat over their street clothes. This requirement will be determined by the supervisor at the assigned clinical site.
- 2) The student will wear clothing consistent with the clinic's expectations.
- 3) Clothes will be clean, neatly pressed and free of odor.
- 4) Students will be clean, free of body odor, and have well-trimmed fingernails.
- 5) Hair color and makeup will be conservative in nature. Hair color is to be normally occurring in nature.
- 6) Long hair will be pulled back. Beards and mustaches will be neatly trimmed.
- 7) Jewelry will be kept to a minimum and consistent with the clinic's expectations.
- 8) Appropriate undergarments will be worn.
- 9) Name tags denoting Student PTA status will be worn.
- 10) Shoes will be practical walking shoes that are closed-toe, have closed back, and have non-slip soles. Socks must be worn. Athletic shoes may only be worn if approved by the clinical site.

Any student who chooses to disregard the dress code will be verbally warned once and the second infraction will warrant a written warning. A third infraction will result in suspension from the clinical site on that same day until a conference is held with the PTA Program Director or Academic Clinical Coordinator of Education (ACCE).

### **PROFESSIONAL CONDUCT**

In a classroom and clinical situation students must conduct themselves in a professional manner. In the clinical setting the Clinical Performance Instrument (CPI) will be used to assess professional conduct and in the classroom the Professional Development Assessment form will be utilized. Please review Appendices A and C in this manual for examples of appropriate professional behavior.

Inappropriate conduct will result in a conference with the course or Clinical Instructor and if deemed

necessary the ACCE and/or Program Director. Behavior deemed unprofessional may lead to dismissal from the program.

### **POLICY ON MEDICAL CONDITIONS**

In the event of the onset of a medical condition while enrolled as a PTA student, the student is advised to discuss the physical demands of the field experience (lifting, bending, carrying, standing on one's feet, etc) with their family physician in order to assure that participation in the field experience will not be of concern during said condition. If a student is unable to perform certain tasks in class or clinic, a physician's note is required to excuse the student from the activity. All students must provide a doctors release to return to class and field experiences when they have recovered from their condition. Examples of conditions causing students to be absent for a period of time may include: surgery, extended illness, pregnancy, injury. Students are encouraged to discuss physical conditions with the Program Director.

### **LEAVE OF ABSENCE**

Students wishing to take a leave of absence from the PTA Program must submit a written request to the Program Director. A leave of absence may be granted for emergencies including: hospitalization, birth of a child, or death in the student's immediate family. A leave of absence may be granted if:

- a) the student has demonstrated the ability to meet the performance expectations of the program
- b) the student and faculty are able to develop a curricular plan that assures the student's progression through the program.
- c) the student must be able to meet course requirements no later than six (6) weeks following the date the leave of absence is granted, following the Incomplete Grades policy, as described in the College Catalog.

### **RE-ENTRY POLICY**

Students may be re-admitted to the PTA Program following withdrawal or suspension following the Re-entry Procedure outlined below.

- When a student re-applies to the program, the student must meet the current qualifications required of students in the program.
- If a student fails one or more core PTA courses during the any term of the PTA program, he/she will be dismissed from the program, and may re-apply to the program the following year. Students will be admitted based on grade point average and standardized test scores and any other qualification required of current students.
- If more than one (1) academic year has passed since the student has been in the PTA Program, the student will be required to re-apply **and** complete current competency check-offs for each core PTA course already successfully completed in the program. These "check-offs" may include "hands-on" demonstrations as well as written exams. If the student does not demonstrate competence, he/she may be required to repeat the course from which the competency was failed.
- If more than three academic years have passed since the student left the program, the student will be required to re-apply, meet current standards for admission and retake all core PTA courses.

- Students re-admitted to the PTA Program have **only one opportunity** to reinstate and complete the program. Any subsequent core PTA course failures will result in dismissal from the program, and the student will not be accepted for re-entry into the Physical Therapist Assistant Program. For students who have been re-admitted to the program, subsequent re-admissions for any personal/medical leaves will be considered on an individual basis.

**Re-Entry Procedure:**

1. To be considered for re-entry, a student must submit a written request to the PTA Program Director within six (6) months of withdrawal or suspension, stating the Term and Year in which he/she wishes to return.
  - a. Following withdrawal or suspension, a student who plans to continue general education coursework at IHCC will need to complete a change of major form for re-entry with the Program Director.
  - b. Following withdrawal or suspension, a student who does not plan to continue general education coursework at IHCC will need to complete a new application prior to re-entering the PTA Program.
2. Student must meet current PTA Program entrance criteria.
3. Student must meet program curriculum requirements for the academic year in which they are re-instated.
4. Student will follow the PTA Program policies and procedures in place the year of reinstatement.
5. Continuing students will be given priority over re-entering students to ensure adequate space in the class.

**TRANSFER CREDIT**

The college catalog outlines the policy for acceptance of credit for courses taken at another institution. Decisions regarding transfer of general education courses are made by the registrar. To be considered for transfer credit, the student must have achieved the minimum grade as outlined by the college's transfer credit policy.

Transfer of courses in the **core PTA curriculum** will be considered on an individual basis. In order to transfer a **PTA course**, the student must provide the PTA Program Director with:

- course syllabus
- class schedule
- class outline
- grading criteria
- official transcript that designates that the student took that course and the grade the student obtained in that course.

The Program Director reserves the right to request additional information regarding the course. Decisions regarding the transfer of PTA courses will be made on an individual basis by the Program Director.



## **BLOODBORNE PATHOGENS & HIV POLICY FOR HEALTH OCCUPATION PROGRAMS**

Students may be participating in activities within the Health sciences Programs, which have potential for exposure to infectious diseases including but not limited to Hepatitis B and HIV. Health occupation students must take all necessary precautions to minimize the risk of exposure. Students who fail to comply with the bloodborne pathogen and HIV policy may be asked to withdraw from the PTA program.

In the event of a significant exposure (e.g. an occupational incident involving eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious material, including saliva), the student must report the incident **immediately** to the instructor or clinical supervisor. The ACCE or Program Director will file a Safety/Loss Report Form describing the incident. The completed form will be submitted to the Executive Dean of Career and Workforce Education.

Follow-up evaluation will be required consistent with Federal regulations. This may involve going to their personal physician or the emergency room. Students are responsible for the cost of their own medical care.

### **Hepatitis B**

It is highly recommended that all students providing direct patient or child care in the Health sciences Division receive immunization against Hepatitis B. Although this is not required, it is highly recommended and is considered to be an extremely good investment. Students are particularly vulnerable to contamination as their hand washing skills generally are not yet well developed. Although the incidence of the infection is relatively low, the outcome can be fatal. Since there is a vaccine available, all health care providers who are at risk are encouraged to become immunized.

### **The Disease**

Health care professionals are at increased risk of contracting Hepatitis B infection. Hepatitis B is usually spread by contact with infected blood or blood products and the risk of acquiring Hepatitis B increases with the frequency of blood contact. Hepatitis B virus may also be found in other body fluids, such as urine, tears, semen, vaginal secretions and breast milk. Hepatitis B infection can have severe consequences, including progressive liver damage and the possibility of developing hepatocellular carcinoma. Six to ten percent of the people who contract the virus become chronic carriers.

### **The Vaccine**

Vaccination is the only available means of protection against Hepatitis B. No currently available therapy has proven effective in eliminating the infection. This vaccine, prepared from recombinant yeast cultures, is free of association with human blood or blood products. Full immunization requires three doses of the vaccine over a six month period. Because of the long incubation period for Hepatitis B, it is possible for an unrecognized infection to be present at the time the vaccine is given, and in that case, the vaccine would not prevent development of clinical hepatitis.

BLOODBORNE PATHOGENS & HIV POLICY cont.

### **Procedures**

You will need your physician's approval or order prior to being immunized. He or she will provide you with information regarding the contraindications and side effects of the vaccine. Contact your physician for additional information.

### **Education**

As part of the curriculum all students in Health sciences programs will receive instruction regarding Hepatitis B and HIV prior to providing patient care. This instruction shall include but not be limited to:

1. epidemiology

2. method of transmission
  3. standard blood and body fluid precautions
  4. types of protective clothing and equipment
  5. work practices appropriate to the skills they will perform
  6. location of appropriate clothing and equipment
  7. how to properly use, handle, and dispose of contaminated articles
  8. action to be taken in the event of spills or personal exposure
  9. appropriate confidentiality and reporting requirements
- review of program policy related to refusal to care for specific patients

### **Post Exposure Procedure for Health Occupation Students**

1. If a student has been exposed to a contaminant parenterally (needle stick or cut) or superficially through a mucous membrane (eye or mouth) they are to follow the following procedure:
  - a. immediately wash the affected area with the appropriate solution (soap and water, alcohol, water),
  - b. seek appropriate medical attention through their personal physician (students are responsible for their own medical care). This may include baseline testing for HIV antibody at this time, followed by recommended series of testing. (Physicians may also inquire about the students status in regard to tetanus and hepatitis immunization at this time.)
  - c. follow institutional (agency) policy regarding determining HIV and hepatitis status of patient, (students are responsible for the cost of any testing)
  - d. maintain confidentiality of patient,
  - e. seek appropriate counseling regarding risk of infection.

### **Guidelines for HIV Positive Health Care Providers**

1. The Center for Disease Control has specific guidelines for health care workers which are revised periodically. They have been incorporated into these policies and are reviewed annually.
2. There shall be no routine serological testing or monitoring of students for Hepatitis B or HIV infection.
3. Barrier or standard blood and body fluid precautions are to be used routinely for all patients. These include:
  - a. The use of glove(s) when:
    - 1) cleaning rectal and genital areas;
    - 2) carrying soiled linen;
    - 3) bathing patients, if the student has a cut on the hand;
    - 4) suctioning or irrigating even if the orifice does not require sterile technique;
    - 5) there is, at any time, a possibility of spillage of blood or body fluid onto the student's hands, (i.e. accucheck, discontinuing an I.V., I.M.s) regardless of the presence of open lesions;
    - 6) emptying urine drainage bags, suction catheters, colostomy and ileostomy pouches; and
    - 7) providing mouth care.
  - b. The use of masks, goggles or glasses and/or aprons when there is a possibility of fluids splashing onto the face or body and clothing.

### **Specific Guidelines for Known HIV - Infected Health Occupation Students**

1. HIV positive health sciences students who do not perform invasive procedures need not be restricted from work/clinical experience unless they have other illnesses or signs and symptoms for which such restrictions would be warranted.
2. HIV positive health sciences students should wear gloves for direct contact with mucous membrane or non-intact skin of patients.
3. HIV positive health sciences students who have exudative lesions or weeping dermatitis should

refrain from direct patient care and from handling patient care equipment and utensils.

4. Reasonable accommodations will be made within the curriculum to assist the HIV positive student to meet course/program objectives.

5. The policy of agencies utilized for clinical experience will supersede college policy if they are more stringent.

Confidentiality will be maintained whenever possible, with only the appropriate individual(s) being informed of the HIV status of health sciences students.

### **Provision of Care**

1. Assignments are made in the clinical setting to enhance and/or reinforce student learning. It is the expectation that students will provide care for clients to whom they are assigned. In the event that a student refuses to care for an individual the following will occur:

a. In consultation with the student the faculty member will determine the reason for the refusal.

b. If the reason is determined to be valid the student will be reassigned.

c. If the reason is not valid the student will be counseled about unethical conduct and "discriminating against a client regarding but not limited to the following: Age, race, sex, economic status or illness of the patient or client."

d. If it is determined that the reason for refusal to care for specific individual is as noted above, the student will be counseled to consider his/her future in health care.

e. The Dean shall be notified of any such occurrence and may meet with the student along with the faculty member to discuss options, one of which may be withdrawal from the program.

## PTA PROGRAM GRADING

In order to graduate, a student must receive a passing grade in all courses listed for that major and achieve a cumulative grade point average (GPA) of 2.00 or above. This is equivalent to a "C" average.

Minimum satisfactory scholastic achievement is represented by a 2.0 grade point average each term of enrollment. Students who fall below this level will be placed on academic probation for the following term. Students who fail to achieve a 2.0 GPA during their probationary term may then be dismissed from their current program or college. Students not dismissed must have permission from their Dean and from the Registrar to re-enroll for the next term. Very poor work in any term, however, may result in dismissal at the close of that term. Academic probation may affect financial aid. The student is encouraged to see a financial aid counselor for clarification of an individual situation.

Students who are unable to complete assigned work in a course may be given a grade of "I" (incomplete). Students must complete the assigned work as soon as possible (at the discretion of the instructor/department chair), but no later than six weeks into the following term. Grades for courses left with an "I" past the six-week completion period will automatically convert to "F".

To successfully complete the PTA Program, a student must achieve a passing grade in all non-core prerequisite courses, and a minimum grade of a "C" in the following courses: BIO 175 Human Anatomy, BIO 176 Human Anatomy Lab, BIO 178 Human Physiology, BIO 179 Human Physiology Lab, HSC 226 Health, Society and Aging and HSC 212 Pathophysiology. If the student is having difficulty with any of the classes, students should first contact the course instructor regarding questions with individual course assignments and grades. Failure to pass the listed non-core courses with a "C" will result in the student being in-eligible to continue in the core PTA curriculum sequence. The student will have to withdraw from the PTA program and follow the re-entry policy if they wish to return to the Program.

Students must pass all core PTA courses with a minimum of a "C", or a 78% to progress in the PTA program sequence. Students who fail to earn a "C" or better in a core PTA course will not be able to continue with the program and will be required to repeat the course at its next offering, typically the following academic year. See the PTA Re-entry policy. Core PTA courses include: PTA109, PTA111, PTA118, PTA310, PTA191, PTA121, PTA202, PTA203, PTA311, PTA216, PTA410, PTA248, PTA252, PTA290, and PTA416.

## EXAM GRADING POLICY FOR PTA COURSES

The PTA Program requires a combined average of 78% for exams in the following courses: PTA 111: PTA Fundamentals, PTA 118: Functional Anatomy, PTA 121: PTA Kinesiology, PTA 191: PTA Modalities, PTA 202: PTA Cardiopulmonary and Integumentary, PTA 203: PTA Therapeutic Exercise, PTA 216: PTA Orthopedics and PTA 248: PTA Neurology. The core PTA courses typically have 3 unit exams and one comprehensive final exam.

**For example:** A student earns 77% on unit exam 1, 76% on unit exam 2, 90% on unit exam 3 and 85% on the comprehensive final. The average for this student would be:  $(77+76+90+85)/4=82\%$  which would be passing.

A student would be allowed to retake one unit exam to increase their grade. If the student passed the unit exam on the retake, 78% for this exam would be entered in the grade book regardless of the student's actual score on the retake. The student would have one week from the date that the original exam was returned to the students to complete the retake. There would be no retakes allowed for the final exam in any PTA course. Retakes are required to be taken at the testing center.

**For example:** A student earns 77% on unit exam 1, 65% on unit exam 2, 90% on unit exam 3 and 85%

on the comprehensive final. The student retakes unit exam 2 and passes. The student's grade of 65% would be replaced by a 78% in the gradebook. The average for these 4 exams would be:  $(77+78+90+85)/4 = 82.5\%$  which would be passing.

**Example of a student failing:** A student earns 77% on unit exam 1, 65% on unit exam 2, 65% on unit exam 3 and 70% on the comprehensive final. The student retook unit exam 2 and passed, earning a 78% in the gradebook but cannot retake unit exam 3 since only one retake is allowed. In addition, no retakes are allowed on the comprehensive final. The average for these 4 exams would be:  $(77\%+78\%+65\%+70\%)/4 = 72.5\%$  which would be failing regardless of the points earned on other assignments.

### PTA EXIT EXAM

Each student will take a comprehensive exit exam during PTA290: PTA Capstone during the 7<sup>th</sup> Term. Students must earn a minimum of 78% on the comprehensive exam prior to graduation. If a student fails to reach 78% on the first attempt of the comprehensive exam, the student will be allowed a total of six attempts to pass the exam.

The student will be given an "incomplete" for the course until 78% is reached. Per Institution policy, an "incomplete" turns into an "F" after 6 weeks. Therefore, the student has 6 weeks to review material and pass the comprehensive exam. The student will not be allowed to take the exam more than one time per week. This gives the student at least one week between exams to remediate. Students requiring a retake will also be required to meet with the Program Director on a weekly basis and complete remediation assignments. The comprehensive exit exam will be worth 25% of the students' grade.

### Health Sciences Grading Scale

Health Sciences grading is based upon the following percentage scale:

Percentage Scale	Letter Grade	Numerical Grade
100 - 93	A	4
92 - 85	B	3
84 - 78	C	2
77 - 75	D	1
74 - 0	F	0

You may compute your GPA at any time by following this example:

Course	Credit Hours	Numerical Grade	Grade Points
Functional Human Anatomy	4	A(4)	16
PTA Modalities	4	B(3)	12
PTA Clinical I	1	P	0
Human Physiology	3	C(2)	6
Human Physiology Lab	1	D(1)	1
<b>Credit Hours Attempted</b>	<b>13</b>	<b>Total Grade Points</b>	<b>35</b>

Total Grade Points divided by Credit Hours Attempted (excluding pass/fail) = Grade Point Average (GPA)  
 $(35 / 12 = 2.917 \text{ GPA})$ .

### ACADEMIC HONESTY

Academic honesty is expected in all actions and activities in classes, laboratories and/or clinical experiences in the Physical Therapist Assistant Program. Academic dishonesty (cheating) is defined as the use of unauthorized resources by a student during a test and /or written assignment, which includes written or electronic sources as well as the use of another person's work. Test questions are to be answered without prompts and all written work is expected to be original. This applies to student work in both the classroom and the clinical practice area.

A violation of this policy will result in a zero (0) for the test or a failure (F) for the written assignment or suspension from the program.

In the event that a student is suspected of violating this policy the instructor or administrator suspecting the violation will prepare a written statement notifying the student of the alleged violation.

The student has a right to appeal. All appeals are to follow the Student Appeal Process outlined in the IHCC Catalog.

### APPEAL OF FINAL GRADE

If a student wishes to appeal a final course grade, the appeal process must be initiated within two (2) weeks following the end of the term in which the course was taught. The student must first contact the course instructor with questions concerning the final grade. If the student is not satisfied with the outcome of the meeting with the course instructor, the Student Appeals Process outlined in the Indian Hills Community College Student Handbook and Planner must be followed.

**Review of grade or points on individual assignments:** Students who want to appeal their final grade will follow the policy as outlined in the student handbook and the PTA program policy manual. However, **students who have a question regarding the number of points that they received on an individual assignment, quiz or exam**, must bring it to the attention of the instructor no later than one week after the graded item is returned. Additional points or grade changes on individual exams, quizzes or assignments **WILL NOT** be made at the end of the term.

## **TESTING POLICY**

1. Written examinations will be given in each core course and laboratory practicals will be given in selected core courses.
2. Electronic exams taken outside the classroom will use “Lockdown Browser”. See IHCC student handbook for instructions in use of lockdown browser.
3. Each instructor will determine the test schedule and content of the tests.
4. Each student must notify the course instructor prior to examination time if he/she is going to be absent.
5. All make-up testing will be done at the IHCC Testing Center located in Trustee Hall.
  - a. The instructor may determine that an alternate format test be given if a student is absent on the scheduled exam day.
6. Final examinations will be scheduled for each course
7. Written exams follow the 78% policy – see this policy under “Grading.”

## **LABORATORY PRACTICAL EXAM POLICY**

Students must pass each PTA Program core course laboratory practical with a 78% or above to pass the course. A student may repeat any component of a laboratory skills practical only once. The instructor will determine which components of the practical are to be repeated. A student who requires a second attempt and successfully passes on the 2<sup>nd</sup> attempt will receive a 78% in the gradebook regardless of their actual score. Therefore, on a lab practical exam, a second attempt score will not be greater than 78%. Failure to obtain a 78% on the second attempt will result in failure of the course. A student may be asked to remediate as a result of their performance on the lab practical regardless of whether or not the student passed.

## **SKILLS CHECKOFFS POLICY**

- Skills Check-offs are expected to be completed on or prior to the due date listed for each set of skills. Students must successfully complete all skills check-offs in order to receive a passing grade in the course. These check offs may be done at the end of regularly scheduled labs or during open lab times (as posted).
- Each student is expected to have a “patient” (classmate) with them on which to perform the interventions.
- When skills are completed satisfactorily by the due date on the 1<sup>st</sup> attempt, the student has the opportunity to obtain 100% of the listed points for that skill.
- If a student needs to repeat a skill competency, the student will only be able to obtain a maximum of 50% of the listed points if it is prior to the due date.
- If a 3<sup>rd</sup> attempt is necessary, the student may be asked to reschedule the skill check-off after the due date, in order to allow other students a 1<sup>st</sup> or 2<sup>nd</sup> attempt. If a student requires a 3<sup>rd</sup> attempt and/or completes the skill after the due date, it will be worth 0 points.

- However, all students are expected to complete the check-offs regardless of whether or not they obtain points. Students not completing all check-offs for a course will not be permitted to continue in the PTA Program.
- Students are allowed a maximum of 4 attempts to complete a checkoff. See remediation policy below.

### **Remediation of checkoffs**

If a student fails the first attempt at any checkoff, the student must have one of the instructors or lab assistants sign-off/verify that they have practiced the task or reviewed the information prior to taking the checkoff again. The student can do this by practicing with his or her lab partner or with another student. The student will be given a form to use to verify that he or she practiced the skill. The person the student practiced with will sign off that you have practiced with them. The student will then present that form to the staff member who is doing the checkoff.

## **COUNSELING**

Instructors, the Program Director, Program Chair and the Associate Dean are available for academic counseling. Further counseling is available to students through assigned counselors or by student choice. The physical therapist assistant program faculty have open office hours. Students are welcome anytime. Counseling will always be held confidential and conducted in a professional manner.



## SEXUAL HARASSMENT

Sexual harassment is a form of sexual discrimination in violation of Title VII of the Civil Rights Act of 1964.

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's school performance or creating an intimidating, hostile or offensive classroom or clinical environment. Behaviors that may constitute sexual harassment include (but are not limited to):

- sexual innuendo or comments about a person's body
- sexual jokes or stories
- whistling at someone or making "cat calls"
- looking a person up and down
- making sexually suggestive gestures, facial expressions or body movements
- displaying sexually suggestive visuals
- patting or pinching
- any touch of a sexual nature
- standing close or brushing up against another person

If you believe you are being sexually harassed – **either on campus or at a clinical site** - report the situation to the classroom or clinical instructor, program director, Associate Dean or Executive Dean of Career and Workforce Education. Reported cases of sexual harassment will be investigated by the Executive Dean of Career and Workforce Education and the Dean of Student Services at IHCC. Sexual harassment will not be tolerated and is cause for dismissal from the PTA program.

## NON-DISCRIMINATION POLICY

It is the policy of Indian Hills Community College not to discriminate on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion, and actual or potential parental, family, or marital status in its programs, activities, or employment practices as required by the Iowa Code §§216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

If you have questions or complaints related to compliance with this policy, please contact Kristen Parks, Director of Human Resources/Equity Coordinator, 525 Grandview Ave, Ottumwa, IA 52501, 683-5108; Chris Bowser, Executive Dean, Student Services (students), 683-5159; Darlas Shockley, Executive Dean, Arts & Sciences (students with disabilities), 683-5174; U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312/730-1560, fax 312/730- 1576.

## **PLACEMENT SERVICES**

Placement services are available to assist students, graduates and alumni in obtaining employment. Contacts with health care facilities are maintained to help individuals find employment. Every reasonable effort is made to assist the student in finding satisfactory job opportunities. Students, graduates and alumni may view job openings on the IHCC web site or the PTA Program facebook page.

### **AMERICAN PHYSICAL THERAPY ASSOCIATION (APTA)**

The APTA is a national organization dedicated to the promotion of physical therapy. Students are encouraged to join the APTA and become active in its functions.

Information concerning the APTA is available in the PTA Program office, by phone at 800-999-APTA or by e-mail [www.apta.org](http://www.apta.org). Information regarding the Iowa Physical Therapy Association (IPTA) is available at [www.iowaapta.org](http://www.iowaapta.org).

**Please refer to your IHCC Student Handbook and IHCC College Catalog for a full listing of college-wide policies and procedures available services.**

## **STUDENT COMMUNICATION**

### **Communication by email:**

Most communication between IHCC/ the instructors and the student take place via email. It is the responsibility of students to check their IHCC email on a regular basis. For online or hybrid courses, students are advised to check their student email every day.

### **Taking Messages:**

It is not the health sciences division's responsibility to take personal messages or telephone calls. If a call for a student is received, the office will search for the student only if the call concerns an emergency.

## **STAFF DIRECTORY**

Indian Hills Community College staff directory is located online at [www.indianhills.edu](http://www.indianhills.edu). There you can find contact information for faculty and staff at IHCC.

IHCC also has a Watts Line, 1-800-726-2585. The extension you desire would be the last four numbers on the regular telephone number.

IHCC is on a Monday-Thursday class schedule with PTA clinical experiences scheduled Monday through Friday.

## WHO TO CONTACT?

Occasionally you will encounter circumstances requiring assistance or guidance. The following is a partial list of potential problems and who to see:

<b>Problem</b>	<b>Who to See</b>
Difficulty/concern with a specific course	Instructor
Difficulty with course work in general or problems of a general nature	Program Director Associate Dean Executive Dean SUCCESS Center
Concerns about clinical rotations	Clinical Coordinator Program Director Associate Dean Executive Dean
Problems/concerns at clinical site	Clinical Instructor Clinical Coordinator Program Director Associate Dean Executive Dean
Information concerning Policies and Procedures	Program Director Associate Dean Executive Dean
Personal Problems	Program Director Instructor Student Health Associate Dean Executive Dean
Concerns about the program	Program Director Associate Dean Executive Dean

Feel free to talk to any staff member if you think he/she can help you.

**APPENDIX A**  
Forms for Signature

**PTA PROGRAM POLICY AGREEMENT**  
Physical Therapist Assistant Program

1. **Receipt of Indian Hills Community College Physical Therapist Assistant Program Student Handbook**

I understand I am responsible to read the Physical Therapist Assistant Program Student Handbook completely and will be held accountable for complying with all policies and procedures of the physical therapist assistant program. It is my responsibility to ask for clarification from the Program Director regarding any policy or procedure I do not understand. I will read new policies or procedures that are issued by the program. I understand that I am also responsible to read and comply with the general student policies of IHCC.

2. **Responsibility for Conduct and Actions as a Physical Therapist Assistant Student**

I understand that having been admitted to the IHCC Physical Therapist Assistant program, I am held responsible for my conduct and actions as a physical therapist assistant student. I understand that breach of IHCC or the Physical Therapist Assistant program policies or the physical therapy code of ethics may result in consultation, and perhaps probation, suspension or dismissal depending on the nature of my actions. I understand that client safety, privacy and dignity are of the highest priority in physical therapy.

3. **Titles VI and XII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972**

I understand that IHCC complies with Titles VI and XII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and other federal laws and regulations; and does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to admissions, employment, financial aid and educational services. I understand I may follow the grievance procedure guidelines described in this handbook if I wish to file a complaint.

4. **Medical Treatment**

I understand I am responsible for payment for any medical treatment that may be necessary and is not covered under the provisions of the Iowa Code.

5. **Computer User Agreement**

As a condition of using the IHCC computer equipment, I agree not to use the equipment to duplicate copyrighted software in violation of its end user's license agreement, whether it is my personal copy or is owned by IHCC. I assume liability for any copyright infringements caused by me.

---

Student Signature

Date

**INDIAN HILLS COMMUNITY COLLEGE**  
Physical Therapist Assistant Program

**ACADEMIC INTEGRITY AGREEMENT**

**ACADEMIC INTEGRITY STATEMENT**

Indian Hills Community College expects a full commitment to academic integrity from each student. Your signature on this form is your commitment to academic integrity as a student enrolled in the program.

Academic integrity means:

- Your work on each assignment will be completely your own
- Your collaboration with another classmate on any assignment will be pre-approved by your instructor.
- You will not plagiarize in any form
- You will not allow others to copy your work
- You will not misuse content from the Internet
- You will not receive assistance from another person or other outside source (book, internet, etc) while taking any type of test.

Plagiarism is defined as copying or using ideas or words (from another person, an online classmate, or an internet or print course) and presenting them as your own.

Please be aware that all instructors use a myriad of technologies to check student work for authenticity. If an instructor confirms that a student has plagiarized work in any manner, the student will be subject to consequences determined by IHCC administration and may be removed from the course and/or program with a failing grade.

I acknowledge that I have read the Academic Integrity Statement and agree to the policies and procedures stated therein.

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Student Signature

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Date

**INDIAN HILLS COMMUNITY COLLEGE**  
Physical Therapist Assistant Program

**CONFIDENTIALITY STATEMENT**

Throughout the Physical Therapist Assistant Program at Indian Hills Community

College, I \_\_\_\_\_, will have access to patient information. I, \_\_\_\_\_, realize that this information is private and should be kept confidential. All patient information that I have access to is personal and private; therefore, I understand that confidentiality is crucial. I, \_\_\_\_\_ understand that any violation of this “patient right” is a HIPAA violation and would be possible cause for dismissal. Violation would include, but not be limited to: a) discussing information about a patient in an inappropriate setting, or with someone not related to the care of the patient; b) taking pictures of the patient for personal keeping; c) exposing a patient unnecessarily; d) inappropriate handling of personal possessions of the patient, such as going through a patient’s purse/wallet without authorization by the patient; e) posting patient or facility information with any patient related content into social media outlets. All students will adhere to the HIPAA (Health Insurance Portability and Accountability Act) regulations of the facility they are attending. Use of cell phones in the clinical care area is prohibited. **Posting any information relating to patient care or clinical experiences on computer social networking sites is a HIPAA violation and is strictly prohibited.** This includes, but is not limited to pictures or text that include the name of a facility; dates relating to experiences; type of treatment or experience that the student was involved with; patient name or personal information (ie: Age range, diagnosis, personal circumstances); facility staff names or conversations; or specifics of any treatment or interaction with patients, family or staff. I realize that this information is private and should be kept confidential. **I realize that any unauthorized release of information is punishable by fine and/or imprisonment.**

Throughout my education in the Physical Therapist Assistant Program at Indian Hills Community College, I will at no time inappropriately release confidential information and I will adhere to the Code of Ethics of the American Physical Therapy Association.

I understand that release of unauthorized patient information will result in immediate termination from the Indian Hills Community College Physical Therapist Assistant Program.

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

\_\_\_\_\_  
Date

## HEALTH SCIENCES DIVISION DRUG SCREENING

All Health Science students will be **required to have a drug screen** prior to the clinical experience. The **student portfolio** (on the CastleBranch website) will contain the drug screen results. Those results will be available to both the student and program administrator.

### The process will be as follows:

- The student will be provided with information on setting up their account for the Castle Branch portal during the mandatory program orientation
- The student will place an order and pay for the drug screen on the portal.
- The student is responsible for the drug testing fee.
- Castle Branch accepts Visa, Mastercard, Discover, debit, electronic check or money order.
- The confirmation of payment will be issued to the student.
- The confirmation form will be printed as proof to the program administrator.
- The program administrator will then issue the Forensic Drug Testing Custody and Control Form.

### How should students schedule their drug test?

- Call the Ottumwa Regional Health Center Occupational Health 641-684-2466 to set up a drug testing appointment.
- Take the Forensic Drug Testing Custody and Control Form to the appointment at Ottumwa Regional Health Center Laboratory.
- Results will be submitted to the Castle Branch Certified Background database from the lab testing site.
- The student will receive an email to check their account for further information.

### Who gets the results?

- The test result will first be reported to the Medical Review Officer (MRO) associated with Castle Branch for review and interpretation.
- The MRO will then report a confirmed positive test result to the student.
- The MRO will attempt to call the student two times from this phone number 800-526-9341. The hours of the follow up phone call will be between 8-5 EST.
- Any questions regarding the results of any drug or alcohol test may be directed to the MRO.

### Negative Results:

- Negative Test Result: notice will be posted on the Castle Branch student account of passing the initial drug or alcohol test.

### Positive Results:

- Positive Test Result/Failed Test: The MRO will confirm any proof of the student prescriptions, and make any necessary updates to the positive test result.
- Right to Secondary Confirmatory Test: A student with a confirmed positive test result may ask for a second confirmatory test using ONLY the results from the first test sample from another approved laboratory within seven days of the IHCC mailing of the positive test results to the student.
- The confirmatory test will be conducted on a portion of the sample collected at the same time as the sample that produced the positive test result.



- *The student is responsible for the cost of second confirmatory test.*
- The **sample** of collection test will be split in the presence of the individual student to allow for the confirmatory testing of any initial positive test result.
- During the confirmatory process, students may be suspended from the clinical and/or classroom experience.

### **Confirmed Positive Results:**

- Students with any **confirmed positive results** will be withdrawn from the program.

### **Legal Medication/Drugs Notification**

- A student must notify the clinical supervisor or program director whenever he/she is using a prescription or over-the-counter drug, which may affect safety or work-performance.
- In making this determination, the student is responsible for consulting with their licensed healthcare professional and reviewing any warning on the label to determine if any medication or drug would adversely affect the student's ability to safely perform essential functions of the clinical or classroom experience.
- If the student is deemed by a Medical Doctor, Doctor of Osteopathy, Physician Assistant or Nurse Practitioner to be safe during the clinical or classroom experience, a "release to attend clinical/classroom document" is required to be signed and kept in the student's file at IHCC.
- The student who does not fully disclose this information will be subject to possible disciplinary action which may lead to dismissal from the program.

***Prescription medications that do not impair performance may be brought to the clinical site and should be taken as prescribed. All prescription drugs must be kept in the pharmacy dispensed container.***

### **Testing due to reasonable suspicion:**

- Once a student is enrolled in the program, if there is a **reasonable suspicion** of drug or alcohol use, the Program Director will have the right to approve an additional drug or alcohol test at the student's expense. The clinical site also has the right to request a drug/alcohol test at the student's expense.

### **Reasonable suspicion may include, but is not limited to:**

- student behavior or conduct including physical manifestations
- evidence that the involved student has caused or contributed to a clinical or classroom related accident
- objective signs that the involved student may have used drugs or alcohol (i.e., slurred speech, staggering gait, odor of alcohol), or reports from others of a clinical "accident", slurred speech, etc.

### **When a program director, faculty member or clinical instructor has suspicion of alcohol or drug use during the clinical experience, the following steps will be taken:**

- Remove student from the patient care area or assigned work area and notify the clinical instructor and the Program Director.

- Consult with another faculty, clinical instructor, or employee for verification of suspicions in a confidential manner.
- Upon verification by a second person, inform the student that he/she is relieved from duty and that there is a need “for cause” drug/alcohol screening.
- If the student admits to alcohol and/or drug use, the student must undergo urine drug testing
- Pending the resolution of any testing, the student will be suspended from clinical and/or classroom sites
- A student subsequently found to have positive test results will be removed from the program.
- All incidents involving "reasonable suspicion" drug testing in the clinical setting will be handled with strict confidentiality
- Costs for "reasonable suspicion" drug testing are the student's responsibility.

#### **Transportation of student after reasonable suspicion:**

- An unimpaired person (such as a family member or friend) or taxi cab must transport the student to nearing testing facility. A release form must be signed by the person transporting the student and provided to the Clinical Supervisor/Program Director. If a taxi is transporting the student, the person observing the student enter the taxi may sign the release form and provide to the Clinical Supervisor/Program Director.
- If the nearest testing facility is at the clinical site, student should be sent for testing and then an unimpaired individual or taxi cab should take the student home. If a taxi is transporting the student, the person observing the student enter the taxi may sign the release form.
- While awaiting transport, the student should not be allowed to leave a supervisor’s presence or ingest any substances.
- If the student insists on driving, either clinic supervisor or Program Director will notify law enforcement.
- Pending the resolution of any testing, the student will be suspended from clinical and field sites.
- A student subsequently found to have positive test results will be removed from the program.

#### **If the student refuses “reasonable suspicion” testing:**

- Have an unimpaired individual or taxi take the student home
- Document the following in writing:
  - Student behavior
  - Actions taken
  - Written statement of person verifying behaviors
  - Student’s response
- Contact the Clinical Supervisor/Program Director as soon as possible and deliver written documentation to the Clinical Supervisor/Program Director within 3 days of the incident.
- Students who refuse reasonable suspicion testing will be removed from the program.

#### **If a facility other than the approved testing site at Ottumwa Regional Health Center performs drug/alcohol testing:**

- The student is **obligated to notify** the Program Director of any request by a clinical site for additional testing due to reasonable suspicion.
- If tested by a clinical site, the student shall provide the Program Director with a copy of any test results.

- Failure to promptly notify the Program Director shall be ground for dismissal from the program.
- The student is responsible for any expense incurred with testing.

**If a student voluntarily discloses a drug or alcohol problem:**

- If a student **voluntarily discloses** that he/she has an alcohol/drug problem and requests assistance, they are then referred to IHCC Student Health.
- Students may be temporarily suspended from the program and/or clinical experience until such time as they have completed drug/alcohol treatment and are considered safe to return to both the classroom and clinical site by a Medical Doctor, Doctor of Osteopathy, Physician Assistant or Nurse Practitioner.

**Minor Students:**

- Any **minor student** under the age of 18 must abide by the drug and alcohol testing policy.
- A parent or legal guardian of a student under the age of 18 must sign an acknowledgment of receipt of a copy of this policy.
- Those students who are minors under the age of 18 must obtain notarized parental/legal guardian consent on Section II of the Drug/Alcohol Test Release & Consent For Minors.
- Lack of consent for testing will disqualify the minor from continued clinical participation and participation in the Program.

**Providing False Information:**

- Any student who provides false information when completing paperwork required for a drug test or when responding to required questions for an alcohol or drug screen test will be removed from the Program.
- Any student who dilutes, contaminates, tampers with, alters or interferes in any way with the collection of a specimen for testing purposes will be removed from the program.

**Costs:**

- The costs of alcohol or drug rehabilitation, treatment and counseling will be the responsibility of the student.
- Costs of drug/alcohol testing are the responsibility of the student

I understand the drug policy:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**INDIAN HILLS COMMUNITY COLLEGE  
MEDICATION WAIVER**

I verify that the medication being taken by \_\_\_\_\_

Will not impair his/her performance in the classroom or clinical experience.

\_\_\_\_\_  
Signature of MD, DO, NP, PA

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Return completed form to your Clinical Supervisor or Program Director.

**INDIAN HILLS COMMUNITY COLLEGE  
TRANSPORTATION WAIVER**

I hereby assume responsibility for transporting \_\_\_\_\_  
from \_\_\_\_\_. I accept responsibility for taking  
\_\_\_\_\_ to the assigned facility for drug and  
alcohol testing then transporting the individual to their home.

\_\_\_\_\_  
Driver's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**INDIAN HILLS COMMUNITY COLLEGE  
TRANSPORTATION WAIVER TAXICAB**

I verify that \_\_\_\_\_ has been transported by  
\_\_\_\_\_ taxicab and the taxicab has been  
instructed to take \_\_\_\_\_ to the assigned  
facility for drug and alcohol testing and then provide transport to the individual's  
home.

\_\_\_\_\_  
Signature of person observing individual entering taxicab

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Return completed form to your Clinical Supervisor or Program Director.

**INDIAN HILLS COMMUNITY COLLEGE  
DRUG TEST OF MINOR**

I give permission for \_\_\_\_\_  
to have a drug test as required by the IHCC Health Sciences Division. I also  
authorize "reasonable suspicion testing of" \_\_\_\_\_.

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Printed Name

**INDIAN HILLS COMMUNITY COLLEGE**  
Physical Therapist Assistant Program

**CRIMINAL ACTIVITY WAIVER**

While enrolled in any Health Sciences program at IHCC, it is expected that students report all child abuse, dependent adult abuse, and/or criminal activity, in which they are involved, to their Program Director at IHCC within forty-eight (48) hours of the incident. Failure to do so could result in criminal charges per Iowa Code and removal from the program.

I understand this policy:

---

Student Name

Date



**INDIAN HILLS COMMUNITY COLLEGE**  
Physical Therapist Assistant Program

**IMAGING CONSENT FORM**

For good and valuable consideration, I hereby consent and authorize Indian Hills Community College to reproduce, publish, circulate, and otherwise use for ***advertising and instructional purposes***:

My name and/or signature  
Portrait and/or photograph  
Videotape/Audiotape  
Other imaging  
Name of employer and the attached voluntary statement or statements or any part thereof

In the following:

Magazines, Newspapers, Rotogravure sections of publications, booklets  
Circulars, posters, billboards  
Radio and/or television scripts, radio broadcast transcriptions, and/or telecasts  
Websites including but not limited to IHCC website, PTA webpage, course webpages  
and all other forms of publication or circulation, or any of them in advertising or any other publicity;

and I hereby release said Indian Hills Community College of and from any and all rights, claims, demands, actions, or suits which I may or can have against it or them on account of the use or publication of said material.

Dated: \_\_\_\_\_ Signature: \_\_\_\_\_

**INDIAN HILLS COMMUNITY COLLEGE**  
Physical Therapist Assistant Program

**STUDENT LABORATORY PARTICIPATION AGREEMENT**

I, (name) \_\_\_\_\_, agree to participate in Indian Hills Community College Physical Therapist Assistant program laboratory activities. I will be expected to attend laboratory activities scheduled at on and off campus locations. During the laboratory experiences I will role-play as a PTA and patient. I will be expected to have physical contact with other students while learning various examination skills and therapeutic interventions. Examples of such laboratory experiences include palpation of exposed anatomical landmarks and application of various therapeutic modalities. During the laboratory experiences I agree to follow theories and principles of safe, legal and ethical practice

It is your responsibility to inform the instructor if you have a medical condition or injury which would preclude you from participating in lab or being used as a demonstration model. If the condition is ongoing, the instructor will require a physician's note.

Student Signature/Date \_\_\_\_\_

**INDIAN HILLS COMMUNITY COLLEGE**  
Physical Therapist Assistant Program

**CONSENT FOR RELEASE OF INFORMATION**

I, \_\_\_\_\_, authorize Indian Hills Community College to  
(print name)  
release the following to health care facilities for potential employment evaluation purposes:

- attendance record
- grade point average
- instructor evaluations of skills and abilities

Yes       No

I consent that Indian Hills Community College may release my name, home address, telephone number and e-mail address to employment recruiters.

Yes       No

I consent that Indian Hills Community College may request performance information in regards to my academic preparation from employers and consumers.

Yes       No

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date



**Indian Hills Community College**  
**Physical Therapist Assistant Program**  
**OBSERVATION FORM**

**Name:** \_\_\_\_\_ **Last 4 digits Social Security:** \_\_\_\_\_

In an attempt to assure that persons applying for acceptance into the IHCC Physical Therapist Assistant Program possess greater awareness and understanding of the responsibilities and duties of Physical Therapist Assistants, each prospective student is required to have a **minimum of forty (40) hours** of exposure to the Physical Therapy Profession. These exposure hours may include hours spent: 1.) observing a licensed physical therapist or physical therapist assistant while working, 2.) volunteering in a physical therapy department **or** 3.) being employed in a physical therapy facility.

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*COMPLETED FORM DUE AUGUST 13, 2018*

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**Please have this form completed by the P.T. or P.T.A. whom you observed.**

Facility	Date	Hours	O=observed V=volunteered E=employed	P.T./P.T.A Signature	License#

**Please return completed form to:**  
 Caroline Peyrone, Program Director  
 IHCC, 525 Grandview Avenue, Ottumwa, IA 52501  
 OR  
[Caroline.peyrone@indianhills.edu](mailto:Caroline.peyrone@indianhills.edu)

## Indian Hills Community College Physical Therapist Assistant Program

### Observation Hours Guidelines

- It is the responsibility of each student to arrange their own schedule of observation hours, by contacting the facility, identifying themselves as an incoming Indian Hills PTA student, and requesting available opportunities to observe a licensed PT or PTA.
- During the time when a student is observing in a clinical setting, it is understood that they will be dressed professionally, in the manner that paid staff members are dressed. Unless otherwise noted by the facility representative, the dress code will be, for example, khaki pants, a nice shirt, such as a polo, and nice shoes (not tennis shoes or high heels, etc.). No t-shirts or jeans should be worn. No open-toed shoes are allowed, and socks are required. Excessive jewelry should be removed. Acceptable jewelry would include one set of non-dangling earrings. Any visible tattoos should be covered.
- Some facilities may require an observation student to participate in some form of orientation before seeing patient care. This may include signing a confidentiality form, indicating that a student agrees not to divulge any personally identifying information about patients that may encounter while observing patient care. **Whether or not a student signs a confidentiality agreement, it is understood that no private information will be shared with others who are not involved in the patient's care.**
- It is the expectation that students participating in observation of Physical Therapy practice will act professionally, using appropriate language, body posture and demeanor at all times. It is appropriate to ask questions of the PT or PTA that you are observing, and to assist when asked with equipment or supplies. A student will not be permitted to participate in hands-on patient care at this time.
- Physical Therapy settings that are appropriate for observation include hospital-based Physical Therapy, out-patient clinics, nursing home/rehab center physical therapy, home health care, Area Education Association therapy. All recorded observation time must be signed by a licensed Physical Therapist or PTA.

**INDIAN HILLS COMMUNITY COLLEGE  
PHYSICAL THERAPIST ASSISTANT PROGRAM**

**PTA STUDENT PHYSICAL ABILITIES REQUIREMENTS**

R-Regularly Occasionally	O- Occasionally		
Abilities	R	O	Measurable Descriptor
Vision (Corrected/Normal)	X		Ability to read documentation, gauges, and instructions
Color Vision	X		Assessment of skin, drainage, color of blood
Hearing	X		Auscultation of lungs and heart
Sense of Touch	X		Assessment of tissue texture
Sense of Smell	X		Assessment of patient, drainage, skin, and body odors
Finger Dexterity	X		Manipulation of equipment
Temperature Discrimination	X		Assessment of temperature
Intelligible Communication	Oral X		Reports, collaboration with instructor, patient teaching
Pushing	X		100 lbs Equipment, beds with and without patients
Pulling	X		50 lbs Equipment, beds, repositioning patients
Lifting	X		50 lbs Patients, equipment and supplies
Floor to waist		X	50 lbs 3 man lift of patient
12" to waist		X	50 lbs 3 man lift
Waist to Shoulder	X		30 lbs Equipment and supplies
Shoulder to Overhead	X		10 lbs Equipment and supplies
Reaching overhead	X		Overhead equipment
Reaching forward	X		Use of equipment, patient care activities
Carrying	X		Equipment and supplies
Standing	X		Patient care activities
Sitting	X		Patient care activities
Squatting	X		Patient care activities
Stooping	X		Patient care activities
Kneeling		X	Patient care activities
Walking	X		Patient care activities
Running		X	Emergency situations.
Crawling		X	Patient care activities
Climbing	X		Patient care activities
Stairs (Ascending/Descending)	X		Patient care activities
Turning (Head/Neck)	X		Patient care activities
Repetitive Movement	Leg/Arm X		Patient care activities, use of equipment
Use of Foot or Hand Controls	X		Patient care activities, use of equipment

I have read, understand and accept the above working conditions expected of a physical therapist assistant student.

\_\_\_\_\_ I do not need accommodations to perform the physical duties.

\_\_\_\_\_ I feel the following accommodations are needed to perform the physical duties.

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

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



# **APPENDIX B**

## Clinical Items

**CLINICAL SITES 2018-2019**

**\*facilities with more than 2 locations will be listed as “various locations”**

Adair County Public Health Kirksville, MO	Circle of Friends Home Care Chariton, IA	Genesis Rehab Pediatric Clinic Coralville, IA
Advance Physical Therapy and Sport Medicine Various locations	Clarke County Hospital Osceola, IA	Golden Age Care Center Centerville, IA
Advance Industrial Rehab Phoenix, AZ	Crawford Co. Memorial Hospital Dennison, IA	Good Samaritan Center Ottumwa, IA
Advanced Rehab and Sports Medicine Macomb, IL Aledo, IL	Cyclone Sports Medicine Ames, IA	Great Prairie AEA Ottumwa, IA
Agape Therapy Cedar Falls, IA	Davis County Hospital Bloomfield, IA	Great River Medical Center West Burlington, IA
Allegent Health Mercy Hospital Corning, IA	Decatur Co. Hospital Leon, IA	Greater Regional Medical Center Creston, IA
Altoona Nursing and Rehab Altoona, IA	Donnellson Health Care Donnellson, IA	Grinnell Regional Health Center Grinnell, IA
Altoona Physical Therapy and Sports Altoona, IA	Eastern Iowa PT Blue Grass, IA	Guthrie County Hospital Guthrie Center, IA
Ankeny Physical and Sports Therapy Ankeny IA.	Exceed Physical Therapy Kahoka, MO	Hannibal Regional Medical Center Hannibal, MO
Athletico PT Various locations	Excel PT and Sports Med Clinic Boonville, MO	Henry County Health Center Mount Pleasant, IA
Azer Clinic Galesburg, IL	1 <sup>st</sup> Choice PT Hannibal, MO	Integrated Therapy Services Mt. Pleasant, IA and Burlington, IA
Blessing Hospital Quincy, IL	1 <sup>st</sup> Choice PT/Good Samaritan Center Quincy, IL	Iowa Health Systems Des Moines, IA, Unity Point, Yonkers, Iowa Methodist, Iowa Lutheran
Boone Co Hospital Center Columbia, MO	Fleur Height Nursing Home Des Moines, IA	Iowa Veteran’s Home Marshalltown, IA
Briarwood healthcare Iowa City, IA	Fort Madison Hospital Fort Madison, IA	
	Friendship Haven Ft. Dodge, IA	

Jane Brown Physical Therapy Creston, IA	Memorial Hospital Carthage, IL	Northern Mahaska Nursing and Rehab Oskaloosa, IA
Jefferson County Hospital Fairfield, IA	Mercy Hospital – outpatient clinic Des Moines, IA	One to One Physical Therapy Ogden, IA
Keokuk County Health Center Sigourney, IA	Mercy Indianola Clinic Indianola, IA	On With Life Ankeny, IA
Kinetic Edge PT Various locations	Mercy Medical Center- Centerville Centerville, IA	OSF St. Mary’s Medical Center Galesburg, IL
Klein Center West Burlington, IA	Mercy Medical Center Cedar Rapids, IA	Oskaloosa Care Center Oskaloosa, IA
Knoxville Area Hospital Knoxville, IA	Mercy Physical and Aquatic Clinic Clive, IA	Ottumwa Regional Health Center Ottumwa, IA
LaPlata Nursing Home La Plata, MO	Millennium Therapy Des Moines, IA and various locations	Palo Alto Co Hospital Emmetsburg, IA
Lexington Square Keokuk, IA	Moberly Regional Medical Center Moberly, MO	Parkview Care Center/Aegis Therapy Fairfield, IA
Lucas County Health Center Chariton, IA	Monroe County Hospital Albia, IA	Parkview Manor Wellman, IA
Macon Health Center and Rehab Center Macon, MO	Montebello Manor Skilled Health Care Center Hamilton, IL	Peak Sport and Spine Columbia, MO
Mahaska Health Partnership Oskaloosa, IA	Morning Sun Care Center/Rehab Care Morning Sun, IA	Pella Regional Health Center Pella, IA
Marshalltown Medical & Surgical Center Marshalltown, IA	Newton Health Care Center Newton, IA	Pella Regional YMCA Ottumwa, IA
Mary Greeley Medical Center Ames, IA	North Colorado Med Center/Acute Rehab Greeley, CO	Physiotherapy Associates Various locations
Mary Greely Rehab & Wellness Story City, IA	Northeast Regional Medical Center/Health and Fitness Center Kirksville, MO	Professional PT Services Osceola, IA
McDonough District Hospital Macomb, IL		Progressive Rehab Assoc Iowa City, IA Williamsburg, IA
McFarland Physical Therapy Ames, IA		

Quincy Medical Group Quincy, IL	St. Francis Manor Grinnell, IA	University of Iowa Hospitals Iowa City, IA
River Rehabilitation Muscatine, IA	St. Joseph's Hospital Highland, IL	University Park Des Moines, IA
Rec Center PT Cedar Rapids, IA	St. Luke's Medical Center Cedar Rapids, IA	Universal Therapy Group Various locations
Ridgewood N&R Ottumwa, IA	St. Luke's Living Center Cedar Rapids, IA	VA Central Iowa Health Care Des Moines, IA
Ringgold County Hospital Mt. Ayr, IA	Sterling Physical Therapy Pella, IA	Valley View village Des Moines, IA
Rosewood Care Center Moline, IA	Story County Medical Center Nevada, IA	Van Buren County Hospital Keosauqua, IA
Scotland County Hospital Memphis, MO	Sunset Nursing Home Quincy, IL	Vista Woods Care Center Ottumwa, IA
Scottish Rite Park (Millennium) Des Moines, IA	Timber Creek Therapy Guthrie Center, IA	Washington County Hospital Washington, IA
Select PT Various Locations	Timber Point Health Care Center Camp Point, IL	Waverly Health Center Waverly, IA
Skiff Medical Center Newton, IA	Tresemmer Physical Therapy Centerville, IA	Wayne County Hospital Corydon, IA
Southeast Iowa Physical Therapy Ottumwa, IA	Trinity at Terrace Park Bettendorf, IA	Wesley Life/Hearth Stone Pella, IA
Southern Hills Specialty Care Osceola, IA	Twenty-first Century Rehab Various locations	Westridge Nursing and Rehab Knoxville, IA
Spencer Hospital Spencer, IA	Unified Therapy Services Dubuque, IA	Westview Care Center/Mitchelville NH Indianola, IA
Sports Plus Sports Medicine and PT Center Marshalltown, IA	United Presbyterian Home Washington, IA	
St. Anthony Regional Hospital Carroll, IA	Unity Point Des Moines, IA	
	Unity Point Trinity Ft. Dodge, IA	

## PROFESSIONAL DEVELOPMENT ASSESSMENT

Name \_\_\_\_\_

Evaluator (other than self) \_\_\_\_\_

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

Rating Scale:

1. Unsatisfactory: the student does not demonstrate the required level of professional skill
2. Needs improvement: the student while beginning to demonstrate the required level of skill, needs improvement in either the extent to which the skill has developed or the consistency of its usage or both
3. Satisfactory: the student demonstrates the required level of professional skill
4. Exceeds Expectations

<p>1. Dependability as demonstrated by:</p> <ol style="list-style-type: none"> <li>a. being on time for classes, work, meetings</li> <li>b. fulfills responsibility during group work</li> </ol> <p>Comments:</p>	<p><b>1 2 3 4</b> <b>1 2 3 4</b></p>
<p>2. Professional Presentation as demonstrated by:</p> <ol style="list-style-type: none"> <li>a. presenting oneself in a manner that is accepted by peers, clients and employers</li> <li>b. Presenting oneself with appropriate grooming and hygiene for a health care setting</li> <li>c. Using body posture and affect that communicates interest or engaged attention</li> <li>d. Displaying a positive attitude towards becoming a professional</li> <li>e. Managing personal emotions maturely</li> </ol> <p>Comments:</p>	<p><b>1 2 3 4</b> <b>1 2 3 4</b> <b>1 2 3 4</b> <b>1 2 3 4</b> <b>1 2 3 4</b></p>
<p>3. Initiate as demonstrated by:</p> <ol style="list-style-type: none"> <li>a. Showing an energetic, positive, and motivational manner</li> <li>b. Self-starting projects, tasks and outside activities</li> </ol> <p>Comments:</p>	<p><b>1 2 3 4</b> <b>1 2 3 4</b></p>

<p>4. Empathy as demonstrated by:</p> <ul style="list-style-type: none"> <li>a. Being sensitive and responding to the feeling and behaviors of others</li> <li>b. Listening to and considering the ideas and opinions of others.</li> </ul> <p>Comments:</p>	<p><b>1 2 3 4</b></p> <p><b>1 2 3 4</b></p>
<p>5. Cooperation as demonstrated by:</p> <ul style="list-style-type: none"> <li>a. working effectively with other individuals</li> <li>b. showing consideration for the needs of the group</li> </ul> <p>Comments:</p>	<p><b>1 2 3 4</b></p> <p><b>1 2 3 4</b></p>
<p>6. Clinical Reasoning as demonstrated by:</p> <ul style="list-style-type: none"> <li>a. Using an inquiring or questioning approach in class</li> <li>b. Giving alternative solutions to complex issued and situations.</li> </ul> <p>Comments:</p>	<p><b>1 2 3 4</b></p> <p><b>1 2 3 4</b></p>
<p>7. Supervisory Process as demonstrated by:</p> <ul style="list-style-type: none"> <li>a. Giving and receiving constructive feedback. ....</li> </ul> <p>Comments:</p>	<p><b>1 2 3 4</b></p>
<p>8. Verbal Communication as demonstrated by:</p> <ul style="list-style-type: none"> <li>a. Interacting verbally in class</li> <li>b. Sharing perceptions and opinions with clarity and quality of content</li> <li>c. verbalizing opposing opinions in a professional manner</li> </ul> <p>Comments:</p>	<p><b>1 2 3 4</b></p> <p><b>1 2 3 4</b></p> <p><b>1 2 3 4</b></p>

## DEFINITION AND UTILIZATION OF THE PHYSICAL THERAPIST ASSISTANT

### Definition

The physical therapist assistant is a technically educated health care provider who assists the physical therapist in the provision of physical therapy. The physical therapist assistant is a graduate of a Physical Therapist Assistant Associate Degree Program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE).

### Utilization

The physical therapist is directly responsible for the actions of the physical therapist assistant related to patient/client management. The physical therapist assistant may perform selected physical therapy interventions under the direction and at least general supervision of the supervising physical therapist. In general supervision, the physical therapist is not required to be on site for direction and supervision, but must be available at least by telecommunications. The ability of the physical therapist assistant to perform the selected interventions as directed shall be assessed on an ongoing basis by the supervising physical therapist. The physical therapist assistant may modify an intervention in accordance with changes in patient/client status within the scope of the established plan of care.

The physical therapist assistant must work under the direction and at least general supervision of the physical therapist. In all practice settings, the performance of selected interventions by the physical therapist assistant must be consistent with safe and legal physical therapy practice, and shall be predicated on the following factors: complexity and acuity of the patient/client's needs; proximity and accessibility to the physical therapist; supervision available in the event of emergencies or critical events; and type of setting in which the service is provided.

When supervising the physical therapist assistant in any off site setting, the following requirements must be observed:

1. A physical therapist must be accessible by telecommunications to the physical therapist assistant at all times while the physical therapist assistant is treating patients/clients.
2. There must be regularly scheduled and documented conferences with the physical therapist assistant regarding patients/clients, the frequency of which is determined by the needs of the patient/client and the needs of the physical therapist assistant.
3. In those situations in which a physical therapist assistant is involved in the care of a patient/client, a supervisory visit by the physical therapist will be made:
  - a. Upon the physical therapist assistant's request for a reexamination, when a change in treatment plan of care is needed, prior to any planned discharge, and in response to a change in the patient/client's medical status.
  - b. At least once a month, or at a higher frequency when established by the physical therapist, in accordance with the needs of the patient/client.
  - c. A supervisory visit should include:
    1. An on-site reexamination of the patient/client.
    2. On-site review of the plan of care with appropriate revision or termination.
    3. Evaluation of need and recommendation for utilization of outside resources.

Student's Name: \_\_\_\_\_  
 Indian Hills Community College PTA Program

**COMPETENCY CHECK-OFF**

**Instructions:** The student's clinical supervisor is to initial and date in each of the designated areas when the student has competently completed that task. The student should be able to give a basic explanation of the specific intervention, the expected response to the intervention and the basic rationale for the use of the intervention. If the student has proven competent in performing a task, it may not be necessary to check off "observed" or "assisted."

The student is to return the completed Competency Check-off to the ACCE at Indian Hills Community College.

<b>INTERVENTION</b>	<b>OBSERVED</b>	<b>ASSISTED</b>	<b>PERFORMED</b>
<b>Measure standard vital signs</b> (pulse, respiration, blood pressure)	(Initials & Date)	(Initials & Date)	(Initials & Date)
<b>Perform Standard Measurements (leg length, and/or girth)</b>			
<b>Posture Analysis</b>			
a. palpate anatomical landmarks			
b. identify postural deviations			
<b>Body Mechanics</b>			
a. appropriate body mechanics during patient care			
b. instruction of proper body mechanics			
<b>Patient positioning</b> (appropriate)			
a. supine			
b. prone			
c. side lying			
d. sitting			
<b>Activities of Daily Living</b>	(Initials & Date)	(Initials & Date)	(Initials & Date)
a. educate use of adaptive equipment (reachers, tub bench, leg lifter, etc)			
<b>Gait</b>			
a. abnormal components of gait			



<b>INTERVENTION</b>	<b>OBSERVED</b>	<b>ASSISTED</b>	<b>PERFORMED</b>
b. appropriate assistive device			
c. proper fitting of assistive device			
1. cane			
2. crutches			
3. walker			
d. gait training			
1. 2-point gait			
2. 3-point gait			
3. 4-point gait			
e. gait training on non-level surfaces			
1. walker			
2. cane			
3. crutches			
f. gait training through doorway			
<b>Wheelchairs</b>			
a. appropriate use of wheelchair features			
b. wheelchair training			
1. ramp			
2. curb			
3. doorway			
<b>Range of Motion</b>	(Initials & Date)	(Initials & Date)	(Initials & Date)
a. passive			
b. active-assistive			
c. active			
<b>Goniometry</b>			
a. lower extremity _____			

INTERVENTION	OBSERVED	ASSISTED	PERFORMED
b. lower extremity _____			
c. lower extremity _____			
d. upper extremity _____			
d. upper extremity _____			
f. upper extremity _____			
g. spine _____			
h. spine _____			
<b>Transfers/transitions</b>			
a. bed <-> stand			
b. sit <-> stand			
c. supine <-> sit			
d. wheelchair <-> mat/bed			
<b>Documentation</b>			
<b>Contains components of adequate documentation for each type</b>			
1. treatment note			
2. progress note			
3. terminal visit note (gather information for discharge on final patient visit)			
The following proficiencies are not introduced in the PTA curriculum until after the first clinical experience.	(Initials & Date)	(Initials & Date)	(Initials & Date)
<b>Superficial/deep thermal agents</b>			
a. hot packs			
b. paraffin			
c. ultrasound			

INTERVENTION	OBSERVED	ASSISTED	PERFORMED
<b>Cryotherapy</b> a. ice packs			
b. ice massage			
<b>Hydrotherapy</b> a. whirlpool			
<b>Electrotherapeutic agents</b> a. biofeedback			
b. functional electric stimulation			
d. iontophoresis			
d. interferential			
e. TENS			
<b>Traction (mechanical)</b> a. Cervical			
b. pelvic			
<b>Therapeutic exercise</b> a. Stretching			
b. strengthening			
c. endurance			
<b>Soft-tissue mobilization</b>			
<b>Manual muscle testing</b> a. upper extremity			
_____ (name of muscle)			
b. upper extremity			
_____ (name of muscle)			
c. upper extremity			
_____ (name of muscle)			
d. trunk			
_____ (name of muscle)			

INTERVENTION	OBSERVED	ASSISTED	PERFORMED
e. trunk _____ (name of muscle)			
f. lower extremity _____ (name of muscle)			
g. lower extremity _____ (name of muscle)			
h. lower extremity _____ (name of muscle)			
The following proficiencies are not introduced in the PTA curriculum until after the second clinical experience. <b>Wound Care</b>	(Initials & Date)	(Initials & Date)	(Initials & Date)
Other (optional additional experiences) a. _____  b. _____  c. _____  d. _____  e. _____			
Signatures:			
Clinical Site	CI signature	Initials	

<b>INTERVENTION</b>	<b>OBSERVED</b>	<b>ASSISTED</b>	<b>PERFORMED</b>