

Physical Therapist Assistant Program



Program Handbook 2024-2025

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WELCOME AND INTRODUCTION

Welcome to Illinois Eastern Community Colleges - Wabash Valley College Physical Therapist Assistant Associate of Applied Science Degree Program. The Physical Therapist Assistant (PTA) Student Handbook has been developed to assist you in accessing information regarding your status in the Wabash Valley College (WVC) PTA Program. It is important that you read the academic catalog for applicable policies and procedures in addition to the student code of conduct and this handbook. The expectation is that you adhere to the policies and guidelines found in these documents. IECC reserves the right to change policies and guidelines as needed to facilitate program and student outcomes. You will be informed, in writing, of any changes that occur, as you progress through the program. The PTA Student Handbook should not be considered comprehensive; Sources such as the Illinois Eastern Community Colleges Academic Catalog and WVC Student Handbook are available resources as well.

The Illinois Community College Board (ICCB) has approved Illinois Eastern Community Colleges – Wabash Valley College Associate Physical Therapist Assistant Program. Illinois Eastern Community Colleges is accredited by the Higher Learning Commission (HLC). The Higher Learning Commission is recognized by the U.S. Department of Education and the Council on Higher Education Accreditation. Wabash Valley College of Illinois Eastern Community Colleges is seeking accreditation by Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>. If needing to contact the program/institution directly, please call 312-850-7021 or email edicapo@ccc.edu.

Associate in Applied Science Degree

Upon successful completion of the second year of PTA Program, the graduate receives an Associate in Applied Science (AAS) Degree in Physical Therapist Assisting and is eligible to write the Federation of State Boards of Physical Therapist Assistant (FSBPT) PTA Exam and apply for licensure as a Physical Therapist Assistant. FSBPT: 124 West Street South, 3rd Floor, Alexandria, VA 22314; Phone (703)299-3100; Fax: (703)299-3110

It is our hope that your time in the PTA Program will be fulfilling and productive, with the support of WVC and PTA Faculty. The faculty and staff welcome you, and look forward to helping you achieve your goal of becoming a PTA.

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PHYSICAL THERAPIST ASSISTANT PROGRAM OVERVIEW

Required Capabilities

Students enrolled in the IECC-Wabash Valley College PTA Program must possess the physical and psychological capabilities required to meet the classroom and clinical objectives of the curriculum. Curriculum objectives require students to have cognitive, psychomotor, and affective abilities that ensure safe patient care within the scope of PTA practice. It is IECC policy to provide reasonable accommodations to students with disabilities, more information is available at <https://iecc.edu/ada>.

The PTA program is a rigorous and intense program of study including classroom, laboratory, and clinical education experiences. While the course schedule will vary each semester, in general each student should not schedule outside activities or commitments Monday-Friday from 8am-6pm. On average, students can expect 3 full days of class and 2 half days each semester. It is strongly recommended that students take advantage of half days for additional on campus study groups or supervised open laboratory practice time. For every hour spent in class, it is estimated that the student will need to spend 2 hours studying outside of class. Students who encounter difficulty with studies in the PTA program and support courses are encouraged to seek the help of the staff in Learning Commons.

Outside Employment

Students should be aware that course, clinical and lab schedules will not be altered to accommodate a student's employment schedule.

Essential Physical and Psychological Performance Requirements of the Physical Therapist Assistant

The following list contains information regarding essential technical standards outlining the physical abilities and behavioral characteristics necessary for the student to successfully participate in and complete the physical therapist assistant program. These standards are not conditions of admission but reflect the performance abilities and characteristics necessary to successfully complete requirements for physical therapy patient care.

The student should carefully look over the technical standards for the program and ask questions if not familiar with the activities or functions listed. The student must decide if he or she has any limitations that may restrict or interfere with satisfactory performance of any of the requirements. It is ultimately the student's responsibility to meet these essential performance requirements if accepted into the physical therapist assistant program. The student should consult with the Program Director or the Academic Coordinator of Clinical Education to discuss any individual situation if he or she may not be able to meet these essential performance requirements.

Hearing – A student must be able to hear and understand patients and staff. Student must be able to assess and monitor patient sounds.

- Communicate and interact with patients, staff, and families from a variety of cultural backgrounds.
- Follow verbal instructions.
- Use a stethoscope to hear heart and breath sounds.
- Detect and discriminate between sounds of normal conversation.
- Hear percussion sounds during patient assessment.
- Ability to hear sounds and distinguish a variety of equipment alarms.

Vision– A student must be able to monitor and assess patient and equipment function; to provide safe and effective physical therapy care.

- Read written instructions and orders.
- Read fine print, monitors, and gauges.
- Differentiate color/character of sputum for signs/nature of infection/disease.
- Chart (write) procedures and observations legibly in a permanent medical record.
- Ability to see and distinguish a variety of equipment visual alarms.
- Ability to observe demonstrations and patients close up and at a distance to learn skills and to gather patient data (e.g., observe a patient's gait, appearance, posture, etc.).

Tactile – A student must be able to assess patient's response to therapy tactilely.

- Distinguish textures, degrees of firmness. Temperature differences, pulse rate, vibrations and strength.

Mobility – A student must be mobile and strong enough to support and move patients. Student should be able to work remaining in a standing position for 60 – 120 minutes able to move quickly from place to place to perform patient care.

- Support and transfer patients safely from bed to wheelchair and modify patient position in bed.
- Move in and out of treatment areas.
- Respond to emergency situations in a timely manner.
- Reach equipment and parts of patient's body.
- Reach above shoulder height to manipulate equipment.
- Reach below waist level to manipulate equipment.

Motor Skills (fine and gross) – A student must be able to perform multiple motor tasks simultaneously. Fine and gross motor skills sufficient to handle equipment and provide safe and effective patient care; steady arm and hand movements while manipulating objects or assisting patients.

- Able to lift 60 pounds.
- Operate and manipulate equipment; multiple operations may be required.
- Push/pull hospital beds, transport patients.
- Lift and move patients safely.
- Perform airway management and CPR.

Communication – Students must be able to communicate orally and in writing with patients and members of the health-care team.

- Read and comprehend written material in English.
- Adept at using a computer, be able to learn to use electronic medical records and be able to navigate and effectively use learning management system.

Intellectual and Cognitive Abilities – Students must be able to measure, calculate, reason, analyze, synthesize, integrate, and apply information. Problem solving, a clinical skill required of therapist assistant, requires all these intellectual abilities.

Behavioral and Social Attributes – Students must possess the emotional health required to use their intellectual abilities fully.

- Exercise good judgment
 - Promptly complete all responsibilities attendant to patient care
 - Develop mature, sensitive and effective relationships with patients and other healthcare workers.
 - Tolerate physically taxing workloads and to function effectively under stress.
 - Adapt to changing environments
 - Display flexibility
 - Learn to function in the face of uncertainties and ambiguities inherent in the clinical problems of many patients.
 - Demonstrate compassion, integrity, concern for others, interpersonal skills, interest and motivation
- Students in the PTA Program must comply with clinical affiliate requirements. These include up-to-date proof of student health insurance, immunizations (requirements may vary per Clinical Site Requirements), current health physical, CPR and First Aid certification, satisfactory background check, drug screening, HIPAA Training Completion, and complete skills competency checks. (Immunizations Typically Required: Hepatitis B, MMR, Varicella, Influenza, TDAP; additional vaccinations may be required depending on clinical site requirements.) Students must meet the criteria of each clinical site used by the program. Students who do not meet the criteria of assigned clinical facilities may be dismissed from the program.

*Student must be able to demonstrate all the above with reasonable accommodations.

SECTION I: PROGRAM OF LEARNING

IECC MISSION/VISION/VALUES

Mission: Our Mission is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.

Vision: Illinois Eastern Community Colleges is an institution that engages, challenges, and supports faculty and students as they pursue excellence in teaching and learning. We place the needs of our students at the center of our decision-making, and will continue to be an organization committed to excellence, innovation, and continuous improvement.

Values: These values, which are the foundation of Illinois Eastern Community Colleges, have defined the District since its inception, and are affirmed by the faculty, students, staff, and administration. At IECC we believe and seek to embody these values:

Stewardship. Accepting our responsibility to be good stewards of the public trust, we will sensibly use our financial, human, and physical resources to achieve our mission.

Responsibility: encouraging personal growth and learning through leadership, citizenship, and accountability

Integrity. Providing an environment where people are encouraged and empowered to do the right thing in their work and interactions with others.

Respect: Recognizing and appreciating our similarities and our differences, we demonstrate mutual regard for others through our words and actions.

Accessibility. Providing access to a high-quality college education for everyone who seeks one, while providing the support needed to facilitate attainment of academic and professional goals.

PTA PROGRAM MISSION

The IECC-Wabash Valley College PTA program's mission is "to develop knowledgeable and competent physical therapist assistant professionals to go out and positively influence the community's health under the supervision of a physical therapist in a safe, legal, and ethical manner. WVC will seek to provide students educational and collaborative opportunities to develop a racially, socially, and culturally sensitive professional, who seeks life-long learning and a fulfilling career."

The PTA faculty have developed goals in line with contemporary physical therapy education to achieve program outcomes and accomplish our mission.

The IECC-Wabash Valley College PTA Program should:

1. Develop graduates through a hybrid competency-based curriculum and clinical education who demonstrate competency in all entry-level Physical Therapy Assistant skills
2. Provide educational experiences through didactic, simulation, and clinical learning experiences to produce ethical, legal, and skillful graduates required by Physical Therapy professions.
3. Engage in community outreach programs that promote the profession of Physical Therapy and enhance the well-being of the community.
4. Provide interprofessional and intraprofessional collaboration and learning activities throughout the program.

Outcomes for the Physical therapy Assistant Program:

1. The PTA program will provide assessment of all competencies expected of an entry-level physical therapist assistant prior to graduation
2. The PTA program will provide the student with interactive lab and inpatient and outpatient clinical experience across the lifespan development.
3. The PTA program will be involved in community programs and disperse health information to the community yearly.
4. PTA program will host continuing education courses annually for physical therapy profession.

Upon graduation from IECC-Wabash Valley College PTA Program, the graduate should:

1. Effectively apply the knowledge and skills attained during the program on the Physical Therapy Assistant licensure exam for passing certification by the American Board of Physical Therapy.

2. Function proficiently as an entry-level physical therapist assistant under the supervision of a licensed physical therapist.
3. Be gainfully employed as a PTA within a year of graduation.
4. Continue professional learning and development for ongoing improvement of patient-care skills and service delivery as a physical therapist assistant.

Outcomes for the Graduate of the PTA Program:

1. The graduate will pass the licensure exam by the American Board of Physical therapy by the 2nd attempt if not on the first.
2. The student will demonstrate passing competency following each clinical experience as determined by the PTAMACS assessment tool.
3. 95% of the graduates will report employment as a PTA within the 1st year following graduation.
4. 80% of the graduates will seek out involvement in the APTA and continuing education opportunities

The faculty of IECC-Wabash Valley College PTA Program should:

1. Foster a work environment that encourages student learning, demonstrates creativity and uniqueness, and embraces diversity.
2. Utilize the resources available at the college to improve their understanding of the community college, the diversity of the student body, and curriculum development.
3. Engage in community service, institutional service, and profession service in pursuit of tenure and faculty rank.

Outcomes for the Faculty of the PTA program:

1. The faculty will utilize technology, patient models, and integrated student experience to facilitate student learning, creativity, uniqueness, and diversity.
2. Faculty will stay current with APTA membership in order to progress and develop professionally and as an educator of the profession.
3. Faculty will demonstrate collaboration within the Allied Health Professions and other educational faculty in the community college to promote education.

COMMISSION ON ACCREDITATION IN PHYSICAL THERAPY EDUCATION (CAPTE)

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

Effective August 16,2022, Wabash Valley College Physical Therapist Assistant Program has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; phone: 703-706-3245; email: accreditation@apta.org). If needing to contact the program/institution directly, please call (618) 263-5548 or email hoipkemierl@iecc.edu. Candidate for Accreditation is an accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates the program may matriculate students in technical/professional courses. Achievement of Candidate for Accreditation status does not assure that the program will be granted Initial Accreditation.

Candidacy is considered to be an accredited status, as such the credits and degree earned from a program with Candidacy status are considered, by CAPTE, to be from an accredited program. Therefore, students in the charter (first) class should be eligible to take the licensure exam even if CAPTE withholds accreditation at the end of the candidacy period. That said, it is up to each state licensing agency, not CAPTE, to determine who is eligible for licensure. Information on licensing requirements should be directed to the Federation of State Boards of Physical Therapy (FSBPT; www.fsbpt.org) or specific state boards (a list of state boards and contact information is available on FSBPT's website.)

NATIONAL PHYSICAL THERAPY EXAMINATION

The Illinois Department of Financial and Professional Regulation (IDFPR) is the state licensing authority for physical therapist assistants. The National Physical Therapy Examination is one part of the evaluation process used by licensing authorities. The NPTE is administered by the Federation of State Boards of

Physical Therapy. You must pass the NPTE if you are seeking to become a licensed physical therapist or physical therapist assistant in the United States.

CORE PROGRAM FACULTY

Lisa Hoipkemier, PT, DPT, NCS — Program Director

Dr. Lisa Hoipkemier was employed in 2020 as the Program Director for WVC's Physical Therapist Assistant program. Prior to this, she practiced as a PT in a variety of settings from inpatient to acute inpatient rehabilitation, outpatient clinics, and in-home early intervention. She is a certified clinical instructor and has had many students in the clinic, which is where her love for teaching and sharing the passion of physical therapy with future professionals first began.

Lisa received her Doctorate of Physical Therapy from Indiana University - Purdue University and went on to become a Board-Certified Clinical Specialist in Neurologic Physical Therapy. She is currently working toward her EdD degree through St. Augustine University. Lisa states "the reward of seeing your patient take those first steps after a severely debilitating injury, and the joy on his or her face drives you to keep going to help them achieve their goals." Lisa is passionate about the Physical Therapy profession and sharing the thrill of seeing patients achieve their goals with other future professionals.

Contact Information: 618-263-5548 or hoipkeimerl@iecc.edu

Kinsey Whitaker, PT, DPT, GCS — Academic Clinical Coordinator

Dr. Whitaker's work experience includes 13 years as a physical therapist working in outpatient, acute care, inpatient rehab, home health care, and skilled nursing facility settings. Dr. Whitaker has taught American Heart Association CPR classes for workplaces and healthcare facilities and has experience teaching in PTA Education. She currently teaches Medical Terminology, Health, Kinesiology & Sport, Psychological Aspects of Aging, and Pharmacology. Within the Physical Therapist Program, Dr. Whitaker teaches PTA Clinical Processes, Field Experience for the PTA, Multiple System Rehabilitation, and Clinical Experiences I, II, and III.

Dr. Whitaker believes the academic environment must provide students the opportunity to build awareness of and appreciation for multiple styles of thinking and diverse values and social concepts that will help students to identify, redefine, and fulfill their responsibilities to the clients, patients, profession, and society. She enjoys volunteering through her church, local hospital, and in the community to serve others and promote the profession of physical therapy. When not in the classroom, practicing physical therapy, or serving the community, Dr. Whitaker enjoys spending time with her husband and sons; they enjoy playing outdoors, cooking, and being with family. She enjoys most the opportunity to spend time with her children at parks, libraries, museums, aquariums, and zoos.

Professor Whitaker finds that the best part of being a physical therapist is that you get to know your patients on a personal level and help them achieve their goals and maximal independence in their daily life, work, sports, or hobbies. The best part of teaching is getting to know all the students and shaping the future Physical Therapist Assistants.

Contact Information: 618-263-3433 or whitakerk@iecc.edu

WVC ADVISORS

Advisors are available to assist in all phases of the process, from answering questions of prospective students to ensuring graduation requirements have all been met. [Contact a WVC advisor.](#)

APPLICATION REQUIREMENTS

Qualified applicants are ranked for admission based on a composite score derived from the Test of Essential Academic Skills (TEAS) exam, and GPA of specific high school science, social science, and mathematics courses or college level program support courses.

To qualify for ranking, prospective students must:

1. Complete an application to Wabash Valley College by March 1 to be ranked for the fall semester.
2. Verify residency.
3. Submit Transcripts:

- Official High School or GED equivalent
 - Official transcripts from all post-secondary institutions
4. Have achieved a minimum cumulative GPA of 2.5 for all college level courses, or if no college coursework has been completed, a cumulative high school GPA of 2.5. Students making application for the same year they graduate from high school must have a 2.5 GPA at the end of the first semester of their senior year to be eligible to apply. NOTE: Grades of F in college level courses from institutions outside of Illinois Eastern Community Colleges may be eligible for a grade forgiveness process for ranking purposes for acceptance into the PTA program. The grade forgiveness affects cumulative GPA for ranking purposes only. This grade forgiveness would be done manually and only one time and would not affect the applicant's official cumulative grade point average.
 5. Sign up for and take the TEAS exam. (To register for the exam, visit <https://atitesting.com/teas/register>. When registering, select "TEAS for Allied Health" for the Program Type.)
 6. Submit results of the TEAS exam; the following guidelines apply:
 - Official copies of test results must be submitted by the deadline, (Consult student services for this date.)
 - The TEAS exam may be taken up to two (2) times per ranking period.
 - Prior test scores may be used for ranking for admission consideration if the test was taken within 36 months of the ranking deadline. If the prior exam was more than 36 months before the ranking deadline, a new test shall be required.
 - If the TEAS is taken at another institution, it is the student's responsibility to have test scores submitted to Wabash Valley College.
 - Applicants should contact the PTA Program Director for acceptance updates after taking the TEAS exam.
 - The cost of the testing will be paid by the student.

Ranking Process for PTA Program Admission

Admission to the Physical Therapist Assistant (PTA) Program is determined through a ranking system based on the criteria outlined below. Ranking is needed to ensure the program does not exceed the approved maximum enrollment for any incoming class.

Minimum Requirements:

- Applicants must have a minimum cumulative GPA of 2.5 to be eligible for admission.
- Completion of the Test of Essential Academic Skills (TEAS) exam is required prior to the ranking deadline.

Bonus Ranking Points: Grades earned in the following primary support courses will be assigned weighted values to enhance the applicant's ranking score as bonus ranking points:

- HEA 1225 - Medical Terminology
 - LSC 2111 - Human Anatomy & Physiology I
 - LSC 2112 - Human Anatomy & Physiology II
- Although these courses are not mandatory for program acceptance, successful completion can significantly strengthen an applicant's ranking. Applicants who complete all three courses prior to the ranking deadline may earn up to 3 additional points toward their composite ranking score. The point system is as follows:
 - A grade of A = 1 point
 - A grade of B = 0.75 points
 - A grade of C = 0.50 points

Composite Ranking Score: Applicants are ranked based on a composite score derived from:

- Cumulative GPA
- Weighted grades from primary support courses for bonus ranking points
- TEAS exam score

A minimum composite score of 5.0 is required for admission consideration.

Additional Information:

- Applicants must ensure that their admission file is complete by the ranking deadline.
- Applications may be accepted until all available seats in the cohort are filled.

GPA:	<u>Minimum</u> 2.5	<u>Maximum</u> 4.0
TEAS:	50% = 1 pts	100% = 5 pts
SUPPORT COURSES	0	3.0
TOTALS	5.0	12

All prospective students must review the PTA Program Handbook. Contact the Program Director for additional application requirements.

REQUIREMENTS AFTER ACCEPTANCE INTO PROGRAM

1. Secure his/her position in the class by contacting the Program Director in writing stating his/her intention to begin the program. If the letter of intent is not received by the date indicated, an alternate student will be admitted to the program. Failure to start the program results in a loss of acceptance for admission status.
2. Meet with Program Director at the scheduled time to review program requirements, receive appropriate forms, and ask questions regarding PTA program requirements/policies. The student will be contacted by mail at the address of record in reference to scheduling an advisement/registration appointment. Failure to meet with Program Director will result in forfeiture of the student's acceptance in the program, and an alternate student will be admitted to the program.
3. Complete physical exam and required immunizations. (Fees paid by the student.) Forms are distributed to students by Program Director.
4. Complete a satisfactory criminal background check as designated by the program by Aug 1*. (Fees paid by the student.)
5. Complete drug screening as designated by the program*. (Fees paid by the student.)
6. Purchase uniforms, lab jackets, and shoes during the first semester of the program.

*An unsatisfactory background check and/or positive drug screening test will negate program admission.

In addition to meeting the PTA program requirements for admission, a student's conduct and health status must also meet the standards of the clinical agencies.

PLAN OF STUDY BY TERM

<u>First Semester</u>	<u>Hours*</u>	<u>Instructor</u>
HEA 1202 Community Health First Aid	2-2-0	Dr. Hoipkemier
HEA 1225 Introduction to Medical Terminology	3-3-0	Dr. Whitaker
LSC 2111 Human Anatomy & Physiology I	4-3-2	Dr. Gill
PSY 1101 General Psychology	3-3-0	Gen Ed Faculty
PTA 1203 PTA Clinical Processes	3-2-2	Dr. Whitaker
PTA 1221 PTA Pathophysiology	3-3-0	Dr. Hoipkemier
 <u>Second Semester</u>		
ENG 1111 Composition I	3-3-0	<i>Gen Ed Faculty</i>
LSC 2112 Human Anatomy & Physiology II	4-3-2	Dr. Gill
PTA 1205 Patient Care Interventions	4-2-4	Dr. Hoipkemier
PTA 1206 Functional Anatomy & Biomech.	3-2-2	Dr. Hoipkemier
PTA 1210 Field Experience for the PTA	V3-2-2	Dr. Whitaker
 <u>Third Semester</u>		
PTA 1211 Clinical I	4-0-8	Dr. Whitaker
PTA 2202 Musculoskeletal Therapy	5-3-4	Dr. Hoipkemier
PTA 2210 Multiple System Rehabilitation	5-3-4	Dr. Whitaker
 <u>Fourth Semester</u>		
PTA 2211 Neuromuscular Rehabilitation	4-2-4	Dr. Hoipkemier
PTA 2249 Clinical II	8-0-16	Dr. Whitaker
 <u>Fifth Semester (Summer)</u>		
GEN 2297 Employment Skills	V2-2-0	Dr. Hoipkemier
PTA 2250 Clinical III	8-0-16	Dr. Whitaker

**Credit Hours-Lecture Contact Hours-Lab Contact Hours*

Students will complete all PTA Technical Courses and general education courses listed in program plan prior to starting the first full time clinical rotation with the exception of PTA 2211.

LICENSING

This program of study prepares students to seek a professional licensure or certification in the state of Illinois and may not meet all requirements for other states. See the Professional Licensure Disclosure at www.iecc.edu/licensuredisclosure. Upon successful completion of this program, graduates are eligible to take the National PTA Exam to become certified physical therapist assistants. The aim of the program is to prepare graduates to work under the supervision of licensed physical therapists in a variety of settings, including hospitals, rehabilitation centers, sports medicine clinics, nursing homes, extended care units, home health agencies, and school systems. Students must [apply using the correct forms](#) or [apply online](#) and pay any fees to the Illinois Department of Financial and Professional Regulation.

PROGRAM COSTS

Students are encouraged to speak to a financial aid advisor each semester to discuss their options for financing their education. More information about financial aid can be found on the Financial Aid Webpage. www.iecc.edu/financial

Transportation, housing, and meals during clinical affiliations are the students' responsibility. All costs are subject to change. [See Cost Sheet.](#)

CLINICAL EDUCATION

The purpose of clinical education is to provide opportunities for students to apply and refine what they have learned in the classroom. With supervision and assistance from a physical therapist/physical therapist assistant clinical instructor, students will work directly with patients, their families, and interdisciplinary health care team in a variety of clinical settings. Each clinical course will require more independence in patient care, communications and decision-making than the course before. By the end of the final clinical course, students will be functioning as an entry level physical therapist assistant.

The Academic Coordinator of Clinical Education (ACCE) will place the student in the clinical assignment and the student will discuss any concerns the student may have. Final determination of clinical placement is established by the ACCE. Costs associated with clinical are the responsibility of the student including clinical attire, travel, lodging, food. Clinical education consists of 40 hours per week for 4-6 weeks. Students will follow the clinical instructor's work schedule. Students are expected to attend clinical as assigned by the ACCE. Failure of student to complete requirements of the clinical site and to complete a clinical as assigned (including assigned dates) or withdrawal from a clinical rotation will result in immediate dismissal from the PTA Program.

The PTA program at WVC includes 640 hours of full-time clinical education. They will have completed all PTA technical courses except for PTA 2211 Neuromuscular Rehabilitation prior to the first full-time clinical rotation.

SECTION II: ETHICS, CONDUCT, AND RESPONSIBILITIES

APTA AND IPTA STUDENT MEMBERSHIPS

Students are required to join the APTA and IPTA as student members. There are many membership advantages including, but not limited to discounts, aid, insurance benefits, employment resources, access to most current physical therapy research, news, and publications, and much more. Visit <https://www.apta.org/apta-and-you/explore-apta-membership/membership-benefits> for more information and to become a member. This fee is not covered by financial aid and will be a responsibility of the student.

LIABILITY INSURANCE

Liability Insurance will be secured by IECC on behalf of PTA students; a fee will be charged to the student's account.

APTA POLICY STATEMENT ON THE EDUCATION AND UTILIZATION OF THE PHYSICAL THERAPIST ASSISTANT

Definition of the Physical Therapist Assistant

The physical therapist assistant is an 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 an agency recognized by the Secretary of the United States Department of Education or the Council on Post-Secondary Accreditation.

Utilization of the Physical Therapist Assistant

The physical therapist of record is the person who is directly responsible for the actions of the physical therapist assistant. The physical therapist assistant may perform physical therapy procedures and related tasks that have been selected and delegated by the supervising physical therapist. Where permitted by law, the physical therapist assistant may also carry out routine operational functions, including supervision of the physical therapy aide and documentation of treatment progress. The ability of the physical therapist assistant may modify a specific treatment procedure in accordance with changes in patient status within the scope of the established treatment plan.

The physical therapist assistant must work under the direction and supervision of the physical therapist in all practice settings. When the physical therapist and the physical therapist assistant are not within the same physical setting, the performance of the delegated functions 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'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 the physical therapist and the physical therapist assistant are not continuously within the same physical setting, greater emphasis in directing the physical therapist assistant must be placed on oral and written reporting.

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

A qualified physical therapist must always be accessible by telecommunications to the physical therapist assistant while the physical therapist assistant is treating patients.

The initial visit must be made by a qualified physical therapist for evaluation of the patient and establishment of a plan of care.

There must be regularly scheduled and documented conferences with the physical therapist assistant regarding patients, the frequency of which is determined by the needs of the patient and the needs of the physical therapist assistant.

In those situations, in which a physical therapist assistant is involved in the care of a patient, a supervisory visit by the physical therapist will be made:

Upon the physical therapist assistant's request for a reevaluation, when a change in treatment plan of care is needed, prior to any planned discharge, and in response to a change in the patient's medical status.

At least once a month, or at a higher frequency when established by the physical therapist, in accordance with the needs of the patient.

A supervisory visit should include:

An on-site re-assessment of the patient.

An on-site review of the plan of care with appropriate revision or termination.
Assessment and recommendation for utilization of outside resources.

STANDARDS OF ETHICAL CONDUCT FOR THE PHYSICAL THERAPIST ASSISTANT

HOD S06-20-31-26 [Amended HOD S06-19-47-68; HOD S06-09-20-18; HOD S06-00-13-24; HOD 06-91-06-07; Initial HOD 06-82-04-08] [Standard]

Preamble

The Standards of Ethical Conduct for the Physical Therapist Assistant (Standards of Ethical Conduct) delineate the ethical obligations of all physical therapist assistants as determined by the House of Delegates of the American Physical Therapy Association (APTA). The Standards of Ethical Conduct provide a foundation

for conduct to which all physical therapist assistants shall adhere. Physical therapist assistants are guided by a set of core values (accountability, altruism, collaboration, compassion and caring, duty, excellence, integrity, and social responsibility). Throughout the document the primary core values that support specific principles

are indicated in parentheses. Fundamental to the Standards of Ethical Conduct is the special obligation of physical therapist assistants to enable patients and clients to achieve greater independence, health and wellness, and enhanced quality of life.

No document that delineates ethical standards can address every situation. Physical therapist assistants are encouraged to seek additional advice or consultation in instances where the guidance of the Standards of Ethical Conduct may not be definitive. The APTA Guide for Conduct of the Physical Therapist Assistant and Core Values for the Physical Therapist and Physical Therapist Assistant provide additional guidance.

Standards

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

(Core Values: Compassion and Caring, Integrity)

- 1A. Physical therapist assistants shall act in a respectful manner toward each person regardless of age, gender, race, nationality, religion, ethnicity, social or economic status, sexual orientation, health condition, or disability.
- 1B. Physical therapist assistants shall recognize their personal biases and shall not discriminate against others in the provision of physical therapist services.

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

(Core Values: Altruism, Collaboration, Compassion and Caring, Duty)

- 2A. Physical therapist assistants shall act in the best interests of patients and clients over the interests of the physical therapist assistant.
- 2B. Physical therapist assistants shall provide physical therapist interventions with compassionate and caring behaviors that incorporate the individual and cultural differences of patients and clients.
- 2C. Physical therapist assistants shall provide patients and clients with information regarding the interventions they provide.
- 2D. Physical therapist assistants shall protect confidential patient and client information and, in collaboration with the physical therapist, may disclose confidential information to appropriate authorities only when allowed or as required by law.

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

(Core Values: Collaboration, Duty, Excellence, Integrity)

- 3A. Physical therapist assistants shall make objective decisions in the patient's or client's best interest in all practice settings.
- 3B. Physical therapist assistants shall be guided by information about best practice regarding physical therapist interventions.
- 3C. Physical therapist assistants shall make decisions based upon their level of competence and consistent with patient and client values.
- 3D. Physical therapist assistants shall not engage in conflicts of interest that interfere with making sound decisions.

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

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

(Core Value: Integrity)

- 4A. Physical therapist assistants shall provide truthful, accurate, and relevant information and shall not make misleading representations.
- 4B. Physical therapist assistants shall not exploit persons over whom they have supervisory, evaluative or other authority (eg, patients and clients, students, supervisees, research participants, or employees).
- 4C. Physical therapist assistants shall not engage in any sexual relationship with any of their patients and clients, supervisees, or students.
- 4D. Physical therapist assistants shall not harass anyone verbally, physically, emotionally, or sexually.
- 4E. Physical therapist assistants shall discourage misconduct by physical therapists, physical therapist assistants, and other health care professionals and, when appropriate, report illegal or unethical acts, including verbal, physical, emotional, or sexual harassment, to an appropriate authority with jurisdiction over the conduct.
- 4F. Physical therapist assistants shall report suspected cases of abuse involving children or vulnerable adults to the appropriate authority, subject to law.

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

(Core Values: Accountability, Duty, Social Responsibility)

- 5A. Physical therapist assistants shall comply with applicable local, state, and federal laws and regulations.
- 5B. Physical therapist assistants shall support the supervisory role of the physical therapist to ensure quality care and promote patient and client safety.
- 5C. Physical therapist assistants involved in research shall abide by accepted standards governing protection of research participants.
- 5D. Physical therapist assistants shall encourage colleagues with physical, psychological, or substance-related impairments that may adversely impact their professional responsibilities to seek assistance or counsel.
- 5E. Physical therapist assistants who have knowledge that a colleague is unable to perform their professional responsibilities with reasonable skill and safety shall report this information to the appropriate authority.

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

(Core Value: Excellence)

- 6A. Physical therapist assistants shall achieve and maintain clinical competence.
- 6B. Physical therapist assistants shall engage in lifelong learning consistent with changes in their roles and responsibilities and advances in the practice of physical therapy.
- 6C. Physical therapist assistants shall support practice environments that support career development and lifelong learning.

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

(Core Values: Integrity, Accountability)

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

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

(Core Value: Social Responsibility)

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

Explanation of Reference Numbers:

HOD P00-00-00-00 stands for House of Delegates/month/year/page/vote in the House of Delegates minutes;

the "P" indicates that it is a position (see below). For example, HOD P06-17-05-04 means that this position can

be found in the June 2017 House of Delegates minutes on Page 5 and that it was Vote 4.

P: Position | S: Standard | G: Guideline | Y: Policy | R: Procedure

Last Updated: 8/12/2020

Contact: nationalgovernance@apta.org

CORE VALUES FOR THE PHYSICAL THERAPIST AND PHYSICAL THERAPIST ASSISTANT

HOD P09-21-21-09 [Amended: HOD P06-19-48-55; HOD P06-18-25-33; Initial HOD P05-07-19-19] [Previously Titled: Core Values: for the Physical Therapist] [Position]

The core values guide the behaviors of physical therapists and physical therapist assistants to provide the highest quality of physical therapist services. These values imbue the scope of physical therapist and physical therapist assistant activities. The core values retain the physical therapist as the person ultimately responsible for providing safe, accessible, cost-effective, and evidence-based services; and the physical therapist assistant as the only individual who assists the physical therapist in practice, working under the direction and supervision of the physical therapist. The core values are defined as follows:

- **Accountability**
Accountability is active acceptance of the responsibility for the diverse roles, obligations, and actions of the physical therapist and physical therapist assistant including self-regulation and other behaviors that positively influence patient and client outcomes, the profession, and the health needs of society.
- **Altruism**
Altruism is the primary regard for or devotion to the interest of patients and clients, thus assuming the responsibility of placing the needs of patients and clients ahead of the physical therapist's or physical therapist assistant's self-interest.
- **Collaboration**
Collaboration is working together with patients and clients, families, communities, and professionals in health and other fields to achieve shared goals. Collaboration within the physical therapist-physical therapist assistant team is working together, within each partner's respective role, to achieve optimal physical therapist services and outcomes for patients and clients.
- **Compassion and Caring**
Compassion is the desire to identify with or sense something of another's experience, a precursor of caring. Caring is the concern, empathy, and consideration for the needs and values of others.

- **Duty**
Duty is the commitment to meeting one's obligations to provide effective physical therapist services to patients and clients, to serve the profession, and to positively influence the health of society.
- **Excellence**
Excellence in the provision of physical therapist services occurs when the physical therapist and physical therapist assistant consistently use current knowledge and skills while understanding personal limits, integrate the patient or client perspective, embrace advancement, and challenge mediocrity.
- **Inclusion**
Inclusion occurs when the physical therapist and physical therapist assistant create a welcoming and equitable environment for all. Physical therapists and physical therapist assistants are inclusive when they commit to providing a safe space, elevating diverse and minority voices, acknowledging personal biases that may impact patient care, and taking a position of anti-discrimination.
- **Integrity**
Integrity is steadfast adherence to high ethical principles or standards, being truthful, ensuring fairness, following through on commitments, and verbalizing to others the rationale for actions.
- **Social Responsibility**
Social responsibility is the promotion of a mutual trust between the profession and the larger public that necessitates responding to societal needs for health and wellness.

Explanation of Reference Numbers:

HOD P00-00-00-00 stands for House of Delegates/month/year/page/vote in the House of Delegates minutes; the "P" indicates that it is a position (see below). For example, HOD P06-17-05-04 means that this position can be found in the June 2017 House of Delegates minutes on Page 5 and that it was Vote 4.

P: Position | S: Standard | G: Guideline | Y: Policy | R: Procedure

Last Updated: 12/14/2021

Contact: governancehouse@apta.org

STUDENT RESPONSIBILITIES

Illinois Eastern Community Colleges is committed to the personal growth, integrity, freedom of civility, respect, compassion, health and safety of its students, employees, and community. To accomplish this commitment, IECC is dedicated to providing an environment that is free from discrimination, harassment, retaliation, and harmful behavior that hinders students, employees, or community members from pursuing IECC education or services. IECC's Student Conduct Policy 500.8 establishes the Student Code of Conduct to communicate its expectations of students and to ensure a fair process for determining responsibility and appropriate sanctions when a student's behavior deviates from those expectations. IECC sanctions are independent of other sanctions that may be imposed by other agencies as a result of civil or criminal prosecution. View the Student Code of Conduct at www.iecc.edu/studentconduct

Students in the PTA Program are expected to demonstrate interest, ability, and aptitude for responsibilities in physical therapy. Disregard for patients' or other persons' welfare, disinterest in studies as shown by frequent tardiness or unexcused absence, failure to cooperate in class/clinic assignments and discussion, and dishonesty in written assignments or examinations are examples of behaviors that may be interpreted as lack of interest. Any student showing lack of interest or exhibiting behaviors that may be judged to be unsatisfactory conduct according to the PTA professional conduct will be dismissed from the program.

STUDENT REPRESENTATION

Students are asked to select as representatives to participate in the PTA advisory committee meetings and the Student Advisory Committee meetings. Students are provided opportunities to evaluate learning

experiences in the classroom, campus laboratory, and agency laboratories. A member(s) of the college site Student PTA Association may serve as a class representative to the Student Senate.

LECTURE RESPONSIBILITIES

Students are expected to exhibit professional, legal, and ethical behavior at all times including during lectures, and clinical experiences. Professional behavior may include but are not limited to the following:

1. Shows initiative
2. Treats others with positive regard/respect
3. Exhibits sensitivity to individual differences
4. Adheres to APTA Standards of Ethical Conduct for the Physical Therapist Assistant
5. Seeks guidance as necessary to address limitations
6. Accepts constructive feedback from faculty, students, and other PTA related personnel without defensiveness
7. Attend and be punctual for lectures, and clinical.
8. Abide by the Electronic Devices Policies (see Student Handbook).
9. Refrain from improper language use, disorderly conduct

LAB RESPONSIBILITIES

The student is responsible for the following:

- Each student must wear their PTA student ID Badge in order to take competency check offs. Name tags will be provided by the program. Failure to wear your name tag will result in an automatic failure on competency. A fee for a replacement tag may be incurred by the student.
- PTA students and WVC Faculty are the only persons allowed in the PTA Lab; no family members or friends shall be granted access to the Lab.
- During lab activities. Students may be required to wear patient gowns, shorts, and halter tops. Exposure of body parts with appropriate draping is necessary during some lab sessions. Any student who cannot participate in a laboratory activity for any reason is required to notify the lab instructor.
- Failure to be appropriately dressed to participate in the Lab Activities hinders learning capabilities of your Lab partner, and therefore may result in a student who is not prepared being allowed to participate in Lab resulting in an absence.
- The PTA Lab may not be used outside of lab/lecture time unless a PTA faculty member or Lab Assistant is present, and permission has been granted by the PTA Faculty.
- Abide by all PTA and college policies (refer to lecture responsibilities)
- Agree to the following (student lab authorization)

As part of laboratory experience, it will be necessary to wear shorts, sports bras, and tank tops. Students will be draped as appropriate to simulate patient experiences, allowing students to practice with other students. Please be aware that members of both sexes will be present in lab, just as in the clinic setting where you will be treating members of same or opposite sex. You will need to expose body parts to simulate patient treatments. This will be done in a manner which preserves dignity and privacy. Practice of therapy procedures involves some risk of injury such as skin abrasions, burn, or other physical injury. Instructors, other students, and guest presenters will routinely perform such therapy procedures during lab experiences, under the supervision of instructors or clinicians. You agree to protect the safety of yourself, fellow students and any guest patient during program activities.

You may be required to participate in field trips, which may require attending outside of your regular class times, including evenings and weekends. You must provide your own safe transportation to and from field trips, class, or clinicals. You are responsible for respecting the safety and dignity of other students and patients during these trips.

You authorize the reproduction, sale, copyright, exhibition, broadcast and/or distribution of any photographic, videotaping, and sound recordings that may be taken for WVC, IECC and program promotional and instructional purposes.

You will be given instruction in patient confidentiality, body substance isolation, and patient's rights. Students shall follow the guidelines presented.

If any students feel that they cannot meet any part of the requirements of the PTA Program due to religious, ethical, or cultural beliefs, they should see the Program Director immediately regarding their concerns.

LABORATORY ACCESS

Students have access to PTA laboratories and equipment outside of normally scheduled class times only during open Lab hours posted outside the lab door every semester. Contact a PTA faculty member for special hours or circumstances.

Student Safety:

It is the program's responsibility to ensure annual calibration and safety assessment of all PTA equipment both electrical and non- electrical. Logs of annual inspection will be maintained within the PTA department and are available upon request.

CLINICAL RESPONSIBILITIES

Clinical faculty consist of the Academic Coordinator of Clinical Education (ACCE), the Center Coordinator of Clinical Education (CCCE), and a Clinical Instructor (CI).

The student is responsible for the following during each clinical experience:

- Contact the clinical agency to obtain information regarding orientation, clinical agency procedures and policies prior to arriving for clinical assignment
- Provide own transportation, food, and necessary lodging costs
- Wear appropriate professional attire, with name tag always during clinical assignment
- Conduct yourself in ethical and professional manner
- Identify yourself as a WVC PTA student to patients and inform patients of their right to refuse treatment by a student
- Have appropriate CPR certification and be able to provide proof of certification (See information under CPR Requirements)
- Current Immunization Records on file in Exxat System.
- Criminal history report upon the request of the clinical agency (See Criminal History Requirements)
- rug screening upon request of the clinical agency
- Abide by College and/or affiliation policies and guidelines
- Preserve the privacy, dignity, and safety of persons whom they associate with in their role as a PTA student
- If a problem arises at the clinical site, the student is to notify the clinical instructor and the ACCE immediately
- Although health insurance is not required, it is strongly recommended. Students will potentially be exposed to high-risk situations which may include exposure to chemicals, infectious disease, and blood borne pathogens. In the event of accidental exposure, students are responsible for any costs related to required testing

ACCEPTABLE STUDENT LABORATORY CLINICAL APPEARANCE

Acceptable dress and behavior are expected during all aspects of the educational program. Clinical uniform shall be white lab coat (as required by clinical facility), professional shirt/blouse, professional slacks, and appropriate clean shoes; identification badge must be worn. Some facilities may provide an additional name badge for student use. Students must wear the name badge that is requested by the clinical agency. If no preference is indicated by the agency, the WVC PTA Student identification badge should be worn. Laboratory Competency or Practical may require Clinical Attire; notice shall be given in advance.

Cleanliness and neatness of the uniform shall be always expected

- Students must be clean, neat, and well-groomed during all clinical activities
- Cologne or perfume is not acceptable in the clinical area
- Students must abide by the agency/College policy regarding smoking areas. Students are not to smoke or vape in the clinical facilities / agencies or during the hours of clinical assignments.
- Minimal application of cosmetics is acceptable in clinical area
- Jewelry must be limited to a watch and wedding band (or similar ring); small, pierced earrings are acceptable for students.

While we recognize an individual's right to express their individuality, body piercing and body art are not considered to be professionally accepted in the medical environment. Body art is not to be visible in the clinical setting. Students with visible body art are expected to have appropriate covering of all body art. Some clinical sites may require that you remove all non-visible body piercing such as a belly button piercing.

The final determination of dress and/or behavior in the clinical area rests with the policies of the respective clinical facility; the student must abide by these policies

UNACCEPTABLE OCCURENCES

An atmosphere of professionalism is expected of each student in all PTA program settings including lecture, laboratory, clinical education settings, and all interactions while on campus. The APTA has endorsed core values for the physical therapist assistant including:

1. Altruism
2. Caring and Comparison
3. Continuing Competence
4. Duty
5. Integrity
6. PT/PTA Collaboration
7. Duty
8. Integrity
9. Responsibility
10. Social Responsibility

It is the faculty's goal to prepare students for clinical practice in all areas, including professionalism. Therefore, students who are acting outside the boundaries of professional behavior will receive an unacceptable occurrence. An unacceptable occurrence may be issued by the faculty, lab assistant, and/or clinical faculty. A student may receive 3 unacceptable occurrences throughout the 5 semesters in any setting (lecture, lab, clinical) and will be given verbal counselling following each occurrence. Any student who receives a 4th unacceptable occurrence will be dismissed from the program and shall receive a grade of "F" for PTA course(s) in which they are enrolled at the time of the occurrence. The number of unacceptable occurrences is cumulative throughout the program.

Examples include, but are not limited to:

1. Breach of any of the APTA core values
2. Inappropriate displays of negative emotions, such as anger and frustration
3. Tardiness
4. Displays of unsafe behavior to self and others
5. Use of profanity
6. Failure to turn in an assignment
7. Inappropriate use of electronic devices
8. Violation of patient privacy
9. Acting in an untrustworthy or unethical manner
10. Showing lack of respect toward others

HIPAA PRIVACY EDUCATION –HEALTH INFORMATION PRIVACY AND ACCOUNTABILITY ACT (HIPAA)

Students must demonstrate comprehension of the Health Insurance Portability and Accountability Act (HIPAA) prior to participation in any off-campus experiential learning activity or clinical course.

This shall include but is not limited to:

Not discussing any patient or any information pertaining to any patient with anyone (including your family) who is not directly working with patient.

Not discussing patient or any information pertaining to any patient in any place where it can be overheard by anyone not directly working with said patient, especially other patients.

Not mentioning any patient's name, directly or indirectly, that any person named is a patient, except those authorized to have this information.

Not describing any behavior which you have observed or learned through your relationship as a student at any agency, except to those authorized to have this information.

Not removing medical records from authorized areas at any time. Duplication with proper authorization from the facility is strictly prohibited.

Not reading any chart that does not belong to the assigned patient(s).

***Failure to comply with the confidentiality policy will result in immediate dismissal from the Physical Therapist Assistant Program.**

PHYSICAL/IMMUNIZATION/CPR/DRUG SCREEN/BACKGROUND CHECK REQUIREMENTS

Students enrolled in the Physical Therapist Assistant Program are required to have Physical, Vaccinations, TB Testing, CPR, Drug Screen and Background Check. The PTA Program utilizes Exxat Software, all these results should be uploaded into this program in order to file these and share with Clinical Affiliates.

Physicals and Immunization Requirements

Students are required to provide evidence of a current physical and a current vaccination record. The students will also be required to show evidence of titers and Hepatitis B injections prior to the first day of the program. A flu vaccination, or other vaccinations including Covid-19, if required by the assigned clinical site will be required in the fall prior to engaging in clinical education. All health records required will be stored in Exxat document manager system. It is the student's responsibility to incur the cost of this management system. Students may access their medical file at any time through Exxat. Failure to do so may impact the student's ability to participate in clinical education and progress through the program. Physical examination and vaccination records will only be reported to various clinical sites to comply with facility specific regulations and infection control standards. Clinical education sites may require repeated testing prior to clinical education. The student will be given advance notice if this is required of them. Students are responsible for all costs incurred.

TB Testing

Students are required to provide evidence of a current (<12 months old) negative 2 step TB test OR Chest X-ray OR Quantiferon- TB Gold prior to the first day of class. TB test results will only be reported to various clinical sites to comply with infection control standards. Students are also responsible for providing results to the program director prior to the first day of classes. Failure to do so may impact the student's ability to participate in clinical education and progress through the program. Clinical education site requirements may require repeated testing prior to clinical education. The student will be given advance notice if this is required of them. Students are responsible for all costs incurred.

CPR

Students must complete CPR certification by the completion of the first semester. Students are responsible for all costs incurred. American Red Cross or American Heart Association certifications BLS for the HEALTHCARE PROVIDER are accepted. If certification expires prior to clinical education experiences, the student must complete re-certification. It is the student's responsibility to maintain current CPR certification. Failure to do so may impact the student's ability to participate in clinical education and progress through the program. Students are responsible for all costs incurred.

Drug screening and Background Checks

An unsatisfactory background check, incomplete background check (omission of any applicable information), or positive/dilute negative drug test may result in negation of admission or withdrawal from the program due to failure to proceed into the agency setting. A positive/dilute negative drug test at any time in the program may be grounds for immediate dismissal from the program. A student whose drug screen result is dilute negative will be required to complete another drug screen at his/her own expense within 1 week of the notification of the dilute negative. If the second drug screen is also a dilute negative, the drug screen may result in negation of admission or dismissal from the program.

SUBSTANCE ABUSE POLICY

To protect the safety of other students and patients, drug and alcohol abuse is strictly prohibited. PTA students are expected to remain drug free and in appropriate physical condition for the learning and caregiving environment. A student who is under the influence, or has abused, either separately or in combination: alcohol, over-the-counter medication, illegal drugs, prescribed medications, inhalants, or synthetic designer drugs becomes an individual at risk for harming others and themselves.

“Reasonable suspicion” is a belief based on objective facts sufficient to lead a prudent person to suspect that a student is under the influence of alcohol and/or drugs in a manner that the students’ ability to perform satisfactorily is reduced. All students are subject to an alcohol and/or drug test whenever a supervisor has a reasonable suspicion that the student is under the influence of alcohol and/or drugs while at clinical. The instructors’ observations of any suspected physical or behavioral manifestation of alcohol and/or drug use will determine reasonable suspicion. Examples may include, but not limited to:

- Drug count discrepancy
- Extreme and rapid mood swings
- Odors of alcohol on the breath or the body
- Slurred speech
- Dilated or pinpoint pupils or reddened eyes
- Sleeping on duty
- Excessive absence or tardiness
- Frequent disappearance from the unit
- Changes in physical appearance, which may include personal grooming, weight loss, tremors, diaphoresis

All drug and alcohol testing will be done at the student’s expense.

For IECC’s policy on drugs and alcohol, see www.iecc.edu/drugfree

CRIMINAL HISTORY POLICY

The WVC PTA Program participates in clinical experiences at several health care facilities. It is the policy of our clinical affiliates that all students enrolled in the PTA Program provide a criminal history report as you will be working with patients of various degrees of health and age. The fee for this report is the student’s responsibility and must be obtained from an organization approved by the PTA Program. Information on how to obtain a criminal history report will be provided by the PTA Program.

If you have ever been convicted of a criminal offense, either misdemeanor or felony, you may be prohibited by our clinical affiliates in participating in the clinical experience. If the clinical site policy will not allow the student to enter their facility, the student will not be able to meet the requirements of the PTA Program and will be subsequently dismissed from the program.

A prior conviction or prior criminal activity will not automatically bar the applicant from admission to the Physical Therapist Assistant Program. The applicant may be asked to provide a detailed explanation of the convictions. The Admissions Committee will review the case and decide as to whether the prior criminal activity makes the applicant unsuitable for practice or unlikely to be licensed at the completion of the applicant’s education. All admissions are pending review of the applicant’s criminal history report.

WVC does not guarantee students clinical placement or eligibility to take the NPTE for graduates if there is ANY type of criminal history.

CHANGE OF PERSONAL INFORMATION

It is very important the program have current contact information for you. Any change of personal information such as your name, address, phone number, legal status must be reported to the PTA Program Director and the Registration/Records Office on campus. Changes should be reported as soon as possible after a change occurs. To learn more and access the required form, [click here](#).

ACADEMIC DISHONESTY

As per IECC’s Academic Integrity Policy, students are expected to demonstrate the highest standards of academic integrity. Students are expected to be honest in their academic endeavors and responsible for their own work.

Faculty and academic support service staff will take reasonable precautions to prevent the opportunity for academic dishonesty and are authorized to establish specific guidelines consistent with this policy in order to communicate expectations. IECC’s Student Code of Conduct includes examples of prohibited conduct; course syllabi may additionally be used to alert students to specific violations. Disciplinary actions and the appeal process follow the protocol outlined in the Student Code of Conduct.

Specific to violators in the PTA program, the Professor will notify the Program Director and the Dean in writing of the circumstances if any punitive action is taken. The student shall have the right of appeal of the professor's decision per the Student Complaint Policy. The alternatives for action by the professor may include, but are not limited to, failing the grade of the assignment, or the course, or the withdrawal from the course. The student will also be referred to the Dean, who will determine appropriate disciplinary action in accordance with IECC Policy.

STUDENT FILES: PRIVACY AND CONFIDENTIALITY

All student records are maintained by the PTA program director. This file contains basic personal contact information, admissions data, signed student agreements, complaints, grievances, and documentation of oral and written warnings. All health related, drug, and background check information will be stored through the Exxat System to which the student has access at any time.

IECC complies with the Family Educational Rights and Privacy Act (FERPA). Students have the right to limit disclosure of their education records to third parties unless written consent has been given for disclosure. Clinical faculty will be issued a face sheet with the student's name, address, phone number, and email address prior to the clinical assignment for contact information. The clinical education faculty have access to the PTAS course syllabi which articulate standards of progression, competency check-offs, and course content.

Procedures:

1. All permanent physical therapy student records reside in the Office of the Registrar; medical records are maintained on Exxat website, and other student records are maintained in the private offices of faculty members that are locked when unoccupied.
2. Confidential conversations with students take place in the private offices of faculty members. Confidential information includes, but is not limited to:
 - a. advising and counseling sessions
 - b. clinical performance
 - c. grades
 - d. health status

For more information, consult the IECC FERPA Policy at www.iecc.edu/ferpa

SECTION III: PROGRAM GRADING & PROGRESSION

PTA PROGRAM GRADING POLICIES & RUBRICS

Course grade is based on satisfactory performance in all lecture, labs, and clinicals. The student must achieve a final grade of “C” 78% or better as a prerequisite to the next course.

Grading Scale

A	93-100
B	86-92
C	78-85
D	60-77
F	0-59

Examination Policy

Students that receive a grade of less than “C” on an exam are responsible for contacting the instructor for an appointment within one week after receiving examination results. Examinations are the property of the IECC-Wabash Valley College PTA Program and will be retained by the Program.

Competency Check offs and Practical Exams Policy

The PTA core faculty are responsible for the development and implementation of the competency check-offs and practical exams to ensure safety and study readiness prior to engaging in clinical experiences.

Check-offs are preliminary skills practice and review conducted during class with an instructor, and then 2 practice sessions must be completed with a peer-student prior to practical examination.

Practical Examinations provide a summative assessment of the material and skills taught to that point of the semester. The student must receive a score of 78% or better and successful completion of all critical elements in the practical examination to receive a passing grade. If a student passes the practical on the first attempt, they will receive 2 points. If the student passes on the second attempt, they will receive 1 point. Prior to a third attempt, the student must meet with the faculty member to remediate the material prior to scheduling the third practical exam attempt. If a third attempt is required, two PTA faculty and/or lab assistant will be present for grading purposes. If the student fails the same competency a third time, the student must either drop the course or receive a failing grade for the course. In either case, students will not continue in the program. All scheduled practical exam competencies must be successfully completed prior to clinical affiliations. Critical Elements on individual competency examinations are denoted with an asterisk (*). The PTA core faculty have determined what constitutes a critical element related to patient safety. Failure to perform a critical element will result in an automatic failure of competency. Students will have 24 hours from the competency time to appeal the grade directly to faculty. In the event of an appeal, the faculty and lab assistant will review the appeal and issue their decision within 24 hours.

Lab Grading Schematic	1 st Attempt Pass <i>(78% or higher and no missed critical elements)</i>	2 nd Attempt <i>(78% or higher and no missed critical elements)</i>	3 rd Attempt <i>(78% or higher and no missed critical elements)</i>
Check Off Competency	2 points	1 point	0 points
Lab Practical	10 points	5 points	0 points

If the competency check-off and/or lab practical exam are being videotaped, students will complete the entire practical examination which will then be reviewed for grading purposes. A grade will be issued within 24 hours. If the lab practical exam is not being videotaped, and a critical element is not performed correctly, the student’s performance will be terminated at that point in time.

CLINICAL REMEDIATION POLICY

Student receiving a failing grade for a Clinical Education experience may submit to PTA Academic Review Board permission to remediate clinical only in circumstances in which all policies have been followed in scenarios with no unacceptable occurrences.

1. Student was not dismissed from the program for any safety violations in the clinical setting.
2. Student has not violated any student conduct policies.
3. No violation of critical concerns from the PTA Student Handbook during their time in the program.
4. No violation of Clinical Education Attendance Policy.

The student will be required to wait up to 12 months following the decision of the Review Board for placement into a remediation Clinical Placement; during this time the student must follow all Standards for Progression and Graduation. Therefore, progression in any subsequent PTA Courses may be delayed.

ATTENDANCE

Prompt attendance is required for all Physical Therapist Assisting lectures, laboratories, and clinicals. If circumstances preclude attendance, it is the student's responsibility to notify the course instructor for Lecture, Laboratory, and Clinical. **In cases where a clinical attendance cannot be met, it is the student's responsibility to notify the clinical facility supervisor and then the Program Director or ACCE. Failure to notify the clinic and the program of absence will result in an unacceptable occurrence.**

Prompt attendance is required for all Physical Therapist Assisting lectures, laboratories, and clinicals. If circumstances preclude attendance, it is the student's responsibility to notify the course instructor for Lecture, Laboratory, and Clinical. **In cases where a clinical attendance cannot be met, it is the student's responsibility to notify the clinical facility supervisor and then the Program Director or ACCE. Failure to notify the clinic and the program of absence will result in an unacceptable occurrence.**

If **class** is missed, the student is responsible for obtaining all material presented, including handouts, lecture notes, etc. because the content covered in each class is extensive; instructors cannot repeat or review material for students who have missed a class. If a student is not in attendance when a quiz or exam is given, they may receive a 0 for the exam/quiz unless they made previous arrangements with the instructor. Unexcused absences (i.e., vacations, appointments that are non-emergent in nature, etc.) will not be tolerated. It is the discretion of the faculty to determine if an absence is excused or unexcused. In addition, patterns of behavior regarding both tardiness and absences (both excused and unexcused) may impact the student's ability to progress successfully through the program.

Regarding **Clinical Attendance**, students will be required to make up ALL missed hours/days. The clinical site and or CI and ACCE must be notified immediately, prior to the missed clinical day. Failure to notify the CI and ACCE will result in an **unacceptable** occurrence. Make-up time is scheduled at the discretion of the clinical facility and with the approval of the ACCE. Extenuating circumstances will be reviewed by the ACCE and the course of action will be made by the ACCE. Students must follow the scheduled hours set forth by the facility in which affiliating with clinical rotations. Clinical Attendance policy is covered in greater detail in the PTA Clinical Education Handbook.

The faculty understand that excused absences (i.e., illness of self, children, life altering events, etc.) will happen. In the event of an absence, the student should send an email, call the instructor's office phone, and leave a voicemail message clearly stating your name and reason for absence or tardiness BEFORE the start of class. Notification of the student's absence by classmates is not acceptable. Failure to do so may result in the absence being counted as an unexcused absence. This policy is not enacted to prepare you for what the clinical environment will expect of you.

General Attendance Guidelines and Consequences

1. For one class period missed, one (1) absence is accumulated.
2. A student late or leaving class early with or without instructor permission is considered tardy.
3. Three (3) tardies constitute one (1) absence.
4. Excessive tardiness from the beginning or end of class will be considered an absence.
5. A warning will be given for the first unexcused absence or tardy. A written warning will be given for every subsequent absence or tardy. The Anecdotal Counseling Form will be used to document these occurrences and will become part of the student's PTA Program Student file. Please see Forms section of the handbook to view the Anecdotal Counseling Forms.
6. An absence will be considered excused by a note written and signed by a medical professional and by uncontrollable or unavoidable extenuating circumstances as documented. Any other absences/tardies will be considered unexcused unless approved by the ACCE.

7. Three (3) absences (excused or unexcused) in any class per semester will result in the lowering of the student's final grade by one letter grade. After three absences, each additional absence will result in a full final letter grade drop. Failure to achieve a final grade of "C" or better in any course will result in dismissal from the program.
8. Make-up work is required for all absences to ensure that the student acquires information and skills presented during his/her absence (see Make-up work section). It is the student's responsibility to schedule a time with the instructor(s) to make up any missed lab skill competencies, quizzes, tests, exams, or other graded assignments at the convenience of the course instructor(s).

Further explanation of excused absences is as follows: Documentation must be provided.

- "A student's serious illness" means a physician's documentation verifying illness must be provided.
- "Death in the immediate family" means mother, father, mother-in-law, father-in-law, spouse, child, sibling, grandparents, or significant other.
- "Statutory government responsibilities" such as jury duty or subpoena for court appearance.
- Inclement weather – see policy.

Competency and Practical Exam Attendance

Lab practical exams will be given during lab time. If a student fails a lab practical exam, they must meet with the faculty and lab assistant to reschedule a make-up time. Failure to show up for the scheduled practical exam will result in automatic failure unless the student arranges with the instructor prior to the scheduled exam. If the student contacts the instructor prior to the scheduled exam with an excusable absence, the instructor will arrange for makeup time.

Make-up Work

Each student is responsible for all material and techniques presented in class and labs. If a class is missed, the student is responsible for obtaining the missed material. It is the student's responsibility to schedule a time with the instructor(s) to make up any missed assessments and will be scheduled at the availability of the instructor. Lab skill competency checks, quizzes, tests, exams, or other graded assignments at the convenience of the course instructor(s).

Lab skill competency checks must be made up within one week of the date absent. The student is not allowed to progress with further lab assessments until missed assessments are completed.

If a quiz, test, exam, or graded assignment is missed (due to an excused absence), the student is responsible for consulting the instructor about making up the work or turning in an assignment as soon as student returns to campus. Assignments due on the date of *excused* absence must be turned in the next time the student is on campus; otherwise, the student will receive a "0" for the work missed.

An *unexcused* absence will result in a "0" for any missed assessments given during the absence; the student will NOT have the opportunity to make up the missed work.

Late Assignments

It is expected that all assignments are completed by the due date; late assignments are subject to 10% deduction per day. Assignments submitted more than five days past the due date will be awarded NO credit.

Missed Examinations

Students must do the following:

Notify the instructor PRIOR to missing the exam.

Arrange a makeup time with the instructor within 24 hours of the missed exam.

Make up examinations may consist of essay, verbal, written, or any combination of questions.

Failure to take an exam by the scheduled make up time will result in a grade of "zero."

There is an automatic deduction of 5 % per day if an examination is taken on a day other than the scheduled class/exam time. If an examination is missed, students must make up the exam within 3 days.

Failure to take the makeup exam at the arranged time without prior arrangement with the instructor will result in an additional loss of 5 % per day. If a student is not in attendance when a quiz or exam is given, they may receive a 0 for the exam/quiz unless previous arrangements were made with the instructor.

Early Alert System

IECC uses the Early Alert System to identify students who are struggling in their academic courses. Early Alert System data is examined, continuously monitored, and is evaluated by the Retention Coordinators

and Academic Advisors with the primary goal to resolve barriers that impacted the success of the Early Alert system and to implement changes that would allow the system to accomplish its purpose and better serve IECC's student population.

STANDARDS FOR PROGRESSION AND GRADUATION

In order to progress through the program to graduation, students must:

- Successfully complete all required science courses sequentially as outlined on the curriculum page;
- Successfully complete Anatomy and Physiology I, Anatomy and Physiology II, Introduction to Medical Terminology prior to the end of Semester II;
- Successfully complete all other non-PTA courses required in the curriculum prior to the end of Semester IV;
- Achieve a minimum grade of C in all required courses; and
- maintain a grade point average (GPA) of 2.0 each semester.

Students must have a satisfactory background check and negative drug screening to continue in the PTA program. Failure to meet these criteria, at any time a report or test is required, may result in negation of admission or dismissal from the program.

Note: Failure to meet the above requirements will result in withdrawal from the program.

AUDITING OF PTA COURSES

Students will be allowed to audit the lecture and campus laboratory portion of a PTA course on a space available basis. There will be no auditing of agency PTA laboratory. Being allowed to audit a PTA course does not convey in any way acceptance of an auditing student into the IECC-WVC PTA Programs. A PTA student who has passed the PTA program but has not passed the NPTE may audit a class on a space available basis. The academic catalog requirements for auditing must be met.

WITHDRAWAL PROCEDURE

Students must follow withdrawal policies. PTA students shall inform the Program Director of their intention to withdraw from the program and fill out a student withdrawal form and appropriate forms, with assistance of the Academic Advising Department. The withdrawal policy is found at www.iecc.edu/withdrawalpolicy.

DISMISSAL

A student may be subject to dismissal from the PTA Program and/or denied readmission for the following:

1. Acts in a manner that faculty evaluate as being a breach of safety, confidentiality, legality or accountability.
2. Violates physical therapy practice standards.
3. Falsifies records on campus or in clinic.
4. Fails to maintain a grade of C in required PTA courses and minimum GPA of 2.0 each semester.
5. Receives a failing grade in clinical or fails a required competency three times.
6. Fails to produce documents required by the PTA Program by deadlines established by the Program.
7. Violates the Academic Dishonesty policies, the Code of Student Conduct, or the Drug and Alcohol policies.
8. Fails to follow policies, professional and legal rules and regulations or ethical principles under which the PTA Program and its affiliated clinical agencies operate.

A change in student status during the program which results in a criminal conviction may be grounds for dismissal or administrative withdrawal from the program. Students are required to report any incident which might result in a change in criminal history status to the Dean of Health Professions within 5 days. Failure to report a change in status is grounds for immediate dismissal from the program. Readmission to the program after dismissal related to a background check or drug test would require a petition no sooner than 2 years after the dismissal.

Students may be dismissed for other reasons than those listed above. Students dismissed from the PTA Program who wish to re-enter must follow the Readmission Policy.

READMISSION

Students must achieve a minimum grade of “C” in classroom theory as well as a satisfactory grade for professional behaviors and the laboratory components of each PTA course as determined by the criteria of each PTA course. Any grade of less than “C” achieved in a PTA or concurrent general education course is unacceptable for progression in the PTA Program. PTA students who leave the college or program because of academic deficiency or dismissal may petition for readmission to the program no sooner than one semester following official notification of status and may petition for re-entry into the PTA program only one time. Such a petition will be reviewed by an Academic Standards Committee.

This statement applies as follows:

1. Any student who withdraws from a required PTA or concurrent general education course will be required to file a petition for re-entry into the program.
2. Any student who achieves less than “C” in a PTA course or concurrent general education course must petition for re-entry.
3. Any student who receives an unsafe or unsatisfactory laboratory competency evaluation or is dismissed from the college or program, whether culminating in failure or withdrawal, must petition for readmission.

Readmission will be granted only if it is shown that the student possesses the requisite ability, and that the prior performance did not indicate a lack of capacity to complete the course of study in the program and/or college. The re-entry process must be completed at least sixty (60) days prior to the semester of readmission. For entry into the spring semester, all other admission requirements must be met on or before the college’s official fall withdrawal date. For entry into the fall semester, all admission requirements must be met by the application deadline.

*The Academic Standards Committee has the right to review the admission status of any student based on faculty recommendation and documentation of extraordinary circumstances that adversely impacted student performance.

**PTA students, who have exhausted their petition options may reapply to the first year of the program, one time, without regard to prior academic performance. Applicant will be subject to the following criteria:

1. Student was not dismissed from the program for any safety violations in the clinical setting.
2. Student has not violated any student conduct policies.
3. No violation of critical concerns from the PTA Student Handbook during their initial time in the program.

***PTA students may reapply to the second year of the program one time without regard to prior academic performance, subject to the following criteria:

1. Student was not dismissed from the program for any safety violations in the clinical setting.
2. Student has not violated any student conduct policies.
3. No violation of critical concerns from the PTA Student Handbook during their initial time in the program.

If readmitted, the student progression/retention will follow the guidelines of a first-time student.

The following behaviors are relevant to the student in all aspects of the educational process and are not limited to formal contacts in class and clinical.

1. Accountability
2. Altruism
3. Collaboration
4. Compassion and Caring
5. Duty
6. Excellence
7. Integrity
8. Social Responsibility

TRANSFERRING

As a transfer student, it's very important to get advice from your IECC college advisor and, if you have chosen a college to complete your baccalaureate degree, maintain contact with the receiving institution. It is the student's responsibility to work closely with an advisor so that electives are appropriate, transferable, and applicable to the student's major at the transfer college or university. Good resources for seeing how your courses can transfer are:

<http://itransfer.org/>

<https://www.transferology.com/index.htm>

IECC supports the transfer of students through articulation agreements with four-year institutions. Articulation agreements, or transfer agreements, provide a guided course sequence for students to follow from IECC to senior institutions. Academic advisors are available to assist in transfer plans. To see IECC's current articulation agreements visit: www.iecc.edu/articulation

TRANSCRIPTS

IECC has partnered with the National Student Clearinghouse to process transcripts online. There is a link from a student's Entrata account and on the IECC website to access the Clearinghouse site in order to request an official transcript. Additionally, official and unofficial transcripts may be requested in person in the Student Records Office. A completed transcript request form, photo ID, and payment of the fee are required prior to release of the transcript. There is no fee for unofficial transcripts obtained via Entrata. For more information or to request a transcript, visit www.iecc.edu/transcript or contact Student Records

PTA PROGRAM EVALUATION

Following graduation, the graduate is asked to complete a self-assessment indicating the degree to which the program prepared them for beginning practice as a Physical Therapist Assistant, employment status and to evaluate the program and services. The graduate is also asked to provide specific suggestions to improve outcomes. Additionally, the graduate is requested to ask their employer to evaluate the preparation of the graduate to meet role expectations of an entry-level PTA. Survey responses are anonymous. The goal is to evaluate the degree to which the program meets its mission and purposes, not to evaluate individuals.

Graduate cooperation is appreciated. This feedback is essential to provide direction for change to maintain a quality PTA Program.

SECTION IV: NOTEWORTHY RESOURCES & POLICIES

LEARNING COMMONS

Learning Commons, located in the Science Building, provides students with access to resources and services both on and off campus. Learning Commons components consist of: Learning Resources, Tutoring/Wellness, Testing Services, and Disability Services. The Learning Commons website can be found at <https://iecc.libguides.com/IECCLibrary>.

Learning Resources

The library has an open computer lab, a book and print magazine collection, a media collection in a variety of formats, and a variety of online resources and databases.

The IECC Libraries are all members of the Consortium of Academic and Research Libraries in Illinois (CARLI). CARLI's I-Share program allows for access to over thirty-eight million items from eighty-eight participating libraries, including Eastern Illinois University, Southern Illinois University, and the University of Illinois. You can gain access to this vast collection of records via the online catalog search from the Library webpage (<https://iecc.libguides.com/IECCLibrary>).

Requests for materials can be made from member libraries and delivered to an IECC library Monday - Friday for free, convenient pick-up. To request a book via the online catalog, students use their IECC Entrata login information. Instructions on how to search the online catalog is available from Learning Commons personnel. You may also visit any I-Share library, borrow items onsite, and return via an IECC library.

Various material types (books, periodicals, DVDs, etc.) have specific loan periods and usage privileges determined by the lending library. Overdue fees by other college libraries may apply, depending on the lending libraries' policies. Contact your local library should you have any questions regarding emails or correspondence from other college libraries.

Tutoring/Wellness

Learning Commons is the place for you to connect with staff and resources to support your learning. In addition to tutoring, time management, and study skills, LC personnel can help you in accessing wellness resources.

Testing Services

Learning Commons serves as the hub for various tests such as make-up exams, ACCUPLACER, Pearson, and more.

Disability Services

Learning Commons is also where you'll find assistance if you'd like to request special academic accommodations due to a qualifying disability. Support is available in the form of accessible facilities, individualized plans, and reasonable accommodations to students who meet the requirements of a person with a disability. A disability requiring additional staff or funding, contractual arrangements through an outside vendor, or structural modifications (such as adaptive or assistive technology) may require several weeks to be arranged. To receive appropriate accommodations in your classes, please see the guidelines at www.iecc.edu/ada.

Learning Commons is open daily, Monday through Friday, 7:30 a.m. until 4:30 p.m. Summer hours 7:30 a.m. until 4:00 pm. Learning Commons is not open on weekends and IECC holidays.

ELECTRONIC DEVICES

Electronic Devices are not allowed within the clinical or classroom setting except for laptops and tablets used for the purpose of learning activities during class. Students causing disruption in class (ringing cell phones, text messaging, etc.) may be asked to leave the classroom or clinical setting by their instructor.

Students may leave their cell phone to silent/vibrate; however, calls are NOT to be answered during class time.

BUILDINGS AND CAMPUS MAP

WVC Campus includes five classroom and laboratory buildings, a physical education and sports complex, the Bauer Media Center (Library), the Brubeck Arts Center (Theatre and Gallery), and the David L. Hart Student Center (Bookstore, Food Services, Student Center). Off-campus locations include the Small World Early Childhood Educational Center and the Administration and Foundation Building directly adjacent to the 120-acre campus. Campus and building maps are available at www.iecc.edu/maps. Campus and building maps are available at www.iecc.edu/maps.

INCLEMENT WEATHER DISMISSAL

When safety of students and staff is threatened by weather and other emergency circumstances, the campuses will be closed and/or classes delayed. Faculty or Clinical Preceptors reserve the right to excuse students from the clinical agency experience early based on changing weather and/or weather predictions. " The decision to close or delay classes will be made by the President or representative. Additional guidelines pertaining to inclement weather can be found at www.iecc.edu/weatherclosures.

IECC EMERGENCY ALERT SYSTEM

The IECC Alert System is available through Entrata. The IECC system will notify students and employees of campus emergencies and closures by e-mail and/or text message. Go to [Entrata](#) and Click the "Alerts: Emergency" link on the left navigation to sign up.

ENTRATA

Entrata, an online information system, is the primary means of communication between students and instructors. There are many options available on Entrata for student use including: course listings; registration, holds, grades and transcripts, online class access, and e-mail. Students can also make a payment on their account.

Entrata e-mail is the official means of communication between students and administrative offices. Students are encouraged to check their IECC e-mail daily to ensure receipt of course changes, drop notices, progress reports, meetings, etc.

Students can access Entrata from any computer with Internet access by visiting www.iecc.edu/entrata. Use your Student Identification number and pin/password to log on to Entrata the first time only. Future logins will use the User ID Entrata generates for you and the password you specify during your initial log-in. To obtain a pin/password, visit the Records Office in Main Hall. For technical issues with Entrata, call the HELP desk at ext. 4357 or visit www.iecc.edu/helpdesk.

FINANCIAL AID INFORMATION

Financial assistance is available from various sources. Students are advised to complete the FAFSA each year in order to determine eligibility for federal and state aid. For more information visit [Financial Aid](#) and [WVC Scholarships](#). Applications for financial aid and scholarships may be secured from the Student Services Offices.

HAZARDOUS MATERIALS

Policy: All hazardous materials will be appropriately marked; their material safety data sheets (SDS) will be available in a notebook located near the location where the materials are housed and will be disposed of properly.

Hazardous Materials Procedures

1. **MSDS sheets:**
 - a. located in the PTA laboratory
 - b. includes:
 - Alcohol prep pads

- Hand Sanitizer
- Expo Cleaner (for dry erase surfaces)
- Whizzer mat cleaner
- Hand Soap

2. Soiled paraffin is disposed of in the trash

3. In the event of exposure:

- follow guidelines of the MSDS
- report incident to the laboratory supervisor who will then report it to Dean of Health Professions.

STANDARD PRECAUTIONS

Students will be educated in aseptic technique, blood-borne pathogens, and standard precautions prior to engaging in off-campus learning experiences. Procedures: Content on standard precautions will be provided to students prior to engaging in clinical experience. Students shall follow standard precautions as indicated by the clinical indications and per guidance of the Clinical site.

NELNET

Nelnet Business Solutions is IECC’s authorized payment system to pay tuition, fees, or other charges on account. Tuition and fees may be paid online through Entrata via Nelnet, by mail, by phone or in person at the WVC [Business Office](#). Credit cards accepted include MasterCard, Visa, and Discover. Contact the WVC Business Office, 618-262-8641 ext. 3132 or toll free at 866-982-4322 ext. 3132.

NOTEWORTHY POLICIES

The academic catalog and student handbook are the best resources for IECC student policies; the following provides a quick reference to some noteworthy ones.

Nondiscrimination Policy

Illinois Eastern Community College District No. 529 does not discriminate on the basis of race, color, sex, pregnancy, gender identity, sexual orientation, age, marital status, parental status, religious affiliation, veteran status, national origin, ancestry, order of protection status, conviction record, physical or mental disability, genetic information, or any other protected category. Illinois Eastern Community Colleges adheres to the Federal Regulations of the Americans with Disabilities Act of 1990 and offers appropriate services or activities with reasonable accommodations to any qualified disabled individual upon requests.

IECC does not discriminate in any of its education programs and offerings, activities, and service provided or operated by IECC. Visit www.iecc.edu/nondiscrimination to learn more.

To report a discrimination complaint or to inquire for more information, contact:

Libby McVicker
 Title IX/ADA Coordinator
 320 East North Avenue
 Noble, IL 62868
 618-393-7508 or 618-393-3491
mcvickero@iecc.edu

Inquiries may also be made directly to the U. S. Department of Education, Office for Civil Rights:

Office for Civil Rights, Chicago Office
 U.S. Department of Education
 Citigroup Center
 500 W. Madison St., Suite 1475
 Chicago, IL 60661-4544
 312-730-1560
OCR.Chicago@ed.gov

Preventing Sexual Misconduct Policy

Illinois Eastern Community Colleges is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment, and other misconduct on the basis of sex, which includes sexual orientation and gender-related identity. All forms of sex-based misconduct, including but not limited to sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking are strictly prohibited. 34 Individuals are encouraged to report allegations of sexual misconduct in a timely manner. Assistance and support are available by completing an IECC Complaint Form, reaching out to IECC personnel directly, or contacting a Confidential Advisor. More information, including the complaint form, can be found at www.iecc.edu/titleix.

IECC Student Complaint Policy

Students are encouraged to seek resolution for any complaints by communicating informally with the appropriate individual(s). When a resolution is not reached, students may initiate a formal complaint. IECC's Policy to Address a Complaint establishes a fair, impartial, and timely process to review and/or resolve causes of dissatisfaction in an orderly and systematic manner. The Policy is available at www.iecc.edu/studentcomplaint.

Any complaints and/or allegations relating to non-compliance with the CAPTE STANDARDS should follow the same complaint policy.

PTA Program Complaints

The PTA Program encourages any individual who is not satisfied with their experience or encounter with any student, faculty, or staff member to file an informal or formal complaint. Anyone may file a complaint regarding any aspect of the program. This may include, but is not limited to, complaints from clinical education sites, prospective students, employers of graduates, and the public. Informal complaints may be directed verbally to the Program Director or Dean of Health Professions. Formal complaints should be in writing and addressed to the attention of the Program Director:

Lisa Hoipkemier, PT, DPT, NCS
WVC Physical Therapist Assistant Program
2200 College Drive
Mt. Carmel, IL 62863
618-263-5548 Ext: 3432
hoipekmierl@iecc.edu

If the complaint involves the Program Director, the matter should be addressed directly to the Dean of Health Professions.

Alani Frederick, DNP, RN, PCCN, CNE
Dean of Health Professions
305 N. West Street
Olney, IL 62450
618-395-7777, ext. 2136
mfredericka@iecc.edu

Any complaints or concerns from the student regarding Clinical courses must be submitted in writing to the Academic Coordinator of Clinical Education (ACCE) in order to receive further consideration. All written concerns or complaints will be reviewed by the ACCE and forwarded to the Program Director.

Process for handling complaints that fall outside the realm of due process:

1. When a complaint is received, the Program Director will contact the person(s) making the complaint within ten (10) business days. If the complaint is focal and may be resolved with one individual, the Program Director contacts the individual, investigates the complaint, proposes a resolution, and informs all parties of the resolution by written communication. A written record of the complaint and resolution will be kept.
2. Complaints which cannot be resolved by the process described above are referred to the Dean of Health Professions. The Dean will investigate and propose a resolution. The Dean will communicate findings to all parties via written communication. A written record tracking form will be maintained.

Complaints will be handled in an expedited manner. Complaints will be kept on file for at least five (5) years. Complaints can be filed without fear of retribution.

If a student has a grievance about any incident at a clinical facility, they should contact the Site Coordinator of Clinical Education (SCCE) and the ACCE as soon as possible regarding the details of the incident.

Complaints about the Program related to compliance with the accreditation standards must be submitted in writing to the Commission on Accreditation in Physical Therapy Education (CAPTE). The process for submitting a complaint to CAPTE is found here: <https://www.capteonline.org/complaints> The complaint should be addressed as follows:

Department of Accreditation, APTA
3030 Potomac Ave., Suite 100
Alexandria, VA 22305-3085

Violence Free Educational and Learning Environment

IECC's Violence Prevention Plan, which is reviewed annually and revised as necessary, was developed considering the guidelines provided within IECC policy. The plan outlines the multidisciplinary and multijurisdictional violence prevention strategies, including the formation and implementation of a Threat Assessment and Behavioral Intervention Team (TABIT) with representatives from each of the IECC campuses and the District Office.

The Behavioral Incident Report is designed to enable faculty, staff, and students to voluntarily report concerning behaviors, as defined in the Violence Prevention Plan, that may raise concerns and incidents of misconduct at Illinois Eastern Community Colleges. An incident, in this context, is an event that does not warrant immediate intervention. In the event of an emergency that requires immediate intervention, call 911. To report an incident, complete the form and return to the Dean of Health Professions on your campus. View the policy and access the form at www.iecc.edu/violenceprevention.

SECTION V: FORMS

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529
WABASH VALLEY COLLEGE ASSOCIATE PHYSICAL THERAPIST ASSISTANT PROGRAM**

AUTHORIZATION TO RELEASE INFORMATION FORM

I, _____, hereby authorize Illinois Eastern Community Colleges to give appropriate information regarding my scholastic and clinical performance to prospective employers. I realize that the inquiry from such individual(s) might be over the telephone, email or by letter.

Signature

Date

After this form has been signed and dated, it is placed in the student's file.

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529
WABASH VALLEY COLLEGE ASSOCIATE PHYSICAL THERAPIST ASSISTANT PROGRAM**

RELEASE OF LIABILITY FORM

PTA students should immediately report to their clinical instructor any exposure or suspected exposure to blood borne pathogens or hazardous products, or any injury sustained in the clinical agency. In the event of an untoward incident, students are expected to follow the written protocol of the institution in which they are performing their clinical work. The student is responsible for physician, diagnostic, and treatment costs for services rendered by a clinical facility. Students are also responsible for meeting the prescribed follow-up care of the institution and for treatment costs of such care.

It is recommended that all nursing students carry their own personal health insurance. Each student is responsible for his/her own health care costs including costs related to incidents occurring in the clinical agencies.

I, _____, hereby release and hold harmless Illinois Eastern Community Colleges and all clinical agencies from any, and all medical expenses or liability claims that may arise in relation to clinical experiences.

Student

Date

After this form has been signed and dated, it is placed in the student's file.

[A signed copy of this form may be required for each clinical agency.]

STUDENT LABORATORY INFORMED CONSENT FORM

Physical Therapist Assistant education includes laboratory activities in which the students will administer treatments and receive treatments. The purpose of laboratory training is to allow the student, through practice on human beings, to achieve skill and proficiency in the administration of skills before applying these techniques to patient/client in a clinical setting.

Students will be expected to participate in simulation of clinical practice to include:

- 1) Student *administrator* of application to patient/client or other student acting as patient and
- 2) Student *receiver* of application, acting as the patient/client during the application of physical therapy skills.

There are some risks inherent to acting as a *receiver* to include but not limited to:

- heat injury (burning with heating agents)
- electrical stimulation burns
- cold hypersensitivity with ice application
- skin sensitivity to adhesives
- dignity issues with inappropriate draping and/or exposure of body segments
- personal injury with transfers, bed mobility, wheelchair utilization, gait training with assistive devices, etc.
- Soreness with participation in therapeutic exercises and mobilization techniques

Safety measures are implemented to ensure the *receiver* does not experience these outcomes. All equipment is adequately maintained and professionally calibrated yearly. As a student receiver or administrator, it is my responsibility to report any condition or injury to my instructor.

I, _____, understand and accept the risks inherent to participating in the laboratory component of the physical therapist assistant program at Wabash Valley College. I understand there are lab components requiring exposed body parts for examination and I consent that WVC students and faculty may contact or touch my body for the purpose of demonstration and training. I also understand that it is my responsibility to alert an instructor in the event I feel something in my medical history (past or current) may preclude me from taking part in a specific activity.

Signature: _____

Date: _____

After this form has been signed and dated, it is placed in the student's file.

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529
WABASH VALLEY COLLEGE ASSOCIATE PHYSICAL THERAPIST ASSISTANT PROGRAM**

**STATEMENT OF UNDERSTANDING
BACKGROUND CHECK AND DRUG SCREENING FORM**

I understand that a copy of my criminal background check and/or drug screening test results may be required by affiliating agencies in which I will have clinical experiences.

I, _____ give Illinois Eastern Community Colleges permission to release the results of my background check and/or drug screening test results to affiliating agencies upon request.

Statement of understanding regarding unsatisfactory background check:

I, _____ understand that an unsatisfactory background check will result in negation of my admission to the IECC-WVC PTA Program or administrative withdrawal from the Program. I understand that a change in my background check which results in a criminal conviction during my progression through the PTA Program must be reported and that such a change may result in administrative withdrawal or dismissal from the program. Failure to report a change within 5 working days is grounds for automatic dismissal from the program.

I understand that passing the IECC criminal background check does not ensure eligibility to meet requirements for licensure.

Statement of understanding regarding positive drug screening result:

I, _____ understand that a positive drug screening test will result in negation of my admission to the WVC PTA Program or administrative withdrawal from the Program. I further understand that I can apply for readmission after one year and consecutive satisfactory drug screening tests.

Student's Signature

Date

Witnessed By

Date

After this form has been signed and dated, it is placed in the student's file.

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529
WABASH VALLEY COLLEGE ASSOCIATE PHYSICAL THERAPIST ASSISTANT PROGRAM**

STATEMENT OF UNDERSTANDING REGARDING SOCIAL NETWORKING FORM

I, _____, understand that social networking is not permitted during classes, lab, and clinical education. Information about a patient in any context is a possible HIPAA violation. Discussing any clinical information on a social network site is a potential HIPAA violation.

I understand that if a social networking issue should arise during enrollment in the program, the consequence could be recommendation for dismissal from the PTA program.

Student's Signature

Date

Witnessed By

Date

After this form has been signed and dated, it is placed in the student's file.

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529
WABASH VALLEY COLLEGE ASSOCIATE PHYSICAL THERAPIST ASSISTANT PROGRAM**

STATEMENT OF UNDERSTANDING REGARDING IECC ACADEMIC INTEGRITY POLICY

I have read the IECC [Academic Integrity Policy 500.25](#) and [Student Code of Conduct](#) in their entirety. I acknowledge and understand the policy/code and agree to abide by both.

Student's Signature

Date

After this form has been signed and dated, it is placed in the student's file.

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529
WABASH VALLEY COLLEGE ASSOCIATE PHYSICAL THERAPIST ASSISTANT PROGRAM**

STUDENT EXHIBIT PERMISSION FORM

I, _____, give permission for the IECC/WVC Associate Degree PTA Program faculty/staff to use any assignment, in part or in whole, as an exhibit for the CAPTE self-study and/or site visit.

Student Printed Name

Student Signature

Date

After this form has been signed and dated, it is placed in the student's file.

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529
WABASH VALLEY COLLEGE ASSOCIATE DEGREE PHYSICAL THERAPIST ASSISTANT
PROGRAM**

STUDENT RELEASE FORM FOR PROMOTIONAL/EDUCATIONAL PURPOSES

Through your association with Illinois Eastern Community Colleges: Frontier Community College; Lincoln Trail College; Olney Central College; and Wabash Valley College, you are likely to participate in events that are recorded on behalf of the college. By submitting this release, you authorize Illinois Eastern Community Colleges and those acting on its behalf to copyright, publish and use audio, photographs, video and other recordings or representations of you for promotional and educational purposes. You release and discharge the Illinois Eastern Community Colleges Board of Trustees, its assigns and those acting on its behalf from any liability arising from such use.

Publications can include:

IECC Catalog

IECC Poster/Brochure

IECC Homepage; Intranet, or Internet link, including multi-media electronic presentations

IECC printed and electronic marketing materials

IECC Newspaper and Magazine Advertisements

IECC Television Advertisements

IECC Social Media pages, including FCC, LTC, OCC and WVC Social Media pages.

This form verifies that I do not have on file any restrictions prohibiting the release of student information.

Student Name (please print) _____

Student Signature _____

Date _____

IECC Staff Signature _____

Date _____

After this form has been signed and dated, it is placed in the student's file.

**ILLINOIS EASTERN COMMUNITY COLLEGES, WABASH VALLEY COLLEGE
ASSOCIATE DEGREE PHYSICAL THERAPIST ASSISTANT PROGRAM**

STUDENT TECHNOLOGY REQUIREMENT FORM

Students purchasing their iPads through IECC will be charged a one-time fee based on the actual cost of the iPad. If the student has financial aid, the iPad and warranty are approved for coverage as a program requirement. Keep in mind, the cost of the iPad will be less due to our institutional contracted price. The program has worked to reduce costs for other program requirements to offset the cost of the iPad.

Your signature below acknowledges receipt of the iPad and Apple Care Warranty. The iPad is yours to keep. No exchanges or refunds will be provided once the iPad is signed out.

It is your responsibility to register the iPad with Apple upon setup to initiate the Apple Care Warranty. Defective devices should be reported to Apple per the warranty directions. If the iPad is lost or stolen, it is the student's responsibility to get a replacement. Many homeowner policies may cover electronic devices.

Students may use their own iPad if it meets the program criteria.

Signature

Date

After this form has been signed and dated, it is placed in the student's file.

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529
WABASH VALLEY COLLEGE PHYSICAL THERAPIST ASSISTANT PROGRAM**

PHYSICAL THERAPIST ASSISTANT STUDENT HANDBOOK REVIEW VERIFICATION FORM

I have read the Physical Therapist Assistant Student Handbook in its entirety. I acknowledge and understand the policies printed in the handbook and agree to abide by them.

I acknowledge and understand some information in this publication may become outdated due to changes in Board of Trustees Policy, state law, and Physical Therapist Assistant Program guidelines. In such instances current board policy, state law, and PTA program guidelines will prevail.

The date of fulfillment for this requirement will be designated by PTA faculty.

Student's Signature

Date

After this form has been signed and dated, it is placed in the student's file.

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
WVC PTA PROGRAM

ANECDOTAL/ATTENDANCE COUNSELING RECORD

DATE

NAME:

Total Hours absence: _____

DISCUSSION:

15 hours of lab absence is the maximum allowed

If the student misses more than 15 lab hours, campus or agency, they will need to meet with the faculty, and if they miss more lab hours after the first meeting with faculty, they will need to meet with the Program Director.

RECOMMENDATIONS:

No more lab, campus or agency, absences.

Review PTA Attendance Policy in Handbook

Signatures:

Faculty

Date

Reviewed: 1/28/22

Student

Date

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
WVC PTA PROGRAM**

ANECDOTAL/COUNSELING RECORD

DATE:

NAME:

INCIDENT:

Scored less than 80% on exam.

DISCUSSION:

Study techniques discussed. Student will meet with mentor if continued exam scores of less than 80%.

RECOMMENDATIONS:

Signatures:

Faculty

Date

Student

Date

Reviewed: 12/10/21

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
WVC PTA PROGRAM**

ANECDOTAL/COUNSELING RECORD

DATE:

NAME:

INCIDENT:

GRADE STATUS

DISCUSSION:

93-100%total points grade A
86-92%total points grade B
78-85%total points grade C

1. The student has _____ points.
2. The student must receive a score of _____ on the final exam to pass the semester.
3. A grade of "C" or above must be obtained in all PTA courses.
4. I understand if I DO NOT get the above score, I will NOT receive a passing grade and will NOT be allowed to continue in the PTA program.

RECOMMENDATIONS:

Tutoring sessions, study buddy, study group, read the assigned material, practice questions.

Signatures:

Faculty

Date

Reviewed: 12/10/2021

Student

Date