

Heartland Community College



Physical Therapist Assistant Program Handbook

March 1, 2015

Revised: August 2015 / October 2015 / July 2016 / December 2016 / January 2017 / May 2017 / July 2017 /
December 2017 / July 2018 / September 2018 / January 2019 / March 2019 / November 2019 / January 2020 / Mar 2020 /
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The contents of the PTA Handbook do not create a contract nor does it constitute a guarantee of continued enrollment in Heartland Community College’s PTA Program. The PTA Program reserves the right to modify, amend or delete statements in the PTA Handbook including making changes in the curriculum and policies as deemed necessary. Each student is responsible for the information contained in the PTA Handbook.

Contact Information:

PTA Office	8:00 am – 4:00 pm, Monday through Friday
PTA Website	http://www.heartland.edu/catalog/pta/
PTA Phone	309-268-8673

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IMPORTANT ACCREDITATION INFORMATION

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

Accreditation

Physical Therapist Assistant program at Heartland Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>. If needing to contact the program/institution directly, please call 309-268-8673 or email daryl.menke@heartland.edu.

COMPLAINTS to the Commission on Accreditation in Physical Therapy Education (CAPTE)

CAPTE has a mechanism to consider formal complaints about physical therapy education programs (PT or PTA). Please refer to the CAPTE website: <http://www.capteonline.org/Complaints/>

Review Licensure Considerations

Passing the National Physical Therapy Exam (NPTE) is required for licensure. In order to sit for the NPTE, students must graduate from a program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) and meet eligibility criteria designated by each state's licensing authority. The [Federation of State Boards of Physical Therapy](#) (FSBPT) administers the NPTE.

Applicants seeking licensure in the state of Illinois will need to answer several [licensure questions](#) including personal history, child support and/or student loan information questions.

The program has determined that its curriculum meets the state educational requirements for licensure or certification in all states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands secondary to its accreditation by the Commission on Accreditation in Physical Therapy Education, based on the following: CAPTE accreditation of a physical therapist or physical therapist assistant program satisfies state educational requirements in all states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands. Thus, students graduating from CAPTE-accredited physical therapist and physical therapist assistant education programs are eligible to take the National Physical Therapy Examination and apply for licensure in all states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands. For more information regarding state qualifications and licensure requirements, refer to the Federation of State Boards of Physical Therapy website at www.fsbpt.org.

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Heartland Community College
Physical Therapist Assistant Program
Physical Therapy Assistant Education Program Faculty

Dr. Daryl Menke, PT, DPT

Program Coordinator and Professor I

Office: ICB 2813 Phone: (309) 268-8673 Email: daryl.menke@heartland.edu
BS, Physical Therapy, Wichita State University
DPT, Kansas University

Ms. Stephanie Turner PTA, BS

Academic Coordinator of Clinical Education and Assistant Professor

Office: ICB 2818 Phone: (309) 268- 8752 Email: stephanie.turner@heartland.edu
BS – Organizational and Professional Development, Eastern Illinois University
AS – Physical Therapist Assistant, Southern Illinois University

Mrs. Dawn Rendleman PTA, BS

PTA Program Instructor and Instructor

Office: ICB 2826 Phone: (309) 268- 8573 Email: dawn.rendleman@heartland.edu
BS –Health Care Management, Southern Illinois University
AS – Physical Therapist Assistant, Illinois Central College

Administrators

Dr. Kelly Pyle

Dean, Health Sciences

Office: ICB 2822 Phone: (309) 268-8755 Email: kelly.pyle@heartland.edu
Bachelor of Science, Communication Sciences and Disorders, Northern Illinois University
Master of Arts, Audiology, Northern Illinois University
Doctor of Audiology, A.T. Still University

Susan Carl

Asscoiate Dean, Health Sciences; Director of Nursing

Office: ICB 2817 Phone: (309) 268-8745 Email: Susan.Carl@heartland.edu

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HCC PTA VISION

A committed learning community that meets the current and future educational needs of individuals pursuing a career as a Physical Therapist Assistant.

HCC PTA MISSION STATEMENT

The Physical Therapist Assistant program provides accessible, equitable, and innovative student centered learning opportunities and resources that prepares graduates to develop the skills and professionalism required of the entry-level physical therapist assistant for contemporary practice. The program is committed to creating an interconnected and welcoming culture through the formation, protection, and enhancement of justice, equity, diversity, inclusion, and anti-racism.

HCC PTA PROGRAM GOALS

1. Graduate competent healthcare professionals with strong critical thinking skills who are well prepared to pass the National Physical Therapy Exam for Physical Therapist Assistant and work as a Physical Therapist Assistant.
2. Foster student development in communication skills, professional behaviors, and respect for and appreciation of patient differences.
3. Promote Life-Long Learning for self-enrichment and to benefit the health outcomes of society.
4. Employ qualified and effective faculty that maintain contemporary practice and academic development in educational foundations, who maintain progress for tenure and/or promotion and are involved in the advocacy of the profession.
5. Facilitate participation in the internal and external communities served through the provision and assessment of educational needs.

HCC PTA PROGRAM EXPECTED OUTCOMES

Heartland Community College PTA graduates will be able to:

1. Demonstrate effective verbal, non-verbal and written communication with patients, family members, the physical therapist and other healthcare providers in a manner that exemplifies respect for and appreciation of difference.
2. Provide safe and competent physical therapy interventions as directed by the physical therapist and established within the plan of care to minimize risk to patient, self and others and maximize patient outcomes.
3. Perform valid and reliable data collection as outlined within the physical therapist's plan of care, accurately report the findings through legible and timely documentation and report changes to the supervising physical therapist.

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4. Demonstrate clinical problem solving by modifying selected interventions to either: 1) progress the patient to optimize outcomes, 2) ensure safety and comfort within the plan of care established by the physical therapist, or 3) discriminate when the situation exceeds the physical therapist assistant's scope of practice.
5. Educate patients, family, care-givers, support personnel and/or community members through various methods to ensure comprehension and to enhance safety and patient outcomes.
6. Display professional and ethical behavior complimentary to the physical therapy profession and within the guidelines of the APTA's Standards of Ethical Conduct for the Physical Therapist Assistant and the state regulatory agency.
7. Perform physical therapy services in a fiscally responsible manner in compliance with facility procedures and payer regulations; cognizant of the current health care environment and its impact on the physical therapy profession.
8. Participate in lifelong learning and professional development to maintain continuing competence based on self- assessment and performance evaluations.

HCC PTA Program faculty will:

9. Demonstrate contemporary practice knowledge, academic development in educational foundations, progress for tenure and/or promotion, and involvement in the profession.
10. Maintain contemporary practice and academic development in educational foundations, pursue progress for tenure and/or promotion, and be involved in the profession.

HCC PTA Program will:

11. Contribute to community service and promote lifelong learning

Associate in Applied Science Degree in Physical Therapist Assistant (72 Semester Hours) (June 2024)

The PTA program at Heartland Community College leads to an Associate in Applied Science Degree in Physical Therapist Assistant. This degree contains pre- admission (general education) courses, PTA technical courses and practical clinical experiences. The pre- admission courses must be completed with a "C" or greater AND a GPA of 2.5 in these courses must be obtained by the end of the fall semester to be eligible for admission to the PTA program in the subsequent spring. All PTA courses must be taken in sequence.

Physical Therapist Assistant Program Requirements		Credit Hours	Prerequisites
Pre-Admission Requirements	ENGL 101: Critical Reading & Writing	3	Placement at college level English OR - Concurrent enrollment in ENGL 099
	BIOL 181: Anatomy & Physiology I	4	- Completion of high school or college level BIOL course within last 5 years OR - Completion of BIOL 099 with a grade of C or better AND - Completion of MATH 094 or 095 or higher OR - Completion of MATH 089/131 (141) OR - Placement at college level math AND - Placement at college level English OR - Concurrent enrollment in ENGL 099/101
	BIOL 182: Anatomy & Physiology II	4	- Completion of Biol 181 with a grade of C or better
	COMM 101: Intro to Oral Communication	3	-Placement at college level English OR - Concurrent enrollment in ENGL 99/101

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	HLTH 225: Clinical Kinesiology	3	- Completion of Biol 181 with a grade of C or better or concurrent enrollment
	PSY 101: Intro to Psychology	3	-Placement at college level English OR -Concurrent enrollment in ENGL 099/101 AND - Placement at college level reading
	PSY 209: Human Growth & Development	3	-Placement at college level English OR -Concurrent enrollment in ENGL 099/101
Total Credit Hours for Pre-admission Requirements		23	
PTA Courses			
Term	Course	Credit Hours	Admission to the PTA program
1st Year			
Spring Semester	PTA 103: Principles of Basic Care Skills	3	Completion of all 1 st year Spring Semester PTA courses with a “C” or greater
	PTA 104: Application of Basic Care Skills	3	
	PTA 112: Basic Assessment & Physical Agents I	3	
	PTA 120: Orthopedics & Foundations of Therapeutic Exercise	3	
	PTA 121: Therapeutic Exercise for Orthopedic Conditions	3	
		15	
Summer Term	PTA 140: Clinical Experience I – off campus	4	Completion of all previous PTA courses with a “C” or better
		4	
Fall Semester	PTA 213: Physical Agents II	3	Completion of all previous PTA courses with a “C” or better
	PTA 215: PT Considerations for Specific Populations - Hybrid	4	
	PTA 220: Neuro Rehabilitation	4	
	PTA 221: Neuro Rehabilitation Techniques	3	
	PTA 230: PTA Pathophysiology - Hybrid	4	
		18	
2nd Year			Completion of all previous PTA courses with a “C” or better
Spring Semester	PTA 240: Clinical Experience II – off campus	10	
	PTA 250: Clinical Seminar - Hybrid	2	
		12	
Total Credit Hours for Technical Courses		49	
Total Credit Hours for Associate of Applied Science in PTA		72	

This information is subject to change. Please check with an academic advisor for current course offerings and program requirements. Current students with continual enrollment may graduate under the current program requirements or any program requirements in effect since first enrollment.

Heartland Community College
PTA Program Curriculum
RECOMMENDED ACADEMIC SEQUENCE for PTA
 (June 2024)

1st Year		2nd Year	
Summer Term (8 weeks)		Summer Term (160 hours)	
• BIOL 181 - Anatomy and Physiology I	4	• PTA 140 - Clinical Experience I	4
• PSY 101 - Intro to Psychology	3	Total	4
Total	7		
Fall Semester (16 weeks)		Fall Semester (16 weeks)	
• BIOL 182 - Anatomy and Physiology II	4	• PTA 213 - Physical Agents II	3
• ENGL 101 - Critical Reading & Writing	3	• PTA 215 - PT Considerations for Specific Populations	4
• COMM 101 - Intro to Oral Communication	3	• PTA 220 - Neuro Rehabilitation	4

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• PSY 209 - Human Growth and Development	3	• PTA 221 - Neuro Rehabilitation Techniques	3
• HLTH 225 - Clinical Kinesiology	3	• PTA 230 - PTA Pathophysiology	4
Total	16	Total	18
Spring Semester (16 weeks)		Spring Semester (16 weeks)	
• PTA 103 - Principles of Basic Care Skills	3	• PTA 240 - Clinical Experience II & III	10
• PTA 104 - Application of Basic Care Skills	3	• PTA 250 - Clinical Seminar	2
• PTA 112 - Basic Assessment & Physical Agents I	3	Total	12
• PTA 120 - Orthopedics & Foundations of Therapeutic Exercise	3		
• PTA 121 - Therapeutic Exercise for Orthopedic Conditions	3		
Total	15		
Total Prerequisite = 23 credit hours		Total Technical = 49 credit hours	
TOTAL PROGRAM = 72 credit hours			

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COURSE DESCRIPTIONS: PHYSICAL THERAPIST ASSISTANT PROGRAM (June 2024)

BIOL 181 Anatomy and Physiology I 4 HRS *Prerequisite:* - Completion of high school or college level BIOL course within last 5 years OR - Completion of BIOL 099 with a grade of C or better AND - Completion of MATH 094 or 095 or higher OR - Completion of MATH 089/131 (141) OR - Placement at college level math AND - Placement at college level English OR - Concurrent enrollment in ENGL 099/101. This course is the first in a two-semester sequence dealing with the structure and function of the human body that begins with the biochemical, cellular and tissue levels of organization, homeostasis and feedback loops. Information from all levels of biological organization is presented for the integumentary, skeletal, muscular, nervous, and endocrine systems. The course explores both the normal and pathologic conditions. The laboratory exercises use human models and preserved animal specimens.

BIOL 182 Anatomy & Physiology II 4 HRS *Prerequisite:* - Completion of MATH 094 or 095 or higher OR - Completion of MATH 089/131 (141) OR - Placement at college level math AND - Placement at college level English OR - Concurrent enrollment in ENGL 099/101. This course is the second in a two-semester sequence dealing with the structure and function of the human body that includes excretion and fluid balance, human development, metabolism and nutrition. Information from all levels of biological organization is presented for the cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. This course explores both the normal and pathologic conditions. The laboratory exercises use human models and preserved animal specimens.

COMM 101 Introduction to Oral Communication 3 HRS *Prerequisite:* - Placement at college level English OR - Concurrent enrollment in ENGL 99/101. This is an introductory course in public speaking, with the dual goals of helping students understand basic communication principles and improving their oral communication skills. The course emphasizes preparing, selecting, organizing, and delivering oral messages, as well as analyzing and evaluating the speaking-listening process.

ENGL 101 Critical Reading & Writing 3 HRS *Prerequisite:* - Placement at college level English OR - Concurrent enrollment in ENGL 099. ENGL 101 is an introduction to college-level writing, with training in the skills needed at each phase of the writing process, including generating ideas about a topic, determining a purpose, forming a controlling idea, analyzing the needs of your audience, organizing and planning your writing, and composing effective sentences, paragraphs, and essays. ENGL 101 is intended to prepare students to write effectively for a variety of audiences and purposes. A final portfolio that includes research papers is required. This portfolio constitutes the majority of the grade for this course.

HLTH 225 Clinical Kinesiology 3 HRS *Prerequisite:* Completion of BIOL 181, with a grade of C or better or concurrent enrollment. This course examines the science of human movement as related to the skeletal, articular, neurological and muscular systems. Applications of biomechanical and kinesiological principles are utilized for the analysis of human motion. Laboratory experiences correlate to the lectures, which include the study of the head and trunk, extremities, posture and gait.

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PSY 101 Introduction to Psychology 3 HRS *Prerequisite: Placement at college level English OR -Concurrent enrollment in ENGL 099/101.* This course provides an introduction to psychology as the scientific study of human and animal behavior with an emphasis on the determinants human functioning. This course also focuses on how we may use the principles of physical and emotional/cognitive growth, learning, personality functioning and coping, and social interactions in our everyday lives.

PSY 209 Human Growth & Development 3 HRS *Prerequisite: Placement at college level English OR -Concurrent enrollment in ENGL 099/101.* This course examines human development from conception to death with some focus on research methods and developmental theories. This course addresses all the major areas of development (physical, social, emotional and cognitive) and the interaction among these areas.

PTA 103: Principles of Basic Care Skills (3 credit hours / 3 contact hours) **Prerequisites:** *Admission into the PTA Program AND -Completion of BIOL 181, BIOL 182, COMM 101, ENGL 101, HLTH 225, PSY 101, and PSY 209 with grades of C or better AND -Completion with a C or better or concurrent enrollment in PTA 104, 112, 120 and 121.* This course introduces students to the profession of physical therapy and the role of the physical therapist assistant (PTA) as part of the physical therapist/physical therapist assistant team. It includes the historical background of physical therapy; practice settings; standards of documentation and health information technology; patient/client rights; human resource legal issues; ethics, laws, rules & regulations; professional standards; culture - justice – equity – diversity – inclusion - belonging – antiracism; health care disparities; social determinants of health; and socioeconomic factors. This course prepares the students for basic patient care activities to include bed mobility; transfers; gait training; and wheelchair fitting/mobility. In addition, this course also prepares the student to assess vital signs; educate a patient/client in basic breathing and coughing as well as postural drainage positions; educate and implement basic body mechanics; assess static and dynamic sitting & standing balance; instruct in patient/client education; and comply with Standard Precautions and the use of personal protective equipment.

PTA 104: Application of Basic Care Skills Assessment (3 credit hours / 6 contact hours) **Prerequisites:** *Admission into the PTA Program AND -Completion of BIOL 181, BIOL 182, COMM 101, ENGL 101, HLTH 225, PSY 101, and PSY 209 with grades of C or better AND -Completion with a C or better or concurrent enrollment in PTA 103, 112, 120 and 121.* This course provides the student the opportunity to perform basic patient care skills and data collection discussed in PTA 103 Principles of Basic Care Skills. Clinical case scenarios including appropriate documentation are utilized to mimic “real” patient presentation and to promote appropriate review and implementation of the plan of care involving data collection for vital signs and balance as well as application of bed mobility, transfer, and gait skills. In addition, proper posturing and draping techniques along with effective communication, clinical decision making and time management are emphasized. Indications, contraindication, precautions and safety consideration regarding the interventions are also stressed. Training includes educating a patient/client in basic breathing and coughing as well as postural drainage positions; educating and implementing basic body mechanics; instruction in patient/client education; and compliance with Standard Precautions and the use of personal protective equipment.

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PTA 112: Basic Assessments & Physical Agents I (3 credit hours / 6 contact hours) Prerequisites: *Admission into the PTA Program AND -Completion of BIOL 181, BIOL 182, COMM 101, ENGL 101, HLTH 225, PSY 101, and PSY 209 with grades of C or better AND -Completion with a C or better or concurrent enrollment in PTA 103, 104, 120 and 121.* This is the first unit of study concerning physical agents utilized in physical therapy. General principles and application methods regarding the use of physical agents in the rehabilitation process, review and considerations for implementing the plan of care, along with the role of the physical therapist assistant is explained and demonstrated. Soft tissue techniques, thermal, mechanical agents, and electrical stimulation for pain are explored. Discussion of each intervention includes: purpose/indication, basic physiologic response, precautions, contraindications, safety considerations and application techniques. Clinical case scenarios including appropriate documentation are utilized to mimic “real” patient presentation and to promote appropriate review and implementation of the plan of care involving application of superficial heat and cold, massage, fascia release, soft tissue mobilization, ultrasound, and electrical stimulation for pain. In addition, proper posturing and draping techniques along with effective communication, clinical decision making and time management are emphasized. Indications, contraindication, precautions and safety consideration regarding the physical agents are also stressed. Training in the methods of data collection and assessment will include: anthropometrics; sensation; mentation-cognition; goniometry; manual muscle testing.

PTA 120: Foundations of Therapeutic Exercise (3 credit hours / 3 contact hours) Prerequisites: *Admission into the PTA Program AND -Completion of BIOL 181, BIOL 182, COMM 101, ENGL 101, HLTH 225, PSY 101, and PSY 209 with grades of C or better AND -Completion with a C or better or concurrent enrollment in PTA 103, 104, 112, and 121.* This course provides the student with an overview of Orthopedic pathological conditions. Content covers concepts related to the anatomy and physiology, etiology, signs and symptoms, and prognosis of potential movement dysfunctions related to pathologies related to Orthopedic pathological conditions as well as related body system interactions. In addition, concepts and skills related to common medical, non-pharmacological, pharmacological, and physical therapy interventions are covered including the indications, precautions, adverse effects, contraindications, and special considerations. Principles and types of therapeutic exercises along with special consideration of exercise intervention related to tissue & joint injury, healing and postoperative management will be covered.

PTA 121: Therapeutic Exercise for Orthopedic Conditions (3 credit hours / 6 contact hours) Prerequisites: *Admission into the PTA Program AND -Completion of BIOL 181, BIOL 182, COMM 101, ENGL 101, HLTH 225, PSY 101, and PSY 209 with grades of C or better AND -Completion with a C or better or concurrent enrollment in PTA 103, 104, 112, and 120.* This course provides students the opportunity to practice the assessment and exercise techniques discussed in PTA 120 in order to safely and effectively provide and/or progress exercise interventions for patients with orthopedic conditions. Clinical case scenarios including appropriate documentation are utilized to mimic “real” patient presentation and to promote appropriate review and implementation of the plan of care involving application of joint mobilization, range of motion, stretching, strengthening, and functional training. In addition, proper posturing and draping techniques along with effective communication, clinical decision making and time management are emphasized. Indications, contraindication, precautions and safety consideration regarding the interventions are also stressed.

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PTA 140: Clinical Experience I (4 credit hours / 160 clinical hours). *Prerequisites: Admission into the PTA Program AND -Completion of BIOL 181, BIOL 182, COMM 101, ENGL 101, HLTH 225, PSY 101, and PSY 209 with grades of C or better AND -Completion with a C or better or concurrent enrollment in PTA 103, 104, 112, 120, and 121.* This course provides clinical opportunity for practical experience in applying knowledge and skill presented in the first year PTA classes. Opportunities are available for students to observe, assist patients and perform physical therapy interventions and data collection under the supervision of a clinical instructor. Classroom presentation is provided prior to clinical experience to discuss appropriate clinical behavior, evidence-based practice, ethical guidelines and decision making.

PTA 213: Physical Agents II (3 credit hours / 6 contact hours). *Prerequisites: Admission into the PTA Program AND -Completion of BIOL 181, BIOL 182, COMM 101, ENGL 101, HLTH 225, PSY 101, and PSY 209 with grades of C or better AND -Completion with a C or better or concurrent enrollment in PTA 103, 104, 112, 120, 121, 140, 215, 220, 221, 230.* This is the second unit of study concerning physical agents utilized in physical therapy. General principles and application methods regarding the use of physical agents in the rehabilitation process, review and considerations for implementing the plan of care, along with the role of the physical therapist assistant is explained and demonstrated. Mechanical traction; wound management; management of lymphedema; electrical stimulation and ultrasound combo; iontophoresis; utilization of electrical current for wound care and muscle facilitation / inhibition; aquatic therapy; biofeedback; and compression therapy are explored. Discussion of each intervention includes: purpose/indication, basic physiologic response, precautions, contraindications, safety considerations and application techniques. Clinical case scenarios including appropriate documentation are utilized to mimic “real” patient presentation and to promote appropriate review and implementation of the plan of care. In addition, the principles of Evidence-based practice and research are investigated.

PTA 215: PT Considerations for Specific Populations. *Prerequisites: Admission into the PTA Program AND -Completion of BIOL 181, BIOL 182, COMM 101, ENGL 101, HLTH 225, PSY 101, and PSY 209 with grades of C or better AND -Completion with a C or better or concurrent enrollment in PTA 103, 104, 112, 120, 121, 140, 213, 220, 221, 230.* Content covers concepts related to the anatomy and physiology, etiology, signs and symptoms, and prognosis of potential movement dysfunctions related to pathologies related to the Hepatic; Biliary; Renal; Gastrointestinal; Nutritional; Bariatric; Urological; Reproductive systems; as well as Psychological; Geriatric; Poly-pharmacy; and body system interactions. In addition, concepts and skills related to common medical, non-pharmacological, pharmacological, and physical therapy interventions are covered including the indications, precautions, adverse effects, contraindications, and special considerations.

PTA 220: Neuro Rehabilitation. *Prerequisites: Admission into the PTA Program AND -Completion of BIOL 181, BIOL 182, COMM 101, ENGL 101, HLTH 225, PSY 101, and PSY 209 with grades of C or better AND -Completion with a C or better or concurrent enrollment in PTA 103, 104, 112, 120, 121, 140, 213, 215, 221, 230.* This course focuses on the rehabilitation concepts of Spinal tract and Spinal cord disorders and dysfunctions; Neurologic disorders of the peripheral and central nervous systems; developmental & chromosomal neurology; motor learning and motor control; common pediatric pathologies; the balance system; and amputations. Each unit will review the anatomy & physiology of related tissue, patient assessment data collection methods, nonpharmacological medical management, pharmacological management, and physical therapy interventions and management. System interactions, equipment, devices, and technologies utilized in management of the patient/client with a neurological disorder or dysfunction will be reviewed.

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PTA 221: Neuro Rehabilitation techniques. **Prerequisites:** Admission into the PTA Program AND -Completion of BIOL 181, BIOL 182, COMM 101, ENGL 101, HLTH 225, PSY 101, and PSY 209 with grades of C or better AND - Completion with a C or better or concurrent enrollment in PTA 103, 104, 112, 120, 121, 140, 213, 215, 220, 230. This course provides students the opportunity to practice the assessment and exercise techniques discussed in PTA 220 in order to safely and effectively provide and/or progress exercise interventions for patients with orthopedic conditions. Clinical case scenarios including appropriate documentation are utilized to mimic “real” patient presentation and to promote appropriate review and implementation of the plan of care involving application of techniques for patients with neurological conditions; interventions consisting of pre-gait; balance activities; and gait training. In addition, proper posturing and draping techniques along with effective communication, clinical decision making and time management are emphasized. Indications, contraindication, precautions and safety consideration regarding the interventions are also stressed.

PTA 230: PTA Pathophysiology. **Prerequisites:** Admission into the PTA Program AND -Completion of BIOL 181, BIOL 182, COMM 101, ENGL 101, HLTH 225, PSY 101, and PSY 209 with grades of C or better AND -Completion with a C or better or concurrent enrollment in PTA 103, 104, 112, 120, 121, 140, 213, 215, 220, 221. Content covers concepts related to the anatomy and physiology, etiology, signs and symptoms, and prognosis of potential movement dysfunctions related to pathologies of the Neurologic, Cardio - hematologic, Pulmonary, Metabolic, Endocrine systems, as well as Oncology and Immune & Infectious disease pathologies. In addition, concepts and skills related to common medical, non-pharmacological, pharmacological, and physical therapy interventions are covered including the indications, precautions, adverse effects, contraindications, and special considerations.

PTA 240: Clinical Education II & III. **Prerequisites:** Admission into the PTA Program AND -Completion of BIOL 181, BIOL 182, COMM 101, ENGL 101, HLTH 225, PSY 101, and PSY 209 with grades of C or better AND -Completion with a C or better or concurrent enrollment in PTA 103, 104, 112, 120, 121, 140, 213, 215, 220, 221, 230, 250. This course provides clinical opportunity for practical experience in applying knowledge and skill presented in all of the didactic & lab PTA courses. Opportunities are available for students to observe, assist patients and perform physical therapy interventions and data collection under the supervision of a clinical instructor. Classroom presentation is provided prior to clinical experience to discuss appropriate clinical behavior, evidence-based practice, ethical guidelines and decision making.

PTA 250: Clinical Seminar. **Prerequisites:** Admission into the PTA Program AND -Completion of BIOL 181, BIOL 182, COMM 101, ENGL 101, HLTH 225, PSY 101, and PSY 209 with grades of C or better AND -Completion with a C or better or concurrent enrollment in PTA 103, 104, 112, 120, 121, 140, 213, 215, 220, 221, 230, 240. This course is the final stage of preparation for the development of an entry-level PTA. Topics presented in this course include billing/reimbursement, discharge planning, and professionalism. Job searching skills and workforce preparation activities, such as resume development and interviewing skills are reviewed. Elements of role transition to entry-level PTA will be examined related to preparation for licensure examination, career development and life-long learning.

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PTA SKILL COMPETENCY CHECKOFFS (December 2024)

*****The HCC PTA program reserves the right to alter the sequence and total number of skill checks based on Instructor determination of needs of students and needs of learning environment *****

PTA 104: Application of Basic Care Skills

Data Collection

Vital Signs

Interventions

Breathing
Personal Protective Equipment (PPE)
Bed Mobility / Positioning
Transfers (orthopedic & neurologic)
Gait Training (orthopedic)

PTA 112: Basic Assessment & Physical Agents I

Data Collection

Anthropometrics
Goniometry (arms, Legs, spine)
Manual Muscle Testing (arms, Legs)
Sensory /Mentation / Integument

Interventions

Superficial Heat and Cold
Massage / Trigger Point / Myofascial Release / Muscle Energy
Ultrasound (deep thermal)
Electrical Stimulation for Pain

PTA 121: Therapeutic Exercise for Orthopedic Conditions

Interventions

Exercise Intervention (Shoulder)
Exercise Intervention (Elbow & Forearm)
Exercise Intervention (Wrist & Hand)
Exercise Intervention (Hip)
Exercise Intervention (Knee)
Exercise Intervention (Ankle)
Balance & Proprioception Exercises

PTA 213: Physical Agents II

Data Collection

Wound Assessment

Interventions

Mechanical Spinal Traction
Electrical Stimulation for Tissue Repair
Electrical Stimulation & Ultrasound Combo
Neuromuscular Electrical Stimulation

PTA 221: Neuro Rehabilitation Techniques

Data Collection

Goniometry/ Inclination – Spine
Balance Testing

Interventions

Stretch & Strength of Spine
PNF diagonals UE, LE
Pre Gait activities (NDT, PNF)
Transfers (neurological)
Gait Training (neurological)

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ESTIMATED PTA PROGRAM COSTS (as of June 2024)

** The tuition rate for PTA courses is the same as for all other Heartland courses. **

** All tuition, fees, and cost estimates are subject to change without notice **

	Cost
<u>Tuition & Fees: full PTA program (including prerequisites)</u> <ul style="list-style-type: none"> \$168.00 / credit hour (In-District tuition) \$336.00 / credit hour (Out of District) \$420.00 / credit hour (Out-of-state / Out-of-country) \$ 17.00 (tech / life) / credit hour (college fees) \$825.00 course fees (for PTA course only) 	<u>In - District</u> \$14,162.00 (168x72+17x72+825) <u>Out of District</u> \$26,258.00 (336x72+17x72+825) <u>Out-of-state</u> <u>Out-of-country</u> \$32,306.00
Pre-entrance Criminal Background Check & Pre-entrance Drug Screening (Students pay ViewPoint Screening) (Performed prior to acceptance)	\$110.00
Pre-entrance Physical / Immunizations / Lab work (Performed prior to acceptance) <ul style="list-style-type: none"> There are a variety of immunizations required by our clinical partners. A list of immunizations will be distributed after acceptance into the program. 	\$500 – 1500.00
Books / Electronic Case Platforms (includes estimate for program prerequisites & program)	\$1,500- 2,500.00
Name Tag / Uniform / Shoes	\$300.00 / yr.
CPR Certification	\$60-70.00 / yr.
Personal Health Insurance (student’s responsibility) (average annual cost for individual)	\$7,800.00/ yr.
Travel to Clinical Sites (based on current fuel prices) (average per week) (travel is within 90-mile radius of Normal, Illinois) (16 total weeks)	\$60 – 100.00/wk.
Graduation Pin	\$50.00

- **TOTAL ESTIMATED COSTS:** **IN-DISTRICT** =\$26,592 **OUT-DISTRICIT** = \$38,688 **OUT STATE/COUNTRY** =\$44,736
- Student debt varies. Current statistics reveal less than 12% of students accepted to the PTA program had prior debt. Debt incurred after acceptance varies and is based on information in table and other student specific financial needs.
- Total number of weeks (excluding breaks) of student instruction/interaction (including classroom, laboratory, exams and clinical education.) = **80 weeks**

FEES FOR EMPLOYMENT:

National Physical Therapy Examination (required to become licensed in any state) (based on State of Illinois estimated costs)	
Online application fee for Continental Testing Services	\$ 107.00
FSBPT registration	\$ 485.00
Prometric Testing Site Fee	\$ 92.00
State of Illinois PTA License Fee (this will vary in other states)	\$125.00

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Heartland Community College
Physical Therapist Assistant Program
PTA ESSENTIAL FUNCTIONS

Policy:

The curriculum leading to the Associate of Applied Science (A.A.S.) degree in Physical Therapist Assistant requires a student to engage in diverse, complex and specific experiences essential to the acquisition and practice of essential healthcare practitioner skills and function. Unique combinations of psychomotor, physical, cognitive, affective and social abilities are required to satisfactorily perform these functions. In addition to being essential to the successful completion of the requirements of the A.A.S. in Physical Therapist Assistant, these functions are necessary to ensure the health and safety of patients, fellow students, faculty and other healthcare members.

The PTA program requires the following as functional abilities for the physical therapist assistant student:

1. Demonstrate:

a. Motor Skills:

- i. Ability to competently, safely, and effectively, including but not limited to, guide, assist, resist and protect patients that are walking, exercising, or performing other activities with common, standard, and professionally accepted techniques.
- ii. Ability to competently, safely, and effectively, including but not limited to, move, adjust, position and lift patients and equipment varying in weight with common, standard, and professionally accepted techniques.
- iii. Ability to competently, safely, and effectively perform, including but not limited to, bending, twisting, pushing, pulling, reaching, standing, kneeling, sitting, walking and crawling.
- iv. Ability to competently, safely, and effectively perform CPR with or without assistance.
- v. Ability and dexterity to competently, safely, and effectively manipulate equipment including but not limited to adjustment of dials, gauges, small nuts/bolts and various equipment settings.
- vi. Ability to competently, safely, and effectively tolerate, including but not limited to, prolonged standing, sitting, stooping, squatting, bending, pushing and pulling.
- vii. Sufficient endurance to competently, safely, and effectively complete all required work hours and days.

b. Sensory/Observation Skills:

- i. Visual ability to competently, safely, and effectively observe and respond to patient responses including but not limited to facial expressions, movement patterns, verbal responses and reactions.
- ii. Ability to competently, safely, and effectively assess , including but not limited to, safety factors involving patient care and physical environment.
- iii. Auditory ability to competently, safely, and effectively recognize and respond to including but not limited to equipment alarms, call bells and timers, and all other noises that may require assessment to determine cause and need for appropriate intervention(s).

- iv. Auditory, visual, and physical ability to competently, safely, and effectively monitor , including but not limited to all vital signs as well as signs and symptoms exhibited in any fashion by the patient/client.
 - v. Tactile ability to competently, safely, and effectively, including but not limited to, palpate pulse and muscle contractions, detect abnormalities of skin texture, skin temperature, muscle tone, tissue texture and joint movement.
 - vi. Ability to competently, safely, and effectively, including but not limited to, tolerate noxious stimuli from the work environment and other humans.
- c. Communication Skills:**
- i. Ability to competently, safely, and effectively utilize and implement all auditory stimuli.
 - ii. Ability to competently, safely, and effectively recognize, interpret and respond appropriately to non-verbal behavior.
 - iii. Ability to competently, safely, and effectively communicate verbally, in writing, and electronically using standard college-level English.
- d. Intellectual/Conceptual/Critical Thinking Skills:**
- i. Ability to competently, safely, and effectively collect and interpret data related to patients and physical therapy and make effective decisions
 - ii. Ability to competently, safely, and effectively critically think and problem solve for effective patient management and implementation of selected treatment interventions under the direction and supervision of a licensed physical therapist.
 - iii. Ability to competently, safely, and effectively prioritize multiple tasks, integrate information and make effective decisions.
 - iv. Competent, safe, and effective recognition of real or potential emergency situations and implement appropriate interventions.
- e. Professional Behaviors:**
- i. Competent, safe, effective. and ethical behaviors and actions in all situations including but not limited to the classroom, lab, institution, and clinical/professional settings.
 - ii. Ability to competently, safely, and effectively work in stressful situations.
 - iii. Ability to competently, safely, and effectively work with individuals of varying socioeconomic, ethnic, and cultural backgrounds.
 - iv. Ability to competently, safely, and effectively act in the best interest of others.
 - v. Strong interpersonal skills that allow for competent, safe, effective, and respectful interaction with all others including but not limited to classmates, faculty, colleagues, and patients.
 - vi. Demonstrate competent, safe, and effective personal responsibility, self –motivation, self-management, interdependence, self-awareness, life - long learning, emotional intelligence and belief in themselves.
- f. Time Management:**
- i. Time management is an integral component of the profession of physical therapy and is guided by multiple factors including but not limited to legal standards, professional and health care standards, contemporary practice, ethics, physiological requirements, and reimbursement for patient/client interventions. The student will be required to adhere to

all time requirements during all academic activities, clinical education activities, and patient interventions/sessions. If a student has written approved accommodations in compliance with ADA and all other appropriate and legal requirements, the HCC PTA Program will coordinate implementation with the student and other appropriate resources as needed. In compliance with the ADA and Section 504 of the Rehabilitation Act the accommodations must be reasonable and may not:

1. Alter or waive essential academic requirements.
 2. Result in undue financial or administrative burdens given the institution's resources.
 3. Fundamentally alter the nature of a service, program, or activity.
2. The college offers services for students with documented sensory, physical, learning, or other disabilities. Students must submit appropriate documentation and then participate in an interactive process with Student and Access and Accommodation Services to determine reasonable accommodations:

The program reserves the right to require any and all appropriate testing to verify an applicant's / student's ability to meet any and all requirements outlined previously in this policy.

Developed by: PTA Program Coordinator

Original: 3-12-2015

Approved: Dean of HHS

Revision Dates: July 2018, August 2022 // January 2023 / March 2024

II. PROGRAM POLICIES and PROCEDURES

PROGRAM POLICIES and PROCEDURES

- A. Admission
- B. Re-application to PTA program
- C. Due Process
- D. Informed Consent
- E. Informed Consent – Non-Student
- F. Nondiscrimination and Equal Opportunity
- G. Privacy and Confidentiality
- H. Requirements to Begin Program After Notification of Acceptance
- I. Social Networking
- J. Student Criminal Background Check
- K. Pre-Matriculation Student Drug Screen

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Heartland Community College
Physical Therapist Assistant Program
ADMISSION

Policy:

PTA student admission procedures and practices adhere to applicable laws, regulations, and accreditation standards and are intended to be nondiscriminatory and assure equal opportunity to all applicants. The PTA program at Heartland Community College (HCC) is a selective admission program. The Physical Therapist Assistant Program enrollment is limited to 16 students per year. Decision for admission is based on current policies and procedures.

Procedure:

1. Prepare to Apply:
 - a. Students are encouraged to review Accreditation information.
 - b. Students must meet with an HCC academic advisor.
 - c. Students are encouraged to review the Planning Guide on the HCC website.
 - d. Students are encouraged to attend an information meeting conducted by HCC.
 - e. Students are encouraged to review program requirements as outlined in the PTA Program Handbook.
 - f. Students are encouraged to review licensure considerations
 - i. Passing the National Physical Therapy Exam (NPTE) is required for licensure. In order to sit for the NPTE, students must graduate from a program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) and meet eligibility criteria designated by each state's licensing authority. The Federation of State Boards of Physical Therapy (FSBPT) administers the NPTE.
 - ii. Applicants seeking licensure in the state of Illinois will need to answer several licensure questions including personal history, child support and/or student loan information questions.
 - g. Students are encouraged to review the program costs listed in the PTA Program Handbook.
 - h. Students are encouraged to review the PTA curriculum listed in the PTA Program Handbook.
2. Academic Requirements:
 - a. All program prerequisite courses must be completed with a minimum grade of a "C" OR in progress during the fall semester of the application cycle.
 - i. If the student has completed Advanced Placement exams it will be scored as follows: 5 = letter grade A / 4 = letter grade B / 3 = letter grade C. Scores below 3 will not be considered.
 - ii. HLTH 225, BIOL 181 & 182 or equivalent must have been completed within the last five years. This will be counted from the Spring semester of the application cycle (i.e. Apply in Spring 2016 – the five years would be Spring semester of 2011). In the event these courses were completed longer than 5 years from the application cycle, the following will be utilized:
 - If the potential candidate has documented evidence of work experience within the last 5 years in which the knowledge was utilized and applied, the potential candidate may request a waiver for the requirement. The PTA program faculty in collaboration with the Dean or Associate Dean of Health Sciences will assess the

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evidence and make a determination based on agreement of a majority of the PTA faculty and Dean or Associate Dean of Health Sciences. The following criterion will be utilized for this decision process:

- The candidate must submit a letter from their supervisor from the business the candidate was employed and utilized and applied knowledge and skill of human anatomy & physiology. At a minimum the letter must include:
 - ❖ Date range of employment.
 - ❖ Position held that included the utilization and application of knowledge and skill of human anatomy & physiology.
 - ❖ Duties including how the candidate utilized and applied the knowledge and skill of human anatomy & physiology.
 - ❖ How long did the candidate work in the position that required the utilization and application of knowledge and skill of human anatomy & physiology.
- The candidate must submit official transcripts from these previous courses. The transcripts will be evaluated utilizing standard policies and procedures.
- If the potential candidate has no documented evidence of work experience within the last 5 years in which the knowledge was utilized and applied or the waiver request is denied, the potential candidate will be required to retake these courses and achieve a minimum grade of C.
- iii. If a candidate is completing one or more program prerequisite courses during the fall semester of the application cycle, the grade utilized in determining eligibility for a seat in the program for that course will be the mid-term grade. If the candidate is selected and accepts a seat in the program, the final grade in the course must be a C or above, if not the candidate will not be eligible to matriculate into the program and will be required to repeat the application process.
- iv. In the event a candidate elects to re-take a program prerequisite course(s) to improve the grade that is on their transcript the following will be utilized in the selection process:
 - If the candidate completes the re-take prior to Aug 1 of the application cycle, the highest grade will be utilized.
 - If the candidate is retaking the course during the fall semester of the application cycle, the grade utilized for that course will be the mid-term grade and not any previous grade. If the candidate is selected and accepts a seat in the program, the final grade in the course must be a C or above, if not the candidate will not be eligible to matriculate into the program and will be required to repeat the application process.
- b. All program prerequisite courses must be passed with a minimum grade of “C” and the candidate must have a minimum GPA of 2.5 for required program prerequisite courses.
 - i. If a transcript utilized in the application process has a Credit or Pass in lieu of a letter grade for a required program prerequisite course taken during or after January 2020, HCC will verify that the Credit or Pass equated to a letter grade C. If the Credit or Pass does not meet this standard, that course will not be accepted as passed.

- This provision shall only be allowed when there is documented evidence this grading policy related to Credit or Pass is in effect. HCC reserves all rights in determination of utilization of letter grades versus other grading mechanisms.
- ii. If the candidate was provisionally selected for the program but does not meet these requirements within one week of the start of the first class in which the candidate was provisionally selected, they will not be allowed to enter into the program. The candidate would need to submit a new application for the PTA program during a subsequent application cycle.

3. How to Apply:

a. **Apply to HCC**

- i. Complete the new student admission process. Applications are submitted online.

b. **Apply to HCC PTA Program**

- i. Complete and submit the online Application for Physical Therapist Assistant (PTA).
 - Application Opens: **April 1**
 - Application Due Date: **September 1**
 - Applications for PTA must be submitted between April 1 and August 1. No early or late applications will be accepted unless authorized by the HCC PTA program.
 - At the sole discretion of the HCC PTA Program, applications may be reopened later if seats remain available.
- ii. Submit required documents for evaluation by September 1. These include but may not be limited to:
 - Official copies of all college transcripts for program prerequisite courses received by Student Records (Heartland transcript does not need to be submitted).
 - The deadline for submission of midterm grades if enrolled in program prerequisite courses in the fall semester of the application cycle is the last business day **in October.**
- iv. In the event that there are fewer qualified candidates than there are seats available, applications will continue to be accepted until the program's maximum capacity has been reached or until the program's mandatory orientation.
- v. Transfer students with credits from another PTA program may apply to the HCC program during the application period. PTA credits will be evaluated on a course-by-course basis. *All other credits are subject to HCC PTA program and HCC policies and procedures.*) The following material must be submitted:
 - Letter requesting transfer into the HCC PTA program.
 - Heartland Community College application for admission.
 - Official copies of all college and PTA school transcripts.

- Syllabus and detailed content outline of each PTA course completed with a “C” or better. (see information above related to Credit or Pass).

vi. Students re-applying: Please see policy: [Re-application to the PTA Program](#)

4. How are Applicants Selected:

- All qualified applicants will be ranked in accordance with the current ranking system determined by the HCC PTA program and the top 16 will be offered a seat.
- If a seat opens after the original top 16 have been offered, those applicants that were determined to be qualified but did not make the original top 16 list will be ranked and the remaining seat(s) will be filled. This process will continue until all seats are filled, until all qualified candidates have been exhausted, or until the program’s mandatory orientation.
- Applicants provisionally selected and who accept a seat but subsequently turn the seat down may elect to submit a new application for the PTA program during a subsequent application cycle. This new application will be assessed utilizing the standard process. However, if the applicant accepts and then subsequently turns the seat down in 2 successive admission cycles, the applicant will not be considered for selection during the next immediate application cycle.
- The following outlines the scoring system utilized to rank candidates:
 - Scoring related to grades
 - Letter grade A = 4 points
 - Letter grade B = 3 points
 - Letter grade C = 2 points
 - Credit or Pass = 2 points (only utilized when those policies are in effect)
 - GPA calculated utilizing standard methods.
 - Normalized GPA determined utilizing standard methods.

Weighting	Criteria
95%	Normalized GPA on general education courses [(Program Prerequisite Courses GPA / 4.0) X 100]
5%	Prior Academic Achievement <ul style="list-style-type: none"> • Master’s degree or higher (100), OR • Bachelor’s degree (75), OR • Associate Degree (50), OR • College Certificate in CNA, EMT, Massage Therapy, Medical Assistant (25), If none of the above (0)
[Normalized GPA] X 95% + [Prior Achievement] 5% = SCORE	

In case of a tie, the applicant with the highest GPA in the program prerequisite courses will be given priority. In the event a tie persists, the Dean of HCC Health Sciences, PTA Faculty, and HCC Admissions will determine the process to be utilized.

5. Notification of Acceptance

- Applicants will be notified of their status regarding admission via their Heartland email by November 15.

March 1, 2015

Revised: August 2015 / October 2015 / July 2016 / December 2016 / January 2017 / May 2017 / July 2017 / December 2017 / July 2018 / September 2018 / January 2019 / March 2019 / November 2019 / January 2020 / Mar 2020 / April 2020 / August 2020 / September 2020 / November 2020 / February 2021 / April 2021 / May 2021 / November 2021 / February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan 2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

- b. Applicants not accepted during an application cycle will receive a communication explaining why their application could not be approved at this time. These individuals should work with an academic advisor to satisfy basic admission requirements and reapply when admission requirements have been made.
- c. Applications and waiting lists are not maintained from year to year.
- d. Applicants that are offered a seat in the program must meet the following requirements prior to **official matriculation** into the program:
 - i. Complete currently enrolled program prerequisite courses with a 'C' or greater AND a GPA of 2.5 in the program prerequisite courses (see 2 b. above for consideration of Credit or Pass in lieu of a letter grade).
 - ii. Attend the HCC PTA program mandatory orientation.
 - iii. Submit to a criminal background check and drug testing and disclose any previous criminal convictions.
 - iv. Fulfill all clinical education requirements (see [REQUIREMENTS TO BEGIN PROGRAM AFTER NOTIFICATION OF ACCEPTANCE](#) policy).
 - v. Satisfy all financial obligations to Heartland Community College.

Developed by PTA Program Coordinator

Original: 12-19-2014

Approved: Dean of HHS

Revision Dates: 3-1-2015 / 10-16- 2015 / 12-17-16 / 4-29-20 / 2-10-2022 / 3-3-2022, August 2022/ June 2023 / Sept 2023 / Jan 2024

March 1, 2015

Revised: August 2015 / October 2015 / July 2016 / December 2016 / January 2017/ May 2017 / July 2017 / December 2017 / July 2018 / September 2018/January 2019/March 2019 / November 2019 / January 2020/ Mar 2020 / April 2020 / August 2020 / September 2020/ November 2020/ February 2021 / April 2021 / May 2021 /November 2021 / February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan 2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

Heartland Community College
Physical Therapist Assistant Program
RE-APPLICATION to PTA PROGRAM

I. Policy

- A. Students must pass all courses in each semester or term of the HCC PTA program to qualify to progress to the next term or semester.
 - i. Semester is defined as the 1st spring semester, 1st fall semester, and 2nd spring semester.
 - ii. Term is defined as the summer between the 1st spring and 1st fall semester.
- B. If a student fails 1 or more courses during a semester or term of the HCC PTA program, they will be dismissed from the program.
- C. The student may elect to re-apply to the HCC PTA program, but must complete this within the next application cycle (i.e.: Exit program spring semester 2024; Reapplies next cycle which would be April 1, 2024 to August 1, 2024.) to receive credit for HCC PTA program courses the student passed during the immediate previous enrollment to the HCC PTA program.
 - 1. The student must meet the following requirements:
 - a. Meet all qualifications to be admitted to the program. Admissions based on availability.
 - b. Credit will be given for the HCC PTA program courses the student passed during the immediate previous enrollment to the HCC PTA program unless curricular changes necessitate starting the HCC PTA program technical courses from the beginning.
 - c. The student would be required to enroll in and pass the course(s) they did not pass in the immediate previous enrollment to the HCC PTA program.
 - d. To ensure that knowledge and skill has been maintained for the HCC PTA course(s) that the student has previously passed in the HCC PTA program, the student will be required to demonstrate retention of previously learned materials by specific due dates. This includes:
 - i. Completion of written exams to examine previously learned knowledge base with a score of 75 % or higher.
 - ii. Completion of lab competency exams of clinical skills previously learned with a score of 75 % or higher.
 - iii. Should the student performance on the written exams and lab competencies outlined in i. & ii. above score below 75%, the PTA faculty and the Dean of Health Sciences, in collaboration with the student will design a written plan of action, including due dates and times for remediation of any deficits and consequences for failure to complete the remediation.
- D. If a student chooses **not** to re-apply or they are not re-admitted within the next application cycle, they could re-apply to the HCC PTA program in the future. However, to ensure the integrity of the program, the student would be required to start the program again with no credit provided for any HCC PTA courses previously passed.
- E. Students are allowed only 2 admissions to the program. If a student does not meet all academic requirements on the second admission, they will not be not eligible to reapply to the HCC PTA program.
- F. Students who have been dismissed from the program due to legal, ethical, student conduct violations, or safety reasons will not be allowed to be readmitted to the HCC PTA program.

Developed by: PTA Program Coordinator

Original: 3-21-19

Approved: Dean of HHS

Revision Dates: 8-15-20, August 2022 / March 2024 / September 2024 / Nov 2024

March 1, 2015

Revised: August 2015 / October 2015 / July 2016 / December 2016 / January 2017/ May 2017 / July 2017 / December 2017 / July 2018 / September 2018/January 2019/March 2019 / November 2019 / January 2020/ Mar 2020 / April 2020 / August 2020 / September 2020/ November 2020/ February 2021 / April 2021 / May 2021 /November 2021 / February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan 2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

Heartland Community College
Physical Therapist Assistant Program
DUE PROCESS

Policy:

The PTA program at HCC is committed to respecting the rights and privileges of persons associated with the educational program in regard to informed due process. The PTA program follows the policies and procedures put forth by Heartland Community College regarding due process for students and faculty.

Procedure:

The PTA program faculty will:

1. **Adhere to HCC Policies and Procedures related to students:**
 - a. Student Appeal Process found in HCC College Student Handbook.
 - b. HCC Specific Procedure for Course Related Dispute found in HCC College Student Handbook.
 - c. Board Policy: Student Section 5.0 et.al

2. **Adhere to HCC policy and procedures related to student right and privileges:**
 - a. Code of Conduct found in HCC Student Handbook.
 - b. Disciplinary Procedures found in HCC Student Handbook.
 - c. Academics found in HCC Student Handbook.
 - d. "Privacy and Confidentiality" policy in the PTA Program Handbook as well as the institutions "Privacy Policy" found in HCC Student Handbook.

3. **Adhere to HCC policy and procedures related to faculty**
 - a. Full Time Faculty Collective Bargaining Agreement
 - b. Adjunct Faculty Collective Bargaining Agreement

4. **Adhere to HCC policies and procedures related to Nondiscrimination and Affirmative Action**
 - a. Safety & Security found in the HCC Student Handbook.
 - b. The nondiscrimination statement and policy are made available to faculty, staff, prospective/enrolled students, and the public via the HCC website.
 - c. Full Time Faculty Collective Bargaining Agreement, Section 13.2 and Adjunct Faculty Agreement Collective Bargaining Agreement, Section 10.2

Developed by: PTA Program Coordinator

Original: 12-19-2014

Approved: Dean of HHS

Revision Dates: August 2022 / March 2024

March 1, 2015

Revised: August 2015 / October 2015 / July 2016 / December 2016 / January 2017/ May 2017 / July 2017 / December 2017 / July 2018 / September 2018/January 2019/March 2019 / November 2019 / January 2020/ Mar 2020 / April 2020 / August 2020 / September 2020/ November 2020/ February 2021 / April 2021 / May 2021 /November 2021 / February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan 2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

Heartland Community College
Physical Therapist Assistant Program
INFORMED CONSENT

Policy:

In order to protect the rights and privileges of person's associated with the HCC PTA Program the [Statements of Undersatnding](#) will be reviewed at orientation and signed by the students before participation in any of the PTA technical Courses.

Procedure:

1. During the student orientation for the PTA program, the following informed consents will be discussed. Students will be given an opportunity to ask questions. Signatures from the student will be obtained before participation in any of the PTA technical course work.
 - a. Human Participant/Subject Informed Consent: This documents the student's informed consent to participate in laboratory activities and as a demonstration model in laboratory, lecture, or clinical and acknowledges the student's assumption of all risks and responsibilities surrounding that participation.
 - b. Photograph / Video / Digital Recording Consent: This obtains the student's permission to take photographs, capture video, and/or conduct digital recordings of the student for instructional purposes or publication, promotion, placement, illustration, and advertising in any manner or in any medium.
 - c. Essential Functions: This documents that the student understands the essential functions necessary for a student in the Physical Therapist Assistant program and for employment as a physical therapist assistant.
 - d. Clinical Requirements Acknowledgment: This documents that the student has been notified about clearances including but not limited to drug screen, criminal background check, and health requirements for clinical education as well as maintaining own health insurance coverage during all Clinical Education Courses.
 - e. Health Insurance Coverage (for clinical experience): This documents students' acknowledgment of the requirement to possess current health insurance coverage.
 - f. Licensure Requirements Acknowledgement: This documents that the student has been notified about requirements to obtain licensure
 - g. Academic Integrity Agreement: This documents that the student understands the definition and consequences of academic misconduct.
 - h. Professional Agreement: This is signed by the student as a commitment to following APTA's Standards of Ethical Conduct for the PTA and Illinois Physical Therapy Practice Act.
 - i. Patient Bill of Rights: This describes the student responsibility to inform patients that they are a "student" and of the patient's risk – free right to refuse participation in clinical education.
 - j. Commitment to Confidentiality: This documents the student agreement to protect privacy and confidentiality of patients.
 - k. Social Networking Policy: This documents the student agreement to follow the Social Networking Policy.

March 1, 2015

Revised: August 2015 / October 2015 / July 2016 / December 2016 / Janaury 2017/ May 2017 / July 2017 / December 2017 / July 2018 / September 2018/January 2019/March 2019 / November 2019 / Janaury 2020/ Mar 2020 / April 2020 / August 2020 / September 2020/ November 2020/ February 2021 / April 2021 / May 2021 /November 2021 / February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan 2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

- l. Release of Personal Information for Teaching Purposes: This allows the PTA program to assemble a student directory to distribute to fellow classmates and faculty associated with the program for communication purposes.
 - m. Release of Student Information to Clinical Sites: This authorizes the PTA program faculty to furnish clinical affiliation sites with mandatory medical records/immunization, information regarding academic performance &/or attendance, phone numbers including emergency contact information, date of CPR certification and drug screen and criminal background check.
 - n. Release of Liability: This releases HCC from any harm associated with illness, disease or injury incurred or caused by activities connected with any course work.
 - o. PTA Handbook & Policy Changes: This documents that the student has read the PTA Student Handbook.
2. Students have the right to sign or not sign any of the above consents. A student who chooses not to sign any of the above consents will be counseled regarding the importance of each consent and informed that failure to agree with a signature may result in dismissal from the program.
 3. Copies of the signed consents are maintained by the program, secured in the student file or electronically on a password secured drive.

Developed by: PTA Program Coordinator

Approved: Dean of HHS

Revision Dates: 12-17-16, August 2022 / March 2024

Original: 4-30-2014

March 1, 2015

Revised: August 2015 / October 2015 / July 2016 / December 2016 / January 2017 / May 2017 / July 2017 / December 2017 / July 2018 / September 2018 / January 2019 / March 2019 / November 2019 / January 2020 / March 2020 / April 2020 / August 2020 / September 2020 / November 2020 / February 2021 / April 2021 / May 2021 / November 2021 / February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan 2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

Heartland Community College
Physical Therapist Assistant Program
INFORMED CONSENT NON-STUDENT

Policy:

To foster an active and engaged learning environment individuals from the public (students not enrolled in the PTA program / HCC faculty or staff / members of the community) may agree to participate and serve as a patient simulator. In order to protect the rights and privileges of person's agreeing to serve in this capacity the HCC PTA Program will require that each person complete and sign the "[Informed Consent: Non-Student](#)" form prior to participation in any of the PTA Program courses or activities.

Procedure:

1. The PTA Program Coordinator or Instructor for the course or activity will provide the person with a copy of the "Informed Consent: Non-Student" form.
2. The person shall complete each section and sign the form prior to participation.
3. A copy of the signed form will be provided to the person upon request.
4. The original signed form will be forwarded to the PTA Program Coordinator who will then place this in a secure file (electronic or hard copy).
 - o These signed forms will be shredded at the conclusion of the semester in which they were signed.
5. In the event the person refuses to sign the consent or does not complete the form, the person will not be allowed to engage in any activity.

Developed by: PTA Program Coordinator
Approved: Dean of HHS
Revision Dates: August 2022 / March 2024

Original: 10-16-2015

March 1, 2015

Revised: August 2015 / October 2015 / July 2016 / December 2016 / January 2017/ May 2017 / July 2017 / December 2017 / July 2018 / September 2018/January 2019/March 2019 / November 2019 / January 2020/ Mar 2020 / April 2020 / August 2020 / September 2020/ November 2020/ February 2021 / April 2021 / May 2021 /November 2021 / February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan 2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

Heartland Community College
Physical Therapist Assistant Program
LEAVE OF ABSENCE FROM THE PTA PROGRAM

The program recognizes that life circumstances may require students to take time away from campus to attend to personal matters. Students who need to exit the program for various reasons (e.g.: medical reasons, military training, military deployment, or other special circumstances) may be eligible for a leave of absence.

A. Students requesting a leave of absence should contact the Dean of Students Office to determine their eligibility for a temporary leave.

B. Students who are granted a leave of absence and request to return within the same academic semester:

1. Will be given credit for the HCC PTA Program courses that the students has successfully completed.
2. Must complete any incomplete work within an agreed upon time frame, as set forth by the student and the program faculty and provided in writing. The time period to complete any incomplete work must not exceed beyond one semester from the time the leave is granted, unless indicated in writing by the Dean of Students.

C. Students that are granted a leave of absence that extends beyond the academic semester in which the leave of absence was granted should submit a written petition to the PTA Program Coordinator to request a return to the program, with an anticipated date of return, if known.

1. The program and Dean of Health Sciences in collaboration with the student will design a written plan of action with specific actions, due dates and times consistent with current policy, rules, regulations, federal and Illinois state statutes.
2. To assure that knowledge and skill has been maintained for the PTA course(s) that the student has previously passed, the student will be required to demonstrate retention of previously learned materials by specific due dates. This includes:
 - a. Completion of written exams to examine knowledge base with a score of 75 % or higher.
 - b. Lab competency exams of clinical skills previously learned.

D. Any student who is granted a leave of absence from the program, must be granted a return to the program within five academic years of the date the leave of absence began to qualify for the process outlined in this policy. If the student does not meet this requirement, they must re-apply to the program and meet all qualification and financial requirements at the time of the application.

Developed by: PTA Program Coordinator

Original: 11-8-2024

Approved: Dean of HS

Revision Dates:

March 1, 2015

Revised: August 2015 / October 2015 / July 2016 / December 2016 / January 2017/ May 2017 / July 2017 / December 2017 / July 2018 / September 2018/January 2019/March 2019 / November 2019 / January 2020/ Mar 2020 / April 2020 / August 2020 / September 2020/ November 2020/ February 2021 / April 2021 / May 2021 /November 2021 / February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan 2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

Heartland Community College
Physical Therapist Assistant Program
NONDISCRIMINATION and EQUAL OPPORTUNITY

Policy:

The PTA program is in agreement with and makes every effort to adhere to the college's equal opportunity statement that states; *"The College provides equal educational opportunities to all students and equal employment opportunities to all employees and applicants for employment. Management and supervisory personnel at all levels are responsible for taking reasonable and necessary actions to prevent discrimination. Discrimination is prohibited under Americans with Disabilities Act of 1990, the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Violence Against Women Act of 1994, Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Illinois Human Rights Act, and all other relatable laws, rules and regulations that apply to College operations."*

"To the extent that there are conflicts between the terms of any College policy and applicable law, such applicable law shall be controlling. Whenever a specific external law, rule or regulation is referenced in these policies, such reference shall be to the most recent enacted and amended version of such law, rule or regulation."

The PTA program agrees with and makes every effort to adhere to the Title IX: Equity in Higher Education statement:

If you are in immediate crisis, CALL 911.

Title IX of the Education Amendments of 1972 states:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

Education programs and activities include all of a school's operations, including employment, and school-sponsored athletics and activities (on or off-campus). Title IX protects students, employees and third parties with a relationship to the college, whether on or off campus.

Procedure:

1. PTA admission procedures adhere to applicable law, nondiscriminatory standards, and assure equal opportunity for all applicants (See PTA Admission Policy and Procedure).
2. PTA program faculty, staff and students will adhere to all applicable HCC policies related to nondiscriminatory standards and equal opportunity for all persons. The nondiscrimination statement and policy are made available to faculty, staff, prospective/enrolled students, and the public via the HCC website.
3. If a student believes they are eligible to receive accommodation due to a disability, they should contact Student Access and Accommodation Services located in the Academic Support Services.
 - a. Students requesting accommodations must submit appropriate documentation and then participate in an interactive process with Student Access and Accommodation Services to determine appropriate accommodations.
 - b. Upon verification of the disability, the appropriate accommodations may be recommended.

Developed by: PTA Program Coordinator

Original: 12-19-2014

Approved: Dean of HHS

Revision Dates: 10-16-2015, August 2022 / March 2024

March 1, 2015

Revised: August 2015 / October 2015 / July 2016 / December 2016 / January 2017/ May 2017 / July 2017 / December 2017 / July 2018 / September 2018/January 2019/March 2019 / November 2019 / January 2020/ Mar 2020 / April 2020 / August 2020 / September 2020/ November 2020/ February 2021 / April 2021 / May 2021 /November 2021 / February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan 2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

Heartland Community College
Physical Therapist Assistant Program
PRIVACY and CONFIDENTIALITY

Policy:

PTA faculty, students, and staff will preserve the privacy of all persons, including but not limited to patients, patient's family, students, demonstration subjects, academic and clinical education faculty, practitioners and supporting staff, faculty, institution administrators and staff, and members of the community.

Procedure:

Confidentiality of Student Information

1. PTA academic faculty /staff will:
 - a. Abide by all HCC policies related to privacy and confidentiality.
 - b. Keep copies of academic and clinical information in locked files, or electronically on a password secured drive.
 - c. Provide student counseling/advising sessions with faculty in the privacy of the faculty member's office or other appropriate private room (i. e. conference room).
 - d. Provide student information consisting of medical records/immunizations, academic performance &/or attendance, phone numbers including emergency contact information, drug screen and criminal back ground check to clinical sites that students have been assigned to only with the written consent/ release from the student (Release of Student Information to Clinical Sites).
2. PTA Clinical Faculty will:
 - a. Maintain privacy and confidentiality as outlined in the Center Coordinator of Clinical Educator (CCCE) and Clinical Instructor (CI) job duties.

Confidentiality of all other persons, including patients, patient's family, demonstration subjects, academic and clinical education faculty, practitioners and supporting staff.

1. PTA Students will:
 - a. Students will abide by and complete HIPPA.
 - b. Students who violate the provisions of HIPAA, such as accessing private patient information not pertinent to their role as a student health care provider or violating patient confidentiality, may be dismissed from the program. All information distributed by the clinic site (e.g. administrative information, patient care protocols) may not be removed from the site without permission from the clinical instructor or CCCE.
 - c. Sign a Commitment to Confidentiality Agreement at orientation.
 - d. Sign acknowledgement of receiving and understanding the Social Networking Policy.

Developed by: PTA Program Coordinator
Approved: Dean of HHS
Revision Dates: 10-16-2015 / 12-17-16, August 2022

Original: 12-19-2014

March 1, 2015

Revised: August 2015 / October 2015 / July 2016 / December 2016 / January 2017/ May 2017 / July 2017 / December 2017 / July 2018 / September 2018/January 2019/March 2019 / November 2019 / January 2020/ Mar 2020 / April 2020 / August 2020 / September 2020/ November 2020/ February 2021 / April 2021 / May 2021 /November 2021 / February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan 2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

Heartland Community College
Physical Therapist Assistant Program
REQUIREMENTS TO BEGIN PROGRAM AFTER NOTIFICATION OF ACCEPTANCE

Policy: Prior to students beginning the technical PTA courses, the following requirements listed below must be completed. Students will be responsible for all fees associated with these requirements.

The HCC PTA program (faculty, students) must adhere to all health and safety requirements of the contracted clinical affiliations, as well as state and federal statutes and/or mandates. This may include but is not limited to: vaccinations, protective equipment, training, etc.).

Prior to students being allowed to enroll and participate in the technical PTA courses a student must:

1. Complete and submit a written medical exam by a licensed medical doctor, physician assistant, nurse practitioner, or advanced nurse practitioner utilizing the HCC approved form and inclusive of the Ishihara test for color blindness. Student medical status must meet all of the Essential Functions as outlined in the Heartland Community College PTA Program Handbook.
 - a. In the event it is determined a student does not meet the Essential Functions referenced above:
 - i. The student will be advised to meet with HCC Student Access and Accommodations Services (HCC SAAS).
 - ii. SAAS may evaluate the student and determine if the student is eligible for accommodations.
 - iii. SAAS will work with the HCC PTA Program in identifying potential and plausible accommodations.
 - iv. The student will be advised that clinical sites may or may not agree to any and all accommodations provided by HCC, potentially impeding progression in the program.
 - v. In addition, the student will be advised that obtaining licensure and/or employment post-graduation from the program may be impacted by these determinations.
2. Provide written documentation of current Basic Life Support for Healthcare Provider CPR Certification.
3. Provide written documentation of Proof of Immunization for the following:
 - a. **MMR (Measles, Mumps and Rubella)**
 - i. Two doses of MMR given at least 1 month apart.
OR
 - ii. Submit written laboratory evidence of immunity (Measles **AND** Mumps titer).
 - iii. If student does not show immunity, they will be required to obtain updated vaccination.
 - b. **Rubella**
 - i. Submit written laboratory evidence of immunity (Rubella titer).
 - ii. If student does not show immunity, they will be required to obtain updated vaccination.
 - c. **TDaP (Tetanus, Diphtheria, Pertussis).**
 - i. Submit written evidence of TDaP vaccination and/or booster within the last 10 years.

- d. **Varicella**
 - i. Two doses of Varicella.
OR
 - ii. Submit written laboratory evidence of immunity (Varicella titer).
 - iii. If student does not show immunity, they will be required to obtain updated vaccination.
 - e. **Hepatitis B**
 - i. Completed medication and dosage series recommended by the CD and/or local health department .
 - ii. Submit written laboratory evidence of immunity (Hepatitis B titer).
 - iii. If student does not show immunity, they will be required to obtain updated vaccination.
 - f. **Tuberculosis**
 - i. A two-step Mantoux (Tuberculosis Screening Test).
OR
 - ii. Record of three annual negative TB test.
OR
 - iii. QuantiFERON Gold blood test.
OR
 - iv. T-spot blood test.
 - v. An annual TB test is required.
 - vi. A chest X-ray is required if the student has a positive TB skin test, and an official radiology report must be submitted.
 - g. Comply with current Influenza and COVID vaccination requirements established by federal and/or state requirements/mandates, Heartland Community College, and clinical affiliations.
 - i. In the event a student is non-compliant with the requirements outlined in g. above, the program cannot guarantee placement in a clinical setting. If the student cannot be placed in a clinical setting, this would result in the students inability to meet all requirements of the degree and failure to progress with the curriculum resulting in dismissal from the program.
5. Provide proof of negative criminal background check. (See PTA Policy, Criminal background Check Policy)
 6. Provide proof of negative drug screen. (See PTA Policy, Student Drug Screening Policy)
 7. Provide written evidence of health insurance coverage.
 8. Complete a Fit Test if required by a clinical affiliation agreement.
 9. Satisfy all financial obligations to the Heartland Community College.

Failure to complete any of these requirements by the assigned deadline may prevent the student from participating in PTA technical courses.

Developed by: PTA Program Coordinator
Approved: Dean of HHS

Original: 10-21-2013

Revision Date: 12-17-16, 1-14-19, 10-31-19/ 11-22-21 / 3-3-2022, August 2022, September 2023

March 1, 2015

Revised: August 2015 / October 2015 / July 2016 / December 2016 / January 2017/ May 2017 / July 2017 / December 2017 / July 2018 / September 2018/January 2019/March 2019 / November 2019 / January 2020/ Mar 2020 / April 2020 / August 2020 / September 2020/ November 2020/ February 2021 / April 2021 / May 2021 /November 2021 / February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan 2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

Heartland Community College
Physical Therapist Assistant Program
SOCIAL NETWORKING

Social networking involves using any electronic media or other means of connecting, communicating, sharing information, or forming relationships. All persons should remember that these sites are accessible to the public. The following policy deals with social networking while a person is directly or indirectly involved with the HCC PTA program.

Policy:

1. The PTA Program does not tolerate online harassment. If any person feels that they are the subject of online harassment or threatening behavior, they should contact an HCC PTA program instructor, advisor, or the HCC PTA Program Coordinator. The HCC PTA program will follow the disciplinary procedures outlined in the HCC Student Handbook.
2. HCC PTA program students and faculty / staff will follow the APTA Standards of Ethical Conduct for the Physical Therapist Assistant.
3. Legal concerns including but not limited to HIPPA and FERPA laws, must always be considered. **NEVER** post any information or photos about any person(s) including but not limited to patients, patient's family, students, demonstration subjects, academic and clinical education faculty, practitioners and supporting staff, HCC administration and staff, or members of the community on any electronic site(s) without the written consent of the person(s). This is subject to disciplinary actions up to an including dismissal from the program.
4. Defamatory remarks directed toward the PTA Program, other students, faculty, administrators, staff, Heartland Community College, or clinical agencies are considered as bullying, defamation of character, harassment and will be subject to disciplinary action up to an including dismissal from the program.
5. Communications should be honest, ethical, accurate, considerate and respectful of others including but not limited to students, faculty, and staff, and meet the requirements of copyright laws.

Developed by: Nursing Director / PTA Program Coordinator

Original: 3-1-2015

Approved: Dean of HHS

Revision Dates: 10-16-2015, August 2022 / March 2024

March 1, 2015

Revised: August 2015 / October 2015 / July 2016 / December 2016 / January 2017 / May 2017 / July 2017 / December 2017 / July 2018 / September 2018 / January 2019 / March 2019 / November 2019 / January 2020 / Mar 2020 / April 2020 / August 2020 / September 2020 / November 2020 / February 2021 / April 2021 / May 2021 / November 2021 / February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan 2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

**Heartland Community College
Policy & Procedure
Student Criminal Background Check**

Policy:

To ensure public safety, meet requirements of HCC clinical education partners, and help advise students of potential barriers to employment, all students accepted into a Heartland Community College (HCC) - Health Sciences (HS) selective admission program (Nursing, Physical Therapist Assistant, Medical Assistant, Radiography, etc.) will be required to undergo a criminal background check. Admission into the HCC – HS selective admission program is dependent upon completion of a satisfactory criminal background check. For HCC purposes, a satisfactory background check means that no criminal history was revealed or that the student has obtained approval from the Dean of Health Sciences (HS) via the procedure detailed below. Once admitted and throughout the duration of the program, students are responsible for notifying the Program Director/Coordinator or Academic Coordinator of Clinical Education of any subsequent convictions, arrests, detentions, charges, or investigations by any law authorities.

The background check must take place within a sixty-day window prior to the beginning of a student's coursework in the program and will be conducted by a vendor selected by Heartland Community College, using the student's name, social security number, and birth date. All costs are the responsibility of the student. Current fees for the background check will be indicated on the relevant program's website.

Procedure:

1. Students accepted into an HCC - HS selective admission program will be notified via email that they must complete a satisfactory criminal background check to proceed with coursework.
2. Students will be issued written instructions on how to complete the criminal background check including the acceptable time frame. Students may not use previously-conducted criminal background checks on file at other agencies to satisfy this requirement.
3. Students who fail to cooperate appropriately with regard to the process (i.e. refuse to release information, omit or provide false or misleading information, or fail to complete the background check within the specified timeframe) will not be allowed to enter the program.
4. HCC will choose the criminal background check vendor, and results will be made available to the HCC Program Director/Coordinator and / or Academic Coordinator of Clinical Education.
5. The criminal background check will include, at a minimum, an HR nationwide screening, a social security trace, a nationwide criminal directory review, an offender registry and county court record check, and a review of medical sanctions.

Dealing with Positive Results

6. If the report indicates any positive criminal history, the Program Director/Coordinator or Academic Coordinator of Clinical Education will notify the Dean of HS. The Dean of HS will contact the student and provide the student with the report and a summary of their rights under the Fair Credit Reporting Act.
7. If the student feels the report findings are in error or are inaccurate, the Dean of HS will ask the vendor to further investigate the student's case to determine the accuracy of the information. The student will be responsible for all costs.
8. If the student determines the report is accurate, the student will be required to submit a letter explaining why the positive findings should not prevent his/her admission into the selective admission program along with any additional documentation that would support the request.
9. The Dean of HS, Program Director/Coordinator and Academic Coordinator of Clinical Education will review the letter and any supporting documentation and will consider the following factors in making a decision:
 - i. Severity of the offense.
 - ii. The type of crime and who the crime was committed against - person, property, or society.
 - iii. Association of crime with duties of the position.
 - iv. Circumstances of the offense.
 - v. Length of time since the incident occurred and the age of the applicant at the time of the incident.
 - vi. Number of offenses.
 - vii. Student employment history before and after the offense.
 - viii. Whether the applicant has made full restitution and/or participated in any programs of rehabilitation.
 - ix. Other circumstance or conduct since the time of the incident.
 - x. State, licensure/registry, and/or clinical requirements.
 - xi. Whether the applicant was convicted.
10. The Dean of HS may require review and/or approval from an outside agency (e.g. IDPH, ARRT, IDFPR) prior to making a final decision. The student will be responsible for all costs.
11. The Dean of HS will notify the student in writing within 14 business days of receiving his/her letter regarding the decision to allow or deny entry into the program.
12. If an admitted student is charged with any criminal offense(s) other than a minor traffic violation after this criminal background check has been conducted, the student is required within 2 business days after the incident to report to the Program Director/Coordinator or Academic Coordinator of Clinical Education the date and nature of the charge(s). The Dean of HS, Program Director/Coordinator, and Academic Coordinator of Clinical Education will determine whether disciplinary action is warranted, up to and including dismissal from the program. An additional criminal background check may be required at the student's expense. Clinical sites may elect to deny a student with a newly reported criminal offense permission to participate in programs at their site, which may affect her/his progress in the

program. Failure to disclose any charges for criminal offense(s) other than a minor traffic violation after the criminal background check may result in dismissal from the program and/or inability to obtain licensure. Change in the background status of a student may necessitate disclosure to accrediting and or state agencies for compliance purposes.

13. Approval from the Dean of HS, Program Director/Coordinator, and Academic Coordinator of Clinical Education to allow entry into the program does not guarantee eligibility for employment in the field of study.
14. The criminal background check report and any written correspondence will be retained in in a secure file. Release and or use of information from the criminal background check shall comply with all statues, rules, regulations, policies, and procedures.

Developed by: PTA Program Coordinator

Original: 1-28-2015

Approved: Dean of HHS, Dr. Rick Pearce VP for Learning & Student Success

Revision Date: 10-16-2015 / 4-4-16 / 12-17-16 / 6-29-2018 / 10-31-19 / 3-3-2022, August 2022

March 1, 2015

Revised: August 2015 / October 2015 / July 2016 / December 2016 / Janaury 2017/ May 2017 / July 2017 / December 2017 / July 2018 / September 2018/January 2019/March 2019 / November 2019 / Janauary 2020/ Mar 2020 / April 2020 / August 2020 / September 2020/ November 2020/ February 2021 / April 2021 / May 2021 /November 2021 / February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan 2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

Heartland Community College
Physical Therapist Assistant Program
PRE-MATRICULATION STUDENT DRUG SCREENING

Policy:

To ensure public safety and meet requirements of HCC clinical education partners, all students accepted to a Heartland Community College (HCC) – Health Sciences (HS) selective admission program (Nursing, Physical Therapist Assistant, Medical Assistant, Radiography, etc.) will be required to undergo a drug screening prior to entry. A negative (“clear”) test is required for admission into an HCC- HS selective admission program.

The drug screening must take place within a sixty-day window prior to the beginning of a student’s coursework in the program and will be conducted by a vendor selected by Heartland Community College. Students who tamper in any way with the testing process will not be allowed to enter the program. All costs are the responsibility of the student.

Procedure:

1. Students accepted into the program will be notified verbally and in writing of the need to complete a drug screening.
2. Students will be issued written instructions on how to complete the drug screening including the acceptable time frame. Students may not use previously-conducted drug screenings on file at other agencies to satisfy this requirement.
3. Students who fail to cooperate appropriately with regard to the process (i.e., refuse to release information, omit or provide false or misleading information, or fail to complete the drug screening within the specified timeframe) will not be allowed to enter the program.
4. HCC will choose the drug screening vendor, and results will only be made available to the Program Director/Coordinator or Academic Coordinator of Clinical Education.

Dealing with Positive Results

5. If a report indicates any positive drug screening results, the vendor will typically contact the student to investigate.
6. Once the vendor has completed its investigation, results will be sent to the Program Director/Coordinator or Academic Coordinator of Clinical Education. The Program Director/Coordinator or Academic Coordinator of Clinical Education will consult with the Dean of Health Sciences to develop an action plan.
7. The Dean of Health Sciences will contact the student informing him/her of the findings and request a written explanation.
8. If the student believes the report findings are in error, the Dean of Health Sciences will verify the vendor has completed an investigation into the individual’s case to determine the accuracy of the information.
9. If the results of a drug screen remain positive after further investigation and/or the student responds that a positive drug screening is accurate, the student will not be allowed to enter the program.

March 1, 2015

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10. The student may appeal the dismissal decision by following the Student Appeals Procedure as outlined in the Heartland Community College policies and Student Handbook.
11. The drug screening report and any written correspondence will be retained in a secure file. Release and or use of information from the drug screen shall comply will all statues, rules, regulations, policies, and procedures.

Developed by: PTA Program Coordinator

Original: 1-28-2015

Approved: Dean of HHS, Dr. Rick Pearce VP for Learning and Student Success

Revision Date: 10-16-2015 / 4-4-16 / 12-17-16 / 6-29-2018 / 10-31-19 / 3-3-2022, August 2022

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III: ACADEMIC POLICIES

ACADEMIC POLICIES

- A. Academic Integrity
- B. Appearance / Dress Code
- C. Attendance
- D. Field Trips
- E. Grading
- F. Lecture Competence
- G. Professionalism
- H. Remediation (Academic / Clinical / Behavior)-
- I. Skill Competency Check offs / Practical Examination
- J. Student Competency Prior to Clinical Assignment

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Heartland Community College
Physical Therapist Assistant Program
ACADEMIC INTEGRITY

Policy:

The PTA program adheres to the Academic Integrity Policy and Disciplinary Procedures as outlined in the Heartland Community College policies and Student Handbook. Breaches of academic integrity may include but are not limited to: misrepresentation of data, falsification of academic records or documents, cheating, aiding in cheating, plagiarism, and unauthorized access to computerized academic or administrative records or systems. The PTA faculty will reinforce academic integrity as an element of the teaching and learning process.

Procedure:

1. Students and faculty will adhere to Heartland Community College policies related to academic integrity and Student Conduct as outlined in the HCC Student Handbook.
2. When academic misconduct is suspected, the HCC policies related to academic integrity and Student Conduct as outlined in the HCC Student Handbook will be followed.
3. Students may appeal an administrative decision. The Heartland Community College policies related to Student Appeals as outlined in the HCC Student Handbook will be followed.

Developed by: PTA Program Coordinator
Approved: Dean of HHS
Revision Dates: August 2022

Original: 12-19-2014

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February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan
2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

Heartland Community College
Physical Therapist Assistant Program
APPEARANCE / DRESS CODE

Professionalism is a cornerstone of the HCC PTA program and the profession of Physical Therapy. Personal appearance is a unique and critical aspect of this. Clinical facilities may have a specific policy & procedure related to appearance/dress code. If one exists, it is expected the student will fully comply with such requirements. Any expenses for meeting such policy will be the responsibility of the student. Unless specified by the clinical site, all students will maintain appearance/dress code according to the HCC PTA program policy for appearance/ dress code.

Policy:

All students will abide by this policy and procedure at all times when involved in any activity in which they are representing the HCC PTA program or HCC College. The program attire defined below in the procedures is required for the following:

1. Practical Examinations.
2. Clinical Experiences.
3. When the student is representing the HCC PTA program or college.

Clothing attire during didactic and lab classes should also follow the decorum represented by professionalism. Avoid low cut shirts (tops) and low-rise pants.

During lab classes the students will be required to wear shorts with the legs of the shorts reaching no higher than the mid - thigh. Tops must be long enough to cover the midriff with arms raised above the head. Tops must allow ease of access to the shoulder joint and scapular region. Socks and rubber soled shoes are mandatory for the safety of all.

Proper identification is required to assist with maintaining the safety and security of the student. Each student will be required to utilize the Heartland Community College issued name tag during the following activities:

1. During all Practical Exams
2. While on Clinical Experiences
3. Performing community service (on campus or off campus) while representing Heartland Community College

The name tags must be worn so that it is easily seen by the public but avoids hindering or creating any issue with patient interventions.

Procedure:

1. Nametags

- a. The ACCE will obtain HCC badge sleeves for student ID cards that will be used as name tags.
- b. The student will be responsible for maintenance of the name tag.
- c. In the event the student loses or creates a situation where the name tag cannot be utilized, the student must obtain a replacement and will be assessed a replacement fee.

2. Appropriate appearance and professional looking attire include:

- a. Khaki, navy or black business attire slacks higher than the iliac crests with no underclothing exposed. Scrubs may be worn if approved by clinical site. No denim, fleece, spandex, leggings, cargo, and “joggers” of any type or color may be worn.
- b. Shirt that covers cleavage and is long enough to cover the midriff with arms raised above the head. No sleeveless shirts. Shirts designed to be tucked must be tucked in. Shirts cannot have any type of logo.
- c. Clean, closed-toe, rubber soled shoes with no heel. Proper stockings. Athletic shoes and laces must be clean and muted colors.
- d. Watch: Student must wear a watch in all clinical and laboratory settings. The watch must be capable of measuring seconds, and the wristband must be flexible to allow for adequate hand washing.
- e. No dangling earrings. Only one earring may be worn on or in each ear. No other visible body piercing, including the tongue, is acceptable.
- f. Wearing of jewelry is discouraged due to the risk of loss and patient safety.
- g. No visible body piercing with exception of ear lobes. Examples of prohibited body piercing include, but are not limited to, eyelid, lips, nose and tongue.
- h. Tattoos must be covered. Student must refer to clinic policies for more information.
- i. Nails must be short and well-manicured. No artificial nails as they may harbor harmful bacteria.
- j. Hair should be neat, clean, and should be pulled back from the face so that it does not interfere with the student while performing procedures. Students will maintain good personal hygiene. Cleanliness and grooming are necessary to prevent disease transmission and are an indication of professionalism. Students should avoid extremes in hair styles. Hair styles should be such that they do not invite negative feedback from patients and/or clinical staff and be of a natural hair color.
- k. Facial hair on men should not impede personal protective equipment. Any facial hair must be fully grown at the beginning of the semester (it must be grown during extended breaks) and be well-groomed and closely trimmed; otherwise, the face must be clean shaven. Facial hair must be able to be completely covered by an O.R. mask or personal protection equipment. The mask or device must be able to have a complete contact seal with skin.
- l. Use of fragrances should be avoided.

Developed by: PTA Program Coordinator

Original: 6-29-2015

Approved: Dean of HHS

Revision Dates: 10-16-2015 / 12-17-16 / 11-22-2021, August 2022

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Heartland Community College
Physical Therapist Assistant Program
ATTENDANCE

Policy:

Students in the PTA program are expected to be on time and in attendance for every class session, and clinical education experience. In the event of an unforeseen emergency or illness students will be responsible for contacting the instructor and for material and work missed. This policy is consistent with the HCC College Student Handbook .

Procedure:

1. Regarding didactic and laboratory classes:

- a. Attendance may be taken for every class.
- b. Attendance and punctuality are expected.
- c. If a student is absent and or tardy, the student is expected to contact the instructor PRIOR to the class and explain the reason.
- d. In the event of an unforeseen emergency, the student must contact the instructor as soon as possible.
- e. Students are responsible for all material missed by their absence or tardiness.
- f. Excessive absences and/or tardiness show a lack of dependability and responsibility and will be counseled by faculty and an appropriate action plan will be developed by the student and PTA Program Coordinator.
- g. Students are expected to exercise sound judgment regarding attendance when ill for the protection of others.

2. Regarding clinical experience:

- a. Attendance and punctuality are expected.
- b. The student will follow the schedule of the clinical instructor; HCC holidays, snow days or other days off may or may not be followed by the student during the clinical experience.
- c. If a student is absent or tardy for clinical experience, the student is expected to contact his/her clinical instructor and the ACCE to explain the reason.
- d. A weekly attendance log will be utilized by the student to track hours. At the end of the clinical experience the completed form will be verified by the clinical instructor then submitted to the ACCE.
- e. Students will be expected to make up missed time at the convenience of the clinic.
- f. Students are expected to exercise sound judgment regarding attendance when ill for the protection of patients or personnel.
- g. Excessive absences and /or tardiness reflect a significant concern regarding professionalism and therefore can result in failure. The student, clinical instructor, and the /ACCE will develop an appropriate action plan.

Developed by: PTA Program Coordinator

Original: 11-20-2013

Approved: Dean of HHS

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Heartland Community College
Physical Therapist Assistant Program
FIELD TRIPS

Policy:

Facilitation of an active and engaged learning plan may incorporate learning opportunities at facilities and sites separate from the HCC campus. Faculty must obtain from each student a signed Participant Release Agreement Form (including time, date, destination, and a brief description of the activity) to receive written approval from their department administrator prior to taking students on a field trip.

In order to maximize the educational benefit of field trips, they should be:

- a. Planned well in advance.
- b. Scheduled sufficiently in advance to ensure that all students are informed of the trip.
- c. Directly related to course objectives.

Instructors may not require any field trip for which there is a participation fee or admission charge unless such charges are collected as a course fee at registration.

College-coordinated transportation through professional carriers may be used for field trips. When such transportation is not used, to limit College liability the activity should begin and end at the site of the field experience, and students should make their own travel arrangements.

When an academic field trip requires students to be absent from other classes, the instructor should prepare a "Class Absence Report" for each student affected so that students may seek permission to be absent from other classes. Instructors are always encouraged to work cooperatively to provide the best educational experience for students; however, instructors are not required to make any additional accommodation beyond the policies on attendance outlined in their syllabi for students absent from their classes because of an activity in another class.

Instructors who schedule academic field trips are expected to provide an appropriate alternative assignment for those students who are unable to participate, especially if the field trip extends beyond regular class times.

PTA faculty shall follow the policies and procedures outlined in the HCC Faculty Handbook as well as in this policy.

Procedure:

1. Plan the activity including obtaining all agreements and permission from facilities that have agreed to provide the learning experience.
2. Provide students with complete outline of activity, expectations, timeframes, and location.
3. Obtain an HCC signed Participant Release Agreement Form from each student prior to the activity.
 - a. Forward signed copies to the Dean of Health Sciences.
 - b. Dean of Health Sciences will review and then forward to HCC Provost and Vice President, Academic Affairs.

Developed by: PTA Program Coordinator
Approved: Dean of HHS
Revision Dates: August 2022

Original: 10-16-2015

March 1, 2015

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Heartland Community College
Physical Therapist Assistant Program
GRADING

Policy:

The grading policies, philosophies and letter grade rubrics of the PTA program are consistent with that of Heartland Community College as stated in the HCC Student Handbook & Faculty Handbook. This philosophy allows the PTA program to establish its own grading system, evaluative measures and course policies to ensure educational excellence. The letter grade rubrics describe what grade should be granted based on level of achievement towards course objectives and subsequently suggests when a student is prepared to continue with more advanced study of the subject.

Procedure:

1. The following grading scale will be utilized for all PTA technical courses.

Letter Grade	Numerical Equivalents
A	92-100%
B	85-91%
C	75-84%
D	70-74% (unable to progress)
F	69% or below (unable to progress)
W	Withdrawal
I	Incomplete

2. The following are descriptions of the letter grades outlined above:

Grade	Description
A	This grade represents consistently outstanding performance that demonstrates understanding and skillful use of importance concepts. Performance at this level signifies that the student is extremely well prepared to continue with more advanced study of the subject.
B	This grade represents performance significantly beyond the level necessary to achieve the course objectives. Work is high quality but not consistently at an outstanding level. Performance at this level signifies that the student is well prepared to continue with more advanced study of the subject.
C	This grade represents an acceptable achievement of the course objectives. Performance at this level signifies that the student is reasonably well prepared to continue with more advanced study of the subject.
D	This grade represents less than adequate performance. The student is not yet ready to proceed with more advanced study of the subject, and must successfully repeat the educational activity and possibly the entire course to receive credit.
F	This grade reflects unacceptable performance. The student is not yet ready to proceed with more advanced study of the subject, and must successfully repeat the educational activity and possibly the entire course to receive credit.

3. Grading criteria for all courses are y described in the course syllabus.

March 1, 2015

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4. Students must pass all PTA curriculum courses (general education and technical courses) with a minimum of a “C” in order to progress.
5. All written exams in the didactic courses, skill check – offs and practical exams in the laboratory classes must be passed with a score of 75% or greater to earn a “C” grade or greater.
6. Students are notified of their progress in all PTA courses by timely return of exams, skill check- offs, practical exams, homework, projects, etc..
7. Midterm and final grades will be made available to students utilizing the current HCC Learning Management System (LMS).
8. Students may inquire regarding their clinical or academic progress at any time by scheduling an appointment with one of the PTA faculty.

Developed by: PTA Program Coordinator
Approved: Dean of HHS
Revision Dates: August 2022

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Heartland Community College
Physical Therapist Assistant Program
Lecture Course Competency Assessment (summative examinations)

Policy:

In each lecture course syllabi, students will be provided with a schedule of the summative (unit or module) exam dates as well as the comprehensive final exam date. To ensure mastery of all content, the HCC PTA program has established 75% as the passing score for each course summative (unit or module) exam excluding the course comprehensive final exam.

The exam scores recorded in the course grade book, including the comprehensive final exam scores, must average 75% or greater to pass the course.

I. General Considerations

- A. Each lecture course will have a minimum of three (3) summative (unit or module) exams, and one comprehensive final exam.
- B. Each summative (unit or module) exam should include no more than 10% of the total questions from content previously learned and tested on to assist with evaluating student retention of content.
- C. The final exam will be comprehensive over the entire course.
- D. Summative (unit or module) exams should be a minimum of 50 questions; comprehensive final exams should be a minimum of 100 questions.
- E. To ensure quality, integrity, and assessment of contemporary practice, each summative (unit or module) and comprehensive final examination should be assessed by a PTA faculty member that did not originate the exam when indicated. Generally, fall exams will be assessed during the prior spring and spring exams will be assessed during the prior fall.
- F. PTA faculty should consider revising a minimum of 10% of questions on each exam on a minimum of a bi-annual cycle to ensure quality, integrity, and assessment of contemporary practice.
- G. All instructors will follow the leveling plan for creating the appropriate number of questions in each level of the cognitive domain.
- H. Examination results will be provided to each student within 24hrs of the examination administration in order to facilitate the retake policy.
- I. All student completed summative (unit or module) and comprehensive final examinations for each student will be maintained electronically or in hardcopy by the course instructor until the individual passes the NPTE or three (3) years, whichever comes first.
- J. All summative (unit or module) and comprehensive final examinations will be timed. Students will be given 50-55 minutes to complete a summative (unit or module) exam and 110 minutes for a comprehensive final exam. Documented accommodations from HCC Student Access and Accommodations Services will be implemented once the student has contacted the instructor, requested the accommodation, and agreed to the accommodation.

- II. **Alignment with NPTE:** The program philosophy for structure of all summative (unit or module) and comprehensive final examinations emulates the structure of the National Physical Therapy Examination (NPTE). The National Physical Therapy Examination (NPTE) is designed to measure whether or not an examinee has the requisite knowledge and skills required of a licensed entry-level PTA working under the direction and supervision of a licensed physical therapist. The focus is on the clinical application of knowledge, concepts and principles necessary for the provision of safe and effective patient care consistent with the principles of best practice.

III. **Exam Item Writing**

- A. An exam blueprint will be used for all summative (unit or module) and comprehensive final examinations. Please refer to the Examination Blue Print policy & procedure.
- B. A minimum of 80% of the summative (unit or module) and comprehensive final examination questions will be NPTE-style= four (4) option multiple choice questions.
- C. Laboratory quizzes and formative assessment checks may utilize any style of question.

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IV. **Examination Administration**

- A. All personal possessions, all course materials (notes, handouts, textbooks, etc.), and any and all electronic devices (watches, phones, computers, etc.) (unless the student has a documented accommodation for an electronic device) are **not allowed** in the area in which the student is completing the examination. It is the sole responsibility of the student to secure these items.
- B. Any student who arrives after the instructor posted start time will be admitted in the room and will only be provided the remaining time to complete the exam.
- C. During testing, others should limit entering into the room except by participating students enrolled in that course, staff and faculty.
- D. If an examination is provided in paper form, student must utilize a #2 pencil or black ink pen. Proper documentation standards for making corrections (single line, error, and initials) must be utilized by the student regardless of use of a pencil or ink pen. If there is any doubt as to what answer the student is selecting, final determination is the sole responsibility of the instructor.
- E. Examinations administered utilizing electronic means:
 - 1. Exams must be deployed utilizing the current HCC Learning Management System (LMS) system.
 - 2. Instructors are responsible for utilizing all appropriate security and examination integrity processes and tools in compliance with HCC and higher education standards.
 - 3. Time allotted for the examination will emulate those outlined above in section I J.
 - 4. Dates and times the electronic exam is available for students to complete may be outside of the normal class schedule. Determination of providing access to the electronic exam outside of normal class day and time must be agreed upon by a majority of the PTA program faculty.
- F. The unauthorized possession, reproduction, or disclosure of any examination materials, including the nature or content of examination questions, before, during, or after the examinations is a violation of the PTA program policy. If the test is not surrendered at the designated time, the student will be given a zero for that exam. A violation of this type can result in dismissal from the PTA program.

V. **Analyzing the Exam Results**

- A. The faculty member who wrote the examination is responsible for analyzing the results and producing a written summary of the findings.
- B. Each summative (unit or module) examination and the comprehensive final examination must be analyzed, and a separate written summary completed for each. The written summary must utilize the format and template approved and agreed upon by a majority of the PTA faculty.
- C. The faculty member will then produce a written summary for all examinations, again utilizing the format and template approved and agreed upon by a majority of the PTA faculty.
- D. The written reports must be submitted electronically utilizing the system agreed upon by a majority of the PTA faculty.
- E. Faculty are encouraged to complete and submit these reports within one week of deploying the examination, however all reports must be fully completed and submitted electronically prior to the last contract date of the semester in which the exams were completed by the students.
- F. The Program Coordinator or designee will access these reports for further utilization based on the programs overall Assessment plan.
- G. *If an electronic statistical analysis is not available:*
 - 1. The faculty member will conduct an item analysis for each question, identifying the number of individuals selecting each option by tally.
 - 2. If a question is not answered correctly by at least 75% of the students, the instructor must attempt to determine why and what if any intervention is required. (i.e.: an advanced mastery item answered correctly by the top-performing students, a poorly written item, or an item not appropriately instructed for the level of question.)

March 1, 2015

Revised: August 2015 / October 2015 / July 2016 / December 2016 / January 2017 / May 2017 / July 2017 / December 2017 / July 2018 / September 2018 / January 2019 / March 2019 / November 2019 / January 2020 / Mar 2020 / April 2020 / August 2020 / September 2020 / November 2020 / February 2021 / April 2021 / May 2021 / November 2021 / February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan 2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

H. *If an electronic statistical analysis is available:*

1. The faculty member must utilize the data analysis tools provided by the current HCC Learning Management System (LMS) system. This will include but may not be limited to:
 - a. Grade outcome for each student
 - b. Outcomes for each Course Learning Objective/Outcome
 - c. Outcomes based on Bloom's taxonomy
 - d. Outcomes based on Program Outcomes
 - e. Outcomes based on HCC Essential Competencies
 - f. Discrimination of each question
 - i. 0.40 and above: acceptable item
 - ii. 0.20-0.39: item could be improved
 - iii. Below 0.20: item must be revised
 - g. Difficulty for each question (p value)
 - i. 0 = harder -----→ 1.0 = easy
- I. Correcting for results: if the instructor or PTA faculty peers determine a question stem and the associated discriminators are not valid and/or reliable the instructor must determine the course of action:
 1. Give credit for more than one choice.
 2. Give credit for all choices.
 3. Delete the question and calculate the results with one less question.
- J. PTA faculty must document when appropriate applicable Actions for the examination and Actions for the Course are warranted, what these actions will be, and include how and when the actions will be implemented.

VI. **Reviewing the Exam with Students**

- A. It is at the discretion of the instructor to conduct a group or single student review of the examination. If utilized, the students are **not allowed** to take notes or record (pictures, videos, or in other electronic means) the review session.
- B. Instructors are encouraged to have students complete a Test Analysis Tool to assess with remediation.

Procedure:

- I. Course examinations are administered per established schedule in individual course syllabi.
- II. In the event a student must miss an exam date, they must notify the instructor in writing at least **3 days prior** to the exam date. Final determination of allowing a make-up lecture exam is at the sole discretion of the instructor. Make-up lecture exams may be different than the original lecture exam. Make-up lecture exams must be completed within **3 days** from the original lecture exam date unless a majority of the program faculty approve an extension of time. If the make-up lecture exam is missed, regardless of the reason, further attempt of the exam must be approved by a majority of the program faculty.
- III. If the student experiences an illness or other emergent activity that precludes the student's ability to take the exam, the student must notify the instructor as soon as possible to arrange a time to complete the examination.
- IV. The HCC Testing Center may be utilized when students take exams outside of scheduled class time.
- V. Re-take summative (unit or module) examinations:
 - A. Each student enrolled in the PTA course will be provided one opportunity to retake each summative (unit or module) exam..
 - B. This re-take examination must be completed **within 3 class periods of the original exam date** unless the majority of the program faculty agree on an extension of time.
 - C. The student must complete remediation with a PTA faculty member prior to being allowed to retake, preferably with an instructor of the course in which the retake exam is administered. Please refer to the policy: REMEDIATION (Academic / Clinical / Behavior) for specific requirements.
 - D. This re-take exam will be scheduled and administered through the primary instructor and the HCC Testing Center may be utilized.

March 1, 2015

Revised: August 2015 / October 2015 / July 2016 / December 2016 / January 2017/ May 2017 / July 2017 / December 2017 / July 2018 / September 2018/January 2019/March 2019 / November 2019 / January 2020/ Mar 2020 / April 2020 / August 2020 / September 2020/ November 2020/ February 2021 / April 2021 / May 2021 /November 2021 / February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan 2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

- E. The re-take exam may be constructed with new questions at the discretion of the instructor, testing the same content areas. Students should be prepared for multiple choice, fill-in- the blank, matching, T/F, etc.
- F. Grading for the Retake Exam:
 - 1. The original and re-take score will be averaged and this score will be the recorded grade.
- G. Final examinations are comprehensive for each lecture course.
 - 1. The student will have one attempt, **no re-takes**.
 - 2. Students must understand that although there is no score minimum for the comprehensive final, it will be incumbent upon the student to do as well as possible, as a low score could potentially reduce the overall points for the course and /or negatively impact the required 75% average for all course exams.

The exam scores recorded in the course grade book, including the comprehensive final exam scores, must average 75% or greater to pass the course.

Developed by: PTA Program Coordinator

Original: 11-20-2013

Approved: Dean of HHS

Revision Dates: 10-16-2015, 12-11-15, 6-3-16 / 12-17-16 / 3-21-19 / 8-15-20 / 2-10-2022 / 3-3-2022, August 2022 / January 2024

March 1, 2015

Revised: August 2015 / October 2015 / July 2016 / December 2016 / January 2017/ May 2017 / July 2017 / December 2017 / July 2018 / September 2018/January 2019/March 2019 / November 2019 / January 2020/ Mar 2020 / April 2020 / August 2020 / September 2020/ November 2020/ February 2021 / April 2021 / May 2021 /November 2021 / February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan 2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

**Heartland Community College
Physical Therapist Assistant Program
Policy & Procedure**

EXAMINATION BLUEPRINT

Policy

An examination blue print is an organized method of developing a summative assessment that assists the instructor in writing a valid, reliable and usable examination that achieves the course and program objectives and goals for student centered learning. The blue print may also be utilized as a tool for program outcome assessment.

- I. The blue print must relate each exam item (question) to a course objective.
- II. The instructor must then determine the appropriate cognitive domain for each item. An adequate number of items should be developed to assess an objective at several cognitive domain levels to assure the learners progression and achievement of the course objective.
- III. The appropriate Program Objective shall be identified and consistent with what is written in the Master Syllabus.
- IV. The appropriate Heartland Community College Essential Competency shall be identified and consistent with what is written in the Master Syllabus.
- V. At the conclusion of the examination the instructor can assimilate the number of correct responses to specific question and analyze the overall achievement of the objective. This data may then be utilized by the instructor and program in making positive adaptive updates to a specific course and the program as a whole.

Example:

Which one of the following sets of parameters would MOST likely be utilized to reduce swelling around the knee 4 days post arthroscopy?

- A. High Voltage Pulsed Current (HVPC), 100 μ s, 135 pps, 45 min.
- B. Symmetric biphasic, 100 μ s, 50 pps, 30 min.
- C. HVPC, 100 μ s, 120 pps, 30 min. **(LO (CO) 14 / APP / PO 4 / Tech)**
- D. Symmetric biphasic, 100 μ s, 120 pps, 30 min.

LO (CO) 14 = Learning (Course) Objective number 14 for the course

APP = Application (Blooms taxonomy)

PO 4 = Program Objective number 4

Tech = HCC Competency - Technology

March 1, 2015

Revised: August 2015 / October 2015 / July 2016 / December 2016 / January 2017/ May 2017 / July 2017 / December 2017 / July 2018 / September 2018/January 2019/March 2019 / November 2019 / January 2020/ Mar 2020 / April 2020 / August 2020 / September 2020/ November 2020/ February 2021 / April 2021 / May 2021 /November 2021 / February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan 2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

The following template will be utilized by each PTA Program instructor:

Course Objective	<u>COGNITIVE DOMAIN</u>	<u>PROGRAM OUTCOME</u>	<u>HCC ESSENTIAL COMPETENCY</u>
	<u>REMEMBER</u> Test ques. Number	1. Demonstrate effective verbal, non-verbal and written communication with patients, family members, the physical therapist and other healthcare providers in a manner that exemplifies respect for and appreciation of difference.	• Communication
	<u>UNDERSTAND</u> Test ques. Number	2. Provide safe and competent physical therapy interventions as directed by the physical therapist and established within the plan of care to minimize risk to patient, self and others and maximize patient outcomes.	• Problem Solving – Critical Thinking
	<u>APPLY</u> Test ques. Number	3. Perform valid and reliable data collection as outlined within the physical therapist’s plan of care, accurately report the findings through legible and timely documentation and report changes to the supervising physical therapist.	• Diversity
	<u>ANALYZE</u> Test ques. Number	4. Demonstrate clinical problem solving by modifying selected interventions to either: 1) progress the patient to optimize outcomes, 2) ensure safety and comfort within the plan of care established by the physical therapist, or 3) discriminate when the situation exceeds the physical therapist assistant’s scope of practice.	• Technology
	<u>EVALUATE</u> Test ques. Number	5. Educate patients, family, care-givers, support personnel and/or community members through various methods to ensure comprehension and to enhance safety and patient outcomes.	• Ethics & Social responsibility
	<u>CREATE</u> Test ques. number	6. Display professional and ethical behavior complimentary to the physical therapy profession and within the guidelines of the APTA’s Standards of Ethical Conduct for the Physical Therapist Assistant and the state regulatory agency.	
		7. Perform physical therapy services in a fiscally responsible manner in compliance with facility procedures and payer regulations; cognizant of the current health care environment and its impact on the physical therapy profession.	
		8. Participate in lifelong learning and professional development to maintain continuing competence based on self- assessment and performance evaluations.	

Developed by: PTA Program Coordinator

Original: 11-20-2013

Approved: Dean of HHS

Revision Dates: 8-15-20, August 2022

March 1, 2015

Revised: August 2015 / October 2015 / July 2016 / December 2016 / January 2017/ May 2017 / July 2017 / December 2017 / July 2018 / September 2018/January 2019/March 2019 / November 2019 / January 2020/ Mar 2020 / April 2020 / August 2020 / September 2020/ November 2020/ February 2021 / April 2021 / May 2021 /November 2021 / February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan 2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

**Heartland Community College
Physical Therapist Assistant Program**

Exam Leveling Plan

The program will strive to produce graduates able to critically think in a variety of situations, including on the National Physical Therapy Examination (NPTE) and in the clinical setting. This is likely a different type of learning than most students have engaged in to this point in their education and, as such, will need to be modeled and facilitated by the instructors in order to assist the student with developing these skills. To that end, it is essential students are taught to think critically during course meetings and assessed on their ability to progress in this skill via course summative examinations.

The following guidelines will be used as **minimum** standards for incorporating critical thinking examination questions into each course throughout the program.

PTA 103 – Principles of Basic Care Skills

<i>Course</i>	<i>Remember/Understand</i>	<i>Apply/Analyze/Evaluate</i>
Unit examinations	80%	20%
Midterm examination	80%	20%
Unit examinations	70%	30%
Final examination	70%	30%

PTA 112 – Basic Assessments & Physical Agents I

<i>Course</i>	<i>Remember/Understand</i>	<i>Apply/Analyze/Evaluate</i>
Unit examinations	80%	20%
Midterm examination	80%	20%
Unit examinations	70%	30%
Final examination	70%	30%

PTA 120 – Orthopedic & Foundations of Therapeutic Exercise

<i>Course</i>	<i>Remember/Understand</i>	<i>Apply/Analyze/Evaluate</i>
Unit examinations	80%	20%
Midterm examination	80%	20%
Unit examinations	70%	30%
Final examination	70%	30%

PTA 213 – Physical Agents II

<i>Course</i>	<i>Remember/Understand</i>	<i>Apply/Analyze/Evaluate</i>
Unit examinations	70%	30%
Midterm examination	70%	30%
Unit examinations	60%	40%
Final examination	50%	50%

March 1, 2015

Revised: August 2015 / October 2015 / July 2016 / December 2016 / January 2017 / May 2017 / July 2017 / December 2017 / July 2018 / September 2018 / January 2019 / March 2019 / November 2019 / January 2020 / Mar 2020 / April 2020 / August 2020 / September 2020 / November 2020 / February 2021 / April 2021 / May 2021 / November 2021 / February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan 2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

PTA 215 – PT Considerations for Specific Populations

<i>Course</i>	<i>Remember/Understand</i>	<i>Apply/Analyze/Evaluate</i>
Unit examinations	70%	30%
Midterm examination	70%	30%
Unit examinations	60%	40%
Final examination	50%	50%

PTA 220 – Neuro Rehabilitation

<i>Course</i>	<i>Remember/Understand</i>	<i>Apply/Analyze/Evaluate</i>
Unit examinations	70%	30%
Midterm examination	70%	30%
Unit examinations	60%	40%
Final examination	50%	50%

PTA 230 – PTA Pathophysiology

<i>Course</i>	<i>Remember/Understand</i>	<i>Apply/Analyze/Evaluate</i>
Unit examinations	70%	30%
Midterm examination	70%	30%
Unit examinations	60%	40%
Final examination	50%	50%

Developed by: PTA Program Coordinator

Original: 11-20-2013

Approved: Dean of HHS

Revision Dates: 3-12-16 / 8-15-20, August 2022 / March 2024

March 1, 2015

Revised: August 2015 / October 2015 / July 2016 / December 2016 / January 2017/ May 2017 / July 2017 / December 2017 / July 2018 / September 2018/January 2019/March 2019 / November 2019 / January 2020/ Mar 2020 / April 2020 / August 2020 / September 2020/ November 2020/ February 2021 / April 2021 / May 2021 /November 2021 / February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan 2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

Heartland Community College

Test Analysis Tool

Name: _____

Date: _____

Class: _____

Exam: _____

		Questions missed														Total	
Insufficient information	Info not in my notes																
	Studied by could not remember info																
	Knew it but couldn't apply it																
	Studied the wrong info																

Test Anxiety	Mental block																
	Day dreaming																
	Too tired to concentrate																
	Panicked																

Test Taking Skills	Marked the wrong choice																
	Changed a correct answer																
	Overlooked qualifiers																
	Overlooked negative																
	Misread the question																
	Poor use of time provided																

Other																	

Instructor Review: _____

March 1, 2015

Revised: August 2015 / October 2015 / July 2016 / December 2016 / January 2017 / May 2017 / July 2017 / December 2017 / July 2018 / September 2018 / January 2019 / March 2019 / November 2019 / January 2020 / Mar 2020 / April 2020 / August 2020 / September 2020 / November 2020 / February 2021 / April 2021 / May 2021 / November 2021 / February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan 2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

**Physical Therapist Assistant Program
Policy & Procedure
COURSE POST –EXAM ANALYSIS SUMMARY**

This information is utilized as part of the HCC PTA Program Assessment Program. This information is utilized to assure compliance with CAPTE Standards.

COURSE (name & number):

Instructor:

Semester:

STUDENT COURSE ACCOMPLISHMENT OUTCOME (grade achieved) – GOAL = >75% (i.e. what percentage of students met each grade level)

92% and ABOVE = / = %

85% to 91% = / = %

75% to 84% = / = %

74% and below = / %

Analysis of those students who did not achieve 75% or greater

OUTCOME BASED on BLOOM’S – GOAL = >75% (i.e. % of questions on exam answered correctly – average of all exams)

REM =

UND =

APP =

Analysis of why a Bloom’s Taxonomy did not achieve 75% or greater

COURSE LEARNING OUTCOMES (LO) – GOAL = > 75% (i.e. % of questions on exam answered correctly for a specific LO – average of all exams)

Analysis of why a Learning Outcome did not achieve 75% or greater

HCC ESSENTIAL COMPETENCY OUTCOMES – GOAL = > 75% (i.e. % of questions on exam answered correctly for a specific LO – average of all exams)

Analysis of why an HCC Essential Competency Outcome did not achieve 75% or greater

ACTIONS for COURSE (i.e.: instructional design, delivery, curriculum, program)

Developed by: PTA Program Coordinator

Approved: Dean of HHS

Revision Dates: 8-15-20, August 2022

Original: 11-20-2013

March 1, 2015

Revised: August 2015 / October 2015 / July 2016 / December 2016 / January 2017/ May 2017 / July 2017 / December 2017 / July 2018 / September 2018/January 2019/March 2019 / November 2019 / January 2020/ Mar 2020 / April 2020 / August 2020 / September 2020/ November 2020/ February 2021 / April 2021 / May 2021 /November 2021 / February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan 2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

Heartland Community College
Physical Therapist Assistant Program
PERMISSION REQUIRED TO RECORD

Policy: The following is an institutional policy of HCC:

All students must obtain written permission from the instructor if they wish either to photograph or to record class lectures, discussions, or other activities. This restriction includes visual materials that accompany the lecture/discussion, such as lecture slides, whiteboard notes/equations, etc. They may not be reproduced, shared in any way (including electronically or posting in any web environment) with those not in the class. Students with disabilities who need to record class lectures, discussions, or other activities must contact Student Access and Accommodation Services to register, request, and be approved for an accommodation. Such recordings are to be used solely for the purposes of individual or group study with other students enrolled in the class. Students who violate this policy may be subject to both legal sanctions for violations of copyright law and disciplinary action under the Code of Student Conduct.

Developed by: HCC AC
Approved: HCC Administration
Revision Dates:

Original: 1-9-2019

March 1, 2015

Revised: August 2015 / October 2015 / July 2016 / December 2016 / January 2017/ May 2017 / July 2017 /
December 2017 / July 2018 / September 2018/January 2019/March 2019 / November 2019 / January 2020/ Mar 2020 /
April 2020 / August 2020 / September 2020/ November 2020/ February 2021 / April 2021 / May 2021 /November 2021 /
February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan
2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

PERMISSION TO RECORD

I, _____ hereby agree and grant permission to the students listed below permission if they wish either to photograph or to record

_____ SP / FALL 20 class lectures, labs, discussions, or other activities. This restriction includes visual materials that accompany the lecture/discussion, such as lecture slides, whiteboard notes/equations, etc. They may not be reproduced, shared in any way (including electronically or posting in any web environment) with those not in the class. Students with disabilities who need to record class lectures, discussions, or other activities must contact Student Access and Accommodation Services to register, request, and be approved for an accommodation. Such recordings are to be used solely for the purposes of individual or group study with other students enrolled in the class. Students who violate this policy may be subject to both legal sanctions for violations of copyright law and disciplinary action under the Code of Student Conduct.

Signed _____

Date: _____

- _____ **Date:** _____
- _____ **Date:** _____
- _____ **Date:** _____
- _____ **Date:** _____
- _____ **Date:** _____
- _____ **Date:** _____
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March 1, 2015

Revised: August 2015 / October 2015 / July 2016 / December 2016 / January 2017 / May 2017 / July 2017 / December 2017 / July 2018 / September 2018 / January 2019 / March 2019 / November 2019 / January 2020 / Mar 2020 / April 2020 / August 2020 / September 2020 / November 2020 / February 2021 / April 2021 / May 2021 / November 2021 / February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan 2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

**Heartland Community College
Physical Therapist Assistant
RECORDING OF HYBRID and/or ONLINE CLASS SESSIONS**

Zoom Recorded Sessions

Online synchronous class sessions (e.g., via Zoom) will be recorded at the discretion of the instructor for educational purposes. The purpose of this is to provide access to material for enrolled students who miss a session for some reason, such as an excused absence or an unanticipated problem with internet connectivity. In addition, these recordings can be a resource for all students in the course who would like to review the material of the session.

All recordings will be stored within the Canvas site and will only be available to be viewed by students enrolled in a specific course (in accordance with the Acceptable Use Policy and FERPA), assigned faculty, and as required by HCC policy. Recordings will be deleted at the end of the semester.

Recording Hybrid Zoom Recorded Sessions

To maintain FERPA Compliance with classroom recording, it is imperative that any class recordings with student activity are shared only with students, instructors and/or tutors who are in the same class as the recording. Class recordings may not be reused across classes or sections. Student class activities can include student names, voices, photo or video, and chat activities. Class recording content cannot be shared outside of the class without FERPA release from all parties.

Link to the recorded session(s) should be made available in Canvas only and not through email.

Developed by: HCC PTA Program Coordinator
Approved: HS Associate Dean
Revision Dates: August 2022

Original: 9-9-2020

March 1, 2015

Revised: August 2015 / October 2015 / July 2016 / December 2016 / January 2017/ May 2017 / July 2017 /
December 2017 / July 2018 / September 2018/January 2019/March 2019 / November 2019 / January 2020/ Mar 2020 /
April 2020 / August 2020 / September 2020/ November 2020/ February 2021 / April 2021 / May 2021 /November 2021 /
February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan
2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

Heartland Community College
Physical Therapist Assistant
PROFESSIONALISM

Policy:

In concert with the HCC PTA Program Mission: *In keeping with the mission of Heartland Community College, the Physical Therapist Assistant program is dedicated to providing excellent, innovative and diverse educational opportunities that enable graduates to develop the skills and professionalism required of the entry-level physical therapist assistant. The program is committed to providing student-centered learning opportunities to empower graduates to safely and ethically provide care and advocacy for the patients and families within the communities served.* The development of the student's professionalism is an integral component of the HCC PTA curriculum that is threaded throughout the program.

Professionalism is not a tangible item that can simply be given to or bestowed on an individual. The development of this skill is dependent on the individual's willingness to assess what this includes and then make the choices that provide positive outcomes. There are a multitude of definitions of professionalism as well as certain societal and work force expectations. The HCC PTA program has based the development of professionalism on the tenants of student success concepts adapted from Skip Downing's *On Course* principles. The following Professionalism Rubric is the rubric that will be utilized in all program courses, clinical education, and interactions:

PROFESSIONALISM RUBRIC

<i>EXCEEDS EXPECTATIONS</i>	<i>MEETS EXPECTATION</i>	<i>NEEDS IMPROVEMENT</i>
<p><u>Personal Responsibility</u></p> <ul style="list-style-type: none"> • Independently seeks solution to problems & uses “creator language” • Assume responsibility for choices <p><u>Self- Motivated</u></p> <ul style="list-style-type: none"> • Actively participates and is engaged in classroom activities and clinical activities, with no prompting from faculty. Independently and appropriately assumes leadership role <p><u>Self -Management</u></p> <ul style="list-style-type: none"> • No Absences &/or Tardiness t/o semester or legitimate absence & or tardiness with proper notification, prior to class session and timely follow-up contact with instructor to find out what was missed 	<p><u>Personal Responsibility</u></p> <ul style="list-style-type: none"> • Minimal guidance from program faculty to seek solution to problems • Assume responsibility for choices <p><u>Self- Motivated</u></p> <ul style="list-style-type: none"> • Requires occasional prompting from faculty to actively participate and maintain full engagement in classroom activities and/ or clinical activities <p><u>Self -Management</u></p> <ul style="list-style-type: none"> • One Absence &/or Tardiness noted without proper notification, prior to class session or lack of follow-up contact with instructor to find out what was missed 	<p><u>Personal Responsibility</u></p> <ul style="list-style-type: none"> • Needs reminders to seek own solutions, and/or uses “victim” language (e.g. blames others) • Blames others for choices <p><u>Self- Motivated</u></p> <ul style="list-style-type: none"> • Participates minimally in classroom/clinical activities and requires constant prompting from faculty <p><u>Self -Management</u></p> <ul style="list-style-type: none"> • Greater than 1 absence &/or Tardiness noted without proper notification, prior to class session or lack of follow-up contact with instructor to find out what was missed

March 1, 2015

Revised: August 2015 / October 2015 / July 2016 / December 2016 / January 2017/ May 2017 / July 2017 / December 2017 / July 2018 / September 2018/January 2019/March 2019 / November 2019 / January 2020/ Mar 2020 / April 2020 / August 2020 / September 2020/ November 2020/ February 2021 / April 2021 / May 2021 /November 2021 / February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan 2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

<ul style="list-style-type: none"> • Always prepared for class/clinical; shows evidence of reading syllabi/materials ahead of time • Homework assignments completed by designated due dates • Always ready to begin class or assignment • Stays on task, does not distract others <p><u>Interdependence</u></p> <ul style="list-style-type: none"> • Always willing to contribute in group work, offers useful ideas and displays a positive attitude • Seeks guidance/clarification as necessary <p><u>Self-Awareness</u></p> <ul style="list-style-type: none"> • Demonstrates independence in awareness of and self-assesses own strengths and weaknesses <p><u>Life Long Learning</u></p> <ul style="list-style-type: none"> • Actively seeks other resources <p><u>Emotional Intelligence</u></p> <ul style="list-style-type: none"> • Exhibits exemplary professional behavior (i.e. responsibility, initiative, respect, sensitivity, honesty, integrity) • Exhibits exemplary classroom behavior (i.e. attentive and courteous to instructor and other student's t/o entire class time) • Accepts constructive criticism • Manages emotions effectively • Empathize accurately with "other's" "emotions" <p><u>Belief in Yourself</u></p> <ul style="list-style-type: none"> • Acts as a role model for peers 	<ul style="list-style-type: none"> • Generally prepared for class; shows evidence of reading syllabi/materials ahead of time • Homework assignments completed by designated due dates • Always ready to begin class or assignment • Stays on task does not distract others <p><u>Interdependence</u></p> <ul style="list-style-type: none"> • Is cooperative with group work, usually offers ideas and generally displays a positive attitude • Seeks guidance/clarification as necessary <p><u>Self-Awareness</u></p> <ul style="list-style-type: none"> • Minimal guidance from faculty for awareness of and self-assessment of strengths and weaknesses <p><u>Life Long Learning</u></p> <ul style="list-style-type: none"> • Needs encouragement to seek other resources <p><u>Emotional Intelligence</u></p> <ul style="list-style-type: none"> • Exhibits appropriate professional behavior (i.e. responsibility, initiative, respect, sensitivity, honesty, integrity) • Exhibits appropriate classroom behavior (i.e. attentive and courteous to instructor and other student's t/o class time) • Accepts constructive criticism • Manages emotions effectively <p><u>Belief in Yourself</u></p> <ul style="list-style-type: none"> • Exhibits positive behaviors with occasional guidance from faculty 	<ul style="list-style-type: none"> • Inconsistently prepared for class or shows no evidence of reading syllabi/materials ahead of time • Homework assignments inconsistently completed or not turned in by designated due dates • Delayed in beginning class or assignment • Needs reminders to stay on task and /or is distracting to others <p><u>Interdependence</u></p> <ul style="list-style-type: none"> • Sometimes cooperative with group work, sometimes offers ideas and /or rarely displays a positive attitude <p><u>Self-Awareness</u></p> <ul style="list-style-type: none"> • Seldom seeks guidance/clarification • Difficulty assessing own strength and weaknesses <p><u>Life Long Learning</u></p> <ul style="list-style-type: none"> • Does not seek other resources despite encouragement <p><u>Emotional Intelligence</u></p> <ul style="list-style-type: none"> • Exhibits inappropriate professional behavior (i.e. responsibility, initiative, respect, sensitivity, honesty, integrity) • Exhibits inappropriate classroom behavior (i.e. attentive and courteous to instructor and other student's t/o class time) • Is defensive accepting constructive criticism • Difficulty managing Emotions <p><u>Belief in Yourself</u></p> <ul style="list-style-type: none"> • Struggles
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March 1, 2015

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The purpose and intent are to provide a positive process that also includes specified consequences in the event an individual(s) chooses to deviate from or follow pathways that produce behaviors that are not consistent with accepted standards. Students are expected to self-correct behaviors that deviate from the professionalism expectations. While it is the intention of the HCC PTA program to utilize a standard approach, it is acknowledged that each situation will be remediated based upon the facts of the situation. The following procedures are developed as a general guideline and may be updated as necessary and without prior notice by a consensus of the program faculty.

Procedures:

As referred to below, "program faculty" or "faculty" will consist of or refer to the Program Coordinator and the Academic Coordinator of Clinical Education (ACCE) and all other PTA faculty.

1. The APTA documents related to professionalism and the HCC PTA program Professionalism Rubric are threaded throughout the program.
2. The rubric may be referenced at any time by faculty to address positive or negative issues with professionalism.
3. All faculty and students agree to abide with this policy and the procedures.
4. In the event the student does not recognize and/or chooses not to self-correct an unacceptable behavior the faculty will request a meeting with the student.
5. The faculty member(s) will document the meeting utilizing the "Student Meeting" form.
6. The faculty member(s) and student will discuss the issues.
7. The student will be required to inform the faculty member(s) of the intended corrections both verbally and in writing.
8. The faculty member(s) will establish any required consequences in the event the student fails to correct the behaviors, repeats the behaviors, or refuses to participate in the process.
9. HCC PTA Program faculty will utilize the following levels of interactions as a guide to provide the student the opportunity to correct behaviors and proceed forward in a positive manner:
 - a. **Probation:** This level of interaction may be implemented at the discretion of an agreement of at a minimum of two PTA faculty members. The student must complete a remediation plan as outlined in the Remediation policy and procedure.
 - b. **Dismissal:** A student dismissed from the program for professional concerns.
 - i. Dismissal from the program may be the immediate result for, but is not limited to:
 1. Proof of academic dishonesty on an examination.
 2. Physical threats.
 3. Violence.
 4. Distributing, manufacturing, selling, or using illegal drugs.
 5. being under the influence of alcohol or other drugs that may alter abilities; and /or having detectible levels of drugs in their system during any events or activities associated with the PTA program.
 6. Criminal behaviors.

The appropriate authorities will be notified as warranted by the event and the decision of the HCC faculty/ staff.

- ii. A student dismissed from the HCC PTA program for behavioral and/or conduct will not be reconsidered for future admission.

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- iii. Any decisions that result in dismissal will be accomplished through a majority vote of the program faculty member(s). In the event the faculty members cannot agree, the HCC Dean of Health Sciences will serve as a mediator and will create a final decision abided by all.
- iv. The student has the right to invoke the Due Process procedures as outlined in the PTA Program and HCC Due Process policies and procedures.

10. Additional student expectations during clinical education experiences:

- a. Abide by the policies and procedures of the clinical facilities and all statutes and regulations regarding patient safety and welfare.
- b. Maintain patient confidentiality in accordance with HIPPA.
- c. Introduce themselves to patients as “Student PTA” to all patient and staff BEFORE having any direct patient contact and respect the patient risk free right to refuse participation in clinical education.
- d. Contact clinic by assigned date (minimum of two (2) weeks before start date).
- e. Contact ACCE after 1st week of clinical with requested information.
- f. Arrive at clinical before scheduled start time each day.
- g. Adhere to clinic’s dress code and wears HCC name badge each day.
- h. Communicate any schedule deviations to ACCE in a timely manner.
- i. Work with CI to make up scheduled absences.
- j. Distribute appropriate paperwork to CI for his/her completion.
- k. Submit required clinical education paperwork at the conclusion of the clinical experience to ACCE within three school days.

Please note: The instructor has the right to dismiss the student from the learning environment at any time if the student exhibits inappropriate behavior.

Developed by: PTA Program Coordinator
 Approved: Dean of HHS
 Revision Dates: 12-16-17, August 2022

Original: 10-16-2015

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Heartland Community College
Physical Therapist Assistant
REMEDIATION (Academic / Clinical / Behavior)

Policy:

While it is the intention of the HCC PTA program to utilize a standard approach to remediation, it is accepted that each situation will be remediated based upon the facts of the situation. The following criteria and processes are developed as a general guideline and may be updated as necessary and without prior notice by a consensus of the program faculty.

ACADEMIC

1. Students are required to seek remediation following failure of an original examination attempt / skill check off / practical exam or any other academic related issue deemed appropriate by the PTA program faculty.
2. Remediation shall be a collaborative effort between the instructor and student.
3. The student is responsible for the following:
 - a. Scheduling a meeting with the instructor within 1 school day of "failure".
 - b. Reviewing grading documents (i.e.: test analysis / rubrics / comment sheets, etc.).
 - c. Identifying the essential knowledge required to remediate and prepare the student to be successful .
 - d. Identifying resources required to accomplish the successful development of knowledge identified above.
4. The instructor is responsible for:
 - a. Assisting with provision of identified resources.
 - b. Providing a specified date and time for completion or remediation.
5. The remediation must be completed:
 - a. Prior to retaking an examination which must be within 3 class periods of the original examination date.
 - b. Before the student will be allowed to retake the skill check off or practical exam.
 - c. Prior to submission of student work for all other academic activities requiring remediation (projects, papers, inservice, etc.)

CLINICAL

1. Students enrolled and participating in clinical education demonstrating professionalism concerns are subject to probation and/or dismissal. If professional behavior issues arise during the clinical experience, the following procedures will be utilized:
 - a. The affiliating Clinical Coordinator of Clinical Education, Clinical Instructor or student must immediately notify the HCC PTA program ACCE to discuss the identified professional behavior issue(s).
 - b. A written agreement defining expected behavior and outlining a remediation plan may be developed by the ACCE and involved parties. The affiliating Clinical Coordinator of Clinical Education and/or Clinical Instructor as well as the HCC PTA program ACCE will continue to assess student performance and make recommendations as needed.
 - c. If further difficulty with professional behavior exists, the student may be withdrawn from the clinic, or fail the course and be dismissed from the program.

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2. If issues related to academics and clinical performance arise during the clinical experience, the following procedures will be utilized:
 - a. The affiliating Clinical Coordinator of Clinical Education, Clinical Instructor or student must immediately notify the HCC PTA program ACCE to discuss issue(s).
 - b. A remediation plan will be developed by the HCC PTA program ACCE and involved parties. The affiliating Clinical Coordinator of Clinical Education and/or Clinical Instructor as well as the HCC PTA program ACCE will continue to assess student performance and make recommendations as needed.
 - i. The student is responsible for the following:
 - Scheduling a meeting with the ACCE within 2 school days.
 - Reviewing available documents (i.e.: test analysis / rubrics / comment sheets, etc.).
 - Identifying the essential knowledge required to remediate and prepare the student to be successful.
 - Identifying resources required to accomplish the successful development of knowledge identified above.
 - ii. The affiliating Clinical Coordinator of Clinical Education and/or Clinical Instructor as well as the HCC PTA program ACCE is responsible for:
 - Assisting with provision of identified resources.
 - Providing a specified date and time for completion or remediation.
 - c. If further difficulty with academics and clinical performance exists, the student may either be withdrawn from the clinic or fail the course and dismissed from the program.

BEHAVIOR

1. All professionalism deficits requiring a written remediation plan will become a part of the student's file.
2. A remediation planning session will convene within 24 working hours of written notification of any probationary action. Members shall include the involved student, involved faculty member and assigned mediator. In most instances, the HCC PTA Program Coordinator will act in the capacity of mediator. In the event the HCC Program Coordinator is the involved faculty member, another program faculty member will be assigned the role of mediator.
3. In the event the involved student and involved faculty member are unable to come to a mutual agreement on the remediation plan, the assigned mediator will have full authority to make all final decisions and the involved student and faculty member agree to fully abide by the final decision(s) of the assigned mediator.
4. The written remediation program must include:
 - Evidence of appropriate education resources that will assist in rectifying professionalism deficit(s), including utilization of previous resources and/or identification and utilization of additional resources.
 - Specific goals and /or strategies that address each documented professionalism deficit.
 - Specific time frame for each goal and / or strategy consistent with the overall remediation plan ending time frame.
 - Specific consequences for failure to successfully complete the remediation plan.
5. The remediation plan will be authenticated by signature and date of the involved student, involved faculty member, and assigned mediator.

6. The remediation plan cannot be altered unless done so through the written agreement of all parties originally involved in composing the plan.
7. A copy of the remediation plan will be provided to the involved student with the original remaining in the student's file.
8. It will be the responsibility of the assigned mediator to check on the progress of the remediation plan, with no less than a weekly review.
9. Failure by the student to fully comply with the remediation plan may result in immediate dismissal from the HCC PTA program. The student may appeal this decision utilizing the PTA program and HCC Due Process policy and Procedures.

Developed by: PTA Program Coordinator

Original: 12-17-2016

Approved: Dean of HHS

Revision Dates: 12-18-18, August 2022 / March 2024

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Heartland Community College
Physical Therapist Assistant Program
SKILL COMPETENCY ASSESSMENT / PRACTICAL EXAMINATIONS

Policy:

Students are provided with a Skill Competency Checkoff list of physical therapy interventions and data collection skills for which they are responsible for demonstrating competency for each laboratory class. Each student must demonstrate a skill(s) chosen by the course instructor safely and competently to an evaluator during a skill checkoff and practical examination. Each student will be provided a total of **three (3) attempts** to pass a specific SKILL COMPETENCY CHECKOFF. The student will be provided **two (2) attempts to pass a PRACTICAL EXAMINATION**. Student must pass ALL skill checkoffs and practical examination with a grade of 75% or higher to pass the course.

PTA Faculty duties and responsibilities:

Skill Checks

- All PTA faculty remain current in content and application skills. If a PTA instructor is not directly assigned to the course but has a duty of grading as a substitute for the original or a retake, that PTA faculty member must also remain current in content and application skills.
- All PTA faculty develop and agree on Skill Check grade rubrics and updates. This includes what is acceptable or unacceptable related to student performance and assignment of scores. Program Coordinator will assign one PTA faculty member the duty of producing the final agreed upon version of the grade rubric. PTA faculty shall maintain these in the HCC One Drive as well as on the Course Canvas shell.
 - In the event a PTA instructor is unsure how to grade or in the case of a 3rd attempt is not in agreement with the other PTA instructor, factual data based on deployed course content and approved program resources will serve as the basis for making a decision.
- PTA course instructor(s) develop, review, and update Skill Check off scenarios every semester and maintain these in the HCC One Drive and hardcopy in file container in lab.
- PTA course instructor(s) develop, update, and deploy (via Canvas and hardcopy displayed in lab) student schedules specific to the course and Skill check every semester. This includes updating and re-deployment (via Canvas and hardcopy displayed in lab) if scheduling changes must occur.
- All PTA faculty are expected to equally engage in recruiting and training of simulated patients. This includes obtaining current written & signed consent if this patient is external to the program (not a PTA faculty member or PTA student).
- If the PTA faculty member serves as the patient:
 - They have a responsibility to divulge any and all precautions or contraindications to the remaining PTA faculty prior to committing to being the simulated patient.
 - Must sign and consent form and submit to PTA Program Coordinator for secure record keeping.
 - Dress appropriately including but not limited to clothing that allows ease of access to the shoulder & pelvic girdles, entire Upper Extremity, entire Lower Extremity, and spine. Closed toe shoes that fasten with Velcro or shoestrings and no elevation of sole (unless medically necessary).

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Practical Examination

- All PTA faculty remain current in content and application skills. If a PTA instructor is not directly assigned to the course but has a duty of grading as a substitute for the original or a retake, that PTA faculty member must also remain current in content and application skills.
- All PTA faculty develop and agree on Practical Exam grade rubrics and updates. This includes what is acceptable or unacceptable related to student performance and assignment of scores. Program Coordinator will assign one PTA faculty member the duty of producing the final agreed upon version of the grade rubric. PTA faculty shall maintain these in the HCC One Drive as well as on the Course Canvas shell.
 - In the event a PTA instructor is unsure how to grade or in the case of a 3rd attempt is not in agreement with the other PTA instructor, factual data based on deployed course content and approved program resources will serve as the basis for making a decision.
- PTA course instructor(s) develop, review, and update Practical Exam scenarios every semester and maintain these in the HCC One Drive as well as on the Course Canvas shell.
- PTA course instructor(s) develop, update, and deploy (via Canvas and hardcopy displayed in ICB 1803) student schedules specific to the course and Practical Exam every semester. This includes updating and re-deployment (via Canvas and hardcopy displayed in ICB 1803) if scheduling changes must occur.
- All PTA faculty are expected to equally engage in recruiting and training of simulated patients. This includes obtaining current written & signed consent if this patient is external to the program (not a PTA faculty member or PTA student).
- If the PTA faculty member serves as the patient:
 - They have a responsibility to divulge any and all precautions or contraindications to the remaining PTA faculty prior to committing to being the simulated patient.
 - Must sign and consent form and submit to PTA Program Coordinator for secure record keeping.
 - Dress appropriately including but not limited to clothing that allows ease of access to the shoulder & pelvic girdles, entire Upper Extremity, entire Lower Extremity, and spine. Closed toe shoes that fasten with Velcro or shoestrings and no elevation of sole (unless medically necessary).

Procedure:

1. All procedural interventions and data collection Skill Competency Checkoffs will be evaluated during the course in which the procedure is taught and/or applied.
2. **SKILL COMPETENCY CHECKOFFS**
 - a. The Skills Competency Check-offs are designed to assess student understanding and competent ability to apply each skill to a potential patient in preparation for clinical practice. Time management is an integral component of the Skill Check and is guided by multiple factors including but not limited to legal standards, professional and health care standards, contemporary practice, ethics, physiological requirements, and reimbursement for interventions. The student will be required to adhere to time frames during all patient interventions and sessions.
 - b. Each student will be provided the following information via HCC computerized learning management system:
 - i. Skill Competency Checkoff Procedural Explanation
 - ii. Skill Competency Checkoff Grading Rubrics
 - iii. Skill Competency Checkoff Sample Scenario
 - c. Assesses the student's understanding and competent ability to apply each skill to a potential patient in preparation for clinical practice.

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- d. This assessment will be completed in lab or at a scheduled time outside of the lab class.
- e. As skills are introduced in the lab coursework, the students will be expected to complete the skill check-off as scheduled.
- f. Each student will be provided a total of **three (3) attempts** to pass a specific skill competency check-off.
 - i. The instructor of the course or designee will assess the student's ability to perform a specific skill.
 - ii. Each skill competency check-off will be an abbreviated scenario-based format, with a PTA program faculty member or a fellow student acting as the simulated patient.
 - iii. During the third (3) attempt, a PTA program faculty member must be the simulated patient while a second PTA program faculty member serves as the simulated clinical instructor.
 - a. Both of these faculty members will collaborate on grading the third (3rd) attempt.
- f. Each scenario will include a diagnosis, date of onset and treatment plan. The student will randomly select a scenario and complete the treatment plan as indicated. Prior to treating the "patient", the student may ask the instructor for clarification, if needed.

g. **A fully graded Skill Competency Check Off**-Grading rubric consists of the following Critical Elements:

➤ **Review of Plan of Care:**

After review of the PT's POC the student PTA is able to:

- Determine the POC is appropriate for the student PTA and safe for the patient.
- Seeks clarification as needed.

➤ **Communication / Patient Education:**

- Introduces self (AIDET) and obtains all appropriate verbal consents.
- Collects necessary subjective information.
- Educates pt. on diagnosis and explains intervention, rationale, expected sensation and outcome.
- Utilizes good communication skills (verbal, non-verbal, listening, terminology pt. can understand).
- Ensures patient confidentiality by talking with pt. in private treatment area

➤ **Episode of Care management**

- Avoids unnecessary position changes
- Maintains patient's modesty & comfort
- Demonstrates appropriate handling
- Prepares environment to optimize treatment session
- Meets all time management requirements

➤ **Skill (specific to each class)**

➤ **Clinical Problem Solving**

- Monitors patient and modifies intervention(s) within the PT's POC to improve physical therapy outcomes.
- Strategically gathers, interprets, and synthesizes information.
- Applies current knowledge and clinical judgement.
- Presents a logical rationale for clinical decisions

- **Critical Indicator - SAFETY**
 - Maintains patient/clinician safety throughout entire skill performance.
 - Uses gait belt, secures movable surfaces, applies footwear, provides patient alert system.
 - Uses techniques for safe handling of patients (e.g. guarding, level of assistance, body mechanics).
 - Maintains a safe working environment (e.g. removes obstacles, manages catheter / IV tubing).
 - Requests clinical instructor assistance when necessary.
 - Addresses patient precautions/contraindications.
 - **Plan – Goals – Progression – Function**
 - **Professionalism**
 - Personal Responsibility
 - Self- Motivated
 - Self -Management
 - Interdependence
 - Self-Awareness
 - Emotional Intelligence
 - Belief in self
- h. **PASS / FAIL** Skill Competency Check Off-Grading rubric consists of the following Critical Elements:
- **Patient Management**
 - Reviews and implements appropriate POC
 - Utilizes appropriate Communication skills
 - Manages treatment area appropriately
 - Meets all time management requirements
 - **Professionalism**
 - Personal Responsibility
 - Self- Motivated
 - Self -Management
 - Interdependence
 - Self-Awareness
 - Emotional Intelligence
 - Belief in self
 - **Skill (specific to each class)**
 - **Critical Indicator - SAFETY**
 - Maintains patient/clinician safety throughout entire skill performance.
 - Uses gait belt, secures movable surfaces, applies footwear, provides patient alert system.
 - Uses techniques for safe handling of patients (e.g. guarding, level of assistance, body mechanics).
 - Maintains a safe working environment (e.g. removes obstacles, manages catheter / IV tubing).
 - Requests clinical instructor assistance when necessary.
 - Addresses patient precautions/contraindications.

- i. The program utilizes the HCC computerized learning management system-based grading Rubric.
- 1) Each Critical Element identified in g. above will be marked as Independent, Competent, or Emerging, or Unacceptable as defined below. The HCC computerized learning management system will mathematically calculate this into a numerical value which will be placed into the grade book. Students must be graded at the Independent, Competent, or Emerging level on each Critical Element identified in g. above to pass and be considered competent to proceed into clinical education. The following is the explanation of the grading values:
 - **INDEPENDENT**
 - **Review of Plan of Care** = Accurate / thorough / efficient / consistent.
 - **Communication & Patient Education** = Accurate / thorough / efficient / consistent.
 - **Episode of Care management** = Accurate / thorough / efficient / consistent.
 - **Skill** = Accurate / thorough / efficient / consistent.
 - **Clinical Problem Solving** = Accurate / thorough / efficient / consistent.
 - **Critical Indicator- SAFETY** = No safety concerns and/or Student independently: Identify/recognize precautions, contraindications and safety considerations and/or address safety concerns prior to any potential harm.
 - **Plan – Goals – Progression - Function** = Accurate / thorough / efficient / consistent.
 - **Professionalism** = Accurate / thorough / efficient / consistent.
 - **COMPETENT**
 - **Review of Plan of Care** = Student requires 1 cue from instructor.
 - **Communication & Patient Education** = Student requires 1 cue from instructor.
 - **Episode of Care management** = Student requires 1 cue from instructor.
 - **Skill** = Student requires 1 cue from instructor.
 - **Clinical Problem Solving** = Student requires 1 cue from instructor.
 - **Critical Indicator- SAFETY** = Student requires 1 cue from instructor.
 - **Plan – Goals – Progression - Function** = Student requires 1 cue from instructor.
 - **Professionalism** = Student requires 1 cue from instructor.
 - **EMERGING**
 - **Review of Plan of Care** = Student requires 2 cue from instructor.
 - **Communication & Patient Education** = Student requires 2 cue from instructor.
 - **Episode of Care management** = Student requires 2 cue from instructor.
 - **Skill** = Student requires 2 cue from instructor.
 - **Clinical Problem Solving** = Student requires 2 cue from instructor.
 - **Critical Indicator- SAFETY** = Student requires 2 cue from instructor.
 - **Plan – Goals – Progression - Function** = Student requires 2 cue from instructor.
 - **Professionalism** = Student requires 2 cue from instructor.
 - **UNACCEPTABLE (applies to All criterion)**
 - **Review of Plan of Care** = Student requires 3 or more cues from instructor.
 - **Communication & Patient Education** = Student requires 3 or more cues from instructor.
 - **Episode of Care management** = Student requires 3 or more cues from instructor.
 - **Skill** = Student requires 3 or more cues from instructor.

- **Clinical Problem Solving** = Student requires 3 or more cues from instructor.
 - **Critical Indicator- SAFETY** = Student requires 3 or more cues from instructor.
 - **Plan – Goals – Progression - Function** = Student requires 3 or more cues from instructor.
 - **Professionalism** = Student requires 3 or more cues from instructor.
- 2) Each Critical Element identified in h. above will be marked as PASS or FAIL. The HCC computerized learning management system will simply record that the student passed. Students must be graded at the PASS level on each Critical Element identified in h. above to pass and be considered competent to proceed into clinical education.
- j. Definitions of **GUIDANCE from INSTRUCTOR**
- **Minimal Guidance**: Student requires 1 Verbal / Visual / Physical cue during the element tested
 - **Moderate Guidance**: Student requires 2 Verbal / Visual / Physical cue during the element tested
 - **Maximal Guidance**: Student requires 3 or > **Verbal** / Visual / Physical cue during the element tested
- k. In order to “pass” the skill competency check- off, the student must:
- i. Complete the whole skill with a minimum score of 75% or PASS.
 - ii. Any one (1) **Unacceptable or FAIL** for any criteria of the skill check off will result in the need to retake the skill check off. In the event any one (1) **Unacceptable or FAIL** occurs with the third and final attempt the student will fail the course and be dismissed from the program.
- l. Students must pass all skill competency check- offs introduced in the course from the beginning to to final prior to taking the final practical examination.
- m. To assure proper time management for the faculty and students, each student is responsible for proper, on time submission of a grading rubric on the HCC computerized learning management system **prior** to the start of class in which the Skill Check Off will be performed.
- i. In the event the student does not successfully submit the grading rubric on the HCC computerized learning management system **prior** to the start of class in which the Skill Check Off will be performed, the first attempt will be considered Failed and the student will begin with the second attempt. The student will also be placed at the end of the schedule for 1st attempts.
 - ii. If the student successfully completes the Skill Check Off, the highest score for the second attempt will be recorded as 85% unless the student naturally scores less than 85%.
 - 1) EXAMPLE: Student scores 92%, recorded score will be = 85%
 - 2) EXAMPLE: Student scores 80%, recorded score will be = 80%
 - iii. The student must pass with a minimum of 75%.
 - iv. In the event that a student is unable to pass the skill competency check- offs on the second attempt (scoring a 74% or lower level on the rubric / have 1 or more **Unacceptable or FAIL**) a third attempt is required. If the third attempt is successfully completed the recorded score will be 75%. On the third attempt, if the conditions required for competency are not met, then the student will have failed the skill competency check- off and subsequently the course and will be dismissed from the program.

- n. In the event that a student is unable to pass the skill competency check- offs on the first attempt (scoring a 74% or lower level on the rubric / have 1 or more **Unacceptable or FAIL**), the student will have two re-take attempts.
 - i. The student must complete remediation per Remediation Policy before they will be allowed to retake a skill check off.
 - ii. The following guidelines will be utilized for the second and third attempt:
 - a) The course instructor will assess all retakes with a faculty member acting as the "patient" on the third attempt.
 - b) On the second or third attempt, if the conditions required for competency are met, the student will be allowed to continue in the course with a grade of 75% or PASS recorded in the grade book.
 - c) On the third attempt, if the conditions required for competency are not met, then the student will have failed the skill competency check- off and subsequently, the course, and will be dismissed from the program.
- o. In the event that the student does not complete the skill competency check- offs prior to practical examinations, the students will automatically have a "fail" for the first practical attempt. The time will be utilized to complete the skill competency check offs. This will result in the student having only ONE (1) attempt at passing the practical.
- p. Each student will be required to complete and submit a progress note related to the specific skill competency checkoff. The individual class syllabus will provide specific information including grading related to this requirement.

3. **PRACTICAL EXAMINATION**

- a. A final practical exam will be administered for all PTA lab courses. To ensure a holistic approach to patient care (e.g. combining data collection, patient care skills, exercise and modalities), the skills taught in the semester's lab courses will be combined for testing. Time management is an integral component of the Practical Examination and is guided by multiple factors including but not limited to legal standards, professional and health care standards, contemporary practice, ethics, physiological requirements, and reimbursement for interventions. The student will be required to adhere to time frames during all patient interventions and sessions.
- b. Practical examinations are used to assess a student's ability to integrate and perform several laboratory skills.
- c. Each student will be provided the following information via the HCC computerized learning management system:
 - i. Practical Examination Procedural Explanation
 - ii. Practical Examination Grading Rubrics
 - iii. Practical Examination Sample Scenario
 - iv. Practical Examination Documentation Template
- d. Students must have successfully completed all skill competency check- offs introduced in the course from the beginning to final prior to taking the final practical examination.
- e. Separate grades are issued for each course.
- f. Each student will be provided a total of **two (2) attempts** to pass a practical examination.
 - During the practical examination, students receive a patient scenario/chart and perform the physical therapy data collection and/or intervention as indicated in the Plan of Care (POC).
- g. The practical examination-grading rubric consists of the following Critical Elements:

- **Review of Plan of Care:**
 - After review of the PT's POC the student PTA is able to:
 - Determine the POC is appropriate for the student PTA and safe for the patient.
 - Seeks clarification as needed.
- **Communication / Patient Education:**
 - Introduces self (AIDET) and obtains all appropriate verbal consents.
 - Collects necessary subjective information.
 - Educates pt. on diagnosis and explains intervention, rationale, expected sensation and outcome.
 - Utilizes good communication skills (verbal, non-verbal, listening, terminology pt. can understand).
 - Ensures patient confidentiality by talking with pt. in private treatment area
- **Episode of Care management**
 - Avoids unnecessary position changes
 - Maintains patient's modesty & comfort
 - Demonstrates appropriate handling
 - Prepares environment to optimize treatment session
 - Meets all time management requirements
- **Skill (specific to each class)**
- **Clinical Problem Solving**
 - Monitors patient and modifies intervention(s) within the PT's POC to improve physical therapy outcomes.
 - Strategically gathers, interprets, and synthesizes information.
 - Applies current knowledge and clinical judgement.
 - Presents a logical rationale for clinical decisions
- **Critical Indicator - SAFETY**
 - Maintains patient/clinician safety throughout entire skill performance.
 - Uses gait belt, secures movable surfaces, applies footwear, provides patient alert system.
 - Uses techniques for safe handling of patients (e.g. guarding, level of assistance, body mechanics).
 - Maintains a safe working environment (e.g. removes obstacles, manages catheter / IV tubing).
 - Requests clinical instructor assistance when necessary.
 - Addresses patient precautions/contraindications.
- **Plan – Goals – Progression – Function**
- **Professionalism**
 - Personal Responsibility
 - Self- Motivated
 - Self -Management
 - Interdependence
 - Self-Awareness
 - Emotional Intelligence
 - Belief in self

- h. The program utilizes the HCC computerized learning management system-based grading Rubric.
- 1) Each Critical Element identified above will be marked as Independent, Competent, or Unacceptable as defined below. The HCC computerized learning management system will mathematically calculate this into a numerical value which will be placed into the grade book. Students must be graded at the Independent or Competent level on each Critical Element identified above to pass and be considered competent to proceed into clinical education. The following is the explanation of the grading values:
- **Independent (point value = 3)**
 - **Review of Plan of Care** = Accurate / thorough / efficient / consistent.
 - **Communication & Patient Education** = Accurate / thorough / efficient / consistent.
 - **Episode of Care management** = Accurate / thorough / efficient / consistent.
 - **Skill** = Accurate / thorough / efficient / consistent.
 - **Clinical Problem Solving** = Accurate / thorough / efficient / consistent.
 - **Critical Indicator- SAFETY** = No safety concerns and/or Student independently: Identify/recognize precautions, contraindications and safety considerations and/or address safety concerns prior to any potential harm.
 - **Plan – Goals – Progression - Function** = Accurate / thorough / efficient / consistent.
 - **Professionalism** = Accurate / thorough / efficient / consistent.
 - **Competent (point value of 2.55)**
 - **Review of Plan of Care** = Student requires 1 cue from instructor.
 - **Communication & Patient Education** = Student requires 1 cue from instructor.
 - **Episode of Care management** = Student requires 1 cue from instructor.
 - **Skill** = Student requires 1 cue from instructor.
 - **Clinical Problem Solving** = Student requires 1 cue from instructor.
 - **Critical Indicator- SAFETY** = Student requires 1 cue from instructor.
 - **Plan – Goals – Progression - Function** = Student requires 1 cue from instructor.
 - **Professionalism** = Student requires 1 cue from instructor.
 - **Emerging (point value of 2.25)**
 - **Review of Plan of Care** = Student requires 2 cue from instructor.
 - **Communication & Patient Education** = Student requires 2 cue from instructor.
 - **Episode of Care management** = Student requires 2 cue from instructor.
 - **Skill** = Student requires 2 cue from instructor.
 - **Clinical Problem Solving** = Student requires 2 cue from instructor.
 - **Critical Indicator- SAFETY** = Student requires 2 cue from instructor.
 - **Plan – Goals – Progression - Function** = Student requires 2 cue from instructor.
 - **Professionalism** = Student requires 2 cue from instructor.

- **Unacceptable (All criterion) (point value = 0)**
 - **Review of Plan of Care** = Student requires 3 or more cues from instructor.
 - **Communication & Patient Education** = Student requires 3 or more cues from instructor.
 - **Episode of Care management** = Student requires 3 or more cues from instructor.
 - **Skill** = Student requires 3 or more cues from instructor.
 - **Clinical Problem Solving** = Student requires 3 or more cues from instructor.
 - **Critical Indicator- SAFETY** = Student requires 3 or more cues from instructor.
 - **Plan – Goals – Progression - Function** = Student requires 3 or more cues from instructor.
 - **Professionalism** = Student requires 3 or more cues from instructor.
- i. Definitions of **GUIDANCE from INSTRUCTOR**
 - **Minimal Guidance**: Student requires 1 Verbal / Visual / Physical cue during the element tested
 - **Moderate Guidance**: Student requires 2 Verbal / Visual / Physical cue during the element tested
 - **Maximal Guidance**: Student requires 3 or > **Verbal** / Visual / Physical cue during the element tested
- j. A score of 75% or greater must be obtained on each skill assessed. Failure in a skill identified in one class requires a retake of the skill(s) in that class (e.g. student score a 68% in goni skill associated with PTA 112, but passed all skills associated with PTA 121- retake is only required over the PTA 112 skills)
- k. The scores of each course skill sheet(s) are combined and then averaged for that course to determine the final grade for each course.
- l. Any one (1) **Unacceptable** for any criteria of the practical will result in the need to retake the skill. In the event any one (1) **Unacceptable** occurs with the final attempt the student will fail the course and be dismissed from the program.
- m. A mandatory re-take of the first practical exam will be required in the following circumstances:
 - The student must complete remediation per Remediation Policy before they will be allowed to retake a practical exam.
 - If the practical exam average for each course is 75% or greater, but the individual skill(s) in a specific course have not met the conditions for competency (75% or greater), then the student will have to repeat the skill(s) for that specific course.
 - If the practical exam average for any one of the courses is below a 75%, a practical exam with skills from that failed course will need to be repeated.
 - If the practical exam average for two or more courses is below a 75% the entire practical exam will have to be repeated.
- n. In the event that a student has to complete a re-take practical exam, the following grading guidelines will be utilized:

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- If the student meets the conditions for competency on the repeated skill(s) for a course, the student will be allowed to continue in the program, with a score of 75% being recorded for that skill and with the final practical grade for that course being an average of the final scores for that course.
 - If the student meets the conditions for competency on a repeated course practical, the student will be allowed to continue in the program, with a score of 75% being recorded for the final practical grade for that course.
 - If the student meets the conditions for competency on the repeated entire practical the student will be allowed to continue in the program, with a score of 75% being recorded for the final grade in each course.
 - **If the student does not meet the conditions for competency on the repeated skill(s) and/or, repeated course practical and/or entire repeated practical, the student will receive a 0% for that practical examination, resulting in dismissal from the program.**
- o. A comments section for feedback to the student
 - p. A cumulative scoring sections

Developed by: PTA Program Coordinator

Original: 11-20-13

Approved: Dean of HHS

Revision Dates: 10-16-2015 / July 2016 / January 2017 / June 2017 / June 2018, January 2019 / Mar 2020 / Nov 22, 2021 / January 2023 / March 2024 / December 2024/ Janaury 2025

March 1, 2015

Revised: August 2015 / October 2015 / July 2016 / December 2016 / Janaury 2017/ May 2017 / July 2017 / December 2017 / July 2018 / September 2018/January 2019/March 2019 / November 2019 / Janauary 2020/ Mar 2020 / April 2020 / August 2020 / September 2020/ November 2020/ February 2021 / April 2021 / May 2021 /November 2021 / February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan 2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

Heartland Community College
Physical Therapist Assistant Program
VOLUNTEER as SIMULATED PATIENT for PRACTICAL EXAMS

Policy:

Students enrolled in the Physical Therapist Assistant program are required to successfully pass Practical Exams to ensure a holistic approach to patient care (e.g. combining data collection, patient care skills, exercise and modalities) in preparation for progression into clinical education. The skills taught in the semester application courses will be combined for testing. Volunteers from the internal and external communities of the program may serve as simulated patients. Prior to participation, the volunteer must complete all required documentation and training. HCC PTA program faculty will maintain the sole responsibility and authority to accept or decline a volunteer as a simulated patient. Acceptance or declination of a volunteer must be confirmed by a majority vote (greater than 50%) of all current HCC PTA program faculty.

Procedure:

1. HCC PTA program faculty will collaboratively determine the need for volunteers as simulated patients at the beginning of each semester.
2. The HCC PTA program faculty will develop a list of potential volunteers as simulated patients utilizing various resources including but not limited to HCC faculty, HCC staff, PTA program clinical partners, HCC Board members, individuals identified by the HCC Foundation, etc.
 - a. During this phase of the process potential volunteers will be provided specific written information that outlines the:
 - i. Physical and mental requirements for the simulation
 - ii. Participation disqualifying criteria or events
 - iii. Informed Consent – Non-Student
3. Once the volunteer list has been finalized, the HCC PTA Program Coordinator will designate an HCC PTA program faculty member the duties of:
 - a. Obtaining the signed Informed Consent – Non-Student form from each individual qualified and accepted as a volunteer prior to being allowed to participate.
 - b. Placing all documentation into a file folder and forwarding to HCC PTA Program Coordinator.
 - i. The file folder will be maintained in a locked file cabinet in the HCC PTA program Coordinator's office.
 - ii. The file folder will be retained until it is determined the individual no longer has an active association with the HCC PTA program at which time the file will be shredded.
4. Once a volunteer been accepted and completed all documentation, the HCC PTA Program Coordinator will designate an HCC PTA program faculty member the duty of assigning the qualified and accepted volunteer to a specific practical exam.
 - a. This will include developing a written schedule that includes:
 - i. Date
 - ii. Time
 - iii. Location

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- iv. Name of case scenario
 - b. This schedule will be maintained in electronic format.
5. On the date of the practical exam the volunteer as a simulated patient is required to be at the designated location 15 minutes prior to the student beginning the actual practical exam. The faculty member serving as the grading instructor will
 - a. Verify all documentation is current and in possession of HCC PTA Program.
 - b. Review the case, provide all necessary orientation and directions, and answer any questions the volunteer as a simulated patient may have.
 - c. Inform the volunteer they have the right and responsibility to fully inform the student and faculty member of refusal to perform any component or activity of the practical exam as well as desire to discontinue participation.
 - d. Maintain authority of the practical exam at all times including being physically present during the entire practical exam.
 - e. Documenting any and all questions, comments, or concerns from the volunteer as a simulated patient during and at the conclusion of the practical exam.
 6. Students and faculty will maintain the confidentiality of the volunteer as a simulated patient. Students will not be allowed to utilize any information from the volunteer as a simulated patient that could reveal the identity of this person when writing a treatment note, taking notes for the case, or sharing experience with other faculty, students, or any other person(s).

Developed by: PTA Program Coordinator
 Approved: Associate Dean of HS
 Revision Dates:

Original: 03-2020

March 1, 2015

Revised: August 2015 / October 2015 / July 2016 / December 2016 / January 2017/ May 2017 / July 2017 / December 2017 / July 2018 / September 2018/January 2019/March 2019 / November 2019 / January 2020/ Mar 2020 / April 2020 / August 2020 / September 2020/ November 2020/ February 2021 / April 2021 / May 2021 /November 2021 / February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan 2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

Heartland Community College
Physical Therapist Assistant Program
STUDENT COMPETENCE PRIOR TO CLINICAL ASSIGNMENT

Policy:

The PTA program ensures students are safe and competent to perform selected data collection and interventions prior to clinical assignment. Clinical sites are informed of these skill(s).

Procedure:

1. In order to participate in clinical assignments, students must achieve:
 - a. A passing grade of a “C” or better in all technical and general education courses in the PTA curriculum.
 - i. To qualify to attend PTA 140 students must obtain a passing grade of a “C” or better in PTA 103, 104, 112, 120, and 121 as well as all general education courses identified as prerequisites for the PTA program.
 - ii. To qualify to attend PTA 240 students must obtain a passing grade of a “C” or better in PTA 103, 104, 112, 120, 121, 140, 213, 215, 220, 221, 230 as well as all general education courses identified as prerequisites for the PTA program.

Developed by: PTA Program Coordinator

Approved: Dean of HHS

Revision Dates: 12-16-17, August 2022 / March 2024

Original: 11-20-2013

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Revised: August 2015 / October 2015 / July 2016 / December 2016 / January 2017/ May 2017 / July 2017 / December 2017 / July 2018 / September 2018/January 2019/March 2019 / November 2019 / January 2020/ Mar 2020 / April 2020 / August 2020 / September 2020/ November 2020/ February 2021 / April 2021 / May 2021 /November 2021 / February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan 2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

Section IV: ACADEMIC FACULTY POLICIES and PROCEDURES

ACADEMIC FACULTY POLICIES and PROCEDURES

- A. Accreditation Responsibilities
- B. Complaints Regarding the PTA Program
- C. Program Coordinator Job Description

March 1, 2015

Revised: August 2015 / October 2015 / July 2016 / December 2016 / January 2017 / May 2017 / July 2017 /
December 2017 / July 2018 / September 2018 / January 2019 / March 2019 / November 2019 / January 2020 / Mar 2020 /
April 2020 / August 2020 / September 2020 / November 2020 / February 2021 / April 2021 / May 2021 / November 2021 /
February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan
2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

Heartland Community College
Physical Therapist Assistant Program
ACCREDITATION RESPONSIBILITIES

Policy:

As outlined in the PTA Program Coordinator job description, the PTA Program Coordinator will ensure all accreditation responsibilities are fulfilled.

Procedure:

The PTA Program Coordinator is responsible for:

1. Initiating processing of a purchase order for the annual accreditation fee with the college business office each academic year.
2. Completing and submitting all progress reports, accreditation reports, the program self-study and any other requested documentation by the time lines established by the Commission on Accreditation in Physical Therapy Education (CAPTE).
3. Working with the following personnel in gathering data for and completing the requested documentation:
 - a. Academic Coordinator of Clinical Education.
 - b. Program faculty.
 - c. Appropriate college administration and staff.
 - d. PTA Program Advisory Committee.
 - e. Others as needed.
4. Maintaining reports on retention, graduation and employment rates as well as success on the National Physical Therapist Assistant Examination.
5. Notifying CAPTE within timeframe outlined in the CAPTE Rules of Practice and Procedure of any substantive change(s) within the program.
6. Notifying appropriate constituencies of an adverse accreditation decision.

Developed by: PTA Program Coordinator
Approved: Dean of HHS
Revision Dates:

Original: 4-30-2014

March 1, 2015

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Heartland Community College
Physical Therapist Assistant Program
COMPLAINTS REGARDING THE PTA PROGRAM

Policy:

The PTA program at HCC engages in continuous and systematic assessment paralleling that of the college. The program welcomes public comment, suggestions and constructive criticism as part of our process. Community members who do not have formal affiliation with the college or program are welcome to provide feedback according to the following policy/guidelines:

Procedure:

1. Comments must be submitted in writing and signed by the author. Anonymous submissions will not be accepted.
2. The PTA program website shall have a Contact Us link with address and phone number to the Health Sciences Division Secretary.
3. Any complaints received shall be forwarded to the PTA Program Coordinator within 3 academic days.
4. The PTA Program Coordinator shall respond to all comments/concerns/complaints within 10 academic days.
5. The complaint, action taken and all correspondence will be retained electronically and / or paper format by the PTA Program Coordinator and housed either on a password secured drive or locked file drawer in the coordinator's office.
6. The PTA Program Coordinator shall inform the Dean of Health Sciences of all comments/concerns/complaints voiced and action taken.
7. In accordance with applicable state and federal laws the complainant(s) are protected from any and all retaliation following complaint submission.

Developed by: PTA Program Coordinator

Approved: Dean of HHS

Revision Dates: July 2017

Original: 2-5-2015

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April 2020 / August 2020 / September 2020/ November 2020/ February 2021 / April 2021 / May 2021 /November 2021 /
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2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

Heartland Community College
Physical Therapist Assistant Program
PROGRAM COORDINATOR
JOB DESCRIPTION

Position Title: PTA Program Coordinator
Classification: Faculty
Reports To: Dean of Health Science
Department: Physical Therapist Assistant Program

Minimal Qualifications:

- Graduate of accredited physical therapist or physical therapist assistant program.
- Earned master's degree in related field.
- Licensed to practice as a PT or PTA in Illinois.
- Minimum of 5 years of full-time clinical experience as a physical therapist or physical therapist assistant.
- Strong communication, organization, interpersonal, problem solving and counseling skills.
- Current knowledge and skill in the use of information and computer technology.
- Able to travel, as needed.
- Qualified through education and/or experience to assure proficiency in, following areas:
 - Educational theory and methodology
 - Student evaluation
 - Outcome assessment
 - Instructional design
 - Curriculum design
- Experience in administration/management.
- Able to meet the HCC PTA student essential functions.

Preferred Requirements:

- Prior teaching experience in a physical therapist assistant/physical therapist academic program or equivalent course work.
- Active in professional activities at a local, state, and /or national levels.
- Member of the American Physical Therapy Association.

Responsibilities include but are not limited to:

- The PTA Program Coordinator shall be responsible to the Dean of Health Sciences for the general management of the Physical Therapist Assistant Program to include but not limited to: communication, fiscal management, operation, program faculty development, student advising, program assessment and planning.
- The PTA Program Coordinator shall be responsible for maintaining knowledge of current trends in physical therapy, healthcare and teaching methodology.

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December 2017 / July 2018 / September 2018/January 2019/March 2019 / November 2019 / January 2020/ Mar 2020 /
April 2020 / August 2020 / September 2020/ November 2020/ February 2021 / April 2021 / May 2021 /November 2021 /
February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan
2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

Duties (include, but are not limited to):

1. Meets and conforms to Board Policy Manual and /or the provisions of the Faculty Collective Bargaining Agreement negotiated by and between The Board of Trustees and the faculty union.
2. Provide effective leadership for the program in the following areas:
 - a. Communication
 1. Hold regular program meetings.
 2. Communicate and coordinate efforts with program and divisional faculty, Dean of Health Sciences and other college departments.
 3. Engage stakeholders including advisory board, clinical and K-12 partners.
 4. Assist with outreach, promotion and recruitment activities and projects.
 5. Recognize and resolve conflict/complaints related to the program.
 - b. Program Operations
 1. Prepare and administers program budget.
 2. Facilitate the purchase of the program's instructional equipment and inventory and secure repairs/maintenance to keep equipment operational.
 3. Oversee lab management including safety (MSDS).
 4. Update and/or revise website and student/faculty handbook.
 5. Completes and submits program schedule/ reports/outcomes to the Dean of Health Sciences.
 - c. Accreditation
 1. Submit accreditation reports and fees in a timely manner.
 2. Ensures compliance with accreditation standards.
 3. Provide notification of and substantive change(s) within the program and/ or institution.
 - d. Program Assessment & planning
 1. Oversee the program's assessment plan.
 2. Assist with program long term planning.
 - e. Program Curriculum
 1. Continuing development, management and evaluation of the program's curriculum in accordance with accreditations standards, advisory committee and state requirements.
 - f. Program faculty development & mentorship
 1. Assist with the selection, training, and development of program faculty.
 2. Assist administrator with class observations.
 3. Collect and share resources with program faculty (e.g. syllabi, course material, projects).
 - g. Student Advisement and Counseling
 1. Counsel students upon entry and throughout the program while adhering to all student privacy requirements.
3. Work with the Academic Coordinator of Clinical Education in the management of the clinical education component of the program.
4. Perform all the duties of a full-time faculty member.
5. Assists with recruitment and retention of students.
6. Participates in college committees, as needed.

REQUIRED KNOWLEDGE AND SKILLS include but are not limited to:

- An understanding of and commitment to the community college philosophy.
- Commitment to quality education and to professional development.
- A student-centered philosophy and demonstrated ability to work with a diverse group of students.
- Willingness to work within the philosophical framework of Heartland Community College and the PTA Program.

March 1, 2015

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- Ability to effectively communicate orally and in writing in one-on-one, in small groups, and in classroom situations.
- Proficient technology skills to enhance student learning.
- Current knowledge and skill in the use of information and computer technology (e.g., word processing, e-mail, database, LMS) or proven ability to learn these skills.
- Ability to comprehend and interpret college regulations and policies and apply to specific situations in accordance with established procedures.
- Ability to work well with administrators, support staff, faculty, staff and students.
- Ability to work independently with minimum supervision and coordinate work with colleagues and peers.
- Ability to plan and organize work and to function as a team player.
- Ability to work under pressure and within tight time frames.
- Strong communication, listening, organization, interpersonal, problem-solving, and counseling skills.

Developed by: Dean of HHS

Approved: Dean of HHS

Original: 2-5-2015

Revision Dates: 11-11-2020, August 2022

March 1, 2015

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Heartland Community College
Physical Therapist Assistant Program
PTA Faculty Member – Full-time
JOB DESCRIPTION

Position Title: PTA Faculty – Full-time
Classification: Faculty – Full-time
Reports to Dean of Health Sciences
Department: Physical Therapist Assistant Program

The Full-time PTA Faculty member shall be responsible to the PTA Program Coordinator and Dean of Health Sciences. The Full-time PTA faculty member holds a faculty appointment and has academic, administrative, and service responsibilities consistent with the mission and philosophy of the institution and program. This individual demonstrates competence in teaching, and curriculum development.

Minimal Qualifications:

- Graduate of an accredited physical therapist assistant or physical therapist program, or deemed equivalent program.
- Earned associate degree as a physical therapist assistant or professional degree as a physical therapist.
- Current licensure to practice as a physical therapist or physical therapist assistant in Illinois.
- Minimum of 3 years of clinical experience as a physical therapist assistant or physical therapist.
- Minimum of 2 years of clinical teaching and/or clinical coordination experience.
- Strong communication, organization, interpersonal, problem-solving, and counseling skills.
- Current knowledge and skill in the use of information and computer technology (e.g., word processing, e-mail, database) or proven ability to learn these skills.
- Able to work with students with special needs based on the Americans with Disabilities Act (ADA).
- Knowledge of legislative, regulatory, legal and practice issues affecting clinical education, students, and the profession of physical therapy.
- Able to meet the faculty requirements as stated in the Standards & Elements for the Accreditation of Physical Therapist Assistant Programs.
- Able to work independently and coordinate work with colleagues and peers.
- Able to travel, as needed.

Preferred Requirements

- Prior teaching experience in a physical therapist assistant/physical therapist academic program or equivalent coursework.
- Earned bachelor degree or enrolled in or desire to pursue undergraduate studies.
- Knowledge of education, management, and adult learning theories and principles.
- Active in professional activities at local, state, and/or national levels.
- Member of the American Physical Therapy Association.

March 1, 2015

Revised: August 2015 / October 2015 / July 2016 / December 2016 / January 2017/ May 2017 / July 2017 / December 2017 / July 2018 / September 2018/January 2019/March 2019 / November 2019 / January 2020/ Mar 2020 / April 2020 / August 2020 / September 2020/ November 2020/ February 2021 / April 2021 / May 2021 /November 2021 / February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan 2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

Responsibilities / Duties include but are not limited to:

- Meets and conforms to HCC Board Policy Manual and/or the provisions of the Collective Bargaining Agreement negotiated by and between The Board of Trustees and the faculty union.
- Meets and conforms to Collective Bargaining Agreement for Full-time faculty.
- Meets and conforms to the Commission on Accreditation of Physical Therapy Education (CAPTE) Standards and Elements.
- Adhere to the policies and procedures of Heartland Community College, the Health Science Division, and the PTA program.
- Assists with the periodic review and upgrading of course materials in collaboration with other PTA faculty and consistent with current clinical practice.
- Fulfills all instructor responsibilities as designated full-time faculty load per semester and performs other tasks of a similar nature or level as assigned.
- Adheres to standardized syllabi and course outline which communicates with the student(s) objectives and responsibilities associated with the course.
- Provide classroom and lab instruction to ensure the course learning and student learning outcomes are achieved at a level consistent with the PTA standards and in the most efficient style to promote student success.
- Comply with class schedules as to dates of classes, time in class and final exam schedules. Start class in a timely manner. Arrive early to class to be prepared for students.
- Available for student conferences and other duties. Counsels students upon entry and throughout the PTA program and maintains student privacy and confidentiality.
- Maintain classrooms and labs according to Heartland Community College policies and procedures and in the manner conducive to student learning and safety.
- Maintain accurate and complete course records in accordance with Heartland Community College, Health Science Division, and the PTA program policies and procedures. Maintains records of student's performance/ documents in secure location.
- Provide data as scheduled to PTA Program Coordinator for Student Learning Outcomes and Course Learning Outcomes.
- Participate in all faculty meetings, as scheduled, by PTA Program Coordinator.
- Attends Advisory Board committee meetings.
- Timely return of all voice messages and e-mail messages.

REQUIRED KNOWLEDGE AND SKILLS include but are not limited to:

- An understanding of and commitment to the community college philosophy.
- Commitment to quality education and to professional development.
- A student-centered philosophy and demonstrated ability to work with a diverse group of students.
- Willingness to work within the philosophical framework of Heartland Community College and the PTA Program.
- Ability to effectively communicate orally and in writing in one-on-one, in small groups, and in classroom situations.
- Proficient technology skills to enhance student learning.
- Current knowledge and skill in the use of information and computer technology (e.g., word processing, e-mail, database, LMS) or proven ability to learn these skills.
- Ability to comprehend and interpret college regulations and policies and apply to specific situations in accordance with established procedures.
- Ability to work well with administrators, support staff, faculty, staff and students.
- Ability to work independently with minimum supervision and coordinate work with colleagues and peers.
- Ability to plan and organize work and to function as a team player.
- Ability to work under pressure and within tight time frames.
- Strong communication, listening, organization, interpersonal, problem-solving, and counseling skills.

March 1, 2015

Revised: August 2015 / October 2015 / July 2016 / December 2016 / January 2017/ May 2017 / July 2017 / December 2017 / July 2018 / September 2018/January 2019/March 2019 / November 2019 / January 2020/ Mar 2020 / April 2020 / August 2020 / September 2020/ November 2020/ February 2021 / April 2021 / May 2021 /November 2021 / February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan 2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

- Knowledge of legislative, regulatory, legal and practice issues affecting clinical education, students, and the profession of physical therapy.
- Knowledge of education, management, and adult learning theories and principles.
- Variances from regular working hours may be necessary to fulfill the responsibilities of the position.

Developed by: PTA program Coordinator
Approved: Associate Dean of HS
Revision Dates: August 2022 / March 2024

Original: 11-11-2020

March 1, 2015

Revised: August 2015 / October 2015 / July 2016 / December 2016 / January 2017/ May 2017 / July 2017 /
December 2017 / July 2018 / September 2018/January 2019/March 2019 / November 2019 / January 2020/ Mar 2020 /
April 2020 / August 2020 / September 2020/ November 2020/ February 2021 / April 2021 / May 2021 /November 2021 /
February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan
2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

Heartland Community College
Physical Therapist Assistant Program
PTA Adjunct Faculty
Job Description

Position Title: PTA Adjunct faculty
Classification: Adjunct Faculty
Reports to Dean of Health Science
Department: Physical Therapist Assistant Program

The adjunct faculty has academic and service responsibilities consistent with the mission and philosophy of the HCC PTA program and Heartland Community College. This individual demonstrates competence in all aspects of the post.

Minimal Qualifications

- Earned Associate Degree as a Physical Therapist Assistant or Professional Degree as a Physical Therapist from an accredited Physical Therapist Assistant or Physical Therapy program.
- Licensed/registered/certified or eligible for licensure/registration/certification in the state where employed.
- A minimum of 2000 work hours in PT clinical or PT educational experience.
- Able to meet the faculty requirements as stated in the Standards for the CAPTE Accreditation of Physical Therapist Assistant Programs.
- Able to meet the HCC PTA student essential functions

Preferred

- Experience in a variety of areas of teaching (clinical, continuing education, in-service).
- Prior teaching experience in a Physical Therapist Assistant/Physical Therapist Academic program or equivalent coursework.
- PTA who has earned a Bachelor's Degree or enrolled in or desire to pursue undergraduate studies.
- Active in PT clinical practice, especially as applicable to PT clinical education.
- Active in PT professional activities at local, state, and/or national levels.
- Earned status as an APTA Credentialed Clinical Instructor.
- Member of the American Physical Therapy Association.

DUTIES & RESPONSIBILITIES include but not limited to:

- Meets and conforms to HCC Board Policy Manual and/or the provisions of the Adjunct Collective Bargaining Agreement negotiated by and between The Board of Trustees and the faculty union.
- Meets and conforms to Collective Bargaining Agreement for Adjunct faculty.
- Meets and conforms to the Commission on Accreditation of Physical Therapy Education (CAPTE) Standards and Elements.
- Adhere to the policies and procedures of Heartland Community College, the Health Science Division, and the PTA program.
- Assists with the periodic review and upgrading of course materials in collaboration with other PTA faculty and consistent with current clinical practice.
- Fulfills all instructor responsibilities as designated adjunct faculty load per semester and performs other tasks of a similar nature or level as assigned.

March 1, 2015

Revised: August 2015 / October 2015 / July 2016 / December 2016 / January 2017/ May 2017 / July 2017 / December 2017 / July 2018 / September 2018/January 2019/March 2019 / November 2019 / January 2020/ Mar 2020 / April 2020 / August 2020 / September 2020/ November 2020/ February 2021 / April 2021 / May 2021 /November 2021 / February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan 2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

- Adheres to standardized syllabi and course outline which communicates with the student(s) objectives and responsibilities associated with the course.
- Provide classroom and lab instruction to ensure the course learning and student learning outcomes are achieved at a level consistent with the PTA standards and in the most efficient style to promote student success.
- Comply with class schedules as to dates of classes, time in class and final exam schedules. Start class in a timely manner. Arrive early to class to be prepared for students.
- Available for student conferences and other duties. Counsels students upon entry and throughout the PTA program and maintains student privacy and confidentiality.
- Maintain classrooms and labs according to Heartland Community College policies and procedures and in the manner conducive to student learning and safety.
- Maintain accurate and complete course records in accordance with Heartland Community College, Health Science Division, and the PTA program policies and procedures. Maintains records of student's performance/ documents in secure location.
- Provide data as scheduled to PTA Program Coordinator for Student Learning Outcomes and Course Learning Outcomes.
- Participate in all faculty meetings, as scheduled, by PTA Program Coordinator.
- Attends Advisory Board committee meetings.
- Timely return of all voice messages and e-mail messages.

REQUIRED KNOWLEDGE AND SKILLS include but are not limited to:

- An understanding of and commitment to the community college philosophy.
- Commitment to quality education and to professional development.
- A student-centered philosophy and demonstrated ability to work with a diverse group of students.
- Willingness to work within the philosophical framework of Heartland Community College and the PTA Program.
- Ability to effectively communicate orally and in writing in one-on-one, in small groups, and in classroom situations.
- Proficient technology skills to enhance student learning.
- Current knowledge and skill in the use of information and computer technology (e.g., word processing, e-mail, database, LMS) or proven ability to learn these skills.
- Ability to comprehend and interpret college regulations and policies and apply to specific situations in accordance with established procedures.
- Ability to work well with administrators, support staff, faculty, staff and students.
- Ability to work independently with minimum supervision and coordinate work with colleagues and peers.
- Ability to plan and organize work and to function as a team player.
- Ability to work under pressure and within tight time frames.
- Strong communication, listening, organization, interpersonal, problem-solving, and counseling skills.
- Knowledge of legislative, regulatory, legal and practice issues affecting clinical education, students, and the profession of physical therapy.
- Knowledge of education, management, and adult learning theories and principles.
- Variances from regular working hours may be necessary to fulfill the responsibilities of the position.

Developed by: PTA Program Coordinator
Approved: Dean of HHS

Original: July 2016
Revision Dates: 11-11-20, August 2022

March 1, 2015

Revised: August 2015 / October 2015 / July 2016 / December 2016 / January 2017/ May 2017 / July 2017 / December 2017 / July 2018 / September 2018/January 2019/March 2019 / November 2019 / January 2020/ Mar 2020 / April 2020 / August 2020 / September 2020/ November 2020/ February 2021 / April 2021 / May 2021 /November 2021 / February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan 2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

V. SAFETY POLICIES

SAFETY POLICIES

- A. Bloodborne Pathogens / Hazardous Material Exposure Protocol
- B. Campus Safety and Emergency Procedures
- C. Drug and/or Alcohol Use
- D. Equipment Preventive Maintenance Program
- E. Faculty Responsibilities for Lab Safety
- F. Guidelines for Accidents/Injuries in the Clinic Setting
- G. Lab Expectations
- H. Material Safety Data Sheets (MSDS)
- I. Medical / Non-Medical Required Accommodations or Leave for a Student

March 1, 2015

Revised: August 2015 / October 2015 / July 2016 / December 2016 / January 2017 / May 2017 / July 2017 / December 2017 / July 2018 / September 2018 / January 2019 / March 2019 / November 2019 / January 2020 / Mar 2020 / April 2020 / August 2020 / September 2020 / November 2020 / February 2021 / April 2021 / May 2021 / November 2021 / February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan 2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

Heartland Community College
Physical Therapist Assistant Program
BLOODBORNE PATHOGENS / HAZARDOUS MATERIALS EXPOSURE PROTOCOL

Policy:

The PTA program is committed to providing a safe environment for students and faculty engaged in on- and off campus activities. The HCC PTA Program will make every effort to comply with the U.S. Department of Labor Occupational Safety and Health Administration Bloodborne Pathogen Standard (29 CFR 1910.1030). Universal / Standard precautions will be utilized to prevent contact with blood or other potentially infectious materials. All body fluids shall be considered potentially infectious materials. The general principles of universal precautions apply to all potential exposure to blood or other potentially infectious materials at the campus as well-off campus activity sites including clinical education sites.

Definitions

1. **Bloodborne Pathogens:** Pathogenic microorganisms that are present in human blood and can cause disease in humans. These disease-causing organisms can be found in all body fluids, unfixed tissue, cell lines, and in situations where it is difficult or impossible to differentiate between body fluids and other materials.
2. **Contamination:** The presence of blood or other potentially infectious materials on an item or surface.
3. **Contaminated Sharps:** Any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.
4. **Decontamination:** The use of physical or chemical means to remove, inactivate, or destroy blood borne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.
5. **Engineering Controls:** Controls (e.g., sharps disposal containers, self-sheathing needles) that isolate or remove the blood borne pathogens hazard from the workplace.
6. **Exposure Incident:** A specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.
7. **HBC:** Hepatitis C Virus.
8. **HBV:** Hepatitis B Virus.
9. **HIV:** Human Immunodeficiency Virus.
10. **Occupational Exposure:** Reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.
11. **Parenteral:** Piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts, and abrasions.

12. **Personal Protective Equipment (PPE)**: is specialized clothing or equipment worn by an employee for protection against a hazard. General work clothing (e.g., uniforms, pants, shirts, or blouses) not intended to function as protection against a hazard is not considered to be personal protective equipment.
13. **Regulated Waste**: Liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.
14. **Source Individual**: Any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee.
15. **Universal Precautions**: Is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other blood borne pathogens.
16. **Work Practice Controls**: Controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g., prohibiting recapping of needles by a two-handed technique).

Procedure:

1. **Communication of Hazards (Biohazard Warning Label)**
 - a. Biohazard warning labels that meet the standard of OSHA will be affixed to containers of potentially infectious material and other containers used to store, transport or ship these materials.
 - b. These labels will be affixed as close as feasible to the container by string, wire, adhesive, or other method that prevents their loss or unintentional removal.
 - c. Individual containers of potentially infectious materials that are placed in a labeled container during storage, transport, shipment, or disposal are exempted from the labeling requirement.
 - d. Regulated waste that has been decontaminated need not be labeled.
2. **Exposure Prevention Practice Controls**
 - a. Exposure prevention practice controls will be used to eliminate or minimize exposure.
 - b. Personal protective equipment will be available for use if there is exposure potential.
 - c. Readily accessible hand washing facilities and/or appropriate antiseptic hand cleanser will be available.
 - d. Contaminated sharps containers will be available.
 - e. All persons are discouraged from eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses in all lab areas where there is a reasonable likelihood of exposure.
 - f. All procedures involving blood or other potentially infectious materials will be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances.

- g. Equipment which may become contaminated with blood or other potentially infectious materials will be decontaminated prior to servicing or shipping.

3. **Personal Protective Equipment**

- a. Appropriate personal protective equipment such as gloves, gowns, face shields, eye protection, and masks, are maintained by the program in the lab.
- b. Personal protective equipment will be considered "appropriate" only if it does not permit blood or other potentially infectious materials to pass through to or reach the employee's clothes, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.
- c. Personal protective equipment will be repaired or replaced as needed to maintain effectiveness.
- d. All personal protective equipment will be removed prior to leaving the lab area and placed in designated areas or containers for storage, washing, decontamination, or disposal.
- e. HCC will arrange for proper cleaning, laundering, and disposal of personal protective equipment.
- f. **Gloves** will be worn when there is potential for hand contact with blood or other potentially infectious materials and when handling or touching contaminated items or surfaces.
 - i. Hypoallergenic gloves, powderless gloves, or other similar alternatives will be readily accessible to those individuals who are allergic to the gloves normally provided.
 - ii. Disposable (single use) gloves will be replaced as soon as practical when contaminated or damaged. Disposable (single use) gloves will not be washed or decontaminated for re-use.
- h. **Masks** in combination with eye protection devices, such as goggles or glasses with solid side shields, will be worn whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated.
- i. **Appropriate protective clothing** such as gowns, aprons, lab coats, clinic jackets, or similar outer garments will be worn in exposure situations.
- j. **Surgical caps** and/or **shoe covers** will be worn in instances when gross contamination can reasonably be anticipated (e.g., necropsies, sawing, or otherwise aerosolizing human tissue or fluids).

4. **Housekeeping**

- a. HCC will ensure that the learning environment is maintained in a clean and sanitary condition.
- b. All contaminated equipment and work surfaces will be decontaminated immediately or as soon as feasible with an appropriate disinfectant after completion of procedures and at the end of the lab class session if the surface may have become contaminated since the last cleaning.
- c. Protective coverings, such as plastic wrap, aluminum foil, or imperviously-backed absorbent paper used to cover equipment and environmental surfaces will be removed and replaced when they become contaminated.
- d. All bins, pails, cans, and similar receptacles intended for reuse will be decontaminated immediately if they are contaminated with blood or other potentially infectious materials.

- e. Broken glassware which may be contaminated will not be picked up directly with the hands. Mechanical means, such as a brush and dust pan, tongs, or forceps will be utilized for cleaning.
- f. Reusable sharps that are contaminated with blood or other potentially infectious materials will not be stored or processed in a manner that requires individuals to reach by hand into the containers where these sharps have been placed.

5. **Regulated Waste**

- a. Disposal of all regulated waste will be in accordance with all applicable federal, state, and local regulations.
- b. Contaminated sharps and other regulated waste will be discarded immediately or as soon as feasible in biohazard labeled containers that are closable, puncture resistant, and leak-proof.
- c. Containers for contaminated sharps will be maintained upright throughout use, easily accessible to personnel, replaced routinely, and not be allowed to overflow.
- d. When moving contaminated sharps or other regulated wastes the containers will be biohazard labeled and closed to prevent spillage or protrusion during handling, storage, transport, or shipping.
- e. Secondary containers will be used if leakage is possible. The second container will also be biohazard labeled, closable, and constructed to contain all contents and prevent leakage.

6. **Laundry**

- a. Contaminated laundry will be handled as little as possible while being placed in biohazard labeled transport bags or containers.
- b. Contaminated laundry will not be sorted or rinsed in the location of use.
- c. Wet contaminated laundry will be placed in appropriate leak proof bags or containers.
- d. Individuals who have contact with contaminated laundry must wear protective gloves and other appropriate personal protective equipment.

7. **Training**

- a. Training for all students will be provided with a summative assessment that must be passed by 75% or higher.
- b. Students may also be required to complete training with specified clinical sites.
- c. The person conducting the training will be knowledgeable in the subject matter covered by the elements contained in the training program.
- d. HCC PTA program may provide additional training as identified.
- e. Training must be conducted annually.
- f. Training must contain the following elements:
 - i. Reference to the regulatory text of the OSHA Bloodborne Pathogen Standard (29 CFR 1910.1030) and an explanation of its contents
 - ii. A general explanation of how widespread blood borne diseases are among the general population and what the symptoms of blood borne diseases are.
 - iii. An explanation of the ways blood borne diseases are transmitted.

- iv. Exposure to HCC policies and procedures and the means by which a copy may be obtained.
- v. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
- vi. An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, preventative practices, and personal protective equipment.
- vii. Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment.
- viii. An explanation of how personal protective equipment is selected for particular tasks.
- ix. Information on the Hepatitis B vaccine, including information on how well it works, safety, method of administration, the benefits of being vaccinated.
- x. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
- xi. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
- xii. An explanation of the signs and labels and/or color coding.
- xiii. An opportunity for interactive questions and answers with the person conducting the training session.

8. Post-Exposure Evaluation and Follow-Up

- a. If exposure occurs, the immediate action is to contain and prevent additional exposure.
- b. The exposed individual will be provided appropriate first aid and emergency medical assistance will be contacted as indicated.
- c. Medical intervention will be recommended or sought immediately so baseline testing and an evaluation of the incident can be made.
- d. If the exposure occurred on campus, HCC Security will be immediately contacted to initiate the process of completing an incident report.
- g. If the incident occurred in an off- campus facility, refer to that facilities policy & procedure for seeking intervention.
- e. All exposures need to be reported immediately to PTA Program Coordinator or the clinical instructor monitoring the off-campus clinical and either an HCC Incident report, or other appropriate documentation completed and securely filed.
- f. The exposed individual will be asked to document the route of exposure, the circumstances under which the exposure incident occurred, and asked for the identification of the source (including any person) as indicated.
- g. All documentation related to any exposure will be maintained in strict confidence in a secure format. Disclosure will only occur in compliance with all HCC policies & procedures, state and federal laws and regulations.
- h. All applicable HCC policies & procedures, state and federal laws and regulations will be followed.
- h. HCC PTA students are required to purchase and carry health insurance and will be responsible for all costs associated with exposure and follow-up.
- i. If a PTA student fails to report or chooses not to immediately seek medical care or fails to seek medical care, the student bears the responsibility of the outcomes of these decisions.

Developed by: PTA Program Coordinator
 Approved: Dean of HHS
 Revision Dates: 12-16-17, August 2022

Original: 10-15-2015

March 1, 2015

Revised: August 2015 / October 2015 / July 2016 / December 2016 / January 2017/ May 2017 / July 2017 / December 2017 / July 2018 / September 2018/January 2019/March 2019 / November 2019 / January 2020/ Mar 2020 / April 2020 / August 2020 / September 2020/ November 2020/ February 2021 / April 2021 / May 2021 /November 2021 / February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan 2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

Heartland Community College
Physical Therapist Assistant Program
CAMPUS SAFETY and EMERGENCY PROCEDURES

Policy:

The PTA program is committed to providing a safe environment for students and faculty engaged in on- and off campus activities, therefore students and program faculty will adhere to all safety and emergency guidelines delineated by the PTA program and HCC.

Procedure:

1. Related to Campus Safety and Emergency Procedures:

- a. Faculty and Students will:
 - i. Actively participate in current required training or educational activities related to Campus Safety and Emergency Procedures.
 - ii. Follow the Evacuation Plan (route) as posted.
 - iii. Read and follow safety guidelines for lab.
 - iv. Call 911 when appropriate for any campus emergency.
 - v. Call 8300 when appropriate to reach HCC Safety and Security services.

2. Related to safety and dealing with body substances and hazardous material:

- a. Students will:
 - i. Be educated in universal precautions as part of the PTA curriculum.
 - ii. Review protocol for exposure to Blood Borne Pathogen.
 - iii. Be introduced to the Material Safety Data Sheet (MSDS) Manual.
- b. Faculty and Students will:
 - i. Follow protocol for exposure to Blood Borne Pathogens.
 - ii. Reference Material Safety Data Sheets (MSDS) when appropriate.

3. Related to safety regulations regarding use of equipment in the program laboratory:

- a. Students will:
 - i. Access lab only when a program faculty member is present on campus.
 - ii. Keep equipment and table tops cleansed with a disinfectant on a regular basis.
 - iii. Refrain from working on skills and or equipment not yet instructed in.
 - iv. Refrain from using equipment without another individual in the room.
 - v. Notify instructor of any suspected malfunctioning equipment.
 - vi. Refrain from using any equipment on non-PTA students.
 - vii. Contact Safety and Security and file an incident report in the event of injury & /or illness while in lab room.

4. Related to safety in student interaction in the classroom and laboratory setting:

- a. Faculty will:
 - i. Review Lab Expectations found in each lab syllabus inclusive of safety related items, student responsibility and behaviors.
 - ii. Students will be instructed in universal precautions as part of the PTA curriculum.

5. **Related to safety of students when in the role of students or patient stimulators:**
 - a. Faculty will:
 - i. Review Lab Expectations found in each lab syllabus inclusive of safety related items, student responsibility and behaviors on first lab class meeting day.
 - b. Students will:
 - i. Notify the instructor and the PTA Program Coordinator regarding any health problem, current or past that may preclude him/her from taking part in a specific intervention.
 - ii. Not be allowed to attend classes until all conditions deemed medically contraindicated have resolved.
6. **Related to ensuring equipment used in the classroom and laboratory setting is in safe working order and is appropriately maintained and calibrated:**
 - i. PTA Program Coordinator will ensure yearly preventative maintenance and/or calibration of all equipment by a qualified bio-engineer documented in a written report.
 - ii. Faculty and students will monitor all equipment to ensure safe working condition. Any equipment found to be malfunctioning will be taken out of use immediately and fixed or replaced.

Developed by: PTA Program Coordinator
Approved: Interim Dean of HHS
Revision Dates: August 2022 / June 2024

Original: 4-30-2014

March 1, 2015

Revised: August 2015 / October 2015 / July 2016 / December 2016 / January 2017 / May 2017 / July 2017 /
December 2017 / July 2018 / September 2018/January 2019/March 2019 / November 2019 / January 2020/ Mar 2020 /
April 2020 / August 2020 / September 2020/ November 2020/ February 2021 / April 2021 / May 2021 /November 2021 /
February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan
2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

Heartland Community College
Physical Therapist Assistant Program
DRUGS AND/OR ALCOHOL USE

Policy:

To protect the safety of students, faculty, staff, patients, and the public, students are prohibited from:

- Distributing, manufacturing, and selling all drugs or alcohol while on any campus or participating in any activity associated with HCC.
- Being in an impaired state during any events or activities associated with the PTA program or college, including but not limited to classes, lab, and off-site clinical rotations.
- Abusing or misusing prescriptions drugs or over-the-counter medication.

Persons who violate state or federal laws are also in violation of this policy and Heartland Community College Code of Student Conduct and may face disciplinary action by the College up to and including dismissal from the program and College.

The PTA program may conduct random drug/and or alcohol testing and has the right and responsibility to remove a student from class or the clinical rotation any time reasonable suspicion of drug and/or alcohol use is present. The test will be conducted through the vendor selected by Heartland Community College, and all costs will be the student's responsibility.

Procedure:

1. If reasonable suspicion of drug and/or alcohol use exists while the student is on campus, faculty will contact the HCC Safety and Security Services and request the student be removed from the learning environment. Arrangements will be made to have the student immediately undergo drug and/or alcohol testing at a facility selected by Heartland Community College. It is the student's sole responsibility for arranging safe transportation to the testing facility. All costs will be the student's responsibility.
2. If reasonable suspicion of drug and/or alcohol use occurs during off-site activities or at a clinical site, the Drug and/or Alcohol Use Policy and Procedures (or appropriate policy and procedure) of the facility will be followed.
3. Failure to consent to release information or cooperate appropriately with regard to the process shall result in the student's immediate dismissal from the HCC PTA program.
4. Any form of tampering with the testing procedure is forbidden. Omission of required information or the submission of false or misleading information on the drug and/or alcohol screen forms, specimen, or in any communication with the College or testing agency will result in dismissal from the PTA program at Heartland Community College.

Dealing with Positive Results

5. If a report indicates any positive drug screening results, the vendor will typically contact the student to investigate.
6. Once the vendor has completed its investigation, results will be sent to the Program Director/Coordinator or Academic Coordinator of Clinical Education. The Program Director/Coordinator or Academic Coordinator of Clinical Education will consult with the Dean of Health Sciences to develop an action plan.

March 1, 2015

Revised: August 2015 / October 2015 / July 2016 / December 2016 / January 2017/ May 2017 / July 2017 / December 2017 / July 2018 / September 2018/January 2019/March 2019 / November 2019 / January 2020/ Mar 2020 / April 2020 / August 2020 / September 2020/ November 2020/ February 2021 / April 2021 / May 2021 /November 2021 / February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan 2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

7. The Dean of Health Sciences will contact the student informing him/her of the findings and request a written explanation.
8. If the student believes the report findings are in error, the Dean of Health Sciences will verify the vendor has completed an investigation into the individual's case to determine the accuracy of the information.
9. If the results of a drug screen remain positive after further investigation and/or the student responds that a positive drug screening is accurate, the student will not be allowed to enter or return to the program.
10. The student may appeal the dismissal decision by following the Student Appeals Procedure as outlined in the Heartland Community College Catalog and Student Handbook.
11. The drug screening report and any written correspondence will be retained in a secure file. Release and or use of information from the drug screen shall comply will all statues, rules, regulations, policies, and procedures.

Heartland Community College

Effective Date: 4-30-2014

Approved: Interim Dean of HHS, Dr. Rick Pearce VP of LSS

Revision Dates: 04-04-2016 / 12-17-16 / 9-20-18 / 3-3-2022, August 2022

March 1, 2015

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Heartland Community College
Physical Therapist Assistant Program
EQUIPMENT PREVENTIVE MAINTENANCE PROGRAM

Policy:

To maximize safety of students, all electrical equipment utilized for direct patient care by the Heartland Community College Physical Therapist Assistant program will be annually inspected and labeled by a qualified biomedical engineer.

Procedure:

1. A qualified biomedical engineer will be scheduled annually to inspect and appropriately label all equipment requiring biomedical review.
2. The PTA Program Coordinator will provide the biomedical engineer with a list of equipment in the PTA program.
3. The biomedical engineering company will provide HCC with:
 - a. Annual equipment testing and calibration.
 - b. Labeling that verifies testing and calibration.
 - c. Written documentation of testing results.
 - d. Repair as needed.
4. Any equipment with real or suspected safety concerns discovered by students or faculty should be immediately taken out of use and labeled, as well as reported to a PTA Program faculty member. The PTA Program Coordinator will contact the biomedical engineer and have the equipment assessed and/or repaired prior to placing the equipment back into use.
5. In the event that equipment that is borrowed or on loan to the PTA program requires maintenance or repair, the program will contact the vendor that provided the equipment and follow the procedure(s) contained within the borrowed or loaned equipment agreement.

Developed by: PTA Program Coordinator
Approved: Interim Dean of HHS
Revision Dates: 10-15-2015, August 2022

Original: 4-30-2014

March 1, 2015

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Heartland Community College
Physical Therapist Assistant Program
FACULTY RESPONSIBILITIES for LAB SAFETY

Policy:

All PTA Program faculty will maintain efforts for the provision of a safe lab environment during formal class meetings and open lab times.

Procedure:

1. During the first-class session for each lab class the faculty will review Campus Safety information to include but not be limited to; Immediate Action Guide & Evacuation Plan and emergency phone numbers.
2. Faculty will review the policy - Lab Expectations and orient students to placement of MSDS binder and personal protection equipment.
3. Faculty and / or students will notify the PTA Program Coordinator and maintain confidentiality regarding any health concerns that preclude student from participating in lab activities.
4. Faculty will monitor equipment in PTA classrooms and labs for safe working condition.
5. Students will inform a PTA faculty member of any suspected malfunctioning equipment. The faculty member will remove the malfunctioning equipment and label as “OUT of ORDER” and notify PTA Program Coordinator. PTA Coordinator will arrange for inspection and repair.

Developed by: PTA Program Coordinator

Original: 4-30-2014

Approved: Dean of HHS

Revision Dates: 10-16-2015 / 12-17-16, August 2022

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Heartland Community College
Physical Therapist Assistant Program
GUIDELINES for ACCIDENTS / INJURIES in the CLINICAL SETTING

Policy:

During the clinical education component of the program, PTA students will abide by the procedures listed below in the event he/she experiences an accident/injury in the clinic setting.

Procedure:

1. A student who is injured or comes in direct contact with blood or body fluids in the clinical setting should immediately notify his/her clinical instructor and the ACCE.
2. In accordance with the HCC PTA Program Affiliation Agreement, if a student requires medical care the procedure outlined in section B. Facilities Responsibilities, # 4 will be followed.
3. Clinical Instructors should notify the Center of Clinical Education or Administrative Supervisor for the clinical site (business) when a student is requesting access to medical care due to student injury in the facility.
4. Before returning to the classroom or clinic a student must obtain a physicians' release stating that he/she can perform all requirements of the PTA Program (refer to course objectives and the PTA program policy: Essential Functions).
5. Students in the PTA Program are required to carry a personal health insurance policy.

Developed by: PTA Program Coordinator
Approved: Interim Dean of HHS
Revision Dates: August 2022

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Heartland Community College
Physical Therapist Assistant Program
LAB EXPECTATIONS

Policy:

The PTA lab learning environment is designed to emulate a functional Physical Therapy Department and therefore faculty and students have the responsibilities to create a safe, professional environment that is conducive to learning.

Procedure:

1. To ensure student safety in the lab:

- a. Students will:
 - i. Notify the PTA instructor and the PTA Program Coordinator regarding any health problem, current or past that may preclude the student from fully participating in lab activities.
 - ii. Maintain cleanliness in the lab.
 - a) Wipe down treatment tables with antibacterial spray after each lab session.
 - b) Return equipment/supplies to appropriate storage area after lab completion.
 - iii. Follow Standard Precautions.
 - a) Use Good hand hygiene.
 - b) Good respiratory hygiene.
 - c) Use Personal Protective equipment if indicated (gloves, gown and masks are available in the lab).
 - iv. Follow all HCC safety policies.
 - v. Not be allowed to attend classes until all conditions deemed medically infectious have resolved.
 - vi. Access lab only when PTA faculty member is present on campus.
 - vii. Refrain from working on skill or equipment not yet instructed in.
 - viii. Refrain from using any piece of equipment without a PTA faculty member in the room.
 - ix. Individuals that are not currently enrolled in the PTA program may not be allowed in the lab space at any time unless approved by PTA faculty.
 - x. Notify PTA instructor of any suspected malfunctioning equipment.
 - xi. Performance of data collection or interventions on any individual not enrolled in the PTA program or PTA faculty member must be approved, arranged, and monitored by a PTA faculty member.
 - xii. Contact HCC Safety and Security and file an incident report in the event of injury & / or illness while in lab room.
 - xiii. Refer to the Material Safety Data Sheet (MSDS) binder in the event of an exposure.

2. To ensure a professional environment in the lab:

- a. Students will:
 - i. Refrain from using any electronic communication device, unless the instructor has provided prior authorization.

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- ii. Demonstrate the “8 Choices of Successful Students” as noted in the Professionalism Rubric
*adapted from Skip Downing On Course Strategies.

3. **To optimize learning:**

- a. Students will
 - i. Complete all reading and assignments prior to beginning of lab.
 - ii. Dress in appropriate lab attire (tank tops, sports bra, halter tops, shorts, athletic shoes, T shirt) prior to beginning of lab.
 - iii. Prepare treatment area with necessary equipment, supplies and linen for each lab session.

Developed by: PTA Program Coordinator
Approved: Dean of HHS
Revision Dates: 12-17-16, August 2022

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March 1, 2015

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Heartland Community College
Physical Therapist Assistant Program
MATERIAL SAFETY DATA SHEETS (MSDS)

Policy:

The HCC PTA Program is committed to the prevention of exposures that may result in injury and/or illness; and to comply with all applicable HCC, state and federal statutes, rules and regulations. To assure all individuals involved with the HCC PTA program know about information concerning the dangers of hazardous chemicals used by the program, Material Safety Data Sheets (MSDS) will be maintained in a manual readily accessible in the lab area. Utilization of any substance or material should follow manufacturer's recommendations.

A Hazardous Material is any substance which is potentially toxic, incompatible with other substances, corrosive, explosive, flammable or combustible, or poses unusual physical hazards under normal use conditions or emergencies. Look at the label on chemical containers. If you see words like FLAMMABLE, DANGER, COMBUSTIBLE, HAZARDOUS, POISON, CAUTION or WARNING, then you know a MSDS is required.

A Material Safety Data Sheet (MSDS) is a short technical report that provides the known hazards of a specific material. They are written by chemical manufacturers for chemicals they produce or import. The purpose of a MSDS is to provide written information for the safe use and handling of a particular chemical. They may be written in different forms, but all are required to provide the following basic information:

1. It's official name and chemical name.
2. Manufacturer's name, address and phone number, plus a number to call in an emergency.
3. A list of hazardous ingredients.
4. Limits of safe exposure, such as the permissible exposure limit (PEL) and the threshold limit value (TLV).
5. Physical characteristics, such as appearance, odor, color, boiling point, melting point, vapor pressure, vapor density, solubility in water and evaporation rate.
6. Flash point, or temperature at which it ignites, and how to extinguish a resulting fire.
7. Unusual fire or explosion hazards.
8. Reactivity level: for example, whether it is stable or unstable and its incompatibility with certain chemicals, atmospheric changes or other conditions.
9. The need for personal protective equipment, such as gloves, goggles, impermeable gowns, respirator masks and flow hoods.
10. Acute and chronic health hazards, including symptoms of overexposure and medical conditions that may be aggravated by exposure.
11. First-aid and emergency procedures that should be taken in the case of exposure.
12. Procedures to use in case of a spill or leak, including clean-up technique, personal protective equipment needed and proper waste material disposal.

Procedure:

1. The HCC PTA Program Coordinator will designate a PTA faculty member who will be responsible for obtaining and filing current MSDS for each product that contains any chemical that may be consider hazardous.
2. The designated faculty member will be responsible for reviewing and updating the MSDS Manual on an annual basis or as needed.

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3. The designated faculty member will be responsible for obtaining an MSDS on any new chemical product brought into the program.
4. During the orientation of each new student cohort, the MSDS policy and procedure and MSDS Manual will be reviewed.
5. Anyone involved with the PTA program is encouraged to reference the MSDS manual prior to working with any substance or material that may be deemed hazardous.
6. In the event of an exposure the MSDS will be consulted related to First-aid and emergency procedures as well as procedures to use in case of a spill or leak, including clean-up technique, personal protective equipment needed and proper waste material disposal.
7. The MSDS manual will be maintained in the lab area at all times, located in a labeled notebook.

Developed by: PTA Program Coordinator

Approved: Dean of HHS

Revision Dates: August 2022

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March 1, 2015

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Heartland Community College
Physical Therapist Assistant Program
MEDICAL/NON-MEDICAL REQUIRED ACCOMMODATIONS or LEAVE for a STUDENT

The curriculum leading to the Associate of Applied Science (A.A.S.) degree in Physical Therapist Assistant requires a student to engage in diverse, complex and specific experiences essential to the acquisition and practice of essential healthcare practitioner skills and function. Unique combinations of psychomotor, physical, cognitive, affective and social abilities are required to satisfactorily perform these functions. In addition to being essential to the successful completion of the requirements of the A.A.S. in Physical Therapist Assistant, these functions are necessary to ensure the health and safety of patients, fellow students, faculty, other healthcare members, and community.

Policy:

Heartland Community College and the PTA program will make all reasonable accommodations to students when documented medical or non-medical conditions impede participation or completion of Essential Functions.

Procedure:

1. A student who incurs a medical or non-medical condition(s) that potentially or actually impedes or disallows the participation or completion of the Essential Functions (as defined in this handbook) or any other program related activity must inform the Program Coordinator of their status at the earliest possible time.
2. Upon request, the student must provide the Program Coordinator with adequate, authorized documentation of the need for accommodations and/or leave. HCC and/or the PTA Program faculty have the sole discretion for determining what documentation is acceptable.
3. The HCC PTA Program will attempt to make accommodations as deemed appropriate and possible by the program. The PTA program may consult any potential resources as determined by the program.
4. If it is determined by the PTA program faculty that accommodations are not possible, the student's progression in the program may be delayed, or based on the circumstances the student may have to withdraw from the program.
5. If the student has withdrawn from the program and desires to return, the Re-Application into the PTA Program policy and procedures will be utilized.

Developed by: PTA Program Coordinator
Approved: Dean of HHS
Revision Dates: August 2022

Original: 10-16-2015

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Section VI: CLINICAL EDUCATION

GENERAL INFORMATION

GENERAL INFORMATION

1. ACCE Job Description
2. Clinical Education (Philosophy / Goals)

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Heartland Community College
Physical Therapist Assistant Program
ACADEMIC COORDINATOR of CLINICAL EDUCATION (ACCE)
JOB DESCRIPTION

Position Title: Academic Coordinator of Clinical Education (ACCE)
Classification: Faculty
Reports to Dean of Health Science
Department: Physical Therapist Assistant Program

The ACCE shall be responsible to the PTA Program Coordinator and to the Dean of Health Sciences for the management of the clinical education component of the Physical Therapist Assistant Program. The ACCE holds a faculty appointment and has academic, administrative, and service responsibilities consistent with the mission and philosophy of the institution and program. This individual demonstrates competence in clinical education, teaching, and curriculum development. In addition, the ACCE responsibilities include planning, coordinating, facilitating, administering, and monitoring activities on behalf of the academic program and in coordination with academic and clinical faculty. These activities include but are not limited to the following:

- Developing, monitoring, and refining the clinical education component of the curriculum.
- Facilitating quality learning experiences for students during clinical education.
- Evaluating students' performance, in cooperation with other faculty, to determine their ability to integrate didactic and clinical learning experiences and to progress within the curriculum.
- Educating students, clinical and academic faculty about clinical education.
- Selecting clinical learning environments that demonstrate characteristics of sound patient/client management, ethical and professional behavior, and currency with physical therapy practice.
- Maximizing available resources for the clinical education program.
- Providing documented records and assessment of the clinical education component (includes clinical education sites, clinical educators, etc.).
- Actively engaging core faculty in clinical education planning, implementation, and assessment.

Minimal Qualifications:

- Graduate of an accredited physical therapist assistant or physical therapist program, or deemed equivalent program.
- Earned associate degree as a physical therapist assistant or professional degree as a physical therapist.
- Licensed to practice as a physical therapist or physical therapist assistant in Illinois.
- Minimum of 3 years of clinical experience as a physical therapist assistant or physical therapist.
- Minimum of 3 years of clinical teaching and/or clinical coordination experience.
- Strong communication, organization, interpersonal, problem-solving, and counseling skills.
- Current knowledge and skill in the use of information and computer technology (e.g., word processing, e-mail, database) or proven ability to learn these skills.
- Able to work with students with special needs based on the Americans with Disabilities Act (ADA).
- Knowledge of legislative, regulatory, legal and practice issues affecting clinical education, students, and the profession of physical therapy.

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- Able to meet the faculty requirements as required by Heartland Community College as well as the CAPTE Standards & Elements for Physical Therapist Assistant educational programs.
- Able to initiate, administer, assess, and document clinical education programs.
- Able to work independently and coordinate work with colleagues and peers.
- Able to travel, as needed.

Preferred Requirements:

- Prior teaching experience in a physical therapist assistant / physical therapist academic program or equivalent coursework.
- Earned bachelor degree or enrolled in or desire to pursue a bachelor or higher academic degree.
- Knowledge of education, management, and adult learning theories and principles.
- Active in clinical practice, especially as applicable to clinical education.
- Active in professional activities at local, state, and/or national levels.
- Earned status as an APTA Credentialed Clinical Instructor.
- Member of the American Physical Therapy Association

Responsibilities include but are not limited to:

The ACCE is responsible for coordinating and managing the efforts of the academic program and clinical education sites in the education and preparation of PTA students by performing but not limited to the following activities:

- I. Meets and conforms to Board Policy Manual and/or the provisions of the Collective Bargaining Agreement negotiated by and between The Board of Trustees and the faculty union.
- II. Communicates Between the Academic Institution and Affiliated Clinical Education Sites
 - A. Communicates news, and current information (e.g. curriculum, clinical education objectives, staffing changes, site availability, etc.) among all concerned stakeholders (e.g. the academic institution, clinical education sites, clinical faculty and students, etc.) to maintain current knowledge of the educational program, the clinical education site, and health care changes affecting clinical practice and education.
 - B. Provides ongoing communication with clinical educators at each clinical education site to include but not be limited to:
 1. Philosophy of the academic program.
 2. Academic program curriculum and specific syllabus and learning objectives for each clinical experience and behavioral expectations that may not be addressed by learning objectives.
 3. Policy and procedures of the academic program pertaining to clinical education.
 4. Current materials required for accreditation.
 5. Clinical education contractual agreement negotiated and maintained between the academic program and each clinical education site.
 6. Dissemination of appropriate student and related information (e.g. health insurance, liability/malpractice insurance, state/federal laws and regulations such as ADA, etc.).

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7. Collection of information about clinical education sites for selection of or assignment to clinical education sites provision of dates for each clinical education experience.
 8. Academic program requests from clinical education sites regarding the number and type of available student clinical placements.
 9. Coordinating student assignments (consideration might be given to items such as patient variety, health care settings and size, types of learning experiences, clinical site and student expectations, strengths/limitations of clinical experiences).
 10. Clinical faculty development opportunities including educational seminars and faculty availability as a resource in their areas of expertise.
- C. Communicates and oversees communication with Center Coordinators of Clinical Education (CCCEs), Clinical Instructors (CIs), and students to monitor progress and assess student performance. Provides guidance and support as required to problem solve and discuss pertinent issues with student(s), CIs, and/or CCCEs.
- D. Places, supervises, and communicates with students while on clinical experiences. Responsibilities associated with these roles include, but are not limited to:
1. Informing students of clinical education policies and procedures.
 2. Supplying relevant clinical education site information to facilitate student assignment to clinical education sites (e.g. learning experiences, clinical site prerequisites, housing availability, etc.).
 3. Providing a process for students to assess their performance and satisfaction.
 4. Preparing clinical rotation assignment schedules and coordinating information dissemination to clinical education sites.
 5. Assisting with educational planning, behavior/performance modification, remedial education, referral to student support agencies (financial aid counseling as required).
 6. Arranging for periodic and or impromptu visits/communication to students, clinical education sites and clinical faculty as needed to problem solve, support, and discuss pertinent issues with student(s), CIs, and/or CCCEs.
 7. Assign the student's final grade for clinical courses.
- E. Evaluates each clinical education site through student feedback, on-site visits, and ongoing communications and routinely shares this information with academic and clinical faculties. Provides feedback to clinical educators concerning their effectiveness in delivering clinical learning experiences based on student feedback and through direct observations.

II. Clinical Education Program Planning, Implementation, and Assessment

- A. Performs academic responsibilities consistent with the Commission on Accreditation in Physical Therapy Education (CAPTE), and with institutional policies.
1. Coordinates and teaches clinical education courses and other related course content based on areas of content and clinical expertise.
 2. Directs effort and attention to teaching and learning processes used throughout the curriculum (e.g. management and education theory, adult learning).
 3. Monitors and documents the academic performance of students to ensure that they successfully achieve the criteria for completing clinical learning experiences.
 - a. Reviews and records student evaluations from CIs and determines the final grade for all clinical education courses in the curriculum.

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- b. Utilizes intervention strategies with CIs, CCCEs, and students who excel or demonstrate difficulties while on clinical education experiences or require learning strategies where a disabling or learning condition is present.
 - c. Develops remedial experiences for students, if necessary. Confers with the appropriate faculty (clinical and academic), the Program Director, Dean of Health Sciences, Administration and other individuals (e.g. counseling staff) where applicable.
4. Provides direct input into curriculum design, review, and revision processes by:
 - a. Collecting and organizing pertinent information from clinical education sites and students and disseminating this information to faculty during curricular review processes in a timely manner.
 - b. Preparing reports and/or engaging in discussions with faculty on student progress in clinical education.
 - c. Keeping faculty informed about the clinical education program, pertinent policies and procedures, and changes influenced by accreditation.
 5. Coordinates and/or provides leadership for a Clinical Education or Program Advisory Committee consisting of area clinical educators, employers, or other persons, where feasible.
 6. Participates in academic program meetings, institutional governance, and/or community service activities as appropriate to the mission of the academic institution.
 7. Develops and implements a plan for self-development that includes the participation in and enhancement of teaching, delivery of physical therapy services, and development of scholarly activities (e.g., scholarship of teaching, application, integration and discovery).
 8. Functions as a faculty member in other job responsibilities as delegated by the Program Coordinator or as required by the academic institution, Dean of Health Sciences or another Administrator.
 9. Monitors the changing health care delivery system and advises the Program Coordinator and faculty of changing trends and potential impact on student enrollment, instruction, curriculum design, clinical education, and equipment needs.
 10. Develops and administers information and education technology systems which support clinical education and the curriculum.
 11. Participates in regional, state, and/or national clinical education forums, clinical education related activities, and programs designed to foster clinical education (e.g. Clinical Education Consortia, Clinical Education Special Interest Group (SIG) of the Section for Education, Chapter Clinical Education SIGs, APTA Education Division activities, etc.).
- B. Manages administrative responsibilities consistent with CAPTE, federal/state regulations, institutional policy, and practice setting requirements.
1. Administers a system for the academic program's clinical education records which include but are not limited to:
 - a. Current database of clinical education sites.
 - b. Current information on clinical education site and clinical faculty.
 - c. Status of negotiated clinical education agreement between the academic program and clinical education site.
 - d. Utilization of clinical education sites.
 - e. Reports on the performance of students in clinical education, and
 - f. Reports on clinical site/faculty performance in clinical education.
 2. Acts as an intermediary among the appropriate parties to:
 - a. Facilitate the acquisition of clinical education agreements.

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- b. Administer policies and procedures for immunization, preventive health care practices, and for management of student injury while at clinical sites.
- c. Ensure liability protection of students (and faculty if required) inclusive of professional, governmental, institutional, and current risk management principles.
3. Assists the Program Coordinator in the development of a program budget by providing input on items related to the clinical education program and overall program budget.
4. Manages fiscal allocations budgeted for clinical education.
5. Develops, implements, and monitors adherence to policy and procedures for the clinical education component of the curriculum.
6. Develops, administers, and monitors the academic program's evaluation process for the clinical education component, including instruments used for evaluation of student performance, clinical education sites and faculty.
7. Participates in the preparation of accreditation documentation and outcome performance assessment of students in the physical therapy program.

III. Clinical Site Development

- A. Develops criteria and procedures for clinical site selection, utilization, and assessment.
- B. Establishes, develops, and maintains an adequate number of clinical education sites relative to quality, quantity and diversity of learning experiences (i.e. continuum of care, commonly seen diagnoses, across the lifespan, health care delivery systems, payers, cultural competence issues) to meet the educational needs of students and the academic program, the philosophy and outcomes of the program, and Standards & Elements set by CAPTE.
- C. Provides clinical education site development opportunities through ongoing evaluation and assessment of strengths and areas needing further development or action (e.g. in-service training, discontinue student placements).

IV. Clinical Faculty Development

- A. Collaborates with clinical faculty to promote, coordinate, plan, and provide clinical faculty development opportunities using effective instructional methodologies and technologies.
- B. Encourages clinical faculty to participate in local, statewide, and national forums designed to foster and discuss issues addressing clinical education.
- C. Maintains knowledge of current trends in health care and its effect on clinical education and apprises clinical educators and faculty of any changing trends.
- D. Mentors other academic faculty about their role and responsibilities related to clinical education (e.g. clinical site visits, determining readiness for the clinic)

REQUIRED KNOWLEDGE AND SKILLS include but are not limited to:

- An understanding of and commitment to the community college philosophy.
- Commitment to quality education and to professional development.
- A student-centered philosophy and demonstrated ability to work with a diverse group of students.
- Willingness to work within the philosophical framework of Heartland Community College and the PTA Program.
- Ability to effectively communicate orally and in writing in one-on-one, in small groups, and in classroom situations.

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- Proficient technology skills to enhance student learning.
- Current knowledge and skill in the use of information and computer technology (e.g., word processing, e-mail, database, LMS) or proven ability to learn these skills.
- Ability to comprehend and interpret college regulations and policies and apply to specific situations in accordance with established procedures.
- Ability to work well with administrators, support staff, faculty, staff and students.
- Ability to work independently with minimum supervision and coordinate work with colleagues and peers.
- Ability to plan and organize work and to function as a team player.
- Ability to work under pressure and within tight time frames.
- Strong communication, listening, organization, interpersonal, problem-solving, and counseling skills.
- Knowledge of legislative, regulatory, legal and practice issues affecting clinical education, students, and the profession of physical therapy.
- Knowledge of education, management, and adult learning theories and principles.
- Variances from regular working hours may be necessary to fulfill the responsibilities of the position.

Developed by: PTA Program Coordinator
 Approved: Dean of HHS

Original: Jan 2017
 Revision Dates: 11-11-2020, August 2022

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Heartland Community College
Physical Therapist Assistant Program
CLINICAL EDUCATION PHILOSOPHY AND GOALS

PHILOSOPHY

Clinical practice experience in performance of actual patient care is an essential and vital component of the Physical Therapist Assistant's education. The value of the clinical experience is dependent upon the selection and planning of treatment sessions, the quality of supervision and feedback that the student receives as well as the extent to which the student utilizes the learning opportunity.

It is the student's right to receive the clinical experiences necessary to prepare him/her to complete the Program as a "job ready" and entry-level PTA who is able to enter the profession with the necessary skills to perform in a safe, ethical, proficient manner. It is the student's responsibility to make the most of his/her learning experiences while in the clinic and to actively participate in the planning of the learning experiences and the evaluation of his/her performance.

It is the responsibility of the college program to provide the student with adequate instruction to perform the various duties of a student PTA. The college program is also responsible in determining that the student is competent and safe in the skills stated in the clinical class objectives before placing the student in the clinic.

GOALS: To meet the Program mission and goals the clinical education portion of the program will meet the following outcomes:

1. The clinical education courses are sequenced appropriately in the curriculum to meet the goals and objectives of the clinical education program.
2. The clinical education courses are of appropriate duration and length to meet the goals and objectives of the clinical education program.
3. The number and variety of clinical education sites is sufficient to meet the goals and objectives of the clinical education courses in the curriculum.
4. Communication with the clinical education sites is sufficient and effective.

Clinical Education Component Definitions

- 1) **Academic Faculty:** Physical Therapists or Physical Therapist Assistants employed by Heartland Community College with the primary responsibility for classroom and laboratory teaching.
- 2) **ACCE :** Academic Coordinator of Clinical Education of Clinical Education; a faculty member of the academic program whose primary duties are development, coordination and evaluation of the clinical education component of the program.
- 3) **CCCE:** Center Coordinator of Clinical Education; this individual is employed by the clinical site, and may or may not be a physical therapist or physical therapist assistant. He/she is responsible for the coordination of clinical assignments between the clinical site and the academic institution.
- 4) **Clinical Site:** Health care facilities that contract with the academic institution to provide clinical experiences for the PTA students of the academic institution.
- 5) **CI:** Clinical instructor; a physical therapist or physical therapist assistant, employed by the clinical site, who supervises and evaluates the student clinical and behavioral performance throughout the clinical experience.
- 6) **Clinical Faculty:** Physical Therapists or Physical Therapist Assistants employed by the clinical site that provide supervision, direction and education to the student during the clinical education component of the PTA program.

Developed by: PTA Program Coordinator
Approved: Dean of HHS

Original: Jan 2017
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CLINICAL

SITES

CLINICAL SITES

1. [Affiliation Agreements](#)
2. [Clinical Commitment](#)
3. [Clinical Education Placement Site Data](#)
4. [Clinical Site Visitation](#)
5. [Selection of Clinical Sites](#)
6. [Supervision of PTA Students](#)

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December 2017 / July 2018 / September 2018 / January 2019 / March 2019 / November 2019 / January 2020 / Mar 2020 /
April 2020 / August 2020 / September 2020 / November 2020 / February 2021 / April 2021 / May 2021 / November 2021 /
February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan
2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

Heartland Community College
Physical Therapist Assistant Program
Policy & Procedure
Affiliations Agreements

Policy:

Clinical practice experience in performance of actual patient care is an essential and vital component of the Physical Therapist Assistant's education. HCC will cultivate this aspect of the learning experience through a written affiliation agreement with community based Physical Therapy providers. The Affiliation Agreement, or contract, between Heartland Community College and the contracting facility (i.e.: hospital, school district, private practice, etc.) must include, at a minimum, the following:

1. Name of the affiliating entity and Heartland Community College.
2. Delineate the primary purpose as the provision of practical learning and clinical experience for the students of HCC.
3. Outline the school responsibilities.
 - This will include a statement that HCC holds the ultimate responsibility and authority for provision of a grade for the clinical education experience.
4. Outline the affiliating entity responsibilities.
5. Outline additional responsibilities of both parties.
 - This must include a statement about patient privacy and patient rights including right of refusal to have a student involved in their care.
6. Term of the agreement.
7. Standard contractual language regarding liability, non-discrimination, notices, governing laws etc.
8. Authentication by the appropriate authorities of each entity of the contract. (name, title, signature, date).
9. Exhibit naming the specific facility(s) and site(s) where the clinical education will occur.
10. Exhibit naming the specific programs of HCC the affiliation agreement includes.

HCC has developed an affiliation agreement template, however the potential clinical site may elect to utilize their agreement template. In the event the potential clinical site chooses to utilize their agreement template, this must follow the appropriate procedures outlined below.

The following procedures assist with guiding the development, maintenance and review of affiliation agreements.

Procedure:

1. The HCC PTA program Academic Coordinator of Clinical Education (ACCE) will identify potential clinical sites utilizing varied resources (advisory committee, students, other clinical sites, PT professional organizations, public, etc.).
2. The ACCE will contact the potential site utilizing electronic media (telephone or email) or a written letter outlining the desire to establish a relationship.
3. If the potential clinical site expresses interest the ACCE will then establish a face to face meeting to review the HCC PTA curriculum and clinical education program as well as the potential clinical sites capabilities to fulfill the role of clinical education.

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4. The ACCE will utilize the following as a guide in determining if a relationship will be developed with the potential clinical site:
 - a. Needs of the HCC PTA program.
 - b. Clinical sites willingness.
 - c. Clinical sites potential experiences as they relate to the curriculum.
 - d. Center Coordinator of Clinical Education (CCCE) and Clinical Instructor (CI) qualifications.
 - e. Location of the site.
 - f. Discussions with PTA programs that may have an affiliation agreement with the potential site.
 - g. Discussions with community members.
 - h. Discussions with HCC PTA Program Advisory Committee.
 - i. Other.

5. Once the ACCE has determined that a relationship should be established based on the needs of the HCC PTA program and the ability of the site to provide a quality experience:
 - a. The ACCE will develop a database for the potential site utilizing a secure file maintained by the ACCE.

 - b. The ACCE will establish who the contact person will be for the potential clinical site (typically the CCCE).

 - c. The ACCE will inform the appropriate Health Sciences (HS) Divisional Administrative Assistant of the potential clinical site development.

HCC AFFILIATION AGREEMENT (no changes)

- d. The Health Sciences (HS) Administrative Assistant will forward a blank copy of the HCC Affiliation Agreement to the potential clinical site for review.
 - i. The site will be requested to review the template and forward changes to the HS Divisional Administrative Assistant.
 - ii. If the site has no changes the HS Divisional Administrative Assistant will prepare the affiliation agreement completing all appropriate areas.
 - iii. The HS Divisional Administrative Assistant will forward this to the Dean of Health Sciences.
 - iv. The Dean of Health Sciences will review:
 1. If corrections are warranted the Dean of Health Sciences will work with the clinical site until all issues are resolved.
 2. Once all corrections are completed or if no corrections are warranted, the draft will be forwarded to the HCC VP of Finance and Administration who will determine if HCC legal review is required. If no legal review is required the VP of Finance and Administration will sign the draft and return the completed affiliation agreement to the HS Divisional Administrative Assistant.
 3. The HS Divisional Administrative Assistant will forward the original agreement to the clinical site for review and signatures.

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4. Once the clinical site returns the fully executed original, the HS Divisional Administrative Assistant will place the agreement in a secure file maintained by the HS Divisional Administrative Assistant.
5. A scanned copy will be placed into a secure file maintained by the HS Divisional Administrative Assistant.
6. A copy will then be forwarded back to the clinical site.

HCC AFFILIATION AGREEMENT (changes)

- e. If the site has changes to the HCC template they will be instructed to review, clearly delineate any additions or deletions and then forward the draft to the HS Divisional Administrative Assistant.
 - i. The HS Divisional Administrative Assistant will forward the revised HCC template to the ACCE for the ACCE to ensure all required CAPTE elements remain in the revised contract.
 - ii. The ACCE will then forward the **revised HCC template** to the Dean of Health Sciences (HS).
 - iii. The Dean of HS will review:
 1. If corrections are warranted the Dean of Health Sciences will work with the clinical site until all issues are resolved.
 2. Once all corrections are completed or if no corrections are warranted, the **revised HCC template** will be forwarded to the HCC VP of Finance and Administration who will determine if HCC legal review is required. If no legal review is required the VP of Finance and Administration will sign the **revised HCC template** and return to the HS Divisional Administrative Assistant.
 3. The HS Divisional Administrative Assistant will forward the signed revised draft to the clinical site for signatures.
 4. The clinical site will be instructed to forward the **completed revised HCC affiliation agreement** back to the HS Divisional Administrative Assistant.
 5. Once the clinical site returns the fully executed original, the HS Divisional Administrative Assistant will place the agreement in a secure file maintained by the HS Divisional Administrative Assistant.
 6. A copy will then be forwarded back to the clinical site.

CLINICAL SITE'S AFFILIATION AGREEMENT

- f. If the clinical site chooses to utilize the **clinical site's agreement template**:
 - i. The site will be instructed to forward the draft to the HS Divisional Administrative Assistant.
 - ii. The HS Divisional Administrative Assistant will then forward the draft to the ACCE for review to ensure all CAPTE requirements are present within the contract.

- iii. The ACCE will forward the draft to the Dean of Health Sciences.
- iv. The Dean of HS will review:
 1. If corrections are warranted the Dean of Health Sciences will work with the clinical site until all issues are resolved.
 2. Once all corrections are completed or if no corrections are warranted, the draft will be forwarded to the HCC VP of Finance and Administration who will determine if HCC legal review is required. If no legal review is required the VP of Finance and Administration will sign the draft and return to the HS Divisional Administrative Assistant.
 3. The HS Divisional Administrative Assistant will forward the signed draft to the clinical site for signatures.
 4. The clinical site will be instructed to forward the completed affiliation agreement back to the HS Divisional Administrative Assistant.
 5. Once the clinical site returns the fully executed original, the HS Divisional Administrative Assistant will place the agreement in a secure file maintained by the HS Divisional Administrative Assistant.
 6. A copy will then be forwarded back to the clinical site.
6. Addendums to an affiliation agreement will be handled as follows:
 - a. Either HCC or the affiliating clinical site may request an addendum.
 - b. The HCC HS Divisional Administrative Assistant must be contacted to initiate the process.
 - c. In accordance with the agreement, changes must be submitted in writing and both parties must be given an opportunity to review and revise the proposed addendum language.
 - d. Once the addendum language has been agreed upon, the HCC HS Divisional Administrative Assistant will draft the addendum.
 - e. This will then follow the procedures as outlined in 5 (e) of this policy.
7. The HS Divisional Administrative Assistant will be the primary responsible party for managing the electronic file system which will include a system to identify contract expiration.
 - a. The file will be tagged to alert at 120 days prior to expiration.
 - b. The HS Divisional Administrative Assistant will then forward a letter of renewal to the clinical site.
 - c. The HS Divisional Administrative Assistant will inform the ACCE
 - d. The procedures outlined in section 5 (d) (e) or (f) will then be followed.
8. The ACCE will review the Affiliation Agreements to assure currency prior to placing a student at the respective site.
9. The ACCE will annually review all appropriate affiliation agreements. .

Developed by: PTA Program Coordinator

Original: 4-30-2014

Approved: Dean of HHS

Revision Dates: 3-31-2015 / 12-17-16, August 2022

March 1, 2015

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**Heartland Community College
Physical Therapist Assistant Program
Clinical Commitment**

Policy: The Clinical Commitment Form lists the timeframes for the three clinical experiences for a given calendar year; Clinical Education (CE) I and CE II & CE III. This form, completed by the clinical facility Center Coordinator of Clinical Education (CCCE), lists which clinical experience(s) the clinical site is committing to for the next calendar year.

Procedure:

- On March 1st of every year (nationally recognized mail-out date) the HCC PTA program Academic Coordinator of Clinical Education (ACCE) will mail/email out a Clinical Commitment Form for the next calendar year, to each active clinical site with a current clinical affiliation agreement. The ACCE requests that the CCCE's return via mail or fax, the Clinical Commitment Form by April 30th of the same year.
- The ACCE will utilize this form to project clinical placements for each clinical experience.
- In the event that there are not enough clinical commitments for any given clinical experience, approximately 3 months prior to a given clinical experience, the ACCE will be responsible for contacting clinical site CCCE's in an attempt to secure the needed clinical experiences.

Developed by: PTA Program Coordinator
Approved: Dean of HHS
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February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan
2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

**Heartland Community College
Physical Therapist Assistant Program
CLINICAL EDUCATION SITE DATA**

Policy:

In order to maintain program accreditation and verify that the clinical faculty has the expertise necessary for clinical education, the Commission on Education in Physical Therapy Education (CAPTE) requires that the school maintain a copy of the completed “Clinical Education Placement Site Data Form (CSDF)” on file. In addition, the Center Coordinator of Clinical Educator (CCCE) at each facility must provide an abbreviated resume for the file (the suggested format can be procured from the PTA Program's Academic Coordinator of Clinical Education (ACCE)).

A Clinical Education Placement Site Data Form (CSDF) is available for each clinical site; based on the completion/signing off by the site's CCCE. This form provides the faculty and/or student information about the clinical site, including descriptor of the facility, phone number, contact person, work hours, dress code, housing, type of patients treated, etc. These forms are found in the HCC PTA Program Handbook in the CLINICAL EDUCATION SECTION.

Procedure:

1. The ACCE will maintain an updated CSDF on each clinical site.
2. The ACCE will review the CSDF on an annual basis and update this information with the clinical site as needed.
 - A. During each clinical experience, the student will be required to update the clinical site's CSDF, and request the CCCE sign-off on any updates to their CSDF
 - B. This will provide the clinical site with assistance in maintaining their CSDF; as well as providing current information to the PTA program

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Approved: Dean of HHS
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2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

Heartland Community College
Physical Therapist Assistant Program
CLINICAL SITE VISITATION

Policy: Communication between the HCC PTA Program and the clinical education sites is of critical importance. It enables the HCC PTA program Academic Coordinator of Clinical Education (ACCE) and the clinical facility to learn about the unique educational opportunities available at each facility, and to establish working relationships with clinical site staff. This will facilitate optimal matching of students with their clinical education experience. Clinic visits provide the ACCE and PTA program, and clinical faculty the opportunity to discuss and develop clinical education objectives, learning experiences and learning tools; as well as provide mentoring to the clinical instructor; as needed.

The clinic site visits are an essential component of assuring feedback between the PTA program academic faculty and the clinical faculty at the clinical facilities. They provide opportunities to exchange ideas, discuss curriculum needs, evaluate student's performance and needs, stay informed of the changing clinical environment, and to inform the clinical sites of changes within the HCC PTA Program and/or HCC College. Clinic visits provide a valuable link to foster the integration of the academic and clinical components of the curriculum.

Per the PTA Advisory Committee recommendation, these site visits will occur during each clinical experience, accommodating the individual needs of each clinical instructor, student and the facility.

Procedure:

The ACCE is responsible for the following:

- 1) Create a site visit schedule and issue to the students and the CI in an email during the first week of the clinical experience. Work with the student and facility to modify this schedule if necessary. Telephone interviews may occur. If needed, the ACCE will assign academic faculty to assist with the site visits.
- 2) Assemble Site Visit Folder/Packet, to contain any pertinent information for the clinical sites. This may include, but is not limited to the following:
 - a. Any information on up-coming APTA CI Credentialing Courses and/or continuing education opportunities through HCC Work Development Center or the Illinois Physical Therapy Association.
 - b. Written notification of changes in PTA program curriculum.
- 3) Conduct site visit using the PTA Program HCC Clinical Site Visit Form (hard-copy or electronic) as a guideline for interviewing the student, CI, and if applicable the Center Coordinator of Clinical Education (CCCE).
- 4) If a significant student problem is identified during a site visit, the ACCE and / or academic faculty member may decide that an action plan needs to be established. This plan will identify specific goals which need to be reached, obstacles and barriers to reaching these goals, and strategies which will be implemented to remediate the deficiencies to ensure successful

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completion of the clinical education experience. This action plan will be signed by the ACCE and / or academic faculty, the Clinical Instructor and/or CCCE and the student. A copy of this plan will be placed in the student's academic file.

5) The ACCE and / or academic faculty member will follow up with phone calls or subsequent visits as deemed appropriate.

7) Collect completed Clinical Site Visit Forms if applicable.

Developed by: PTA Program Coordinator

Approved: Dean of HHS

Revision Date: August 2022

Original: 5-27-2014

March 1, 2015

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Heartland Community College
Physical Therapist Assistant Program
SELECTION of CLINICAL SITES

Varieties of clinical experiences are needed to give the student the breadth of learning needed. Therefore, affiliation sites are selected among centers that are public and private, acute and rehabilitative, in-patient and out-patient, orthopedic, neurologically or medically based, adult, geriatric, or pediatric oriented.

The clinical experience must be in a setting which meets the requirements for accreditation by an approved accrediting organization or which are acceptable to the Commission of Accreditation in Physical Therapy Education (CAPTE).

In accordance with Illinois statutes & rules all patient care activities must always be under the direction and onsite supervision of a licensed PT. The ratio of PTA students to staff should be no more than two students per therapist. Clinical facilities should provide adequate space, equipment, and patient exposure to ensure an optimum learning environment for the student. Clinics with only one physical therapist must provide evidence of onsite supervision by another Illinois licensed PT for students during the absence of the therapist.

The assignment of the students to the various clinical sites includes such considerations as clinic type, student need, student geographical location, and student & clinic personalities. At a minimum, each student will complete one outpatient and one inpatient and/or SNF clinical experience out of the three required clinical rotations. Every effort will be made to provide the student with clinical settings which will foster learning and meet the clinical course objectives.

The clinical faculty must have experience in the area of clinical practice in which they teach and function as positive role models. Clinical educators are expected to maintain their state licensure as a PT or PTA and to pursue professional development. Usage of clinical sites is also determined by the clinical experience, advanced study and previous teaching experience of the clinical faculty. Selection of clinical sites is based on the criteria described in the APTA document *Guidelines and Self-Assessment for Clinical Education*.

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Approved: Dean of HHS
Revision Date: August 2022

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Heartland Community College
Physical Therapist Assistant Program
SUPERVISION of PTA STUDENTS

Supervision of students is promulgated by specific Federal and State laws, rules and regulation; professional standards; and payer source policies and regulations. The responsibility for supervision of students is shared between the HCC PTA program Academic Coordinator of Clinical Education (ACCE) and/or PTA faculty designee and the on-site clinical supervisor (Clinical Instructor (CI) and/or Center Coordinator of Clinical Education (CCCE)). Specific rights and responsibilities of both parties are listed in policies contained in the HCC PTA Program Handbook and the following resources.

1. APTA document on **Student Physical Therapist and Physical Therapist Assistant Provision of Services**
2. APTA document on **Levels of Supervision**
3. APTA document **Supervision Under Medicare**
4. APTA document **Supervision of Students in Skilled Nursing Facilities and Inpatient Rehabilitation Facilities Under Medicare**
5. Illinois Physical Therapy Practice Act – 225 ILCS 90/2, Sec 2. (8):

Developed by: PTA Program Coordinator
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CLINICAL

EDUCATION

FACULTY

CLINICAL EDUCATION FACULTY

1. APTA ACCE/DCE Performance Assessment for CIs and CCCEs
2. APTA PTA CPI / Student Assessments
3. Center Coordinator Clinical Education (CCCE) Qualifications/Duties
4. Clinical Education Faculty Expertise / Effectiveness Plan
5. Clinical Instructor (CI) Qualifications / Duties
6. Faculty Development Plan for Clinical Education Faculty
7. Rights and Privileges of Clinical Education Faculty

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Heartland Community College
Physical Therapist Assistant Program
ACCE PERFORMANCE ASSESSMENT BY CIs and CCCEs

Policy:

Assessment is a cornerstone for assuring the quality of the program and guiding opportunities for improvement. The Clinical Instructor (CI) and/or Center Coordinator of Clinical Education (CCCE) of each clinical site in which a student is placed will be requested to assess the HCC PTA program Academic Coordinator of Clinical Education (ACCE).

Procedure:

1. The ACCE will request the CCCE and/or CI to complete an ACCE Performance Assessment by CIs and CCCEs form. In the event a CI provides multiple student rotations in a calendar year, the CI or CCCE will only need to complete one review per year.
2. The ACCE will maintain the completed files electronically utilizing the system identified by the program and college.
3. The ACCE will review the aggregated data with the PTA Program Coordinator.
4. The program assessment plan will include review of this data in compliance with current CAPTE requirements.

Developed by: PTA Program Coordinator

Original: 3-31-2015

Approved: Dean of HHS

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Heartland Community College
Physical Therapy Assistant Program
APTA PTA CLINICAL PERFORMANCE INSTRUMENT (CPI) - STUDENT ASSESSMENTS

The *PTA Clinical Performance Instrument (CPI)* is an online electronic assessment tool developed by the APTA to assess student performance in the clinical environment. Program & Clinical faculty will use the APTA PTA CPI to evaluate the student at mid-term (except PTA 140) as well as at the conclusion of the clinical. Students are expected to complete their copy of the PTA CPI prior to the mid-term (except PTA 140) and final evaluation meeting.

The CPI midterm (except PTA 140) and final evaluations shall be reviewed and signed by both the clinical faculty and the student.

Informal weekly assessments should be performed which do not require written notation. If the CI and student are not able to meet each week, the student should perform a weekly self-assessment on which to base his/her feedback to the clinical instructor regarding his/her educational needs. Students are required to complete weekly progress forms that include the clinical instructor's signature. These forms are turned into the HCC PTA program Academic Coordinator of Clinical Education (ACCE) for review.

Students are to provide the ACCE with an evaluation of the facility following each affiliation. This evaluation will provide the facility with the appropriate feedback to maintain clinical education program currency.

Procedure:

1. The ACCE will obtain access to the APTA PTA CPI tool.
2. Clinical sites that have a current contract will be added to the APTA PTA CPI, as affiliating with HCC.
3. Prior to clinical experiences, students will complete the online training to have access to the APTA PTA CPI tool.
4. The student and/or CI who has worked with this tool previously should utilize the same username/password he/she used previously to access the tool.
5. In the event that a CI has not completed the free, on-line PTA CPI training, the CI will need to complete this step prior to being able to access the tool:
 - Completing the PTA CPI by the Clinical Instructor (CI):
 - Login to PTA CPI
 - A. The student and CI complete an evaluation of the student's performance at midterm (except PTA 140) and completion of the clinical experience. The CI and the student are to share and compare these evaluations with each other.

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- B. The ACCE will be able to access both evaluations for review and will discuss with both individuals following at midterm and final conferences.
 - C. Supportive comments are critical to validate the vertical marks placed on the rating scale relative to the anchor definitions. *When a student is not meeting the minimal requirements on 1 or more items; explanatory comments should be written (by the CI) to assist the ACCE in determining the need for remediation.* The summative page should be completed as part of the final evaluation.
6. If a student has any questions, comments or run into any issues using PT CPI, the student should contact the HCC ACCE

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Approved: Dean of HHS
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Heartland Community College
Physical Therapist Assistant Program
CENTER COORDINATOR of CLINICAL EDUCATION:
QUALIFICATIONS & DUTIES

Minimal Qualification

1. Graduate of an accredited Physical Therapist or Physical Therapist Assistant program and licensed in the State in which practicing, OR if the Center Coordinator of Clinical Education (CCCE) is a non-physical therapist, there is an experienced physical therapist clinician available for direct clinical supervision of physical therapist assistant students.
2. Strong communication, organization, interpersonal and counseling skills.
3. Knowledgeable about the clinical education site resources.
4. APTA Credentialed Clinical Instructor status (preferred).
5. Membership in APTA (preferred).
6. Clinical teaching experience (preferred).

Responsibilities

1. The CCCE shall be responsible to the HCC PTA Program per affiliation agreement with individual clinical sites for coordinating appropriate, clinical experiences for students. CCCE's are also responsible for assisting the PTA program in maintaining accreditation standards set forth by the Commission on Accreditation in Physical Therapy Education (CAPTE).
2. The CCCE shall ensure clinical competence of Clinical Instructors (CI).
3. The CCCE shall be responsible for maintaining knowledge of current trends in physical therapy.
4. The CCCE shall assure the facility is in compliance with all Federal and State laws, rules and regulation; professional standards; and payer source policies and regulations regarding supervision of the student.

Duties (may include, but are not limited to):

1. Meet and conform to terms & /or provisions of the Affiliation Agreement negotiated by and between the college and clinical facility.
2. Performs administrative functions between academic programs and the clinical education site including completing:
 - a. Clinical Site Information Form (CSIF).
 - b. Clinical education agreements.
 - c. Student placement forms; assigning clinically competent clinical instructor.
 - d. Policy and procedure manual.
3. Demonstrates knowledge of the academic program's curricula and disseminating the information to the clinical education site.
4. Supervises the CI/student team during the experience to ensure quality in educational planning, learning experiences, and performance evaluations.
5. Provides consistent monitoring of and feedback to, the CI regarding clinical education activities.
6. Enhance the clinical learning experience by assisting in planning and problem solving with the CI/student team, as needed.

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2. In the event that a student requires remedial activities, the CCCE participates in the development of a plan to specifically document student progress.
3. Assist academic faculty in maintaining compliance with accreditation criteria for the student PTA, including but not limited to:
 - Assuring nondiscrimination and equal opportunity, of persons involved with the program.
 - Protecting the rights and privileges of persons associated with the program by addressing privacy and confidentiality and informed consent through appropriate:
 - Communication with and about students regarding academic and clinical performance and other protected information.
 - Maintenance of and access to student records, including medical records.
 - Acknowledgement of a patient's right to refuse to participate in clinical education
 - Disclosure of student involvement in patient care (i.e. enforcing use of student ID pin and proper introduction).
4. Ensure the safety of student involved in off- campus experience by.
 - Observing the affiliation agreement by and between the college and the clinical facility.
 - Sharing of facility policies and procedures (emergency procedures, dealing with body substance and hazardous material, safe use of equipment, etc.).
5. Provide students with opportunity to interact with individuals with impairments common to the clinical setting.
6. Provide opportunity for students to develop competency in the provision of selected components of intervention and in components of data collection techniques as directed in the plan of care developed by the PT.
7. Ensure appropriate supervision and opportunity for direct patient care and teaching, as well as participation in aspects of clinical practice other than patient care.
8. Provide appropriate role modeling of PT/PTA relationship.
9. If the CI is a PTA, ensure the supervision of the student includes appropriate interaction with the supervising PT.
10. Communicate with the ACCE regarding student concerns, clinical education planning, evaluation and CI performance/development. Formal complaints regarding the HCC PTA Program should follow the policy in the Student Handbook.
11. Manage the clinical education program and routinely reviews and revises the program as necessary.
12. Remain open to, and encouraging feedback from, students, CIs, ACCEs and other colleagues.

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Heartland Community College
Physical Therapist Assistant Program
CLINICAL EDUCATION FACULTY EXPERTISE / EFFECTIVENESS PLAN

Policy:

The HCC PTA Program clinical education faculty will demonstrate clinical expertise, as well as effectiveness as clinical teachers. The HCC PTA program Academic Coordinator of Clinical Education (ACCE) will evaluate the effectiveness of individual clinical instructors during each clinical experience, as well as evaluate the aggregate effectiveness of the clinical education program on a yearly basis.

Procedure:

1. Prior to the start of each clinical experience, the ACCE will confirm with the Center Coordinator of Clinical Education (CCCE) that the assigned clinical instructor has at least one year of full-time clinical experience; and has demonstrated competence with all clinical skills.
2. The ACCE will determine the effectiveness of individual clinical instructors during each clinical experience utilizing the following methods:
 - a. Communicate with the students through weekly HCC computerized learning management system postings; to get feedback about the clinical experience and clinical instructor.
 - b. Review the Clinical Instructor (CI) and student midterm and final APTA PTA Clinical Performance Instrument (CPI) assessments; providing feedback online via CPI, and/or phone call, if needed.
 - c. Conduct clinical site visits; meeting with CI and student, and CCCE, if needed; completing Clinical Site Visit Form.
 - d. Complete CI Assessment Rubric, at the conclusion of the clinical experience.
 - e. Review the Student Evaluation: Clinical Experience and Clinical Instructor.
 - f. Other data sources deemed appropriate by the HCC PTA program.
3. The data from these sources will be compiled and utilized as a component of the program assessment plan to determine if any curricular and/or clinical education changes need to be made within the program.

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Heartland Community College
Physical Therapist Assistant Program
CLINICAL INSTRUCTOR:
QUALIFICATIONS & DUTIES

Minimal Qualifications:

1. Graduate of an accredited Physical Therapist or Physical Therapist Assistant program and licensed in the State in which practicing.
2. Clinical Practice in Physical Therapy for a minimum of 1 year.
3. Successful completion of PTA Clinical Performance Instrument (CPI) online training and achievement of 70% or higher on the assessment.
4. Strong communication, organization, interpersonal and counseling skills.
5. APTA Credentialed Clinical Instructor status (preferred).
6. Membership in APTA (preferred).
7. Clinical teaching experience (preferred).

Responsibilities

- The clinical instructor shall be responsible to the Center Coordinator of Clinical Education (CCCE) and HCC PTA program Academic Coordinator of Clinical Education (ACCE) per affiliation agreement with individual clinical sites for assessing student performance via Clinical Performance Instrument (CPI) and reporting progress &/or significant concerns. Clinical Instructors are also responsible for assisting the PTA program in maintaining accreditation standards set forth by the Commission on Accreditation in Physical Therapy Education (CAPTE).
- Clinical Instructors shall be responsible for maintaining knowledge of current trends in physical therapy.

Duties (may include, but are not limited to):

1. Meet and conform to terms & /or provisions of the Affiliation Agreement negotiated by and between the college and clinical facility.
2. Demonstrate a desire to work with students by;
 - a. Seeking feedback from student/CCCE/ACCE regarding performance as Clinical Instructor.
 - b. Pursuing learning opportunities to develop knowledge and skills in clinical teaching; to address areas of growth, derived from feedback from CCCE/ACCE/student.
3. Adhere to legal and ethical practice standards by:
 - a. Holding current license/registration/certification as required by the physical therapy practice act in the state in which he/she practices.
 - b. Providing physical therapy services that are consistent with the state practice act and interpretive rules and regulations in the state in which he/she practices.
 - c. Providing physical therapy services that are consistent with state and federal legislation.
4. Review the students' academic curriculum, level of didactic preparation, current level of performance, and the goals of the clinical education experience.
5. Effectively use verbal, nonverbal, and written communication skills and informational technology as appropriate to clearly express him/herself to the student to:

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- a. Define performance expectations for students.
 - b. Collaborate to develop mutually agreed-on goals and objectives for the clinical education experience.
 - c. Provide feedback.
 - d. Demonstrate skill in active listening.
6. Facilitates communication by:
 - a. Encouraging dialogue with students.
 - b. Providing a time and place for ongoing dialogue to occur.
 - c. Initiating communication that may be difficult or confrontational around an issue of concern.
 - d. Remaining open to and encouraging feedback from, students, clinical educators, and other colleagues.
 7. Implement, facilitate, and evaluate learning experiences for students based on a plan created in collaboration with students.
 8. Monitor and modify the learning experiences in a timely manner, based on the quality of the students' performance.
 9. Perform constructive (interim) and cumulative (final) evaluations of the students' performance by:
 - a. Providing appropriate feedback to the students based on direct observation and discussions with students; review of student's documentation; observations made by others; and student's self-assessments.
 - b. Participating with the student in ongoing constructive evaluations.
 - c. Providing cumulative evaluations at least at midterm and at completion of the clinical education experience.
 10. Assist students in developing competency for entry-level skills required of a physical therapist assistant.
 11. Demonstrate awareness of the relationship between the academic program and clinical education site as it relates to: student performance evaluations, grading, remedial activities, and due process in the case of student failure.
 12. Assist academic faculty in maintaining compliance with accreditation criteria for the student PTA, including but not limited to:
 - a. Assuring nondiscrimination and equal opportunity of persons involved with the program.
 - b. Protecting the rights and privileges of persons associated with the program by addressing privacy and confidentiality and informed consent through appropriate:
 - i. Communication with and about students regarding academic and clinical performance and other protected information. Formal complaints regarding the HCC PTA Program should follow the policy in the Student Handbook
 - ii. Maintenance of and access to student records, including and medical records.
 - iii. Acknowledgement of a patient's right to refuse to participate in clinical education.
 - iv. Disclosure of student involvement in patient care (i.e. enforcing use of student ID badge and proper introduction).
 13. Ensure the safety of student involved in off- campus experience by.
 - a. Observing the contractual agreement by and between the college and the clinical facility.
 - b. Sharing of facility policies and procedures (emergency procedures, dealing with body substance and hazardous material, safe use of equipment, etc.).

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Heartland Community College
Physical Therapist Assistant Program
FACULTY DEVELOPMENT PLAN FOR CLINICAL FACULTY

Policy:

The HCC PTA program is committed to the development of clinical education faculty.

Procedure:

The following methods will be utilized to develop the effectiveness of the clinical education faculty:

1. Continuing education training offerings through the Heartland Community College Work Development Center when a topic is identified through the site visit reports and/or HCC PTA program Academic Coordinator of Clinical Education (ACCE) communication with Center Coordinator of Clinical Education (CCCE) /Clinical Instructors (Cis).
2. Clinical Faculty trainings/workshops through the Illinois PTA Educators Consortium; this organization, which the HCC PTA Program is a member, is comprised of the majority of PTA educational programs in Illinois. These trainings may include APTA CI Credentialing Training, as well as other clinical education courses.
3. Clinical education online journal club. The ACCE will select and provide a recent clinical education article and development an assessment of understanding of the article. Continuing education credit will be given for successful completion of the assessment.
4. Access to the Heartland Community College library and/or library resources; to encourage evidence-based practice, as well as keeping current on physical therapy research.
5. Throughout each clinical experience, the ACCE will be providing each clinical instructor with mentoring; identified by the ACCE or requested by the clinical instructor. In the event areas for growth are identified for an individual CI, the ACCE will contact the CCCE and/or CI, to provide mentoring, and discuss an action plan to increase the effectiveness of the CI as an instructor.

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2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

Heartland Community College
Physical Therapist Assistant Program
RIGHTS and PRIVILEGES of the CLINICAL EDUCATION FACULTY

Rights and Privileges:

1. Access to the HCC library.
2. Continuing Education (CEU) Credits offered through the college to Clinical Education faculty at minimal to no cost. Offerings include:
 - a. CEU Verification for supervising a student in clinic (Illinois licensed clinicians only): 1 contact hour/120 student hours for up to 5 hours (in the 2-year renewal period); therefore, supervision of a 6-week student can earn the CI 2 contact hours of Continuing Education and a 4-week student can earn the CI 1 contact hour. CI verifies hours of student supervision through initialing and signing/dating HCC PTA Student Clinical Hours Log that is filled out daily/weekly by the student.
 - b. CI Training and APTA CI Credentialing courses (offered in conjunction with other local PT and PTA programs) – minimal charge.

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STUDENT

INFORMATION

STUDENTS

1. [Appearance/Dress Code \(Click on this link\)](#)
2. [APTA PTA CPI / Student Assessment \(Click on this link\)](#)
3. [Attendance \(Click on this link\)](#)
4. [Clinical Site Placement Process & Travel Expectations for CE Component](#)
5. [Determination of Student Competence During Clinical Education](#)
6. [Guidelines for Accident / Injuries in the Clinic Setting \(Click on this link\)](#)
7. [Liability Insurance](#)
8. [Medical / Non-Medical Required Accommodations or Leave for a Student \(Click on this link\)](#)
9. [Privacy and Confidentiality \(Click on this link\)](#)
10. [Professionalism \(Click on this link\)](#)
11. [Clinical Education – Weekly Attendance Log](#)

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Heartland Community College
Physical Therapist Assistant Program
CLINICAL SITE PLACEMENT PROCESS AND TRAVEL EXPECTATIONS FOR CE COMPONENT

Policy:

The PTA Program strives to ensure that each student receives appropriate clinical education experiences that provide a diverse exposure to various settings, patient populations, and locations while meeting the educational needs of the student. Students will complete three off-site clinical experiences while in the HCC PTA program. Clinical Experience I (PTA 140) is 160 hours (usually performed in a 4-6-week period of time dependent on the clinical site needs) during the summer between the 1st and 2nd didactic semesters. Clinical Experience II & III (PTA 240) consists of two clinical rotations that are 240 hours each (typically 6 weeks in length), completed in the spring semester immediately following the 2nd (final) didactic semester.

Procedure:

1. The HCC PTA program Academic Coordinator of Clinical Education (ACCE) will review the current Clinical Commitment Forms returned from the clinical sites for a given clinical experience. Assignments will be based on a variety of factors including site availability, student compatibility, logistics, goals, strengths, progress in the curriculum, geographical location of student and clinical site, as well as learning opportunities. Each student will complete and submit a Clinical Experience Student Preference Form to the ACCE. All assignments made by the ACCE are final and non-negotiable. Due to unforeseen circumstances, assignments are subject to change.
2. Clinical rotations may take place outside the college's standard academic calendar, including but not limited to summer, spring and holiday breaks.
3. Students will NOT be placed in sites in which:
 - a. They have previously worked or volunteered more than forty (40) hours.
 - b. In which an immediate family member is employed in the physical therapy department/clinic setting.
 - c. In which they have contracted to work after graduation.
4. The majority of clinical sites are located within a 90-mile radius of the college. Students should expect at least one (1) site located outside the immediate Bloomington – Normal, Illinois metro during their time in the program. Each student is responsible for the costs incurred during clinical education assignments.
5. The ACCE will make clinical assignments and notify the facility and student of placement at least four (4) weeks prior to the first day of the assignment.
6. The ACCE will email the Center Coordinator of Clinical Education (CCCE) / Clinical Instructor (CI) the Clinical Experience Placement Form: CCCE/CI Information. This form lists the facility name, address, CCCE/CI contact information, i.e. phone number and email and if she/he has completed the online APTA PTA Clinical Performance Instrument (CPI) Web training.
7. The student is responsible for contacting the site no less than two (2) weeks prior to the start of the assignment to make necessary arrangements, introduce him/herself, obtain shift times and dress code.

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8. Students are expected to work the hours designated by the clinical instructor and CCCE. This may include early start times, longer days, or weekends. Clinical Experiences are full-time assignments. The student has the right to request an alteration in clinic hours to accommodate special needs. However, no change in hours at the student's request may take place without the prior written approval of the ACCE.
9. New clinical sites are welcomed. The student's responsibility is to provide contact information for the facility to the ACCE at least 6 months prior to start date. If the site is outside HCC district area, the ACCE will consult other ACCEs in that area to learn more about the site and determine its suitability. All affiliation agreement negotiations are to be made by the ACCE or HCC PTA program designee and new affiliation agreements may need to be reviewed by the HCC legal department.

Developed by: PTA Program Coordinator

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Approved: Dean of HHS

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Heartland Community College
PTA Program
DETERMINATION OF STUDENT COMPETENCE DURING CLINICAL COMPONENT

Policy:

The HCC PTA Program will require the utilization of the American Physical Therapy Association (APTA) Physical Therapist Assistant (PTA) Clinical Performance Instrument (CPI) as the primary assessment tool during the clinical education component of the program. The Clinical Instructor (CI) and student are required to assess the clinical performance and safety of the student during each clinical experience. At the conclusion of the clinical experience, the HCC PTA program Academic Coordinator of Clinical Education (ACCE) will review the CPI and determine if the student has fulfilled the HCC PTA requirements of the course and demonstrated the expected level of performance. If the CPI ratings do not meet the minimal performance expectations established by the program, the ACCE in collaboration with all HCC PTA program faculty, will determine the final grade and competence level utilizing the following criterion as appropriate and applicable to make a final determination:

- CPI ratings by CI and student.
- Feedback from CI.
- Feedback from HCC PTA Faculty when a student has not achieved the required performance level.
- Clinical setting.
- Experience with patients in that setting.
- Relative weighting or importance of each performance criterion.
- Expectations for the clinical experience.
- Expectations of the clinical site.
- Progression of performance from mid-experience to final evaluations.
- Level of experience within the didactic and clinical components.
- Whether or not a significant concern box or with distinction box were checked.
- Congruence between the CI's narrative mid-experience and final related to the performance criterion and the ratings provided.
- Additional assignments (e.g.: journal, in-service education provided), and site visit information.

Procedure:

1. The ACCE will make at least one site visit utilizing the appropriate process (in person, telephone, virtual) as determined by the ACCE for each clinical site a student is assigned to discuss student performance.
2. The CI and student will successfully complete the online training for the PTA CPI tool, which will familiarize each of them with the performance criterion and essential skills for each criterion, and the definitions of the performance anchors. These performance anchors range from "Beginning Performance" to "Beyond Entry-level Performance".
3. At midterm (except PTA 140) and final, the CI and the student will assess the student's performance and share these assessments with each other. These assessments will include the CI's and student's comments to support his/her markings on the performance rating scale. After the CI and student review each other's assessment, each person will sign off on each version of the assessment. This will allow the ACCE to review the evaluations, to ensure that the student is performing at a minimally acceptable level. The ACCE in collaboration with the HCC PTA faculty will determine the final grade and performance level as described above.
4. If the CI is concerned about student performance, the CI must check the "Significant Concerns Box," as well as write comments to support his/her marking. In addition, the CI needs to contact the ACCE immediately to discuss concerns and plans for remediating the student.
5. The performance expectations for each clinical experience are as follows:
 - A. **Clinical Experience I:**
(Student MUST pass the CPI to pass the class. If the student fails to pass the CPI with remediation the student may be dismissed from the program)

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- **CPI criteria # 1, 2, 3, 4, 5, 6, 10, 11**
 - At a minimum, students must achieve a rating of "Advanced Beginner Performance".
- **CPI criteria # 7, 8, 9**
 - Not all procedural interventions and related data collection methods (CPI criteria # 7, 8, 9) will be performed at all clinical sites.
 - At a minimum, students must achieve a rating of "Advanced Beginner Performance" if these criteria are performed.

B. Clinical Experience II:

(Student MUST pass CPI to pass the class. If the student fails to pass the CPI with remediation the student will be dismissed from the program)

- **CPI criteria # 1, 2, 3, 4, 5, 6, 10, 11**
 - At a minimum, students must achieve a rating of "Advanced Intermediate Performance".
- **CPI criteria # 7, 8, 9**
 - Not all procedural interventions and related data collection methods (CPI criteria # 7, 8, 9) will be performed at all clinical sites.
 - At a minimum, students must achieve a rating of "Advanced Intermediate Performance" if these criteria are performed.

C. Clinical Experience III (Terminal Experience): Students must achieve a rating of "*Entry Level*" in all CPI criteria.

Student MUST pass CPI to pass the class. If the student fails to pass the CPI with remediation the student may be dismissed from the program)

6. If the CPI ratings do not meet the minimal performance expectations established by the program, the ACCE in collaboration with all HCC PTA program faculty, will determine the final grade and competence level utilizing the criterion as written in the policy section above. The ACCE will be required to document on the CPI decisions and rationale utilized in determining the final outcome.
7. **If the ACCE & HCC Faculty determine the student did not meet the performance expectations on a given clinical experience**, an additional clinical experience will be considered, and the student will receive an "I" (Incomplete) for the course. In addition, the student will be counseled by the ACCE and placed on probation. The probationary agreement/learning contract will indicate the reason for probation as well as terms for remediation. Remediation could include extension of current clinical placement or necessitate the need for another full-time clinical experience. In the case of failure of the second clinical experience, the student's "I" grade will be replaced with an "F" and the student will be exited from the program. In the case that the remediation attempt is passed, the students will be given an 75% for the clinical experience and allowed to remain in the program. If the student does not meet the terms of the probationary agreement, the student will receive an "F" and exited from the program.

Developed by: PTA Program Coordinator
Approved: Dean of HHS

Original: 3-27-2015
Revision Date: May 2016 / 12-17-16 / 8-24-20, August 2022,
Sept 2023

March 1, 2015

Revised: August 2015 / October 2015 / July 2016 / December 2016 / January 2017 / May 2017 / July 2017 / December 2017 / July 2018 / September 2018 / January 2019 / March 2019 / November 2019 / January 2020 / Mar 2020 / April 2020 / August 2020 / September 2020 / November 2020 / February 2021 / April 2021 / May 2021 / November 2021 / February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan 2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

Heartland Community College
Physical Therapist Assistant Program
LIABILITY INSURANCE

HCC maintains professional and personal liability insurance on students while on clinical experience. A student may also elect to maintain additional independent coverage.

Developed by: PTA Program Coordinator
Approved: Dean of HHS
Revision Date:

Original: 3-27-2015

March 1, 2015

Revised: August 2015 / October 2015 / July 2016 / December 2016 / January 2017 / May 2017 / July 2017 /
December 2017 / July 2018 / September 2018 / January 2019 / March 2019 / November 2019 / January 2020 / Mar 2020 /
April 2020 / August 2020 / September 2020 / November 2020 / February 2021 / April 2021 / May 2021 / November 2021 /
February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan
2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

Heartland Community College
Physical Therapist Assistant Program
CLINICAL EDUCATION - WEEKLY ATTENDANCE LOG

Policy:

1. The HCC PTA program requires a total of 640 clinical education hours.
2. Clinical Education I (PTA 140) consist of one full-time clinical experience that requires 160 clinical clock hours in the summer between the 1st and 2nd semesters of the technical component of the program
3. Clinical Education II & III consists of two full-time clinical experiences that requires 240 clinical clock hours for Clinical Education II and 240 clinical clock hours for Clinical Education III during the final spring semester of the technical component of the program.
4. The student is required to document and verify the clinical hours completed utilizing the tracking system chosen by the HCC PTA program.
5. These hours must be verified with the CI.
6. Attendance is mandatory.
7. If a student is unable to attend the total number of clinical hours, those hours will be made up at the convenience of the clinic.
8. School inclement weather days and holidays do not pertain to students on clinical experience.

Developed by: PTA Program Coordinator
Approved: Dean of HHS
Revision Date: August 2022 / March 2024

Original: 3-31-2015

March 1, 2015

Revised: August 2015 / October 2015 / July 2016 / December 2016 / January 2017 / May 2017 / July 2017 /
December 2017 / July 2018 / September 2018/January 2019/March 2019 / November 2019 / January 2020/ Mar 2020 /
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Section VI: APPENDIX

PROGRAM/ACADEMIC FORMS

Program/Academic Forms

1. [Statements of Understanding](#)
2. Informed consent – Non-Student Form
3. [Student Meeting form](#)
4. Participant Release Form for Field Trip
5. [Release of Information](#)
6. [Release of Liability](#)
7. [Remediation Plan](#)

March 1, 2015

Revised: August 2015 / October 2015 / July 2016 / December 2016 / January 2017 / May 2017 / July 2017 / December 2017 / July 2018 / September 2018 / January 2019 / March 2019 / November 2019 / January 2020 / Mar 2020 / April 2020 / August 2020 / September 2020 / November 2020 / February 2021 / April 2021 / May 2021 / November 2021 / February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan 2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

**Heartland Community College
Physical Therapy Assistant Program
STATEMENT(S) OF UNDERSTANDING**

PTA Handbook & Policy Changes

I have been provided access to the HCC Student Handbook and the HCC PTA Program Handbook. I understand and will abide by all student requirements, HCC policies and procedures, and PTA program policies and procedures. I understand that any new or changed policies will be made known to me within a reasonable timeframe. I understand that it is my responsibility to ascertain understanding of current policies and procedures.

Signed Click or tap here to enter text. _____ Date: Click or tap to enter a date. _____

Human Participant/Subject Informed Consent Form

I wish to participate as a human participant/subject or patient-simulator during a laboratory and/or clinical experience associated with the Physical Therapist Assistant Program of Heartland Community College

I understand my right to be informed of indications, contra-indications and precautions associated with treatment procedures or skill. I assume the responsibility and understand that I am obligated to inform the HCC PTA Faculty and HCC PTA students of any known or perceived contraindications or precautions for a treatment procedure or skill that I may have. I further understand that if I fail to inform this information, and harmful consequences occur, I hereby release and hold harmless Heartland Community College and its directors, officers, employees, and students because of my neglect to inform fully and truthfully.

I understand that I may decline participation or request that the simulation or activities be stopped at any time.

I do hereby agree to assume all the risks and responsibilities surrounding my participation and further, I do for myself, my heirs, and personal representative, hereby agree to defend, hold harmless, indemnify, release, and forever discharge The Heartland Community College and any and all of its directors, officers, agents, employees, and students from and against any and all claims, demands, actions, or causes of action, on account of damage to personal property, or personal injury, disease, or death which may result to me from my participation in this program and my exposure to the risks inherent in the simulation or activities.

I hereby certify that I have read this document, that I am fully familiar with the contents of this document, and that I fully understand its terms and provisions. Any questions that I have about participation in this simulation or activities and the contents of this document have been fully explained to my satisfaction.

I, the undersigned, have read and understand the information provided regarding the use of human subjects in training. I will abide by the rules listed, and consent to allow academic & clinical faculty and HCC PTA program students to administer physical therapy interventions on me. I understand that there may be risks involved in receiving these interventions. I also understand that it is my responsibility to alert a faculty member in the event that I feel something in my medical history (past or current) may preclude me from taking part in a specific intervention.

Signed Click or tap here to enter text. _____ Date: Click or tap to enter a date. _____

March 1, 2015

Revised: August 2015 / October 2015 / July 2016 / December 2016 / January 2017/ May 2017 / July 2017 / December 2017 / July 2018 / September 2018/January 2019/March 2019 / November 2019 / January 2020/ Mar 2020 / April 2020 / August 2020 / September 2020/ November 2020/ February 2021 / April 2021 / May 2021 /November 2021 / February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan 2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

Photograph / Video / Digital Recording Consent Form

I, the undersigned, hereby agree that Heartland Community College (HCC), its employees and agents have the unrestricted right to take photographs, capture video, and/or conduct digital recordings of me for instructional purposes or publication, promotion, placement, illustration, and advertising in any manner or in any medium. I hereby irrevocably release HCC, its employees and agents from any and all claims of liability relating to the use of such images, video, and/or recordings, and I waive any right to compensation for such use and any subsequent publication or transmission thereof.

Signed Click or tap here to enter text. _____ Date: Click or tap to enter a date. _____

Essential Functions

I have read the PTA Essential Function Policy provided to me in the PTA Program Handbook, and verify that I can fulfill the essential functions with or without reasonable accommodation. I understand the process for requesting reasonable accommodations, if needed.

Signed Click or tap here to enter text. _____ Date: Click or tap to enter a date. _____

Clinical Experience Requirements Acknowledgement

I understand that if I do not meet all student requirements prior to clinical experience (Please refer to Policy & Procedures: "Requirements to Begin Program After Notification; [Student Competency Prior to Clinical Assignment, and any other applicable policy & procedure](#)), I will not be able to participate in clinical education. I also understand that clinical experiences are done in a variety of setting/locations, and that I may be required to travel distances within a 90 mile or greater radius from HCC..

Signed Click or tap here to enter text. _____ Date: Click or tap to enter a date. _____

Health Insurance Coverage (for Clinical Experience)

I hereby acknowledge and understand that I am required to have health insurance coverage during the time I am enrolled as a student in the HCC PTA program and that neither the Clinical facility nor the College are responsible for any individual medical expenses arising out of my participation in HCC PTA program technical courses and clinical education coursework. As proof of compliance, I sign this statement attesting to my health care coverage and identify my provider.

Signed Click or tap here to enter text. _____ Date: Click or tap to enter a date. _____

Licensure Requirements Acknowledgement Form

I hereby understand that to obtain licensure I must pass the National Physical Therapy Exam (NPTE) and in order to sit for the exam I must graduate from a Commission on Accreditation in Physical Therapy Education (CAPTE) accredited program and meet eligibility criteria designated by each state's licensing authority.

Signed Click or tap here to enter text. _____ Date: Click or tap to enter a date. _____

March 1, 2015

Revised: August 2015 / October 2015 / July 2016 / December 2016 / January 2017/ May 2017 / July 2017 / December 2017 / July 2018 / September 2018/January 2019/March 2019 / November 2019 / January 2020/ Mar 2020 / April 2020 / August 2020 / September 2020/ November 2020/ February 2021 / April 2021 / May 2021 /November 2021 / February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan 2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

Academic Integrity Agreement Form

I have read and will abide by the HCC and PTA Academic Integrity policies and . I understand that academic sanctions for a breach of academic integrity include a potential for disciplinary actions up to and including removal from the HCC PTA program as well as college.

Signed Click or tap here to enter text. _____

Date:Click or tap to enter a date. _____

Professional Agreement Form

During the time I am a student enrolled in the PTA program at Heartland Community College, I agree to abide by the Illinois Physical Therapy Practice Act and APTA Standards of Ethical Conduct for the PTA.

Signed Click or tap here to enter text. _____

Date:Click or tap to enter a date. _____

Patient Bill of Rights

I understand that it is my responsibility to inform patents that I am a “Student PTA” and of their risk-free right to refuse treatment.

Signed Click or tap here to enter text. _____

Date: Click or tap to enter a date. _____

Commitment to Confidentiality Agreement

I the undersigned, acknowledge my responsibility and duty, under applicable state and federal laws and the Affiliation Agreement between the school and the clinical facility where I do my clinical training, to keep confidential any and all information regarding any person(s) that act as a real or simulated patient, client, trainee, or otherwise participate in the educational processes or actions as part of the HCC PTA program.

Signed Click or tap here to enter text. _____

Date:Choose an item. _____

Social Networking Policy

I have read and will abide by the PTA Social Networking Policy provided to me in the PTA Program Handbook.

Signed Click or tap here to enter text. _____

Date:Click or tap to enter a date. _____

Printed Name:Click or tap here to enter text. _____

Date:Click or tap to enter a date. _____

March 1, 2015

Revised: August 2015 / October 2015 / July 2016 / December 2016 / Janaury 2017/ May 2017 / July 2017 / December 2017 / July 2018 / September 2018/January 2019/March 2019 / November 2019 / Janauary 2020/ Mar 2020 / April 2020 / August 2020 / September 2020/ November 2020/ February 2021 / April 2021 / May 2021 /November 2021 / February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan 2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

**Heartland Community College
Physical Therapy Assistant Program**

STUDENT MEETING

STUDENT NAME: Click or tap here to enter text.

DATE: Click or tap to enter a date.

DATA (use the back of this form and/or additional paper as needed):

Click or tap here to enter text.

STUDENT RESPONSE (use the back of this form and/or additional paper as needed):

Click or tap here to enter text.

STUDENT CORRECTIVE ACTIONS (use the back of this form and/or additional paper as needed):

Click or tap here to enter text.

STUDENT SIGNATURE	DATE	FACULTY SIGNATURE	DATE
		WITNESS SIGNATURE	DATE

Heartland Community College
Physical Therapist Assistant Program
PARTICIPANT ACKNOWLEDGMENT / RELEASE FORM for FIELD TRIPS

HEARTLAND COMMUNITY COLLEGE
Acknowledgement/Release

Participant Name: _____

I will be participating in the following course, program, project, event, or activity (herein collectively "activity"):

Activity: _____

Location: _____

By executing this document, I hereby acknowledge that I have voluntarily chosen to participate in the above referenced activity and have full knowledge of the risks this activity presents, including, as the case may be, travel to, participation in, and returning from the activity. In consideration of permission to participate in such activity being granted to me and for other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, I am freely and voluntarily executing this Acknowledgement/Release and understand that it extends to the Board of Trustees of Community College District No. 540, Counties of DeWitt, Ford, Livingston, Logan, McLean, and Tazewell, State of Illinois (commonly known as Heartland Community College), the Heartland Community College Foundation, and the trustees, directors, employees, volunteers, representatives, successors, and assigns thereof (hereinafter collectively referred to as "the releasees").

I hereby further understand and acknowledge that participation in such activity could subject me to numerous dangers and risks of personal injury. Such dangers and risks have been considered, and, relying on my own judgment, I have chosen to participate and assume all such dangers and risks. Therefore, I knowingly and voluntarily release the releasees from any claim which I now or may hereafter have for or on account of any losses, damages, personal injuries, pain and suffering, death, property damage, or other claims resulting from or arising out of or in connection with my participation in such activity or the ownership, operation, use, maintenance, or control of any vehicle, equipment, or goods provided or used in connection with such activity or in any way connected with or arising out of instruction, training, emergency care, or operations incidental to such activity. In further consideration of such permission being granted to me, I hereby indemnify and hold the releasees harmless from and against any claim, loss, damage, or expense arising from or in connection with my said participation.

I have carefully read this Acknowledgement/Release and fully understand its terms and conditions. I understand that this is a release of liability that could prevent me from filing suit or making any other legal claim for damages against the releasees or any of them. I further acknowledge that this release is binding on me, my heirs, successors, assigns, and legal representatives.

March 1, 2015

Revised: August 2015 / October 2015 / July 2016 / December 2016 / January 2017 / May 2017 / July 2017 / December 2017 / July 2018 / September 2018 / January 2019 / March 2019 / November 2019 / January 2020 / Mar 2020 / April 2020 / August 2020 / September 2020 / November 2020 / February 2021 / April 2021 / May 2021 / November 2021 / February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan 2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

If this activity entails serving as an intern or community service participant, I understand that, as a general rule, internship or community service sponsors are not subject to the U.S. Department of Labor's minimum wage laws if the position is primarily for my educational benefit and the sponsor provides supervision, training, and feedback. Furthermore, if I am serving as an intern or community service participant, I understand that I am not an employee of Heartland Community College or the internship/community service sponsor and am not covered by their employee benefits plan or unemployment insurance.

I HAVE READ AND UNDERSTAND THIS ACKNOWLEDGEMENT/RELEASE.

Date: _____

Signature of Participant: _____

Identification No. (if any): _____

Address: _____

Telephone No.: _____

If the participant is a minor (under age 18) and not living independently of a parent or legal guardian, this Acknowledgement/Release must be signed by a parent or legal guardian on behalf of the minor participant.

Signature of Parent or Guardian: _____

Address: _____

Telephone No.: _____

The completed Acknowledgement/Release should be submitted to the PTA Program Coordinator.

The PTA Program Coordinator will submit the completed forms to the Dean of Health Sciences.

The Dean of Health Sciences will submit the completed forms to the Provost, VP of Academic Affairs. Once the forms have been approved by all appropriate individuals, the Program Coordinator will then secure these in a file.

**Heartland Community College
Physical Therapist Assistant Program
RELEASE OF INFORMATION**

Release of Personal Information for Teaching Purposes

I the undersigned agree to authorize the faculty of the HCC PTA program to utilize my HCC email and HCC computerized learning management system accounts to send and receive information. HCC PTA Faculty have my full permission to issue information such as my address, phone number and email address to other students enrolled in the program for the purpose of notification regarding a school matter, such as in the event of cancellation of learning activities or if a fellow student needs to contact me.

Signature _____ Date: _____

Release of Student information to Clinical Sites

I the undersigned agree to authorize the HCC PTA program faculty to furnish clinical affiliation sites with the following: mandatory medical records/immunizations and/or conditions information, information regarding academic performance &/or attendance, phone numbers including emergency contact information, date of CPR certification and criminal background and /or drug screen results while enrolled in the HCC PTA program.

Signature _____ Date: _____

Printed Name: _____ Date: Click or tap to enter a date. _____

March 1, 2015

Revised: August 2015 / October 2015 / July 2016 / December 2016 / January 2017/ May 2017 / July 2017 /
December 2017 / July 2018 / September 2018/January 2019/March 2019 / November 2019 / January 2020/ Mar 2020 /
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**Heartland Community College
Physical Therapist Assistant Program
RELEASE OF LIABILITY**

Whereas, Click or tap here to enter text. _____ is presently enrolled as a student in the Physical Therapist Assistant Program at Heartland Community College, and

Whereas, it is normal and incident to being associated with the health-related fields that there could be exposure to illness, disease, or injury, and

Whereas, the undersigned recognizes that possible exposure to said illness, disease or injury and acknowledges that said exposure would not be the responsibility of said Heartland Community College or the cooperating hospitals, agencies, school districts, nursing homes, outpatient facilities, and rehabilitation institutes, etc.,

Therefore, in consideration of being offered and my taking the program as offered by said Heartland Community I hereby release and agree to hold harmless said Heartland Community College and their respective Boards, administrative staffs, medical, dental, and nursing staffs, faculty, coordinators, directors, instructors, supervisors, and all personnel and employees, of and from any and all claims or injuries occasioned by any illness, disease, or injury incurred or contracted or caused by activities connected with said courses.

Signed Click or tap here to enter text. _____

Date: Click or tap to enter a date. _____

March 1, 2015

Revised: August 2015 / October 2015 / July 2016 / December 2016 / January 2017 / May 2017 / July 2017 / December 2017 / July 2018 / September 2018 / January 2019 / March 2019 / November 2019 / January 2020 / Mar 2020 / April 2020 / August 2020 / September 2020 / November 2020 / February 2021 / April 2021 / May 2021 / November 2021 / February 2022 / March 2022 / August 2022 / November 2022 / January 2023 / April 2023 / June 2023 / Sept 2023 / Jan 2024 / Mar 2024 / June 2024 / Nov 2024 / December 2024 / January 2025

**Heartland Community College
Physical Therapy Assistant Program**

REMEDATION PLAN

STUDENT NAME: Click or tap here to enter text.

DATE:Click or tap to enter a date.

DATA REQUIRING REMEDIATION:

Click or tap here to enter text.

PLAN (Must be in outline format / Specific actions & resources / Specific time frames / Specify person responsible / Specific consequences for failure to successfully complete the remediation plan)

Click or tap here to enter text.

STUDENT SIGNATURE

DATE

FACULTY SIGNATURE

DATE

MEDIATOR SIGNATURE

DATE

Section VII: APPENDIX

CLINICAL EDUCATION FORMS

Clinical Education Forms

1. Abbreviated Resume for CCCE
2. Accident/Injury in an Academic or Clinical Setting
3. APTA Standards of Ethical Conduct
4. Clinical Education Site Data Form
5. Clinical Experience Preference Form
6. Clinical Instructor Assessment Rubric
7. Clinical Requirements Acknowledgement Form
8. Clinical Site Commitment Form
9. Clinical Site Visit Form
10. Health Insurance Coverage
11. In-Service / Case Study Feedback
12. Orientation to Clinical Site Form
13. Patient Bill of Rights
14. Student Assessment of Clinical Experience
15. Student Assessment of CI
16. Student Information for Clinical
17. Verification of Immunization as seen on Medical Exam Form
18. Brief Learning Style Profile
19. Student Strengths and Weaknesses Form
20. Weekly Goals / Objectives

Heartland Community College
Physical Therapy Assistant Program
ABBREVIATED RESUME FOR
CENTER COORDINATORS OF CLINICAL EDUCATION

NAME:

DATE:

PRESENT POSITION (Title, Name of Clinical Center):

LENGTH OF TIME AS THE CCCE:

LENGTH OF TIME AS A CI:

LENGTH OF TIME IN PRACTICE:

LICENSURE (State / Numbers):

CERTIFIED SPECIALIST (please state what Certification you have):

OTHER CREDENTIALS:

SUMMARY OF COLLEGE AND UNIVERSITY EDUCATION (start with most current):

<u>INSTITUTION</u>	<u>PERIOD OF STUDY</u>		<u>MAJOR</u>	<u>DEGREE</u>
	<u>FROM</u>	<u>TO</u>		

SUMMARY OF PRIMARY EMPLOYMENT (For current and previous four positions since graduation from college; start with most current):

<u>EMPLOYER</u>	<u>POSITION</u>	<u>PERIOD OF EMPLOYMENT</u>	
		<u>FROM</u>	<u>TO</u>

CONTINUING PROFESSIONAL PREPARATION RELATED DIRECTLY TO CLINICAL TEACHING RESPONSIBILITIES (e.g. academic for credit courses {dates and titles}, Continuing Education {courses and instructors}, Research, Clinical Practice/Expertise, etc. in the last five years): *Please use the back of this page for additional continuing professional preparation.*

Heartland Community College
Physical Therapy Assistant Program
ACCIDENTS/INJURY in ACDEMIC or CLINICAL EDUCATION SETTING

Student must complete form

Student Name: _____ Date of Accident/Injury _____
 Site where accident/injury occurred: _____
 Student Phone _____
 Student Address _____ City _____ State/Zip _____

Description of Accident / Injury: Please describe how the accident happened. What was the student doing? List any specific acts by individuals or conditions that led to the accident. (include any tools, machinery or instrument involved)

Nature of Injury			Part of Body Injured		
<input type="checkbox"/> Abrasion	<input type="checkbox"/> Cut	<input type="checkbox"/> Scratch	<input type="checkbox"/> Abdomen	<input type="checkbox"/> Face	<input type="checkbox"/> Leg
<input type="checkbox"/> Amputation	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Shock	<input type="checkbox"/> Ankle	<input type="checkbox"/> Finger	<input type="checkbox"/> Mouth
<input type="checkbox"/> Asphyxiation	<input type="checkbox"/> Fracture	<input type="checkbox"/> Sprain	<input type="checkbox"/> Back	<input type="checkbox"/> Foot	<input type="checkbox"/> Nose
<input type="checkbox"/> Bite	<input type="checkbox"/> Laceration	<input type="checkbox"/> Splinter	<input type="checkbox"/> Chest	<input type="checkbox"/> Forearm	<input type="checkbox"/> Shoulder
<input type="checkbox"/> Bruise	<input type="checkbox"/> Poisoning	<input type="checkbox"/> Strain	<input type="checkbox"/> Ear	<input type="checkbox"/> Hand	<input type="checkbox"/> Teeth
<input type="checkbox"/> Burn	<input type="checkbox"/> Puncture		<input type="checkbox"/> Elbow	<input type="checkbox"/> Head	<input type="checkbox"/> Wrist
<input type="checkbox"/> Concussion	<input type="checkbox"/> Repetitive Stress Injury		<input type="checkbox"/> Eye	<input type="checkbox"/> Knee	
Other:Click or tap here to enter text.			Other:Click or tap here to enter text.		

Did student seek medical care? YES / NO If yes where? _____

Did student provide appropriate documentation to safely return to class and clinical experience? YES / NO If no-explain _____

 STUDENT SIGNATURE

 DATE

 FACULTY SIGNATURE

 DATE

APTA Standards of Ethical Conduct
For the Physical Therapist Assistant

PREAMBLE

The Standards of Ethical Conduct for the Physical Therapist Assistant (Standards of Ethical Conduct) delineate the ethical obligations of all physical therapist assistants as determined by the House of Delegates of the American Physical Therapy Association (APTA). The Standards of Ethical Conduct provide a foundation for conduct to which all physical therapist assistants shall adhere. Fundamental to the Standards of Ethical Conduct is the special obligation of physical therapist assistants to enable patients/clients to achieve greater independence, health and wellness, and enhanced quality of life.

Refer to American Physical Therapy Association website.

Heartland Community College
Physical Therapy Assistant Program
CLINICAL EDUCATION PLACEMENT SITE DATA FORM

The purpose of this form:

- ❖ Gather pertinent information about the clinical education placement site that can be shared with the prospective student and HCC PTA Program.
- ❖ Determine proper clinical education placements.
- ❖ Program assessment.
- ❖ Completion of accreditation requirements.

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[Reasonable Accommodations](#)

[Absence of CI or PT](#)

[PT On Site at ALL Times per Illinois PT Practice Act](#)

[Information for Student](#)

[CI Information](#)

[How does Facility Select whom will be a CI?](#)

[Facility Training for CIs](#)

Instructions for completing this form

1. **Save an electronic copy of the HCC PTA program placement site form on your computer:**
 - ✓ Title the file as ***HCC Site Data Form Site Name_ Date Completed*** (ABC Rehab & Fitness_2-27-15) This allows the users to quickly identify the facility and most recent version of the HCC PTA site form from a folder. Saving the document will preserve the original copy on the disk or hard drive, allowing for ease in updating the document as changes in the clinical placement site information occurs.

2. **Complete the HCC PTA program placement site form thoroughly and accurately.**
 - ✓ Use the tab key or arrow keys to move to the desired blank space. The form is comprised of a series of tables to enable use of the tab key for quicker data entry. Use the Comment section to provide addition information as needed.
 - ✓ Please provide the appropriate information for each placement site if your PT business has multiple sites.

 - ✓ If a question or area does not apply please place **NA**.

3. **E-mail a copy of the completed HCC PTA program placement site form to:**

Courtney Yamada, PT, DPT, OCS
courtney.yamada@heartland.edu

4. Please develop an abbreviated Resume for each CCCE utilizing the attached form.

5. HCC PTA program will update this information with the clinic on an annual basis during a Clinical Site Visit.

**Heartland Community College
Physical Therapy Assistant Program**

Clinical Education Placement Site Data Form

General Information

Name of Clinical Center:		
Street Address:		
City:	State:	Zip:
PT Department Phone:	Ext.:	
PT Department Fax:		
PT Department E-mail:		
Clinical Center Web Address:		
Center Coordinator of Clinical Education (CCCE):		
CCCE Phone:		
CCCE E-mail:		

HOURS of OPERATION

Days of the Week	From: (a.m.)	To: (p.m.)	Comments
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

WHICH STUDENT EXPERIENCE DO YOU PREFER & WHAT SCHEDULE WOULD WORK BEST FOR YOUR CLINIC? MARK ALL THAT APPLY (X)

<p>CLINICAL Experience I (summer / 160 hours)</p> <p><input type="checkbox"/> Full days</p> <p>Other: (Specify)</p>	<p>CLINICAL Experience II / Rot I (spring / 240 hours)</p> <p><input type="checkbox"/> Full days</p> <p>Other: (Specify)</p>
<p>CLINICAL Experience II / Rot II (spring / 240 hours)</p> <p><input type="checkbox"/> Full days</p> <p>Other: (Specify)</p>	

WHAT TYPE OF SETTING BEST DESCRIBES YOUR FACILITY (check all that apply)

<input type="checkbox"/> Acute Care/Inpatient	<input type="checkbox"/> Home Health	<input type="checkbox"/> ECF/Nursing Home/SNF
<input type="checkbox"/> Industrial/Occupational Health Facility	<input type="checkbox"/> Outpatient	<input type="checkbox"/> Rehabilitation /Sub-acute Rehabilitation
<input type="checkbox"/> School /Preschool Program	<input type="checkbox"/> Pediatrics	
<input type="checkbox"/> Other:		

PATIENT CASE MIX (check all that apply)

<input type="checkbox"/> Amputees	<input type="checkbox"/> Balance	<input type="checkbox"/> Cardiovascular-pulmonary
<input type="checkbox"/> Dizziness / Vertigo	<input type="checkbox"/> Integumentary	<input type="checkbox"/> Musculoskeletal
<input type="checkbox"/> Neurologic		
<input type="checkbox"/> Other:		

INTERPROFESSIONAL RELATIONSHIPS (check all that apply)

What Interprofessional Relationships are available at this site?

Administration
 Athletic Trainers
 Nursing
 Physicians
 Physician Assistants
 Nutrition/Dietician
 Lab
 Respiratory
 OT
 Pharmacy
 Radiology
 Speech
 Social Work
 Med records

How do you foster this relationship for students?

MARK (X) ALL LEARNING OPPORTUNITIES AVAILABLE TO STUDENTS

<input type="checkbox"/>	Administration	<input type="checkbox"/>	Group programs/classes	<input type="checkbox"/>	Pulmonary rehabilitation
<input type="checkbox"/>	Aquatic therapy	<input type="checkbox"/>	Industrial/ergonomic PT	<input type="checkbox"/>	Quality Assurance/CQI/TQM
<input type="checkbox"/>	Back school	<input type="checkbox"/>	In-service training/lectures	<input type="checkbox"/>	Research experience
<input type="checkbox"/>	Cardiac rehabilitation	<input type="checkbox"/>	Neonatal care	<input type="checkbox"/>	Screening/prevention
<input type="checkbox"/>	Community/re-entry activities	<input type="checkbox"/>	Orthotic/Prosthetic fabrication	<input type="checkbox"/>	Surgery (observation)
<input type="checkbox"/>	Critical care/intensive care	<input type="checkbox"/>	Pain management program	<input type="checkbox"/>	Team meetings/rounds
<input type="checkbox"/>	Classroom consultation	<input type="checkbox"/>	Pediatric-general (emphasis on):	<input type="checkbox"/>	Women's Health/OB-GYN
<input type="checkbox"/>	Cognitive impairment	<input type="checkbox"/>	Prevention/wellness	<input type="checkbox"/>	Work Hardening/conditioning
<input type="checkbox"/>	Other:				

Is your clinical site willing to offer reasonable accommodations for student under ADA?

<u>Yes</u>	<u>No</u>	<u>Comments:</u>
<input type="checkbox"/>	<input type="checkbox"/>	

What provisions are made for students if the clinical instructor is ill or away from the clinical site?

<u>Comments:</u>

Does this site ensure that a PT is on-site at all times when the Student PTA is treating patients? [Illinois Practice Act; 225 IL CS 90/2/Sec. 2 (8)]

<u>Yes</u>	<u>No</u>	<u>Comments:</u>
<input type="checkbox"/>	<input type="checkbox"/>	

INFORMATION for the STUDENT

<u>Yes</u> <input type="checkbox"/>	<u>No</u> <input type="checkbox"/>	Do students need to contact the clinical site for specific work hours related to the clinical experience? When and to whom should they speak to?
<input type="checkbox"/>	<input type="checkbox"/>	Do students receive the same official holidays as staff?
<input type="checkbox"/>	<input type="checkbox"/>	Is emergency health care available for students?
<input type="checkbox"/>	<input type="checkbox"/>	Is other non-emergency medical care available to students?
<input type="checkbox"/>	<input type="checkbox"/>	Do you provide the student with an on-site orientation to your clinical site?
<input type="checkbox"/>	<input type="checkbox"/>	Do you provide the student with an on-site orientation to your clinical site?
<input type="checkbox"/>	<input type="checkbox"/>	Will the student have access to the Internet at the clinical site?
What is the facility dress code?		
What time should the student report to the clinical site on the first day of the experience?		

CLINICAL INSTRUCTOR INFORMATION: Provide the following information on all PTs or PTAs employed at your clinical sites who are Clinical Instructors (CIs)

Name & credentials (Name of Therapist or Assistant DPT, OCS or PTA, BS)	# of Years of Clinical Practice	# of Years as Clinical Instructor	List Certifications KEY: A = APTA credentialed CI B = Cert. clinical specialist C = APTA PTA Proficiency List others	Current Licensure State IL.
				<input type="checkbox"/> YES <input type="checkbox"/> NO
				<input type="checkbox"/> YES <input type="checkbox"/> NO
				<input type="checkbox"/> YES <input type="checkbox"/> NO
				<input type="checkbox"/> YES <input type="checkbox"/> NO

				<input type="checkbox"/> YES <input type="checkbox"/> NO
				<input type="checkbox"/> YES <input type="checkbox"/> NO
				<input type="checkbox"/> YES <input type="checkbox"/> NO
				<input type="checkbox"/> YES <input type="checkbox"/> NO
				<input type="checkbox"/> YES <input type="checkbox"/> NO
				<input type="checkbox"/> YES <input type="checkbox"/> NO

MARK ALL THAT APPLY AS THE CRITERIA YOUR FACILITY UTILIZES TO SELECT CIs

<input type="checkbox"/>	APTA Clinical Instructor Credentialing	<input type="checkbox"/>	Specialist
<input type="checkbox"/>	Clinical competence	<input type="checkbox"/>	Therapist initiative / volunteer
<input type="checkbox"/>	Delegated in job description	<input type="checkbox"/>	Years of experience: Number:
<input type="checkbox"/>	Demonstrated strength in clinical teaching	<input type="checkbox"/>	No criteria
Other (please specify):			

WHAT TRAINING DOES YOUR FACILITY PROVIDE THE CIs RELATED TO CLINICAL EDUCATION? MARK ALL THAT APPLY

<input type="checkbox"/>	1:1 individual training (CCCE / CI)	<input type="checkbox"/>	Continuing education by consortia
<input type="checkbox"/>	Academic for-credit coursework	<input type="checkbox"/>	No training
<input type="checkbox"/>	APTA Clinical Instructor Education and Credentialing Programs	<input type="checkbox"/>	Other (non APTA) clinical instructor credentialing program
<input type="checkbox"/>	Clinical center in-services	<input type="checkbox"/>	Professional continuing education (e.g., chapter, CEU course)
<input type="checkbox"/>	Continuing education by academic program	<input type="checkbox"/>	Other (please specify):

Heartland Community College
Physical Therapy Assistant Program
CLINICAL EXPERIENCE PREFERENCE FORM

Each student is requested to complete the Clinical Experience Preference Form and return to the ACCE within the established timeframe. The information will be utilized by the ACCE in determining the correct clinical education experience, however this does not imply or guarantee placement at specified clinical sites. All assignments made by the (ACCE) are final and non-negotiable. Due to unforeseen circumstances, assignments are subject to change.

STUDENT NAME (PRINT) _____

I have no preferences or conflicts.

1st preference and justification:

2nd preference and justification:

3rd preference and justification:

Please list clinical sites you should not be assigned to and justification:

Please list any other issues, concerns or circumstances that could impact placement:

Student Signature

Date

Heartland Community College
CLINICAL INSTRUCTOR ASSESSMENT RUBRIC

Clinical Education Site Name: Click here to enter text.

Clinical Instructor: Click here to enter text.

Date of Assessment: Click here to enter a date.

The ACCE will complete the following rubric on each Clinical Instructor. The ACCE will utilize various resources (i.e.: student input / interaction with CI / observations, etc.) while engaging tin the decision process.

	Strongly Agree 1	Agree 2	Disagree 3	Strongly Disagree 4
1. Demonstrates effectiveness in <u>Communication</u> with students, ACCE, and program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Demonstrates effectiveness in <u>Organizational Skills/Planning</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Demonstrates effectiveness in <u>Problem Solving</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Demonstrates effectiveness in <u>Professional Role Modeling</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS: Click or tap here to enter text.				

Heartland Community College
Physical Therapy Assistant Program
CLINICAL REQUIREMENTS ACKNOWLEDGEMENT FORM

This form must be completed at the time the student submits a *Clinical Experience Student Preference Form*. If the student is unable to attest to any of the statements below, the student must make immediate arrangements to fulfill the obligation and provide the completion of this action to the ACCE no later than 2 weeks prior to the beginning of the clinical experience to avoid delay in beginning the clinical experience.

_____ I acknowledge that I have submitted a completed HCC Medical Exam Form.

_____ I acknowledge that all of my immunizations are current and up to date and I have submitted required documentation to the ACCE.

_____ I acknowledge that I have obtained my annual Tuberculosis test and provided the results to the ACCE.

_____ I acknowledge that I have reviewed and understand the materials related to the Health Insurance Portability and Accountability Act (HIPPA).

_____ I acknowledge that I have reviewed and understand the materials related to Blood Borne Pathogens.

_____ I acknowledge that I have reviewed and understand the AHA Patient Bill of Rights, specifically related to my responsibility to inform patients that I am a “Student PTA” and of their risk-free right to refuse treatment.

_____ I acknowledge that I have current Health Insurance coverage and have provided documentation of such to the ACCE.

_____ I acknowledge that I have a current American Heart Association Basic Life Support for Healthcare Provider CPR Certificate.

Student Signature

Date

Heartland Community College

Physical Therapist Assistant Program

Clinical Commitment Form 20__

Facility Name:	Click here to enter text.
Address:	Click here to enter text.
Telephone Number:	Click here to enter text.
Fax Number:	Click here to enter text.
Center Coordinator of Clinical Education:	Click here to enter text.
Contact Email:	Click here to enter text.
Special Requirements for Your Site:	Click here to enter text.

Please indicate your willingness to accept Heartland Community College Physical Therapist Assistant students in the following time frames. Be sure to indicate the number of students you would be able to accommodate.

Dates	Level	# of Students	Setting
Click or tap here to enter text. (240 clinic hours, full time 6 weeks)	Clinical Experience IIA 2 nd year student	Click here to enter text.	Click here to enter text.
Click or tap here to enter text. (240 clinic hours, full time 6 weeks)	Clinical Experience IIB 2 nd year student	Click here to enter text.	Click here to enter text.
Click or tap here to enter text. (160 clinic hours need to be completed and may be complete full or part time within the above time frame)	Clinical Experience I 1 st year student	Click here to enter text.	Click here to enter text.

I am unable to commit to accepting students at this time. Please contact me at a later date to verify availability (please indicate date): Click here to enter text.

Please reply no later than Click or tap to enter a date..

Name of CCCE: Click here to enter text.

Date: Click or tap to enter a date.

Please save this form for your records, and forward by Click or tap to enter a date. to:

Click or tap here to enter text.

ACCE and Instructor – HCC PTA Program

Heartland Community College

Phone: 309-268-8752

Fax: 309-268-7958

Email: <mailto:stephanie.tunrner@heartland.edu> Click or tap here to enter text.

Please feel free to contact the HCC PTA Program ACCE at any time with questions. Thank you for your support!

Please FAX this form to us at (309) 268 - 7958 by Click or tap to enter a date.

Does this site ensure that a PT is on-site at all times when the Student PTA is treating patients?

YES NO

Heartland Community College
Physical Therapy Assistant Program

Heartland Community College
PTA Program
Clinical Site Visit Form

Initial Site Visit Midterm Site Visit

Name of facility

Date of Visit:

Name of ACCE/Academic faculty:

CCCE/CI

Contact Phone #

Contact Email

Person Interviewed: CCCE

SECTION I: CLINICAL SITE AVAILABILITY:

- A. YES No Review nationally recognized dates for clinical commitment form sent March 1 / return by April 30th.
- B. YES No Has CCCE received clinical commitment form?
- C. YES No Has CCCE returned clinical commitment form?

If site visit occurs after March 1 and no commitment form has been returned, CCCE was supplied with

- Hard copy returned with site visitor
- Hard copy to be faxed to ACCE

- D. No Yes: Are there any foreseeable circumstances that may increase or decrease the site's ability to accept students from HCC?

- E. **This site chooses to be placed on an inactive status for clinical education at this time due to:**

SECTION II: CLINICAL EDUCATION PLACEMENT SITE DATA FORM:

- A. Clinical Education Placement Site Data Form **REVIEWED**
1. Information About Clinical Site
- YES No CCCE name matches HCC data base
 - YES No CCCE phone and email address matches HCC data base
- Abbreviated Resume for CCCE
- YES No Verify greater than 1-year clinical experience
- Clinical Instructor Information
- YES No **Verify greater than 1-year clinical experience for all CIs**
- Information for Students
- YES No Additional health tests/immunizations required prior to CE
If yes: [Click here to enter text.](#)
 - YES No Additional training required prior to CE
If yes: [Click here to enter text.](#)
 - YES No First aid required
 - YES No Contact site and discuss first aid training vs certification
 - YES No **Communicate concerns with ACCE for follow up**
 - YES No Physical exams requested annually
 - YES No Contact site and discuss one-time physical exam and repeat of TB exam (annually) required by school
 - YES No **Communicate concerns with ACCE for follow up**

Information sent to sites for student affiliation by HCC:

Name
Emergency Contact
Immunizations
Annual TB Results
Verification of CPR certification at Health Care Provider Level
Verification of OSHA and HIPPA Training
Signed statement by Student re: Insurance Coverage, CBC & drug screen verification

- B. **SITE SENDING CLINICAL EDUCATION PALCEMENT SITE DATA FORM LATER**
- C. **Will require follow up contact from site visitor, if no CSIF sent within 2 weeks of visit. PLACE REMINDER ON OUTLOOK "To Do List"**
- D. **UPDATED DATA IN HCC CLIN ED SHAREPOINT**

Section III:

CCCE / CI INFO

- A. What is the student to CI ratio at this site? (click on box and chose item) 1 student: 1 CI
- B. Are PTA's usually acting as the CI? No Yes:
- C. Have your PT's ever considered being a CI for a PTA student? No Yes:
- D. The CIs provides evidence of professional role modeling:
- E. The CIs provides evidence of organizational skills and/or planning of learning experiences for student (including opportunities for interprofessional practice):
- F. The CIs provides evidence of problem-solving/conflict resolution skills with student:
- G. Review of Clinical Education Resources for CCCEs and CIs:**
- CI/CCCE familiar with PTA CPI Web tool/training
 - HCC PTA Handbook (program curriculum & procedures) found on APTA/ PTA CPI dashboard & on HCC website
 - HCC Student Information Form (emailed to CCCE)
 - HCC CCCE & CI Qualifications/Responsibilities/Rights & Privileges (PTA Handbook)
 - **HCC PTA Program website at:**
<https://www.heartland.edu/academicDepartments/hhs/pta.html>
(right click to "open hyperlink" with internet access)
 - **APTA Core Documents found at:**
<https://www.apta.org/apta-and-you/leadership-and-governance/policies-and-bylaws>
(right click to "open hyperlink" with internet access)
 - **APTA Clinical Educator Resources found at:**
<http://www.apta.org/Educators/Clinical/EducatorDevelopment/>
<https://www.apta.org/for-educators/curriculum-resources>
(right click to "open hyperlink" with internet access)

SECTION IV:

SITE PT / PTA RELATIONSHIP / ROLE MODELING

A. **The site reports common practice to include, the PT performing the initial evaluation and establishing a POC (inclusive of LTG's), then allowing the PTA to:**

- carry out selected interventions until discharge (Note: Discuss PT/PTA preferred relationship and supervision)
- carry out selected interventions with regularly scheduled re-evaluations by the PT until discharge
- Team Treat Choose an item. with the supervising therapist

B. The Role of the PTA at this site includes involvement in the following activities:

1. **DATA COLLECTION**

- a. Routine Involvement
- b. Limited Involvement
- c. No involvement

2. **THERAPEUTIC or PROCEDURAL INTERVENTIONS**

- a. Routine Involvement
- b. Limited Involvement
- c. No involvement

Discussed APTA Position: PROCEDURAL INTERVENTIONS EXCLUSIVELY PERFORMED BY PHYSICAL THERAPIST; including sharp debridement and joint mobilization. <https://www.apta.org/apta-and-you/leadership-and-governance/policies/interventions-performed-exclusively-by-physical-therapists> (right click to "open hyperlink" with internet access)

3. Site was (click on box and chose item) : aware of position regarding both sharp debridement and joint mob

4. **DISCHARGE**

- i. Routine Involvement
- ii. Limited Involvement
- iii. No involvement

5. **DOCUMENTATION**

- i. Routine Involvement
- ii. Limited Involvement
- iii. No involvement

SECTION V:

STUDENT PTA

A. YES Does this site ensure that a PT is on-site at all times when the Student PTA is treating patients?

no: Choose an item.

B. If the supervising PT is ill, this site ensures that the SPTA is Click here to enter text.

If site has questions, share the following materials from APTA re: Supervision of the Student &/or the PTA: (right click to “open hyperlink” with internet access)

Supervision of Students:

<https://www.apta.org/apta-magazine/2018/05/01/compliance-matters-supervision-requirements-for-ptas-and-physical-therapy-students>

<http://www.apta.org/Payment/Medicare/Supervision/>

C. How are Students Incorporated into typical PT/PTA schedule / productivity? Click here to enter text.

D. PERFORMANCE of the HCC STUDENT PTA

1. YES No Do you feel that students from HCC are academically well prepared for duties at this site?
2. YES No Do you feel that students from HCC are clinically well prepared for duties at this site? Click here to enter text.
3. What are the strengths of students in the PTA program at HCC? (click on box and type in comments):
Click here to enter text.
4. What are the weaknesses of students in the PTA program at HCC?
Click here to enter text.
5. YES No Do you feel the HCC PTA Program clinical education courses are appropriate in duration and length to meet the goals and objectives of the clinical education program? Click here to enter text.
6. YES No Do you feel the HCC PTA Program courses are sequenced appropriately in the curriculum to meet the goals and objectives of the clinical education program? Click here to enter text.

SECTION VI:

HCC & SITE RELATIONSHIP

- A. HCC Graduate Survey issued to site
- B. No recent HCC graduates at this site
- C. YES No The site reports sufficient communication with the ACCE at HCC
Comments: [Click here to enter text.](#)
- D. The site offers the following suggestions for improvement to HCC's clinical education program:
- E. The site suggested the following continuing education/ in-service topics be developed to further enhance clinical instructor growth/development:

SECTION VII:

ACCE Summary of Visit/Communication:

- A. YES No **RED FLAGS identified** for this site
Choose an item.
- B. YES No Communication with HCC program coordinator re:
[Click here to enter text.](#)
- C. YES No Physical facility & patient case load is adequate for student's experience
[Click here to enter text.](#)
- D. YES No Physical work space is available for student.
[Click here to enter text.](#)
- E. YES No ACCE has concerns related to CI teaching effectiveness.
[Click here to enter text.](#)

**Heartland Community College
Physical Therapy Assistant Program**

HEALTH INSURANCE COVERAGE

The following statement is required to verify your current Health Insurance Coverage.

I Click or tap here to enter text. _____, hereby attest to
securing health

insurance with the following provider (Name of Insurance Company / Agent / Address / Telephone):

Name of Insurance Company: Click or tap here to enter text. _____

Agent: Click or tap here to enter text. _____

Address: Click or tap here to enter text. _____

City: Click or tap here to enter text. _____

State: Click or tap here to enter text. _____

Zip: Click or tap here to enter text. _____

Telephone: Click or tap here to enter text.() _____

Coverage Dates: Click or tap here to enter text. _____

(Coverage Dates MUST correspond with Clinical Experience dates.)

Click or tap here to enter text. _____
STUDENT SIGNATURE

Click or tap to enter a date. _____
DATE

**Heartland Community College
Physical Therapy Assistant Program**

IN-SERVICE / CASE STUDY FEEDBACK FORM

Name: Click or tap here to enter text. _____

Topic: Click or tap here to enter text. _____

Date of Presentation: Click or tap to enter a date. _____

Length of Time: Click or tap here to enter text. _____

MET	NOT MET	OBJECTIVES
__ <input type="checkbox"/> __	__ <input type="checkbox"/> __	Click or tap here to enter text. _____
__ <input type="checkbox"/> __	__ <input type="checkbox"/> __	Click or tap here to enter text. _____
__ <input type="checkbox"/> __	__ <input type="checkbox"/> __	Click or tap here to enter text. _____
__ <input type="checkbox"/> __	__ <input type="checkbox"/> __	Click or tap here to enter text. _____
__ <input type="checkbox"/> __	__ <input type="checkbox"/> __	Click or tap here to enter text. _____

	YES	NO
1) Presenter had current knowledge of topic.	__ <input type="checkbox"/> __	__ <input type="checkbox"/> __
2) Presenter remained within the allotted time.	__ <input type="checkbox"/> __	__ <input type="checkbox"/> __
3) Questions were encouraged and answered appropriately.	__ <input type="checkbox"/> __	__ <input type="checkbox"/> __
4) Material presented has clinical relevance.	__ <input type="checkbox"/> __	__ <input type="checkbox"/> __

Comments: Click or tap here to enter text.

Please return completed feedback form to the student/presenter. The student must return this form to the ACCE within one business day of the completion of the clinical experience.

Student Signature

Date

Click or tap here to enter text.
CI or CCCE Signature

Click or tap to enter a date.
Date

**Heartland Community College
Physical Therapy Assistant Program**

Clinical Site Orientation Checklist

The following are suggested orientation topics for each clinical affiliation. Please feel free to include other information related to your specific site.

- Department tour and introduction to staff

- Location of restrooms, lockers, cafeteria, storage of personal belongings, etc.

- Break times, lunch periods, work hours, etc.

- Emergency procedures, fire alarms, codes, etc.

- Safety precautions, accident prevention, etc.

- Policy regarding personal phone calls and cell phone use

- Dress code

- Department meetings, availability for conference times during working hours, etc.

- Where to park and any rules related to parking

- Review of evaluation tool (CI and student)

- Review of student profile (CI and student)

- Policies and procedures specific to facility

Patient's Bill of Rights

While under the care of health care professionals, the patient has the following rights (adapted from the American Hospital Association):

1. The right to considerate and respectful care
2. The right to obtain information that is relevant, current, and understandable concerning diagnosis, treatment and prognosis including risks involved, possible length of recuperation, and medically reasonable alternatives and their accompanying risks, financial implications and benefits.
3. The right to know the identity of all individuals involved in their care.
4. The right to make decisions about the plan of care prior to and during the course of treatment and to refuse a recommended treatment or plan of care to the extent permitted by law. In case of such refusal, the patient is entitled to other appropriate care and services.
5. The right to have an advance directive.
6. The right to every consideration of privacy.
7. The right to confidentiality
8. The right to review records pertaining medical care.
9. The right to ask and be informed of the existence of business relationships amount the hospital, educational institutions, other health care providers or payers that may influence the patient's treatment and care.
10. The right to consent or decline to participate in proposed research studies
11. The right to expect reasonable continuity of care when appropriate and realistic options when hospital care is no longer appropriate.
12. The right to be informed of hospital policies and practices that related to patient care, treatment, and responsibilities.

Heartland Community College
Physical Therapy Assistant Program
STUDENT ASSESSMENT of CLINICAL EXPERIENCE

STUDENT NAME:

CLINICAL SITE NAME:

CLINICAL EXPERIENCE: Choose an item.

CLINICAL EXPERIENCE DATES: Click here to enter a date. to Click here to enter a date.

TYPE OF EXPERIENCE: choose all that apply

STUDENT ASSESSMENT of the CLINICAL EXPERIENCE (this part of the form will only be reviewed by the student completing this part and the HCC ACCE)

	STRONGLY AGREE 4	AGREE 3	DISAGREE 2	STRONGLY DISAGREE 1	NA
1. I received information from the clinical site prior to my arrival.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The information I received from the clinical site prior to my arrival was accurate and helpful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. I completed an orientation within the first week of the clinical.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Please write comments and/or recommendations for the orientation.					
5. I had the opportunity to work with a variety diagnosis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Comments on question 5: Click or tap here to enter text.					

**Heartland Community College
Physical Therapy Assistant Program**

STUDENT ASSESSMENT of the CLINICAL EXPERIENCE (this part of the form will only be reviewed by the student completing this part and the HCC ACCE)

	MID TERM		FINAL	
	YES	NO	YES	NO
7. I observed patient evaluations.				
8. I observed and / or participated in progress assessments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. I observed and / or participated in discharge planning and implementation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. I performed modality interventions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. I performed therapeutic exercise interventions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. I performed manual therapy interventions appropriate for the PTA.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. I performed ambulation interventions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. I performed patient mobility interventions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. I performed patient education interventions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. I performed documentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Comments:				

STUDENT ASSESSMENT of the CLINICAL EXPERIENCE (this part of the form will only be reviewed by the student completing this part and the HCC ACCE)

	STRONGLY AGREE 4	AGREE 3	DISAGREE 2	STRONGLY DISAGREE 1	NA
18. The clinical site was supportive of my role as a PTA student.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. The clinical site role modeled the PT / PTA relationship.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. The facility fostered interprofessional relationships (ability to work with and interact with other health care providers i.e. MD, OT, Speech, Nursing, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIST THOSE PROFESSIONALS YOU INTERACTED WITH:					
21. The work environment was ethical.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. The work environment was open, friendly, collaborative, and collegial.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. The clinical site utilized Evidence Based Practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. I was appropriately supervised.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. COMMENTS on Question 23.					
26. I would like to speak to the ACCE about the following:					

27. What skills should a fellow PTA student have to be successful at this clinical?	
28. What were the strengths of the HCC PTA program that helped prepare you for this clinical?	
29. What changes would you suggest for the HCC PTA program to better prepare students for this clinical?	
30. Overall, I would assess this clinical site as: (click appropriate box)	<input type="checkbox"/> Excellent <input type="checkbox"/> Time Well Spent <input type="checkbox"/> Some Good Experiences <input type="checkbox"/> Needs further development
31. COMMENTS	

STUDENT SIGNATURE

DATE

ACCE SIGNATURE

DATE

STUDENT ASSESSMENT of the CLINICAL INSTRUCTOR (CI) (this part of the form MUST be shared with the student completing the form and the CI(s) and the HCC ACCE MUST BE SIGNED BY ALL PARTIES

	MID TERM	FINAL
1. The Clinical Instructor (CI) was familiar with HCC PTA Program objectives and expectations for clinical education.	STRONGLY AGREE (4)	STRONGLY AGREE (4)
2. The clinical expectations and goals of the clinical were discussed and developed within the first week of the clinical.	STRONGLY AGREE (4)	STRONGLY AGREE (4)
3. The CI provided timely constructive and objective feedback	STRONGLY AGREE (4)	STRONGLY AGREE (4)
4. The CI demonstrated good listening skills.	STRONGLY AGREE (4)	STRONGLY AGREE (4)
5. The CI demonstrated good communication skills.	STRONGLY AGREE (4)	STRONGLY AGREE (4)
6. The CI encouraged the student's problem-solving skills.	STRONGLY AGREE (4)	STRONGLY AGREE (4)
7. I clearly understood whom I was accountable and responsible to.	STRONGLY AGREE (4)	STRONGLY AGREE (4)
8. The CI demonstrated good accessibility to the student.	STRONGLY AGREE (4)	STRONGLY AGREE (4)
9. The CI demonstrated appropriate student and instructor relationship.	STRONGLY AGREE (4)	STRONGLY AGREE (4)
10. The CI provided opportunities that were within my scope of knowledge and skills.	STRONGLY AGREE (4)	STRONGLY AGREE (4)
11. The CI facilitated appropriate Instructor / Student and Student /Patient relationships.	STRONGLY AGREE (4)	STRONGLY AGREE (4)
12. Adequate time was set aside for student & CI interactions.	STRONGLY AGREE (4)	STRONGLY AGREE (4)
13. The CI facilitated and supported my problem-solving skills.	STRONGLY AGREE (4)	STRONGLY AGREE (4)
14. The CI was a positive role model.	STRONGLY AGREE (4)	STRONGLY AGREE (4)
15. The CI facilitated varied learning opportunities.	STRONGLY AGREE (4)	STRONGLY AGREE (4)
16. The CI utilized contemporary and evidence-based interventions.	STRONGLY AGREE (4)	STRONGLY AGREE (4)
17. What were the CIs strengths?		
18. What could the CI or other staff done differently to contribute to learning?		

STUDENT SIGNATURE: _____

DATE: Click here to enter a date.DATE: Click here to enter a date.

HCC ACCE SIGNATURE: _____

**Heartland Community College
Physical Therapy Assistant Program
Student Information (type in name of clinical site)**

Name:

Address:

City:

State:

ZIP:

Phone :

EMERGENCY CONTACT PHONE:

Spouse Parent Other:

Insurance/Certifications/Verification of Training/CBC & Drug Screens

I, hereby attest to:

- Signing a confidentiality statement upon entering the PTA program.
- Successfully completing OSHA training in PTA 100.
- Successfully completing HIPPA training in PTA 100.
- Submitting to a Criminal Background Check and Government Registry Search for which I have no disqualifying convictions/offenses.
- Submitting to a Drug Test for which I tested negative for illegal drugs and use of prescription meds belonging to someone else.
- Holding a current CPR certification (American Heart Association-Healthcare Provider level with AED)
- Securing health insurance with coverage dates corresponding with the CE dates; listed above.
- The provider of said insurance is:

**Heartland Community College
Physical Therapy Assistant Program**

Verification of Immunizations as seen on Medical Exam Form

(Medical Exam Form on file at school)

A Two Step Tuberculosis Screening: (Nursing students with <u>proof of annual screenings</u> need Step 1 only.) Attach chest x-ray if any result is positive.			
Step 1 date: / / Results: <input type="checkbox"/> POS <input type="checkbox"/> NEG		Step 2 date: / / Results: <input type="checkbox"/> POS / <input type="checkbox"/> NEG	
Date repeated for Spring Clinical Rotations: (to be done in second year of program)	/ /	Results:	<input type="checkbox"/> POS <input type="checkbox"/> NEG
B Tetanus: Must be within 10 years Date: / /			
C Polio Vaccine: Date 1: / / Date 2: / / Date 3: / / Date 4: / /			
D Measles, Mumps and Rubella: Lab results for all titers must be attached if vaccine was not administered. Immune:			
MMR Vaccine dose 1: / /	OR	Measles Titer: / /	<input type="checkbox"/> Yes <input type="checkbox"/> No
MMR Vaccine dose 2: / /		Mumps Titer: / /	<input type="checkbox"/> Yes <input type="checkbox"/> No
(NE program requires Rubella Titer with vaccine.)		Rubella Titer: / /	<input type="checkbox"/> Yes <input type="checkbox"/> No
E Varicella (Chicken Pox): Indicate disease or titer or vaccine. <input type="checkbox"/> Disease was contracted. (Requires clinical confirmation)			
<input type="checkbox"/> Varicella Titer (attach lab results) Immune: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Vaccine Dose 1: / / Dose 2: / /			
F Hepatitis B Vaccine Series: This vaccination series is <u>optional with student waiver</u> for all programs EXCEPT for MLT and RC.			
Student must <u>start</u> the 3 dose process (complete at least one dose) OR: <input type="checkbox"/> Student declines vaccine (MLT & RC students may NOT decline)			
Dose 1 completed: / / Dose 2 completed: / / Dose 3 completed: / /			
G Flu vaccine Optional at some clinic sites			
Date of vaccine if performed: / /			

**Heartland Community College
Physical Therapy Assistant Program**

Brief - Learning Style Profile:
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I prefer to learn . . .

- under pressure with specific goals and deadlines.
- under limited pressure with general goals and flexible deadlines.
- in a completely relaxed manner that allows me to try things as I go.

When involved in a social situation, I am generally . . .

- reserved.
- outgoing.

When learning something new, I most typically prefer . . .

- to find out the rationale first, understand the whole process & theory, and then start to work on specifics/hands-on.
- to get right into the practical aspects/hands-on at the beginning and wait to learn theory after getting my feet wet.

I need feedback on how I am doing ...

- often, in the beginning and then infrequently after that.
- fairly frequently until I have made substantial progress, then less frequently.
- frequently, even after I seem to have mastered the skill.

I like to . . .

- be told exactly how tasks are expected to be done and what my CI/facility's expectations are.
- be given choices of how I could do the tasks that are expected of me.

I like constructive criticism/critiquing...

- immediately (but not in front of a patient), whenever my CI sees me performing &/or behaving inappropriately/erroneously, so that I am aware and can make corrections immediately.
- at lunch and at the end of the day, so that I can make corrections, throughout the day.
- at the end of each day, so that I can make corrections for the following day.

Heartland Community College
Physical Therapy Assistant Program
Student PTA Strengths & Weaknesses

STUDENT: _____

What are your strengths entering this clinical experience?

What are your greatest areas for improvement entering this clinical experience (review the Clinical Performance Instrument (CPI) CPI from CE I and results of survey)?

What are your expectations / GOALS entering this clinical experience?

Please include what strategies help you learn best and any information you feel would benefit your clinical instructor.

Contact info:

Address

Phone:

Cell Phone:

Email:

Emergency contact name/number:

Heartland Community College
Physical Therapy Assistant Program
WEEKLY GOALS / OBJECTIVES REVIEW SHEET

Student Name: _____

Date: _____

Clinical Site Weekly Goals/Objectives

Week # _____

(To be completed by student and CI weekly; student to return to ACCE with weekly timesheet)

1. Student objectives for this week: Click or tap here to enter text.

2. CI objectives for this week: Click or tap here to enter text.

3. Overall impression/summary of week: Click or tap here to enter text.

Previous weeks' objectives:

Met Partially Met To be continued

For the CI:

Student is progressing for successful completion of clinical.

YES NO

*If not, please contact ACCE asap at _____ or email _____

Student Signature: _____ Date: _____

CI Signature: _____ Date: _____