



**Health Professions Divisions**

# **Physical Therapist Assistant Programs**

**2024-2025**

## **Student Handbook**

Elgin Community College

1700 Spartan Drive

Elgin, Illinois 60123

Elgin.edu

**These requirements are specific to the physical therapist assistant program and are supplemental to the ECC college catalog.**

Accessible Version: [PTA Handbook](#)

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## **Introduction**

### **Physical Therapist Assistant Program**

2024-2025

Student Handbook

***These requirements are specific to the Physical Therapist Assistant Program and are supplemental to the ECC college catalog.***

***Handbook is available online at [elgin.edu](https://elgin.edu).***

***Direct link: <https://elgin.edu/areas-of-study/physical-therapist-assistant/>***

## Welcome!

Congratulations! You are beginning a new career and a new phase in your life.

Elgin Community College and its clinical affiliates, your instructors and fellow students, would like to welcome you to the Physical Therapist Assistant Program. The program is composed of three major components: lecture, lab, and clinical experience. Each of these three components will assist in preparation for taking the national licensure examination and employment as a licensed physical therapist assistant. We are dedicated to providing students with the highest quality of education and ensuring professional development as a physical therapist assistant.

The Physical Therapist Assistant Program curriculum has been arranged to reflect the progression in course content from simple to more complex information. The general education courses provide important baseline information that the student needs to incorporate into the PTA program courses. The rigor of the PTA program increases as you progress through the program and develop increased skills and knowledge in physical therapy. You will also develop an increased awareness of yourself and how you impact those around you and the environment. You will repeatedly be required to use the information that you learn--integrating concepts and information from multiple courses/resources-- to create a solution for a patient situation or problem. Students will be required to demonstrate skills and abilities which will incorporate previously learned skills. You must learn, completely integrate, and understand the information so that you may provide safe quality interventions to patients.

This handbook was prepared for orientation to the program and identification of your responsibilities as a student in the program. It provides guidelines, policies, and procedures affecting you as physical therapist assistant student at Elgin Community College and its clinical affiliates. The information in this manual is intended to supplement those that are stated in the Elgin Community College Catalog. This manual is updated annually.

Physical therapy is an amazing and wonderful healthcare field. As a physical therapist assistant, you will have many opportunities for personal and professional development while making a difference in the lives of others. We wish you success in attaining your goals!

## Accreditation (Compliance with Accreditation Requirements Policy)

The Physical Therapist Assistant Program at Elgin Community College is accredited by the [Commission on Accreditation in Physical Therapy Education](http://www.capteline.org) (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085; telephone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: [www.capteline.org](http://www.capteline.org).

CAPTE is the only recognized organization providing accreditation for physical therapist assistant and physical therapist programs in the United States.

Program accreditation provides students, graduates, and employers with information pertaining to the program's skill, knowledge, value, and competency. These are the goals the program intends to impart to the student, to prepare them to enter PTA profession. Graduation from an accredited program also provides the capability to apply for licensure in each of the states. By requiring programs to meet specific criteria and standards for accreditation, students have access to the best curriculum available in their field.

Accreditation of educational programs assures patients that students, who perform procedures, have appropriate supervision during the educational process. It also indicates that graduates will have met the minimum level of competency as defined nationally by the profession.

Through the process of programmatic accreditation and program review, educators are assured that their educational programs are remaining current with the profession and with standards developed through national consensus.

## Elgin Community College Mission Statement

The Mission of Elgin Community College is to improve people's lives through learning.

We will pursue our Mission by focusing all our efforts on making Elgin Community College a national leader in promoting success for all students. This Vision will be attained through a commitment to provide innovative and affordable learning opportunities for all constituencies and to promote cultural competence and community partnership in our decisions and actions.

## Anti-Discrimination

"Elgin Community College ("the College") does not discriminate, or tolerate discrimination, against any member of its community on the basis of race, color, national origin, ancestry, sex/gender/gender identity, age, religion, disability, pregnancy, veteran status, marital status, sexual orientation, or any other status protected by applicable federal, state or local law in matters of

admissions, employment, or in any aspect of the educational programs or activities it offers.

Examples of prohibited discrimination include (but are not limited to):

- refusing to offer employment or educational opportunities to someone because of the person's protected status;
- considering a person's protected status in deciding an employee's salary or a student's grade;
- making any other employment or academic decision based on a person's protected status.

Additional information regarding the College's prohibition against disability discrimination, as well as information regarding accommodations for individuals with disabilities, is set forth in Administrative Procedure 3.501 (Individuals with Disabilities). [ECC Catalog](#)

## Public Notification of Nondiscrimination in Career and Technical Programs

The PTA Program of Elgin Community College abides by the College's Anti-Discrimination statements and policies.

## ANTI-DISCRIMINATION, HARASSMENT, AND RETALIATION POLICY AND PROCEDURE

[Anti-Discrimination, Harassment, and Retaliation Policy - Administrative Procedure 3.404](#)

## PTA Program Mission Statement

The mission of Elgin Community College's CAPTE-accredited Physical Therapist Assistant Program is to provide quality education in accordance with the highest ethical and academic standards while concurrently preparing graduates to possess entry-level skills and knowledge to function under the supervision of the physical therapist for successful employment.

## PTA Program Philosophy

Elgin Community College's PTA Program is committed to graduate PTAs who will demonstrate the performance expectations as described by CAPTE. Our graduates will possess the knowledge, skills, attitudes, values, and abilities necessary to function as a licensed physical therapist assistant in today's healthcare environment. A learner-centered approach will support the development of self-directed, independent, and personally responsible individuals. Learning experiences will incorporate cognitive, psychomotor and affective domains of learning, and empower students to develop problem-solving skills, which are also incorporated into the clinical experiences. Students will be provided with multiple opportunities, which include access to technology, clinical experiences, research publications, and participation in professional organizations and activities that will expand their knowledge, develop their skills, and endorse the college's mission to improve people's lives through learning.

A progression of patient related responsibilities and activities develops as the student advances through the program, both in the classroom experience and clinical environment where the student is learning under the direction and supervision of a licensed physical therapist (PT) and PTA. Program goals and learning outcomes are assessed using a variety of methods to ensure effective student success with the licensure exam and eventual career as a physical therapist assistant.

## PTA Program Goals and Program Outcomes

### Program Goal 1:

To prepare graduates who possess entry-level skills and knowledge that will function under the direction and supervision of the physical therapist.

Program Outcome: Develop the knowledge and skill to provide accurate, appropriate and safe interventions under the supervision of a physical therapist.

- I. Collect, understand and analyze written, verbal, performed, and observed data about a patient.
- II. Provide accurate and appropriate interventions within the plan of care under the direction and supervision of a physical therapist.

### Program Goal 2:

To ensure graduates possess critical thinking and problem-solving skills applicable to real-world situations for contemporary evidence-based practice.

Program Outcome: Demonstrate proficiency in problem-solving and critical thinking skills regarding patient care:

- I. Apply knowledge of principles, indications and contraindications for physical therapy interventions.
- II. Make adjustments within the plan of care to accommodate patient condition and other variables.

### Program Goal 3:

To graduate students who practice effective communication skills in the clinical setting.

Program Outcome: Practice effective communication skills in the clinical setting with members of the healthcare team, patients and their families and provide appropriate education.

- I. Demonstrate effective oral, written and nonverbal communication with patient's, families and members of the interdisciplinary health care team.
- II. Educate colleagues, volunteers, patients and families. Caregivers and other members of the healthcare team as appropriate.

#### Program Goal 4:

To graduate individuals that demonstrates ethical and professional behaviors.

Program Outcome: Develop a professional code of conduct regarding their roles as a PTA which includes ethics, safety and lifelong learning.

- I. Demonstrate professional behaviors consistently in the classroom, lab setting and clinical environment.
- II. Demonstrate ability to effectively communicate the role of the PTA .
- III. Discuss and apply concepts of multi-cultural awareness in professional behavior in the classroom and clinical environment.

#### Program Goal 5:

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 profession.

- I. Faculty members demonstrate contemporary practice knowledge, academic development in educational foundations, progress for tenure and/or promotion, and involvement in the profession

#### Program Goal 6:

Facilitate participation in the communities served through the provision and assessment of educational needs.

- I. Faculty members contribute to community service and promote lifelong learning.

## PTA Program Effectiveness Data Program Completion Rates

Expected Outcome: Graduation rates are at least 60%, averaged over two years. If the program admits more than one cohort per year, the two-year graduation rate for each cohort must be at least 60%. Each year PTA program accepts 20 students.

<b>Year graduating from program</b>	<b>% Completed</b>	<b>Years</b>	<b>ECC 2-year average retention rate %</b>	<b>Years</b>	<b>ECC 2-year average graduation rate %</b>
2024	100%	2023-2024	90%	2023-2024	90%
2023	80%	2022-2023	83.75%	2022-2023	83.75%
2022	87.5%	2021-2022	92.5%	2021-2022	86%
2021	85%	2020-2021	83%	2020-2021	83%
2020	81%	2019-2020	80.0%	2019-2020	80.0%

## ECC PTA Licensure Pass Rates

Expected Outcome: ECC's ultimate 2-year average licensure pass rate on the National Physical Therapy Examination (NPTE) offered by the Federation of State Boards of Physical Therapy (FSBPT) will be 85%. The PTA program has consistently achieved this outcome.

Ultimate pass rate includes all students in that class that have successfully passed the NPTE even if have taken the licensure examination more than one time.

<b>Cohort</b>	<b>#1<sup>st</sup>-time examinees</b>	<b># passed 1<sup>st</sup> attempt</b>	<b>% passing 1<sup>st</sup> attempt</b>	<b>Ultimate ECC % passing</b>	<b>National % passing 1<sup>st</sup> attempt U.S Accredited</b>	<b>Ultimate pass rate (U.S Accredited candidates)</b>	<b>Years</b>	<b>ECC 2-year average pass rate</b>
2023	13	12	92.3%	100%	81.4%	87.5%	2022-2023	92.5
2022	13/10	11	84.9%	84.9%	81.4%	87.5%	2021-2022	92.3%
2021	17/16	16	94.1%	100%	79.6%	86.3%	2020-2021	100%
2020	14/14	12/14	85%	100%	83.1%	92.6%	2019-2020	100%

## Licensed ECC Graduate Employment Rates

The employment rate has been above 100%.

All licensed graduates who have sought PTA employment have been employed as a PTA at the job of their choice in a part-time and full time position as they prefer. This data is collected by contacting each graduate in follow up communications by the PTA Program Director and independently by the Institutional Research Department of Elgin Community College, and online search

<b>Cohort</b>	<b>% of program completers</b>	<b># students employed</b>	<b>ECC Graduate employment rate</b>	<b>ECC 2-year employment average</b>
2021-2023	13	13	100%	96.5%
2020-2022	13	12	93%	96.5%
2019-2021	17	17	100%	100%
2018-2020	14	14	100%	100%

## Employer Satisfaction with ECC Graduates

Employers are surveyed one year post graduation regarding satisfaction of the graduate's preparation for employment. This employer survey is conducted independently by the Institutional Research (IR) Department of Elgin Community College and data tabulated independently by the IR department.

The most recent survey completed spring of the 2021 graduates revealed that ECC graduates met or exceeded employer expectations.



## General Program Overview

The Physical Therapist Assistant (PTA) Program includes 5 consecutive semesters of PTA courses that may be taken concurrently with the general education courses required for the Associate of Applied Science Degree. PTA courses must be taken in sequence and are only offered once during the academic year. There is a summer 10-week course between the first year and second year of the program (the third semester).

The 2-year program consists of classroom/didactic educational components combined with laboratory components. Lab sessions offer practice and patient scenarios to develop problem solving skills. Skill validations ensure competency in specific technical skills. Lab examinations incorporate critical thinking with demonstration of proficiency in technical skills. There are 3 separate clinical experiences integrated within the program. The clinical experiences are progressive in content and performance expectations.

### PTA Program and ECC College Guidelines, Procedures, and Policies

The PTA students are expected to understand and be knowledgeable regarding the content of the PTA Student Handbook and ECC policies and procedures.

The PTA program is compliant with and follows the policies of ECC. The [ECC policies](#) are available on the ECC website. The ECC College Catalog, contains ECC policies as well. The PTA Student Handbook is specific for the PTA program and is supplemental to the ECC policies. The annually reviewed PTA Student Handbook is distributed electronically to all students the first week, or sooner, of every fall semester. A paper version will be provided upon request. The Dean of Health Profession, Math, Science and Engineering maintains a current copy.

The PTA Student Handbook is available on the [ECC website](#).

The PTA Student Handbook is updated annually and/or as necessary with PTA students and administration notified of any updates as well as updating of the handbook on the ECC website.

### Essential Functions for Physical Therapist Students

The Physical Therapist Assistant Program has established minimum essential requirements (separate from academic standards for admission), which every student must meet, with or without reasonable accommodations, in order to participate fully in all aspects of the training and educational program. Following admittance to the PTA program, each PTA student will be required to review and complete the Essential Functions for Physical Therapist Assistant Students form. Completed forms will be maintained in the individual student's file located in the Program Director's office.

## Essential Functions for PTA students

Physical therapist assistants are technically trained individuals in physical therapy and provide certain physical therapy interventions after an evaluation and examination by the physical therapist. The PTA follows the plan of care established by the physical therapist. The following standards indicate reasonable expectations of the PTA student for the performance of common physical therapy functions. The following essential functions include physical, cognitive, behavioral, psychomotor, environmental factors, as well as affective and communication functions encountered by students in training and these functions may vary depending on the specific area of practice.

**These essential functions do not reflect what may be required for employment of a graduate PTA.**

The Physical Therapist Assistant Program adopted these Essential Functions because of the patient's right to safe and quality health care by our PTA students and PTA graduates. The PTA student must be able to apply the knowledge and skills required to function in a wide variety of clinical settings and situations, while providing the spectrum of physical therapy interventions. Each candidate in this Associate of Applied Science degree program must be able to perform, with or without reasonable accommodations, each of these essential functions in order to fully participate in our PTA program and successfully complete the requirements for the AAS degree in PTA.

### Sources:

AASIG Technical Standards, Essential Functions Document. Section on Education, September, 1998.

Ingram, D. (1997). Opinions of Physical Therapy Program Directors on Essential Functions, *Physical Therapy*, 77(1).

Simmons College Essential Functions, Boston, MA. University of Rhode Island Essential Functions, Kingston, RI.

Northeastern University Essential Functions, Boston, MA. Illinois Central College, Peoria, I

## Essential Functions of a PTA Student Form

Instructions: Student Name (printed): \_\_\_\_\_

Each essential function is described with specific examples provided. The accepted student should place a check in the appropriate box if capable of meeting the requirement or not capable of meeting the requirement. The last page of this form requires completion and signature. This form is only for the information in the application process, not part of the application. Following admission to the PTA Program the form will need to be completed no later than one month prior to the beginning of the first semester.

### I. Mobility and Psychomotor Skills:

The PTA student must be able to have sufficient motor capabilities to execute the movements and skills required for providing safe, reliable and effective physical therapy interventions of patients across the lifespan. These include but are not limited to:

	<b>Some specifics for mobility and motor essential function</b>	<b>I am capable of meeting these requirements</b>	<b>I am not capable of meeting these requirements</b>
1	Ability to move or position patients and equipment which involves bending or stooping freely to floor level and reaching above the head.		
2	Ability to exert 25-50 pounds of force when lifting, carrying, pushing, or pulling.		
3	Ability to move or adjust patients and equipment which involves lifting, carrying, pulling, pushing, and guiding weights up to and including 50 lb.		
4	Ability to safely and efficiently transfer a 150 lb patient from the bed to the wheelchair using maximal assistance.		
5	Ability to bend, twist, stoop, and balance safely.		
6	Coordination, speed, and agility to assist and safely guard (protect) a patient who is walking, exercising, or performing other rehabilitation activities.		
7	Ability to guide, resist and assist a patient or to provide emergency care, which may involve the activities of standing, kneeling, sitting, walking, or crawling, for 90 minutes with no rest.		
8	Appropriate body mechanics for all skills related to physical therapy and react safely and appropriately to sudden and unexpected movements of patients/classmates.		
9	Ability to endure and successfully complete a 40-hour work week during clinical education courses.		

	<b>Some specifics for mobility and motor essential function</b>	<b>I am capable of meeting these requirements</b>	<b>I am not capable of meeting these requirements</b>
10	Ability to provide for the patient's safety in all physical therapy activities		
11	Manipulate and operate PTA equipment and demonstrate the ability and dexterity to manipulate the devices used in physical therapy which involves adjusting gauges, dials, small nuts/bolts, goniometers, equipment settings, tape measures, printouts, etc.		
12	Ability to administer/perform CPR and emergency first aid safely and reliably without assistance following CPR training.		
13	Ability to observe and practice standard precautions.		
14	Ability to work in an environment that requires significant physical activity and mobility throughout the workday in a way that does not compromise patient, classmate or therapist safety.		

## II. Sensory:

The PTA student must have the ability to observe and participate in demonstrations and in physical interventions applied to patients. This includes the ability to obtain information in the classroom, laboratory, or clinical settings through observation, auscultation, palpation, and other measures including but not limited to:

	<b>Some specifics for mobility and motor essential function</b>	<b>I am capable of meeting these requirements</b>	<b>I am not capable of meeting these requirements</b>
1	Visual ability (corrected as necessary) to recognize and interpret facial expressions and body language, identify normal and abnormal patterns of movement, to read or set parameters on physical therapy equipment, to discriminate color changes, and to interpret and access the environment.		
2	Visual ability (corrected as necessary) to gather information from medical records and professional literature and written instructions.		
3	Auditory ability (corrected as necessary) to recognize and respond to soft voices, auditory timers, call bells, equipment alarms, and to effectively use devices for measurement of blood pressure and breath sounds. The ability to follow and comply with verbal directions and instructions.		

	<b>Some specifics for mobility and motor essential function</b>	<b>I am capable of meeting these requirements</b>	<b>I am not capable of meeting these requirements</b>
4	Ability to effectively use a telephone.		
5	Ability to palpate a pulse and to detect changes or abnormalities of surface skin texture, skin temperature, body segment contour, muscle tone and joint movement.		
6	Adequate and functional positional, and movement, and balance sensations to assist and safely guard (protect) patients who are walking, exercising or performing other rehabilitation activities.		

### III. Communication Skills:

The PTA student must be able to utilize effective and efficient communication with peers, faculty, various clinical medical practitioners, patients, and their families. This includes but is not limited to the following:

	<b>Some specifics for mobility and motor essential function</b>	<b>I am capable of meeting these requirements</b>	<b>I am not capable of meeting these requirements</b>
1	Ability to communicate effectively using standard English (interpret and express) both verbally and in writing. Able to correctly follow and interpret verbal instructions.		
2	Ability to communicate effectively (interpret and express) information regarding the status, safety and rehabilitation of patients verbally and in writing.		
3	Ability to effectively and efficiently communicate verbally and in documentation with patients, families, health care professionals, community, and with reimbursement payers. Correct spelling required.		
4	Ability to communicate and document effectively via computer and paper.		
5	Ability to recognize, interpret and respond appropriately to nonverbal communications from patients, self, and others.		
6	Ability to modify communications (verbal and written) to meet the needs of different audiences such as patients, families, peers, physicians, and other health care personnel.		
7	Work effectively as part of an interdisciplinary team.		
8	Ability to prepare medical documentation using prescribed format and conforming to all the rules of English punctuation, grammar, diction, and style.		

	<b>Some specifics for mobility and motor essential function</b>	<b>I am capable of meeting these requirements</b>	<b>I am not capable of meeting these requirements</b>
9	Ability to effectively use a computer and operate other software programs for billing, documentation, or scheduling.		
10	Ability to apply and communicate principles of logical or scientific thinking to define problems, establish facts and draw valid conclusions.		
11	Ability to manage several abstract and concrete variables.		
12	Engage in respectful, non-judgmental interactions with individuals from various lifestyles, cultures, beliefs, races, socioeconomic classes and abilities.		
13	Develop and maintain effective, respectful working relationships with professional colleagues, peers, patients, families, and the general public.		
14	Establish trustworthy professional, empathetic relationships with individuals from a variety of backgrounds, ages and needs.		
15	Apply teaching and learning theories and methods in the healthcare and community environments.		
16	Graciously admit mistakes and accept constructive criticism.		
17	Effectively modulate voice tone appropriate to meet situational needs and not to upset/scare or stress a patient. Ability to adjust voice volume and tone appropriately for calmness and respectfulness.		

#### IV. Environmental Aspects:

The PTA student must be capable and able to adhere to infection control environmental aspects as related to exposure to Bloodborne pathogens.

	<b>Some specifics for mobility and motor essential function</b>	<b>I am capable of meeting these requirements</b>	<b>I am not capable of meeting these requirements</b>
1	Willingness to treat patients regardless of health condition or infectious state of patient.		
2	Ability to adhere to standard precautions.		

V. Behavior and Psychosocial Skills:

The PTA Student must demonstrate good judgment, and the ability to develop empathetic and therapeutic relationships with patients and others. The student must have a tolerance for close and direct physical contact with a diverse population. This includes individuals of all ages, races, socioeconomic, and ethnic backgrounds and a variety of people with weight disorders, physical disfigurements, and medical or mental health problems. This includes but is not limited to:

	<b>Some specifics for mobility and motor essential function</b>	<b>I am capable of meeting these requirements</b>	<b>I am not capable of meeting these requirements</b>
1	Ability to recognize and respond appropriately to potentially dangerous situations.		
2	Ability to uphold the APTA Code of Ethics.		
3	Ability to maintain patient confidentiality.		
4	Ability to simultaneously work with multiple patients, families and colleagues.		
5	Ability to work with lab partners, patients, families and others during stressful conditions, including but not limited to medically or emotionally unstable individuals, and providing CPR or other emergency interventions.		
6	Ability to encourage cooperation and collegial relationships with classmates, instructors, other health care providers, patients and families.		
7	Ability to prioritize multiple tasks, integrate information and make appropriate decisions.		
8	Ability to cope with heavy workloads, patient demands, and changes in schedules. Flexibility important.		
9	Ability to practice professional and respectful physical touch across genders.		
10	Ability to maintain a professional demeanor in all clinical interactions.		
11	Ability to interact appropriately with individuals of all ages, genders, ethnicity, socio-economic, religious and cultural backgrounds.		
12	Ability to motivate and positively influence patients and others.		

	<b>Some specifics for mobility and motor essential function</b>	<b>I am capable of meeting these requirements</b>	<b>I am not capable of meeting these requirements</b>
13	Ability to work effectively with challenging and terminally ill patients.		
14	Ability to delegate appropriately to others.		
15	Ability to appropriately receive direction and constructive criticism and collaborate with supervisors, academic and clinical instructors, physicians, and other designated health professionals.		
16	Ability to consistently display professional behaviors.		

#### VI. Critical Thinking/Problem Solving:

The PTA student must be able to critically think and problem-solve, calculate, reason and be able to comprehend and process information within the time frame of a session of physical therapy interventions. The student must be able to organize, prioritize and attend to tasks and responsibilities efficiently and effectively. This includes but is not limited to:

	<b>Some specifics for mobility and motor essential function</b>	<b>I am capable of meeting these requirements</b>	<b>I am not capable of meeting these requirements</b>
1	Ability to collect, interpret and analyze written, verbal, and observed data about patients. This requires basic math and algebra computation skills.		
2	Ability to prioritize multiple tasks, integrate information, and make appropriate decisions. Able to do this with just verbal instructions/directions if necessary.		
3	Ability to act safely and ethically in the physical therapy classroom, lab and clinical settings.		
4	Ability to communicate the rationale or reasoning to justify decisions made.		
5	Ability to consult with others to clarify information and to problem solve.		
6	Ability to recognize potentially unsafe situations and react in an appropriate and timely manner.		



	<b>Some specifics for mobility and motor essential function</b>	<b>I am capable of meeting these requirements</b>	<b>I am not capable of meeting these requirements</b>
7	Ability to apply knowledge of principles, indications and contraindications for physical therapy interventions. This includes therapeutic interventions related to human pathology and disability, therapeutic modalities, therapeutic massage, pulmonary hygiene, physical and functional measures, and therapeutic exercises.		
8	Ability to educate PTA students, aides, volunteers, patients, families and caregivers.		
9	Comprehend, retain and retrieve complex information from the liberal arts, basic sciences, mathematics, psychological sciences and clinical sciences applying that information to professional course work.		
10	Participate in the process of scientific inquiry.		
11	Procure evidence-based information and apply it to the practice of physical therapy.		
12	Comprehend, synthesize, and integrate information from written materials, demonstrations, lectures, class discussions, laboratory practice sessions, and real and simulated patients.		
13	Apply information obtained from the classroom, laboratory, and written materials to the examination, assessment, and intervention of real and simulated patients.		

Clinical rotations occur throughout the two-year program and each rotation increases in the time required per week in the clinical setting. The student must arrange their personal schedule and have the ability to compete eight-hour days (40 hours/ week) for six weeks during the final rotation. This final clinical experience provides an integrative measure of the students' capabilities and functionality. Modification to the clinical program or an individual clinic's work schedule is at the discretion of the Academic Coordinator of Clinical Education (ACCE).

Individuals with disabilities who are otherwise qualified will not be denied admission to the program if they can perform these essential functions with reasonable accommodations. (Individuals with Disabilities Policy) Applicants to the PTA Program who have questions or concerns about these requirements are encouraged to contact the PTA Program Director Barbara Ostrowska PT, DPT, OCS: (847) 214-7289 or email at [bostrowska@elgin.edu](mailto:bostrowska@elgin.edu)

I \_\_\_\_\_ can perform the essential functions listed above:  
(check one of the options) & (sign name)

with reasonable accommodations (I need reasonable accommodations to fully participate)

without reasonable accommodations (I do not need any accommodations to fully participate)

PTA students for the PTA Program are required to acknowledge that these essential functions have been provided.

Name: (Print) \_\_\_\_\_ acknowledge the above statement.

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

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

## Students with Disabilities

### College Catalog

ECC welcomes students with disabilities and is committed to supporting them as they attend college. If a student has a disability (visual, aural, speech, emotional/psychiatric, orthopedic, health or learning), s/he may be entitled to some accommodation, service or support. While the College will not compromise or waive essential skill requirements in any course or degree, students with disabilities may be supported with accommodations to help meet these requirements. Accommodations must be reasonable and are specific to the disability and the course.

The laws in effect at college level are the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973, which state that a person does not have to reveal a disability, but if support is needed, documentation of the disability must be provided. If none is provided, the college does not have to make any exceptions to standard procedures.

### Procedure for Requesting Accommodations:

1. Submit documentation of disability to ADA Coordinator.
2. Documentation will be reviewed and student will be contacted, either to provide additional information or to come in for accommodation letter(s) for faculty.

Call 847-214-7417 or e-mail Coordinator of ADA and Student Disabilities Services at [pprobst@elgin.edu](mailto:pprobst@elgin.edu) Disability Services office: B125

For complete information view [Individuals with Disabilities Procedure 3.501](#).

# PTA Program Commitment Form

(Retention Policy)

Following an applicant being admitted to the PTA Program, the student will be expected to review, complete, and sign the **Commitment Form and then return it to the Program Director**. This form indicates the commitment to learning required by the student in order to successfully complete the PTA Program. The student's completed signed copy will be maintained in the student's individual file located in the Program Director's office. If a student cannot commit fully, it is suggested the student reconsider their goals and options.

To Prospective PTA Student

**I am willing and able to commit to** (check all that apply)

**An intense, two-year (5 consecutive semesters) program of study**

Grading Scale throughout program: 92-100% A, 83-91% B, 75-82% C

A grade of C or better is required to pass each/all program related courses and course components.

**Classes that require a high level of problem-solving/critical thinking**

Written examinations require students to apply the information they have learned to various scenarios/situations. This will require students to have a higher level of understanding of the material. Rote memorization of facts will not assist the students in applying the material to real-life situations.

Written Exam Policy: In the event that a student is unable to pass a written examination (scoring < 75%), the student will be required to take a new examination within one week of the original exam being returned by the instructor. The original score remains as permanent and will NOT be changed. The student must achieve a 75% or better on the makeup exam to progress in the PTA Program.

**Hands-on practice and testing of skills**

Lab examinations are utilized throughout the curriculum to assess the student's comprehension of physical therapy theory and application. During lab exams, students receive a patient scenario and perform the physical therapy intervention or measurement as indicated in the Plan of Care. In general, during lab examinations, students are graded on their ability to communicate with their ("simulated") patient, conduct themselves in a professional manner, maintain safety, collect the appropriate data to report patient status, position and drape patient properly, maintain good body mechanics, provide the intervention effectively and efficiently, and document. If a student fails a lab exam, the student will be required to take a new examination. The original score remains permanent and will NOT be changed. The student must demonstrate entry-level criteria on the makeup lab exam to progress in the PTA Program.

**Extra time spent outside of the classroom/lab to master the necessary skills on a weekly basis, a minimum of 2-3 hours per week.**

**Three (3) to four (4) hours of study time for each one hour of credit on a weekly basis** (for example PTA 114 is 3 credit hours and therefore plan to study 9 to 12 hours per week for this one course).

**Additional time spent on campus – which may consist of occasional day, evening, and Saturday hours to complete skill competencies.**

Skill validation will be further explained during mandatory Orientation. Students are expected to practice and refine skills, following initial instruction given during lab (application courses). Skill competencies/validations are REQUIRED throughout the 2-year program. Students are given time frames in which to demonstrate competence in performing a skill. The student first practices with a classmate and then is critiqued by a peer/classmate. Then with a peer/classmate as a “partner” performs the simulated intervention or measurement on the fellow classmate/partner (or instructor) and is validated on his/her performance of the specific skill. The majority of skill validations occur outside of class time.

**Helping others without bias against the cultural background, age, gender, etc.**

**A physically and mentally demanding profession, which requires me to be in good general health and physically/mentally and emotionally able to perform the Essential Functions.**

See ECC PTA Program Essential Functions. A medical exam is required prior to enrolling in the program and clinical sites may require updated physical exams and background checks/drug testing.

**A clinical experience consisting of two 8-hour days per week (Tues & Thurs) for 9 weeks in the second semester (SPRING) for which I may be expected to drive up to 1 ½ hour each direction. I am aware I may be driving a significant distance to my assigned clinical rotation. I also will need to accommodate the hours that the clinical instructor works/tells me.**

**A clinical experience consisting of three 8-hour days per week (M-W-F) for 10 weeks in the fourth semester (FALL) for which I may be expected to drive up to 1 ½ hour each direction. I am aware I may be driving a significant distance to my assigned clinical rotation. I also will need to accommodate the hours that the clinical instructor works/tells me.**

**A clinical experience consisting of 40 hours/week for 6 weeks during the final semester (SPRING) for which I may be expected to drive up to 1 ½ hour each direction. I am aware I may be driving a significant distance to my assigned clinical rotation. I also will need to accommodate the hours that the clinical instructor works/tells me.**

**Having and maintaining health insurance throughout the entire 2-year program**

(Health Tests, Vaccinations, and Insurance Policy)

One of many options is that student health insurance policies can be purchased through the American Physical Therapy Association (APTA) – the national organization supporting PTs and PTAs. A student must become an APTA member to qualify – for information on pricing and membership, contact the APTA at 1-800-999-APTA.

**An initial drug screen and criminal background check.**

**These are required and necessary for clinical experiences.** Random drug screening and criminal background checks may be required. The PTA program requires annual TB, drug testing, and flu vaccinations. More frequent physicals (in addition to physical upon entrance to the program) and/or background checks/ drug testing and TB testing may also be required per a clinical site. I understand that if the clinical site I am assigned requires additional physical/drug/TB or background checks I am expected to comply and I am responsible for the additional costs.

**Note:**

If you were unable to check any one of the preceding boxes, we ask you to reconsider your commitment to becoming a PTA at this time. Ask yourself the following:

1. What is it about the statement(s) that bothered me? Why was I not able to check the box?
2. Is there any way for me to rearrange my work schedule/personal life to meet the demands and time constraints of this program?
3. Is the only reason for my not marking a box – fear? Can I overcome this fear?

If you are able to answer the prompting questions positively – you may wish to start now in making the necessary accommodations that will allow you to be successful in the program. If you have any questions, please contact the PTA program director. The PTA program is excited by the prospect of you joining us in the fall! Please begin working on the necessary steps you will need to put into place to be successful. Now is not too early to be creating a plan.

*If, after answering the above-noted questions, you don't feel you are ready for this level of commitment, you may wish to reconsider your application to the program so that someone else can take advantage of the opportunity. You may consider applying to the program the following year, when the timing may better suit your needs.*

If you easily checked all the preceding boxes without hesitation – you are already on your way to becoming a great PTA. **The ECC PTA Program requires a lot of commitment on your part but it is extremely rewarding.**

Comments

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Printed Name

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Signature

---

Date

## PTA Information

### PTA Definition

Physical therapist assistants (PTAs) provide physical therapy services under the direction and supervision of a licensed physical therapist. PTAs help people of all ages who have medical problems, or other health-related conditions that limit their ability to perform functional activities in their daily lives.

### Qualifications

To work as a PTA, one must graduate with an associate degree from an CAPTE accredited PTA program at a technical or community college, college or university. Graduates must pass the national physical therapy examination (NPTE) and have a valid license in the state of practice. Each licensing authority has its own criteria for taking the NPTE exam and for licensure. Visit the [Federation of State Boards of Physical Therapy](http://www.fsbpt.org) (FSBPT) for more information at [www.fsbpt.org](http://www.fsbpt.org)

### Scope of Practice

PTAs are a vital team member and work under the direction and supervision of the physical therapist. PTAs implement selected components of patient/client interventions (treatment), obtain data related to the interventions provided, and make modifications in selected interventions either to advance the progress of the patient/client as directed by the physical therapist or to ensure patient/client safety and comfort.

PTAs assist the physical therapist in the treatment of individuals of all ages, from newborns to the very oldest seniors, who have medical problems or other health-related conditions that limit their abilities to perform functional activities in their daily lives.

PTAs provide services in a variety of environments: hospitals, outpatient clinics, private practices, home health agencies, rehabilitation centers, school programs, sports and fitness centers, work hardening centers, and skilled nursing facilities.

### American Physical Therapy Association APTA

#### Levels of Supervision

##### General Supervision

The physical therapist is not required to be on site for direction and supervision but must be available at least by telecommunications.

Direct Supervision

The physical therapist is physically present and immediately available for direction and supervision. The physical therapist will have direct contact with the patient/client during each visit that is defined in the Guide to Physical Therapist Practice as all encounters with a patient/client in a 24-hour period. Telecommunications does not meet the requirement of direct supervision.

Direct Personal Supervision

The physical therapist is physically present and immediately available to direct and supervise tasks that are related to patient/client management. The direction and supervision is continuous throughout the time these tasks are performed. Telecommunications does not meet the requirement of direct personal supervision.

**HOD P06-19-13-45** [Initial: HOD P06-00-15-26] [Position]

The American Physical Therapy Association supports the following levels of supervision within the context of physical therapist practice. The following levels of supervision are the minimum required for safe and effective physical therapist services. The application of a higher level of supervision may occur at the discretion of the physical therapist based on jurisdictional law regarding supervision, patient or client factors, the skills, and abilities of the person being supervised, facility requirements, or other factors. Further information regarding supervision is available in the Direction and Supervision of the Physical Therapist, Assistant, Student Physical Therapist, and Physical Therapist Assistant Provision of Services, and The Role of Aides in a Physical Therapy Service.

**General Supervision:** General supervision applies to the physical therapist assistant. The physical therapist is not required to be on-site for supervision but must be available at least by telecommunication. The ability of the physical therapist assistant to provide services shall be assessed on an ongoing basis by the supervising physical therapist. **Direct Supervision:** Direct supervision applies to the supervision of the student physical therapist and student physical therapist assistant. The physical therapist, or the physical therapist assistant, when supervising a student physical therapist assistant, is physically present and immediately available for supervision. In both cases, the physical therapist or physical therapist assistant will have direct contact with the patient or client on each date

of service. Telecommunication does not meet the requirement of direct supervision.

**Direct Personal Supervision:** Direct personal supervision applies to the supervision of a physical therapy aide. The physical therapist, or where allowable by law the physical therapist assistant, is physically present and immediately available to supervise tasks that are related to patient and client services. The physical therapist maintains responsibility for patient and client management at all



times.

**Explanation of Reference Numbers:**

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

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

**American Physical Therapy Association (APTA)****Physical Therapy Education Program Responsibility to Promote the Value Of Membership In The American Physical Therapy Association Hod P06-04-25-21 [Position]**

Membership in the American Physical Therapy Association (APTA) is of great value and importance to the physical therapy profession. To foster the development of professional core values early in their educational experience, students should be introduced to the values and benefits of APTA membership and be invited into the Association at the beginning of their academic education. This formal introduction to the Association should provide students with thorough and accurate information upon which to base their initial decision to join the Association and their subsequent decision to continue membership upon graduation. Therefore, APTA encourages physical therapy education programs to provide formal presentations regarding the values and benefits of APTA membership as an integral part of a student's orientation and throughout the program's curriculum.

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

(Student Code of Conduct) <http://www.apta.org/Ethics/Core/>

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

**Preamble**

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

## Standards

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

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

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

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

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

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

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

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

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

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

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

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

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

3E. Physical therapist assistants shall provide physical therapy services under the direction and supervision of a physical therapist and shall communicate with the physical therapist when

patient/client status requires modifications to the established plan of care.

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

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

4B. Physical therapist assistants shall not exploit persons over whom they have supervisory, evaluative or other authority (e.g., patients/clients, students, supervisees, research participants, or employees).

4C. Physical therapist assistants shall discourage misconduct by health care professionals and report illegal or unethical acts to the relevant authority, when appropriate.

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

4E. Physical therapist assistants shall not engage in any sexual relationship with any of their patients/clients, supervisees, or students.

4F. Physical therapist assistants shall not harass anyone verbally, physically, emotionally, or sexually.

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

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

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

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

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

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

**Standard #6:** *Physical therapist assistants shall enhance their competence through the lifelong*

*acquisition and refinement of knowledge, skills, and abilities.*

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

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

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

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

7A. Physical therapist assistants shall promote work environments that support ethical and accountable decision-making.

7B. Physical therapist assistants shall not accept gifts or other considerations that influence or give an appearance of influencing their decisions.

7C. Physical therapist assistants shall fully disclose any financial interest they have in products or services that they recommend to patients/clients.

7D. Physical therapist assistants shall ensure that documentation for their interventions accurately reflects the nature and extent of the services provided.

7E. Physical therapist assistants shall refrain from employment arrangements, or other arrangements, that prevent physical therapist assistants from fulfilling ethical obligations to patients/clients.

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

8A. Physical therapist assistants shall support organizations that meet the health needs of people who are economically disadvantaged, uninsured, and underinsured.

8B. Physical therapist assistants shall advocate for people with impairments, activity limitations, participation restrictions, and disabilities in order to promote their participation in community and society.

8C. Physical therapist assistants shall be responsible stewards of health care resources by collaborating with physical therapists in order to avoid over-utilization or underutilization of physical therapy services.

8D. Physical therapist assistants shall educate members of the public about the benefits of physical therapy.

## Core Values for the PTA

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

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

### [PTA Core Values](#)

*Please refer to link provided above for more information regarding Values-based Behaviors for the PTA.*

## Newly Accepted Incoming PTA Student Information

When initially accepted, the students will be required to attend mandatory an “Orientation Sessions. PTA students will meet classmates and receive all necessary onboarding information and instructions how to access students support services. The documents and forms each student will receive include, but is not limited to those needed to begin the process of completing medical required data, obtaining textbooks, uniforms, and ECC ID badges, etc. All required medically related information will be submitted to CastleBranch. The student will be provided with instructions and information to establish a CastleBranch account which will monitor and manage all the student’s healthcare information. All required medical information needs to be completed by a predetermined date in July. The Background check and 10 panel drug screen is conducted at specific location provided by CastleBranch and must be completed within 30 days prior to the beginning of the first fall semester, not sooner. The 10-panel drug test is required to be updated annually via CastleBranch and must be completed within 45 days prior to the beginning of the fall semester (4th semester in curriculum). Review [Criminal Background Checks and Drug Testing of Health Professions](#)

### [Program Students Procedure 3.406.](#)

Students that do not complete/comply with all of the medical requirements are at risk of losing their place in the PTA program, (Covid vaccine is mandatory). Students using medical marijuana will not pass the drug test and the drug test must be negative in order for a student to attend a clinical rotation which is a required part of the PTA program and curriculum. All students are advised to screen ECC email account and review those emails several times a week. Other program information, updates and reminders will occur via the ECC student email throughout the summer months prior to first semester.

“Orientation for Success” is a mandatory session in August to complete onboarding process and prepare students for the fall semester Program Calendar and Curriculum.

## Program Calendar

The PTA Program consists of 2 consecutive academic years (5 consecutive semesters) including a summer 10-week semester. The program begins in the fall semester and is completed sequentially after admission to the program. Students attend classes and laboratory experiences at the College in combination with clinical experiences at a variety of clinical locations. The program concludes at the end of the spring semester of the second year with graduation directly following successful completion of the 2-year degree: Associate in Applied Science Degree in Physical Therapist Assistant.

Program semesters include a combination of didactic and clinical education. Didactic education includes classroom courses and laboratories. Clinical education is spent in the clinical settings assisting and performing patient procedures under supervision of a clinical instructor (CI). There are 3 different clinical experiences: spring of the first year, fall of the second year, and spring of the second year.

## PTA Course Registration

The college student information system (Ellucian Colleague) is set up to allow the student to enroll in the PTA program courses only when they have the “admit” status assigned.

All PTA program sections have a set capacity for the number of students allowed to enroll in a course.

<b>Semester</b>	<b># Weeks Didactic (Clinical)</b>	<b>Clinical Hours</b>	<b>Total Credits for semester</b>
Fall semester—year 1	17 wks (0)	0	18
Spring semester—year 1	17 wks (9wks)	144 hrs	15 or 18
Summer session—year 1	10wks (0)	0	10
Fall semester—year 2	17wks (10wks)	240 hrs	16
Spring semester –year 2	10wk + 1wk (6wks)	240 hrs	12

Total of 71 CR or 74 CR

## Student Schedules

Students have access to all course/class schedules online including the specific dates of the clinical rotation upon registration, and as part of the syllabus and clinical schedule provided at the beginning of each semester. On the ECC website, the student also has access to the “student portal” which has a program called “My Progress”. The “My Progress” allows the student to monitor what courses they have completed towards their intended degree and what needs to be completed. The class schedule information is also available on D2L for the current semester courses and in the PTA Student Handbook which is revised annually.

## PTA Curriculum

The PTA Program Course schedules, dates, and times are subject to change. Any changes in the curriculum occur following ECC-appropriate processes and procedures.

**Cohort 2026 Program pre-requisites.** BIO 110, BIO 245, ENG 101, PSY 100, HUM 216 or HRT 3 Credit course elective

### Fall Semester

Course Number	Course Name	Credit	Lecture/lab	First Semester Year One
PTA 112	Communication Documentation	3CR (3,0)	Wed	
PTA 120	Physical Therapist Assisting I	4 CR (3,2)	MW	
PTA 110-100 or 101	Therapeutic Exercise	1 CR (.5,1) Ten students per section	M am Or Wed am	
BIO246	Anatomy & Physiology II	4 CR - (3,2)	Varied times	BIO 246 must be completed
ENG 102	English Comp II	3 CR - (3,0)	Varied	

### Spring Semester

Course Number	Course Name	Credit	Lecture/lab	Second Semester Year One
PTA 114	Pathology	3CR - (3,0)	Friday	
PTA 122	Physical Therapist Assisting II	4 CR - (2,4)	MW	
PTA 123	Clinical Practicum I	3 CR - (0,9)	T/Th 9 wks-144 clinical hours	

<b>Course Number</b>	<b>Course Name</b>	<b>Credit</b>	<b>Lecture/lab</b>	<b>Second Semester Year One</b>
PTA 125	Kinesiology	4 CR -(2,4)	TBA	

**Fall Semester**

<b>Course Number</b>	<b>Course Name</b>	<b>Credit</b>	<b>Lecture/lab</b>	<b>Third Semester Year Two</b>
PSY 218	Human Growth & Development	3 CR (3,0)	Varied	
CMS 215	Intercultural Communications	3 CR (3,0)	Varied	
PTA 231	Physical Therapist Assisting III	5 CR (3,4)	T/Th	
PTA 232	Clinical Practicum II	5 CR (0,15)	MWF for 10 wks -- 240 clinical hrs	

**Spring Semester**

<b>Course Number</b>	<b>Course Name</b>	<b>Credit</b>	<b>Lecture/lab</b>	<b>Fourth Semester Year Two</b>
PTA 241	Physical Therapist Assisting IV	5 CR (3,4)	M, T, W, Th	First 8/9 wks
PTA 242	Clinical Practicum III	5 CR (0,15)	Full time 6 wks – 240 clinical hours	
PTA 250	Seminar	2 CR (2,0)	8 sessions	

Total =71 CR



## Course Descriptions

### PTA 110 Therapeutic Exercise (1) (.5, 1)

**Prerequisite:** Acceptance into the Physical Therapist Assistant Program.

Instruction in a variety of therapeutic exercises will be performed, for example: ROM, flexibility, stretching, strengthening with a variety of exercise equipment. The student will learn proper body alignment and posture during performance of exercises. Topics include basics of the exercise prescription to improve patient goals and outcomes while integrating postural concepts and safety awareness. Other topic will include safety related to guarding and monitoring physical status and physiological responses during exercise. (1.2)

Proficiency Credit: Not Available

Pass/No Credit: Not Available

### PTA 112 Documentation Communication (3) (3, 0)

**Prerequisite:** Acceptance into the Physical Therapist Assistant Program.

This course introduces forms of documentation with emphasis on the SOAP format. Medical terminology related to physical therapy and the healthcare environments is an integral part of the course. Legal and ethical procedures regarding documentation are discussed. Students will be able to document and accurate and effective SOAP note utilizing appropriate medical terminology at the conclusion of this course. (1.2)

Proficiency Credit: Not Available

Pass/No Credit: Not Available

### PTA 114 Pathology (3) (3, 0)

**Prerequisite:** Concurrent enrollment in PTA 122

This course will provide the student with knowledge of specific pathologies for each system of the body including contraindications and precautions of which a physical therapist assistant must be aware. The scientific study of the nature of various disease and related causes, processes, development and consequences will be investigated. Clinical application of knowledge will be expected in concurrent and following physical therapist assistant courses. (1.2)

Proficiency Credit: Not Available

Pass/No Credit: Not Available

## PTA 120 Physical Therapist Assisting I (4) (3, 2)

**Prerequisite:** Acceptance into PTA program; grade of C or better in BIO 110 or BIO 113 or concurrent enrollment in BIO 110 or BIO 113 and concurrent enrollment in PTA 110 and PTA 112. This course introduces the student to the history and principles of physical therapy; standards of practice and conduct for physical therapists and physical therapist assistants; the PT/PTA preferred relationship and respective roles and responsibilities; state and federal laws governing the practice of physical therapists and assistants; overview of the structure and organization of the U.S. health care system; general information about the professional organization and its impact on practice; principles and concepts related to patient/practitioner interactions including psycho-social issues and multicultural competency; principles of patient education; documentation standards; basics of patient care services including transfers, assistive devices, patient instruction; data collection including vital signs, arousal, mentation and cognition; infection control measures; concepts of professional communications; basic clerical functions; and expected professional behaviors and generic abilities. (1.2)

Proficiency Credit: Not Available

Pass/No Credit: Not Available

## PTA 122 Physical Therapist Assisting II (4) (2, 4)

**Prerequisite:** Concurrent enrollment in PTA 114 and PTA 123 and Grade of C or better in PTA 110, PTA 112, PTA 120. Grade of C or better in BIO 240 or BIO 246 or concurrent enrollment in BIO 240 or BIO 246.

This course further develops and refines patient care skills acquired in PTA 120, with additional emphasis on range of motion, functional training, professional behavior and compliance with professional guidelines. Areas of study will include pathophysiology of diseases and disorders specific to physical therapy emphasizing musculoskeletal, nervous and cardiopulmonary systems; joint range of motion and measurement; inflammation, pain and infection; basic pharmacology; patient and family education; study and practice of connective tissue and therapeutic massage; study of lymphatic drainage and manual traction theory; and study and practice of electrotherapeutic and physical agents and mechanical modalities. (1.2)

Proficiency Credit: Not Available

Pass/No Credit: Not Available

## PTA 123 Clinical Practicum I (3) (0, 9)

**Prerequisite:** Concurrent enrollment in PTA 122

This clinical experience provides an opportunity to apply skills from PTA 120 and concurrent PTA 122

in a clinical setting under direct supervision of a clinical instructor. This first of three affiliations meets two eight hour days per week for nine weeks (144 hours total). The affiliation will try to be varied from the first clinical experience and may be in one of the following settings: acute care, out-patient, rehabilitation, pediatrics, skilled nursing facility, neuro or orthopedic setting. Weekly academic projects will be completed with supervision of the clinical instructor emphasizing and utilizing the knowledge gained and correlating with PTA 122 classroom knowledge and skills. Completion of a 15 minute oral presentation, including educational supplemental materials, to the clinical staff members on a topic approved by the Academic Coordinator of Clinical Education (ACCE) and Clinical Instructor (CI) is required. (1.2)

Proficiency Credit: Not Available

Pass/No Credit: Not Available

### PTA 125 Kinesiology (4) (2, 4)

**Prerequisite:** Grade of C or better in PTA 114, PTA 122 and PTA 123

Kinesiology is the study of movement, bringing together concepts from other courses of anatomy, physiology, physics, geometry, and biology and relating them to human movement. An understanding of biomechanics, kinetics, osteo and arthrokinematics is essential to the practice of physical therapy. This course will also serve as a further review of musculoskeletal function. This course will prepare students to understand joint structure and muscle function and aid them in treating disorders of mobility and stability. Body structures previously studied in anatomy and physiology will be further examined as they apply to movement and posture, especially gait. Each major joint of the musculoskeletal system as well as major body systems will be reviewed. Students will enhance their palpation and observation skills in laboratory practice to prepare for patient assessment and treatment. All course information will be related to the application of clinical practice as a Physical Therapist Assistant. (1.2)

Proficiency Credit: Not Available

Pass/No Credit: Not Available

### PTA 231 Physical Therapist Assisting III (5) (3, 4)

**Prerequisite:** Grade of C or better in PTA 125; concurrent enrollment in PTA 232

This course further develops and refines patient care skills acquired in PTA 120 and PTA 122 with additional emphasis on fundamental orthopedic management and the musculoskeletal system. Participants will become familiar with orthopedic surgeries and injuries commonly seen in physical therapy and associated interventions and data collection techniques. Specialized topics include wound care, burns, and considerations for specific and varied patient populations including orthopedics,

sports injury, geriatrics, joint replacement, uncomplicated pregnancy and post-partum status. (1.2)  
Proficiency Credit: Not Available

Pass/No Credit: Not Available

### PTA 232 Clinical Practicum II (5) (0, 15)

**Prerequisite:** Concurrent enrollment in PTA 231

This clinical experience provides an opportunity to apply skills acquired in PTA 120, 122, 123, 125 and concurrent PTA 231 in a clinical setting under direct supervision of a clinical instructor. This second of three affiliations meets three eight-hour days per week for 10 weeks (total of 240 hours). The affiliation will try to be varied from the previous clinical experience and may be in one of the following settings: acute care, out-patient, rehabilitation, pediatrics, skilled nursing facility, neuro or orthopedic setting. Completion of an oral presentation, including educational supplemental materials, to the clinical staff members on a topic approved by the Academic Coordinator of Clinical Education (ACCE) and Clinical Instructor (CI) is required. Emphasis on utilizing the knowledge gained in current and previous PTA courses with safe demonstration of skills in the clinical setting. (1.2)

Proficiency Credit: Not Available

Pass/No Credit: Not Available

### PTA 241 Physical Therapist Assisting IV (5) (3, 4)

**Prerequisite:** Grade of C or better in PTA 231 and PTA 232 and concurrent enrollment in PTA 242

This course includes the theory and practice of skills needed in clinical practice as a PTA in treating patients with diabetic complications, amputation & prosthetic, neurological deficits due to disease or trauma, common pediatric disorders, cardiac and pulmonary conditions. Other topics of study will include the psychosocial issues related to rehabilitation, environmental barriers and adaptive modifications, prescription wheelchair seating systems, a study of normal and abnormal development, neurotherapeutic rehabilitation techniques, and the effects of aging on functional movement across the lifespan. (1.2)

Proficiency Credit: Not Available

Pass/No Credit: Not Available

### PTA 242 Clinical Practicum III (5) (0, 15)

**Prerequisite:** Concurrent enrollment in PTA 241

Supervised clinical practice in a physical therapy department, or facility. Students will have the

opportunity and be expected to apply skills learned in prior PTA courses, skills concurrently taught in PTA 241, and skills learned in all previous clinical education experiences. (1.2)

Proficiency Credit: Not Available

Pass/No Credit Not: Available

## PTA 250 Physical Therapist Assistant Seminar (2) (2, 0)

**Prerequisite:** Concurrent enrollment in PTA 241 and PTA 242

Course explores current issues in Physical Therapy, including career options, professional organizations and governmental regulations, and the role of the physical therapist assistant as an integral member of the health care team is discussed. Students prepare for the physical therapist assistant licensing exam. (1.2)

Proficiency Credit: Not Available

Pass/No Credit Not: Available

### Program Textbooks:

It is strongly advised that all the required textbooks, for each course, be purchased at the appropriate time for that course along with consideration for any recommended resources. Course textbooks are very carefully selected to assist students in learning course material and are to be utilized as a reference during subsequent courses and clinical rotations. The ECC Bookstore will have the list of required and recommended textbooks available prior to each semester.

## Textbook List and Supply Items

\*Textbooks may change on a semester/course basis at the decision of the PTA Program faculty.

Course	Publisher	Author	Title	Required or recommended
<b>PTA 110</b>	Slack Inc.	Bryan	The Comprehensive Manual of Therapeutic Exercises: Orthopedic	Required
<b>PTA 120</b>	Elsevier	Fairchild, O'Shea, Washington	Pierson & Fairchilds Principles & Techniques of Patient Care 6 <sup>th</sup> edition	Required
	Slack Incorporated	Davis & Musolino	Patient Practitioner Interaction—6 <sup>th</sup> edition	Required

Course	Publisher	Author	Title	Required or recommended
			Manual stethoscope & sphygmomanometer	Required
			Gait belt	Required
			Retractable fiberglass tape measure	Required
			Plastic 12" goniometer	Required
	Elsevier	Thompson	Netter's Concise Atlas of Orthopedic Anatomy	<i>Recommend</i>
	Saunders	Netter	Atlas of Human Anatomy	<i>Recommend</i>
<b>PTA 112</b>	Elsevier	Shiland	Mastering Healthcare Terminology 6 <sup>th</sup> edition	Required
	Slack	Erickson & McKnight	Documentation Basics for the PTA	Required
<b>PTA 114</b>	Elsevier	Goodman & Fuller	Pathology for the PTA - 2 <sup>nd</sup> edition	Required
<b>PTA 122</b>	Saunders	Cameron	Physical Agents in Rehabilitation	Required
	Davis	Norkin & White	Measurement of Joint Motion	Required
			Goniometer 12" (from fall semester)	Required
<b>PTA 123</b>	Davis	Roy, Wolf, Scalzitti	Rehabilitation Specialist Handbook	Required
	Merck	Merck	Merck Manual of Diagnosis & Therapy	<i>Optional</i>
	Mosby	Mosby	Mosby's Dictionary of Medicine, Nursing and Health Professions	<i>Optional</i>
<b>PTA 125</b>	Davis	Lippert	Clinical Kinesiology and Anatomy	Required
	Davis	Lippert	Laboratory Manual for Clinical Kinesiology	Required
<b>PTA 231</b>	Lippincott	Kendall	Muscles: Testing and Function (W/CD)	Required

<b>Course</b>	<b>Publisher</b>	<b>Author</b>	<b>Title</b>	<b>Required or recommended</b>
	Davis	Kisner	Therapeutic Exercise	Required
	Slack	Konin	Special Tests for Orthopedic Examination	Required
	Davis	O'Sullivan	Physical Rehabilitation	<i>Optional</i>
	Elsevier	Shankman	Fundamental Orthopedic Management	<i>Optional</i>
<b>PTA 232</b>	Davis	Roy, Wolf, Scalzitti	Rehabilitation Specialist Handbook (from PTA 123)	Required
<b>PTA 241</b>	Saunders	Martin	Neurologic Interventions for Physical Therapy	Required
	Davis	O'Sullivan	Physical Rehabilitation	Required
<b>PTA 242</b>	Davis	Roy, Wolf, Scalzitti	Rehabilitation Specialist Handbook (from PTA 232)	Required
<b>PTA 250</b>	Giles	Giles	PTA Exam: The Complete Study Guide	Required

## Estimated Program Expenses

<b>Expenses</b>	<b>Cost</b>
AHCAS Application	75
Castle Branch Criminal Background check and Drug Testing	138.49
CPR Training	85
Vaccinations	450
Tuition and Lab Fees first and second year	7,089
Textbooks	1,600
ECC logo scrubs	250
Misc. school supplies	200
<b>Total</b>	<b>9,887.39</b>

CastleBranch is a self-management application for all program compliance documentation and

medical requirements and the student will always have access to their information during the program and in the future for employment. This is a one-time fee. If there is required a second special more in-depth background check because of the clinical site requirements, there may be an additional small fee.

## Additional cost related information

- Student is responsible for transportation between clinical sites and ECC campus activities and all expenses associated with this travel.
- This estimated expense does not include the cost of purchasing a health insurance policy. The student is required to maintain health insurance throughout the 2-year PTA program.
- Some clinical organizations require additional background checks, TB testing, and/or physicals---the student needs to be aware that their assigned clinical location/organization may require additional testing and it is the responsibility of the student to comply and meet the requirement or be unable to attend the rotation and therefore risk being unable to continue in the program. Covid vaccine is mandatory and some clinical sites do not accept medical or religious exemptions.
- Above financial figures are an estimate and subject to change at anytime.

## Uniforms

### *(Clinical Dress Code and Hygiene)*

Uniforms must be ordered and purchased through the ECC Bookstore office to ensure the correct color, style and stitching to identify the student as an ECC Physical Therapist Assistant student. Students are encouraged to plan in advanced to ensure their uniforms arrive prior to start of the semester.

The PTA Program colors are black tops and khaki or black pants. Wearing a PTA uniform is required for all lab examinations throughout the program. Clinical sites are informed in advance of the dress code requirement for the PTA program. The student must comply with that clinical site's specific dress code in order to be allowed to attend.

An ECC Picture ID name badge must be worn at all clinical experiences and during lab examination testing. The ID name badge is considered part of the ECC PTA uniform. Each student will receive one ECC picture ID badge free of charge from the Student Services Department. The student is responsible for having the picture taken and securing the ID name badge.



## Resources and Academic Services

### Renner Learning Resources Center (Library)

ECC's library maintains reference books, periodicals, and audio-visual materials related to physical therapy, and are available for student use. The hours of library operation are posted on the [library website](#). All students receive a detailed orientation to the library resources during the first program orientation.

The library is closed Fridays and Saturdays from June through August. The ECC Student Picture ID is also your library card and is required for library services.

### Computer Resources

Students have access to computers located at various computer labs throughout the campus and may rent Chrome books for home use. Building A has a first-floor computer lab in A 119 which is the closest computer lab to the PTA classroom. The Tutoring Center, located on the second floor of the library, also offers basic computer learning assistance including tutorials which are also available online.

All the PTA program courses utilize the Learning Management System (LMS) Desire 2 Learn (D2L) platform to support student learning and access to the course material at any time.

### Tutoring/Remedial Instruction

Tutoring can be arranged at the Learning Center located on the second floor of the library (Building C 230) by calling (847) 214-7256; at [ECC Tutoring Webpage](#).

Hours of operation are posted on the website. There are a variety of subjects with tutoring available. Tutoring information is also available in the [College Catalog](#).

Tutoring and remedial instruction in the PTA Program is available to all PTA students on an individual basis, as needed, by requesting assistance of the program faculty/instructors. Faculty/instructors may initiate remedial instruction when deemed to be in the best interest of the student.

### Retention

*(Retention Policy)*

The Health Professions Division has a dedicated academic advisor, Sarah Buzzelli, MsEd. The advisor is available to help students overcome barriers that might hinder the completion of the program, as

well as provide assistance with graduation and transfer planning. The advisor can make community referrals and coordinate personal, academic, financial, and career-related assistance. Sarah's office is located in B120, her phone number is (847) 214-7286, and her email is [sbuzzelli@elgin.edu](mailto:sbuzzelli@elgin.edu)

The PTA students are introduced to the health profession advisor during the Orientation session and provided with her contact information and must schedule mandatory advising session to discuss the program specific study plan for each individual student. Any PTA student may contact the advisor seeking assistance at any time. PTA Program faculty/instructors may also initiate contact for a student and refer a student to the advisor if they deem it is in the student's best interest.

In addition, the ECC Health Professions Retention Program is an academic support program that provides:

- Individual meetings with students focusing on mentoring, ongoing needs assessment, academic and personal support, and appropriate institutional and community referrals and resources are identified.
- \*\* Workshops focusing on time management, study skills, test-taking skills, and stress management. \*\*no workshops running from me at this time
- Collaboration with instructors to assess the student's academic performance, including test scores, midterm grades, and class grades.
- Semi-regular newsletters highlighting study strategies, departmental information, upcoming events/activities, and student accomplishments.

## Wellness Services

In addition to advising services, the Student Success Center in building B 120 at (847) 214-7390 provides career and counseling services for all ECC students. Career Development Specialists are available to assist with career counseling and career readiness. Refer to the online College Catalog at [elgin.edu/catalog](http://elgin.edu/catalog) or for additional information [ECC Career Development Services webpage](#).

There are Wellness Professionals available to assist students on individual private bases regarding personal issues impacting academics. The student may contact a Wellness Professional directly or a referral by faculty/instructor can be made/advised.

[ECC Wellness Services webpage](#)

## Career Planning and Graduate Placement

Career planning information is provided to the PTA student throughout the 2-year program and begins in the first semester, so the student is aware of options and opportunities.

Information regarding application to other educational programs associated with ECC is available at [elgin.edu](http://elgin.edu). A copy of the AMA Health Professions Education Directory is maintained in the college library and is available for student use. The student may also seek information at [www.apta.org](http://www.apta.org)

Besides classroom sessions, students are advised of educational and employment planning options during clinical preparation, clinical discussions, and individually during PTA Advising Sessions.

During the PTA 250 Seminar course, the fifth semester students are instructed in resume writing and interview skills.

Employment opportunities are posted on the ECC website “Hire Spartans” and shared to all PTA students via email.

## Financial Aid/Scholarships

All applicants are strongly encouraged to visit the financial Aid department and investigate financial aid and scholarship opportunities. Financial Aid information is provided during the PTA Information Sessions, during the Orientations meetings, and the first week of classes. Information is posted in the classroom. The ECC website offers online information at the [financial aid webpage](#). The online information includes how to apply for financial aid, grants, scholarships, loan information, student employment programs and more.

## Health Insurance

*(Professional Liability Insurance Policy; Health Tests, Vaccinations, and Insurance Policy)*

Students enrolled in the Physical Therapist Assistant Program are provided student liability insurance during clinical experiences by the college. It is mandatory that students maintain adequate health insurance during enrollment for this liability insurance to be valid. Student’s medical insurance coverage serves as the primary coverage for any injuries that may occur on the ECC campus or on site at any of the clinical affiliates. The student must submit appropriate health insurance information to their CastleBranch account and CastleBranch monitors for compliance. The student must maintain medical insurance throughout the 2 year/5-semester program.

## Health Services

*(Public Safety Policy)*

At this time there are no health services available on the ECC Campus. In case of injury while on the ECC campus, please review the information on Emergency Response in the college catalog or at: [ECC Emergency Procedures webpage](#).

## Campus Safety and Emergency Procedures

At the start of each fall semester (sophomores) or during orientation sessions (freshman), safety and emergency procedures are reviewed with students.

These procedures include:

- Exit routes
- Review of fire and tornado drills
- Location of fire extinguishers

## Concerns and Complaints

Please discuss any concerns with the faculty/instructor that is involved. However, always feel free to discuss any issues with the PTA Program Director, Barbara Ostrowska PT, DPT, OCS. PD can be reached at 847 214 7289 or by email at [bostrowska@elgin.edu](mailto:bostrowska@elgin.edu).

If the same concern persists after contacting the instructor, and then the Program Director, the next step would be to contact **Denise L. Kruckenberg MS, RRT Dean, Health Professions, at 847-214-7308** [\\*:dkruckenberg@elgin.edu](mailto*:dkruckenberg@elgin.edu)

If there are any concerns or complaints about the Program Director/ACCE, please contact the Dean of Health Professions, Dr. Wendy Miller directly (contact information above).

## Student Complaints, Grievances & Appeals

*(Complaint Procedure; Placement Test Appeals; Appeal of Final Grade Policy)*

<https://elgin.edu/about/legal-notice/procedures/complaint-policy/>

<https://elgin.edu/about/legal-notice/procedures/appeal-final-grade-form/>

See the College Catalog for additional information regarding Resources and Services available to Elgin Community College students or visit [elgin.edu](http://elgin.edu).

## PTA Program Policies and Procedures

### Professionalism and Integrity

*(Student Code of Conduct Policy)*

Appropriate professional behaviors are expected of all members of the learning community. Experience shows that behaviors demonstrated in the classroom do carry over into clinical practice. Violations of the Student Code of Conduct include (but are not limited to ) cheating, plagiarism, falsifying documents or providing false information which may result in disciplinary sanctions as describe in ECC's College Catalog or at [Student Code of Conduct Procedure 4.402](#).

Professional behaviors as well as academic and professional honesty are expected and required at all times. PTA students shall adhere to the APTA's Standards of Ethical Conduct for the Physical Therapist Assistant. PTA students shall also adhere to the Health Insurance Portability and Accountability Act (HIPPA) with regards to patient/client health information records. [U.S. Department of Health & Human Services website](#).

### Professional Development

*(Student Professional Development Policy)*

Students are expected to adopt professional behaviors during their academic preparation. Participation in professional development activities while in the PTA Program is encouraged and recommended.

Students are active student members of the American Physical Therapy Association (APTA), the national professional organization with a goal to foster advancements in physical therapy practice, research, and education. Students are encouraged to attend Illinois Physical Therapy Association (IPTA) district and state meetings. Second year students are encouraged to mentor and help support first year students. Students are encouraged to support and participate in community wellness events and all college activities which promote the PTA program.

### Attendance Policy

*(PTA Grading Policy)*

Students are required to be familiar with and comply with all policies and procedures of Elgin Community College, the Physical Therapist Assistant Program, and its affiliating clinical sites. Failure

to comply with these policies would make the student subject to Disciplinary Procedures as outlined in this PTA Student Handbook.

Attendance records are part of the permanent student file. Attendance is an important consideration in both didactic and clinical course grades and this policy applies to both. We acknowledge that it is the student's right to decide whether to attend class, but the student should understand the following attendance policy information:

- Students are expected to attend all class sessions/meetings/lab sessions for the entire class time.
- Students must notify the instructor prior to any class/absence by email and must complete an absence form (available in the PTA classroom student file cabinet) and submit the form to the instructor. If this process is not followed the student will receive a ZERO for any course work missed or due.
- Three (3) absences from one course will result in lowering the letter grade by one full letter grade. Additionally, there will be lowering of one complete grade per each additional absence. Therefore, 5 absences may result in program dismissal.
- If a student is in danger of failing the course due to absences in emergency situations, they are encouraged to discuss the situation with the instructor. In the event of extreme circumstances, Academic Withdrawals may be granted by the Dean of Student Services & Development. Students must follow the process of application for academic withdrawal as described in the College Catalog.
- The absent student is responsible for all class work missed and must complete all make-up assignments within the due date at the discretion of the instructor.
- Instructors will not repeat missed material.

**NOTE:** Tardiness of 15 minutes or more for a didactic/lab class session is considered an absence.

### Jury Duty and Funeral Leave

- Funeral leave is for members of the immediate family. Immediate family is considered to be a spouse, children, mother, father, brother, sister, grandparents, or in-laws.
- Documentation must be provided for jury duty and for funeral leave.

### Emergency Leave

- In case of emergency or special circumstances, a student may have up to three days of leave. The student must submit a written request to the program faculty.
- The student must make up all missed clinical time and/or class assignments, exams and projects. The student is responsible for contacting the faculty, and getting, learning and

understanding the missed information.

## Academic Standards

Due to the nature of study in physical therapist assisting, some of the academic guidelines are stricter than other programs.

- Classes are not to be missed without prior notification and/or approval of the instructor. This includes all PTA classes as well as clinical assignments. In the event of an absence, it is the responsibility of the student to call the instructor prior to the expected time for reporting to class or clinical assignment.
- If a test is missed, it must be made up as instructed in Make-up Examinations/Tests/Quizzes/Lab Exams Policy Statement. Being allowed to make-up a scheduled test is a privilege that may be withdrawn if the privilege is abused.
- Tests will always be announced; however, pop quizzes may be unannounced. Any student missing an unannounced quiz may not be allowed to make it up and will receive a grade of 0.
- All homework and reading assignments are listed in the course syllabus. It is the student's responsibility to refer to these syllabi for these assignments.
- If "extra help" is needed with a PTA course, the student should approach the instructor prior to the day of a test. Students can refer to the schedule to determine availability of the instructor during designated office hours.
- Limited "demonstration" of skills will occur in the classroom and lab sessions. Students are expected use the conceptual information, read and follow instructions, problem solve and critically think as would be required in the clinical setting. Demonstration of techniques are used when safety is paramount. Experiential learning results in a better content retention as well as a more competent clinician.

## Standard Grading Policy (Student Grades Policy; PTA Grading Policy)

PTA students of ECC will adhere to all ECC's grading policies and procedures as described in the [ECC College Catalog](#) or in the [Administrative Procedures](#).

In addition, PTA students will adhere to all academic standards specific to the PTA Program. These standards have been adopted to assure both safe clinical practice and success on licensure examinations.

1. Students must achieve a minimum of a C in all courses required in the PTA curriculum, including general education courses.
2. Students who fail to achieve a C in any course that is required in the curriculum must see the Program Director to determine how that grade affects the student's ability to

proceed/progress in the program.

3. A minimum of 75% must be achieved in all PTA courses to remain in the program. Students receiving less than 75% in any PTA course, including clinical practicums, will receive a failing grade for the course and will not be able to progress in the program.
4. All general education course work must be successfully completed by the semester listed in the curriculum. It can be completed earlier, but not later.
5. All PTA courses must be successfully completed in the order they appear in the curriculum as the information depth and breadth increases as the program progresses.
6. The PTA program faculty/instructors reserve the right to deduct classroom points and/or lower the academic grade based on demonstration of unprofessional behaviors in classes, labs and course related activities.
7. Students taking general education course work concurrently with PTA courses who fail to achieve a grade of C or better in a general education course will be unable to progress in the PTA Program unless they can successfully complete the required course before that course appears in the curriculum.

#### PTA Grading Scale:

- A = 92-100%
- B = 83-91%
- C = 75-82%
- F = <75%

#### Academic Course Grades

Each didactic course provides a course syllabus that outlines the methods of student's performance evaluation and grading. Each course has specific objectives. Instructors may include any or all of the following in calculating and weighting the course grade: homework, assignments, quizzes, examinations/tests, final examinations, class participation, written papers, D2L activities and participation, professional behaviors, presentations, group projects, laboratory activities, skill competencies, practical lab examinations and attendance. Students are required to meet the objectives in theory, skill, and clinical course work.

#### Physical Therapist Assistant Student Professional Behaviors Policy

The behavior of the student in the classroom/lab as well as the clinical environment is a representation/display of his/her professional behaviors. Professional and ethical behaviors are expected at all times throughout the program. This includes respect of faculty/instructors, fellow classmates, and clinical instructors. Disrespectful and/or unprofessional behaviors displayed in the classroom/clinical environment places a student at risk for immediate dismissal from the program.



The student may be referred to the health professions retention specialist one time for disrespectful/unprofessional behaviors and if no improvement noted or recurrence of behaviors is noted, the student is at risk for dismissal from the program. Refer to the Standards of Ethical Conduct for the PTA and Values Based Behaviors for the Physical Therapist Assistant by the American Physical Therapy Association. The program teaches the importance of professional behaviors/respectfulness and what that includes during the first semester of the program.

Professional dishonesty which includes any unethical or lack of respectfulness in the classroom/lab area as well as the clinical environment is a serious offense within the college community. Ethical agency is a standard of Elgin Community College's Health Professions Division. Examples of dishonest/unethical/disrespectful behaviors includes but is not limited to:

- Unprofessional/negative/disrespectful/derogatory comments about or to faculty/instructors or consistently demonstrating lack of completing assignments.
- Falsifying documentation
- Lying about performance or behavior displaced
- Failure to self-limit when incompetent to perform a task/skill Failure to follow procedures according to policy
- Failure to report patient care mistakes to a clinical instructor
- Covering up for the unsafe behavior or unethical/rude behavior of another student Practice as a PTA student when impaired by drugs or alcohol.
- Any violations of the HIPAA

## Student Advising Sessions

Students are recommended to meet with their instructors as needed for guidance and support related to coursework and professional/clinical development. Individual Advising sessions occur when necessary if indicated by faculty and on student's request.

## Make-up Examinations/Tests/Quizzes/Lab Exams Policy Statement

*(PTA Grading Policy)*

No routine make-up examinations/test/quizzes/lab exam will be offered or given unless specific circumstances were discussed with faculty. If you are absent the day one is given, you will receive zero points UNLESS you have made prior arrangements with the course instructor.

- A make-up examination/test/quiz/lab exam may consist of a different format than the initial test format.
- If you are absent, you must also complete the absence form consistent with program procedure noted previously. The student will be expected to take the make-up exam on the first day of return to the college.
- Patterns of repeated missed exams will not be tolerated as it interferes with timelines of grading and the integrity of the examinations. Therefore, students are allowed ONE make-up exam during the semester for credit unless otherwise specified by instructor.

## Examinations/Tests/Quizzes Grading Policy Statement (*PTA Grading Policy*)

Students must achieve a minimum of 75% on all course work including each written exam/quiz/test. Students scoring less than 75% on a test/quiz/exam/lab exam will be required to take a second written exam/quiz/test. No opportunity to improve the original grade is provided—the original grade earned on the FIRST attempt will stand. If the second score is again less than 75%, the student fails the course and will be unable to progress in the program. The second failure of the same test/quiz/exam shows that the content has not been learned and the student is unable to safely progress in the program.

The overall cumulative average of all written exams/tests/quizzes per individual course must be equal to or greater than 75% to successfully pass the course, and the cumulative average of all lab exams per individual course must be equal to or greater than 75% in order to successfully pass the individual course. A cumulative score of less than 75% for written examinations/tests/quizzes or a cumulative score of less than 75% for all lab exams will result in failure of the associated course and the student will be unable to progress in the program.

- The cumulative average of all written exams/tests/quizzes per individual course must be equal to or greater than 75%: cumulative average of all written exams less than 75% will result in failing of the course with a grade of F for the course, and unable to progress in the program.

If there is a pattern of 3 or more failing of the first attempt and passing the second attempt cycles in one semester, the student's progress will be evaluated to see if the student is qualified to continue in the program.

If there is a pattern of failing quizzes/tests/exams on the first attempt which continues in the subsequent semester PTA course/s, the student's progress/behavior pattern will be reviewed and the student may not be able to progress in the program as this continued pattern demonstrates academic deficiency and/or behavioral issues regarding the seriousness of the courses and the impact in subsequent courses and clinical rotation.

If a student fails a course, they will be unable to progress in the program which means unable to continue with any PTA courses. If a student fails in a PTA didactic course or PTA clinical course prior to the last withdrawal date for that course the student needs to follow the ECC College policies and procedures: [ECC Withdrawal Procedures webpage](#).

If the student fails a course after the last withdrawal date for that course, they will receive a grade of F for that course which results in being unable to progress in the program. In this case, if past the withdrawal date for any of the PTA courses that semester, the student will follow the ECC withdrawal policies. With any course failure, the student is unable to progress in the program which means they will be unable to register for any future PTA courses at the conclusion of that specific semester. The student who fails the course is not eligible for readmission/ reenter but may reapply to the program [ECC Withdrawal Procedures webpage](#).

### Skill Validation Policy (PTA Grading Policy)

Throughout the PTA program, there will be specific skills that are required to be demonstrated to a faculty or skill validator. These skills meet minimal expectations of clinical performance and are a REQUIRED component of each didactic course. Students may have an opportunity to practice these skill competencies during scheduled supervised lab classes or during another supervised lab practice. Students must successfully complete the skill competency/validation prior to the lab examination which will contain the skill. Skill validations/competencies are evaluated on a pass/fail basis utilizing a skill validation form provided by faculty prior to activity. The course faculty decides which skills and methodology will require validations.

If the student fails the first attempt of a skill validation, the student must participate in a remediation activity. If the student fails the second attempt after remediation activity, the student will fail the course associated with the skill validation and will receive a grade of "F" for the course and will not be permitted to progress in the program.

If at any time a student fails to demonstrate competency of a skill that was previously deemed successful in the lab or in the clinic, the competency is revoked, a referral for remediation is issued, and the student must demonstrate the skill with 100% accuracy in order to continue in the program.

### Lab Examination Policy Statement *(PTA Grading Policy)*

Practical laboratory examinations are evaluated utilizing established criterion and an accompanying rubric. The skill specific rubric is used throughout the program for all lab examinations.

Students who do not take the practical laboratory exam at the scheduled time will automatically fail the exam unless the instructor is informed about the mitigating circumstances. The student will be required to make up the exam. The student is responsible for arranging to take the make-up lab

exam. Patterns of repeated missed lab examinations will not be tolerated as it interferes with timelines of grading and the integrity of the examinations.

### Remediation Procedure

A student who does not meet the lab examination criteria and fails a lab examination will be offered a one-time remediation opportunity and issued a remediation form. They must remediate with either the course faculty or skill validator and must retake the lab exam within the timeline indicated by the instructor. The second attempt for the lab exam is graded on a pass/fail basis. No opportunity to improve the original grade is provided; the original grade on the first attempt will stand. The student must pass the lab exam on the second attempt to remain in the program.

The cumulative average of all lab exams per individual course must be equal to or greater than 75%; cumulative average of all lab exams less than 75% will result in failure of that course.

Successful completion of all lab examinations in all PTA courses is required to remain in the course and progress in the PTA Program. Failed lab examinations indicate an inadequate skill level.

### Course Assignment Policy (*PTA Grading Policy*)

Assignments may be delivered electronically by a designated method in the LMS (D2L) directed by the instructor. Assignments are specifically selected and chosen to enhance the learning and knowledge of the student. Assignments may be submitted on or before the due date for credit. Late assignments will not be accepted for a grade---all late assignments earn a zero. Any late assignment must meet the minimal passing criteria (75% or better). Missing assignments will result in a failing grade for the entire course. It is the faculty right to adjust the procedure due to specific and reasonable mitigating circumstances.

### Classroom Lab Policies

#### Laboratory Skills Practice

PTA students learn skills in the lab sessions by practicing on lab partners in preparation for performance on a patient/client. By participating in lab classes, the student is consenting to practice skills on lab partners and in turn consenting to act as a lab partner. Hands on participation are required for the learning process. Students are supervised to ensure that the student prepares the equipment, performs the procedure, and concludes the skill correctly and safely. Full lab participation requires rotation of lab partners and role playing. Performance of lab maintenance duties is also required. In addition, it is expected that students will need additional lab time to develop minimal skill competency.

***(PTA Policy: Privacy/Informed Consent & Laboratory/Human Subject******PTA Policy: Safety (Including the Use of PTA Equipment and Space in the Program)******PTA Policy: Electrical Medical Equipment and Calibration Maintenance*****Lab Risks and Safety**

Safety in the application of all interventions is a primary emphasis in the PTA Program as it should be in your future practice. As with any intervention/treatment, you must understand that there exists the possibility of discomfort, muscle soreness, freezing or burning of tissue, or other unexpected phenomenon. It is your responsibility as a student to adhere to safety guidelines. The student must report any problems, concerns or feelings of discomfort to the instructor immediately.

Respectfulness of individual rights and privacy is very important as you will be role- playing with classmates/lab partners.

The PTA program students are educated about the program policies during orientation and have an opportunity to review several documents prior to first semester to ensure their understanding of safety when participating in the program activities on the campus and clinical settings. Students review and acknowledge requirements: including Essential Functions of PTA Student, PTA Program Commitment Form, and Voluntary Assumption of Risk & Release of Liability. The program faculty ensures students safety in the lab environment when utilizing electrical and all other equipment maintenance. The calibration of the electric equipment is performed on a yearly basis in January prior to the Spring course start date. The preferred and approved college vendor performs calibration and electric check of all equipment used during laboratory activities. After completion of the service PD receives a report indicating which equipment is functioning consistent with required standards and FDA regulations. Only equipment that passed the inspection and was calibrated is utilized for the lab activities. All equipment pieces which did not pass the inspection and are no longer functioning properly are removed from the lab and disposed of.

1. Participation in labs requires that students practice on other PTA students and that they will be a “subject” to be practiced on by other PTA students. This will occasionally involve exposing areas of the body and touching areas of the body while learning a clinical skill or technique. While every effort is made by PTA faculty to address modesty issues, students need to understand that this is part of the learning process and cannot be avoided.
2. Full participation in supervised labs requires lab clothing (shorts, t-shirts, tank tops, sports bras), safe and proper use of equipment, participation in preparation and clean-up, role-playing, consent to practice with lab partners (includes hands-on participation), and agree to respect individual rights and privacy.

3. Human Subject/Privacy/Informed Consent: By signing the PTA Student Handbook Agreement Form, and Voluntary Assumption of Risk & Release of Liability the student acknowledged and permitted to participate fully in all lab activities.
4. The signed Student Handbook Agreement form will be placed in the student's PTA Program file and also maintained in the Castle Branch records.

## Lab Clothing

(Clinical Dress Code and Hygiene Policy; Privacy/Informed Consent & Laboratory/Human Subject Policy)

Observation of movement, palpation, assessment and intervention/treatment of the extremities and back and neck may be a component in each lab session. Appropriate lab clothes need to be worn and should be available at every class session so that if the didactic information would be better understood with lab class information combined, the student is always prepared. Wear clothing that will preserve modesty but allow access to these areas. Suggested lab clothes include shorts, t-shirts, tank-tops, halter style tops, and sports bras. Lockers are available for storage of lab clothes.

## Lab Skill Acquisition Progression

There are many skills the student needs to become competent in performing. Skills are presented in a preplanned sequence. Each student needs to allow plenty of opportunity to learn, practice, make mistakes, and develop competency. Acquisition of skills will not be perfected during a single classroom session, a single lab class session, or practice session, but requires repeated practice on the part of the student.

Step	Topic	Specifics
1	Read	Read assignments and review notes. Come into the lab class ready with a general understanding of what will be covered that day.
2	Demonstration and Experiential Learning	The instructor will either demonstrate the skill or have a guided experiential learning lab.
3	Lab Practice	You will practice the skill/techniques in the lab class with a lab partner. It is extremely valuable for learning to change lab partners.
4	Practice with a Partner	During available times, practice the same skill with a partner. If you have questions, seek the answers.
5	Peer Check	Request a classmate as a partner while you perform the skills. Offer constructive criticism so that each person learns the correct/better method.

Step	Topic	Specifics
6	Skill Validation Check	Skill Validations are required on certain skills and will be conducted by faculty of skill validator. If you do not pass, the instructor will indicate what you missed. You will need to reschedule to repeat the skill validation check on another day.
7	Practical Examination	Practical exams incorporate a number of skills and techniques into a single session of testing. The instructor will provide deadlines and consequences for failing to meet the deadline.

## Student Hours and Safety

- The student schedule will include alternating days of clinical rotations and classes. This information is available on LMS D2L platform for the current semester courses and in the student handbook. The exact hours for individual clinical sites are not known until after the selection process is concluded.
- Students are not allowed to utilize the classroom after hours, unless a faculty member is on premises. The students may request the use of the lab and schedule the practice with previous faculty notification. The students must notify the faculty which skills and equipment they will work on.
- Students are not allowed to use electrical equipment unless a faculty member is in the classroom.
- Children are not allowed in the classroom.
- Supervised practice lab times are available during the academic week.
- Students are expected to demonstrate safety during lab validations and practical exams.
- Students are to notify program faculty of any contraindications to a technique prior to the demonstration or practice of a skill.
- If a student develops a medical issue that may affect participation or safety, a physician medical release is required to excuse the student as well as to allow the student to resume participation.

## Student Health and Safety Policies

Students must complete Health Professions Personal Medical History Form before enrollment, including documentation of immunization records and blood titers provided. Forms are provided to students following admission to the program. Students must maintain a Castle Branch account and upload required and current health profession's medical and compliance requirements.

- Students must undergo a two-step Mantoux tuberculin test prior to enrollment in the first

semester and an update/repeat at the beginning of the second year (4th semester) of the program. A blood quantiferon test is also acceptable annually.

- Students are strongly advised to undergo a hepatitis B vaccination. Students refusing the vaccination must sign a declination form.
- Flu shots are required annually each fall semester. Covid vaccination is mandatory.
- Some clinical affiliations require repeat/updated proof of physical fitness, TB testing, drug testing and background testing in addition to what the program normally requires.
- Compliance with Health Professions Division Statement on Safety located in Appendix.

## Student Illness or Injury

### [\(Communicable Diseases Policy\)](#)

- Student absence due to illness or injury must comply with the Attendance Policy.
- Any student who contracts a communicable disease must comply with the appropriate Infection Control and Communicable Disease Policies of the clinical site where the student is assigned as well as the Communicable Diseases Procedure outlined in the College Catalog.
- In cases of injuries that may occur during regularly scheduled hours on ECC's campus or on the property of a clinical affiliate, the student must complete an incident report in consultation with the clinical supervisor and program faculty or administrator.
- If a student becomes ill while in the clinical area, the student is to report to the supervising therapist, CI and the PTA program faculty.
- Student illness or injury that results in an absence in excess of three days requires that the student obtain a physician's clearance to return.
- Any temporary or permanent restriction on the student's ability to perform clinical assignments requires a physician's release.

## Student Safety and Incident Reports

### *(Public Safety Policy, Bloodborne Pathogens, Communicable Diseases Policy)*

- Students must comply with hospital and clinical site policies for reporting safety incidents. Hospital/facility orientation or student clinical orientation presents information about safety issues pertaining to hospital/facility security and incident reporting.
- A student with any concerns, issues, and problems relative to safety issues should report and ask for assistance from the clinical instructor and program faculty.
- Students should also refer to the Health Professions Safety Statement in the Appendix of this Handbook.



## Infection Control Policy

(Communicable Diseases Policy) <https://elgin.edu/about/legal-notices/procedures/diseases-life-threatening-illness-policy/>

Standard precautions prevent the transmission of communicable diseases and provide for the safety of students, staff and patients. Successful completion of specific components of PTA 120, and prep session for the clinical courses PTA 123, PTA 231 courses serve as documentation of completion and review of these competencies.

## Student Records Policies

(Student Academic Records Policy; Records Retention and Disposal Policy; Confidentiality of Student Records) <https://elgin.edu/about/legal-notices/procedures/student-academic-records-policy/>

During enrollment in the PTA Program, the student record includes but is not limited to:

- Clinical and didactic grades
- Attendance records
- Clinical education records
- Records of student conferences
- Skill validation and lab examination records
- Health records
- Program admittance records

The College and PTA Program maintain the confidentiality of student records in compliance with the Family Education Rights and Privacy Act (FERPA, 1974). The program also abides by the Health Insurance Portability and Accountability Act (HIPAA, 1996). A locked file in the office of the Program Director houses program student records. Information from student records is released ONLY after receipt of a written request from the student.

## Parking and Transportation

(Parking and Towing Policies)

- ECC's Main Campus has restricted parking which requires display of a parking permit or tag. Refer to the ECC College Catalog for additional information.
- Students are expected to provide their own transportation to and from class and clinical sites, some of which may be up to 80 miles away one direction. All transportation costs are the sole responsibility of the student.
- Students are expected to have valid driver licenses and current insurance as required by state law to operate motor vehicle.

## Smoking Policy

*(Smoking on Campus Policy, Administrative Procedure 3.801)*

ECC is a smoke-free campus. Campus buildings are all smoke-free. Students must comply with this policy. Smoking is only allowed in designated areas. Please refer to the ECC College Catalog for the Smoking Policy. Violation of affiliate's smoking policies may result in permanent restriction from that assigned clinical site.

For the purpose of ECC's administrative procedure, "smoke" or "smoking" means the carrying, smoking, burning, inhaling, or exhaling of any kind of lighted pipe, cigar, cigarette, hookah, weed, herbs, electronic cigarettes, faux-smoking devices, or any lighted smoking instrument. "Smoke" or "smoking" also includes smokeless tobacco products which are any loose, cut, shredded, ground, powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked.

## Drug-Free Campus

*(Drug-Free Campus Policy, Administrative Procedure 3.401)* [ECC Drug-Free Campus Policy webpage.](#)

Students accepted into the PTA Program must submit to a drug test prior to enrollment and prior to the fall semester of the second year. Results of all/any drug test must be negative to remain in the program. Program officials can request that a random drug test be done at any time if a student's behavior becomes problematic and characteristic of drug use. Clinical sites may request additional drug testing and the results must be negative. Refer to the Drug Free Campus Procedure 3.401 in the College Catalog or at [ECC Drug-Free Campus Policy webpage.](#)

## Dissemination of the PTA Student Handbook

Each PTA student can access a copy of the PTA Program Student Handbook PDF on the PTA program website. Students receive the instruction and link to the Handbook when they are admitted to the program. Students are to familiarize themselves with its contents and abide by all policies and procedures. Students are required to print, sign off and submit the signature page of the PTA Student Handbook. The Handbook content is reviewed during the first and second student orientation.

The PTA Program P&P manual is available upon request.

## Snow Day Policy

If the college is closed, students are not required to attend the clinical practicum; however, any missed clinical time will need to be made up hour-for-hour. The school cannot assume risk

associated with weather conditions, therefore, the decision about when and where to travel is a matter of individual judgement. A clinical will require the clinical hours missed to be made up hour per hour in agreement with your clinical absence due to weather instructor. If the college is closed the student is not expected to come to campus.

Check the [ECC Emergency Procedures webpage](#) for current information about school closings.

Current students, faculty and staff are automatically signed-up for ECC's emergency alert system. You will receive text messages if there is a campus emergency. When a situation arises that requires an emergency broadcast, the college will send a text message to the cell phone number you provided to the college.

You can review and/or update your contact information in the alert system. You can verify that the correct phone number(s) and emails(s) are entered in the system. Making changes to your contact information in the emergency alert system does not change your contact information globally in ECC systems.

## Fire Safety Policy

ECC conducts fire drills routinely for safety awareness. Classroom exit route is posted in the classroom A 157 by the classroom entrance. Program actively evacuates building when fire alarm activated including all drills. Encased fire extinguisher/alarm located directly outside classroom door.

## Pregnancy Guidelines and Procedures

Declaration of pregnancy is at the discretion of the student. If the pregnant student elects not to declare her pregnancy, it is expected the student will fully participate in all classrooms, lab and clinical experiences without any restrictions or modifications.

Whether or not the pregnancy is declared, the pregnant student is advised to consult with her physician. The student may select one of the following options:

### Continued Full-time Status

The student must be able to meet the academic requirements, perform the clinical objectives and the PTA Student Essential Functions to continue in the program.

- Class time missed due to pregnancy or maternity leave will be treated as any sick time (See attendance guidelines and procedures in this manual and attendance policy in the ECC Catalog).
- Clinical time missed due to pregnancy or maternity leave will be treated as any clinical sick time (see clinical attendance guidelines and procedures in this manual).

- Physician ordered lifting restrictions will be considered and if the student is able to achieve the course and/or clinical objectives then accommodations may be instituted.

## Leave of Absence

Upon learning that she is pregnant, a student may opt to discontinue the didactic and clinical components of the program until after she has delivered.

Because PTA courses are only taught once a year and during the same semester every year, it may mean that the student must sit out for an entire year before the student can re-enter the program and re-enroll in the semester's courses at the point where she withdrew. This is dependent on available space. See the Readmission Policies and Procedures in the Manual for further information.

## Cell Phone/social media

Students should turn off cell phone (or silence devices) when in the classroom, lab class or at a clinical site. No headphones are allowed in the classroom during class sessions nor in the lab during lab instruction/validations/exams. This is to be respectful of others and not disturb the learning environment. Students who must answer a call must step out of the classroom/lab to do so or wait until an appropriate break in time. You may NOT answer calls or use your phone during clinical duty. Exceptions to this policy are at the instructor's discretion. Students may not video tape nor audio tape class or lab sessions without prior permission of the instructor. Remember anything posted via social media is available forever. Any negative or controversial postings related to the college, program, instructors, clinical sites and clinical instructors, patients, and fellow students is deemed unprofessional behavior and may result in immediate dismissal from the PTA program.

## Program Progression

### Progression/Withdrawal/Dismissal/Program Reentry Policies

*(Standards of Academic Progress Policy; Student Grades Policy; Dismissal and Readmission Policy; Withdrawal Policy; Health Professions Dismissal Policy)*

[Standards of Academic Progress Policy](#)

[Student Grades Policy](#)

[Schedule Changes and Course Withdrawals Policy](#)

[Withdrawal Policy](#)

### Progression in the Program

Students are graded and evaluated according to their ability to meet objectives and criteria of the program curriculum. To progress in the program the students must achieve the established grading standards. The program will increase in difficulty as the student progresses through the program both clinically and didactically.

Students, who stop attending a PTA course and do not complete course requirements, will receive a failing grade and therefore, will be unable to progress in the PTA Program.

Students who fail a course in the PTA curriculum will be unable to continue/progress in the PTA Program. This includes a general education course, a didactic course, or a clinical course, or any combination thereof. The student who fails the course is not eligible for readmission/ reentry but may reapply to the program.

Students must successfully complete all courses in the PTA Program according to the sequencing structure found on the Program Curriculum. The exception to this is that any general education course may be completed prior to the semester that it is scheduled or during the semester that it is scheduled. Please see the PTA Program Curriculum for specifics.

### Withdrawal Policy

*(Administrative Procedure 2.102)*

Students must follow the college withdrawal policy found in the College Catalog or [ECC Withdrawal Procedures webpage](#).

In addition, for the student-initiated withdrawal, the student is required to submit a formal letter to the Director of the PTA Program stating intent regarding the withdrawal from the program.

Failing any PTA course in the program will result in being unable to progress in the program. Refer to

[ECC Withdrawal Procedures webpage.](#)

## **Dismissal and Readmission Policy**

### **PTA Program Dismissal Policy**

Students are responsible for maintaining appropriate standards of conduct as described in the Health Profession Policies and Procedures Manual and program specific student handbooks.

A written warning may be issued for infractions of program policies or professional standards. A copy of the written warning will be kept on file in the program director's office.

Students who continue to violate program regulations or professional standards for which they have previously been given a written warning will be permanently dismissed from the PTA Program.

When behavioral/affective reasons warrant immediate action, a student may be dismissed from the PTA Program without a written warning. For example: cheating or plagiarism or HIPAA violations (etc) may result in immediate dismissal from the PTA program.

Students who have been permanently dismissed from the PTA Program are permanently dismissed from the Health Professions Division at ECC.

Students who have been dismissed from a health professions program are prohibited from applying to any other Health Professions program at ECC.

Causes for dismissal include, but are not limited to:

1. Unprofessional or dishonest behavior
2. Actions which jeopardize patient safety
3. Infractions of clinical facility policy

### **Dismissal Procedure**

1. Program officials will review all facts and documentation related to the student's violation of program policies or professional standards.
2. The program official will prepare a Notice of Permanent Dismissal that outlines the specific reasons for the dismissal.
3. The program official will meet with the student to present the Notice of Permanent Dismissal. A student who is dismissed from a health professions program will not be

permitted to attend any further program specific courses.

## Due Process/Student Appeal of Dismissal

The student has the right to appeal the decision to the Dean of Health Professions. The student must submit the appeal in writing within ten (10) school days of receiving the Notice of Permanent Dismissal. The Dean of Health Professions will inform the student of their decision in writing within ten (10) school days of receiving the appeal. The Dean's decision is final.

Students have a right to appeal the decision and follow the procedure as noted in the [college Administrative Procedures](#).

## Readmission PTA Program

For readmission consideration the student must meet the following criteria:

- Resubmit the Health Professions Program Application to the Health Professions Department. Meet all admission requirements for entry into the PTA Program for the academic year in which reinstatement is being requested.
- The student must demonstrate academic knowledge retention by successfully completing comprehensive exams for each course previously passed in the curriculum. The student must demonstrate successful competence in all skills previously completed to ensure competency on technical level.
- Provide updated CPR, resubmit all medical information and titers; update criminal background check, drug test, and provide proof of current medical insurance coverage. All requirements must be completed before the first day of classes.
  - Students are limited to ONE opportunity for readmission.
  - **If a student fails a course due to safety concerns/issues and/or ethical/professional issues, that student is not able to be re-admitted to the program.**
  - There is no priority given to the student in the readmission process/admission process for previous admission status. Students are limited to readmission in a one-year time frame. Student will not be readmitted after more than one academic year of time has passed.
  - The student may be re-admitted on a space-available basis following successful re-demonstration of all appropriate skill competencies and demonstration of content

knowledge. Didactic and clinical courses must be completed simultaneously as indicated in the college catalog.

- If the student does not successfully re-demonstrate all required skill competencies and/or does not demonstrate academic knowledge retained, the student will not be readmitted to the program. The student would need to reapply to the program.
- If a student interrupts his/her program prior to the completion of the first semester, the student is required to reapply to the program. There is no priority given to the student for previous admittance status. The applicant will be assessed with all other applications.
- If a student interrupts their program after the first semester, they must submit a formal letter indicating intent and discuss the situation with the Director of the PTA Program.
- The student may be re-admitted on a space-available basis following successful re-demonstration of all appropriate skill competencies and demonstration of content knowledge.
- Didactic and clinical courses must be completed simultaneously, as indicated in the catalog. Repeating a course that requires clinical placement or affects clinical sequence will be contingent upon clinical openings as determined by the program director. Re-entry into clinical courses cannot be guaranteed.
- Clinical placement availability may be an issue as determined by the ACCE/ program director.
- Suppose the student does not successfully re-demonstrate all required skill competencies and/or does not demonstrate academic knowledge retained. In that case, the student will not be re-admitted to the program after the first semester. The student would need to re-apply to the program. There is no priority given to the student for previous admittance status.

The decision to grant readmission into the Physical Therapist Assistant Program will depend upon:

1. There being space available in the requested re-entry physical therapy course and/or clinical course.
2. The completion by the student of all criteria for readmission into the Physical Therapist Assistant Program.



3. Students will be readmitted on a first come-first served basis according to date the criteria for readmission is met.

Students who were unable to progress in the program/dismissed due to any of the following reasons may be refused readmission pursuant to ECC's Student Code of Conduct Procedure (4.402), Academic Integrity Policy, and the Health Professions Dismissal Policy:

- Cheating on exams
- Plagiarism
- Using loud or abusive or threatening language
- Threatening the health or safety of another individual
- Possession of drugs or weapons
- Intoxication
- Removing or damaging property
- Divulging confidential information
- Negligence
- Any unprofessional, unethical or unlawful behavior in and or impacting the clinical setting.

## Graduation Requirements and Information

ECC's PTA Program is designed to be completed in 5 continuous semesters. A PTA student is eligible for graduation only after meeting the following criteria:

- Candidates for graduation must complete a formal "Notice of Intent to Graduate" during the semester in which they will intend to complete graduation requirements. This will normally be before Feb 1st of the second year in the program.
- Successful completion of all required didactic and clinical courses.
- Successful completion and documentation of CAPTE and IDPFR required clinical hours.
- Payment of all tuition, graduation and other fees and/or fines.
- Students are encouraged to participate in the ECC sponsored graduation ceremony in May of each year.
- Students must apply for graduation in order to have the AAS degree posted on their final transcripts

## General Disciplinary Policy

It is expected that the PTA Student consistently demonstrates professional and ethical behaviors when representing ECC or the PTA profession in any way. All malpractice laws apply to students as they do to licensed professionals, and as such students need to be aware of the implications to their careers of unprofessional behavior. Students must abide by the American Physical Therapy Associations *Standards of Ethical Conduct for the Physical Therapist Assistant* and the *Values Based Behaviors for*

a PTA ([www.apta.org](http://www.apta.org)), in addition to compliance with the policies and procedures specific to the PTA Program of ECC, compliance with the policies and procedures of Elgin Community College, the Health Professions Division, and the clinical affiliates of the PTA Program. Any student who does not comply with the policies and standards is subject to disciplinary action. The Program Director and faculty determine the type and severity of the disciplinary action employed. The PTA program officials are responsible for all decisions regarding student dismissal.

## Coaching

### *(General Disciplinary Policy)*

- Coaching is an immediate remedy, utilized by the faculty or staff to correct a student's conduct, performance or attendance.
- All coaching sessions are confidential and conducted in a positive and constructive manner.
- The student receives goals and suggestions/solutions for the problem (s) that prompted the coaching session.
- Documentation of each coaching session becomes a part of the confidential file (Advising form utilized).
- If, after coaching, the problem(s) is/are not corrected, the student will be subject of additional discipline, the severity of which will depend on the student's violation(s).

## Student Complaints, Grievances & Appeals

### *(Complaint Procedure; Placement Test Appeals; Appeal of Final Grade Policy)*

#### [Complaint Policy](#)

#### [Appeal of Final Grade Procedure](#)

## Due Process/Student Appeal

Students have the right to file a complaint regarding issues they feel require a solution. Students should follow the appropriate Student Appeal/Complaint Procedure or Grade Appeal Procedure as outlined in the ECC College Catalog.

## Complaint Resolution Procedures

### *(Administrative Procedure 4.401)*

The Commission of Accreditation in Physical Therapy Education (CAPTE) accredits the Physical Therapist Assistant Program of ECC. Accreditation demonstrates that a program adheres to the national educational standards that have been accepted by the profession. Students who have

concerns regarding the program's compliance with the accreditation standards should follow the procedures outlined in the programs Due Process/Student Appeals Policy. Clinical partners, individuals and groups who have concerns regarding the program's compliance with the accreditation standards and may have concerns or complaints related to the program practices should follow the procedures outlined in the programs Due Process/Student Appeals Policy.

Students with complaints or grievances regarding the PTA Program should attempt to resolve the issue in the following manner:

- Within 20 days, consult with the individual (faculty or clinical instructor) in an attempt to resolve the issue.
- If there is no resolution, the student is encouraged to consult with the PTA Program Director. The Program Director must respond within 10 days.
- If there is no resolution, the student is directed to continue the appeal with the Dean of Health Professions who must respond within 10 days.
- If there is no resolution, a formal letter of appeal or complaint may be submitted to the Dean of Student Services and Development or Associate Dean of Student Success or the support person of his/her choice in this process within 10 days of the dean's decision. The Dean of Student Services and Development or the Associate Dean of Student Success will conduct a preliminary investigation. The complainant will be notified either in writing, in person, by mail or email.
- Students can appeal the decision by requesting a hearing of the Student Affairs Committee
- Refer to the College Catalog Complaint Process, Administrative procedure 4.401.
- Refer to the Policy and Procedure Manual for processing of complaints made by non-student entities (*Complaints Affecting the PTA Program from Outside Sources Policy*).

### Complaint Resolution Procedures/Program Director

Complaints/grievances regarding the Program Director/ACCE should attempt to be resolved with the PD/ACCE. If no resolution or prefer not to discuss with program director, direct concerns/grievances or complaints to the Dean of Health Professions, **Denise L. Kruckenberg MS, RRT, A106.02 | 847-214-7308 | [\\*:dkruckenberg@elgin.edu](mailto:*:dkruckenberg@elgin.edu)**

### Complaints Affecting the PTA Program from Outside Sources

Complaints from clinical education sites, employers of graduates, and the general public will follow

this procedure for investigation and resolution. This policy and procedure follow the organizational structure of ECC and the PTA Program.

### Procedure:

1. Initial complaint is directed to the PTA Program director. The Program Director will assess the complaint and attempt to resolve the issue to the satisfaction of the person/organization.
2. If the complaint is about the PTA Program Director, the complaint may be directed to the Dean of Health Professions and then follow steps below of b thru e with goal of resolution.
3. In the event of unsatisfactory resolution, the complainant will be directed to the following individuals in this sequence:
4. Dean of Health Professions
5. Dean of Student Services and Development
6. Vice President of Teaching, Learning and Student Development
7. President of Elgin Community College
8. Board of Trustees of Elgin Community College District 509
9. Records of complaints and any action taken will be retained in electronic files by the PTA Program Director and HP Q drive.
10. Any and all outside complaints will be reported to the Dean of Health Professions by the PTA Program Director and documented in department meeting minutes.
11. Any and all outside complaints regarding the program director will be reported to the Dean of Health Professions and discussed with the PTA Program Director as appropriate.

### 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 for complaints. You can find the link on the PTA Program webpage.

## Student Rights and Responsibilities

*(Confidentiality of Student Records, Official and Confidential Contact with students)*

- Students have the right to institutional policies and procedures safeguarding the freedom to learn. Students are responsible for knowledge and application of the policies and procedures.
- Students have the right to take reasonable exception to the data or view offered in any course of study and to reserve judgment.
- Students are responsible for knowing material offered in any course of study.

- Students have the right to orderly procedures of academic evaluation without prejudice.
- Students are responsible to maintain standards of academic performance for each course.
- Students have the right to confidentiality by all PTA Program/College employees.
- Students have the responsibility to respect the confidentiality of others.
- Students have the right to a carefully considered policy regarding the information that is part of the student's permanent education and financial record, and the conditions of records disclosure.
- Students are responsible for maintaining confidentiality of their records. Students have the right to discuss appropriate issues and to express opinions.
- Students are responsible for maintaining positive public relations for Elgin Community College and the Physical Therapist Assistant Program and its clinical affiliates.
- Students have the right to printed institution clarification of standards of behavior that are considered essential in appropriate situations.
- Students are responsible to know these policies. Disciplinary action may result from violations of these policies.
- Students have the right to adequate safety precautions within the clinical facilities.
- Students are responsible for practicing safety measures within the college and its clinical affiliates.
- Students have the right to participate with faculty in periodic review of the grading system.
- Students are responsible for seeking clarification or assistance from faculty regarding academic standing.

## PTA License Information

Once a student has successfully completed the PTA program and has graduated with the AAS Degree in Physical Therapist Assisting, he/she is eligible to apply for the state licensure examination. Licensure information may be obtained from the [Federation of State Boards of Physical Therapy](http://www.fsbpt.org) at [www.fsbpt.org](http://www.fsbpt.org) and the [Illinois Department of Financial and Professional Regulation](http://www.idfpr.com) at [www.idfpr.com](http://www.idfpr.com).

A state issued license is required in order to be employed as a PTA in any of the 50 states in the United States. License renewal is every 2 years and 20 hours of continuing education (CE) must be completed/documented within the 2-year renewal period.

## Clinical Education Policies and Procedures

### Clinical Education

*(PTA Grading Policy; Clinical Evaluation Policy; Final Grade for PTA Clinical Experience)*

The process of becoming a competent PTA is complex and involves a combination of mastery of patient care and technical skills as well as the development of professional behaviors, attitudes, and critical thinking. To facilitate this growth and development, the student must develop an awareness of the expectations of the educational program. This section of the PTA Student Handbook is dedicated towards the goal of providing guidelines and standards of behavior for the student PTA. During the two years of education the program provides over 600 hours of clinical experience to allow graduate to sit for the state licensure examination.

As stated earlier in this handbook, it is expected that PTA Student consistently demonstrates professional and ethical behaviors when representing ECC or the PTA profession in any way. All malpractice laws apply to students as they do to licensed professionals, and as such students need to be aware of the implications to their careers of unprofessional behavior. *PTA students must abide by the American Physical Therapy Associations Standards of Ethical Conduct for the Physical Therapist Assistant and the Values Based Behaviors for a PTA* ([www.apta.org](http://www.apta.org)) in addition to compliance with the policies and procedures specific to the PTA program of ECC, compliance with the policies and procedures of Elgin Community College, the Health Professions department, and the clinical affiliates of the PTA Program.

### Complaints Regarding PD and clinical faculty:

Any concerns/issues/complaints involving the clinical course faculty and or PD that are unable to be resolved may be directed to the Dean of Health Professions for resolution: **Denise L. Kruckenberg MS, RRT**, A106.02 | Elgin, IL 60123 | 847-214-7308 | [dkruckenberg@elgin.edu](mailto:dkruckenberg@elgin.edu)

### Clinical Education Participation

Clinical education is an integral portion of the curriculum of ECC's PTA Program. During clinical experiences, the student is given the opportunity for application of the knowledge and skills learned in the classroom and laboratory setting. The student works with actual patients under the supervision of a clinical instructor (CI) who may be a physical therapist or physical therapist assistant employed by the clinical site. The goal is for each student to gain a wide variety of patient experiences through each clinical experience. To promote communication, delegation of responsibilities and interactions with PT students will complete several clinical course assignments which will require collaboration with supervising PT. Criteria for grading each course are discussed

in the syllabus. Ability to participate in the clinical portion assumes the student:

- Has fully participated in and demonstrated competency in the skills identified as components of the present and past semesters.
- Has successfully completed all previous academic and clinical work.
- The faculty address the student's clinical preparedness and utilize the Clinical Preparedness form. If any concerns are identified those are addressed prior to clinical course start date.
- The student will utilize professional dress and behavior as a PTA student and representative of the PTA Program of ECC.
- The student maintains current medical requirements (including Covid vaccination), negative drug testing, completed background check, active Health Insurance policy, and CPR.
- Students must adhere to all clinical site healthcare compliance P&P, including but not limited to Patient Rights and privacy Rules, consent to treat, HIPAA, OSHA, BBP, medical, background and drug testing procedures.
- Students must comply with clinical site-specific Patient Right and Responsibility compliance P&P including patient right of refusal to work with the student. Student must always gain the patient consent to treat unless otherwise specified by the supervising CI and under direction of the PT.

## Clinical Education in the Curriculum-Hours

The clinical education consists of 3 separate experiences:

- First year—spring semester---PTA 123 Tuesdays and Thursdays at 8 hours each day for 9 weeks totaling 144 clinical hours.
- Second year—fall semester PTA 232—Monday, Wednesday, Fridays at 8 hours each day for 10 weeks totaling 240 clinical hours
- Second year—spring semester PTA 242—full time 40 hour/week/6 weeks experience totaling 240 clinical hours.

## Clinical Education Definitions:

ACCE/PD: Academic Coordinator of Clinical Education (employed by ECC; responsible for development, coordination, and evaluation of the clinical education program.



CCCE: Clinical Coordinator of Clinical Education (clinical facility employee who is responsible for coordination of clinical assignments between the facility and the academic institution).

CI: Clinical Instructor (clinical facility employee who is the clinical educator or clinical supervisor providing direct supervision in the clinical learning experience and who is responsible for assessing student's performance)

Clinical Site: A health care facility with a legal agreement with ECC that provides clinical experiences for PTA students.

## Establishing a Clinical Affiliation

*(Learning Site Agreement Policy)*

Clinical sites are established either by contact from the PD of ECC or by the clinical site contacting the PTA Program expressing an interest in working with students. A Clinical Affiliation Agreement must be completed, agreeable, and executed to both parties to establish a working affiliation relationship.

A student is welcome to suggest a potential facility or site for consideration to the ACCE/faculty and appropriate follow up will be performed. A PTA student may not attempt to solicit their own clinical rotation at any time in the program. Contacting a clinical site individually and asking if they will accept you as a student is not permitted.

## Clinical Site Assignments Procedure

*(PTA Grading Policy; Clinical Evaluation Policy; Final Grade for PTA Clinical Experience)*

PTA students will only attend clinical courses at the healthcare centers with active and current Clinical Affiliation Agreements fully executed.

The ACCE will assign students to appropriate clinical sites and instructors. Every effort will be made to ensure that each student gains experience treating patients in a variety of clinical settings.

Depending on the interest of the student and the availability of clinical sites, it may be possible to gain experience in a specialty area (pediatrics, sports medicine, home health, industrial rehab, etc). Assignments are made based on:

- Strengths/needs of the clinical site
- Strengths/needs of the student

- Type(s) of clinical rotations previously experienced by the student

Travel time is considered during the assignment process but cannot be a deciding factor. Students may be asked to travel up to 1-1.5 hours in one direction for clinical experiences. The student is responsible for all transportation and any lodging expenses incurred.

## Preparing for the Clinical Experience

*(CPR Certification Policy, Bloodborne Pathogen Exposure Policy; Communicable Diseases Policy; General Emergency Issues Affecting PTA Student while at Clinical Experience Policy)*

### [Criminal Background Checks and Drug Testing of Health Professions Program Students Policy](#)

Students must review, complete, and sign a “Health Professions Division Voluntary Assumption of Risk and Release of Liability” form prior to the first semester. Medical and legal requirements have been discussed earlier in this handbook.

A student who has any change in his/her physical or psychological condition that requires medical attention and/or intervention, must have a Medical Release form signed by his/her physician. This authorization to continue may be obtained from the Program Director. All students are required to submit proof of health insurance coverage. These health requirements are mandated by the clinical sites to ensure student and patient health and safety. A student must have all current clinical health requirements on file at Castle Branch and provide information to the facility upon their request while adhering to HIPAA related laws. PD screen and reviews student’s account to ensure the accuracy and completeness of the records.

1. Students must have current medical insurance coverage during each clinical experience for the college to provide liability insurance coverage (*Professional Liability Insurance Policy*).
2. Students must maintain current CPR certification for the healthcare provider (only American Red Cross or American Heart Association are accepted).
3. Students are required to have completed/passed criminal background checks.
4. Students are required to have completed all medical requirements (medical form) and have current yearly negative drug testing, 2-step TB testing and fluvaccination.
5. Some clinical sites may require additional medical information, and the student must comply in order for the clinical site to accept the student. Suppose a student does not comply with or chooses not to comply with any additional requests by the clinical site. In that case, the student is not guaranteed another clinical placement for that clinical experience. This situation

would impact the student's

6. All students must comply with the Health Care Compliance Policies and Procedures of the clinical sites they have been assigned, including but not limited to HIPAA, OSHA, HR specific guidelines.

The program's student health requirements have been developed based on industry standards to minimize the health and safety risks for both students and the patients. In addition, clinical contracts of cooperating agencies require that students meet the same health requirements as agency employees. The students may require presenting with other specific medical requirements and vaccines.

Students must attend pre-clinical mandatory sessions before clinical course to prepare for the clinical experience. Sessions include a review of BBP, safety precautions, Patient Rights and Responsibilities including right of refusal, HIPPA instruction, ethics, and professional behavior review, PT supervision requirements, review of all course information and goals and expectations for the rotation, some guest speakers, and/or a review of some skills. All sessions are planned, and the student well notified of the session/s time and agenda. A post-clinical session to debrief and share may also be required.

## Clinical Attendance Policy

*(PTA Grading Policy; Clinical Evaluation Policy; Final Grade for PTA Clinical Experience)*

- Attendance is required for all assigned clinical hours/days and track attendance using a time log.
- If absent from a clinical experience, the student must notify the CI and the ACCE (see previous instructions regarding Attendance Policy). All absences or time missed must be made up hour- per-hour. Make-up days are scheduled with the availability of the CI.
- In the event a CI/site is unable or unwilling to assist a student with makeup time, the student must meet with the PTA Program Director to determine a plan of action that may require the student to attend another clinical site.
- Missed time must be made-up within the current semester in a timely fashion. Failure to make up missed time may result in failure of the course and dismissal from the program.
- Taking sick days for personal business or job interviewing during clinical time is not allowed.
- Repeat instances of clinical absence may result in disciplinary action and will result in a reduction of the clinical grade and may result in program dismissal.

- Clinical Experiences: The student will need to adjust their personal schedule in order to meet the schedule of the clinical site. During a clinical, the student is allowed to take a 30 min lunch break unless otherwise notified. A student must have the approval of the clinical instructor to leave the assigned clinical area.
- The center coordinator of clinical education (CCCE) or clinical instructor (CI) is responsible for ensuring that students are in a safe environment.
- Safety issues and policies are reviewed with students during orientation to each facility.

## Clinical Tardiness Policy

*(PTA Grading Policy; Clinical Evaluation Policy; Final Grade for PTA Clinical Experience)*

A student is tardy if she/he is more than 5 minutes late for scheduled clinical assignments. Students should be ready to work ten minutes before scheduled clinical start time.

- Three incidences of tardy in a clinical rotation/semester will count as one (8 hour) absence. The absence must be made up hour-for-hour (8 hours).
- Tardiness of clinical assignments may also reduce the student's clinical grade. If 3 tardy incidences occur during one clinical experience the grade will be reduced by one letter grade (in addition to makeup of 8 hours of clinical time). This grade reduction may result in failure of this experience, resulting in dismissal from the program.
- Tardiness is considered unprofessional behavior, and a clinical site has the right to request the student not return. This may result in failure of the course and ultimate dismissal from the program if no other site is available for the student.

## Overtime

*(PTA Grading Policy)*

At times, it may be necessary for a student to stay later than his/her assigned time if the student is involved in a case where it would not be in the patient's best interest for the student to leave. Staying late assures continuity and/or quality of patient care. It is not the program's policy to allow the accrual of "overtime". The student should always seek permission from the CI before departure for the clinical day.

## Professional Behavior Policy in the Clinical Settings *(Student Code of Conduct Policy)*

Professional and ethical behaviors are expected throughout the program. Refer to Code of Conduct in

College Catalog, the APTA Standards of Ethical Conduct for the PTA, the Values-based Behaviors for the PTA, the physical therapy practice act, and all other conduct related policies in this handbook.

1. The students are educated and must understand clinical sites healthcare compliance policies and procedures and must adhere to those at all times.
2. Patient Rights and Responsibilities are noted in the clinical sites policies and procedures and PTA program students must adhere to clinical site including obtaining consent for treatment procedure (unless otherwise specified by the CI in charge).
3. The program students must understand the patient has a right of refusal of their treatment and must respect and follow the specific procedure implemented by the clinical site in those specific situations.

## Smoking - Clinicals

All clinical affiliates are “Smoke-Free” environments---therefore smoking is not permitted during clinical hours (this includes personal vehicles). Patients may be allergic to smoke.

ECC is a smoke free campus--smoking is allowed only in designated parking areas. See College Catalog policy for specifics.

## Clinical Grading Procedure

The Clinical Education Plan and Policies section describes the clinical grading policy. The ECC faculty performs the grading for all the clinical courses with input from the clinical instructors.

Each clinical experience results in a final grade that becomes part of the student’s academic record, The program faculty, with feedback from PD/ACCE and clinical instructors, determines the clinical grade utilizing appropriate documentation provided by students/ clinical instructors and other specific clinical course requirements. The course syllabus for each clinical course provides further grading information. The grading-specific expectations are described in clinical course syllabi. The student must receive a final grade of C or better to continue in the PTA Program. The clinical course must be taken in conjunction/simultaneously with the appropriate didactic/lab classroom course All faculty, CI, PD/ACCE, and students must complete APTA Clinical Performance Instrument (CPI) training prior to utilizing this assessment tool.

## Procedure

1. Each clinical site will have a Clinical Instructor (CI) who provides the required supervision, direction, and coaching to the PTA student during the clinical experience. The CI is responsible for accurately and appropriately completing the Clinical Performance Instrument

(on the web portal). The CI must complete appropriate APTA training to utilize CPI.

2. The clinical instructor completes the CPI at midterm and final, and information is available for viewing by faculty and PD/ACCE on the CPI website. All other appropriate communication, assignments, and documentation related to the student's clinical experience for that semester is included in determining a final grade.

## PTA Student Clinical Evaluation Steps

The APTA Physical Therapist Assistant Student Clinical Performance Instrument (CPI) will be utilized for all clinical practicum evaluations. It is the responsibility of the clinical instructor (CI) to complete the CPI. It is the responsibility of the ECC faculty to determine the grade assigned. Determination of the grade will include consideration of:

1. Midterm and final assessments are reported in the CPI instrument
2. Written self-assessment at midterm and final using CPI
3. Skill competency checklists
4. Relevant communications between the CI and the faculty
5. In-service presentation to clinical staff on a physical therapy topic agreed upon by the student, the CI
6. Completion of weekly activities and assignments
7. Attendance
8. The final grade must have documented information to confirm the grade
9. The PTA Program complies with ECC's [policy 4.403 for the appeal of final grade](#)

**If a student fails a clinical course (which results in being unable to progress in the program) due to safety concerns/issues and/or ethical/professional issues in the clinical setting, the student will not be readmitted to the program.** The failing grade is provided by the ECC faculty with feedback and input from the clinical instructor of the attended clinical facility and any and all documentation, email communication, telephone and in-person communications.

If a student is asked to leave a clinical site by the CI or CCCE/other clinical site personnel for safety reasons/concerns/issues which may involve technical/patient care issues and/or ethical/professional which may involve communication/patient interaction safety issues, the student has failed the clinical course and will receive an F grade for the course.

If a student is asked to leave for communication and/or other patient care concerns, the PD and faculty will investigate and work with the student. The student may fail the course pending the outcome of the investigation.

Student Code of Conduct: ECC Administrative Procedure 4.402 located in Appendix and [elgin.edu](http://elgin.edu)

ECC Health Professions Dismissal Policy is located in Appendix of this handbook.

## Dress and Appearance Policy/Uniforms

*(Clinical Dress Code and Policy; Safety Regulations Regarding the Use of PTA Equipment in the Program)*

Professional standards of appearance are important to the overall quality of patient care and the perception of the patient. Poor personal hygiene will not be accepted. A clinical site has the right to send a student home for inappropriate dress and appearance. This will be documented as an absence in the clinical assignment. ECC picture ID badge must be worn at all times. Some clinical sites may provide the student with another ID badge during that clinical experience which should then be worn at all times.

Students must abide by the clinical facility's specific dress code requirements if different from the ECC PTA Program dress code requirements.

Uniforms for male and female students must be ordered/purchased from the ECC Bookstore by each student prior to the designated order deadline date. The color combination for the PTA students is black and khaki. The purchase of all tops must be through the ECC Bookstore to ensure that they have the necessary ECC logo and "Physical Therapist Assistant Student" stitched on the left chest area.

If the student chooses not to purchase pants from the bookstore, the student may wear ankle length khaki professional pants.

**Failure to adhere to the dress code policies will result in a reduction of the clinical grade and/or disciplinary action.**

### Other Dress and Appearance Policy Considerations

- Appropriate footwear is required at all clinical facilities for aesthetic and safety purposes. Shoes must be clean and neat at all times. No clogs, no crocs and no Quarks permitted. No open-toe shoes, no sandals, high heels, or boots of any type are permitted. Socks must always be worn.
- Undergarments must not be visible. This applies to the classroom and laboratory area as well.

- Fingernails must be clean and no longer than ¼ inch beyond the pad of the fingertip during clinical experiences. Artificial nails, nail wraps, nail artwork and nail jewelry are not permitted for patient caregiver due to hospital infection control policies. No bright nail polish or designs are permitted. This policy is based on the potential for chipped nails to harbor pathogens.
- Hair must be clean, combed away from the eyes/face and tied back if shoulder length or longer. Extreme hairstyles are not acceptable. Hair must be in naturally occurring colors (no purple, green, orange, etc). Facial hair should be appropriately trimmed and groomed.
- Perfumes/scents, colognes or aftershave are not allowed to be worn because of allergy causing reactions that may occur affecting the safety of patients. Students also need to be aware of offensive odors such as smoke on clothing and halitosis. Patients who are not feeling well may be sickened by such odors.
- Jewelry must be conservative and discrete and kept to a minimum as it places the patient at risk of injury and it places the student at risk for potential infection. Also, jewelry can get caught on equipment.
- No visible tattoos are allowed in the clinical sites. All tattoos must be covered. This includes tattoos on arms, wrists, hands, legs, ankle, neck, face or other visible areas.
- Bubble gum, chewy candies and other food should not be in patient areas or when in direct contact with patients, families, visitors or other professional in person or when on the phone.

## Annual OSHA Bloodborne Pathogens Education Policy

### *(Blood borne Pathogens Exposure Policy)*

The Centers of Disease Control ([www.cdc.org](http://www.cdc.org)) recommends Standard Precautions for the care of all patients, regardless of their diagnosis or presumed infections status.

Proper application of principles of standard precautions will assist to minimize the risk of transmission of Bloodborne pathogens. Health care workers who have draining wounds or weeping rashes should refrain from all direct patient care and from handling patient-care equipment and devices used in performing invasive procedures until the condition resolves. The PTA students undergo education related to safety precautions and exposure to BBP during their first semester of the program and the review of the material is completed before second clinical rotation.

In the event that a student or instructor is exposed to blood or body fluids, either in a Health Professions classroom, lab on campus or while at a clinical facility the procedure outlined below must be followed.

1. Immediately report exposure to instructor/clinical coordinator/preceptor.
2. Thoroughly clean area with large/copious amounts of water and antibacterial soap. In case of splashes to the eye, flush with water for 10-15 minutes using eyewash.



3. The student/instructor who is exposed should report to the nearest emergency room for first aid and baseline testing.

**Note: All health care services provided to a student as a result of a BBP exposure will be at the expense of the student.**

- Student/instructor—must be tested for Anti-HBs (if the Hepatitis vaccine series was not received and HIV Antibody. Consent is required).
  - Source—should be tested for HBsAg and HIV Antibody.
  - If the source tests positive for HBsAg and the student/instructor tests negative for Anti-HBs, it is recommended that the student/instructor receive Hepatitis B immune globulin as soon as possible (within seven days of the exposure).
  - If the source is not tested, the student/instructor should be encouraged to receive Hepatitis B immune globulin immediately.
  - Follow up HIV antibody testing is recommended for the student/instructor at 6 weeks, 3 months and 6 months.
  - Extended HIV follow-up for 12 months is recommended for exposed student/instructors who become infected with HCV following exposure to a source co-infected with HIV and HCV.
4. Complete a Post Exposure Incident Report (available online) and Handbook.

## Guidelines for Protecting the Health of Self and Others

*(Public Safety Policy; Fire Safety Policy; Bloodborne Pathogen Exposure Policy; Communicable Diseases Policy)*

PTA students are expected to adhere to the following guidelines in order to protect themselves, patients and other health care team members from injury, infection, and harm. A student who does not follow the standards of safe practice or college behavioral standards will be dismissed from the learning site in accordance with the policies and procedures outlined in this Student Handbook.

1. Follow Standard Precautions and Bloodborne Pathogen Exposure Plan (see appendix).
2. Use appropriate body mechanics when moving, lifting and bending; seek assistance for lifts/moves when additional help is needed.
3. Follow principles of clean and sterile techniques.
4. Follow agency policies and procedures for the use of restraints.
5. Assist client/patient in gaining self-control and/or use self-defense techniques in potentially dangerous situations.
6. Maintain a clean, orderly work environment, free of safety hazards.

7. Do not expose patients/families and/or agency (clinical) staff to possible infectious agents.
8. Communicate changes in patient/client status in a timely manner.
9. Familiarize yourself with each clinical site's safety policies in case of fire, tornado or other emergencies.
10. Confidentiality of patient information maintained.

**The college and/or clinical site are not responsible for any accidents or injuries to the students.**

## APTA SUPERVISION OF STUDENT PHYSICAL THERAPIST ASSISTANTS

Student physical therapist assistants, when participating as part of a physical therapist assistant education curriculum, and when acting in accordance with American Physical Therapy Association policy and applicable state laws and regulations, are qualified to perform selected physical therapy interventions under the direction and supervision of either the physical therapist alone or the physical therapist and physical therapist assistant working as a team. When the student physical therapist assistant is participating in the delivery of physical therapy services while being supervised by the physical therapist alone or the physical therapist and physical therapist assistant working as a team, the physical therapist or the physical therapist assistant is physically present and immediately available at all times. The physical therapist or the physical therapist assistant will have direct contact with the patient/client during each visit as the visit is defined in the Guide to Physical Therapist Practice. The physical therapist maintains responsibility for patient/client management at all times, including appropriate utilization of the physical therapist assistant as described in Direction and Supervision of the Physical Therapist Assistant, and for interventions performed by the student physical therapist assistant.

## Confidentiality Policy

The relationship between a Physician/Therapist/Health Professional and the patient is very personal and absolutely confidential, both ethically and legally. As a student, you will be exposed to patient protected health information in the course of your clinical experience. It is a firm policy of the Health Care Agency/clinical facility and ECC that these matters of confidence never be inappropriately discussed or shared with either inside or outside the clinical organization or college. Students are to read only that part of the record that is absolutely necessary and that may pertain to the physical therapy aspects of the patient. For more information regarding the [Federal Health Insurance Portability and Accountability Act](#) (HIPAA rule) on privacy and security rules visit [U.S. Department of Health & Human Services website](#).

Violation of this policy will be grounds for immediate dismissal from the program.

## Rights and Privileges of the Clinical Instructor (CI)

### *(Academic and Clinical Development Policy)*

The ECC PTA Program values the clinical faculty involved with the clinical education of our students. CIs and CCEs are entitled to rights and privileges as a result of their participation.

ECC's PTA Program Director and program faculty are available to assist the clinical site and CI in providing opportunities for professional development and continuing education. Opportunities will be provided based on individual or clinical facility needs or requests, as determined by an assessment or upon request.

Assessment of Clinical Education Faculty professional development is performed by several different means including CI Self-Assessment, ACE CI Assessment Form, ongoing informal/formal interaction with the ACCE, student assessment of clinical sites and may be based on information gathered at site visits.

Program academic faculty is available to provide in-services for any affiliating clinical facility on mutually agreed upon topics when time permits. ACCE is available for any coaching or individual development concerns a CI may experience.

Clinical faculty may use departmental resources located in the PTA Program classroom, laboratory and program faculty offices. CIs are encouraged to contact the ACCE for a list of available departmental resources.

Clinical faculty are allowed use of ECC's [Renner Academic Library](#) and its resources:

- Reference assistance by phone (847) 214-7354 or email [libref@elgin.edu](mailto:libref@elgin.edu)
- Reference assistance using instant messenger: chat box on [library.elgin.edu](http://library.elgin.edu)
- Interlibrary loans if residence in district 509
- On campus use of Renner Academic Library databases for research
- Books, recorded books, CDs and DVDs available for checkout if residence in district 509
- Research appointments available

In regard to actual clinical experiences, the clinical faculty can immediately remove a student from the clinical site whose performance is unsatisfactory and unsafe. A clinical instructor may give and require a student to complete specific assignments to support the learning process and if the student does not comply, this is considered unprofessional behavior and may impact the course and result in other consequences depending on the severity of the situation. The ACCE is always available to the clinical faculty for support and assistance during a clinical experience.

## Responsibilities and Requirements of the Clinical Instructor (CI)

PTA Policy: Academic and Clinical Faculty Professional Development  
College Administrative Procedure: 5.206 (professional development)

**PTA Program CI Requirements:** Clinical instructors provide clinical instruction and supervision when students are engaged in the curriculum's clinical education component.

CIs are considered PTA Program clinical faculty members but are not employed by ECC.

The CI demonstrates clinical competence and requirements as stated by the APTA guidance for clinical instructors and is a licensed PT or PTA in the state of IL for at least a year.

CI is willing to share his/her insights and rationales related to patient care.

The CI is primarily responsible for the patients and for the facility, which is their employer. The CI supervises the student and serves as a role model and resource while encouraging and guiding the student and offering a safe learning environment.

The CI provides opportunities for regular assessment, reviews, feedback and discussion of student clinical performance and progress to the student and the faculty.

The CI will utilize Clinical Performance Instrument to assess students' performance at midterm and final.

The CI must be aware of the student's abilities demonstrated in the clinic and provide learning opportunities and appropriate supervision and guidance for the development of the student.

The CI offers feedback to the PD/ ACCE and faculty regarding the student's performance. The CI is responsible for working with the faculty ACCE and completing the requested paperwork promptly.

The CI may contact the Dean of Health Professions with any complaints regarding the ACCE or ECC Program Director. Dean of Health Professions, Denise Kruckenberg at [dkruckenberg@elgin.edu](mailto:dkruckenberg@elgin.edu)

The PD and faculty should be notified **immediately** if any of the following occur or if the CI feels intervention indicated:

- Any ethical or professional behavior issues/concerns
- Any safety concerns
- Any communication concerns
- At any time, the CI feels the student is in danger of failing or is having serious problems.

The ACCE wants to be able to intervene as soon as there is any indication of a student having problems so that appropriate assistance may be provided to the student and/or the CI. Identifying problematic situations *prior to the midterm* would be ideal.

## Disclaimer Clause

No handbook can adequately address all of the situations that may arise. Situations that fall outside the regulations stated in this handbook will be first addressed by the faculty and then the PTA Program Director. The College Catalog outlines the procedures to follow if an adequate resolution cannot be reached within the department.

## **Appendix**

### **Health Professions Procedures**

#### **Health Professions Mission Statement**

The mission of Health Professions is to provide a quality education that supports the development of health and wellness practitioners.

#### **Health Professions Vision Statement**

The Health Professions Division will be recognized as a leader in providing quality education using innovative teaching strategies. Our students will develop confidence in their discipline through training in simulated and clinical settings. We will utilize interdisciplinary activities to instill a sense of professionalism in our graduates and nurture an appreciation for lifelong learning.

#### **Health Professions Discrimination Statement**

Clinical experiences are planned by the Health Professions faculty/administrators to best meet student learning needs. Students may not refuse patient care assignments based on the student's beliefs, related to race, color, gender, sexual orientation, religion, creed, national origin, age, marital status, disability, veteran status, disease process, socio-economic status, or any other applicable basis in law.

#### **Castlebranch\***

Upon admission to their program of study, health professions students are required to set up a Castlebranch account using their program specific code. Once done, follow Castlebranch instructions to submit the criminal background check and to select a location for completing the drug testing requirement.

All other program forms are uploaded by the student to their private document management Castlebranch account. No forms are submitted to the program director or dean's office. These forms include but are not limited to completed Health Professions medical form, CPR card, medical insurance card, signed Health Professions Policies & Procedures manual agreement form, student handbook agreement form, etc.

#### **Criminal Background Checks and Drug Testing**

Administrative Procedure 3.406

[Administrative Procedure 3.406 Criminal Background Checks and Drug Testing of Health Professions](#)

Program Students

Adopted: January 1, 2005

Amended: June 19, 2006, August 7, 2008; July 9, 2015; April 9, 2018; June 7, 2021, March 12, 2024

The Illinois Department of Public Health (IDPH) – Healthcare Worker Background Check Code and the Joint Commission on Accreditation of Healthcare Organizations have established regulations that require Elgin Community College to conduct criminal background checks and drug testing of all students in the Health Professions Division who participate in clinical training. The College will comply fully with the IDPH and Joint Commission regulations governing criminal background checks and drug testing, and those requirements have been incorporated into this procedure. The results of all individual criminal background checks and drug testing will be kept in a secure location with controlled access. All individual test results will be considered confidential.

Criminal background checks and drug testing are required of all students accepted into a Health Professions program. Criminal background checks and drug tests must be completed no more than 45 days prior to the start of the semester in which students begin their Health Professions program. Results of criminal background checks and drug tests must be on file in the Health Professions Division office before beginning classes in the Health Professions Division. Students with a history of a felony or disqualifying offense, as defined on the IDPH website, without a waiver from IDPH and/or a positive drug test for illegal substances will be denied admission and/or dismissed from the Health Professions Division.

Health Professions students may be required to complete additional criminal background checks and drug tests prior to or during clinical rotations if requested by the clinical agency.

In addition, students:

- A. will be responsible for all costs associated with criminal background checks and drug tests (including repeat tests)
- B. will be responsible for independently securing all criminal background checks and drug tests from a source identified by the Health Professions Division
- C. will be responsible for independently contacting the IDPH to obtain additional information regarding their background check results and, if applicable, for requesting waivers for convictions that are not considered disqualifying offenses
- D. must notify the Health Professions Division office when they have received waivers for convictions that are not considered disqualifying offenses at least two weeks prior to the

start of classes; students who are not granted waivers at least two weeks prior to the start of classes must withdraw from their respective Health Professions programs

- E. who leave the Health Professions Division for one or more semesters will be required to repeat their drug test upon re-admission
- F. who refuse to be tested will be denied admission to the Health Professions Division
- G. with a positive drug test will be referred to the Student Assistance program at ECC
- H. with a positive drug test may not reapply to a Health Professions program for a period of one year and must supply a letter from a professional source documenting successful rehabilitation
- I. with a second positive drug test will be permanently dismissed from the Health Professions Division
- J. whose drug test results are reported as dilute, must repeat the drug test within 24 hours of notification, or it will be considered a positive result
- K. must have a drug test repeated annually while in the Health Professions Division, and may be required to submit to a random drug test if there is cause
- L. who allegedly tamper with a drug test sample or falsify information pertaining to a drug test must repeat the drug test (collection will be witnessed) within 24 hours of notification
- M. who refuse to repeat the drug test within the 24 hour time period will be denied admission to the Health Professions Division

Reference [Illinois Department of Public Health – Disqualifying Offenses](#)

## Health Insurance

All students are required to show proof of health insurance. It may be provided through a private insurance company (ie. family coverage) or purchased through the state at [www.getcoveredillinois.gov](http://www.getcoveredillinois.gov). Scan and upload documentation to your CastleBranch account.

## Physical Examinations\*

**The Health Professions Personal Medical History Form** must be completed and uploaded to CastleBranch before the start of the student's first semester in attendance. Your health provider must thoroughly complete the form and both you and the physician need to sign it.



## Hepatitis B Immunization

Hepatitis B vaccination is highly recommended for health professionals. One of the following is required: Completed Hepatitis B vaccine series per manufacturer's guidelines with antibody testing per CDC recommendations for healthcare workers OR school declination waiver.

## Other Immunizations\*

Check the **Health Professions Personal Medical History Form** for the testing/immunizations required. Proof of current immunization dates for Tdap, Tetanus, COVID, positive titer results for Measles, Mumps, Rubella, Varicella, and evidence of annual Flu vaccine and Tuberculin testing. Scan and upload documentation of the titer results to your CastleBranch account.

## Pregnancy Policy

In the event that you are pregnant or might become pregnant, it is strongly urged that you schedule a private, confidential appointment with the program director.

## CPR

You are required to upload your BLS for Healthcare provider cardiopulmonary resuscitation certificate (CPR) to Castlebranch by the start of classes. Classes are offered through hospitals and the American Heart Association and must have hands-on testing.

## ECC Student Code of Conduct

ADMINISTRATIVE PROCEDURE 4.402

<https://elgin.edu/about/legal-notices/procedures/student-code-of-conduct-policy/>

Adopted: January 20, 1996

Amended: January 31, 1997; January 30, 2001; August 3, 2006; August 23, 2010;

August 21, 2013; April 9, 2015; August 3, 2017; June 4, 2018; November 1 2022

For Health Professions students the Student Code of Conduct also applies to all off campus instructional sites, off campus supervisors, clinical instructors, preceptors, and personnel. It also includes all clinical program documents, student handbooks, published policies, rules and regulations of instructional sites and any records.

## Definitions

Elgin Community College herein referred to as "College".

College Premises includes all land, buildings, facilities or other property in the possession of or owned by, leased by, used, or controlled by the College, including adjacent streets and sidewalks.

College Official includes any person employed by the College, performing assigned administrative or professional duties.

College Community includes any person who is a student, faculty member, College official, visitor or any other person employed by the College or on College premises. A person's status in a particular situation shall be determined by the Vice President for Teaching, Learning, and Student Development.

Organization means any number of persons who have complied with the formal requirements for recognition, through the Office of Student Life. For more detailed information regarding Administrative Procedures, please go to [elgin.edu](http://elgin.edu).

## 2. Student Obligations to the College

Registration at Elgin Community College entitles each student to the rights and privileges as a member in the college community. As in other communities, students must assume the responsibilities and obligations accompanying these freedoms. The responsibility for maintaining appropriate standards of conduct, observing all College regulations, and complying with all federal, state and local laws rests with the student. Behavior for which a student is subject to disciplinary sanctions by the College, fall into these categories:

- a. Acts of dishonesty, including but not limited to the following:
  - 1) Cheating, plagiarism, or other forms of academic dishonesty-second or multiple offenses (Refer to Administrative Procedure 4.407 Academic Integrity)
  - 2) Providing false information to any College official, faculty member or office
  - 3) Forgery, alteration, or misuse of any College document, record, equipment, or instrument of identification.
  - 4) Tampering with the election of any College-recognized student organization.
- b. Intentionally disrupting the orderly processes and operations of the College:
  - 1) Interfering with the educational opportunities of other students through classroom or other disruption or inappropriate behavior, including foul language.
  - 2) Intentionally obstructing or denying access, either pedestrian or vehicular, to facilities or services by those entitled to use such services or facilities, on campus or while attending off campus events.
  - 3) Intentionally interfering with the lawful rights of other persons on campus
  - 4) Inciting others to perform acts prohibited by paragraphs (a), (b) or (c) of this section.
- c. Intentional participation in demonstrations within the interior of any College building, structure or any other portion of the premises of the College which have not been approved

through appropriate administrative procedures. (See Administrative Procedure 6.202 “Use and Rental of Campus Hallways, Atriums and Grounds” and Administrative Procedure 6.208 “Facilities Usage Regulations”)

- d. Unauthorized entry into or occupation of any room, building or premises of the College, including unauthorized entry or occupation at an unauthorized time, or any unauthorized or improper use of any College property, equipment or facilities. (See Administrative Procedure 6.208 “Facilities Usage Regulations”)
- e. Physical abuse, bullying, verbal abuse, threats, intimidation, harassment, stalking, coercion and/or other reckless conduct which threatens or endangers the health or safety of self or others, including but not limited through the use of social media and electronic communication.
- f. Sexual harassment, sexual assault, sexual abuse, or stalking on College premises or at College sponsored or supervised activities. Refer to Administrative Procedure 3.403 Anti-Discrimination, Harassment, Violence, and Retaliation Policy and Procedure for more detailed information.
- g. Discrimination or harassment on the basis of race, color, national origin, ancestry, sex/gender, age, religion, disability, pregnancy, veteran status, marital status, sexual orientation (including gender related identity), order of protection status, or any other status protected by applicable federal, state or local law. Refer to Administrative Procedure 3.402 Equal Opportunity and Affirmative Action Statement for more detailed information.
- h. Attempted or actual theft and/or damage to property of the College or property of a member of the College community or other personal or public property.
- i. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.
- j. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to those persons when requested to do so.
- k. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to College premises.
- l. Violation of published College policies, administrative procedures, rules or regulations.
- m. Violation of federal, state or local law on College premises or at College-sponsored or supervised activities.
- n. Use, possession, distribution or manufacture of illegal or controlled substances on College premises or at College-sponsored events except as permitted by law.
- o. Use, possession or distribution of alcoholic beverages on College premises or at College-sponsored events except as expressly permitted by the law and College regulations.

- p. Smoking in areas which are not designated by the College refer to Administrative Procedure 3.801 Smoking and Tobacco Use on Campus.
- q. Possession or use of firearms, explosives, firearm ammunition, incendiary devices or other weapons except as authorized by the College. Possession of dangerous chemicals with intent to do harm.
- r. Conduct which is disorderly, reckless, lewd or indecent; a breach of peace; or aiding, abetting or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College. This includes use of electronic devices with intent to cause injury or distress.
- s. Theft or other abuse of computer time or services, including any violation of the Acceptable Usage Guidelines for Electronic Student Service, which can be found in all computer labs. Use of computing facilities to view or share pornography or send obscene or abusive messages.
- t. Abuse of the Disciplinary Hearing Process, including but not limited to:
  - 1) Failure to obey the summons of a judicial hearing committee or College official
  - 2) Falsification, distortion, or misrepresentation of information before a disciplinary hearing committee
  - 3) Disruption or interference with the orderly conduct of a disciplinary proceeding
  - 4) Request of a disciplinary proceeding knowingly without cause
  - 5) Attempting to discourage an individual's proper participation in, or use of, the disciplinary system
  - 6) Attempting to influence the impartiality of a member of a disciplinary committee prior to, and/or during the course of, the judicial proceeding
  - 7) Harassment (verbal or physical) and/or intimidation of a member of a disciplinary committee or witness prior to, during, and/or after a judicial proceeding.
  - 8) Failure to comply with the sanction(s) imposed under the Student Discipline Procedure
  - 9) Influencing or attempting to influence another person to commit an abuse of the disciplinary hearing.

### 3. Disciplinary Procedures

#### Complaints:

Any member of the college community may file charges against any student for misconduct using Administrative Procedure 4.401 (Complaint Procedure).

#### 4. Appeal

Following the adjudication of the complaint, the student or group or organization has the Right to Appeal to the vice president of Teaching, Learning, and Student Development using Administrative Procedure 4.408 (Appeal).

**Student Class Participation** A student who remains enrolled in a class throughout a complaint, disciplinary process, or appeal should continue active participation in the course while the situation is being resolved, adjudicated, or reviewed, unless instructed otherwise by a College official. In situations where behavioral or safety issues exist, the Associate Vice-President of Student Services and Development, Dean of Students, or Judicial Affairs Officer may prohibit class participation, in person and/or via virtual means, to protect students, faculty, or staff

## 5. Record of Complaint and/or Appeal

After the Complaint and/or Appeal Processes have been concluded, all records of that process will be placed in a confidential file in the Dean of Student Services and Development office for a period of 5 years.

## Health Professions Privacy Policy

HIPAA is defined at the Health Insurance Portability and Accountability Act.

The HIPAA privacy and security rules mandate federal protection for individually identifiable health information and give patients certain rights with regard to that information.

HIPAA defines protected health information (PHI) as anything that ties a patient's name or social security number to that person's health, healthcare, or payment for healthcare, including radiographs, charts, or invoices. Ensuring the privacy and security of PHI is a legal imperative but it also protects everyone on the healthcare team not just the patient/student.

The issue of privacy is extremely important for all patient records both paper and electronic.

**Elgin Community College health professions students/staff will under all circumstances protect all student/patient information and will not share anything that is seen, done, or heard with regard to conditions on any student/faculty/patient/staff whether on campus or in the clinical setting. This means no outside discussion, taking video/pictures/audio recordings, and/or posting program related information on any form of social media.**

**Students who break this policy will be dismissed from their health professions program.**

## ECC Academic Integrity Policies

Administrative Procedure 4.407

<https://elgin.edu/about/legal-notice/procedures/academic-integrity-policy/>

Adopted: September 5, 2007

Amended: August 9, 2011; September 25, 2014; April 9, 2015; May 4, 2017; June 4, 2018 August 4, 2020, November 16, 2022

#### Calculation of Time Periods:

For the purposes of this policy, the term “days” will refer to any day the college is open (e.g. Monday through Friday, or Monday through Thursday during the summer). The Vice President of Teaching, Learning and Student Development may extend timelines under certain circumstances (e.g. when faculty are not available for consultation).

## I. Statement on Academic Integrity

Elgin Community College is committed to providing a learning environment that values truth, honesty, and accountability. Academic integrity means being honest and responsible regarding any work submitted as one’s own while in a college course. Acts of academic dishonesty include cheating, plagiarism, fabrication, complicity, submitting the same work in multiple courses, and/or misconduct in research. [In Health Professions this includes the professional code of ethics for each discipline.] The purpose of academic assignments is to help students learn. The grade a student receives in a course should reflect that student’s efforts. It also indicates how well they have met the learning goals in a course. In order to demonstrate that learning, the work done must always be their own and if students consult others’ work, those consulted sources must be properly cited. Students who commit any act of academic dishonesty will be subject to sanctions imposed by their instructor, up to and including failure in the course, as well as any sanctions imposed by the Director of Student Success and Judicial Affairs or the Student Disciplinary Committee, as applicable.

For information on how to avoid academic integrity violations, see the Plagiarism Modules available from the main menu on your D2L homepage (under the Student Support tab) or visit the ECC Library Tutorials Research Guide at <http://ecclibrary.elgin.edu/tutorials/WritingYourPaper>. Students may also seek assistance from Librarians as well as the Write Place staff.

## II. Acts of Academic Dishonesty

The below definitions provide an overview of common areas of academic dishonesty. This is not an exhaustive list and does not limit the college from determining that other behaviors qualify as acts of academic dishonesty.

### A. Cheating

At its most basic level, is the unauthorized use of outside assistance. Cheating includes use of notes, study aids, or other devices that are expressly forbidden by the instructor for the completion of an assignment or an examination. In addition, cheating occurs when a student copies another individual's work or ideas.

### B. Plagiarism

is the presentation of another person's written words or ideas as one's own. Students are guilty of plagiarism if they submit as their own work:

- A sequence of ideas, arrangement of material, pattern of thought of someone else, even though it may be expressed in the student's own words; plagiarism occurs when such a sequence of ideas is transferred from a source to their work without the processes of digestion, integration, and reorganization in the writer's mind, and without appropriate acknowledgement in their work.
- Part or all of a written assignment copied or paraphrased from another person's work without proper documentation; paraphrasing ideas without giving credit to the original author is also plagiarism; or
- A previously submitted work, even if modified, for a present assignment without obtaining prior permission from the instructors involved.

### C. Fabrication

is the invention or counterfeiting of data and/or research. [In Health Professions this includes patient data.

### D. Complicity

occurs when a student provides assistance in any act that violates the academic integrity policy. Students are guilty of being accomplices to academic dishonesty if they: [In Health Professions talking during an exam/quiz is considered sharing information, and failure to report knowledge of other students cheating is also considered an act of complicity.

- Allow their work to be copied and submitted as the work of another
- Prepare work for another student and allow it to be submitted as that student's own work
- Keep or contribute materials with the clear intent that they will be copied or submitted as work of anyone other than the author
- Purchase work from another source; or
- Fail to report acts of plagiarism to their instructor; students who know their work is being copied are presumed to consent to its being copied

### E. Multiple Submissions

occurs when a student submits the same (or largely unaltered) work in multiple courses without instructor approval. Multiple submission does not include coursework in linked courses (in which instructors develop assignments together), nor shall it cover those situations in which a student has received approval to expand or develop previous work.

### F. Misconduct in Research

occurs when a student violates professional guidelines or standards in research, including college standards and the Student Code of Conduct.

### III. Instructor Initiated Sanctions

If an instructor identifies an act of academic dishonesty, the instructor shall determine the appropriate sanction(s) for the particular offense. If the instructor chooses one of the sanctions listed below as a direct consequence of the academic dishonesty, the instructor must document the violation using the Academic Integrity Violation form (found on the accessECC Portal under “Search for...” and “forms”). The form must be sent to the student via the ECC student email account, the Academic Dean, the Assistant Vice President/Dean of Student Services & Development, and the Director of Student Success & Judicial Affairs. This enables the AVP/Dean of Students and Director of Student Success & Judicial Affairs to monitor multiple offenses across classes and semesters. [In Health Professions these sanctions may include dismissal from the program depending on the severity of the offense. Refer to the Student Code of Conduct which lists behavior for which a student may be subject to disciplinary sanctions by the College.

#### Instructor Sanction Options:

- Completion of “Writing with Integrity” course through the Write Place
- Reduced grade on assignment
- Failing the assignment
- Reduced final course grade
- Failing grade for course

Instructors have the discretion to use the offense as a “teachable moment,” which may include a verbal warning or re-doing an assignment, in response to issues related to missed or partial citations, incorrect formatting, etc. In these instances, the instructor does not need to submit the Academic Integrity Violation form.

Students are informed of their right to appeal the violation through the information contained in the Academic Integrity Violation form. The student must appeal within ten (10) days of being emailed the violation form from their instructor. Should the student choose to appeal the allegation of violation (see section IV below), the student must be allowed to continue actively participating in the class while the appeal is in progress, as long as the student remains in compliance with the College’s Student Code of Conduct Administrative Procedure 4.402.

All students who receive an Academic Integrity Violation form will be required to meet with the Director of Student Success & Judicial Affairs. The student will be notified through the student’s ECC



email to attend the meeting. The Director may or may not determine that additional sanctions beyond those imposed by the instructor are appropriate. Students will remain restricted from future course registration and will be unable to obtain official ECC transcripts until they have met all meeting/sanction requirements. If a student does not attend the meeting with the Director, the case may be referred to the Student Disciplinary Committee for a hearing to determine further sanctions.

A documented subsequent violation of the Academic Integrity policy recorded with the AVP/Dean of Student Services & Development shall result in administrative sanctions as outlined in the Administrative Procedure 4.402 (Student Code of Conduct), which may include but are not limited to:

- Completion of the “Writing with Integrity” course through the Write Place
- Disciplinary warning or probation
- Suspension
- Expulsion

#### IV. Appeal Process

A student charged with an act of academic dishonesty may appeal the violation charge, but not the sanction. If the violation appeal is approved, the sanction would change accordingly. A student who appeals the charge should continue active participation in the course while the appeal is under review. The steps outlined below shall be followed. All dates will extend from the date of the email the student receives from their instructor with the Academic Integrity Violation form. If an extension is required, it may be granted by the Vice President of Teaching, Learning & Student Development.

##### Step 1: Division Review

The purpose of step one is to allow for independent review of the student’s appeal:

1. To formally appeal the Academic Integrity charge, the student must submit a written statement with documentation (e.g. relevant syllabus sections, drafts, emails, research notations, etc.) to the appropriate Academic Dean for review within ten (10) days of receiving the Academic Integrity Violation form from their faculty member.
2. Within five (5) days of receiving the appeal, the Dean will review the documentation and confer with the faculty member, if available, and the student to determine if the appeal has merit.
3. If the Dean determines the appeal has merit, the Dean will work with the faculty member, if available, and the student, in an effort to resolve the problem in a manner that is agreeable to both the faculty member and student. If such a solution is determined, the Dean and

faculty member, if available, will work together to implement the change in sanction.

4. If the Dean denies the appeal, the student will be notified of the decision and rationale via their ECC email. The faculty member will be copied on this email.
5. If either the student or faculty member are dissatisfied with the Dean's decision, they may submit an appeal via ECC email to the Vice President of Teaching, Learning & Student Development within five (5) days of the notification. The appeal must include all necessary and supporting documentation.

#### Step 2: Vice President/Committee Review

The purpose of this step is to provide due process for students and faculty:

1. Within five (5) days of receiving the written appeal the Vice President of Teaching, Learning, & Student Development will review the violation, documentation, Dean's recommendation, and the written appeal sent in by the faculty or student in reference to the Dean's decision, and determine if the appeal has merit.
2. If the appeal is denied by the Vice President, the student, instructor, and Dean shall be notified within five (5) days of that decision and the matter shall be at an end.
3. If the Vice President determines that the appeal has merit, within five (5) days of receiving that written appeal, the Vice President will notify Elgin Community College Faculty Association (ECCFA) of the need to appoint and convene an Academic Integrity Appeal Advisory Committee ("Committee"). The Vice President, in consultation with ECCFA, is responsible for ensuring that those designated to serve are not directly involved with the concern nor have any other conflict of interest. The Committee will be comprised of the president of the student government or that person's designee and three faculty members from three different academic disciplines, including one from the course discipline or closely related field and two from outside of the course discipline.
4. ECCFA will consult with the Vice President and will select these members within ten (10) days of receipt of the request. If for any reason ECCFA is unable to do so, the Vice President will appoint the Committee members by the end of the ten (10) days. The faculty members will elect the chair of the Committee.
5. The Committee will hold formal hearing(s) at which the student and the faculty member may provide documentation. The student must be advised of his or her right to be accompanied by an advisor (who may be an attorney, but who may not participate in the hearings except as an advisor to the student). The faculty member may also bring an advisor (who may be an attorney, but who may not participate in the hearings except as an advisor to the faculty

member). All Committee hearings shall be confidential.

6. The Committee shall review the evidence and make a written recommendation to the Vice President within three (3) days of the last hearing. The Vice President may accept or modify the Committee's recommendations and may determine additional sanctions or responses, as deemed necessary. The Vice President will notify the faculty member, the student, the appropriate Academic Dean, and the chair of the Committee of his or her decision within five (5) days of receiving the Committee's recommendation.
7. If the Academic Integrity Appeal is upheld (it is determined that the student was not in violation of the Policy), the faculty member, if available, can be given the opportunity by the Vice President to change the student's grade. If the appeal has been upheld and the faculty member refuses to change the grade, the Vice President will change the grade administratively. If needed, the final course grade may also need to be recalculated based on the course syllabus.

## Health Professions Dismissal Policy

Students are responsible for maintaining appropriate standards of conduct as described in the Health Profession Policies and Procedures Manual and program specific student handbooks.

A written warning may be issued for infractions of program policies or professional standards. A copy of the written warning will be kept on file in the program director's office.

Students who continue to violate program policies or professional standards in which they have previously been given a warning will be subject to disciplinary action up to and including permanent dismissal from their health professions program.

When behavioral/affective reasons warrant an immediate action, a student may be dismissed from their health professions program without a written warning.

Students who have been dismissed from a health professions program are prohibited from applying to any other Health Professions program at ECC.

Causes for dismissal include, but are not limited to:

1. Unprofessional or dishonest behavior
2. Actions which jeopardize patient safety
3. Infractions of clinical facility policy

## Dismissal Procedure

1. Program officials will review all facts and documentation related to the student's violation of

program policies or professional standards.

2. The program official will prepare a Notice of Permanent Dismissal that outlines the specific reasons for the dismissal.
3. The program official will meet with the student to present the Notice of Permanent Dismissal. A student who is dismissed from a health professions program will not be permitted to attend any further program specific courses.

## Due Process/Student Appeal of Dismissal

The student has the right to appeal the decision to the Dean of Health Professions. The student must submit the appeal in writing within ten (10) school days of receiving the Notice of Permanent Dismissal. The Dean of Health Professions will inform the student of their decision in writing within ten (10) school days of receiving the appeal. The Dean's decision is final.

## Bloodborne Pathogen Exposure Policy

Policy Statement: In accordance with the Occupational Safety and Health Administration (OSHA) Bloodborne Pathogen Standard, all students who have an exposure incident to bloodborne pathogens while engaged in Elgin Community College's sponsored health professions programs will benefit from prompt medical attention, including baseline and follow-up laboratory testing as necessary.

### Definitions:

Blood: human blood, human blood components, and products made from human blood.

Bloodborne pathogens: pathogenic microorganisms that are present in human blood and can cause disease in humans.

Other potentially infectious materials include: Body fluids and tissues

Contaminated: The presence of or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

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.

Exposure Incident: Mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious material that results from the performance of a student's duties.

Parenteral: Piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts and abrasions.

**Personal Protective Equipment:** Specialized clothing or equipment worn by a student for protection against a hazard. General work clothes (e.g. uniforms pants, shirts or blouses) not intended to function as protection against a hazard are not considered personal protective equipment.

**Standard Precautions:** An approach to infection control. According to the concept of Standard Precautions, all human blood and certain human body fluids are treated as if known to be infectious for bloodborne pathogens.

### **Policy:**

All students will be instructed on current bloodborne pathogen educational information. Students who do not complete bloodborne pathogen training will not be allowed in the clinical or lab area.

Students will wear appropriate personal protective equipment provided by the facility such as, but not limited to: gloves, gowns, laboratory coats, face shields or masks and eye protection, mouthpieces, resuscitation bags, pocket masks, or other ventilation devices.

### **Post-Exposure Procedure:**

Working in the health field involves an assumption of risk.

1. Students shall follow the correct protocol, procedures, and policies of host facility and OSHA to keep the risk for injury or illness at a minimum.
2. In the event that an exposure occurs, the student assumes the responsibility for testing, treatment, and any other expenses.
3. Students must notify their clinical instructor immediately of any exposure or possible exposure.
4. The student should seek medical attention immediately to determine what type of follow-up is necessary.
5. Follow-up documentation will be submitted to the appropriate ECC Program Director which includes the route of exposure and the circumstances related to the incident. Refer to attached Bloodborne Exposure Report Form.

# Bloodborne Exposure Report Form

Working in the healthcare field involves an assumption of risk. Students shall follow the correct protocol, procedures, and policies to keep the risk for injury or illness at a minimum. In the event that an exposure occurs, the student assumes the responsibility for testing, treatment, and any other expenses.

If an exposure occurs, students should safely complete patient care and inform the clinical instructor immediately. This form will be completed in addition to any forms required by the facility and submitted to a program official.

Name: \_\_\_\_\_ HP Program: \_\_\_\_\_

Phone: \_\_\_\_\_

Exposure Incident Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location of Exposure: (ie. facility & department or unit) \_\_\_\_\_

Type of Exposure: (ie. needle stick, mucous membrane, bite etc.) \_\_\_\_\_

Type of Device: (ie. manufacturer, safety device, type of needle etc.) \_\_\_\_\_

Body fluid or substance involved: \_\_\_\_\_ Body part(s) exposed: \_\_\_\_\_

Incident Details: (Explain in detail what occurred)

Personal protective equipment used: \_\_\_\_\_

Was first aid performed?                      YES                      NO (Check one)

Describe action taken & if so, by whom?

Follow-up testing and results (attach documentation)

Instructor Name: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Comments:

Facility contact to whom incident was reported:

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

Program Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit copy of completed form to both the Program Director and Dean of Health Professions

All students are required to read and sign the Health Professions Consent and Release form  
before participating in any lab activities.

## Clinical Incident Policy

A clinical incident occurs when there is a violation of professional standards, requirements, and/or if an incident of unsafe patient care. Following safety practices at the clinical sites and Elgin Community College is the responsibility of health professions faculty and students. All incidents must be reported immediately to the appropriate personnel.

### Procedure

1. The student will notify clinical instructor, health practitioner or program faculty and complete the ECC Incident Report Form below.
2. Once signed by all parties, a copy of the Incident Report Form will be submitted to the Dean of Health Professions.



## Clinical Incident Report Form

The Incident Report Form must be completed in addition to any forms required by the facility.

Student Name: \_\_\_\_\_ HP Program: \_\_\_\_\_

Student Phone: \_\_\_\_\_

Incident Date/Location: \_\_\_\_\_ Time: \_\_\_\_\_

Incident Details: Explain in detail what occurred and who was notified

Outcome: Describe actions taken and by whom.

Instructor Name: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Comments:

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

Program Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit copy of completed form to both the Program Director and Dean of Health Professions

# Health Professions Policies & Procedures Agreement

This manual provides information regarding the policies and procedures in effect for ECC Health Professions programs. Students will be informed of any changes to this document.

Students must indicate agreement with each of the following statements by initialing on the lines below.

☐ I have received a copy of the Health Professions Policies & Procedures Manual.

☐ I am aware that it is my responsibility to ask questions about the contents of the manual and have those questions answered to my satisfaction.

☐ I understand that failure to follow any of the policies & procedures in the manual may result in my dismissal from ECC health professions programs.

Student (signature) \_\_\_\_\_ Date \_\_\_\_\_

Student (print name) \_\_\_\_\_

When completed upload to Castlebranch\*

\*MAS students complete and submit to the program director.

## ECC Administrative Policies

Please refer to the college catalog for other [Administrative Policies and Procedures](https://elgin.edu/about/legal-notices/procedures/) or follow the link <https://elgin.edu/about/legal-notices/procedures/>.

Some of the important student related Administrative Policies include:

- Policy: 1-102 Standards of Academic Progress
- Policy: 1.202 Schedule Changes and Course Withdrawals
- Policy: 1.203 Course Retake
- Policy: 1.301 Academic Residency
- Policy: 2-101 Student Tuition and Fees
- Policy: 2.102 Refunds for Credit and Non-Credit Courses
- Policy: 3.401 Drug Free Campus
- Policy: 3-402 Affirmative Action Statement
- Policy: 3.403 Anti-Discrimination, Harassment, Violence, and Retaliation Policy and Procedure
- Policy: 3.406 Criminal Background Checks and Drug Testing of Health Professions Programs
- Policy: 3.701 Campus Safety
- Policy: 3-702 Parking of Vehicles on Campus
- Policy: 3.801 Smoke Free Campus
- Policy: 3.806 Safety and All Hazards Response
- Policy: 3.809 Procedure for Emergency Closings
- Policy: 3-903 Procedure for Social Media
- Policy: 4-102 Student Residency
- Policy: 4.103 Student Academic Records
- Policy: 4.401 Complaint Procedure

Policy: 4-401 Complaint Procedure Form

Policy: 4.402 Student Code of Conduct

Policy: 4.403 Appeal of Final Grade

Policy: 4.407 Academic Integrity

Policy: 4.408 Appeal for Complaint Procedure

## Campus Safety

### *SAFETY ON CAMPUS (ECC Safety Policy, ECC Fire Safety, ECC Safety and All Hazard Response)*

Elgin Community College and the PTA program take all aspects of safety very seriously. ECC has an active and well trained and prepared police force. Officers patrol the grounds and facilities while strategically located cameras are monitored as well. Public Safety procedures are delineated in the college catalog (available at [elgin.edu](http://elgin.edu)) and at [ECC College Procedures](#).

Information includes severe weather, fire, lockdown, illness/injury, power failure, personal & vehicle safety, reporting emergencies, escort service, parking & car trouble, personal property protection, and criminal incident statistics.

The PTA Policy and Procedure manual located in the PTA classroom A 157 includes policies for general safety, fire safety and all hazard response. Updated and comprehensive campus safety guidelines, evacuation, shelter and lockdown procedures are posted in the classroom/lab. Every telephone has the ECC police emergency number posted. Students and employees can have emergency text alerts sent to their cell phones free of charge. Visit: [ECC Emergency Management](#) for information about the Police Department, Emergency Management and the Rave Alert Emergency Notification System.

The ECC Police Department publishes the statistics on reportable crimes. ECC Police department publishes summaries of campus incidents on the ECC Web site and in its Safety First brochure, which is revised annually and is available at ECC literature racks--- and on the ECC Web site.

### [Criminal Incident Information](#)

# Voluntary Assumption of Risk & Release of Liability

This Is a Release of Legal Rights. Read Carefully Prior to Signing.

Elgin Community College is a non-profit educational institution. References to Elgin Community College include its officers, Board of Trustees, employees, and its designated agents.

As a student in Elgin Community College's Health Professions Division, I (print your name)

\_\_\_\_\_, freely choose to participate in the (print your program name)

\_\_\_\_\_ program in which I am enrolled. I agree as follows:

**Risks:** I understand that the clinical education environment for the Program in which I am enrolled through Elgin Community College contains exposures to risks inherent in activities required for participation in the Program. These risks include but are not limited to bodily injury, communicable and infectious diseases, and property damage.

**Health and Safety:** I have been advised to consult with a healthcare provider regarding my personal medical needs. I have obtained the required immunizations. I recognize that Elgin Community College is not obligated to attend to any of my medical or medication needs, and I assume all risks and responsibilities. In case of a medical emergency occurring during my participation in this Program, I authorize the representative of Elgin Community College to secure whatever treatment is necessary. I agree to pay all expenses related to any treatment and release Elgin Community College from any liability for any actions.

**Assumption of Risk and Release of Liability:** Knowing the risks described above and in voluntary consideration of being allowed to participate in the Program, I hereby knowingly assume all risks inherent in this activity and connected activities. I agree to release, indemnify, and defend Elgin Community College and its officers, Board of Trustees, employees, and its designated agents from all claims of any kind which I, the student, may have for any losses, damages, or injuries arising out of or in connection with my participation in this Program.

**Signature:** I indicate that by my signature below, I have read the terms and conditions of participation in this Program and agree to abide by them. I have carefully read this Voluntary Assumption of Risk and Release of Liability and acknowledge that I understand it. The laws of the State of Illinois shall govern this Voluntary Assumption of Risk and Release of Liability.

\_\_\_\_\_  
Student (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student (print name)

\_\_\_\_\_  
ECC Student ID Number



## PTA Program Learning Agreement

Describes detailed c objectives established following a discussion with the student and PTA Program Director and/or PTA Program Faculty. It clarifies the plan to meet the objectives and establishes both a timeline and consequences for failure to meet the objectives. It requires the signatures of all parties present. It is recommended for use with the Early Alert System.

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Instructor(s) \_\_\_\_\_

List all present at the discussion

List or describe behavior or performance identified as area(s) for concern:

List detailed objectives and/or expectations:

\_\_\_\_\_ I understand that failure to incorporate these suggestions and/or failure to meet these  
Student Initials objectives by (deadline date) \_\_\_\_\_ will result in a failing grade for the  
course and, subsequently, not allowed to progress in the PTA Program.

\_\_\_\_\_ I understand that emphasis on these expectations and/or objectives should in no way be  
Student Initials construed to mean that other goals and objectives are less important or that achievement  
of other objectives is not required for successful completion of the course(s).

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

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Other Signature

# PTA and Health Professions Student Handbook Agreement

Elgin Community College's Physical Therapist Assistant (PTA) Program Student Handbook provides information regarding the policies and procedures in effect for the PTA Program. Students will be fully informed of any changes to this document.

Students must indicate agreement with each of the following statements by initialing each line below:

I have received a current copy of the Physical Therapist Assistant Program Student Handbook.

I am aware that it is my responsibility to ask questions about the contents of the Physical Therapist Assistant Program Student Handbook and have those questions answered to my satisfaction.

I understand that failure to follow any of the policies in the Physical Therapist Assistant Program Student Handbook may result in my dismissal from the Physical Therapist Assistant Program.

I have thoroughly read and completely understand all the grading policies and attendance policies of the Physical Therapist Assistant Program as described in this handbook.

I agree to fully participate in the lab portion of the Physical Therapist Assistant Program. I understand that this requires hands-on participation and that part/s of my body will be exposed and touched by classmates, peers, clinical instructors, program instructors, and/or classroom tutors.

I understand that disclosure of student information between the Program Director/ACCE and CCCE/CI is necessary to ensure a positive clinical learning experience and meet the requirements of the individual clinical facility.

I agree that while enrolled in the Physical Therapist Assistant Program, I will treat my studies, campus labs, and clinical experiences as an employee would treat job responsibilities, recognizing that my instructor assumes the role of my supervisor. I will attempt to learn the technical skills required of a Physical Therapist Assistant but also strive to develop professional behaviors and attitudes.

I fully understand the importance of maintaining confidentiality regarding personal and/or client issues (HIPAA) and understand that disclosure of such information outside of class is cause for dismissal from the Physical Therapist Assistant program.

I fully understand the importance of ethical and professional behavior at all times, especially in the clinical locations/facilities, and lack of compliance may lead to dismissal from the Physical Therapist program.

---

Student (signature)

---

Date

---

Student (print name)

---

ECC Student ID Number



## Lab Referral Form for Skill Competency Remediation

If at any time, a student fails to demonstrate competency of a skill that was previously successful in the lab or in the clinic, the competency is revoked, this referral for remediation is issued, and the student must demonstrate the skill with 100% accuracy following remediation. This form may be issued by program faculty or clinical faculty.

Skill to be Remediated:

Intervention

Data collection

Other: \_\_\_\_\_

Primary Concerns

Safety

Sequencing

Knowledge

Other: \_\_\_\_\_

\_\_\_\_\_  
Signature of Referring Program Faculty or Clinical Faculty

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student being referred for Remediation

\_\_\_\_\_  
Date

Outcomes of Remediation: Remediation activities are determined in collaboration between the program faculty and the student. Activities may include referral to course materials, additional readings, observation, demonstration, direct instruction, and guided practice. Students and faculty are referred to the specific skill rubric to review the rating criteria. Failure to demonstrate competency may result in unsuccessful completion of the corresponding course and dismissal from the program.

Successful Remediation

Unsuccessful Remediation

Comments:

\_\_\_\_\_  
Student (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student (print name)

\_\_\_\_\_  
ECC Student ID Number

\_\_\_\_\_  
Faculty (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty (print name)

## Master List of Skills for Program

### PTA Program Master List of Skills: Practice, Validation & Examination

Students are introduced to skills in lab sessions. They are provided opportunities and tools for guided practice. In addition, some skills require validation and examination.

Course	Skill	Practice	Validation	Examination
110	Postural Observation & Awareness Activities	X		
110	Balance & Coordination Activities	X		
110	Aerobic & Conditioning Activities	X		
110	Basic ROM & Stretching Activities	X		
110	Basic Strengthening Regimens & Activities	X		
120	Infection Control & Hand Washing	X	X	
120	Vital Signs: Blood Pressure, Heart Rate, Respiratory Rate, Pain	X	X	X
120	Anthropometrics: Girth, Volume, Height, Weight, Body Fat, BMI	X		
120	Body Mechanics	X		
120	Positioning & Draping: integumentary protection	X	X	
120	Range of Motion: Passive, Active-Assisted, & Active	X	X	X
120	Wheelchair Basics	X	X	X
120	Transfer Activities & Bed Mobility (with/without assistive & adaptive equipment)	X	X	X
120	Ambulation: Aids, Patterns & Activities	X	X	X
122	Joint Range of Motion Measurement: goniometry	X	X	X
122	Massage Therapy & Soft Tissue Mobilization Techniques	X	X	
122	Cryotherapy: cold pack, ice massage, vapocoolant spray	X	X	
122	Superficial Thermal Modalities: hot pack, paraffin	X	X	
122	Ultrasound	X	X	X
122	Diathermy	X	X	
122	Electrical Current: muscle stimulation, tissue repair, high-volt, neuromuscular, transcutaneous nerve stimulation	X	X	X
122	Cold Laser	X		
122	Compression Pump & Edema management	X		

Course	Skill	Practice	Validation	Examination
122	Mechanical Traction: Cervical & Lumbar	X	X	X
122	Hydrotherapy: Immersion	X		
231	Manual Muscle Testing	X	X	X
231	Peripheral Joint Mobilization: Grade I & II	X		
231	Functional Tests & Activities	X		
231	Balance & Coordination Tests, & Activities	X		
231	Special Tests: Orthopedic	X		
231	Integumentary: observe and measure skin and wound characteristics; apply basics of wound management	X	X	
231	Therapeutic Exercise Programs & Activities: UE flexibility, strength, coordination, & supportive/protective devices	X	X	X
231	Therapeutic Exercise Programs & Activities: LE flexibility, strength, coordination, & supportive/protective devices	X	X	X
231	Therapeutic Exercise Programs & Activities for the Spine: body mechanics, postural stabilization and postural awareness, & supportive/protective	X	X	X
241	Activities for Post-Surgical Amputation, Pre-Prosthetic, and Prosthetic Training Activities	X	X	
241	Neurological Tests: cognition; peripheral, spinal & cranial nerve integrity, coordination, reflexes & reactions,	X	X	X
241	Pediatric Positioning & Handling	X	X	X
241	Neuromotor Development & Neurological Rehabilitation Activities (with/without assistive and adaptive equipment: trunk & postural control, sitting/sitting balance, standing/standing balance, gait/locomotion	X	X	X
241	Total Body Weight Support System	X	X	
241	Pulmonary Rehabilitation Activities: supplemental oxygen, breathing strategies, postural drainage	X	X	X
241	Cardiac Rehabilitation Activities	X		
241	Advanced Wheel Chair Activities	X		
241	Environmental Assessment: identify potential barriers	X		

## PTA Program Contact Information

### Dean of Health Professions.

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