

VINCENNES UNIVERSITY

Physical Therapist Assistant Program



Student Handbook

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WELCOME!

The Faculty assembled this "STUDENT HANDBOOK" in an effort to assist you in gaining important information relative to your status in the Vincennes University Physical Therapist Assistant (PTA) Program. The following is not all-inclusive; but rather a summary of those issues most relevant to Physical Therapist Assisting students. Other sources of information such as the University Catalog and the University Student Handbook are also available.

Vincennes University is accredited by The Higher Learning Commission, 230 North LaSalle Street, Suite 7-500, Chicago, IL 60602.

Vincennes University initiated the Physical Therapist Assistant Program in 1972. The Physical Therapist Assistant Program at Vincennes University is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia, 22314, phone: 703-706-3245; Email: accreditation@apta.org; website: www.capteonline.org.

It is our hope that your time in the PTA Program will be rewarding and successful. Your motivation and efforts will be readily supported by Vincennes University and the Program Faculty. Having chosen a career in the health care profession, you must assume the ethics and responsibilities associated with the profession.

The faculty and staff welcome you and look forward to helping you achieve your goal of becoming a PTA.

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Physical Therapist Assistant Program Overview

I. PHYSICAL THERAPIST ASSISTANT (PTA)

Upon successful completion of this program, graduates are eligible to take the National PTA Exam to become certified physical therapist assistants. The aim of the program is to prepare graduates to work under the supervision of licensed physical therapists in a variety of settings, including: hospitals, rehabilitation centers, sports medicine clinics, nursing homes, extended care units, home health agencies, and school systems. Transportation, housing and meals during clinical affiliations are the students' responsibility.

Typical physical functions required of the Physical Therapist Assistant may include:

- Uses auditory, tactile, and visual senses to collect data regarding patient status and to provide patient intervention (e.g. auditory cues to hear breath sounds, take blood pressure measurements; tactile cues to monitor pulse, feel muscle contraction; visual cues to inspect skin, report postural/gait pattern)
- Applies standard and/or transmission precautions regularly in the classroom and clinic e.g. regular handwashing, applies mask, gown, and gloves without the assistance of another individual
- Coordinates verbal and manual activities with gross motor actions (For example: move the sound head of an ultrasound machine while turning up intensity and verbally communicate with the patient; or assist the patient with movement and give directions with the correct timing to complete the activity).
- Uses hands repetitively with simple grasp and frequently uses a firm grip and manual dexterity skills
- Pushes or pulls equipment or devices
- Lifts 50 pounds to waist level
- Provides sufficient support to safely assist patients/classmates when they are moving from sitting to standing positions or from one surface to another (e.g. chair to bed).
- Provides sufficient support to patients/classmates to safely assist with standing or walking activities
- Quickly and coordinately moves from one position to another, e.g. squats, kneels, bends, stands, reaches above shoulders, etc.
- Balances self and/or patient, as patient requires assist during treatment sessions

Typical mental functions required of the Physical Therapist Assistant may include:

- Attentively listens to patients
- Controls verbal and nonverbal behaviors when communicating with others
- Accurately self-assesses own strengths and weaknesses
- Modifies behaviors after receiving corrective feedback
- Takes responsibility for own actions/does not blame others for situations and behaviors
- Behaves honestly and truthfully
- Concentrates on task at hand for extended periods of time
- Utilizes problem-solving skills to meet needs of situation
- Manages stress of an intensive training program in preparation for clinical situations
- Manages stress of heavy academic demands

- Copes with fast paced clinical situations and psychosocial responses of patients with disabilities

II. PROGRAM MISSION STATEMENT

The mission of the Vincennes University Physical Therapist Assistant Program is to provide excellent and innovative educational approaches for the acquisition of knowledge, skills, and experience necessary to become a physical therapist assistant in the work field under the supervision of a physical therapist. The program is committed to the development of health care practitioners who are dedicated to meeting the safe, ethical, and legal practices of physical therapy for the benefit of patients and families within the communities we serve, and who appreciate racial, social, and cultural diversity. The program is further dedicated to offer student centered learning opportunities with a variety of individual and collaborative activities to build skills for a successful career, lifelong learning, and personal enrichment.

III. PROGRAM PHILOSOPHY

The Physical Therapist Assistant Program's Mission statement aligns with the university's mission statement. The faculty accepts the responsibility of providing the opportunity for selected individuals to receive an Associate of Science Degree, to be eligible to sit for the National Physical Therapist Assistant Examination (NPTAE) and to function as physical therapist assistants, thereby meeting the needs of the community and the discipline of physical therapy.

The faculty believes that both general education and physical therapist assistant courses are vital to stimulate the graduate to function with intellectual, social, and technical competency in our rapidly changing environment. We believe that the certified physical therapist assistant has an important role to perform in the administration of selected physical therapy treatments, under the supervision of licensed physical therapists.

It is recognized that the faculty has a responsibility to the student to provide positive reinforcement, guide learning experiences, stimulate the student's learning potential, act as a resource person, and provide a setting whereby the student has freedom to think and challenge ideas. Program faculty believe that students have various learning abilities, thus varied opportunities to assimilate theories and skills are available so as to allow the student to progress within their particular mode of learning. Students are expected to assume responsibility for their own learning and to seek additional assistance and guidance as necessary.

The PTA Faculty believe that collaboration with clinical agencies, the PTA Advisory Committee, campus personnel, and other Health Sciences faculty is necessary for positive student outcomes. The PTA faculty will strive to foster positive relationships through responsive communication with these partners.

Continuing education after graduation is recognized as of utmost importance. Only through continued education can the graduate physical therapist assistant be prepared to meet the challenge of a rapidly changing environment.

Association with appropriate organizations, namely The American Physical Therapy Association (APTA), is recognized as one means by which the graduate can remain updated

and progressive. The faculty of Vincennes University's Physical Therapist Assistant Program continuously strive to impress upon future graduates the importance of fulfilling their role in an ethical and patient oriented manner.

IV. PROGRAM GOALS

1. Graduates will be able to safely and competently function as a Physical Therapist Assistant, under the direction of a Physical Therapist, abiding by ethical standards as established by the American Physical Therapy Association (APTA).
2. Graduates will be able to effectively convert the knowledge and skills gained within the PTA program to successful completion of the appropriate state licensure examination and to employment situations.
3. Graduates will be able to seek out opportunities to continue professional and personal development for ongoing improvement of skills related to the delivery of Physical Therapy services.
4. Faculty will provide classroom, laboratory, and clinical education experiences to meet the needs of the students and the program.

V. PROGRAM OUTCOMES

Communicate effectively with use of verbal, non-verbal, and written information with patients, families, physical therapists, and other health care personnel in a manner that reflects sensitivity and appreciation for racial, social, and cultural diversity.

Provide safe and competent physical therapy interventions, as directed by the Physical Therapist and established within the plan of care, to minimize risk to patient, self, and others, and to maximize physical therapy outcomes.

Demonstrate clinical problem solving skills by appropriately adjusting interventions within the plan of care, established by the Physical Therapist, working collaboratively with other health care providers, and understanding when the clinical situation exceeds the Physical Therapist Assistant's scope of practice.

Perform physical therapy services within the guidelines of the APTA's *Code of Ethics*, the restrictions established by the State regulatory agency, and in a fiscally responsible manner.

Perform competent data collection techniques as outlined in the plan of care, established by the supervising Physical Therapist, and report findings through accurate, timely and legible documentation, as well as reporting changes to the supervising physical therapist.

Educate patients, support personnel, and others effectively through use of individualized methods and various resources to enhance physical therapy related outcomes.

Participate in lifelong learning and professional development based on self-assessment, performance appraisals, and demonstration of behaviors which reflect conduct expectations as outlined by the *Standards of Ethical Conduct for the PTA*.

VI. PROGRAM CURRICULUM

The curriculum for Vincennes University's Physical Therapist Assistant Program consists of both general education and technical course work. This integration is meant to provide the student with opportunities to develop social, intellectual, and technical competencies. Courses such as English and Speech serve to facilitate effective oral and written communication, while the social/psychological sciences serve to better prepare the student for interpersonal relationships.

The curriculum's technical content consists of seven physical therapist assisting courses presented in a sequential fashion, with each course serving as an extension of the previous one. Beginning with an introduction to the field of physical therapy, the curriculum progresses in an orderly fashion through the many principles and skills of physical therapist assisting. Basic concepts and procedures are progressively complimented by more advanced ones until all technical areas have been covered by the end of the student's third semester. Students engage in full-time clinical internships in order to integrate lecture and laboratory learning within the practical environment. Completion of the first academic year of classroom study is reinforced through 200 full-time clinical affiliation hours during the summer. Following completion of the second year, Fall semester, the student again reinforces classroom study with a total of 480 hours of full-time internship in the final Spring semester. Affiliation assignments include three (3) different facilities where the student functions under the direct supervision of licensed physical therapists and/or physical therapist assistants. The student is afforded the opportunity to work with a variety of patients and is exposed to the duties and responsibilities of a full-time physical therapist assistant. Students will return to campus for the remaining three weeks of the Spring semester at the completion of their final clinical affiliation. During this time, the student presents an in-depth study related to their affiliation experiences. In a sense, the student utilizes the seminar/discussion atmosphere to summarize the past two years of study, and to make final preparation to enter the employment environment.

It is believed that the nature of the Physical Therapist Assistant Program's curriculum is orderly, and designed to produce graduates who will act responsibly and capably in their private and career lives.

Recommended Sequence of Courses

(This sequence assumes any necessary developmental requirements have been met.)

Recommended Sequence of Courses		
Semester I		
Course Name	Credit Hours:	
BIOL 111 - Anatomy and Physiology I	3 hrs	
BIOL 111L - Anatomy and Physiology Laboratory I	1 hr	
ENGL 101 - English Composition I	3 hrs	
HIMT 110 - Medical Terminology for Allied Health	3 hrs	
PTAS 105 - Pathophysiology for the Physical Therapist Assistant	3 hrs	
PTAS 110 - Physical Therapist Assisting I	5 hrs	
Total Hours: 18		
Semester II		
Course Name	Credit Hours:	
BIOL 112 - Anatomy and Physiology II	3 hrs	
BIOL 112L - Anatomy and Physiology Laboratory II	1 hr	
□ 100-level or higher Mathematics (MATH) elective 3 hrs	3 hrs	
PTAS 120 - Physical Therapist Assisting II	6 hrs	
SPCH 148 - Interpersonal Communication	3 hrs	
PFWL 115 Concepts of Wellness	1 hrs	
Total Hours: 17		
Summer		
Course Name	Credit Hours:	
PSYC 142 - General Psychology	3 hrs	
PTAS 130 - Clinical Education I	5 hrs	
Total Hours: 8		
Semester III		
Course Name	Credit Hours:	
ENGL 102 - English Composition II	3 hrs	
PSYC 201 - Developmental Psychology -or- SOCL 151 Principles of Sociology	3 hrs	
PTAS 210 - Physical Therapist Assisting III	8 hrs	
Total Hours: 14		
Semester IV		

Course Name	Credit Hours:	
PTAS 224 - Clinical Education II	5 hrs	
PTAS 225 - Clinical Education III	5 hrs	
PTAS 230 - Seminar in Physical Therapist Assisting (<i>R/W/S</i>)	3 hrs	
Total Hours: 13		

The above curriculum outline is illustrative of a typical course sequence. An individual student's academic course sequence may differ due to previous coursework, but most students will progress through the sequence outlined. Regardless of prior academic background, students must complete the PTA course in sequence and it will take four semesters plus one summer session to complete the program requirements.

VII. COURSE DESCRIPTIONS

PTAS 105 Pathophysiology for the Physical Therapist Assistant 3 hrs (Sem I)

This course presents pathophysiology which includes the study of disease processes and other disorders commonly encountered in physical therapy including etiology, risk factors, clinical manifestations, prevention, and physical therapy interventions. Disorders covered will include those related to the immune system, musculoskeletal system, blood and circulatory systems, cardiovascular system, respiratory system, nervous system, endocrine system, digestive system including hepatic disorders, urinary system, reproductive system, as well as, neoplasms/cancers and congenital and genetic disorders. 3 lecture hours.

Prerequisite(s): Admission to the Physical Therapist Assistant Program.

PTAS 110 Physical Therapist Assisting I 5 hrs (Sem I)

This is the first of a four-semester sequence in which ethics, documentation and pay sources are discussed. Concepts of rehabilitation, our overview of the medical spectrum, and basic physical therapy interventions are presented. Selected data collection techniques, patient handling, massage, body mechanics, and the study of movement are discussed. 3 lecture hours, 6 laboratory hours.

Prerequisite(s): Admission to the Physical Therapist Assisting Program.

PTAS 120 Physical Therapist Assisting II 6 hrs (Sem II)

The second of a four-semester sequence in which PTAS 110 physiological, pathological and safety implications are applied to use of modalities; deep and superficial heating, cooling, electrical treatments for pain control and for muscle contraction, ultrasound, edema control and hydrotherapy. Techniques are learned for wound healing, vascular and cardiac disorders, and selected spinal disorders. 3 lecture hours, 9 laboratory hours.

Prerequisite(s): A grade of C or better in PTAS 110, BIOL 111, and BIOL 111L.

PTAS 130 Clinical Education I

5 hrs (Summer)

This five week, full-time clinical course is designed to reinforce and relate lecture/lab experiences to the clinical environment. Students practice clinical skills and further develop competence as a medical team member. Requires close coordination between students, clinical supervisor and course coordinator. 200 clinical hours.

Prerequisite(s): A grade of C or better in PTAS 120; BIOL 112; BIOL 112L; and PFWL 115 or PFWL 100.

PTAS 210 Physical Therapist Assisting III**8 hrs (Sem I)**

The third of a four-semester sequence places emphasis on implementation of treatment plans as designed by the Physical Therapist. Kinesiology, muscle imbalance, arthrologic and myologic dysfunctional considerations are applied to musculoskeletal pathologies and pain syndromes especially as related to aging, joint disorders, autoimmune disorders, labyrinthine dysfunction, postural control and gait, amputations and use of prosthetic and orthotic devices. Various treatment approaches are covered for central and peripheral neurological disorders. Social, economic, and psychologic situations are considered in relation to those treatments. This course includes an introduction to evidence-based practice for the Physical Therapist Assistant. 5 lecture hours, 9 laboratory hours.

Prerequisite(s): A grade of C or better in PTAS 130 and PSYC 142; a grade of C or better or concurrent enrollment in SOCL 151 or PSYC 201; and a grade of C or better or concurrent enrollment in ENGL 102.

PTAS 224 Clinical Education II**5 hrs (Sem II)**

During this six-week, full-time clinical course the student affiliates at a clinical site different than previously exposed to. This course continues to relate and expand upon previous academic/clinical experiences. Students practice clinical skills and further develop competence as a medical team member. Requires close coordination between students, clinical supervisor and course coordinator. 240 clinical hours.

Prerequisite(s): A grade of C or better in PTAS 210 . Corequisite(s): PTAS 225 and PTAS 230 .

PTAS 225 Clinical Education III**5 hrs (Sem II)**

During this final, six-week, full-time clinical course, students affiliate at a clinical site different than previously exposed to. Requires close communication between students, clinical supervisor, and course coordinator. 240 clinical hours.

Corequisite(s): PTAS 224 and PTAS 230.

PTAS 230 Seminar in Physical Therapist Assisting

3 hrs (Sem II)

In-depth follow-up to students' clinical experiences beginning fourteenth week through end of semester. Student presentations in a seminar atmosphere of major paper/case studies on patients treated during prior twelve-week clinical period. Discusses rationale for treatment in view of diagnosis and associated patient problems. Offers direction to where and how to find employment as well as what to look for in employment. Presents intensive review of all theoretical and technical material prior to graduation from the program. 15 class hours per week for last three weeks of semester. Reading, Writing and Speaking Intensive Course.

Corequisite(s): [PTAS 224](#) and [PTAS 225](#) .

VIII. DISABILITIES SERVICES POLICY

Vincennes University complies with the requirements set forth by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act to assure the rights of individuals with disabilities to fair nondiscriminatory treatment. Students with psychological, physical, sensory, communicative, learning or other disabilities should contact the Office of Disability Services as soon as possible after admission to VU. At the collegiate level, it is the student's responsibility to initiate the request for any individual assistance.

It is the student's responsibility to notify the instructor immediately once (s)he has been approved for accommodations, has emergency medical information, or if (s)he needs special arrangements in case the building must be evacuated.

Procedures for Requesting Academic Accommodations

The office of Disability Services assists all qualified students in obtaining reasonable accommodations.

1. Students who choose to request accommodations must request accommodations through the office of Disability Services.
2. Appropriate documentation supporting requests for accommodations must be submitted before accommodations requests can be reviewed.
3. The office of Disability Services staff initially meets with eligible students and reviews the accommodation request.
4. When reasonable accommodations are deemed necessary the office of Disability Services provides a letter(s) of accommodation to eligible students.
5. To initiate accommodations, eligible students must: 1) provide their professors with a letter of accommodation, supplied by Disability Services, and 2) meet with their professors to discuss the implementation of accommodations. Students are strongly encouraged to notify their professors of their qualification for accommodations as soon as accommodations are approved. Accommodations are not retroactive and cannot begin until a professor has been provided a letter of accommodation.
6. Students are urged to notify the director of Disability Services of all problem situations, especially if they do not receive the approved reasonable accommodations.
7. Students receiving accommodations **must** request accommodation renewals through the office of Disability Services **each semester**.

Any request for accommodations in the clinical setting or for off campus training **must** be sought through the office of Disability Services.

Disability Services staff will work together with the students, the instructors, and the clinical institution/training program to determine the appropriate reasonable accommodations and to facilitate in implementing those accommodations. While enrolled in the FSE Program, any change in functional ability must be reported to the clinical instructor and appropriate Chair. Changes in functional ability should also be reported to the office of Disability Services to determine if reasonable accommodations can be made.

Please visit the Office of Disability Services website at <https://www.vinu.edu/web/disability-services/welcome> for additional information.

IX. **NON-DISCRIMINATION STATEMENT**

Vincennes University does not discriminate based on race, religion, color, national origin or ancestry, age, sex, sexual orientation, or handicap or against disabled veterans and veterans of the Vietnam Era, or other non-merit factors in its employment or educational programs or activities. Any person who believes that such discrimination has occurred in this institution should contact the Affirmative Action Officer of Vincennes University: 1002 North First Street, Welsh Administration Building, Vincennes, Indiana 47591, 812-888-5848. The AAO also hears concerns when a person believes himself or herself to be a victim of discrimination under Title IX, Section 504 and the ADA.

X. **CAMPUS SAFETY**

The mission of the Vincennes University Department of Police and Safety is to provide a safe and secure campus for all individuals at VU. To achieve this mission, we will respect and safeguard the dignity and rights of all individual.

The Vincennes University Police offers the following police services:

- Enforcement of Federal, State and Local laws
- Enforcement of University policies
- Criminal Investigations
- Vehicle crash investigations
- Emergency medical assistance (First Responder)
- Traffic regulations and control
- Vehicle, Bike, and Foot Patrol of University property
- Crime prevention and awareness program

We believe that all members of the Vincennes University community should feel safe while on campus. Therefore, the Vincennes University Police Department provides escorts for individuals who have legitimate concern about their safety. The Escort Service is provided for your safety while walking on campus. Please call **5555** (on campus phones) and an escort can be summoned to your location and will accompany you to your on-campus destination.

Please contact the campus police for any service needs. If they are unable to assist you, they will provide you with a referral to an appropriate agency.

If you have any questions, University Police can be reached at:

Vincennes University
Campus Police SIB 57

1002 North First Street
Vincennes, IN 47591

Phone Number: **812-888-5555**, if calling from campus, dial **5555**.

XI. **STUDENT RESPONSIBILITIES**

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

Lecture Responsibilities

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

- Shows initiative
- Treats others with positive regard/respect
- Exhibits sensitivity to individual differences
- Adheres to APTA Standards of Ethical Conduct for the Physical Therapist Assistant
- Seeks guidance as necessary to address limitations
- Accepts constructive feedback from faculty, students, and other PTA related personnel without defensiveness
- Attend and be punctual for lecture, lab, and clinical.
- Abide by the Electronic Devices Policies (see page 21 of the Student Handbook).
- Refrain from improper language use, disorderly conduct

Lab Responsibilities

The student is responsible for the following:

- Each student must wear their PTA student name tag in order to take competency check offs. Name tags will be provided by the program. Failure to wear your name tag will result in an automatic failure on the competency. A fee for a replacement tag may be incurred by the student.
- During lab activities students, may be required to wear patient gowns, shorts, and halter tops. Exposure of body parts with appropriate draping is necessary during some lab sessions. Any student who cannot participate in a laboratory activity for any reason is required to notify the lab instructor.
- The PTA Lab may not be used outside of lab/lecture time unless a PTA faculty member or Lab Assistant is present and permission has been granted by the PTA Chairperson.
- Abide by all PTA and University Policies (refer to lecture responsibilities)

- Agree to the following (student lab authorization)

As part of laboratory experiences, it will be necessary to wear shorts, sports bras, and tank tops. To gain experiences similar to that of patients, draping with sheets may be needed during practice treatments with other students. Please be aware that members of both sexes will perform therapy procedures on each other. You will need to expose body parts, but that it will be done in a discreet manner. You agree to ensure the privacy and dignity of other students.

Practice of therapy procedures involves some risk of burns and other physical injury. Instructors, other students, and guest presenters will routinely perform such therapy procedures under the supervision of the program instructors. You agree to preserve the safety of yourself and other students during program activities.

You will be required to participate in field trips to local health care facilities. You may be required to attend educational experiences outside of your regular class times, including evenings and weekends. You must provide for your own safety, including transportation. You are responsible for respecting the safety and dignity of other students and patients during these trips.

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

You will be given instruction in patient confidentiality, body substance isolation, and patient's rights. You are expected to abide by the guidelines presented.

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

Clinical Responsibilities

Clinical faculty consist of the Academic Coordinator of Clinical Education (ACCE), the Center Coordinator of Clinical Education (CCCE), and a Clinical Instructor (CI). The student is responsible for the following during each clinical experience:

- Contact the clinical agency to obtain information regarding orientation, clinical agency procedures and policies prior to arriving for clinical assignment

- Provide own transportation, food, and necessary lodging costs

Wear appropriate professional attire, with name tag at all times during clinical assignment

- Behave in an ethical and professional manner
- Identify yourself as a VU PTA student to patients and inform patients of their right to refuse treatment by a student
- Have appropriate CPR certification and be able to provide proof of certification (see information under CPR Requirements)

- Have appropriate Immunization records on file at the castlebranch.com and be able to provide proof to the clinical agency upon their request
- Provide a copy of the student's criminal history report upon the request of the clinical agency
(see information under Criminal History Requirements)
- Comply with drug screening upon request of the clinical agency
- Abide by University and/or affiliation policies and guidelines
- University approved liability insurance is purchased for students through a lab fee
- Preserve the privacy, dignity, and safety of persons whom they associate with in their role as a PTA student
- If a problem arises at the clinical site, the student is to notify the clinical instructor and the ACCE immediately
- Although health insurance is not required, it is strongly recommended. Students will potentially be exposed to high risk situations which may include exposure to chemicals, infectious disease, and blood borne pathogens. In the event of accidental exposure, students are responsible for any costs related to required testing

ACCEPTABLE STUDENT CLINICAL APPEARANCE

Acceptable dress and behavior is expected during all aspects of the educational program. Clinical uniform shall be: white lab coat (as required by clinical facility), professional shirt/blouse, professional slacks and appropriate clean shoes; identification badge must be worn. Some facilities may provide an additional name badge for student use. Students must wear the name badge that is requested by the clinical agency. If no preference is indicated by the agency, the Vincennes University identification badge should be worn.

- Cleanliness and neatness of the uniform shall be expected at all times
- Students must be clean, neat and well-groomed during all clinical activities
- Cologne or perfume is not acceptable in the clinical area
- Students must abide by the agency/University policy regarding smoking areas. Students **are not** to smoke in the clinical facilities / agencies or during the hours of clinical assignments.
- Minimal application of cosmetics is acceptable in clinical area
- Jewelry must be limited to a watch and wedding band (or similar ring) for female and male students; small pierced earrings are acceptable for female's students. Male students are advised to refrain from wearing earrings

While we recognize an individual's right to express their individuality, body piercing and body art are not considered to be professionally accepted in the medical environment. Body art is not to be visible in the lecture, lab, or clinical setting. Student with visible body art are expected to have appropriate covering of all body art. Visible body piercing is limited to two conservative earrings per ear. All other visible body piercing, including tongue piercing is prohibited. Some clinical sites may require that you remove all non-visible body piercing such as a belly button piercing.

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

UNACCEPTABLE OCCURANCES

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

- Altruism
- Caring and Comparison
- Continuing Competence
- Duty
- Integrity
- PT/PTA Collaboration
- Duty
- Integrity
- Responsibility
- Social Responsibility

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

Examples include, but not limited to:

- Breach of any of the APTA core values
- Inappropriate displays of negative emotions, such as anger and frustration
- Tardiness
- Displays of unsafe behavior to self and others
- Use of profanity
- Failure to turn in an assignment
- Inappropriate use of electronic devices
- Violation of patient privacy
- Acting in an untrustworthy or unethical manner
- Showing lack of respect toward other

XII. **CLINICAL EDUCATION**

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

The Academic Coordinator of Clinical Education (ACCE) and the student will discuss clinical placement prior to assignment. Final determination of clinical placement is established by the ACCE. Costs associated with clinical are the responsibility of the student, such as travel, lodging, food. Clinical education consists of 40 hours per week for 5-6 weeks. Students are expected to follow the clinical instructor's work schedule.

The PTA program at Vincennes University includes 680 hours of clinical education. We are appreciative of the following facilities for cooperating in the education of our physical therapist assistant students. Please note this list is subject to change.

Facility	Address	City	St
Advanced Rehabilitation	255 West 36th Street Suite 100	Jasper	IN
Crawford Memorial Hospital	1000 N. Allen Street	Robinson	IL
Daviess Community Hospital	1314 E. Walnut Street	Washington	IN
Decatur Memorial Hospital (added 04/09/18)	2300 N Edward Street	Decatur	IL
Dr. Eby	600 West 13th St	Jasper	IN
DSP Exceptional Children's Cooperative	1520 St. Charles Street	Jasper	IN
Fairfield Memorial Hospital	303 NW 11th Street	Fairfield	IL
Fyzical Therapy Center of Edwardsville	219 Second Avenue	Edwardsville	IL
Gibson General Hospital (Star-One Rehab of Gibson General Hospital)	1808 Sherman Drive	Princeton	IN
Good Samaritan Home Health Care Services (added 2/14/18)	413 N 1 st	Vincennes	IN
Good Samaritan Hospital	520 South Seventh Street	Vincennes	IN
Greene County General Hospital	1185 N 1000 W	Linton	IN
Healthcare Therapy Services	1411 County Line Road, Ste. A	Greenwood	IN
HealthSouth Deaconess Rehabilitation Hospital	4100 Covert Avenue	Evansville	IN
Helia Healthcare of Olney (added 4/12/18) Covered under Kindred Rehab Services d/b/a RehabCare	410 E Mack Ave	Olney	IL
Howard Regional Health System West Campus Speciality Hospital (REPLAY)	23215 Dixon Road, Ste. 250	Kokomo	IN
IU Health Bloomington Hospital	Rehabilitation Services 601 W. Second Street	Bloomington	IN
IU Health Morgan Hospital	2209 John Wooden Drive	Martinsville	IN
IU Health Paoli Hospital	642 W. Hospital Road, Box 499	Paoli	IN
IU Health Southern Indiana Physicians Orthopedics	583 S. Clarizz Blvd.	Bloomington	IN
Jackson County Schneck Memorial Hospital dba: Schneck Medical Center	PO Box 2349, 411 W. Tipton	Seymour	IN
King's Daughters' Health	2670 Michigan Road	Madison	IN
Lawrence County Memorial Hospital (added 10/9/17)	2200 State Street	Lawrenceville	IL
Orthopaedics & Sports Medicine Owensboro (OSMO)	3245 Mount Moriah Ave., Suite 4	Owensboro	KY
Orthopaedic Center of Southern Illinois	4121 Veterans Memorial	Mt. Vernon	IL
Owensboro Medical Health Systems, Inc.	1006 Ford Avenue	Owensboro	KY
Paragon Rehabilitation	920 W. Hwy 46	Spencer	IN
Paris Community Hospital	721 E. Court Street	Paris	IL
Pro Rehab-Evansville	415 Crosslake Drive	Evansville	IN

Pro Rehab-Haubstadt	10294 S 150 E	Haubstadt	IN
Pro Rehab-Newburgh	4166 Wyntree Drive #B	Newburgh	IN
Pro Rehab-Vincennes	2121 Willow Street	Vincennes	IN
Progressive Health (for Toyota)	150 N Rosenberger Ave	Evansville	IN
Progressive Health of Indiana (Deaconess Hospital)	600 Mary Street	Evansville	IN
Rehabilitation Hospital of Indiana (RHI)	4141 Shore Drive	Indianapolis	IN
REPLAY (see Howard Regional Health System)			
Richland Memorial Hospital **as of 4/1/17: Carle Richland Memorial Hospital	800 E. Locust Street	Olney	IL
Rush Memorial Hospital (added 2/11/19)	1300 N. Main Street	Rushville	IN
Schneck Medical Center (see Jackson County..)			
South Eastern Special Education	PO Box 185	Ste. Marie	IL
St. Vincent Anderson Regional Hospital	2602 Enterprise Drive	Anderson	IN
St. Anthony's Memorial Hospital	1301 North Maple Street	Effingham	IL
Franciscan St. Elizabeth Health	1501 Hartford Street	Lafayette	IN
St. Mary's Medical Center	3700 Washington Avenue	Evansville	IN
St. Vincent Hospital	2001 W. 86 th Street	Indianapolis	IN
Terre Haute Regional Hospital	3901 South 7 th Street	Terre Haute	IN
Toyota plant in Princeton – see Progressive Health			
Union Hospital		Terre Haute	IN
Union Hospital Therapy (Progressive Health) (hospital located in Terre Haute, IN) Added 9/18/17	150 North Rosenberger Ave.	Evansville	IN
Wabash General Hospital	1418 College Drive	Mt. Carmel	IL

Students are expected to attend clinical as assigned by the ACCE. Failure to complete a clinical as assigned (including assigned dates) or withdrawal from a clinical rotation will result in immediate dismissal from the PTA Program.

XIII. **CLINICAL INCIDENTS**

If an accidental injury occurs in lab or at the clinical site, such as sustaining a needle stick or a physical injury, the procedures of the clinical agency should be followed.

Standard procedure would include:

- Report the injury immediately to the academic or clinical instructor
- Thoroughly wash the area and apply antiseptic.
- Some clinicals may have you go to their Emergency Room, depending on how severe the injury and/or the policy
- Report this to the program instructor as soon as possible and obtain a copy of the incident report from the clinical
- The hospital/clinic may ask the patient for permission to obtain an HIV test or other blood tests
- All costs incurred which the hospital does not cover are the responsibility of the student
It may be necessary to complete an incident form at both the clinical agency and the University

XIV. **IMMUNIZATION/CPR REQUIREMENTS**

Students enrolled in the Physical Therapist Assistant Program are required to have CPR Certification in one on the following levels: Professional Rescuer Level through the American Red Cross or Healthcare Provider Level through the American Heart Association. A copy of the student's CPR certification card must be present to the CCCE prior to beginning the program. The clinical agency may request a copy of the student's CPR certification card. Students must be able to provide proof of CPR certification upon the request of the agency.

Immunization records must be uploaded to castlebranch.com per the pre-admission guidelines you received prior to entering the program. Upon the request of the clinical agency, the student must provide a copy of immunization records.

XV. **SUBSTANCE ABUSE POLICY**

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

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

- Drug count discrepancy
- Extreme and rapid mood swings
- Odors of alcohol on the breath or the body
- Slurred speech

- Dilated or pinpoint pupils or reddened eyes
- Sleeping on duty
- Excessive absence or tardiness
- Frequent disappearance from the unit
- Changes in physical appearance, which may include personal grooming, weight loss, tremors, diaphoresis

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

XVI. CRIMINAL HISTORY POLICY

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

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

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

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

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

Policy:

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

This shall include but is not limited to:

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

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

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

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

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

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

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

XVIII. ATTENDANCE

Prompt attendance is required for all Physical Therapist Assisting lectures, laboratories, and clinicals. If circumstances preclude attendance, it is the student's responsibility to notify the course instructor. In cases where a clinical assignment cannot be met, it is the student's responsibility to notify the clinical facility supervisor and then the Program Chairperson/ACCE. Failure to notify the clinic and the program will result in failure of the clinical education course. Students will be required to make up **ALL** missed hours/days. Make-up time is scheduled at the discretion of the clinical facility and with the approval of the ACCE. Extenuating and unusual circumstances will be reviewed by the ACCE and the decision of the course of action will be made by the ACCE. Students must follow the scheduled hours set forth by the facility they are affiliating with clinical rotations.

If class is missed, the student is responsible for obtaining all material presented, including handouts, lecture notes, etc. because the content covered in each class is extensive; instructors cannot repeat or review material for students who have missed a class. If a student is not in attendance when a quiz or exam is given, they may receive a 0 for the exam/quiz unless they made previous arrangements with the instructor.

XIX. ACADEMIC DISHONESTY POLICY

Academic dishonest includes plagiarism, cheating, submitting another person's material as one's own, or doing work for which another person will receive academic credit. The benchmarks of any great college are directly related to standards of academic endeavor on the part of both teacher and student. It is in this relationship that truth and honesty are recognized as fundamental to a university community. The University expects students to adhere to these principles and in so doing to foster the ideals for which the University was founded. Put simply, this means that the students will do their own academic work.

For violations under this section, the Professor will notify the Department Chairperson and the College Dean in writing of the circumstances if any punitive action is taken. The student shall have the right of appeal of the professor's decision per the Student Grievance Policy. The alternatives for action by the professor may include, but are not limited to, failing the grade of the assignment, or the course, or the withdrawal from the course. The student will also be referred to the Dean of Students, who will determine appropriate disciplinary action in accordance with Vincennes University Policy.

XX. GRADING POLICY

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

GRADING SCALE

95-100	A
92-94	A-
89-91	B+
86-88	B
84-85	B-
82-83	C+
78-81	C
70-77	D

XXI. **EXAMINATION POLICY**

Students that receive a grade of less than “C” on an exam are responsible for contacting the instructor for an appointment within one week after receiving examination results.

Examinations are the property of the Vincennes University PTA Program and will be retained by the Program.

MISSED EXAMINATIONS

Students must do the following:

- Notify the instructor PRIOR to missing the exam.
- Arrange a makeup time with the instructor within 24 hours of the missed exam.
- Make up examinations may consist of essay, verbal, written, or any combination of questions.
- Failure to take an exam by the scheduled make up time will result in a grade of “zero.”
- There is an automatic deduction of 5 points per day if an examination is taken on a day other than the scheduled class/exam time.
- If an examination is missed, students must make up the exam within 3 days. Failure to take the makeup exam at the arranged time without prior arrangement with the instructor will result in an additional loss of 5 points per day.
- If a student is not in attendance when a quiz or exam is given, they may receive a 0 for the exam/quiz unless previous arrangements were made with the instructor.

XXII. **COMPETENCY CHECK-OFFS and PRACTICAL EXAMS POLICY**

Students will schedule an appointment with the faculty and/or the lab assistant to perform the competency check-offs. The PTA core faculty are responsible for the development and implementation of the competency check-offs and practical exams to ensure safety and study readiness prior to engaging in clinical experiences. The student must receive a score of 78% or better and successful completion of all critical elements in order to receive a passing grade. If a student passes the competency on the first attempt, they will receive 2 points. If the student passes on the second attempt, they will receive 1 point. Prior to a third attempt, the student must meet with the faculty member to remediate the material prior to scheduling the third competency check-off attempt. If a third attempt is required, two PTA faculty and/or lab assistant will be present for grading purposes. If the student fails the same competency a third time, the student must either drop the course or receive a failing grade for the course. In either case, students will not continue in the program. All scheduled competencies must be successfully completed prior to clinical affiliations. Critical Elements on individual competency check-offs are denoted with an asterisk (*). The PTA core faculty have determined what constitutes a critical element related to patient safety. Failure to perform a critical element will result in an

automatic failure of the competency. Students will have 24 hours from the competency time to appeal the grade directly to faculty. In the event of an appeal, the faculty and lab assistant will review the appeal and issue their decision within 24 hours.

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

Competency check offs may be scheduled with the PTA Lab Assistant OUTSIDE of regularly scheduled lab times. Therefore, missing a scheduled appointment will be considered a failed attempt. Students are required to wear their PTA name tag in order to be eligible to take a competency. Failure to wear your name tag during a scheduled competency will result in an automatic failure for that competency.

Lab practical exams will be given during lab time. If a student fails a lab practical exam, they must meet with the faculty and lab assistant to reschedule a make-up time. Each of them must be completed with a 78% or higher and successful completion of all critical elements in order to receive a passing grade. Points for each lab practical are designated on the syllabus. Prior to a third attempt, the student must meet with the faculty member to remediate the material prior to scheduling the third attempt. If the student fails the same exam a third time, the student must either drop the course or receive a failing grade for the course. In either case, students will not continue in the program. All exams must be successfully completed prior to clinical affiliations. Critical Elements on individual competency check- offs are denoted with an asterisk (*). Failure to perform a critical element will result in an automatic failure of the lab practical exam.

XXIII. READMISSION POLICY

1. Students receiving a course grade less than a "C" in any PTA course or support course must withdraw from the program.
2. Students receiving a grade of "F" in any PTA course are not eligible to reapply for the program.
3. Students meeting requirements may be readmitted one time only to the PTA Program. If a student withdraws, or is unsuccessful in the second attempt, the student is not eligible for readmission to the PTA Program.
4. Students that fail a PTA required competency three times will be withdrawn from the program and are not eligible to apply for readmission.
5. Students dismissed from the program due to attendance, behavioral, or any other reason deemed by faculty, are not eligible to apply for readmission.
6. Students seeking readmission must apply through the Vincennes University Admissions Office. Applicants must meet all criteria and will be considered in relationship with all other qualified PTA applicants; therefore, readmission applicants are not given preference over other qualified applicants.
7. Students readmitted to the PTA Program must begin the Program at the PTAS 110 level. No credit is given for previous PTA courses completed, regardless of the grade received for that

course.

8. Students granted readmission must meet the PTA Program Standards for Progression and Graduation throughout the second admission.

XXIV. STANDARDS FOR PROGRESSION AND GRADUATION

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

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

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

XXV. DISMISSAL

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

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

Students may be dismissed for other reasons than those listed above. Dismissal from the PTA Program is permanent and students are not eligible to apply for readmission.

XXVI. ACADEMIC ADVISING/COUNSELING

The student will be assigned a faculty advisor who is a member of the Physical Therapist Assistant Program. The advisor will be available to discuss academic and career progress/plans. It should be recognized that it is ultimately the student's responsibility to determine and meet the graduation requirements. Personal counseling is available through the College' Professional Counseling staff, although your faculty advisor or Program Chairman will be happy to assist as possible.

XXVII. GRIEVANCE PROCEDURES

A. If students have grievances involving University professors or staff members, they are to process such grievances through the University administrative structure. The student should first discuss any grievance thoroughly with the professor or staff member. If the grievance is not resolved, the student should discuss such with the faculty or staff member's immediate supervisor. Any unresolved grievances can be processed through the administrative structure to the President, if necessary.

The resolution of student grievances will be transmitted to the student and through the administrative structure to all involved parties.

1. The student should meet with and discuss the matter thoroughly with the professor or staff member attempting to reach resolution immediately, but no later than 30 calendar days after the incident(s) has occurred.
 2. If resolution is not achieved and the student wishes to pursue the grievance, it must be filed in written form with the direct supervisor of the faculty or staff member. The grievance must be filed within one week after the meeting with the faculty or staff member, subject to the availability of the parties involved.
 3. The supervisor receiving the grievance will do the following within three weeks:
 - A. Inform the faculty or staff of the receipt of the grievance.
 - B. Investigate the situation which may include but not be limited to requesting a statement of circumstances relevant to the grievance from the faculty or staff member, a conference with either or both parties, additional documents and other information relevant to the situation.
 - C. The supervisor makes a ruling regarding the grievance within one week after the requested documents are received and conferences concluded. Student Life 39
 4. If either party wishes to appeal the ruling, a statement of appeal must be filed with the direct supervisor of the person making the previous ruling within one week of the postmark of the letter containing the original grievance decision.
 5. The hearing process is repeated with the addition of information from the original supervisor. If the appeal is filed by the faculty or staff, the student will be duly notified.
 6. The grievance may be continued by either party through the administrative structure to the President.
 7. If a student has a grievance about any incident at a clinical facility, they should contact the CCCE and the ACCE as soon as possible regarding the details of the incident.
- B. Complaints made by parties other than students:
Our community complaint policy is for non-academic complaints only. If a student wishes

to file a grievance or complaint, the student should follow the student grievance policy as outlined in the current Vincennes University catalog or Student Handbook.

A complaint is an expression of concern, criticism, dissatisfaction or frustration with the quality or delivery of a service, policy or procedure, or the conduct of another person.

Any person may file a complaint to the Physical Therapist Assistant Program regarding the program. Complaints may include issues relating to admissions policies, inappropriate faculty or student conduct, or any expressed dissatisfaction with actions or policies related to the Physical Therapist Assistant Program.

Complaints may be addressed verbally or via email communication or mailings.

Individuals with a complaint about the Physical Therapist Assistant Program may contact the Program Chair at (812) 888-4414 or ngraves@vinu.edu or the Health Sciences and Human Performance Division may be reached at (812) 888-4243.

Written complaints may be mailed to:
Vincennes University Physical Therapist Assistant Program
1002 North First Street, Building 14
Vincennes, IN 47591

XXVIII. **ELECTRONIC DEVICES**

Beepers/cellular phones are not allowed within the clinical or classroom setting. If an emergency situation arises, student may be contacted through the department or division office at (812) 888-5090 or (812) 888-4243. Students causing disruption in class (ringing cell phones, text messaging, etc.) may be asked to leave the classroom or clinical setting by their instructor. Students may leave their cell phone on vibrate; however, calls are NOT to be answered during class time.

XXIX. **INCLEMENT WEATHER POLICY**

You may find out the status of VU classes by listening to radio stations in Knox County and those counties adjacent to Knox; also Evansville, Bloomington, and Bedford radio stations.

WVUT (Cable 12)
Evansville TV Stations
Terre Haute TV Stations

VU Telephone Numbers

1. (812) 888-7979
3. (812) 888-8888

XXX. **COPIER USE**

Copies may be made in LRC (library) for a fee. Copiers located in the Health Occupations Building are not for student use and staff cannot make copies for students.

XXXI. **HAZARDOUS MATERIALS**

Policy:

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

Procedures:

1. MSDS sheets:
 - a. is located in the PTA laboratory
 - b. includes:
 - Alcohol prep pads
 - Expo Cleaner (for dry erase surfaces)
 - Whizzer mat cleaner
2. Soiled paraffin is disposed of in the trash.
3. In the event of exposure:
 - a. follows guidelines of the SDS
 - b. report incident to the laboratory supervisor who will then report it to Risk Management

XXXII. **EMERGENCY AND SAFETY**

Policy: Individuals will follow the procedures specified in case of earthquake, fire/ explosions, inclement weather, or any emergent need. Students are encouraged to register with the university's e-text alert system to receive safety information and emergency alert. Procedures: Individuals will follow emergency procedures as outlined in the Health Sciences Emergency Plan. A copy of the Plan including the emergency plan, building information, notification procedures, evacuation procedures, and shelter in place is located in the PTA Lab by the door entrance.

XXXIII. **STUDENT PRIVACY AND CONFIDENTIALITY**

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

Procedures:

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

XXXIV. **STANDARD PRECAUTIONS**

Policy:

Students will be educated in aseptic technique, blood-borne pathogens, and standard precautions prior to engaging in off-campus learning experiences.

Procedures:

1. Content on standard precautions will be provided to students prior to engaging in clinical experiences.

XXXV. **SOCIAL MEDIA**

Students who use social networking sites and applications should be aware as their roles as professionals. The posting of certain material/information may violate certain laws and place the student at risk for dismissal from the PTA program based on professional expectations.

Faculty/staff and students are discouraged from becoming friends/followers of one another other on social media sites (such as Facebook and Twitter) while enrolled in any Nursing Program.

The policies and procedures of Vincennes University may be found in the current University catalog or in the Student Handbook. A copy of the catalog may be viewed at www.vinu.edu.

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

Definition of the Physical Therapist Assistant

The physical therapist assistant is an educated health care provider who assists the physical therapist in the provision of physical therapy. The physical therapist assistant is a graduate of a physical therapist assistant associate degree program accredited by an agency recognized by the Secretary of the United States Department of Education or the Council on Post-Secondary Accreditation.

Utilization of the Physical Therapist Assistant

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

The physical therapist assistant must work under the direction and supervision of the physical therapist in all practice settings. When the physical therapist and the physical therapist assistant are not within the same physical setting, the performance of the delegated functions by the physical therapist assistant must be consistent with safe and legal physical therapy practice and shall be predicated on the following factors: complexity and acuity of the patient's needs; proximity and accessibility to the physical therapist; supervision available in the event of emergencies or critical events; and type of setting in which the service is provided. When the physical therapist and the physical therapist assistant are not continuously within the same physical setting, greater emphasis in directing the physical therapist assistant must be placed on oral and written reporting.

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

1. A qualified physical therapist must be accessible by telecommunications to the physical therapist assistant at all times while the physical therapist assistant is treating patients.
2. The initial visit must be made by a qualified physical therapist for evaluation of the patient and establishment of a plan of care.
3. There must be regularly scheduled and documented conferences with the physical therapist assistant regarding patients, the frequency of which is determined by the needs of the patient and the needs of the physical therapist assistant.
4. In those situations, in which a physical therapist assistant is involved in the care of a patient, a supervisory visit by the physical therapist will be made:

- A. Upon the physical therapist assistant's request for a reevaluation, when a change in treatment plan of care is needed, prior to any planned discharge, and in response to a change in the patient's medical status.
- B. At least once a month, or at a higher frequency when established by the physical therapist, in accordance with the needs of the patient.
- C. A supervisory visit should include:
 - 1) An on-site re-assessment of the patient.
 - 2) An on-site review of the plan of care with appropriate revision or termination.
 - 3) Assessment and recommendation for utilization of outside resources.

STANDARDS OF ETHICAL CONDUCT FOR THE PHYSICAL THERAPIST ASSISTANT

HOD 06-00-13-24

(Program 17) [Amended HOD 06-91-06-07; Initial HOD 06-82-04-08]

PREAMBLE

This document of the American Physical Therapy Association sets forth standards for the ethical conduct of the physical therapist assistant. All physical therapist assistants are responsible for maintaining high standards of conduct while assisting physical therapists. The physical therapist assistant shall act in the best interest of the patient/client. These standards of conduct shall be binding on all physical therapist assistants.

STANDARD 1

A physical therapist assistant shall respect the rights and dignity of all individuals and shall provide compassionate care.

STANDARD 2

A physical therapist assistant shall act in a trustworthy manner towards patients/clients.

STANDARD 3

A physical therapist assistant shall provide selected physical therapy interventions only under the supervision and direction of a physical therapist.

STANDARD 4

A physical therapist assistant shall comply with laws and regulations governing physical therapy.

STANDARD 5

A physical therapist assistant shall achieve and maintain competence in the provision of selected physical therapy interventions.

STANDARD 6

A physical therapist assistant shall make judgments that are commensurate with their educational and legal qualifications as a physical therapist assistant.

STANDARD 7

A physical therapist assistant shall protect the public and the profession from unethical, incompetent, and illegal acts.

***American Physical Therapy Association
1111 North Fairfax Street
Alexandria, VA 22314-1488
(703) 684-2782
(800) 999-2782***

1111 North Fairfax Street, Alexandria, VA 22314-1488

703/684-APTA (2782) Guide for Conduct of the Physical Therapist Assistant

This *Guide for Conduct of the Physical Therapist Assistant* (Guide) is intended to serve physical therapist assistants in interpreting the *Standards of Ethical Conduct for the Physical Therapist Assistant* (Standards) of the American Physical Therapy Association (APTA). The Guide provides guidelines by which physical therapist assistants may determine the propriety of their conduct. It is also intended to guide the development of physical therapist assistant students. The Standards and Guide apply to all physical therapist assistants. These guidelines are subject to change as the dynamics of the profession change and as new patterns of health care delivery are developed and accepted by the professional community and the public. This Guide is subject to monitoring and timely revision by the Ethics and Judicial Committee of the Association.

Interpreting Standards

The interpretations expressed in this Guide reflect the opinions, decisions, and advice of the Ethics and Judicial Committee. These interpretations are intended to guide a physical therapist assistant in applying general ethical principles to specific situations. They should not be considered inclusive of all situations that a physical therapist assistant may encounter.

STANDARD 1

A physical therapist assistant shall respect the rights and dignity of all individuals and shall provide compassionate care.

1.1 Attitude of a physical therapist assistant

A. A physical therapist assistant shall recognize, respect and respond to individual and cultural difference with compassion and sensitivity.

B. A physical therapist assistant shall be guided at all times by concern for the physical and psychological welfare of patients/clients.

C. A physical therapist assistant shall not harass, abuse, or discriminate against others.

STANDARD 2

A physical therapist assistant shall act in a trustworthy manner towards patients/clients.

2.1 Trustworthiness

A. The physical therapist assistant shall always place the patients/clients interest(s) above those of the physical therapist assistant. Working in the patient's/client's best interest requires sensitivity to the patient's/client's vulnerability and an effective working relationship between the physical therapist and the physical therapist assistant.

B. A physical therapist assistant shall not exploit any aspect of the physical therapist assistant – patient/client relationship.

C. A physical therapist assistant shall clearly identify him/herself as a physical therapist assistant to patients/clients.

D. A physical therapist assistant shall conduct him/herself in a manner that supports the physical therapist – patient/client relationship.

E. A physical therapist assistant shall not engage in any sexual relationship or activity, whether consensual or nonconsensual, with any patient/client entrusted to his/her care.

F. A physical therapist assistant shall not invite, accept, or offer gifts or other considerations that affect or give an appearance of affecting his/her provision of physical therapy interventions. See Section 6.3

2.2 Exploitation of Patients

A physical therapist assistant shall not participate in any arrangements in which patients/clients are exploited. Such arrangements include situations where referring sources enhance their personal incomes by referring to or recommending physical therapy services.

2.3 Truthfulness

A. A physical therapist assistant shall not make statements that he/she knows or should know are false, deceptive, fraudulent, or misleading.

B. Although it cannot be considered unethical for a physical therapist assistant to own or have a financial interest in the production, sale, or distribution of products/services, he/she must act in accordance with law and make full disclosure of his/her interest to patients/clients.

2.4 Confidential Information

A. Information relating to the patient/client is confidential and shall not be communicated to a third party not involved in that patient's/client's care without the prior consent of the patient/client, subject to applicable law.

B. A physical therapist assistant shall refer all requests for release of confidential information to the supervising physical therapist.

STANDARD 3

A physical therapist assistant shall provide selected physical therapy interventions only under the supervision and direction of a physical therapist.

3.1 Supervisory Relationship

- A. A physical therapist assistant shall provide interventions only under the supervision and direction of a physical therapist.
- B. A physical therapist assistant shall provide only those interventions that have been selected by the physical therapist.
- C. A physical therapist assistant shall not provide any interventions that are outside his/her education, training, experience, or skill, and shall notify the responsible physical therapist of his/her inability to carry out the intervention. See Sections 5.1 and 6.1B
- D. A physical therapist assistant may modify specific interventions within the plan of care established by the physical therapist in response to changes in the patient's/client's status.
- E. A physical therapist assistant shall not perform examinations and evaluations, determine diagnoses and prognoses, or establish or change a plan of care.
- F. Consistent with the physical therapist assistant's education, training, knowledge, and experience, he/she may respond to the patient's/client's inquiries regarding interventions that are within the established plan of care.
- G. A physical therapist assistant shall have regular and ongoing communication with the physical therapist regarding the patient's/client's status.

STANDARD 4

A physical therapist assistant shall comply with laws and regulations governing physical therapy.

4.1 Supervision

A physical therapist assistant shall know and comply with applicable law. Regardless of the content of any law, a physical therapist assistant shall provide services only under the supervision and direction of a physical therapist.

4.2 Representation

A physical therapist assistant shall not hold him/herself out as a physical therapist.

STANDARD 5

A physical therapist assistant shall achieve and maintain competence in the provision of selected physical therapy interventions.

5.1 Competence

A physical therapist assistant shall provide interventions consistent with his/her level of education, training, experience, and skill. See Sections 3.1C and 6.1 B

5.2 Self-assessment

A physical therapist assistant shall engage in self-assessment in order to maintain competence.

5.3 Development

A physical therapist assistant shall participate in educational activities that enhance his/her basic knowledge and skills.

STANDARD 6

A physical therapist assistant shall make judgments that are commensurate with their educational and legal qualifications as a physical therapist assistant.

6.1 Patient Safety

A. A physical therapist assistant shall discontinue immediately any interventions(s) that, in his/her judgment, may be harmful to the patient/client and shall discuss his/her concerns with the physical therapist.

B. A physical therapist assistant shall not provide any interventions that are outside his/her education, training, experience, or skill and shall notify the responsible physical therapist of his/her inability to carry out the intervention. See Sections 3.1 C and 5.1.

C. A physical therapist assistant shall not perform interventions while his/her ability to do so safely is impaired.

6.2 Judgments of Patient/Client Status

If in the judgment of the physical therapist assistant, there is a change in the patient/client status he/she shall report this to the responsible physical therapist. See Section 3.1.

6.3 Gifts and Other Considerations

A physical therapist assistant shall not invite, accept, or offer gifts, monetary incentives or other consideration that affect or give an appearance of affecting his/her provision of physical therapy interventions. See Section 2.1F.

STANDARD 7

A physical therapist assistant shall protect the public and the profession from unethical, incompetent, and illegal acts.

7.1 Consumer Protection

A physical therapist assistant shall report any conduct that appears to be unethical or illegal.

7.2 Organizational Employment

A. A physical therapist assistant shall inform his/her employer(s) and/or appropriate physical therapist of any employer practice that causes him or her to be in conflict with the Standards of Ethical Conduct for the Physical Therapist Assistant.

B. A physical therapist assistant shall not engage in any activity that puts him or her in conflict with the Standards of Ethical Conduct for the Physical Therapist Assistant, regardless of directives from a physical therapist or employer.

**Issued by Ethics and Judicial Committee
American Physical Therapy Association
October 1981
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[Last updated: 2/04 | Contact: ejc@apta.org]

AFFIRMATION

Each student is responsible for being familiar with the information in this handbook. Failure to read the information will not be considered an acceptable excuse for non-compliance.

The program faculty reserve the right to change policies or revise curricula as necessary to promote continued high quality education.

I affirm that I have received a copy of the VU PTA Student Policy Handbook. I have been instructed that the PTA Clinical Education Reference Manual, Student Policy Handbook, the Vincennes University Student Handbook and the Vincennes University Catalog contain all policies pertaining to PTA students. I have also been instructed regarding where to obtain copies of the Vincennes University Student Handbook and the Vincennes University Catalog.

By signing below, I agree to abide by all University and PTA Program policies and procedures.

Signature

printed name

Date

A copy of this signed affirmation will be kept on file in PTA Program office.