

## **LAKE LAND COLLEGE PTA PROGRAM PHILOSOPHY AND MISSION STATEMENT**

The following statements reflect the philosophy and the mission of the Lake Land College (LLC) Physical Therapist Assistant (PTA) Program.

The PTA Program will provide quality academic and clinical education to prepare the student to acquire an AAS degree and to perform selected physical therapy procedures and related tasks under the direction and supervision of the Physical Therapist. The Physical Therapist Assistant will have good interpersonal communication skills, problem solving skills, a workable knowledge base, and the desire to continue to learn through life. The Physical Therapist Assistant will be ethical and professional.

### **We believe a Physical Therapist Assistant:**

- Supports PTs in the provision of evidence based practice by implementing directed interventions based on evidence from literature, clinical judgement and knowledge.
- Functions in an active health-team role, cooperating with members of various health care professions to deliver optimal care, including prevention and maintenance of wellness.
- Administers complex and comprehensive care under the direction and supervision of a licensed physical therapist in a structured setting.
- Uses learned anatomical, physiological, physical and psychosocial principles in rendering care to patients throughout the life span.
- Provides a technical practice-oriented human service to the individual, the family, and the community.
- Delivers care within the scope of the APTA Code of Ethics, the [APTA Standards of Ethical Conduct for the Physical Therapist Assistant](#), and the Guide for Conduct of the Physical Therapist Assistant and within state and federal laws.
- Displays certain inherent elements of character, such as honesty, loyalty, understanding, and the ability to respect the rights and dignity of others enabling them to rise above prejudice in regard to race, creed, disability, marital status, or socioeconomic status in the interest of better professional service.

### **We believe the education of a Physical Therapist Assistant:**

- Should provide contemporary professional expectations.
- Takes place within the general system of higher education.
- Is an integral part of Lake Land College accepting each student as an individual.
- Is to develop each student's potential as an individual and a contributing member of the Physical Therapy profession.
- Includes elements of general education for the purpose of developing independent and critical thinking, value clarification, communication skills and an understanding of fundamental theory.
- Presents the most up-to-date course material and educational techniques which allows the student to work in any type of structured Physical Therapy setting and is enhanced by periodic evaluation by self, academic, and clinical instructors.
- Involves academic and clinical instructors (CIs) in curriculum development, implementation, evaluation, and revision of the PTA Program.

### **We believe the teaching/learning process:**

- Should implement evidence base practice.
- Is an interdependent continuous process between teacher and student and is based on the learner's needs, interests, goals and program objectives.
- Should be organized in its approach from simple to diverse.
- Fosters attitudes and abilities which encourage students to have a commitment to continuing personal and professional growth.
- Is based on learner's needs, interests, goals and program objectives.
- Integrates the cognitive, affective and psychomotor approaches to learning.

## **PROGRAM GOALS**

The Lake Land College PTA Program agrees with the Commission on Accreditation of Physical Therapy Education's (CAPTE) performance of program graduates' evaluation criteria. We have established the Lake Land College PTA Program goals and objectives reflecting these criteria of CAPTE's.

### **The goal of the Lake Land College PTA Program is to:**

1. Provide students with a curriculum and resources that are current and in compliance with standards set forth by the Commission on Accreditation in Physical Therapy Education (CAPTE).
  - Outcome #1: Ninety percent of the core faculty and the Program Advisory Council will agree the curriculum represents contemporary practice and reflects *APTA Minimum Required Skills of PTA Graduates at Entry Level*.
  - Outcome #2: The Program will maintain CAPTE accreditation 100% of the time.

### **The goals of the Lake Land College PTA students/graduates are to:**

1. Successfully complete and pass all courses of the Program and to provide evidence base practice as a member of the health care team.
  - Outcome #1: Eighty percent of students will score at Entry Level on the red flag items except Clinical Problem Solving (one click below Entry Level) and at or one click away from Entry Level on the other objectives in the PTA CPI for Clinical Practicum V.
  - Outcome # 2: Ninety percent of employers on the Employer Survey will rate the graduate at Strongly Agree or Agree that the graduate will demonstrate evidence based practice.
2. Pass the National Physical Therapy Exam (NPTE).
  - Outcome # 1: Ninety percent of graduates will pass the NPTE.
3. Graduate who is seeking employment will be employed within one year and work under the supervision of a PT in an ethical, legal, safe manner.
  - Outcome # 1: Ninety percent of graduates who seek employment will be employed in the field within one year after passing the licensure examination.
  - Outcome # 2: One hundred percent of employers will indicate on the Employer Survey that the graduate is working under the supervision of a licensed PT in an ethical, legal and safe manner.

4. Understand the importance of lifelong learning.

Outcome # 1: Ninety percent of employers on the Employer Survey will rate the graduate at Strongly Agree or Agree that the graduate reflects the concept of lifelong learning.

**The goal of the Lake Land College Faculty is to:**

1. Provide quality didactic and clinical instruction and guidance to meet the needs of the students and the Program.

Outcome # 1: One hundred percent of core faculty will demonstrate effective teaching through scoring an average of 3.5 or higher on a scale of 5.0 on the course evaluations.

Outcome # 2: Ninety percent of Clinical Instructors will demonstrate effective clinical instruction through scoring an average of 3.0 or higher on a scale of 5.0 on Section 2 question number 22: Assessment of Clinical Instruction on the *APTA's PTA Student Evaluation: Clinical Experience and Clinical Instruction*.

Outcome # 3: One hundred percent of core faculty will score an average of 3.0 on a scale of 4.0 on the *Review of the Tenured Instructional Faculty Member*.

**Clinical Education Goals**

- Administer and provide complex and evidence based practice under the direction of a PT.
- Establish and maintain culturally competent and age appropriate relationships with patients and families.
- Participate in teaching and support of patients, families, and other health care providers.
- Communicate effectively with patients, families, colleagues, and the public via verbal, written, and electronic means.
- Utilize accepted professional standards to document patient care.
- Establish collegial relationships with peers and other health care professionals.
- Use critical thinking as a basis for decision making in professional practice.
- Demonstrate responsibility for professional self-development and continued life-long learning.
- Practice within the profession's ethical and legal framework.

## **GENERAL INFORMATION**

Lake Land College is committed to maintaining a working and learning environment that promotes equal opportunity and affirmative action and that is free from unlawful discrimination and harassment. It is the policy of Lake Land College not to engage in discrimination or harassment against any person because of race, color, sex, age, religion, national origin, ancestry, disability, marital or civil union status, veteran status, sexual orientation or any basis of discrimination precluded by applicable federal and state statutes. This policy applies to admission and access to and participation, treatment and employment in the College's programs, activities, and services.

The following campus office is assigned the responsibility for ensuring compliance with this policy as well as federal and state statutes and regulations concerning affirmative action and equal access:

Office of the Director of Human Resources  
(217) 234-5210/Human Resources Office

Complaint forms and procedures for filing can be obtained through Counseling Services or Human Resources. In addition, these offices will maintain current copies of appropriate laws, regulations, and policies. ([Board Policy 11.01 Affirmative Action/Equal Opportunity](#))

Privacy of student information is a matter of Board of Trustees policy. [Board Policy 07.11 Confidentiality of Student Records](#) states the rights of students with respect to privacy and confidentiality.

Student Rights and Responsibilities is a matter of Board of Trustees policy.

All College policies can be found on the Lake Land College web site at <https://www.lakelandcollege.edu/board-policy-manual/> . After you locate the site, click on **Students**.

The College's Student Handbook and Right to Know Information can be found on the Lake Land College web site at [www.lakelandcollege.edu/student-handbook/](http://www.lakelandcollege.edu/student-handbook/) .

In addition to the rights and responsibilities included in the Lake Land College Catalog, the PTA student will refrain from:

- Giving false or misleading information to any College official, including clinical instructors, or tampering with any College record.
- Possessing or taking any illegal narcotic, stimulant, or drug except as prescribed by a physician.
- Giving, exchanging, or selling any illegal substance to another person.

- Possessing or consuming alcohol on campus, at a clinical facility, or at a PTA function.
- Using the College name or emblem in an unauthorized manner.
- Exhibiting unprofessional behavior at any time.

## **PERSONAL HONESTY / INTEGRITY AND PROFESSIONAL ETHICAL BEHAVIOR**

Students are responsible for knowing and abiding by all College regulations, together with federal, state, and local laws. Appropriate civil, state, and College authorities enforce these ([Board Policy 07.28.02 Academic Integrity Code](#)).

PTA students have additional rights and responsibilities because of the sensitivity and confidential role they will be assuming during their education. These include abiding by the Code of Ethics as outlined by the APTA.

## **MAINTAINING CONFIDENTIALITY**

Information related to patients should only be discussed within the rehab team or in classroom discussions. Students will be informed of HIPPA criteria in PTA 080 Fundamentals of PTA I. Students must obtain the CI's permission to read records other than their assigned patients. A breach of patient confidentiality **WILL** result in disciplinary action ranging from failure of that clinical to dismissal from the Program (see Appendix A – Lake Land College PTA Program Confidentiality Agreement).

## **STUDENT COMPETENCE PRIOR TO CLINICAL**

Purpose: To ensure that students are safe and competent to perform selected data collection and interventions prior to clinical assignment. Clinical sites are informed of these skills (see Appendix B – PTA Competencies).

In order to participate in clinical assignments, students must:

1. Achieve a passing grade of “C” or better in all technical and general education courses in the PTA curriculum.
2. Pass all lab practicums.

## POLICY FOR CLINICAL EXPERIENCES

The Lake Land College PTA Program (see Appendix C – PTA Program Curriculum Model) consists of three out of house Clinical Practicums, ranging from 160 hours - 320 hours. Each student will have at least one experience in inpatient/acute care setting, inpatient sub-acute or extended care. The student is committed to perform clinical rotations during the summer semester, and fall and spring semesters of the second year on the assigned dates.

The Program offers the following types of clinical settings:

- Privately Owned Outpatient Clinic
- Hospital-based Outpatient Clinic
- Hospital with Skilled Nursing Facility
- Nursing Home
- General Hospital
- Home Health Care
- Rehabilitation Center
- Industrial Rehabilitation Center
- Sports Medicine Center
- Schools

Clinical Coordinators of Clinical Education (CCCEs) will receive a confirmation letter and competency lists (Appendix B) 2 – 3 months prior to the clinical dates. The Academic Coordinator of Clinical Education (ACCE) will make on-site visits during all Clinical Practicums. A student will be assigned to a Clinical Instructor (CI). The CI may be a PT or a PTA, but a PT must be on site.

Students will be assigned at three different clinical sites, with a minimum of two different clinical settings. Each of the three practicums will afford a different experience. Clinical Practicum I is in house, corresponding with Fundamentals of PTA I.

Students will be assigned to a clinical facility according to the practicum focus, location, and availability. Attempts will be made to keep travel distance no greater than 75 miles one way or 1.5 hours. On Clinical Practicum IV and V, out-of-state clinicals are available. Students are limited to one (1) out-of-state clinical experience. Students will be expected to contact the CI two weeks prior to their Clinical Practicum.

Students are expected to report to the clinical area on **time**, properly attired, and prepared to carry out clinical assignments. The CI and the ACCE must be notified **prior to the expected arrival time** if a student is unable to attend a clinical day. **The hours that are missed will be made up at the convenience of the clinic.** If the student is late **two times**, the student will be dismissed from the Program, at the discretion of the ACCE. Clinical practicum guidelines (see Appendix D – Lake Land College PTA Program Clinical Practicum Guidelines) will be reviewed prior to Clinical Practicums III - V.

Students will be attending Clinical Practicums during school breaks, i.e., Fridays during the summer clinicals, Thanksgiving break or snow days. The student is informed by the ACCE of faculty availability. Faculty phone numbers are listed in the PTA Student Handbook.

Students are responsible for being able to carry out treatment procedures, which they have learned and practiced. Such procedures are to be carried out under the direction and supervision of the CI. If a student is asked to carry out a procedure for which they have **NO** instruction or practice, it is the responsibility of the student to notify the CI of the fact.

If there is an accident or injury to a patient or student during a clinical, the student must immediately notify the CI and ACCE. The student will complete the facility's incident report. A copy of this report will be placed in the student's file. The student is responsible for bringing this report to the ACCE. Any further action will depend on the nature of the accident. Any illness or injury sustained while on clinical assignment is the financial responsibility of the PTA student and their insurance coverage.

Due to policy changes at clinical sites, a criminal background check on each student is required. Students are responsible for the fee. Results will be kept on file in the ACCE's office and submitted to the clinical site. Some clinical sites are requiring drug testing prior to clinical affiliations as well.

Also due to policy changes at clinical sites, students will be required to provide proof of receiving a flu shot before PTA Clinical Practicum IV (PTA 097). Students are responsible for the fee. Results will be kept on file in the ACCE's office and submitted to the clinical site.

All health records (TB testing, immunizations, CPR) must be kept up to date.

### **INFORMED CONSENT POLICY**

- Purpose: To ensure that students:
1. Are aware of the need for informed consent for participation in class/lab and clinical and acknowledges all risk and responsibility surrounding that participation.
  2. Are aware of the need for a background check and health requirements prior to clinicals.
  3. Are aware of the need for informed consent if a site requires drug testing prior to a clinical practicum.
  4. Are aware of the need for informed consent from patients when necessary.
  5. Are aware of the need to take photographs, audiotape, or videotape of students while in the laboratory or other PTA related events.
  6. Are aware of the responsibility to inform patients that they are a "student" and of the patient's risk-free right to refuse participation in clinical education.



7. Are aware of the need to release personal information to fellow classmates, faculty and clinical education faculty.

Participation is one important instructional strategy in the PTA Program. Students will be informed of the need to participation as part of the application process. When an existing condition or injury would cause safety concerns, the student must inform the faculty.

Students must be aware they may encounter potential health risks throughout the educational program and in clinical practice. The PTA Program is committed to providing a safe environment for students and faculty and will make every effort to comply with the US Department of Labor Occupational Safety and Health Administration Bloodborne Pathogen Standard (29 CFR 1910.1030). Universal / Standard precautions will be utilized to prevent contact with blood or other potentially infectious materials. All body fluids shall be considered potentially infectious materials. The general principles of universal precautions applies to all potential exposure to blood or other potentially infectious materials at the campus as well as off campus activity sites including clinical education sites. Students will receive Universal Precaution training in PTA080 Fundamentals of PTA I.

A background check is required prior to the first out of house clinical practicum. The background check must be completed by an approved provider. The fee for the background check will be paid by the student.

Clinical facilities have the legal right to require drug testing. Clinical facilities may change their stance on drug screens at any time. Students will be required to sign an informed consent prior to the drug screen. The fee for the testing will be covered by the facility/student.

Students must obtain informed consent from the patient before photographing or videotaping a patient who is a case study subject. The form used to obtain the informed consent will be available in the clinical binder.

### **BACKGROUND CHECK POLICY**

Purpose: To provide appropriate investigation of a student's past and current history in order to:

1. satisfy federal requirements
2. meet clinical facility requirements
3. protect patients/clients from harm
4. promote student safety during the practicum
5. allow for safe and effective student practice

As part of the application process, all prospective students will be informed about background check requirements and possible drug screening tests. Freshman students will be required to have a background check prior to enrollment in Clinical Practicum III

(PTA 085). All background checks will be sent to each student's clinical site.

A student with a felony/misdemeanor will be first notified of the hit. The student will be called in to discuss the felony/misdemeanor with the PTA faculty. The student will be informed that all assigned clinical facilities will be notified of the felony and that the student may not be able to complete the clinical practicums. The clinical facility will determine if the student will be accepted or denied.

Three attempts per clinical practicum will be made by the ACCE to find a clinical site for the student. After three clinical refusals, the student will be dismissed from the program. The student has the right to appeal.

### **POLICY FOR REMOVAL OF STUDENTS FROM CLINICAL EXPERIENCES**

When a student is determined, by the CI or the ACCE, to be unacceptable due to unsatisfactory or unacceptable performance, unprofessional or unacceptable conduct, or for reasons of health which may interfere with the facility policy or patient care, the following procedure will be used:

1. The CI will document the incident(s). The CI will notify the ACCE.
2. The student will meet with the CI and/or Clinical Coordinator of Clinical Education (CCCE) and the ACCE. A written document will be drawn up by the ACCE defining the problem(s) and what the student must do to correct the problem(s) within a given time. This document will be reviewed with the student and he/she must sign the document (see Appendix E – PTA Student Counseling Form). Failure to comply with the conditions set forth in the agreement may result in an additional clinical or dismissal from the clinical.

If the student is removed from the clinical setting, the ACCE reserves the right to determine whether the student will be counseled, tutored in problem areas, rescheduled in another facility, or recommended for dismissal from the Program.

Attendance during the Clinical Practicums is mandatory. Two excused absences (16 hours) are allowed for Clinical Practicum III-V. Any unexcused absences will result in dismissal from the Program. If the student is late two (2) times, they may be dismissed from the Program. Failure to comply will result in dismissal from the Program. The student has the right to appeal this decision.

### **DRUG TESTING**

The Program reserves the right to require a student to undergo drug/alcohol testing at the student's expense if a clinical instructor suspects drug/alcohol use by the student impairing their ability to participate fully in the clinical assignment.

## **DRESS CODE FOR CLINICAL EXPERIENCES**

The following guidelines for uniform dress are written to insure a neat professional appearance in the clinic. The student uniform and appearance represents their school, the profession, and the student. Patients and co-workers tend to judge the student, the school, and the profession by the student's appearance. All PTA students are required to adhere to the dress code at all times while in the clinical facility. Failure to adhere to the dress code **WILL** result in expulsion from the clinic until proper attire is worn.

1. Appropriately hemmed dress slacks with a LLC PTA Program polo shirt. Shirt must be tucked into waistband.
2. White or dark closed shoes kept clean and polished. Clogs, sandals, and high heels are not permitted.
3. Stockings or socks will be worn at all times.
4. Lake Land College PTA Program's nametags must be worn in plain view on the left upper chest area of the shirt while on the facility premises.
5. APTA membership is a part of the student's obligation to professional growth and related patches or pins should be worn.
6. Sweatshirts, sweat pants and other casual sportswear are not permitted unless requested by the assigned facility.
7. Good oral/personal hygiene is a must. No smell of cigarette smoke on body or clothing.
8. Hair must be neat, clean and a natural hair color. Hair will not hang in the face nor be long enough to come in contact with and contaminate the patient or equipment. Men's hair length must be appropriate for clinical settings.
9. Beards, mustaches and sideburns must be neatly trimmed.
10. Fingernails will be clean and well-trimmed so patient care can be given safely.
11. All jewelry will be in good taste and not impede patient care or contaminate the patient or equipment. No dangling earrings and men will not wear an earring while on the clinical.
12. No visible body piercing (except ears).
13. No visible tattoos.

14. Makeup may be worn in moderation. Perfumes, colognes, and excessive hair spray are not to be worn.
15. Gum chewing is not permitted.

### **GRADING FOR CLINICAL PRACTICUMS**

Students will be assigned a letter grade on all Clinical Practicums by the Academic Coordinator of Clinical Education (ACCE) based on the Physical Therapist Assistant Clinical Performance Instrument scoring and comments, weekly email communications, on-site visits with the student and the CI and other assignments. A student must maintain a grade of “C” or higher in all Clinical Practicums to remain in and graduate from the program. **The ACCE makes all final grade determination.**

The ACCE determines what constitutes satisfactory performance and assigns grades at the end of the clinical practicum course.

- Clinical Practicum III (first clinical experience): Student performance ratings at midterm should be between beginning performance and advanced beginning performance. Student performance rating at final should be at or above advanced beginning performance. All red flag criteria should be at or above advanced beginning performance at final.
- Clinical Practicum IV (intermediate clinical experience): Student performance ratings are expected to progress along the continuum. Student performance rating on all criteria including red flag areas should be at intermediate level or above. No midterm is required.
- Clinical Practicum V (Final clinical experience): Student performance rating at midterm should be at advanced intermediate. Student performance rating at final should be at entry level for all red flag areas with the exception of clinical problem solving which should be at or one mark below entry level. All other objectives should be at or one mark below entry level.

The ratings on the Clinical Performance Instrument (CPI) at final is worth 75% of the grade and other assignments and completed forms are worth 25% of the grade.

|             |                         |          |
|-------------|-------------------------|----------|
| CPI points: | Beginning =             | 1 point  |
|             | Advanced beginning =    | 2 points |
|             | Intermediate =          | 3 points |
|             | Advanced intermediate = | 4 points |
|             | Entry level =           | 5 points |

Forms: CI Survey (due at end of 1<sup>st</sup> week) 5 points  
 (see Appendix F – Clinical Instructor Survey)  
 (if not received by Friday at 12:00 p.m., 0 points will be received)

Weekly Communication 1 point per week  
 (CP III = 6 points)  
 (CP IV = 4 points)  
 (CP V = 8 points)  
 (if not received by Friday at 12:00 p.m. each week, 0 points will be received for that week)

Site visit forms: Orientation verification 1 point  
 Verification of hours 1 point  
 Clinical Experience Survey completed 1 point  
 CI rating completed 1 point  
 Maximum points 4 points

(if forms not completed when ACCE arrival time, 0 points will be given per form)

Final forms APTA Clinical Experience and  
 Clinical Instructor Survey 10 points  
 Assignment for CP III (Soap Notes) 10 points  
 Assignment for CP IV (case study outline)  
 (and consent form) 10 points  
 (See Appendix G - Case Study outline/Consent form)  
 Assignment for CP V (pharmacology report) 10 points

(Each day late on APTA survey and assignments 1 point will be deducted and there will be a 2 point reduction on total points each day late)

**Clinical Practicum III Grading**

**CPI:** Red flag criteria (5 x 2) 10 points  
 9 criteria (9 x 2) 18 points  
 Maximum points 28 X .75 = 21

**Forms:** CI Survey (Appendix F) 5 points  
 Weekly Communication 6 points  
 Site visit forms 4 points (maximum)

(see Appendix H – CI Report on Student at Site Visit/Student Evaluation of Clinical Experience at Site Visit/ Student Evaluation of Clinical Instructor at Site Visit)

APTA Clinical Experience & CI Survey 10 points

**Assignments:** SOAP notes 10 points

Maximum points on forms and assignments 35 points X .25 = 8.75  
29.75 points

Total points will be converted to a percentage.

### Grading Scale for Clinical Practicum III

|   |           |                    |
|---|-----------|--------------------|
| A | (100-94%) | 29.75-27.97 points |
| B | (93-86%)  | 27.96-25.59 points |
| C | (85-78%)  | 25.58-23.20 points |
| D | (77-70%)  | 23.19-20.83 points |

---

### Clinical Practicum IV Grading

**CPI:** Red flag criteria (5 x 3) 15 points  
9 criteria (9 x 3) 27 points  
Maximum points 42 X .75 = 31.5

**Forms:** CI Survey (Appendix F) 5 points  
Weekly Communication 4 points  
Site visit forms (See Appendix H) 4 points (maximum)  
APTA Clinical Experience & CI Survey 10 points

**Assignments:** Case study (see Appendix G) 10 points  
Maximum points on forms and assignments 33 points X .25 = 8.25  
39.75 points

Total points will be converted to a percentage.

### Grading Scale for Clinical Practicum IV

|   |           |                    |
|---|-----------|--------------------|
| A | (100-94%) | 40.25-37.83 points |
| B | (93-86%)  | 37.82-34.61 points |
| C | (85-78%)  | 34.60-31.40 points |
| D | (77-70%)  | 31.39-28.18 points |

---

### Clinical Practicum V Grading

|             |                           |                  |
|-------------|---------------------------|------------------|
| <b>CPI:</b> | Red flag criteria (5 x 5) | 25 points        |
|             | 9 criteria (9 x 5)        | <u>45 points</u> |
|             | Maximum points            | 70 X .75 = 52.50 |

|               |                                      |                    |
|---------------|--------------------------------------|--------------------|
| <b>Forms:</b> | CI Survey (Appendix F)               | 5 points           |
|               | Weekly Communication                 | 8 points           |
|               | Site visit forms (see Appendix H)    | 4 points (maximum) |
|               | APTA Clinical Experience & CI Survey | 10 points          |

|                     |              |           |
|---------------------|--------------|-----------|
| <b>Assignments:</b> | Pharmacology | 10 points |
|---------------------|--------------|-----------|

Maximum points on forms and assignments    37 points X .25 = 9.25  
61.75 points

Total points will be converted to a percentage.

### Grading Scale for Clinical Practicum V

|   |           |                    |
|---|-----------|--------------------|
| A | (100-94%) | 61.75-58.05 points |
| B | (93-86%)  | 58.04-53.11 points |
| C | (85-78%)  | 53.10-48.17 points |
| D | (77-70%)  | 48.16-43.23 points |

---

The ACCE may also consider the following when determining a grade:

- Clinical setting
- Student experience with patients in that setting
- Expectations for the clinical experience
- Expectations of the clinical site
- Level of experience within the didactic and clinical components
- Whether significant concerns box or with distinction box were checked
- Congruence between the CI's midterm and final comments
- CI report on student at site visit

### MALPRACTICE POLICY

Malpractice is an error, negligence or omission in the performance of duties. The PTA student is responsible for their actions when in contact with patients even though they are not licensed or registered.

Lake Land College's Insurance Policy covers Lake Land College PTA students for malpractice liability while on out of house clinicals (see Appendix I – Lake Land College Certification of Insurance).

## **PHYSICAL REQUIREMENTS**

Physical Therapy is physically demanding work and students need to have good general health and the strength, stamina, and flexibility necessary to carry out assignments in the laboratory and clinical areas.

Students must be aware that they may encounter potential health risks throughout the educational program and in clinical practice. The students will be asked to work on one another and expected to play the role of a patient. Hands on demonstrations are required by instructor/student and student/student. If this is a problem for the student, the student must inform the instructor. During clinicals, students are covered under the malpractice insurance provided by the College. Any illness or injury sustained while on clinical assignment is the financial responsibility of the PTA student and their insurance coverage.

## **PREGNANCY or SUSPECTED PREGNANCY**

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs and activities. Title IX protects students in all of the academic, educational, extracurricular, athletic and other programs or activities of schools. This includes prohibiting discrimination against students who are pregnant or recovering from childbirth.

In accordance with Title IX, Lake Land College does not exclude a pregnant student from participating in any part of an education program and provides reasonable accommodations to students who request support related to pregnancy and recovery from childbirth. Any special services provided to students with temporary medical conditions will also be provided to students who are pregnant or recovering from childbirth. (see Appendix J: Supporting Academic Success of Pregnant & Parenting Students)

## **PREPARING AHEAD**

While each student's need for accommodations may vary, students who are pregnant or become pregnant during the semester, should discuss with College Health Services and their instructors accommodations that may be necessary. It may not be possible to grant accommodations after the fact, so it is better to prepare in advance for possible scenarios.

A student must notify the Program Director and Instructor(s) as soon as pregnancy is suspected and/or confirmed. This policy is to protect the student and the fetus from potentially harmful exposure (i.e. radiation, infection, etc). Pregnant students may continue to participate in clinical rotations, internships, and lab courses. If they will be



working with potentially hazardous materials or there are potential safety concerns related to a clinical setting, they may be required to seek clearance from a doctor. If students are not able to complete these assignments, they should work with College Health Services and the instructor to explore options, including possible retaking of the course at a later time.

When the pregnancy has been confirmed, the student will be required to provide a physician's written approval to continue in the Program.

## **ATTENDANCE POLICY**

**Attendance is mandatory in every PTA clinical assignment.** The student is committed to perform out of house clinical rotations on the assigned dates. No exceptions will be made for vacations, weddings, honeymoons, etc. Following any absence, it is the responsibility of the student to arrange with the CI a mutual time to make up the hours missed.

### **EXCUSED ABSENCES**

If pressing circumstances, such as the student's illness, prevent them from attending clinical, they must notify the CI and instructor as soon as possible. Calling in does not automatically guarantee an excused absence; the instructor must approve it. More than 3 days of missed attendance will result in dismissal from the Program. The student has the right to appeal this decision.

### **UNEXCUSED ABSENCES**

No unexcused absences are acceptable. Any unexcused absences **WILL** result in grade reduction or dismissal from the Program on a case by case basis. Each instructor will provide specific attendance rules and the penalties that will occur.

### **TARDINESS**

Students are expected to report to clinicals at designated times. **TARDINESS** is disruptive to the learning process of other students as well as the tardy one. **TWO (2)** tardies will be cause for discussion with the instructor or ACCE and may result in dismissal from the Program.

## **CELL PHONE USAGE**

No cell phone use is allowed while on clinical rotations. Students may check for messages during breaks/lunch. If using the cell phone, a grade reduction will occur. Check additional information per individual instructor.

## **SOCIAL MEDIA / INTERNET USAGE**

Social media can benefit health care in a variety of ways, including fostering professional connections, promoting timely communication with patients and family members, and educating and informing consumers and health care professionals.

Health care organizations that utilize electronic and social media typically have policies governing employee use of such media in the workplace. Components of such policies often address personal use of employer computers and equipment, and personal computing during work hours. The policies may address types of websites that may or may not be accessed from employer computers. Health care organizations also maintain careful control of websites maintained by or associated with the organization, limiting what may be posted to the site and by whom.

The use of social media in the clinical setting is absolutely prohibited. In addition, students must avoid posting information about clinical experiences on social media in order to protect the confidentiality of the patients served. Violation of this policy may result in dismissal from the PTA Program. Likewise, students must maintain professionalism when utilizing social media to post anything regarding the Lake Land College PTA Program.

## **HEALTH PROBLEM POLICY**

The Health Service on the main campus has a nurse on-site to treat, discuss, and refer students when health-related problems occur. Emergency first aid and over-the-counter medications are also available. If services are needed at the Kluthe Center, the student is referred to HSHS St. Anthony Memorial Hospital's Emergency Room or to the nurse on the main campus, depending on the severity of the problem.

Before each clinical, the student will complete a Student Information Sheet (see Appendix K – Lake Land College PTA Student Medical Information Form) with health insurance and emergency contact information. If injured or have contact with body fluids while on a clinical, the student is to follow the facility's policies. The student is financially responsible for any medical bills accrued.

Students that have or develop conditions/health problems that may affect clinical or academic performance may continue provided they have:

1. Submitted a written statement from their physician regarding the nature and restriction of the health problem and the student's ability to continue in the Program to the Program Director.
2. Notified all current clinical and academic faculty prior to the start of each clinical rotation or course. Failure to notify PTA faculty and CI will result in dismissal from the Program.

3. Met all clinical and didactic objectives and requirements.

Students are responsible for **providing their own health insurance**. If they do not have personal or family health insurance, they may purchase the student health insurance group plan offered through Lake Land College Health Service office or by the APTA. (Applications available through the PTA Secretary.)

**Any illness or injury sustained while on clinical assignment is the financial responsibility of the PTA student and their insurance coverage.**

### **HANDLING COMPLAINTS**

The following is the process for complaints by a current PTA student on a PTA faculty member after discussion with the involved faculty member:

1. Director will be notified.
2. Director will review the complaint.
3. Director will contact the appropriate PTA faculty member.
4. Complaints will be discussed and appropriate actions will be taken.
5. If the faculty member has made no noticeable change, the Division Chair will be notified.
6. If there is a complaint on the PTA Program Director or other support faculty members, the Division Chair will be notified.

Any complaint which cannot be resolved within the PTA Program is addressed by the Lake Land College Student Complaints. This procedure is based on [Board Policy 07.29 Student Complaints](#).

The following is the process for complaints by a clinical site on the Lake Land College PTA Program:

1. The complaint will be submitted to the Director in writing.
2. The Director will review the complaint.
3. The complaint will be discussed and appropriate actions will be taken.
4. The Director will make the decision if the Division Chair needs to be notified.

Formal complaints can also be made with CAPTE by contacting the staff of accreditation prior to submission of a formal complaint. (CAPTE, 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: [capteonline.org](http://capteonline.org).)

The goal is to resolve the complaint in the most equitable manner possible without retaliation. No retaliation will be tolerated.

## **RESPONSIBILITIES & RIGHTS OF CLINICAL INSTRUCTORS**

### **Responsibilities**

To assist the student in achieving a valuable clinical experience, the Clinical Instructor is requested to:

1. Assure that the student is provided with responsible, on-going supervision and direction. If CI is a PTA, confirm that there is a PT on site at all times for the student. If PT is not available for a day, make other arrangements for the student; i.e., observe other departments, reading assignments, in-service report, etc.
2. Provide the College with appropriate facility information prior to the affiliation period.
3. Review the Lake Land College Clinical Instructor Handbook so as to be familiar with student's academic exposure and expected competency level.
4. Provide an on-site orientation to include appropriate introductions, tour, and review of hospital/department policies and procedures.
5. Discuss and review with the student the expectations of the facility for the affiliation.
6. Set up and discuss goals for the student.
7. Offer the student other learning opportunities such as observation in OT, speech, surgery, etc.
8. Complete the Program's forms for the ACCE.
9. Meet with ACCE at the scheduled site visit appointment.
10. Arrange a formal conference to discuss the student's mid-term and final evaluations.
11. Complete the PTA CPI at midterm and at final.
12. Contact the ACCE as soon as possible if problems or concerns develop during the affiliation.

See [Guidelines to Promote Excellence in Clinical Education Partnerships](#)

## Rights

Clinical Instructors have the following rights:

1. To be able to change a student's assigned work hours taking into consideration the student's class schedule, to be consistent with the supervising PT or PTA.
2. To contact the ACCE at any time during the student's practicum to request an emergency meeting if any type of problem is developing with the student.
3. To request the student to work on weekends or holidays so long as a PT is supervising. For example, if the student missed a day due to illness, the CI can request the student to work a Saturday to make up his/her time.
4. To request the Lake Land College PTA Program to withdraw any PTA student from the practicum whose progress, practices or adjustment does not justify his or her continuance in the affiliation. The CI and the ACCE must follow the procedures as stated in the "Policy of Removal of a Student from Clinical Experience".

The Lake Land College PTA Program will:

1. Provide continuing education for CIs up to 5 CEs per renewal period. (1 CE for every 120 student clock hours)
2. Provide the CI with clinical education faculty development as needed and through an electronic journal club.
3. Offer continuing education opportunities.

## **CLINICAL INSTRUCTOR BENEFITS POLICY**

The Lake Land College Board of Trustees approved an incentive for clinical instructors.

On a yearly basis for each 120 clock hours of non-paid clinical supervision provided by an employee of a clinical site, a one (1) semester hour nontransferable tuition voucher will be provided to the clinical instructor by Lake Land College with a one-year expiration from the date of issuance; up to 3 credit hours per year. Contact Kay Foreman at 217-540-3552 to receive tuition waiver form.

## **CLINICAL EDUCATION FACULTY DEVELOPMENT POLICY**

Purpose: To provide ongoing developmental activities that meet the needs of Clinical Instructors (CIs) and the Program.

This will be done via several mechanisms:

- 1/ The ACCE will send information/journal articles via email or US mail to CCCEs and CIs related to being an effective CI periodically every semester.
  - a/ Selection of articles will be based on the data collection of the APTA PTA Student Evaluation: Clinical Experience and Clinical Instruction and the CI Needs Survey.
  - b/ Included with the journal article/information will be a short test to be returned to the ACCE so as to verify participation.
  - c/ Participation will be compiled and monitored.
  - d/ The effectiveness of the Journal Club will be monitored every other September.
  
- 2/ The ACCE will offer the APTA CI Credentialing Workshop every 2-3 years.
  - a/ The ACCE will keep a record of all the Program's CCCEs and CIs via the Clinical Site Information form.
  - b/ The ACCE will maintain and update all of the CCCEs and CIs that completed the APTA CI Credentialing Course. This will be done yearly via the Clinical Site Information form.
  - c/ All non-credentialed CIs will be informed about this course, and will receive a formal invitation to attend. Documentation of these invitations and of attendance will be maintained by the ACCE.
  - b/ All CIs who complete the APTA Clinical Instructor Credentialing workshop will be surveyed six months after the workshop in order to evaluate the effect of the workshop on the CI's student management and teaching skills. Documentation will be maintained by the ACCE.
  
- 3/ The ACCE will collect and gather data from the APTA PTA Student Evaluation: Clinical Experience and Clinical Instruction after each clinical practicum.
  - a/ Surveys will be compiled and reviewed after each practicum. This documentation will be maintained by the ACCE.
    - i/ A response of "No" on Adequate Orientation, an average of 2/4 or lower on clinical experience/environment, an average lower than 3/5 on clinical instructor satisfaction and/or a response of "Some good learning experiences" or "student clinical education program is not

adequately developed” will require the following procedure:

- The ACCE will communicate will communicate with the student to receive more information if needed. The information will be documented and maintained by the ACCE.
- The ACCE will then contact the CCCE/CI to discuss or set up a site visit to meet the goal of enhancing clinical faculty development, to improve the effectiveness of the CI and to meet the needs of the Program. This information will be documented and maintained by the ACCE.

- 4/ The ACCE will have each student complete the Student Evaluation of CI at Site Visit form for each clinical. The form will be compiled and reviewed after each practicum.
  - a/ A response of 2 (fair) or 1 (poor) will require the following procedure:
    - i/ The ACCE will ask for additional information from the student. This will be documented by the ACCE.
    - ii/ The ACCE will then contact the CCCE/CI to discuss or set up a site visit to meet the goal of enhancing clinical faculty development, to improve the effectiveness of the CI and to meet the needs of the Program. This information will also be documented and maintained by the ACCE.
  
- 5/ The ACCE will conduct a CI Needs Survey. The form will assess the CI’s knowledge of using the Clinical Performance Instrument (CPI), the effectiveness of the tool, and if there is any other needs for clinical teaching. CI development will take place during the site visit.
  - a/ If Yes is marked on additional training is needed on the CPI, CI development will take place during the site visit. This information will be maintained by the ACCE.
  - b/ The ACCE will also monitor areas of clinical teaching. If any clinical areas are marked, the ACCE will do one of the following:
    - i/ Development during the site visit, if possible.
    - li/ Send information/journal articles concerning the area.This information will be documented and monitored.

Clinical instructors will be offered an invitation to the PTA Program's CE offerings. An effort will be made to solicit requests from CIs related to the nature of the topics. Clinical Instructors who do attend Lake Land College CE offerings will be surveyed at the end of the workshop in order to identify their perceived learning needs.

A periodic assessment of the effectiveness of the current CIs will be conducted by the PTA core faculty as part of the PTA Program's Systematic Self-Evaluation Plan in the month of September.

## **CRITERIA FOR CLINICAL SITE SELECTION**

### **FACILITY**

1. Full-time PT on site.
2. Sufficient variety of learning experiences.
3. Diversity of patient diagnoses.
4. Allow students to provide direct patient care.
5. Opportunities to interact with other healthcare providers and family members (interprofessional practice).
6. Provisions for ethical and legal services to patients.
7. Provide PT and PTA interactions.
8. Willingness to provide students a positive clinical experience.
9. Encouragement for CI training and development.
10. Willing to sign and carry out the responsibilities of the Cooperative Agreement (see Appendix L - Cooperative Agreement).

### **STAFF**

1. Minimum of one (1) Physical Therapist licensed on site.
2. At least one (1) Physical Therapist Assistant preferred - as appropriate.
3. Clinical Instructors should have at least one (1) year of clinical experience.
4. Clinical Instructors must want to work with students and treat the students with respect.
5. Clinical Instructors must maintain appropriate professional growth.
6. Must agree to abide by the terms of the Cooperative Agreement between the



facility and Lake Land College. (Appendix L)

7. Clinical Instructors practice legally and ethically.
8. Effective time management skills.
9. Communication that is clear, consistent and coherent.
10. An effective collaborative approach.
11. Evidence of appropriate supervisory staff.
12. Ability to perform formative and summative evaluations.

See [Guidelines to Promote Excellence in Clinical Education Partnerships](#)

**APPENDIX A**

**LAKE LAND COLLEGE PTA PROGRAM  
CONFIDENTIALITY AGREEMENT**

I understand that clinical instruction and experience is a vitally important aspect of the Physical Therapist Assistant Program in which I am enrolled. I am aware that I will be assigned to various patient care facilities to receive this instruction/experience. I acknowledge that in the course of receiving this instruction/experience I will have access to patient information and records.

I understand the facility is required by law to keep this information confidential. Therefore, I will:

1. Treat all patient information and records as strictly confidential. I will hold all information concerning patients and patient records in the strictest confidence in compliance with the law.
2. Not disclose to any third party, or use, any information concerning any patient to which I have access. The only exception to this is as may be required by law.
3. In the course of my clinical rotation(s), abide by current HIPAA guidelines, which prohibit removal of any personally-identifiable patient information from the facility.

I acknowledge that any violation of the terms of this agreement could result in irreparable harm to the facility. I understand that in addition to any other rights and remedies available to the facility for any breach of my obligations hereunder, the facility shall be entitled to enforcement of these obligations by court injunction, and the facility shall not be obtaining the same.

This agreement shall be construed in accordance with the internal laws of the State of Illinois.

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

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Date

NOTE: Each student signs one of these forms. It is placed in their file in the Program Director's office.

## APPENDIX B

PTA085

### PTA Student Competencies

1. Perform and measure vital signs: blood pressure, pulse and respiration.
2. Calculate maximum heart rate and target heart rate.
3. Wash hands aseptically according to universal precautions.
4. Demonstrate proper application and removal of sterile gloves.
5. Prepare a sterile field.
6. Apply effective bloodborne pathogen precautions.
7. Drape patient appropriately for treatment procedures.
8. Position patient with correct bed positioning techniques.
9. Instruct patient in bed mobility.
10. Perform and demonstrate proper body mechanics for all treatments.
11. Measure and fit wheelchair.
12. Instruct patient in correct wheelchair mobility.
13. Perform a safe patient transfer: pivot, two-person lift, sliding board and mechanical lift.
14. Measure and fit ambulatory assistive devices: walker, canes and crutches.
15. Instruct patient in appropriate gait pattern for level surfaces and on stairs.
16. Perform passive range of motion, active assistive range of motion and active range of motion with proper hand placement.
17. Locate bony landmarks and muscles of upper and lower extremities.
18. Use effective verbal and written communication with the physical therapist.
19. Describe components of SOAP note documentation and Patient Client Management format.
20. Document relevant aspects of patient treatment using the SOAP note format.
21. Perform physical therapy procedures under the supervision of a licensed physical therapist according to the state's statute for physical therapy practice.
22. Perform treatments according to the American Physical Therapy Association guidelines for the ethical practice of physical therapy.
23. Use effective verbal and non-verbal communication with the patients and families.
24. Use appropriate medical terminology in oral and written communication.
25. Respect individual cultural, religious and socioeconomic differences.
26. Implement a tilt table treatment program.
27. Knowledge of wound and burn care.
28. Instruct patient with common therapeutic exercises.
29. Administer therapeutic massage.
30. Administer mechanical therapeutic traction: cervical and pelvic.
31. Administer superficial heats: hydrocollator, fluidotherapy, paraffin, whirlpool and infrared.
32. Administer cryotherapy: cold packs, contrast baths, and ice massage.
33. Administer ultrasound.
34. Administer ultraviolet.
35. Administer diathermy.
36. Perform a Jobst treatment.
37. Perform electrical stimulation and biofeedback.
38. Perform Electrical Stimulation with ultrasound.
39. Administer iontophoresis.
40. Perform TENS treatment.
41. Perform laser.
42. Perform goniometry measurements.
43. Perform treatments in a logical sequence according to the plan of care.
44. Knowledge of various dressings used for wound care.
45. Describe components of normal gait.
46. Identify correct alignment for normal posture.
47. Knowledge of kinesiology.
48. Perform limb circumference measurements to document changes in limb size.
49. Knowledge of compression therapies.

Entry level competencies (knowledge and skills) of the PTA student for PTA097 – Clinical Practicum IV

The following is a listing of competencies which the student is prepared to demonstrate during their clinical rotation.

1. Perform and measure vital signs: blood pressure, pulse and respiration.
2. Calculate maximum heart rate and target heart rate.
3. Wash hands aseptically according to universal precautions.
4. Demonstrate proper application and removal of sterile gloves.
5. Prepare a sterile field.
6. Apply effective bloodborne pathogen precautions.
7. Drape patient appropriately for treatment procedures.
8. Position patient with correct bed positioning techniques.
9. Instruct patient in bed mobility.
10. Perform and demonstrate proper body mechanics for all treatments.
11. Measure and fit wheelchair.
12. Instruct patient in correct wheelchair mobility.
13. Perform a safe patient transfer: pivot, two-person lift, sliding board and mechanical lift.
14. Measure and fit ambulatory assistive devices: walker, canes and crutches.
15. Instruct patient in appropriate gait pattern for level surfaces and on stairs.
16. Perform passive range of motion, active assistive range of motion and active range of motion with proper hand placement.
17. Locate bony landmarks and muscles of upper and lower extremities.
18. Use effective verbal and written communication with the physical therapist.
19. Describe components of SOAP note documentation and Patient Client Management format.
20. Document relevant aspects of patient treatment using the SOAP note format.
21. Perform physical therapy procedures under the supervision of a licensed physical therapist according to the state's statute for physical therapy practice.
22. Perform treatments according to the American Physical Therapy Association guidelines for the ethical practice of physical therapy.
23. Use effective verbal and non-verbal communication with the patients and families.
24. Use appropriate medical terminology in oral and written communication.
25. Respect individual cultural, religious and socioeconomic differences.
26. Implement a tilt table treatment program.
27. Knowledge of wound and burn care.
28. Instruct patient with common therapeutic exercises.
29. Administer therapeutic massage.
30. Administer mechanical therapeutic traction: cervical and pelvic.
31. Administer superficial heats: hydrocollator, fluidotherapy, paraffin, whirlpool and infrared.
32. Administer cryotherapy: cold packs, contrast baths, and ice massage.
33. Administer ultrasound.
34. Administer ultraviolet.
35. Administer diathermy.
36. Perform a Jobst treatment.
37. Perform electrical stimulation and biofeedback.
38. Perform Electrical Stimulation with ultrasound.
39. Administer iontophoresis.
40. Perform TENS treatment.
41. Perform laser.
42. Perform goniometry measurements.
43. Perform treatments in a logical sequence according to the plan of care.
44. Knowledge of various dressings used for wound care.
45. Describe components of normal gait.
46. Identify correct alignment for normal posture.

47. Knowledge of kinesiology.
48. Perform limb circumference measurements to document changes in limb size.
49. Knowledge of compression therapies.
50. Identify faulty postures.
51. Perform passive and active stretching.
52. Perform manual resistance exercises.
53. Perform length testing.
54. Assess balance and perform balance training.
55. Apply general exercises in an aquatic environment.
56. Perform fundamental spinal stabilization training.
57. Perform isometric and dynamic exercises.
58. Instruct on diaphragmatic, segmental and pursed lip breathing.
59. Perform progressive resistance exercises.
60. Develop a therapeutic exercise program for the UE and the LE.
61. Perform strengthening exercises for the UEs and LEs.
62. Perform joint mobilization.
63. Perform kinesiotaping and McConnell taping techniques.
64. Perform manual muscle testing to major muscle groups.
65. Develop a therapeutic exercise program.
66. Perform therapeutic exercises to all joints of the body.
67. Identify orthopedic disorders and surgeries.
68. Identify treatment plan for orthopedic conditions.
69. Identify common test procedures for orthopedic conditions.
70. Instruct patient in self ROM exercises.
71. Perform PNF techniques.

Entry level competencies (knowledge and skills) of the PTA student for PTA099 – Clinical Practicum V

The following is a listing of competencies which the student is prepared to demonstrate during their clinical rotation.

1. Perform and measure vital signs: blood pressure, pulse and respiration.
2. Calculate maximum heart rate and target heart rate.
3. Wash hands aseptically according to universal precautions.
4. Demonstrate proper application and removal of sterile gloves.
5. Prepare a sterile field.
6. Apply effective bloodborne pathogen precautions.
7. Drape patient appropriately for treatment procedures.
8. Position patient with correct bed positioning techniques.
9. Instruct patient in bed mobility.
10. Perform and demonstrate proper body mechanics for all treatments.
11. Measure and fit wheelchair.
12. Instruct patient in correct wheelchair mobility.
13. Perform a safe patient transfer: pivot, two-person lift, sliding board and mechanical lift.
14. Measure and fit ambulatory assistive devices: walker, canes and crutches.
15. Instruct patient in appropriate gait pattern for level surfaces and on stairs.
16. Perform passive range of motion, active assistive range of motion and active range of motion with proper hand placement.
17. Locate bony landmarks and muscles of upper and lower extremities.
18. Use effective verbal and written communication with the physical therapist.
19. Describe components of SOAP note documentation and Patient Client Management format.
20. Document relevant aspects of patient treatment using the SOAP note format.
21. Perform physical therapy procedures under the supervision of a licensed physical therapist according to the state's statute for physical therapy practice.
22. Perform treatments according to the American Physical Therapy Association guidelines for the ethical practice of physical therapy.
23. Use effective verbal and non-verbal communication with the patients and families.
24. Use appropriate medical terminology in oral and written communication.
25. Respect individual cultural, religious and socioeconomic differences.
26. Implement a tilt table treatment program.
27. Knowledge of wound and burn care.
28. Instruct patient with common therapeutic exercises.
29. Administer therapeutic massage.
30. Administer mechanical therapeutic traction: cervical and pelvic.
31. Administer superficial heats: hydrocollator, fluidotherapy, paraffin, whirlpool and infrared.
32. Administer cryotherapy: cold packs, contrast baths, and ice massage.
33. Administer ultrasound.
34. Administer ultraviolet.
35. Administer diathermy.
36. Perform a Jobst treatment.
37. Perform electrical stimulation and biofeedback.
38. Perform Electrical Stimulation with ultrasound.
39. Administer iontophoresis.
40. Perform TENS treatment.
41. Perform laser.
42. Perform goniometry measurements.
43. Perform treatments in a logical sequence according to the plan of care.
44. Knowledge of various dressings used for wound care.
45. Describe components of normal gait.
46. Identify correct alignment for normal posture.

47. Knowledge of kinesiology.
48. Perform limb circumference measurements to document changes in limb size.
49. Knowledge of compression therapies.
50. Identify faulty postures.
51. Perform passive and active stretching.
52. Perform manual resistance exercises.
53. Perform length testing.
54. Assess balance and perform balance training.
55. Apply general exercises in an aquatic environment.
56. Perform fundamental spinal stabilization training.
57. Perform isometric and dynamic exercises.
58. Instruct on diaphragmatic, segmental and pursed lip breathing.
59. Perform progressive resistance exercises.
60. Develop a therapeutic exercise program for the UE and the LE.
61. Perform strengthening exercises for the UEs and LEs.
62. Perform joint mobilization.
63. Perform kinesiotaping and McConnell taping techniques.
64. Perform manual muscle testing to major muscle groups.
65. Develop a therapeutic exercise program.
66. Perform therapeutic exercises to all joints of the body.
67. Identify orthopedic disorders and surgeries.
68. Identify treatment plan for orthopedic conditions.
69. Identify common test procedures for orthopedic conditions.
70. Instruct patient in self ROM exercises.
71. Identify different cardiac/pulmonary conditions and treatments.
72. Perform postural drainage.
73. Assess sensory and motor function.
74. Assess coordination and balance.
75. Identify and perform sensory, motor and coordination tests.
76. Describe components of abnormal gait.
77. Describe the components of home and environmental assessments.
78. Identify and perform PNF techniques.
79. Identify other neuromuscular techniques.
80. Describe other neuromuscular, vascular and lymphatic diseases and treatments.
81. Perform manual soft tissue techniques.
82. Describe different spinal cord, head injury, and cerebral conditions.
83. Identify and perform treatment of a patient with a SCI, TBI, CVA.
84. Identify normal and abnormal pediatric development.
85. Identify pediatric diagnoses and treatment.
86. Identify different amputations and treatments
87. Identify different prosthesis and orthotics.
88. Identify normal and abnormal gait of an amputee.
89. Knowledge of women's health.
90. Knowledge of OB-GYN issues.
91. Knowledge of pathologies of all systems of the body.
92. Knowledge of pharmacologic agents for various pathologies.
93. Knowledge of laboratory tests.
94. Knowledge of the Illinois Practice Act.
95. Knowledge of Medicare, coding and billing.

## APPENDIX C

### LAKE LAND COLLEGE PTA PROGRAM CURRICULUM MODEL FIRST YEAR

| 1st Semester                    |        | Hours      |
|---------------------------------|--------|------------|
| Fundamentals of PTA I           | PTA080 | 4.0        |
| PTA Clinical Practicum I        | PTA081 | 1.0        |
| Medical Terminology for the PTA | PTA083 | 2.0        |
| Composition I                   | ENG120 | 3.0        |
| Human Anatomy & Physiology I    | BIO225 | 4.0        |
| Concepts of Physics             | PHY110 | <u>4.0</u> |
| TOTAL                           |        | 18.0       |

  

| 2nd Semester                  |        | Hours      |
|-------------------------------|--------|------------|
| Fundamentals of PTA II        | PTA082 | 6.0        |
| Human Anatomy & Physiology II | BIO226 | 4.0        |
| Kinesiology                   | PED244 | 4.0        |
| PTA Pathology                 | PTA084 | <u>3.0</u> |
| TOTAL                         |        | 17.0       |

  

| Summer                                  |        | Hours      |
|---|--------|------------|
| PTA Clinical Practicum III<br>(4 weeks) | PTA085 | 2.0        |
| Neuro for the PTA                       | PTA086 | <u>2.0</u> |
| TOTAL                                   |        | 4.0        |

  

### SECOND YEAR

| 1st Semester                       |        | Hours      |
|------------------------------------|--------|------------|
| Fundamentals of PTA III            | PTA094 | 6.0        |
| Orthopedic Concepts & Applications | PTA095 | 4.0        |
| PTA Clinical Practicum IV          | PTA097 | <u>3.0</u> |
| TOTAL                              |        | 13.0       |

  

| 2nd Semester                |        | Hours      |
|-----------------------------|--------|------------|
| Fundamentals of PTA IV      | PTA096 | 5.0        |
| PTA Clinical Practicum V    | PTA099 | 4.0        |
| PTA Seminar                 | PTA098 | 2.0        |
| Human Development/Life Span | PSY279 | <u>3.0</u> |
| TOTAL                       |        | 16.0       |

  

|               |  |      |
|---------------|--|------|
| OVERALL TOTAL |  | 66.0 |
|---------------|--|------|



## Lake Land College PTA Program Course Descriptions

PTA 080

### **Fundamentals of PTA I**

An introduction to the profession of Physical Therapy and the role of the PTA within the health profession. This course provides basic physical therapy skills including: body mechanics, transfers, bed mobility, gait training, aseptic techniques, and assessment of vital signs.

PTA 081

### **PTA Clinical Practicum I**

An in-house laboratory practice of skills and techniques corresponding with Fundamentals of PTA I (PTA080). Students will observe in physical therapy settings.

PTA 082

### **Fundamentals of PTA II**

This course provides physical therapy skills including wound management, the use of modalities of therapeutic heat and cold, electrotherapy, massage techniques, goniometry, prosthetics/orthotics, and laboratory practice.

PTA 083

### **Medical Terminology for the PTA**

This course is designed for PTA students to learn word-building methods, to analyze medical terms by breaking them down into their basic components, PT abbreviations, and pronunciation of medical terminology.

PTA 084

### **PTA Pathology**

This course will discuss the etiology, symptoms, risk factors, pathogenesis, and prognosis of specific diseases. Medical practices for treatment of these diseases and illness will be discussed along with implications for the PTA. Pharmacology will also be discussed.

PTA 085

### **PTA Clinical Practicum III**

A full time, supervised clinical practice in a physical therapy facility. Students will participate in selected patient care skills and techniques learned in Fundamentals of PTA I (PTA080), Clinical Practicum I (PTA081) and Fundamentals of PTA II (PTA082).

PTA 086

### **Neurology for the PTA**

This course will focus on the specific neuroscience concepts and principles that support rehabilitation therapy.

PTA 094

**Fundamentals of PTA III**

This course is a continuation of the skills and knowledge used by a PTA. Concentration is on muscle testing, length testing, therapeutic exercise, and postural analysis.

PTA 095

**Orthopedic Concepts and Applications**

The course focuses on orthopedic different types of tissue healing and orthopedic diagnoses and rehabilitation.

PTA 096

**Fundamentals of PTA IV**

This course emphasizes assessment and treatment of specific areas. These areas include: neurological conditions, pediatrics, geriatrics, obstetrics, cardiopulmonary, industrial, and manual therapy.

PTA 097

**PTA Clinical Practicum IV**

Full time, supervised clinical practice experience at a physical therapy facility. Students will practice newly acquired skills from Fundamentals of PTA III (PTA094) and Orthopedic Concepts and Applications (PTA095) while continuing to progress previously learned skills.

PTA 098

**PTA Seminar**

Preparation to enter into the work force as a Physical Therapist Assistant. This course emphasizes liability issues, Medicare guidelines, administration, health insurances, and ethical aspects. Licensure preparation and the exchange of clinical experiences are incorporated.

PTA 099

**PTA Clinical Practicum V**

Final full time, supervised clinical practicum experience at a physical therapy facility to prepare as an entry level Physical Therapist Assistant. Student will refine all learned skills.

## APPENDIX D

### Clinical Practicum Guidelines

1. Attend all scheduled clinical practicum experiences at the scheduled time of day according to CI. It is the student's responsibility to notify the CI at the beginning or before scheduled time in case of illness or emergency. He/she must also contact the ACCE the same time of day at 217-540-3552. It is required that all absences must be made up on days that are acceptable with the CI.

As per the PTA Student Handbook, two **excused** absences are allowed. Any **unexcused** absences will result in dismissal from the program. **More than 2 absences will result in dismissal from program. If you are late two times, you may be dismissed from the program.**

2. Wear appropriate clinical practicum attire: dress slacks, red or black polo shirt with Lake Land College PTA program on shirt, clean tennis shoes and name tag. Shirt must be tucked in. Few clinical facilities will have its own attire policy. Per the dress code in the LLC PTA Student Handbook:
  - No visible tattoos
  - No visible body piercing except for one piercing in each ear for females
3. Receive no unacceptable reports from CIs based on behavior, attendance, dress attire, or clinical skill performance.
4. Complete all clinical assignments satisfactorily in a timely, safe, legal and ethical manner.
5. Complete a 15 minute in-service at the clinical facility for CP IV and CP V.
  - CP IV = in-service on journal literature
  - CP V = in-service on topic approved by CI
6. Abide by the Health Insurance Portability and Accountability Act (HIPAA).
7. Demonstrate appropriate professional behavior at all times.
8. Complete the online CPI at midterm and final.
9. Return completed course work on due date.

**Cell Phone Policy:** Cell phones must be turned off during clinical hours. No cell phone use in patient care area or office will be permitted. Student will be allowed to use phones during breaks and lunch hour only.

**Late Policy:** All course work is expected to be completed and turned in by 12:00 p.m. at the Kluthe Center the following work day after the last day of clinical unless other arrangements have been made by the ACCE. **For each day late, 5 hours of observation at a physical therapy setting is required along with a grade reduction of one (1) letter grade.**

**APPENDIX E**  
**LAKE LAND COLLEGE**  
**PTA STUDENT COUNSELING FORM**

I have been counseled regarding \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that I must \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

in order to continue in the Physical Therapist Assistant Program.

This must be completed prior to \_\_\_\_\_.

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

\_\_\_\_\_  
Faculty Signature / Date

**APPENDIX F**

**Lake Land College PTA Program Clinical Instructor Survey  
Fax to 217-540-3599 within 1 week**

CI's Name \_\_\_\_\_ Facility \_\_\_\_\_  
CI's Email \_\_\_\_\_ Year: \_\_\_\_\_  
State of Licensure \_\_\_\_\_ License Number \_\_\_\_\_

To meet your needs as a Clinical Instructor, please complete the following survey. Please circle the best response to each statement.

1. Do you feel the CPI is a good evaluation tool for clinicals?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  
2. I need to have additional training on using the online Clinical Performance Instrument.  
Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please indicate the area(s) you need assistance: \_\_\_\_\_
  
3. Are there any areas of clinical teaching that you would like information on: YES NO  
If yes, please indicate what areas. \_\_\_\_\_ Role of the CI \_\_\_\_\_ Legal Issues  
\_\_\_\_\_ Orienting students \_\_\_\_\_ Evaluating students  
\_\_\_\_\_ Communicating with students \_\_\_\_\_ Ethical Issues \_\_\_\_\_ Goal Writing  
\_\_\_\_\_ Supervising students \_\_\_\_\_ Dealing with exceptional students  
\_\_\_\_\_ Facilitating learning \_\_\_\_\_ Learning Styles  
\_\_\_\_\_ Minimum required skills of a PTA  
\_\_\_\_\_ Assessing and documenting student deficits and unsafe practices  
Other \_\_\_\_\_
  
4. Are you an APTA Credentialed Clinical Instructor? YES NO  
If no, are you interested in attending an APTA Clinical Instructor Credentialing Workshop?  
YES NO
  
5. Please list other specialist certifications that you have. \_\_\_\_\_
  
6. If a PTA, have you obtained the APTA Recognition of Advanced Proficiency? Yes NO  
If yes, what area? \_\_\_\_\_
  
7. How many years of experience do you have as a PT or PTA?  
Less than 1 year    1-5 years    5-10 years    10-15 years    15-20 years    over 20 years
  
8. How many years of experience do you have as a Clinical Instructor?  
Less than 1 year    1-5 years    5-10 years    10-15 years    15-20 years    over 20 years
  
9. Area(s) of Expertise: \_\_\_\_\_
  
10. Do you belong to the Lake Land College CI Development/Journal club? YES NO  
If no, are you interested in joining? YES NO

**APPENDIX G**  
Case Study  
Factors to Report

1. **History of the presenting problem, complaints, and precautions (including onset date).** Describe why the patient received physical therapy. Relevant information of the history of the problem should be included. Include the reason for the current physical therapy session.
  
2. **Pertinent diagnoses and medical history.** Include the physician's diagnosis of the problem and any other diagnoses or history that could influence the course of physical therapy or the outcomes. Do research on the diagnosis and explain the course of disease, the cause, signs and symptoms, and the textbook's prognosis. Current medication, previous surgery and prior physical therapy for other problems are examples of information that could be important.
  
3. **Demographic characteristics, including pertinent psychological, social, home life and environmental factors.** It is beyond our scope of practice to diagnose psychological or mental factors, however, describe the patient behavior and social and environmental factors that may affect physical therapy and outcomes. A supportive family, the desire to go back to school the rewards of Workers' Compensation, and a home with barriers are examples of factors that enter into the clinical care process and have a critical influence on outcomes.
  
4. **Description of physical therapy treatment. Prior or concurrent services related to the current episode of physical therapy care.** Describe the services and care that the patient is receiving in physical therapy. Describe the exercises, treatment and any other physical therapy skills the patient is receiving. If the patient is receiving other rehab services, go into detail the care they are receiving. Describe what the patient was like at the beginning of therapy and at the end.
  
5. **Discuss the goals the physical therapist has set for the patient.** Report any problems or conditions that patient has that could influence the goals and the means to achieve them. Is the patient overweight? Does the patient have a serious cognitive deficit? These and other problems could influence physical therapy and its effectiveness. What does the PT hope the patient will accomplish in physical therapy? Are the goals functional? Do you feel the goals are realistic? Explain why or why not.
  
6. **Goals of the patient and family members.** What does the patient want to accomplish? What does family members hope the patient will accomplish? Discuss these goals and explain why they are important to the patient. Do these goals correlate to the goals that the PT has set?

7. **State your prognosis.** Discuss your prognosis of the patients. Will the patient make a full recovery? What will the future be like for the patient? Explain completely your reasons.

8. Answer the following questions:

What new skills did you learn while treating this patient?

What was rewarding?

Was there anything that frustrated you?

What new information did you gain?

Did you like or dislike treating this patient? Tell me why.

When you present your case study, remember patient confidentiality.

### Case Study Presentation

To complete Clinical Practicum IV, the student must prepare a presentation on his/her case study for PTA Seminar (PTA 098) in the following Spring Semester. This presentation may require photographs, videotapes, and/or digital photos of the patient. The student, along with his/her Clinical Instructor must have the patient sign a consent form (see sample below) which will be sent with the student at the beginning of the clinical.

#### Consent Form – Sample

I give permission for use of \_\_\_\_ photographs, \_\_\_\_ videotape, \_\_\_\_ digital photographs or

other \_\_\_\_\_ to be used by \_\_\_\_\_

State apparatus

Name of Lake Land College PTA Student

for use in classroom presentation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**APPENDIX H**  
CI Report on Student at Site Visit

Date \_\_\_\_\_

Student's Name: \_\_\_\_\_

CP III, CP IV, CP V  
Please circle

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

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

**Do you have Significant Concerns on any item of the Clinical Performance Instrument (CPI) that may result in the student failing?**

Yes \_\_\_ No \_\_\_

*(If yes, identify which item number(s), and briefly describe the problem on the midterm evaluation.)*

**Are the first 5 "red flag" items (Safety, Punctuality, Responsibility, Ethical, Respectful) of the CPI currently in the appropriate level for this clinical on the Visual Analog Scale (VAS)?**

Yes \_\_\_ No \_\_\_

**Is the student aware of the areas of performance that they should work on for the remainder of the clinical?**

Yes \_\_\_ No \_\_\_

**Is the student's performance appropriate for a student of this level?**

Yes \_\_\_ No \_\_\_

**What types of patients is the student treating?**

**What are your goals for the student for the remainder of the clinical?**

**Will the student conduct an in-service?**

Yes \_\_\_ No \_\_\_

**Do you need any training on the use of the PTA CPI?**

Yes \_\_\_ No \_\_\_

**COMMENTS:**

**CONCERNS and/or STRENGTHS:**

THANK YOU FOR YOUR COMMITMENT TO CLINICAL EDUCATION!



**Student Evaluation of Clinical Experience at Site Visit**

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

CP III, CP IV, CP V

Please circle

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

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

Clinical Instructor: \_\_\_\_\_ PT / PTA \_\_\_\_\_

**Did your CI use the orientation check off form?** Yes \_\_\_ No \_\_\_

**Are you comfortable with the amount of feedback/supervision you are receiving from your CI?** Yes \_\_\_ No \_\_\_

**If your CI is a PTA, are you receiving appropriate interaction with the supervising PT?** Yes \_\_\_ No \_\_\_

**Provide examples of PT/PTA interactions.**

Communication with PT \_\_\_\_\_

Review evaluation/assessment with PT \_\_\_\_\_

Observe initial eval \_\_\_\_\_

Other \_\_\_\_\_

**Is this learning experience challenging?** Yes \_\_\_ No \_\_\_

**What are the strengths of this clinical site?**

**What are the weaknesses of this clinical site?**

**Were there any problems with your midterm conference?** Yes \_\_\_ No \_\_\_

If yes, please comment: \_\_\_\_\_  
\_\_\_\_\_

**Have you had opportunities for direct patient care?** Yes \_\_\_ No \_\_\_

List: \_\_\_\_\_

**Have you had opportunities to observe/participate in other areas?** Yes \_\_\_ No \_\_\_

List areas: \_\_\_\_\_

**Have you had opportunities for involvement in interprofessional practice (interacting with multiple healthcare workers from other professional backgrounds working together with patients, families)?**

Yes \_\_\_ No \_\_\_

Give examples: \_\_\_\_\_

**Have you established/revised goals for the remainder of the clinical?** Yes \_\_\_ No \_\_\_

**Is your CI using the Weekly Goal form?** Yes \_\_\_ No \_\_\_

**COMMENTS:**

## Student Evaluation of Clinical Instructor at Site Visit

Student's Name \_\_\_\_\_ Clinical Practicum III IV V

CI's Name \_\_\_\_\_

Semester \_\_\_\_\_

Using the scale below, rate your CI for each statement.

1 = poor

2 = fair

3 = Good

4 = Excellent

1. My CI demonstrates a desire to work with students.

1

2

3

4

2. My CI adheres to legal practice standards.

1

2

3

4

3. My CI demonstrates ethical behavior.

1

2

3

4

4. My CI demonstrates clinical competence in his or her area of practice.

1

2

3

4

5. My CI sets clear performance goals during my rotation.

1

2

3

4

Developed September 3, 2013

**APPENDIX I**

Certification of Insurance (updated every 3 years)

Client # 337708

|  |                           |                       |   |                               |             |
|--|---------------------------|-----------------------|---|-------------------------------|-------------|
| <b>MEMORANDUM OF INSURANCE</b>   |                           |                       |   | Date Issued<br>April 21, 2021 |             |
| <b>Producer</b><br>Mercer Consumer, a service of<br>Mercer Health & Benefits Administration LLC<br>P.O. Box 14576<br>Des Moines, IA 50306-3576<br>www.proliability.com   |                           |                       | This memorandum is issued as a matter of information only and confers no rights upon the holder. This memorandum does not amend, extend or alter the coverages afforded by the Certificate listed below.  |                               |             |
| <b>Insured</b><br><br>The Students of Lake Land College District #517<br>Comptroller<br>5001 Lake Land Boulevard<br>Mattoon, IL 61938  |                           |                       | <b>Company Affording Coverage</b><br>Liberty Insurance Underwriters Inc.  |                               |             |
| This is to certify that the Certificate listed below has been issued to the insured named above for the policy period indicated, not withstanding any requirement, term or condition of any contract or other document with respect to which this memorandum may be issued or may pertain, the insurance afforded by the Certificate described herein is subject to all the terms, exclusions and conditions of such Certificate. The limits shown may have been reduced by paid claims. |                           |                       |   |                               |             |
| <b>Type of Insurance</b>   | <b>Certificate Number</b> | <b>Effective Date</b> | <b>Expiration Date</b>  | <b>Limits</b>                 |             |
| <b>Professional Liability</b>  | AHV-102388008             | 04/15/2021            | 04/15/2024  | Per Occurrence                | \$1,000,000 |
|  |                           |                       |   | Aggregate                     | \$3,000,000 |
| <b>General Liability</b>   |                           |                       |   | Per Occurrence                |             |
|  |                           |                       |   | Aggregate                     |             |
| <b>Evidence of Insurance</b>   |                           |                       |   |                               |             |
| Memorandum Holder:<br><br>The Students of Lake Land College District #517<br>Comptroller<br>5001 Lake Land Boulevard<br>Mattoon, IL 61938  |                           |                       | Should the above described Certificate be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the Memorandum Holder named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives. |                               |             |
|  |                           |                       | Authorized Representative<br><br>Mark Brostowitz<br>Principal   |                               |             |

CA License #0G39709, In CA d/b/a Mercer Health & Benefits Insurance Services LLC

## APPENDIX J

### SUPPORTING THE ACADEMIC SUCCESS OF PREGNANT AND PARENTING STUDENTS

#### *Excused Absences / Returning to Class after Delivery*

When pregnancy and childbirth progress normally, most students are able to return to class in a timely manner. Student absences related to pregnancy from childbirth are excused when a doctor deems the absences related to pregnancy or recovery from childbirth are excused when a doctor deems the absence medically necessary. In accordance with Lake Land College *Board Policy 06.24 Attendance in the Classroom* (see page 32 for *Board of Trustees Policy 06.24 – Attendance in the Classroom*), for the absence to be excused, the student must submit medical certification to the course instructor. Students must provide the medical certification to College Health Services who will keep a copy on file and distribute copies to the student's instructors.

Depending on the length of the medically-necessary leave, students may be assigned a grade of Incomplete ("I") with approval to complete/retake a course the next semester or next time the course is offered without being required to pay for the course again.

#### *Make Up Work*

Students work with each individual instructor to develop a plan for completing work missed during the medically-necessary absence. Depending on each situation, students may be able to complete the work in advance or during the absence. Students absent near the end of a semester may need to arrange to make up work and complete the class after the end of the semester.

#### *Grade Based on Class Attendance*

Students will be allowed to earn back class attendance points missed during excused absences for pregnancy and recovery from childbirth.

#### *Participation in Clinical Rotations, Internships, and/or Specialized Lab Courses*

Pregnant students may continue to participate in clinical rotations, internships and lab courses. If they will be working with potentially hazardous materials or there are potential safety concerns related to a clinical setting, they should work with College Health Services and the instructor to explore options, including possible retaking of the course at a later time.

#### *Parental Leave*

These guidelines apply only to an individual student's medically-necessary leave. They do not apply for extended leaves beyond what is deemed medically necessary or for parental leave to care for a child.

Attendance accommodations provided for pregnant and parenting students in accordance with Title IX are different than attendance accommodations provided for students in accordance with the Americans with Disabilities Act. Instructors will be

notified of attendance accommodations related to ADA by the Academic Counselor/Coordinator of Student Accommodations through IRIS rather than the College Nurse.

For more information regarding accommodations for pregnant and parenting students at Lake Land College, please contact the College Nurse/College Health Services at 217-234-5276 or in Luther Student Center Rm 017.

**APPENDIX K**

**LAKE LAND COLLEGE  
PHYSICAL THERAPIST ASSISTANT PROGRAM  
STUDENT MEDICAL INFORMATION FORM**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

HOME PHONE \_\_\_\_\_

HEALTH INSURANCE COMPANY \_\_\_\_\_

POLICY NUMBER \_\_\_\_\_

Medical Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Directions in case of Medical Emergency: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Emergency Contacts:**

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

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

Relationship: \_\_\_\_\_

Relationship: \_\_\_\_\_

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

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

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

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

Blanket student liability insurance is provided to all Physical Therapist Assistant students by Lake Land College.

**APPENDIX L**  
**COOPERATIVE AGREEMENT**  
**LAKE LAND COLLEGE**  
**PHYSICAL THERAPIST ASSISTANT**  
**COMMUNITY COLLEGE DISTRICT NO. 517**  
**MATTOON, IL 61938**

The following is the Cooperative Agreement between LAKE LAND COLLEGE (LLC) PHYSICAL THERAPIST ASSISTANT PROGRAM and the Cooperative Agency. This Agreement made and

entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between the LLC PHYSICAL

THERAPIST ASSISTANT PROGRAM and \_\_\_\_\_.

- I. The Cooperative Agency will agree to:
  - A. Accept Physical Therapist Assistant students for instruction and experience as scheduled by the Lake Land College ACCE and the Cooperative Agency CCCE.
  - B. Plan for and provide facilities for the Clinical Instructor to use for the instruction, supervision, rotation and record keeping of the Physical Therapist Assistant students during the cooperative period.
  - C. Plan for and permit a plan of rotation of the Physical Therapist Assistant students through the required services, as appropriate for the facility.
  - D. Observe the following policies of the Lake Land College Physical Therapist Assistant Program during the cooperative period.
    1. The school day shall not exceed eight (8) hours a day, five (5) days a week, Monday through Friday, unless prior arrangements have been made. The school day shall include clinical instruction, observations, practice, independent study, counseling and guidance, and other experiences as designated by the instructor.
    2. Physical Therapist Assistant students must wear appropriate attire as deemed by the Program's dress code policy.
  - E. Be in current good standing with appropriate regulatory institutions.
  - F. Provide the school with any applicable policies and procedures and inform the school Clinical Coordinator of any new or changes in procedures and/or policies.

- G. The Clinical Instructor assigned to the student can be a licensed Physical Therapist Assistant as long as a licensed Physical Therapist is present at the facility during the cooperative period. A licensed Physical Therapist is responsible for the student's supervision and evaluation.
  - H. The Clinical Instructor will assign patients that meet the needs of the Physical Therapist Assistant students.
  - I. The Cooperative Agency retains full responsibility for patient care.
  - J. The right to request the Lake Land College Physical Therapist Assistant Program to withdraw any Physical Therapist Assistant student from the cooperating agency whose progress, practices, or adjustment does not justify his/her continuance in the cooperating agency.
  - K. Provide emergency medical care to students or faculty members at the **individual's own expense** while at the cooperating agency.
- II. The Lake Land College Physical Therapist Assistant Program agrees to:
- A. Provide intensive instruction in the Physical Therapist Assistant curriculum prior to the assignment of the Physical Therapist Assistant students to the cooperating agency.
  - B. Provide a Physical Therapist Assistant Clinical Coordinator for the cooperative period.
  - C. Meet with facility personnel at such times as either party deems appropriate to evaluate student's performance.
  - D. Withdraw any Physical Therapist Assistant student from the cooperating agency whose progress, practices, or adjustment does not justify his/her continuance with the cooperating agency.
  - E. Assume full responsibility for the program and the Physical Therapist Assistant students' education with the assistance of the cooperating agency personnel.
  - F. All students and faculty participating in the Program at the Cooperative Agency shall have and maintain, at no cost to the Cooperative Agency, professional liability insurance with limits of at least \$1,000,000 per claim and \$3,000,000 aggregate.



- G. Ensure all students have received the required immunizations, Hepatitis B series, blood-borne pathogens and CPR training before the beginning date of the student's assignment.
- H. Provide facility with student's contact information prior to the beginning date of a clinical assignment.
- I. Students will be required to follow the clinical guidelines as established between the agency staff and Lake Land College Faculty.
- J. Be responsible for assuring that all students and faculty in the program preserve and respect the confidential nature of all information which they may acquire regarding patients and medical records.
- K. Make provision for a cooperative agency, faculty, and student evaluation process.

III. Term and Termination

This Agreement shall commence upon full endorsement and shall be automatically renewed on the anniversary date each year unless either party gives written notice of intent to terminate at least sixty (60) days prior to the annual renewal date. Additionally, either party may terminate this Agreement without cause at any time during a term by giving ninety (90) days prior written notice, effective on the date stated therein. Students assigned to the Cooperative Agency shall be given an opportunity to complete their affiliation if reasonably practicable.

IV. Liability

Each Party to this Agreement shall indemnify and hold harmless the other Party and its affiliated corporations and entities, and its directors, trustees officers, agents and employees against any and all damages, losses, costs and expenses (including reasonable attorneys' fees) incurred in connection with claims or demands for injury or damage arising from or caused by the indemnifying Party's negligent or willful acts or failure to act or the negligent or willful acts or failure to act of its directors, trustees, officers, agents and employees in connection with the subject matter of this Agreement.

---

Dr. Jonathan Bullock  
President, Lake Land College

---

Cooperating Agency Representative

---

Jon Althaus  
Vice President, Academic Services

---

Date