

PHYSICAL THERAPIST ASSISTANT PROGRAM

FACULTY

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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/ .

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 HIPAA 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).

PROGRAM STANDARDS

Classroom and laboratory course grades are determined by:

- Participation and attendance - expectations given the first day of class
- Classroom assignments and tests
- Midterm and final examinations
- Laboratory practical examinations

All courses and practical examinations must be passed on the Program's criteria. No student will be allowed to go to any clinical affiliations prior to meeting this requirement. A student must maintain a grade of "C" or higher in **ALL** courses and a 2.0 GPA from the PTA curriculum courses to remain in and graduate from the Program. The students must follow the curriculum model; however, the student may take non-PTA courses prior to the

actual semester listed. No class will be allowed to be taken after the actual semester it was scheduled in the curriculum (see Appendix B – Lake Land College PTA Program Curriculum Model/PTA Course Descriptions).

Grading Scale for PTA Program:

| | | |
|----------|---|---|
| 94 - 100 | = | A |
| 86 - 93 | = | B |
| 78 - 85 | = | C |
| 70 - 77 | = | D |
| 0 - 69 | = | F |

STUDENT PROGRAM DISMISSAL

To remain in the PTA Program, you must maintain:

1. A 2.0 or better GPA of the PTA curriculum courses only, with no grade lower than a C.
2. High integrity:
 - a. Maintain professional standards as outlined in the Code of Ethics (Appendix C).
 - b. No cheating on assignments, exams or plagiarism (*Board Policy 07.28.02 Academic Integrity Code*).
 - c. No foul language in classroom or on clinical sites.
3. Punctual daily attendance and no unexcused absences.
4. Successful and timely completion of Courses and Clinical Practicums as outlined in the curriculum model.

The following procedures will be used when unacceptable conduct is seen in the classroom:

1. The student will be called in for a conference with the involved faculty and/or the Program Director. A verbal warning will be given at that time or the Counseling Form completed and expectations for improvement will be defined (see Appendix D – Lake Land College PTA Program Student Counseling Form). This document will be reviewed with the student and the student will be asked to sign the document. Depending upon the significance of the violation(s), dismissal may occur at the first counseling session.
2. If the student does not show improvement as defined by the above

conference, he/she will be removed from the Program.

Personal problems should not be allowed to affect performance in classroom lectures/laboratories or clinical practicums. The same counseling procedures and documentation will be used as those for unacceptable practice, behavior, or conduct.

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 PTA 080 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.

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 E – 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 F: 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 G – 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 (apply for membership online at <https://www.apta.org/for-students>.)

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, 3030 Potomac Ave, Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website<https://www.capteonline.org/>).

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

DUE PROCESS

The PTA Program is committed to respecting the rights and privileges of persons associated with the educational program in regard to informed due process. The PTA Program follows the policies and procedures put forth by Lake Land College regarding due process for students and faculty. (*Board Policy 7.27 Grade Appeal, Board Policy 07.28 Student Rights and Responsibilities, Board Policy 07.29 Student Complaints, Board Policy 11.04 Discrimination and Harassment, Board Policy 11.04.01 Prohibiting Sex-Based Misconduct*)

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
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 (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 | | 14.0 |
| 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 (PTA 080). 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 (PTA 080), Clinical Practicum I (PTA 081), and Fundamentals of PTA II (PTA 082).

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 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 (PTA 094) and Orthopedic Concepts and Applications (PTA 095) 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 C

Standards of Ethical Conduct for the Physical Therapist Assistant



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

Preamble

The Standards of Ethical Conduct for the Physical Therapist Assistant (Standards of Ethical Conduct) delineate the ethical obligations of all physical therapist assistants as determined by the House of Delegates of the American Physical Therapy Association (APTA). The Standards of Ethical Conduct provide a foundation for conduct to which all physical therapist assistants shall adhere. Physical therapist assistants are guided by a set of core values (accountability, altruism, collaboration, compassion and caring, duty, excellence, integrity, and social responsibility). Throughout the document the primary core values that support specific principles are indicated in parentheses. Fundamental to the Standards of Ethical Conduct is the special obligation of physical therapist assistants to enable patients and clients to achieve greater independence, health and wellness, and enhanced quality of life.

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

Standards

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

(Core Values: Compassion and Caring, Integrity)

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

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

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

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

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

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

- 3A. Physical therapist assistants shall make objective decisions in the patient's or client's best interest in all practice settings.
- 3B. Physical therapist assistants shall be guided by information about best practice regarding physical therapist interventions.

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- 3C. Physical therapist assistants shall make decisions based upon their level of competence and consistent with patient and client values.
- 3D. Physical therapist assistants shall not engage in conflicts of interest that interfere with making sound decisions.
- 3E. Physical therapist assistants shall provide physical therapist services under the direction and supervision of a physical therapist and shall communicate with the physical therapist when patient or client status requires modifications to the established plan of care.

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

(Core Value: Integrity)

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

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

(Core Values: Accountability, Duty, Social Responsibility)

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

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

(Core Value: Excellence)

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

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

(Core Values: Integrity, Accountability)

- 7A. Physical therapist assistants shall promote work environments that support ethical and accountable decision-making.
- 7B. Physical therapist assistants shall not accept gifts or other considerations that influence or give an appearance of influencing their decisions.



- 7C. Physical therapist assistants shall fully disclose any financial interest they have in products or services that they recommend to patients and clients.
- 7D. Physical therapist assistants shall ensure that documentation for their interventions accurately reflects the nature and extent of the services provided.
- 7E. Physical therapist assistants shall refrain from employment arrangements, or other arrangements, that prevent physical therapist assistants from fulfilling ethical obligations to patients and clients

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

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

Explanation of Reference Numbers:

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

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

Last Updated: 8/12/2020

Contact: nationalgovernance@apta.org

APPENDIX D
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.

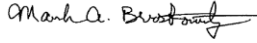
This must be completed prior to _____.

Student Signature / Date

Faculty Signature / Date

APPENDIX E
Certification of Insurance (updated every 3 years)

Client # 337708

| | | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-------------|
| MEMORANDUM OF INSURANCE | | | | Date Issued April 21, 2021 | |
| Producer Mercer Consumer, a service of Mercer Health & Benefits Administration LLC P.O. Box 14576 Des Moines, IA 50306-3576 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. | | |
| Insured The Students of Lake Land College District #517 Comptroller 5001 Lake Land Boulevard Mattoon, IL 61938 | | | Company Affording Coverage 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. | | | | | |
| Type of Insurance | Certificate Number | Effective Date | Expiration Date | Limits | |
| Professional Liability | AHV-102388008 | 04/15/2021 | 04/15/2024 | Per Occurrence | \$1,000,000 |
| | | | | Aggregate | \$3,000,000 |
| General Liability | | | | Per Occurrence | |
| | | | | Aggregate | |
| | | | | | |
| Evidence of Insurance | | | | | |
| Memorandum Holder: The Students of Lake Land College District #517 Comptroller 5001 Lake Land Boulevard 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  Mark Brostowitz Principal | | |

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

APPENDIX F

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 G

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

NAME _____

ADDRESS _____

HOME PHONE _____

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.