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WELCOME!

Congratulations. You are now a Physical Therapist Assistant (PTA) student and will be joining the exciting field of Physical Therapy as a Physical Therapist Assistant. The faculty and staff at LCC are here to assist you through this process and guide you toward your educational goals.

The Physical Therapist Assistant Program Handbook is designed as a supplement to, and not a replacement for, the LCC Catalog. The student is expected to be familiar with the Labette Community College Catalog and the PTA Program Handbook.

This handbook will serve as a resource to assist you during the course of your studies for the Associate in Applied Science (AAS); Physical Therapist Assistant. All policies and procedures within this handbook apply to currently accepted and enrolled students. Any questions about this document should be directed to the faculty of the PTA Program. The provisions of this handbook do not constitute a contract, express or implied, between any applicant, student or graduate and the faculty or the College.

Program Accreditation

The Physical Therapist Assistant program at Labette Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org. The program’s current status is probationary accreditation; for more information see http://www.capteonline.org/WhatWeDo/RecentActions/PublicDisclosureNotices/. If needing to contact the program/institution directly, please call 620-820-1007 or email pta@labette.edu.
Physical Therapist Assistant Program
Contact Information

PTA Program Director/Instructor
Jimmie Wilson, PT, DPT
Office: 1401 Main Street
Parsons, Kansas 67357
Phone: 620-820-1007
Fax: 620-820-1010
Email: jimmiew@labette.edu

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Email: karaw@labette.edu

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Parsons, KS 67357
Phone: 620-820-1157
Fax: 620-421-1539
Email: loriw@labette.edu

Campus Security
Kevin Doherty
Phone: 620-232-4713
Email: kevind@labette.edu

Labette Community College is committed to a policy of educational equity. Accordingly, the College admits students, grants financial aid and scholarships, and conducts all educational programs, activities, and employment practices without regard to an individual’s race, color, religion, sex, sexual orientation, national origin, age, marital status, ancestry, or disabilities. Any person having inquiries concerning the College’s compliance with regulations implementing Title VI, Title VII, Title IX, or Section 504 of the rehabilitation Act of 1973 is directed to contact the Director of Human Resources at Labette Community College, Parsons, KS 67357, telephone 620-421-6700. The Director of Human Resources has been designated by the College to coordinate the College’s efforts to comply with the regulations implementing Title VI, Title VII, Title IX and Section 504 of the Rehabilitation Act of 1973.
The Physical Therapist Assistant (PTA) is a skilled health care worker who assists the Physical Therapist in providing physical therapy treatment interventions to patients and/or clients in a variety of practice settings. Duties of the PTA are varied and may include, but are not limited to, the rehabilitation of adult and pediatric clients with orthopedic, neurological, traumatic injuries and various medical conditions through the application of physical modalities, exercise programs, gait training, functional activities and patient education. The PTA must obtain a certificate to practice in Kansas. A majority of other states regulate the PTA primarily through licensure/certification. If you plan to apply for PTA licensure/certification in another state after graduation, you should contact the physical therapy regulatory agency for that state regarding licensure requirements.

The PTA Program provides students a curriculum consistent with the guidelines of the Kansas Board of Regents (KBOR), the Commission on Accreditation in Physical Therapy Education (CAPTE), the Minimum Required Skills of Physical Therapist Assistant Graduates at Entry-level set forth by the APTA and The Normative Model of Physical Therapist Assistant Education: Version 2007.

The PTA program involves classroom, lab, clinical and a significant amount of time spent studying. Classes, labs and clinicals may include Saturday and/or evening dates and times. Program faculty will ensure your competency in PTA procedures prior to your use of these skills on patients during clinicals.

Expectations of the Program include but are not limited to:

- Regular and timely attendance
- Preparing in advance for class and lab activities
- Abiding by the dress code at all times
- Providing your own transportation to assigned clinical sites and field trips
- Providing for your own housing during assigned clinical practicums
- Demonstrating professional behavior at all times
- Being a team leader and a cooperative leader

Upon completion of the PTA educational experience at LCC, you will be awarded the Associate in Applied Science (AAS) degree and will be eligible or sit for the National Physical Therapy Examination (NPTE) for Licensure/Certification. In the state of Kansas, all PTAs must take and pass the exam to practice as a PTA. Students are encouraged to participate in the evaluation of the Program by noting weaknesses such that the program continues to improve.
Mission Statement

In alignment with Labette Community College’s Vision and Mission Statements, the Physical Therapist Assistant Program strives for excellence in developing graduates who are altruistic, quality-oriented and strive for life-long learning opportunities. Graduates will, under the supervision and direction of the Physical Therapist, provide physical therapy services to clients in a safe, legal, competent and effective manner.

The Physical Therapist Assistant Program will demonstrate the College’s common core values related to student learning, education for a globally connected world, continuous improvement, integrity and transparency and sustainability of the institution.

Student Learning: LCC and the PTA Program provide a caring and qualified faculty/staff to assist all students in attaining the foundational skills and knowledge essential for success as a PTA in a supportive and accountable environment. Lifelong learning is encouraged.

Education for a Globally Connected World: The PTA Program promotes the diversity in our communities and our world by valuing the dignity, worth, and potential of all persons; by using diverse delivery methods and evolving technology; and by improving the communities we serve through civic engagement opportunities.

Continuous Improvement: The PTA Program at LCC strives for continual institutional improvement through strategic planning, program reviews, outcome assessments, professional development, performance agreements, policy and procedure updates, and campus environment enhancement. CAPTE accreditation expectations are reviewed and updates initiated in a timely manner.

Integrity and Transparency: The PTA Program operates in an environment of integrity and transparency through honest ethical practices, open communication, and accountability, for transactions with all constituencies.

Sustainability of the Institution: The PTA Program encourages innovation and personal growth, maintains financial accountability, supports student retention and success, and plans strategically for the future, while adhering to state, federal, and governing agency guidelines.
PTA Program Philosophy

The art and science of physical therapy focuses on the health needs of individuals throughout the continuum of life. Physical therapy provides services for high-level wellness in addition to those services aimed toward those with illness or disability from the very young to the very old. Based on specialized knowledge and skills related to movement of the human body, Physical Therapist Assistant education at Labette Community College will produce altruistic, culturally sensitive, quality-oriented clinicians who strive for life-long learning opportunities.

Learning is a process that can be measured and involves didactic as well as practical educational experiences. The Physical Therapist Assistant student is an adult learner and to that end is ultimately responsible for his/her own learning experiences throughout the program and life. Learning is affected by motivation, self-discipline and structured experiences. The role of the instructor is to guide the student through the necessary information, evaluate performance and recommend additional studies/practice as indicated. Ultimately a well-rounded, mature and effective practitioner will emerge.
Standards of Ethical Conduct for the Physical Therapist Assistant

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

Preamble

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

No document that delineates ethical standards can address every situation. Physical therapist assistants are encouraged to seek additional advice or consultation in instances where the guidance of the Standards of Ethical Conduct may not be definitive.

Standards

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

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

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

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

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

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

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

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

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

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

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

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

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

3E. Physical therapist assistants shall provide physical therapy services under the direction and supervision of a physical therapist and shall communicate with the physical therapist when patient/client status requires modifications to the established plan of care.

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

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

4B. Physical therapist assistants shall not exploit persons over whom they have supervisory, evaluative or other authority.
4C. Physical therapist assistants shall discourage misconduct by health care professionals and report illegal or unethical acts to the relevant authority, when appropriate.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The PTA program seeks to prepare students to assume a professional and active role within the physical therapy community. The program seeks to:

✓ Produce PTAs prepared to competently meet the entry level career standards of a PTA in a variety of settings.
✓ Successfully prepare students to pass the National Physical Therapist Examination (NPTE).
✓ Develop and deliver an integrated academic program leading to the successful completion of the guidelines developed by the Kansas Board of Reagents (KBOR), The Commission of Accreditation in Physical Therapy Education (CAPTE), the Minimum Required Skills of Physical Therapist Assistant Graduates at Entry-level set forth by the APTA and A Normative Model of Physical Therapist Assistant Education: Version 2007.
✓ Advance the recognition of the field of physical therapy and the role of the PTA within that field.
✓ Promote the importance of continued personal and professional development through life-long learning and membership in professional organizations.

Objectives

Graduates will be able to:

✓ Work under the supervision of a physical therapist in a competent, ethical, legal and professional manner.
✓ Implement a comprehensive treatment plan developed by the supervising physical therapist.
✓ Recognize and implement the use of outcomes for patients in a variety of settings.
✓ Demonstrate effective oral, written and non-verbal communication skills.
✓ Successfully integrate concepts from coursework into the practice of physical therapy.
✓ Demonstrate a commitment to life-long learning, evidence based practice and professional growth.

Useful Links:

The Federation of State Boards of Physical Therapy- www.fsbpt.org
American Physical Therapy Association- www.apta.org
Kansas State Board of Healing Arts- www.ksbha.org
Curriculum

**General Education Requirements**—All General Education courses that satisfy the Physical Therapist Assistant Associate of Applied Science Degree must be completed by the end of the spring semester prior to program admission.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ENGL 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>COMM 101</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 201</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>MATH 115</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 130</td>
<td>Anatomy &amp; Physiology (with lab)</td>
<td>5</td>
</tr>
<tr>
<td>Computer Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Medical Terminology</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**General Education Requirements**.............................................................................................................................................................................................................................................26 hours

**Physical Therapist Assistant Program Requirements**—
*(Requires acceptance into the program prior to enrollment)*

**Summer**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>PTA 101</td>
<td>Introduction to PTA</td>
<td>1</td>
</tr>
<tr>
<td>PTA 201</td>
<td>Pathology for the PTA</td>
<td>3</td>
</tr>
<tr>
<td>PTA 100</td>
<td>Advanced Med term for the PTA</td>
<td>1</td>
</tr>
</tbody>
</table>

**Fall**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>PTA 106</td>
<td>Patient Care</td>
<td>4</td>
</tr>
<tr>
<td>PTA 102</td>
<td>PTA Kinesiology</td>
<td>5</td>
</tr>
<tr>
<td>PTA 103</td>
<td>Physical Agents and Therapeutic Interventions</td>
<td>5</td>
</tr>
<tr>
<td>PTA 105</td>
<td>Clinical Education I</td>
<td>5</td>
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</table>

**Spring**

<table>
<thead>
<tr>
<th>Course No.</th>
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<tbody>
<tr>
<td>PTA 104</td>
<td>Therapeutic Exercise</td>
<td>3</td>
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<tr>
<td>PTA 202</td>
<td>PTA Musculoskeletal</td>
<td>5</td>
</tr>
<tr>
<td>PTA 203</td>
<td>Neuromuscular Rehabilitation</td>
<td>5</td>
</tr>
<tr>
<td>PTA 207</td>
<td>PTA Seminar</td>
<td>2</td>
</tr>
<tr>
<td>PTA 204</td>
<td>Clinical Education II</td>
<td>2</td>
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</table>

**Summer**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>PTA 205</td>
<td>Clinical Education III</td>
<td>7</td>
</tr>
</tbody>
</table>

**Physical Therapist Assistant Program Requirements**.............................................................................................................................................................................................................................................45 hours

**Total Physical Therapist Assistant Program Hours**.............................................................................................................................................................................................................................................71 hours

*College Success Skills is required for all first-time, full-time students with fewer than 15 hours after high school graduation. Exit Assessment is required for graduation.*
<table>
<thead>
<tr>
<th>First Summer Semester</th>
<th>Description</th>
<th>Cost</th>
<th>Total</th>
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<tbody>
<tr>
<td>Miscellaneous Material Fees</td>
<td>Virtual Anatomy</td>
<td>$50.00</td>
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</tr>
<tr>
<td>LCC Tuition 5 hours <strong>In State</strong></td>
<td>Tuition $54/credit hr</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Incidental Fees $55/credit hr</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Allied Health Fees: $20.00/hr (5 hrs)</td>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$50.00</td>
</tr>
<tr>
<td>LCC Tuition 5 hours <strong>Border State (MO, ARK, OK)</strong></td>
<td>Tuition $75/credit hr</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Incidental Fees $55/credit hr</td>
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<tr>
<td></td>
<td>Allied Health Fees: $20.00/hr (5 hrs)</td>
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<td></td>
<td></td>
<td></td>
<td>$645.00</td>
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<tr>
<td>LCC Tuition 5 hours <strong>Out-of-State</strong></td>
<td>Tuition $79/credit hr</td>
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<td>Incidental Fees $51/credit hr</td>
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<td></td>
<td>Allied Health Fees: $20.00/hr (5 hrs)</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>$750.00</td>
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<tr>
<td>Books</td>
<td>LCC Book Store</td>
<td>$300.00</td>
<td></td>
</tr>
<tr>
<td>Total Estimated Cost for Summer: <strong>In State</strong></td>
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<td></td>
<td>$995.00</td>
</tr>
<tr>
<td>Total Estimated Cost Summer: <strong>Border State (MO, AR, OK)</strong></td>
<td></td>
<td></td>
<td>$1100.00</td>
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<tr>
<td><strong>Out-of-State</strong></td>
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<td>$1120.00</td>
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## Estimated Cost Worksheet (cont.)

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Description</th>
<th>Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miscellaneous Material Fees</td>
<td>Liability Insurance</td>
<td>$16.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Drug Testing (up to 3 pre-clinical)</td>
<td>$66.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Name Tags</td>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>One Polo (PTA 103) Material Fee</td>
<td>$33.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lab fee (PTA 103)</td>
<td>$20.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Clinical Visit Fee</td>
<td>$10.00</td>
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</tr>
<tr>
<td></td>
<td>[PTA 105 Material Fees]</td>
<td></td>
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<tr>
<td></td>
<td>ScoreBuilders and printing (PTA 102)</td>
<td>$225.00</td>
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<tr>
<td></td>
<td>Supplies Bag</td>
<td>$150.00</td>
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<tr>
<td></td>
<td>Professional Dues (APTA/KPTA) [PTA 103 Material Fee]</td>
<td>$90.00</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>$615.00</td>
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<tr>
<td>LCC Tuition 16 hours</td>
<td>Tuition $54/ credit hr</td>
<td>$864.00</td>
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<td>In State</td>
<td>Incidental Fees $55/ credit hr</td>
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<td>Allied Health Fees: $20.00/hr (16 hours)</td>
<td>$320.00</td>
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<td>$2064.00</td>
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<tr>
<td>LCC Tuition 16 hours</td>
<td>Tuition $75/ credit hr</td>
<td>$1200.00</td>
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<td>Border State (MO, ARK, OK)</td>
<td>Incidental Fees $55/ credit hr</td>
<td>$880.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Allied Health Fees: $20.00/hr (16 hours)</td>
<td>$320.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$2400.00</td>
</tr>
<tr>
<td>LCC Tuition 16 hours</td>
<td>Tuition $79/ credit hr</td>
<td>$1264.00</td>
<td></td>
</tr>
<tr>
<td>Out-of-State</td>
<td>Incidental Fees $55/ credit hr</td>
<td>$880.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Allied Health Fees: $20.00/hr (16 hours)</td>
<td>$320.00</td>
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<td></td>
<td></td>
<td></td>
<td>$2464.00</td>
</tr>
<tr>
<td>Books (approx. cost)</td>
<td>LCC Bookstore</td>
<td></td>
<td>$1200.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Estimated Cost for Fall Semester</td>
<td>In State</td>
<td></td>
<td>$3879.00</td>
</tr>
<tr>
<td>Total Estimated Cost for Fall Semester</td>
<td>Border State (MO, AR, OK)</td>
<td></td>
<td>$4215.00</td>
</tr>
<tr>
<td>Out-of-State</td>
<td></td>
<td></td>
<td>$4279.00</td>
</tr>
</tbody>
</table>

*covered by student fees  †NOT covered by student fees

Costs related to clinical internships, including travel, housing and food, are the student's responsibility. Additionally, all students must carry health insurance throughout the program at their own expense.
## Estimated Cost Worksheet (cont.)

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Description</th>
<th>Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miscellaneous Material Fee</td>
<td>KPTA Spring Conference (hotel, registration, travel) (PTA 203)</td>
<td>$200.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Clinical Visit Fee (PTA 204 Material Fee)</td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>Certification/Exam Fees†</td>
<td>Practice Exam Fee [PTA 202 Material Fee]</td>
<td>$80.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kansas Certification Fee†</td>
<td>*$80.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Registration for National Exam†</td>
<td>*$500.00</td>
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<td></td>
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<td></td>
<td>*$580.00</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>$870.00</td>
</tr>
<tr>
<td>LCC Tuition 18 hours <strong>In State</strong></td>
<td>Tuition $54/ credit hr</td>
<td>$972.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Incidental Fees $55 / credit hr</td>
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<td></td>
<td>Allied Health Fees: $20.00/hr (18 hrs)</td>
<td>$360.00</td>
<td>$2322.00</td>
</tr>
<tr>
<td>LCC Tuition 18 hours <strong>Border State (MO, ARK, OK)</strong></td>
<td>Tuition $75/ credit hr</td>
<td>$1350.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Incidental Fees $55/ credit hr</td>
<td>$990.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Allied Health Fees: $20.00/hr (18hrs)</td>
<td>$360.00</td>
<td>$2700.00</td>
</tr>
<tr>
<td>LCC Tuition 18 hours <strong>Out-of-State</strong></td>
<td>Tuition $79/ credit hr</td>
<td>$1422.00</td>
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</tr>
<tr>
<td></td>
<td>Incidental Fees $55/ credit hr</td>
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</tr>
<tr>
<td></td>
<td>Allied Health Fees: $20.00/hr (18hrs)</td>
<td>$360.00</td>
<td>$2772.00</td>
</tr>
<tr>
<td>Books (approx. cost)</td>
<td>LCC Bookstore</td>
<td></td>
<td>$600.00</td>
</tr>
<tr>
<td><strong>Total Estimated Cost for Spring Semester: In State</strong></td>
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<td></td>
<td><strong>$3792.00</strong></td>
</tr>
<tr>
<td><strong>Total Estimated Cost for Fall Semester</strong></td>
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<td></td>
</tr>
<tr>
<td><strong>Border State (MO, ARK, OK)</strong></td>
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<td></td>
<td><strong>$4170.00</strong></td>
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<td><strong>Out-of-State</strong></td>
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<td></td>
<td><strong>$4242.00</strong></td>
</tr>
</tbody>
</table>

*covered by student fees   †NOT covered by student fees

Costs related to *clinical internships*, including travel, housing and food, are the student's responsibility. Additionally, all students **must carry health insurance** throughout the program at their own expense.
### Estimated Cost Worksheet (cont.)

<table>
<thead>
<tr>
<th>Second Summer Semester</th>
<th>Description</th>
<th>Cost</th>
<th>Total</th>
</tr>
</thead>
</table>
| Miscellaneous Material Fees | Graduation Pins  
(PTA 205 material Fees)  
Comprehensive program exam | $50.00  
$10.00  
$60.00 | $120.00 |
| LCC Tuition 7 hours In State | Tuition $54/ credit hr  
Incidental Fees $55/ credit hr  
Allied Health Fees: $20.00/hr (7 hrs) | $378.00  
$385.00  
$140.00 | $903.00 |
| LCC Tuition 7 hours Border State (MO, ARK, OK) | Tuition $75/ credit hr  
Incidental Fees $55/ credit hr  
Allied Health Fees: $20.00/hr (7hrs) | $525.00  
$385.00  
$140.00 | $1050.00 |
| LCC Tuition 7 hours Out-of-State | Tuition $79/ credit hr  
Incidental Fees $55/ credit hr  
Allied Health Fees: $20.00/hr (7hrs) | $553.00  
$385.00  
$140.00 | $1078.00 |
| Books                  | None                                             | N/A    | N/A     |
| Total Estimated Cost for Summer: In State |                                     |        | $1023.00 |
| Total Estimated Cost Summer: Border State (MO, ARK, OK) |                               |        | $1170.00 |
| Out-of-State           |                                                  |        | $1198.00 |

Costs related to clinical internships, including travel, housing and food, are the student’s responsibility. Additionally, all students **must carry health insurance** throughout the program at their own expense.

**In State**
- Total Estimated Cost of the PTA Program at LCC..............................................$9,689.00

**Border State (MO, ARK, & OK)**
- Total Estimated Cost of the PTA Program at LCC..............................................$10,655.00

**Out of State**
- Total Estimated Cost of the PTA Program at LCC..............................................$10,839.00
- Based on 2018 costs Revised 05-2019

**Financial Aid**

You may be eligible for financial aid to help cover the costs of tuition, fees, and textbooks. For more information on eligibility and application procedures please contact the Financial Aid Office at 620-820-1219 or visit [http://www.labette.edu/financialaid/index.html](http://www.labette.edu/financialaid/index.html).
Application Policy

Application to the Physical Therapist Assistant (PTA) Program is open to all academically qualified students with a 2.5 GPA or higher in prerequisite coursework. Anatomy and Physiology and Medical terminology must be completed within 2 years of applying to the program. A minimum score on Test for Essential Academic Skills (TEAS) of 60 is required to apply for the program. In the event the student is unable to take Anatomy and Physiology and Medical terminology within two years of application, this requirement may be waived if the student scores 60 or greater on the science section of the TEAS. The program may accept up to twenty-three students per year through a competitive admissions process.

Applications are available in August for the next year’s admissions cycle. Applications are due in mid-March. The application packet is available on the PTA Program website at http://www.labette.edu/pta/index.html.

The top program applicants will undergo an interview process in April in order to be considered for the program. If a large number of applications are received, then applicants will be selected for interview based on TEAS score and current GPA of completed pre requisites. Selection for the new class will be completed within 30-45 days from the date of the interview. Applications are rated based upon the student’s grade point average, prerequisites, references, essay, observation hours, TEAS score, interviews, and other criteria as noted on program application materials. The student will be notified in writing of their admission status by the end of April.

Note: The PTA Program Admission is contingent upon successful completion and achieving the projected grade of in-progress prerequisites. If the student does not successfully complete or achieve the projected grade(s) of the in-progress courses, the offer of admission to the program may be impacted or voided.

Alternate/Waiting List Admissions Status

The PTA Program waitlists up to ten students to be considered as alternates. “Wait-listed” students will be notified, in writing, of their alternate status. "Wait-listed" students will be admitted to the classes if/when a position opens and will be notified accordingly. “Wait-listed” students are not allowed to register for PTA program core courses unless a position opens in the class and the applicant’s status is changed to “accepted”.

Prerequisites for the PTA Program

All General Education courses that satisfy the Associate in Applied Science Degree in Physical Therapist Assistant must be completed by the end of the spring semester prior to the program start date.

- ENGL 101 Composition I (3)
- COMM 101 Public Speaking (3)
- PSYC 101 Psychology (3)
- PSYC 201 Developmental Psychology (3)
- MATH 115 College Algebra (3)
- BIOL 130 Anatomy & Physiology (with lab) (5)
- Computer Elective (3)
- Medical Terminology (3)

Total General Education requirement (26)
PTA Applicant Files

All applicant files are retained for three (3) years prior to shredding. Students are required to complete a new application packet for each selection cycle, with the exception of completed observation hours. The files of students who are accepted into the PTA Program are retained for at least five (5) years prior to shredding.

PTA Student Responsibilities

Students should maintain the following items in their files:

- LCC’s current Catalog
- LCC’s Schedule for each semester you are enrolled
- LCC’s Physical Therapist Assistant Program Handbook: The student will have two handbooks. The first summer semester will use the current handbook that is in place at that time. Each summer the handbook is reviewed and revised. The new handbook and policies will be in place starting in the fall semester and will remain in place until the next fall semester.

All students at LCC are subject to the policies of the college as found in the LCC Catalog and the Physical Therapist Assistant Program Handbook.

Individuals may have unique and varying needs, capabilities, and experiences. Success in the PTA program lies in the recognition by each individual of any learning areas that may need improvement, and in assuming responsibility for strengthening any deficiencies. LCC has numerous resources to assist you. These resources include help with study habits, test-taking skills, reading skills, and time management. These are only a few of the resources available. Please seek assistance early and take advantage of the learning opportunities and resources available at the college. We are committed to helping you reach your educational goals.

Accreditation Compliance

The PTA Program Director assumes responsibility for accreditation responsibilities including:

- Submission of required fees and documentation, including reports of graduation rates, performance on state licensing or certification examinations and employment rates.
- Notification of expected or unexpected substantive changes within the program, and of any change in institutional accreditation status or legal authority to provide postsecondary education.
- Coming into compliance with accreditation criteria within two years or the length of the program, whichever is shorter.
PHYSICAL THERAPIST ASSISTANT PROGRAM
ESSENTIAL FUNCTIONS FOR PTA STUDENTS

There are several important factors for you to consider when you are determining your future career directions. To be successful in the PTA classroom and in your job following graduation, you should be able to meet all of the following expectations:

1. Attend class approximately 25-35 hours a week or perform 40 hours a week of clinical education, depending on the stage of the program curriculum.
2. Complete all assignments on time.
3. Participate in classroom discussions.
4. Perform or instruct others in the following procedures (learned in class) in a timely manner: transfers, gait training, physical agents, wound care, manual therapy, activities of daily living, therapeutic exercises or activities, and data collection procedures.
5. Use sound judgment and safety precautions (exposure to blood-borne pathogens and/or infectious disease may occur as part of the educational experience). Students are trained in safety/infection control and are expected to follow these guidelines to avoid contracting or transmitting disease.
6. Meet class standards for successful course completion.
7. Use critical thinking when making decisions.
8. Address problems or questions to the appropriate person at the appropriate time.
9. Maintain classroom, work area, equipment, supplies, personal appearance and hygiene conducive to a professional setting as appropriate.
10. Behave in a competent, professional manner.
11. Complete a 1-hour test block without a bathroom break, exceptions may be allowed upon request.

Physical requirements for the PTA Program include the need to occasionally, frequently, or continually:

1. Sit 2-5 hours per day with lecture blocks up to 4 hours.
2. Stand 1-6 hours with lab time blocks up to 3-4 hours.
3. Lift up to 60 pounds.
4. Push/pull up to 50 pounds of force exerted at waist level.
5. Squat or stoop.
6. Use auditory, tactile, and visual senses to assess physiological status of an Individual.
7. Demonstrate good standing and unsupported sitting balance.
8. Demonstrate good finger dexterity
9. Coordinate verbal and manual instructions
10. Communicate effectively with a variety of people through written verbal and nonverbal methods.
11. Use hands repetitively
12. Shift weight in sitting or standing
13. Demonstrate the ability to use a firm grasp while using physical therapy equipment and while performing physical therapy interventions.
14. Reach above shoulder level.
15. Kneel, kneel-stand, and half kneel.
16. Use equipment that emits electrical, ultrasonic, and thermal energy.
17. Physically move and transfer patients

Students who have concerns about the ability to perform any of these functions should contact the PTA Program Director. Individuals with disabilities may request reasonable accommodations or information by contacting Megan O’Brien at 620-820-1230 or meganh@labette.edu.

Any student who has an extended illness, surgery, medical or mental condition, and/or injury that may prevent the student from handling the physical/mental exertion required within the didactic and clinical course work will be required to submit a physician’s written verification of fitness in order to return to courses or clinical rotations. This letter will be directed to the attention of the PTA program director, and a conference with the director will follow. Any clinical rotation absence is subject to the rules and regulations as stated in clinical attendance policies.
Attendance Policy

Each student is expected to attend all scheduled learning experiences. The information presented in PTA core classes is critical to safe and competent patient care. Regular and punctual attendance is expected as a demonstration of professional behaviors. In laboratory and clinical courses, attendance is one of the elements that will factor into your grade. Attendance policies and procedures are established and published in course syllabi and LCC Catalog (Attendance Guidelines, Page 17). Failure to comply with established policies and procedures will result in progressive disciplinary action, including potential dismissal of the student from the program.

Regular and timely attendance is required as there are learning experiences in the PTA Program that cannot be made up or repeated.

LCC PTA Program faculty members have a responsibility to assure that all PTA students have competence in technical skills. The faculty must assure that each student is able to utilize these skills in a safe, competent and professional manner. Learning experiences in the PTA Program are arranged sequentially, to ensure that new information, knowledge, and skills are integrated with previous material. The curriculum includes opportunities for collaborative learning, where interaction between students and faculty is critical components of the student learning process. Attendance is your professional responsibility.

LCC expects that students will participate in all scheduled classes, laboratories, and clinical rotations. Students are expected to attend every scheduled class, lab or clinical as a prerequisite for a passing grade.

If an absence or tardy is anticipated, it is the student’s responsibility to notify the instructor, prior to the scheduled class. A maximum of 3 occasions of arriving late or 3 excused absences are allowed for the entire PTA Program experience. The student will be considered for dismissal from the program if the maximum absences are exceeded. Unexcused absences are not acceptable and may be grounds for dismissal. If absence is determined to be unexcused none of the missed activities for that day may be made up. If the missed activity should be a skill check or other required activity, this could result in not meeting program criteria or prevent a student from attending a clinical which will result in not meeting program criteria. If a student does not notify the program nor show up for class on a scheduled day, the student will be dismissed from the program pending due process unless an emergent situation is the cause.

Students will be informed of their occurrences of absences and tardiness. On the occurrence of a second absence or tardy, the student will receive a written warning to that effect. In the event a student acquires a third absence or tardy, the student will receive a written notice that they have been placed on probation. Once placed on probation any additional absence or tardy will result in dismissal from the PTA program pending due process. In addition, once placed on probation any other conduct that requires disciplinary action may result in dismissal from the program. Being placed on probation for absences or tardiness will not prevent a student from attending clinicals. If the student is on probation for the above should be late or tardy while at a clinical site, this will result in dismissal from the PTA program pending due process.

It is also the student’s responsibility to adjust their travel time to suit anticipated weather conditions, to ensure that the student arrives on time. Students are responsible for making up the work missed during any absence.

Students absent from an examination, laboratory practical or other graded activity will receive a “0” grade for the examination unless other arrangements are made with the instructor prior to the graded activity. It is the responsibility of the student to contact the appropriate instructor to arrange to make up the activity within the week of missed graded activity. If the instructor is not available, a message should be left with another member of the PTA faculty. The instructor will decide the time and method of make-up examinations on an individual basis. The student who fails to follow this procedure will not be allowed a makeup exam.
Conduct and Behavior

To facilitate an optimal learning environment and respect for other learners and the instructor, the following behaviors are expected in the classroom and laboratory. Students are expected to:

1. Follow all published policies and procedures and instructor’s directions.
2. Arrive in a timely manner. (15 minutes early is on time; on-time is late; late is a tardy and will count against your grade.)
3. Have learning materials organized and ready prior to class.
4. Remain in the classroom/laboratory during the entire class session. Regular breaks will be scheduled and announced. If a student must leave the classroom prior to the scheduled break, please exit courteously and avoid interrupting the class. Students are responsible for any material covered while they are absent from the classroom.
5. Direct all discussion and questions to/through the instructor.
6. Turn off all portable communication devices (pagers, cell phones, etc.) and store them out of sight during all class and laboratory sessions.
7. Computers or smart phones may be used for classroom activities but not to check e-mail, chat or surf the internet. The student will lose the privilege of using the computer or smart phone in class and lab if they violate this rule.

Professional Membership Requirements

All students will be APTA/KPTA members and will be required to attend the KPTA Spring Conference. LCC collects fees for the memberships, conference fees and hotel. This conference generally occurs in March or April, Thursday through Sunday. Students are encouraged to room together. They usually provide a continental breakfast and one lunch. Other meals are on your own. Faculty will drive vans to accommodate all students. During the trip the student is expected follow LCC rules for off-campus activities including no use of alcoholic beverages. See the Student Code of Conduct, Procedure 4.08 in the LCC catalog,
**Student Misconduct**

Student misconduct may result in a corrective action, clinical unsatisfactory, probationary status, suspension, or dismissal from the Labette Community College PTA Program. Probation, suspension, or dismissal will be based upon the student’s level of misconduct. Unsafe or unprofessional behavior in clinical or classroom areas may be grounds for immediate dismissal pending due process, regardless of previous academic or clinical performance. See LCC, Procedure 4.08 Student Code of Conduct.

**Examples of Unsafe or Unprofessional conduct**

Examples of unsafe or unprofessional behavior include, but are not limited to the following:

- Inadequate preparation for safe patient care.
- Failure to seek appropriate assistance with new or unfamiliar procedures.
- Questionable decision making based on expected knowledge level, lack of insight and understanding of one’s own behaviors and the behaviors of others.
- Requiring continuous direct and detailed supervision or direction needed to insure safe patient care.
- Placing patient in a hazardous condition or circumstance.
- Disruptive behavior, violence, or incivility.
- Abusive or profane language, or behavior used with the intent to malign, harm, or discredit another.
- Use of chemicals or alcohol that lead to impairments (legal or otherwise).
- Chronic tardiness, chronic absences, and inattention.
- Being unprepared for class or clinical.
- Defamation of character towards faculty, student, and/or staff.

At the discretion of the faculty you may be asked to leave class, lab or clinical for the day if your behavior is inappropriate. Habitual unprofessional behavior will be cause for review of your status in the PTA program.

**Unprofessional Conduct that will result in dismissal**

A violation of professional conduct or behavior, if proven, subjects the student to dismissal from the LCC PTA Program pending due process with no opportunity to reapply. The LCC health science programs have penalties for cheating that are more severe than the general LCC policy. Unprofessional conduct or behaviors that warrant discipline include, but are not limited to, the following:

1. Physical abuse, which is likely to cause harm to a patient/client or another individual.
2. Verbal abuse resulting in fear, emotional distress, or mental distress to a patient/client or another individual.
3. Academic dishonesty, cheating or knowingly aiding another in the act of academic dishonesty.
4. Violating confidentiality of information or knowledge concerning a patient/client, another individual, another student, or program educational material.
5. Unreasonable use of substance (drugs) that could interfere with the learning process or cause direct or indirect harm to one’s self or another.
6. Violation of clinical education setting policies.
Examples of Unsafe or Unprofessional conduct that will result in dismissal pending due process
(This list is not intended to be all inclusive)

- Dishonest or unprofessional interactions with patients, families, staff, faculty or peers.
- Engaging in class or clinical practice when not mentally or physically fit.
- Dishonesty including but not limited to, cheating, plagiarism, fabrication, and misrepresentation.
- Cheating - using or attempting to use unauthorized materials, information, study aids, computer-related information, or other people.
- Plagiarism - representing the words, data, works, ideas, computer program or output, or anything not generated in an authorized fashion, as one's own.
- Fabrication - presenting as genuine any invented or falsified citation or material.
- Misrepresentation - falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including schedules, prerequisites, and transcripts.
- Giving or receiving help prior, during, or after an examination or being suspected of doing so.
- Attempting to record examination questions, making notes about the exam, or taking copies of the exam via phone or any means.
- Removing or attempting to remove scratch paper from the test site.
- Sharing information about the test and test questions with any unauthorized persons.
- No call or no show for a class, excluding emergency situations.
- Declining or refusal to complete a requested drug screen

Steps for Suspension Procedure

1. The course or clinical faculty will make the initial judgment that a student’s behavior is unsafe or unprofessional. After consultation with the student, the faculty member has the right to immediately remove the student from the instructional area until further judgments regarding progression in the class and/or program can be made.
2. The lead faculty member will notify the student of the disciplinary violation and hearing.
3. Complete due process per Policy 4.081.

Due Process

The student has the right to due process, which is a system of rules and guidelines designed to achieve fair and reasonable resolution to a dispute. Labette Community College has developed procedures that apply to all disputes involving or regarding students. Problem resolution precedes due process. It is always preferable to resolve differences through informal means when possible before resorting to due process procedures. Informal resolution means going directly to the person with whom you have a conflict to work things out between the parties involved. The next phase of informal resolution will involve the immediate supervisor to assist in resolution by functioning as an intermediary. If the problem cannot be resolved through these informal means, refer to the college due process policy for specific steps, Policy/Procedure 4.081 Student Grievance - General.
Academic Misconduct

In the event a student is cited with academic misconduct as referenced in the Academic Misconduct LCC Procedure 3.07, the student will be suspended from the instructional area until further decision regarding progression in the class and/or program can be made. Any student found to have committed academic misconduct in any course will not be admitted to the PTA Program. A student who has committed academic misconduct, if proven, may be subjected to discipline, up to and including dismissal from the program with no opportunity of readmission.

Academic Misconduct
LCC Procedure 3.07

Labette Community College expects students to adhere to a strict code of academic behavior, honesty, and ethics. Students should learn in an environment of integrity, free from the intrusion of any kind of dishonest conduct.

When an academic exercise is designed to result in a grade, any of the following activities constitute actions of academic dishonesty/misconduct and will be subject to disciplinary action (unless such actions are expressly authorized in advance by the instructor):

A. Cheating on an examination, clinical, or the preparation of academic work. Any student who engages in any of the following shall be deemed to have engaged in cheating:
   1. Copying from another student's test paper, laboratory report, report, computer files, data, listings, and/or programs;
   2. Using, during a test, materials not authorized by the instructor (including when taking tests in the Student Success Center);
   3. Collaborating with another person, without authorization, during an examination, clinical, or in preparing academic work;
   4. Knowingly and without authorization, using, buying, selling, stealing, transporting, soliciting, copying, or possessing in whole or in part, the contents of coursework, an examination or quiz
   5. Substituting for another student, or permitting another student to substitute for oneself in taking an examination, clinical, or preparing academic work;
   6. Bribing another person to obtain an examination or information about an examination;
   7. Attempting to bribe any faculty/staff/student to alter a grade.
B. Plagiarizing or appropriating another work or idea without properly acknowledging incorporation of that work or idea into one's own work offered for credit.

C. Any forgery, alteration, or misuse of academic documents, forms or records.

D. Fabrication including the intentional falsification or invention of any information.

E. Collusion including any secret agreement among students who participate in any academically dishonest activity.

F. Violating requirement and/or agreements associated with “academic work” including preparation for an essay, thesis, report, assignment, computer program, clinical or other project submitted and/or performed for purposes of evaluation/grade determination.”

G. Students enrolled in online courses agree not to give their passwords, login information, or access to an online course to anyone. Any student who does so will be considered guilty of academic dishonesty and subject to the penalties described for such offenses.

**PENALTIES FOR ACADEMIC MISCONDUCT**

Being found guilty of academic misconduct will result in a zero grade for the paper, assignment, clinical, course trip/activity, or test on which the violation occurred. Sanctions may also be applied to students who enroll in courses without prior approval for which they do not meet the prerequisites – including developmental courses. Students in health care programs, in addition to receiving a zero for the class grade, will be removed from the program, but still allowed to enroll in another college program of their choice.

Should the act of academic misconduct occur while the student is taking an exam in the Student Success Center or at the Cherokee Center, the staff member who witnessed the act will complete a Behavior Misconduct Notification Form and give a copy to the student and then submit it to the instructor, with a copy being sent to the Dean of Instruction and the Vice President of Student Affairs. In addition, the student will not be allowed to complete the remainder of the exam. The instructor will then need to complete the Academic Misconduct Form using the procedure. Please note that students who have been caught cheating in the Student Success Center or at the Cherokee Center will not be allowed to take exams in the Student Success Center or the Cherokee Center for any courses again.
ACADEMIC CONDUCT PROCEDURE

A. Written Notification

Should an instructor believe that a student has committed an act of academic misconduct while performing work under his or her supervision:

- The instructor shall provide a written document to the student that will detail the alleged violation and the proposed penalty for that violation. The Academic Misconduct Notification Form can be found on the RedZone. This form is to be completed by the instructor, including signature. It should be sent to the student's email or presented in person.
- The student will then have five (5) working days to meet with the instructor to further discuss the allegation of academic misconduct, provide any evidence regarding the situation, and the proposed penalty to provide the student due process.
- Whether the written documentation is provided in person or via email, should the student fail to meet with the instructor within five (5) working days, the penalty will be imposed and the matter considered closed. The instructor should provide a copy to the Dean of Instruction and the Vice President of Student Affairs.

B. Instructor/Student Meeting

It is the student’s responsibility to arrange a meeting within five (5) working days of the written notification of the academic misconduct. Either party may choose to have a support person present at the meeting. The support person is not allowed to speak during the meeting.

If, after presenting the student with evidence of academic misconduct and allowing the student an opportunity to respond, the instructor determines that an act of academic misconduct did, in fact, occur, the instructor shall:

- Advise the student of such fact and explain the penalty to be imposed.
- The issue will be considered resolved at this level if both parties’ sign an acceptance of the penalty imposed or if the student chooses not to appeal the decision in writing per the Student Grievance Procedure 4.081 within five (5) working days.
Professional Behavior

Professional behavior is a very important skill that must be learned, practiced, and integrated in the PTA Program. Each student is responsible for their own behavior. Students will be instructed in the components of professional behavior including ethics, communication, soft skills, cultural competence, self-reflection, and emotional intelligence. At orientation, each student will complete a self-assessment of their own professional behavior. The student will make an appointment with their program advisor by the end of the second week of the first summer semester to go over their self-assessment and to write short term goals, on how their behavior will improve. The student will complete another self-assessment and rate their progress toward their behavioral goals. The student will make an appointment with their advisor by the end of the first week of fall classes to discuss their progress and set new goals if needed. This process will be ongoing every four weeks as needed. Students are encouraged to talk with their advisor or any instructor regarding any issues or concerns they may be experiencing.

If a student fails to meet their goals at the review, they will receive a written warning including an action plan for improvement to be completed in 2 weeks. If the student fails to follow through with the action plan, they will be placed on probation. After 2 weeks, if the action plan has not been implemented and their behavioral goals remain unmet, they will be removed from the program.

If a student’s behavior, that is inconsistent with expectations, is demonstrated by the student, they will either be reprimanded on the spot or notified within 24 hours. Their behavior will be explained to the student and alternate behaviors will be offered in verbal and written form. Goals will be set appropriate to the student’s behavior in question. If the student has another behavioral incident of any kind, they will be placed on probation. A third behavioral incident will result in dismissal from the program pending due process.

If a student is dismissed from the program, reapplication at a later date is allowed but does not guarantee acceptance into the program. If after reapplication, the student is again accepted into the program, they must retake all classes, even the ones previously passed. If the student continues to not meet professional behavioral expectations upon readmission they will be dismissed from the program and will become ineligible to reapply.

If the student disagrees with the issue of concern, action plan or consequences, they may use the student grievance process to appeal the plan. Student’s rights to due process are detailed at the college level in the LCC Catalog (Student Grievance Procedure, Procedure 4.081) which is available in both hardcopy and online @ http://www.labette.edu/catalog/LCC-2019-2020-Catalog.pdf
Dress Code

Physical Therapist Assistants (PTA) students are in pre-professional training and dress code standards may differ from the rest of the campus. Students are expected to be hygienic, well-groomed, clean, and neat. There are specific dress codes for clinical internships, the laboratory, and the classroom. Under no circumstances will exposure of cleavage (top or bottom) or underwear be tolerated even when leaning over or squatting. Under no circumstances will gages or grommets be allowed.

1. **Classroom:** Student is to wear appropriate comfortable clothing. Nails will be clean and kept short. Holes in clothing are not permitted. Shoes will be clean and in good repair. Students wearing shirts or other items of clothing with inappropriate language, symbols, and/or pictures, are transparent or that are otherwise disruptive to the learning environment will be dismissed from the classroom to change their clothing. Tests, quizzes or activities missed may not be made up. If you are wondering whether or not something is appropriate to wear, it probably isn’t.

2. **PTA lab attire:** Students are expected to act as patients for demonstration and practice during many courses, and considered as part of their educational experience. Loose-fitting knee length athletic shorts and a T-shirt are the required attire for lab. Sweatshirts and sweatpants may be worn over this attire but must be removed when necessary for the lab activity. For designated laboratory sessions (related to the trunk or upper quadrant anatomy) females will be required to wear halter tops, jog bras, or similar garments. Males will be required to remove their shirts for trunk and upper quadrant anatomy. Shoes and socks will be removed for select activities. **Failure to comply with the dress code will result in dismissal from the lab, resulting in an unexcused absence.**

3. **Clinical Internships:** For all clinic-based learning experiences (including the lab classes held in a clinic) the student’s apparel and grooming must conform to health, sanitation, and safety standards. Professional attire may be dictated by the facility in which the clinical experience is located. See “Dress Code and Clinical Appearance” in Clinical Policies and Procedures section, page 27 for further details.

4. **Lab Practical Exams:** Professional attire for lab practicals is the LCC PTA Program red or black polo purchased for you, clean and wrinkle free khaki’s or black pants, clean athletic or dress shoes and socks and your name tag. Jewelry will not interfere with your ability to perform the skills being assessed.

Grading

The grading system for the program courses is as follows:

- **A** = 90-100%
- **B** = 80-89.99%
- **F** = less than 80%

You must maintain at least an 80% overall grade in each class and an 80% test average to be eligible to qualify to take the final for each course to remain in the PTA program. Please seek assistance immediately if grades become a concern.
Skill Checks
Students will perform all skill checks according to your instructor’s instructions. Students must pass skill checks with an 80% or higher in order to be considered “competent” in that skill. If the student fails to perform a critical safety element of the check, or achieves less than 80%, the student will fail that check. The student will be provided with feedback on their performance and allowed additional practice time with their peers. A second attempt will be permitted with the faculty although a 5% automatic deduction will be applied. If the student fails to achieve 80% on the second attempt, no further attempts will be allowed. This will negatively impact his/her standing in the program as all skills checks must be passed in order to attend clinicals.

Lab Practical Exams
Lab practical exams are designed to assess competence with interventions, data collection and safety of all persons associated with the program. They will be performed once before clinical assignments in the fall semester and the spring semester. In order to attend clinicals, the lab practical must be passed with at least an 80% AND with no critical safety errors. If a critical safety error occurs during the exam, the exam will stop. The student will be counseled on the critical safety error. The student will receive an incomplete for the exam. Remediation will occur one on one with the instructor emphasizing critical safety measures to be taken in three different scenarios. A retest using a different scenario will occur within 1 week with a 10% automatic deduction. Failure to perform all critical safety items will result in the student receiving a failing grade for that course. See Student Retention section for consequences of failing a class.

Academic Progress
1. Students must pass all classes in the Physical Therapist Assistant (PTA) curriculum with a “B” (80%) or better in order to meet graduation requirements. Remediation will begin the moment that a student exhibits difficulty in his/her class work.
2. Students must maintain an 80% test average in each course to be eligible to take the final for each course. The 80% test average will not include the “final” test score. Remediation will begin as soon as a student scores below an 80% on any test. Students are made aware of available resources. It is the student’s responsibility to seek out and utilize these resources.
3. Physical Therapist Assistant courses are sequential, so students must be continually enrolled in program courses in the appropriate sequence. Students who fail to satisfactorily complete requirements in a given course cannot progress to the next term, which may result in withdrawal from the program.
4. To progress from one course to another and to enter the clinical experience portions of the curriculum, students must meet competencies outlined in each course syllabus.
5. Clinical standards of the PTA program require that attitudes, work ethic, communication skills, and manual dexterity be evaluated along with academic readiness.
Graduation Criteria

Upon successful completion of the following criteria, Labette Community College (LCC) will grant an Associate of Applied Science Degree with a major of Physical Therapist Assistant.

1. Students must comply with all LCC PTA graduation criteria.

2. **Credit Courses**: Students are required to complete all program technical coursework with a minimum grade of “B” (80%) for each course.

3. **Clinical Education**: Students are required to pass all clinical education courses with a minimum grade of “B” (80%).

4. **Test Average**: A test average of 80% must be attained in each course to be eligible to qualify to take that course final. If a student is not qualified to take the final, the student will not meet the program criteria and will result in receiving an “F” for that course. See Student Retention Policy for options.

5. **Individual Course Finals**: A minimal score of 75% must be achieved on each course final. A score of less than 75% will result in failure of that course with no option to retake [This does not include the comprehensive exams that are tied to PTA 102, PTA 202, and PTA 205. Please see next section below.] See Student retention policy for options.

6. **Comprehensive Course finals**: Students will be required to pass a comprehensive program examination at the end of each semester, with the exception of the first summer semester. Each of these exams will test knowledge of material that has been covered in all courses to that point in the program.

**Fall**: The comprehensive exam for the fall semester will be tied to PTA 102 Kinesiology. This examination must be passed with a minimum score of 75% to be allowed to progress to the spring semester. The student will have two attempts to meet this requirement. If this minimum score is not achieved the student will receive a “F” for the course. If a passing score is not achieved, please refer to the student retention policy.

**Spring**: The comprehensive examination in the spring semester is tied to PTA 202 Musculoskeletal. The student will have two attempts to achieve the required level of competency for this course. The first attempt will be a retired national exam. The required score to pass this exam is 560/800. If the student does not attain this score a second test will be provided and completed prior to the end of the semester. The minimum score to pass the second attempt will be a score of 75%. If the minimum score is not achieved the student will receive a “F” for the course. The student must meet these criteria to be allowed to progress to the summer semester. If a passing score is not achieved, please refer to the student retention policy.
If a student should achieve a score of 640/800 or above on the retired national exam, the student will be approved to take the national test in July. This is the only option to allow a student to sit for the national exam in July. Achieving a score of 640 or higher will also exempt the student from the comprehensive exam that is tied to PTA 205. If the score of 640 is not achieved, the student’s earliest possible national test date would be in October.

**Summer:** The comprehensive exam for the summer semester will be tied to PTA 205 Clinical Ed III. If a student scored 640 or higher on the first comprehensive program exam in the spring semester, the student will be exempt from the summer comprehensive exam. This is the only option to be exempt from the summer comprehensive exam. There will be two attempts to achieve the required score for this comprehensive exam. The first attempt will occur on the same July date as the national exam. This first attempt will be a retired national exam and the required minimum score is 600/800. If the student does not achieve this score a second attempt will be allowed at the end of the summer semester prior to the PTA pinning ceremony. A student that does not meet the minimum requirement on the first attempt will meet with the PTA faculty and discuss remediation options just as any time a student is having difficulty meeting the program criteria. A minimum score of 75% must be achieved to pass the second attempt. If this minimum score is not achieved the student will receive a “F” for the course. If a passing score is not achieved, please refer to the student retention policy.

**Student Retention**

If a student does not meet the criteria for a course, the student will fail that course. Failure of any course will result in dismissal from the program with the exception of PTA 205 Clinical Education III. The student will be allowed to re-apply and compete for admission to a future cohort over the next two years. If accepted into the program, failure of any course will result is dismissal from the program and no chance to re-apply.

If a student does not meet the criteria for PTA 205, Clinical Education III, the student will be allowed to have a second opportunity to meet the criteria for this course. The timing of this course will depend on clinical site availability as well as instructor availability. If the criteria are not met with the second attempt, the student will be dismissed from the program with no options to re-apply to the program. The student has the right to pursue due process regarding any of the above decisions.
The PTA faculty will assess a student’s didactic and clinical competencies if a student is suspended from the program and returns to complete a clinical course, PTA 105, PTA 204, or PTA 205. These requirements are set to allow the PTA faculty to attest the student has demonstrated adequate competencies to be allowed to practice skills in the clinical setting. Other requirements are identified below. The student will be required to complete all portions of the course, even if some prior competencies and skills were previously met.

1. The student will successfully pass all finals that occur in the semester of the clinical course. For PTA 205 a returning student will be required to successfully pass finals from the spring semester at the same set minimal requirements.
2. The student will successfully pass a comprehensive lab practical over the material covered in the program up to that point of the clinical assignment.
3. The student will receive a new handbook for the current year. The student will complete and submit all required documents and agreements just as they did when the student originally entered the program.

If a decision is made for dismissal the student and faculty must complete the Exit Interview form.

If failure of a course is due to failure/refusal of a drug screen the student is immediately dismissed from the program without ability for future reapplication to the program.

**Voluntary Withdrawal**

If a student voluntarily withdraws, there will be no guarantee that they will be re-admitted. A student voluntarily requesting withdrawal from the Program due to personal reasons, i.e. hardship, illness, family emergency, etc. and who is in good standing (passing all courses, no misconduct, no excessive absences, etc.) may reenter at the point of successful withdrawal based on space availability at the time of reentering and within one year of the withdrawal date. Students readmitted into the Program must submit a new criminal background check and drug screen. Before withdrawing from any class, the PTA student should see the instructor of the course in whom the student wishes to withdraw from. This is to determine the best course of action, since withdrawing may interrupt or stop continued education in the PTA program.
Confidentiality/Data Privacy

Labette Community College (LCC) has designated that certain records are considered public or private. Please see the LCC Catalog 2016-2017, pages 62, 95, and 98 for details on this policy. In keeping with LCC’s FERPA (Family Educational Rights and Privacy Act) Policy, the PTA Program will maintain privacy/confidentiality in the following manner:

1. Grades will be posted on Red Zone, which requires students to sign in using an individual password.
2. All exams, quizzes, and assignments will be returned in a manner that does not display the grade in locations where others may see it.
3. Feedback is provided after skill checks and practical exams solely between the student and instructor(s). When necessary or helpful, instructors will request permission if they would like to provide feedback publically for the benefit of other students.
4. Clinical faculty must follow the data privacy policies of LCC and the PTA Program.
5. Requests for student information from any government agency will be referred to the Registrar’s Office.
6. Students will sign a confidentiality agreement which maintains the privacy and confidentiality of patients during all clinical experiences.
7. During the first semester of the PTA program, students are instructed in basic HIPPA (Health Insurance Portability and Accountability Act) policies and procedures for proper use and handling of confidential patient/client information.
8. PTA students are expected to perform a variety of physical therapy procedures with fellow students as 'patients' in the classroom and laboratory for educational purposes. This participation is critical to the learning process. Students must sign the WAIVER OF LIABILITY, ASSUMPTION OF RISK, and INDEMNITY AGREEMENT ON/OFF CAMPUS ACTIVITIES prior to practicing laboratory skills. Students will sign a consent form at the start of the program that will remain in effect during the student’s tenure in the PTA program. Consent forms will be kept in the student’s file in the PTA Program Director’s office.
9. The PTA Program Director ensures privacy and confidentiality of all program student records, including medical records by storing them in a locking file in his/her office, which is locked whenever it is not occupied. Students are allowed into the program director’s office only when the director, or another faculty member, is present. Students are able to access their records during the PTA Program Director’s office hours or by making an appointment.
Medical Emergencies in the Lab/Classroom

Students are expected to cease all work and respond immediately to any emergency. Universal methods of treatment common to most emergencies are:

- If someone else is in the room, ask him/her to report the emergency to a faculty member or college staff. If appropriate, call for medical assistance (911) or have someone else call.
- Assess vital signs and activate the emergency response system.
- A first aid kit is located in the PTA Program Laboratory by the sink in the lab.
- Campus security can be reached 620-820-1231 or 620-232-4713.

Informed Consent

PTA students are expected to perform a variety of physical therapy procedures with fellow students as "patients" in the classroom and laboratory for educational purposes. This participation is critical to the learning process. Students must sign the WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT ON/OFF CAMPUS ACTIVITIES prior to practicing laboratory skills. Students will sign a consent form at the start of the program that will remain in effect during the student's tenure in the PTA Program. Consent forms will be kept in the student's file in the PTA Program Director's office. Please refer to the appendix for a sample form. This form is also used by "patients" that visit the PTA lab and participate in hands on demonstrations for student learning.
Lab Equipment/Requirements

1. All classroom and lab equipment is the property of Labette Community College (LCC) and is not for personal use. Students are expected to exercise safety and good judgment when using all college equipment.
2. Unsafe behaviors in any course, practical examination, or on any skill check may result in a failing grade even if adequate points for passing the course, practical exam, or skill check were earned.
3. The use of any electrical equipment or the practice of skills involving electrical equipment can only be performed under faculty supervision.
4. All lab equipment and supplies must be returned to their storage place after use. No equipment may leave the lab without faculty approval.
5. PTA Program students and program faculty must possess up-to-date adult, child, and infant CPR certification for health care providers. This certification is required prior to the start of the program and students must maintain the certification throughout the program. Students must submit a two-sided copy of their CPR certification card to the PTA Program Clinical Coordinator. This copy must include the expiration date, student name, student signature, and instructor signature.
6. Students will follow college policies in the event of a building evacuation.
7. PTA Program students are expected to notify academic and clinical faculty of any medical condition(s) and/or medication(s) taken that could potentially impair or alter the student's safe and effective performance or function. Students contracting an infectious disease during course of the PTA Program must report that fact to program faculty and follow appropriate medical guidelines to minimize the risk of transmission.
8. Cost and liability of travel to and from off-campus clinical experiences, including, but not limited to field trips, off-campus lab sessions, clinical education experiences, and service learning projects, are the sole responsibility of the student.
9. PTA Program faculty will accompany and supervise students participating in all off-campus program experiences except for clinical experiences.
10. User manuals for all equipment are kept in the PTA Program Director's Office.
11. MSDS (Material Safety Data Sheets) are maintained in the PTA Program Laboratory.

Laboratory Expectations

All students are expected to:
1. Come prepared to lab per instructor's directions. The instructor will assess the student's level of preparedness.
2. Request additional practice time if needed to achieve skill competency.
3. Stay focused on assigned tasks to maximize the learning opportunities available in the lab course.
4. Learn to work as a team to prepare for clinical practice.
5. Demonstrate acceptable professional behaviors in the lab at all times.
6. Wear appropriate lab clothing.
7. Students must complete a laboratory expectations and release form. See appendix forms.
8. Assist in maintaining cleanliness and organization of the PTA building including the storage room and locker room. Points will be deducted from the students in charge of lab maintenance for the week if they do not perform their duties.
Standard Precautions

Information on “Standard Precautions” will be provided in the 1st semester of the program. Content includes but is not limited to:

✓ HIV
✓ Hepatitis B
✓ Universal Precautions/Infection Control
✓ Chain of Infection
✓ Proper Hand Washing Technique

All students must demonstrate satisfactory understanding of this information by passing a test on standard precautions.

Lab Infection Control

Students will be assigned to clean the lab on a daily and weekly basis. To ensure a clean laboratory environment and to facilitate infection control, the following policies must be adhered to:

✓ Plinths, mats, and other treatment surfaces will be cleaned using a bactericidal agent at least once a week.
✓ Soiled linen will be placed in the linen hamper. If a bag is full, place a new bag in the hamper. Wash, dry and fold laundry as needed.
✓ The hydrocollator will be cleaned a minimum of every six months, per the hydrocollator cleaning procedure suggested by the manufacturer.

PTA faculty members are responsible for assuring the infection control policies are enforced in their labs.

Laundry Usage

To keep laundry costs at a minimum, students should conserve laundry by doing the following in lab courses:

✓ Place soiled towels, pillowcases, and sheets in the dirty laundry bin. "Soiled" includes any linen that has come in contact with hair or skin.
✓ Towels, pillowcases, and sheets that were used for positioning may be folded and returned to the laundry cart to be used again
✓ Place any towels, pillowcases, or sheets that are soiled with dirt, sweat, or other body fluids, lotion, alcohol, ultrasound gel, or e-stim gel in the dirty laundry bin.
✓ Towels used to wrap a paraffin hand which is enclosed in plastic wrap may be used again if clean.
Hazard Exposure, Health Insurance, and Immunization Information

All LCC health science students have been educated as to the risk of participating in laboratory and clinical settings which may put them at risk of exposure to environmental and physical hazards. These hazards include, but are not limited to, needle sticks, inhalation of microorganisms, and contact with body fluids. Students are instructed in the use of universal precautions and other infection control measures. It is the responsibility of every allied health student to further protect themselves by maintaining safe practices and providing their own health care insurance. Labette Community College recommends that students be vaccinated against Hepatitis B prior to enrolling in an allied health program. In the event that students choose not to receive the Hepatitis B vaccine, a signed waiver is required upon admission.

PTA Program Equipment Testing

All electrical equipment owned and used by the LCC PTA Program will be inspected annually and labeled by qualified biomedical personnel. A qualified biomedical engineer will inspect equipment every summer. The following activities will be performed at that time: equipment testing and calibration, labeling that verifies testing and calibration, documentation of testing results, repairs as needed. Non-electrical equipment (treatment tables, wheelchairs, crutches, etc.) will be inspected annually by the PTA Program Faculty prior to the start of the Fall Semester. Repairs will be made or arranged by the program as needed. Any real or potential equipment safety concerns discovered by faculty or students will be labeled and taken out of use until repaired or replaced.

Students will report any equipment safety concerns to the attention of the PTA Program faculty.

OSHA Regulations

A listing of all hazardous substances found at LCC can be found in the Material Safety Data Sheet (MSDS) Manual will be located in the maintenance area in rooms F101 & A101. MSDS’s for all hazardous substances used in the PTA lab are kept in a binder in the lab.
Clinical Affiliation Agreement

All arrangements for clinical education sites are formalized through separate contractual agreements. Labette Community College will offer each interested facility a standard clinical affiliation agreement to be signed and approved by the appropriate administrative officials at the clinical site. Clinical sites may choose to use their own version of a clinical affiliation agreement or to modify the standard contract through an addendum.

The clinical affiliation agreement will be reviewed by letter or agreement between the two parties.

In situations where the designated clinical instructor in a facility is not an employee of the facility and functions in the facility under contractual arrangement or clinical privileges, a separate clinical affiliation agreement will be required for the clinical instructor.

Clinical Site Information Forms (CSIF)

All clinical education sites are required to complete the standard form of the APTA’s Clinical Site Information Form. The primary purpose of this form is for the academic program to collect information from the clinical education center for the benefit of students and quality improvement of the program. This information is used to facilitate clinical site selection, student placement, the assessment of learning experiences, and identifying opportunities available to students through clinical practice.

The form contains two sections: 1) Information for Academic Programs, and 2) Information for Students. The form is designed using a check-off format wherever possible to reduce the amount of time required for completion. The form is available from the APTA website located here: http://www.apta.org/CSIF/.

Clinical education centers should update the Clinical Site Information Form when changes occur in staffing, credentialing, student policies, and clinical opportunities. Students will be responsible as part of their clinical grade to assist the facility in completion of the CSIF.
Student Clinical Responsibilities

Clinical Placement
Students are expected to meet the criteria before being placed in a clinical education rotation:
• A grade of 70% or above in each class
• Meet 80% criteria or higher on all skill checks and lab practicals
• All professionalism goals are being met with no written warning or probation (This does not include tardies or absences).
The criteria will be evaluated by the ACCE, with input from other Program staff, prior to the start date of a clinical rotation. If a student does not meet all the criteria the student will NOT proceed to the clinical education rotation. A student(s) dismissal from the Program will result if the criteria are NOT met by one week prior to the clinical education rotation. Clinical site absences or occurrence of being late will apply to any previously accrued occurrences.

Attendance--Students are expected to attend clinical internships off-campus. Each student will be assigned to an inpatient facility, an outpatient facility and one other facility type. Clinical internship schedules are arranged in advance and clinical sessions are generally held Monday through Friday, 8:00am – 5:00pm. Times may be changed according to the needs and scheduling of the clinical site and/or the clinical instructor.

Locations
Clinical sites are located throughout Kansas, Arkansas, Missouri, and Oklahoma. Attendance at clinical internships requires that students have their own reliable transportation.

Costs:
Costs related to the clinical internships, including housing, and food are the student’s responsibility.

Dress Code:
Clinical site dress codes may require the student to purchase appropriate clothing and/or shoes.

Contact your clinical site beforehand for their specific dress code. Absent a specific dress code, students will wear khakis, their LCC polo, LCC name tag, and closed toed, clean, athletic shoes and socks.

Clinical Experience Hours and Absences:
Students must complete the total required number of hours for each clinical experience. Students must advise the CI and the ACCE of an absence prior to the time scheduled to be in the clinic. If a clinical day is missed, makeup is required by the end of that semester. 100% attendance is required.
**Inclement Weather Policy:** On occasions when ice and/or snow make the roads impassable as determined by the college administration, an announcement will be made early in the morning on radio and television. The college may: 1) close all day, 2) close only for evening classes, 3) open late in the morning.

If this occurs on a clinical day:

1. The student may elect to miss his/her clinical that day (Notify CI and ACCE.).
2. If the student leaves home for clinical before the announcement, the student may:
   a. Remain at the clinical and receive credit for the time spent in the clinical rotation.
   b. Arrive late with no penalty, and make up missed time, if late arrival exceeds one hour.
3. Snow days will be made up with no penalty for absence.

If the college remains open and roads are hazardous, the decision to go to clinicals is up to the student. Students should not jeopardize their safety at any time. **Students must contact the ACCE and CCCE and inform them of their plans not to travel due to hazardous conditions.**

**Required Clinical hours needed to fulfill Clinical Education courses**

- Clinical I (3 weeks) 120 hours
- Clinical II (4 weeks) 160 hours
- Clinical III (8 weeks) 312 hours

The hours denoted above are the minimum number of hours needed for the student to fulfill the clinical education requirements. It is the student’s responsibility to see that they get the hours needed during each rotation and keep track of these hours. Should a student fall short of hours needed, due to absences, the student is to talk it over with their CI and make up those hours. This may include working on Saturdays, coming in early, staying late and/or working through lunch. In some cases, the CI and the facility will agree to extend the clinical rotation beyond what was originally scheduled. The student will not expect a facility and/or a CI to extend the original dates of their scheduled rotation. Failure to meet the required hours of clinical education will result in a “fail” of the clinical education course.

Ideally no absences will occur in the clinical rotation, but that is not realistic. So, when an absence does occur, the student needs to initiate how they will make up the time. The student will go to the CI and/or CCCE, and the ACCE.

Should the required minimum hours be completed before the last day of the rotation, it is still required of the student to be at the facility in their assigned clinical rotation for the duration of the scheduled clinical rotation. If the student does not show up for clinical after they have met the hours, it will be counted as an unexcused absence and may cause the student to fail the Clinical Education course.

**Tardiness:** Students are to arrive at the clinic promptly and observe regular clinical hours. A tardy is defined as 10 minutes later than the expected start time as determined by the clinical site. **The student is responsible for contacting their CI AND the ACCE if they will be tardy.** The program attendance policy is continuous throughout the program including clinical rotations. See student attendance policy.
Advance Notice Regarding Clinical Schedules

Students are expected to attend clinical internships off LCC campus to access the clinical education portion of the program. Clinical internship schedules are arranged in advance and sessions are generally held Monday through Friday, 8:00am – 5:00pm. However, times may be changed occasionally according to the needs and scheduling of the clinical site and/or clinical instructor. Clinical sites are at various locations in the county, region, and occasionally out of state. Attendance at clinical internships requires that the student have their own reliable transportation. Associated costs related to the clinical internships, including clothing, shoes, housing, and food are the student’s responsibility. All students will carry health insurance for the duration of the program. LCC and the PTA Program are not liable for any accidents relating to the off campus internships. If a clinical day is missed, makeup is required by the end of that semester--100% attendance is required.

Clinical Work Policy

1. Students will not be substituted for paid facility personnel during clinical rotations.
2. Students who may be employed by clinical facilities may not be scheduled to work or perform paid responsibilities during the assigned hours of clinical rotations.
3. Case experience gained during scheduled work hours will not count toward achievement of required clinical case totals.
4. Students will introduce themselves to patients and identify themselves as students.
5. Patients have the right to refuse to participate in clinical education without repercussion.

Conduct and Behavior

The following conduct and behaviors must be observed:

1. Be on time to all clinical rotations. (See Tardiness on pg. 37)
2. No cell phones are allowed in the clinic or facility.
3. Adhere to appearance and dress code requirements of the PTA program unless otherwise specified by the clinical instructor.
4. Bring all needed materials to clinic.
5. Be prepared to perform a variety of activities as directed by the clinical instructor.
6. Cooperate fully with the clinical staff and accept direction from appropriate staff in addition to the clinic instructor.
7. Independently utilize learning opportunities.
8. Adhere to the facility’s regulations regarding release of information, photo releases, consent forms, confidentiality, documentation procedures, safety procedures, etc. Unless instructed otherwise by the clinical instructor, students will refer matters concerning any of the above information to their clinical instructor.
9. Conduct him/herself in a professionally appropriate manner at all times.
10. Put his/her patient's needs first.
12. The student is required to participate in all learning opportunities presented including aquatics.
Dress Code and Clinical Appearance

For all clinic-based learning experiences (including the lab classes held in a clinic) the student’s apparel and grooming must conform to health, sanitation, and safety standards. Professional attire may be dictated by the facility in which the clinical experience is located.

- If the clinical site does not dictate required attire, it is highly suggested that students wear khakis or black dress pants and LCC red or black polo. Jeans, shorts, T-shirts, or torn clothing is not acceptable.
- All clothing must fit properly without exposure of any inappropriate body part. To avoid exposure of an inappropriate body part, the student should be able to reach overhead and bend over, without exposing cleavage, buttocks, or midriff. Thong type underwear is inappropriate in the clinical setting.
- Clothing must be clean and free of stains and wrinkles, and must be of a type that does not limit the student’s ability to perform patient care activities.
- Shoes should have closed toes and flat heels, and rubber soles for comfort and safety in the clinic. Athletic shoes are acceptable if they are neat and professional looking. Some clinics do not allow athletic shoes.
- The only jewelry which should be worn in clinic areas include watches, wedding rings, and stud type earrings. This is for the safety of the students and patients.
- Students should not wear excessive perfumes, colognes, lotions, perfumed hair products, or after shaves in their clinical sites as patients and/or staff may be sensitive or allergic to them.
- Students with beards or mustaches must keep them neat, clean, and well-trimmed.
- Students should bathe regularly and use deodorants.
- Fingernails must be trimmed sufficiently short (not to extend past the fingertip) to prevent injury to patients. Artificial nails are not to be worn.
- Tattoos must be covered, and body piercings removed (or covered).
- Do not chew gum or tobacco.
- Each student must wear an official college name tag at the clinical sites.
- Failure to comply with the dress code will result in dismissal from the clinical internship, resulting in an unexcused absence.
Safety

Safety is of prime importance during clinical activities. The student is expected to take responsibility for his/her own and other’s safety. Critical safety errors may result in dismissal from the clinic and failure of the clinical education course. The student will:

1. Not use any faulty equipment or supplies, and report any such defects to his/her instructor or clinical instructor immediately, placing the defective item where others will not use it.
2. Maintain a calm, quiet atmosphere, attending to the patient and task at hand, and the immediate environment.
3. Obtain complete instructions/information regarding the assigned task and the patient’s condition.
4. Follow prescribed procedures only.
5. Notify instructor or clinical instructor of any problems or unexpected effects immediately.
6. Know personal limitations and seek assistance when needed.
7. Wipe up any moisture on floors immediately.
8. Dispose of waste, linen, etc. properly and promptly.
9. Inform clinical instructor of any safety infractions observed.
10. Never leave a patient unattended without a call system.
11. Perform within the bounds of training and role as a PTA student.
12. Keep walkways clear of obstructions, cords, etc.
13. Document any injury which occurs no matter how minor, in accordance with facility policy.

Immunization and Health Screening

Students enrolled in a Health Science Program at LCC participate in clinical training as an essential element of their studies. To protect the health of students, patients, employees, and others, and to comply with standards established by the affiliated healthcare providers, the College requires all students enrolled to provide dates of current immunization against certain vaccine preventable diseases, and the date and results of current tuberculosis (TB) screening before the student is eligible to participate in clinical training, unless an exception applies. Students will be expected to comply with the following requirements and submit appropriate documentation by the stated deadlines in order to participate in clinical courses:

1. TB skin test results: If POSITIVE, results of a chest x-ray must be provided.
2. Proof of immunity to rubella (rubella titer) or immunization for MMR (measles, mumps, rubella).
3. Proof of immunity to Tetanus and Diphtheria-within the last ten (10) years. A TD immunization can be obtained at the County Health Department.
4. Proof of immunity to Varicella (Chicken Pox). Booster or titer.
5. Proof of Hepatitis B vaccine or signed declination waiver.
6. Proof of a current flu vaccination.

The College will follow procedures for maintaining these immunization and health screening records as private educational data in accordance with federal and state privacy laws. The student immunization record will be maintained for five years from the date of graduation or last date of attendance.
Certification in Cardio-Pulmonary Resuscitation (CPR)

The student is responsible for submitting a photocopy, front and back, of a signed current CPR card to the Physical Therapist Assistant (PTA) Clinical Coordinator by the date specified in the admissions letter. It must be earned at the Health Provider level. It is the student’s responsibility to maintain and provide proof of current certification throughout the program.

Insurance, Criminal Background Check and Drug Screening

LCC and clinical affiliation sites do not provide health insurance to students. It is required that students carry their own health insurance during the program including all full-time clinical education experiences.

All students will be covered for liability. A copy of the policy will be supplied to the facility upon request. The students will also keep a copy in their clinical notebook.

Criminal background checks are not required as part of the application process to LCC’s PTA program however they are required following acceptance into the program. If a prospective student feels that they may have an issue with their background check, then they are strongly encouraged to research the requirements for licensure to the state or states that they may work in the future.

Most hospitals with whom LCC has internship contracts require drug screens and background checks for any and all persons who provide services that involve direct contact with patients and residents. Prior to medical information, background checks, and/or drug screens being sent to a facility, the student will sign a release of information form (see Appendix). The cost of preclinical drug screens is paid by the college (up to 3). Cost of drug screens 'for cause' is the sole responsibility of the student. An individual, who is disqualified from having direct patient contact as a result of the background study and/or drug screen, will not be permitted to participate in a clinical education placement at participating health care facilities. Inability to participate in a clinical education placement required by the academic program could result in ineligibility to qualify for a degree in this program.

Labette Community College assumes no responsibilities for any expense students may incur associated with personal insurance premiums, Hepatitis B vaccinations, personal protective equipment, or other medical expenses related to testing associated student’s exposure to environment or physical hazards while they are participating in clinical education.
DRUG TESTING POLICY FOR HEALTHCARE STUDENTS

Introduction
It is the policy of Labette Community College that students who enroll in health science programs or allied health courses including, but not limited to, Nursing, Respiratory Care, Radiologic Technology, Physical Therapist Assistant, Diagnostic Medical Sonography, Dental Assisting Programs and Certified Nurse Aide, Certified Medication Aide, and Pharmacy Technician Preparation for Exam courses submit to drug and/or alcohol testing when required by a clinical facility, a specific healthcare program policy, or as directed by a reasonable cause event.

Purpose
Students in LCC Health Science Programs and Allied Health Courses must adhere to the standards of conduct required of healthcare professionals. No student will be allowed in the classroom or clinical area while under the influence of drugs or alcohol. This policy is consistent with the “Student Code of Conduct Policy” in the LCC Catalog--http://www.labette.edu/catalog/LCC-Student-Information.pdf. Health Science students found to be involved in any of these activities are subject to disciplinary action up to and including dismissal from their respective health science programs.

Labette Community College Health Science Programs strive to ensure the health and safety of students and patients are not compromised. Education of health science students at Labette Community College requires collaboration between the college and clinical facilities and cannot be complete without a quality clinical education component, generally referred to as a clinical rotation. Clinical facilities are increasingly required by their accrediting agencies, including The Joint Commission (TJC), to provide a drug screen for security purposes on individuals who supervise, care, render treatment, and provide services within the facility, therefore, clinical facilities may require a negative drug screen on each student prior to that student arriving for his/her clinical rotation.
PROCEDURE FOR DRUG TESTING
HEALTHCARE STUDENTS

Consent to drug testing
The student must provide written consent to provide specimens for the purpose of analysis. If the student is under eighteen (18) years of age, the student’s parent or legal guardian must sign the drug testing consent form in addition to the student. This signed document is considered written consent for the duration of the program or course.

Refusal to be tested
The program director shall be notified of any refusal to be tested. Refusal to submit to any drug screening (reasonable cause, classroom, pre-clinical or clinical) or failure of a drug test will result in disciplinary action of failure of the particular clinical/course and immediate dismissal from the program without the ability to reapply in the future.

Pre-Clinical Testing
Students assigned to a site requiring drug screening must submit to testing. Pre-clinical drug testing will be done at Labette Health in Parsons, KS. Labette Health is accredited by HFAP (Health Facility Accreditation Program). Students must complete an “Authorization for Testing and Release of Records” form available in their respective program offices. Before the clinical rotation begins, a copy of the signed consent form must be returned to the program director or clinical coordinator to be maintained in the student’s program file. To be tested, Labette Health requires student identification with current photograph and a copy of the completed form.

The drug screen vendor will perform a specimen validity check, testing, and reporting in accordance with their policies and the policies of Labette Community College Health Science Programs. This policy is available for student review in each LCC health science program student handbook.

*Based on individual program policies, the cost of the pre-clinical drug tests will be paid by the student as part of the course materials fee, or the student may be required to make payment as services are rendered. Only drug tests conducted by labs approved by the program director will be accepted.

Reasonable Cause Testing
Students may be asked to submit to a drug and/or alcohol test based on a reasonable suspicion that their ability to perform work safely or effectively may be impaired. Factors that individually or in combination could result in reasonable suspicion drug testing include, but are not limited to, the following:

- Direct observation of an individual engaged in drug- and/or alcohol-related activity;
- Unusual, irrational or erratic behavior or a pattern of abnormal conduct;
- Unexplained, increased or excessive absenteeism or tardiness;
- Sudden changes in work or academic performance;
- Repeated failure to follow instructions or operating procedures;
- Violation of LCC or clinical facility safety policies or failure to follow safe work practices;
- Unexplained or excessive negligence or carelessness;
- Discovery or presence of drugs in a student’s possession or near a student’s work area;
- Odor or residual odor peculiar to some drugs;
- Involvement in an accident that results in injury to the student or another person while on campus or at a clinical site;
- Secured drug supply disappearance; or
- Information provided either by reliable or credible sources or independently corroborated.

The student is responsible for the cost of any “reasonable suspicion” drug and/or alcohol test and must make arrangements for payment with the provider prior to testing.

Verified evidence that a student has tampered with any drug and/or alcohol test will result in disciplinary action up to and including termination from the program without readmission.
If a student is suspected of being impaired by drugs or alcohol in the clinical area, the following procedure will be implemented:

• The clinical instructor from the facility will attempt to notify the program director immediately.
• The clinical instructor and one other professional staff person will complete written documentation describing the impaired behavior observed.
• The student cannot leave the site until a drug screening consistent with the policy of that site has been completed and a program representative, family member, or friend arrives to transport the student.
• Once dismissed, a student cannot return to the clinical site until the results of the drug screen have been verified as “negative” by the program director.
• Results of the drug test will be sent through secure channels to the program director and who will inform the student. If the result of the drug screen is negative, the student may continue in the program. If the results are positive, the student will be terminated from the program without ability for readmission.

In the event a student is suspected of being impaired while attending clinicals at a facility that does not provide drug testing, the program director will determine the lab, and the clinical instructor (or a designated program representative) will transport the student.

If a student is suspected of being impaired by drugs or alcohol in the classroom, the following procedure will be implemented:

• The classroom instructor will attempt to notify the program director immediately.
• The classroom instructor and one other professional staff person (if possible) will complete written documentation describing the impaired behavior observed.
• The student will be transported to Labette Health by a program representative. Labette Health requires student identification with current photograph and a copy of the completed form.
• The student cannot leave Labette Health until the drug screen is completed and the program representative, a family member, or friend must transport the student.
• The student may not return to the classroom until the results of the drug screen have been verified as “negative” by the program director.
• Results of the drug test will be sent through secure channels to the program director and they will inform the student. If the result of the drug screen is negative, the student may continue in the program. If the results are positive, the student will be terminated from the program without ability for readmission...

In the event a student is suspected of being impaired while attending class at the Cherokee Center, the student will be transported to Via Christi Medical Center in Pittsburg, KS for testing by the classroom instructor or a designated program representative.

Cost of the drug and/or alcohol test for reasonable suspicion is the responsibility of the student. Payment must be made to LCC in the program office prior to testing at Labette Health or before services are rendered at Via Christi Medical Center.

Failure to pay for a reasonable suspicion drug test is considered a refusal to test and will result in termination from the program without readmission.
**Medical review of positive drug test results**

Specimens are screened by immunoassay. Positive results are confirmed by gas chromatography with mass spectrometry (GC/MS) or liquid chromatography with tandem mass spectrometry (LC/MS/MS). All specimens identified as positive on the initial test shall be confirmed by the testing laboratory at no additional charge to the student. Positive test results collected must be reviewed and interpreted by a third party, licensed physician with knowledge of substance abuse disorders. If the testing facility does not have such a system in place, the student is responsible for securing that service and any additional costs incurred. This must be done by a physician other than the student’s regular physician or the prescribing physician.

The physician shall examine alternate medical explanations for any positive test results. This action may include conducting a medical interview and review of the student’s medical history or review of any other relevant biomedical factors.

In addition, the physician will review all medical records made available by the tested student when a confirmed positive test could have resulted from legally prescribed medication. Prior to making a final decision on the results of the confirmed positive test, the physician shall give the student an opportunity to discuss the results and present additional written documentation from the prescribing physician for any prescription medications they are currently taking.

Some facilities may require the student to complete a form listing all legally prescribed medications they are taking prior to testing.

**Reporting of drug test results**

Notification of drug screening results can only be delivered in a manner that insures the integrity, accuracy and confidentiality of the information. Written notification indicating either a “NEGATIVE” drug screen or “CONFIRMED POSITIVE” shall be provided by the drug screen vendor to the appropriate program director at Labette Community College as soon as possible following initial testing and a copy will be placed in the student’s secured file. The program director will report the drug testing results to the student as soon as possible after they are received. Students receiving “CONFIRMED POSITIVE” results are responsible for scheduling a physician’s review. Students must contact the program director for additional information about the physician’s review process.

Test results will not be released to any individual who has not been authorized to receive such results. Students shall not be allowed to hand deliver any test results to college representatives. They may be provided to a contracted clinical facility upon request. Results of any student’s drug screen will be shared only on a need to know basis with the exception of legal, disciplinary or appeal actions which require access to the results.
PROCEDURE FOR DRUG TESTING
HEALTHCARE STUDENTS

Readmission
Substance abuse is a recognized illness for which prompt treatment should be undertaken. Information regarding available resources can be found in the LCC Alcohol/Drug-Free Campus Policy—

http://www.labette.edu/catalog/LCC-Student-Information.pdf

Any student, who fails or refuses to submit to a drug test, or admits to the use, possession, or sale of illegal substances, will be immediately dismissed from the respective program, and the dismissal will be considered a clinical failure and/or course failure. The student will not be eligible for readmission into the program. If the student is a licensed practitioner, admission of use, possession, or sale of illegal substances and/or a positive drug screen will be reported to the licensing agency, as required by law. Conviction of any criminal drug statute while enrolled in a health science program or allied health course at Labette Community College will be grounds for immediate dismissal from the program or course. The student will not be eligible for readmission.

A student may contest disciplinary action based on a drug test result or refusal to submit to a drug test by following the procedure set forth in the Student Grievance Procedure in the LCC Catalog—

http://www.labette.edu/catalog/LCC-Student-Information.pdf

For confidential information regarding treatment for drug abuse contact:

Tammy Fuentez
Vice-President of Student Affairs
tammyf@labette.edu or 620-820-1264
(Office--Student Union Building, SU220)

*COST OF TESTING AT LABETTE HEALTH--basic drug test required by most clinical sites--$22; 10-panel screen that includes tricyclic antidepressants--$56; breath alcohol test--$27.

**DRUG CATEGORIES TO BE TESTED—amphetamines, barbiturates, benzodiazepines, cocaine metabolites, phencyclidine, propoxyphene, marijuana metabolites, methadone, opiates, oxycodone, and creatinine—urinary. This list of tested drugs is subject to change. Testing for additional substances may occur based on clinical affiliation agreement requirements.
Clinical Instructor Responsibilities

Definitions

Academic Coordinator of Clinical Education

The Academic Coordinator of Clinical Education (ACCE) is an academic faculty member with responsibility for coordination and management of the clinical education portions of the curriculum. The ACCE is the person who receives all inquiries or concerns about the clinical program or students on clinical affiliation.

Clinical Faculty

Clinical faculties are the personnel of clinical education sites who teach and supervise students in the practice setting. Two levels of clinical faculty are recognized: The Center Coordinator of Clinical Education (CCCE) and Clinical Instructor (CI).

Qualifications

The Center Coordinator of Clinical Education (CCCE) is responsible for coordinating the assignments and activities of students at the clinical center. To qualify as CCCE, individuals would be experienced in clinical education interested in educating students, possess good interpersonal relationships, communication, and organization skills; and be knowledgeable of the clinical center and its resources; and serve as a consultant in the evaluation process.

In small facilities, the CCCE may serve as both the CCCE and CI. The CCCE may be a physical therapist, physical therapist assistant or other experienced person. A physical therapist or physical therapist assistant skilled clinician must be available to assist the non-therapist CCCE.

The Clinical Instructor (CI) is the person responsible for direct clinical supervision of students and must be a physical therapist or a physical therapist assistant. CI’s must demonstrate a willingness to work with students by pursuing learning experiences to develop knowledge and skills in clinical teaching. One year of clinical experience is normally considered the minimum criteria for a CI; however, individuals should be evaluated on the ability to perform the CI duties as opposed to solely their number of clinical years of experience. CIs should possess the ability to plan, conduct, and evaluate a clinical education experience based on sound educational principles.
Rights, Responsibilities, and Privileges

Clinical faculty of the PTA program includes all professions who supervise or provide instruction to students in patient care or professional employment settings. The identified rights and privileges include the following:

1. Clinical faculty shall receive no imbursement for their services from the educational institution.
2. Clinical faculty are affiliated with an institution having a formal clinical affiliation agreement with Labette Community College further known as LCC.
3. Clinical faculty shall be provided a copy of the PTA Program Handbook containing the program and clinical policies and procedures of the LCC PTA Program.
4. Clinical faculty may be provided educational workshops and/or online training pertinent to clinical education by LCC.
5. Clinical faculty shall have the right to be included in all Advisory Committee meetings of the LCC PTA Program.
6. Clinical faculty shall provide written and verbal assessment of student performance and serve in an advisory capacity to the Academic Coordinator of Clinical Education for Education for awarding of a grade to an individual student.
7. Clinical faculty will have an opportunity to participate in a review of the clinical education program with representatives of LCC.
8. Clinical instructors will be provided with information regarding the student necessary to plan an appropriate learning experience.
9. Clinical instructors will be provided appropriate information (i.e. suggested learning activities, copy of evaluation tools, etc.) prior to each clinical in which their facility is participating.

Clinical Instructor’s Rights and Responsibilities to the Student

The clinical instructor will communicate in a timely manner regarding the student progress by:

1. Meeting at least once (in person or by telephone) with the visiting ACCE during each clinical term in which their facility is participating.
2. Completing evaluation forms thoughtfully and thoroughly.
3. Phoning the ACCE to discuss any student or curriculum-related problems which occurs between ACCE’s visits/calls.
4. Providing information, regarding the student, necessary to plan an appropriate learning experience.
5. Providing appropriate information (i.e., suggested learning activities, copy of evaluation tools, etc.) prior to each clinical rotation in which their facility is participating.
Clinical Evaluation

The clinical program is evaluated by PTA Program faculty and Advisory Committee for adequacy in number of clinical placements, accessibility by students, scope of learning experiences, support of a program admission, and the extent to which the clinical experience is reflective of current physical therapy practice. Formal clinical evaluation is conducted annually, and continuous evaluation is conducted throughout the year.

Clinical sites are evaluated by students assigned to the site following each rotation. This evaluation is reviewed by the Clinical Instructor and the ACCE. These evaluations are reviewed at the time of submission by the Academic Coordinator of Clinical Education. A copy of the student evaluation will be sent to the clinical site upon request.

Communication between academic and clinical faculty will occur frequently throughout the cycle of clinical education. Communication is accomplished through phone calls, email, scheduled meetings, clinical site visits, and program evaluation activities.

Student Evaluation of Clinical Instructor/Clinical Facility

Each student will perform an evaluation of their CI (or person providing direct supervision) at the final evaluation. The formal tool for the evaluation of the CI will be provided by the ACCE and brought to the facility by the student on the first day of the affiliation. The evaluation will be reviewed and signed by the student, the person providing the majority of direct supervision (if other than CI) and the CI. The evaluation will be returned to the ACCE within the prescribed time limit following the end of the affiliation.

Clinical Assignment

Students are assigned to clinical sites by the Academic Coordinator of Clinical Education. The Center Coordinator of Clinical Education may request changes to the proposed assignments. Students will be assigned to clinical facilities with the major priority to provide each student with experience in an inpatient facility (Acute Care, Step Down, Inpatient Rehab), an outpatient facility, and one additional facility. Geographic convenience will be considered but not guaranteed. Students should expect that at least one rotation will be at a distant facility.

Under no circumstances is the student to arrange their own clinical assignment. All requests must be made through the ACCE.
Clinical Curriculum

Clinical rotations provide students real-world experience in inpatient, outpatient, rehabilitation, nursing home, and pediatric settings. The clinical education program is designed to provide the student with observation opportunities in a clinical setting, supervised patient treatment, independent treatment, and teaching opportunities. Clinical instructors are encouraged to structure learning experiences based upon the strengths of their facility and personnel and in accord with the skills and competencies outlined in the course syllabi and clinical evaluation instrument.

Students must pass all clinical rotations in order to graduate from the program.

The clinical section of the curriculum includes for approved courses shown:

<table>
<thead>
<tr>
<th>Title Course</th>
<th>Credit Hours</th>
<th>Contact Hours</th>
<th>Semester</th>
<th>Scheduled</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTA 105 Clinical Education I</td>
<td>2</td>
<td>120</td>
<td>Fall</td>
<td>Daily for 3 wks: 8 hr/day</td>
</tr>
<tr>
<td>PTA 204 Clinical Education II</td>
<td>3</td>
<td>160</td>
<td>Spring</td>
<td>Daily for 4 wks: 8 hr/day</td>
</tr>
<tr>
<td>PTA 205 Clinical Education III</td>
<td>7</td>
<td>312</td>
<td>Summer</td>
<td>Daily for 8 wks: 8 hr/day</td>
</tr>
</tbody>
</table>

Course descriptions:

**Clinical Education I** is designed to allow students to gain competency in acute care, outpatient, skilled nursing facilities and rehabilitation facilities. This course will allow the student to practice basic skills in patient care in addition to assisting with modalities, massage, basic exercise, and assistive device gait training treatments.

**Clinical Education II** and **Clinical Education III** are designed to allow the student to practice skills and integrate curriculum. By the end of the third clinical rotation, the student will be expected to perform as an entry-level PTA.

Integrated into the academic courses, students will gain experience with special populations of patients such as geriatrics, developmental disabilities, sports, pediatrics, and home health.

Specialty affiliations during the full-time clinical experience will be allowed by faculty permission based on the individual student’s preparedness.
Clinical Grading

Assigning of course grades for all clinical experiences is performed by the ACCE. The ACCE will seek input from the CI and the CCCE in determining the student’s final grade. See the syllabi for each clinical education course for details.

The guidelines contained in the CPI will constitute the student’s final grade for all three clinical rotations. Any clinical incident report will be considered by the Academic Coordinator of Clinical Education (ACCE) and the Clinical Instructor, and may affect the student’s grade.

The failing of a student at any one of the three clinical experiences is decided by the ACCE and the academic faculty after thorough communication between the ACCE, clinical instructor, CCCE, and the student.

The student will bring their clinical notebook with them to the clinic the first day of each clinical rotations. The notebook will contain CPI instructions; a copy of the PTA Program Handbook, student clinical policies, syllabus for Clinical experience, updated immunizations; and necessary documentation for the clinical experience.
Student Evaluations

Each student must receive an evaluation of his/her performance by the last day of each clinical rotation through the CPI tool.

Mid-clinical evaluations covering clinical skills should be performed and reviewed with the student during the second and third Clinical Experiences. Strengths and weaknesses should be discussed in detail with the student, and specific recommendations made on how to correct perceived weaknesses. The student may be evaluated at any time during the rotation.

The evaluation form must be reviewed and signed by the student and the CI. Although the evaluation of the student’s clinical performance is the responsibility of the clinical instructor, the assignment of the grade for the course work is the responsibility of the PTA academic faculty. All information given to the school regarding the student’s clinical performance is used to determine course grades.

Clinical Visits

While on clinical rotations, students will be visited at least once in person or by telephone by the ACCE. In situations where the ACCE is unable to travel, regular phone communication will be maintained. The student, CI, or CCCE may request a clinical site visit at any time.

Student Supervision Policy

PTA students are to be supervised by either a licensed physical therapist or a certified physical therapist assistant. A licensed physical therapist or certified physical therapist assistant must be on site during the clinical experiences of physical therapist assistant students.

The clinical instructor will provide adequate supervision to students, be easily accessible, and supervise no more than two students at one time. If more than two students are affiliating at once, supervision should be delegated to another PT and/or PTA. The clinical instructor should inform the ACCE at LCC of any changes and orient the assisting clinical instructor with Labette Community College's program curriculum. The CI will provide support to the new clinical instructor regarding the progress and the level of function of the student, the supervision needs of the student, and the requirements of the school regarding the ACCE visitation and evaluation form.
Student Supervision Policy—cont’d.

The clinical instructor should maintain open communication with the student, providing feedback regarding his/her performance and input on ways to improve. The clinical instructor will:

1. Meet with the student on the first day to orient them to the surroundings, the facility’s policies and procedures, documentation methods, supervision arrangements, etc.
2. Meet with the student at the end of each day during the first two clinical rotations and be in contact during the third and final clinical rotation.
3. Complete the midterm evaluation during the second and third clinical rotation, the final evaluation forms for all three clinical rotations, and discuss each one of them with the student.
4. Schedule learning activities for the student to assist him/her in reaching his/her learning goals for the affiliation.

If the CI requests or expects the student to perform a skill or task in the clinic upon a patient for which the student does not have competency or experience, the CI will assume the responsibility of instructing the student on the skill or task, assess competency of the student, and fully supervise skill performance.

Reporting Clinical Incidents/Dismissal

1. Any problem concerning student’s appearance, clinical performance, application of knowledge, interpersonal relations with staff or patients, tardiness, lack of adequate supervision, etc., should be discussed confidentially between the CI and the student.
2. Discussion of these problems should occur immediately if an incident occurs. Otherwise, an appropriate time and place should be chosen to discuss problems, solutions and goals as soon as possible.
3. If the CI or student deems necessary, a meeting with the ACCE may be scheduled.

Review of a clinical incident: A student, CCCE, and/or CI may request a review of an incident which occurs in connection with a clinical laboratory experience. Some examples include but are not limited to: inadequate clinical preparation; excessive fatigue; emotional lability; lack of certification of professional liability insurance coverage; and failure to follow specific guidelines when absent from or late in arriving at a clinical experience. Actions that may be taken as a result of a faculty review are:
a. **Anecdotal Note** to be placed in student’s record. The clinical instructor’s documentation of the incident is placed in the student’s permanent record.

b. **Plan to Improve Clinical Performance**. A written plan developed by the ACCE/CCCE/CI and student which describes specified objectives that the student is to complete within the specified time frame.

c. **Unsatisfactory Clinical Performance/Incident**. Two unsatisfactory clinical incidents will result in the student’s dismissal from the PTA program pending due process.

d. **Unsafe Clinical Performance/Incident**. Defined as harming or threatening harm or other dangers to a client. Some examples include, but are not limited to:

   - student under the influence of drugs (including prescription) resulting in impaired functioning, and
   - verbally or nonverbally threatening the client’s physical or psychological well-being.

f. One unsafe clinical incident may result in the student being dismissed from the PTA program.

Any student engaging in unethical or unprofessional conduct as described above, or exhibiting poor clinical performance may be placed on probation by the ACCE or dismissed from the program. The ACCE reserves the right to place the student on probation. If the student receives one unsafe clinical incident, the student will be placed on probation if they are not immediately dismissed from the PTA program.

**One unsatisfactory clinical incidents may result in probation or dismissal.**

**Probation** entails weekly phone or in-person contact between the ACCE and CCCE/CI and the student. Probation will remain in effect for the rest of that particular rotation or until the ACCE deems it appropriate to remove the student from probation.

Students removed from a clinical site due to excessive clinical incidents, or poor clinical performance (a failing grade) will be required to repeat the entire rotation in another facility. This will only occur following successful academic remediation. This may ultimately result in dismissal from the program. All due process procedures will be available to the student and adhered to by staff in case of removal. A student may repeat a clinical only once.

Students removed from a clinical site due to the reduction of spots in a clinical site will be required to complete the clinical time in another facility. The amount of time required to be completed will be determined by the ACCE and the CCCE in the new facility. The student will still be required to complete the designated competencies for the clinical affiliation.

Students requesting removal from a clinical site will still be required to complete the remaining clinical time of the rotation. The ACCE may, at their discretion, require that the student complete additional time in the new clinical rotation.

When a student is removed from a clinical rotation, all efforts will be made to place him/her in a new clinical site, if appropriate, as soon as possible. However, if a student is not able to be placed in a timely manner, the removal may jeopardize completion of the program within the original time schedule. If a student is removed as a result of not meeting expectations, the course can be repeated the next time the course is offered.

Timely acknowledgement by the CI and/or student of the problems or areas of improvement is essential for satisfactory completion of the clinical affiliation.
Confidentiality and Data Privacy

Labette Community College (LCC) has designated that certain data is considered public or private data. In keeping with LCC’s FERPA Policy, the PTA program will maintain privacy/confidentiality in the following manner:

1. Grades will be posted using the online Red Zone system, which requires students to sign in using an individual password.
2. All exams, quizzes, and assignments will be returned in a manner that does not expose the grade.
3. Feedback is provided after skill checks and practical exams with only the student and instructor(s) present. When necessary or helpful, instructors will obtain permission if they would like to provide feedback in front of other students.
4. Clinical faculty must follow the data privacy policies of LCC and the PTA program.
5. Requests for student information from any government agency will be referred to the registrar’s office.
6. Students will sign a confidentiality agreement which applies to maintaining the privacy and confidentiality of patients during all clinical experiences.
7. During the first semester of the PTA program, students are instructed in basic HIPAA (Health Insurance Portability and Accountability Act) policies and procedures for proper use and handling of confidential patient/client information.
8. PTA students are expected to perform a variety of physical therapy procedures on each other in the classroom and laboratory for educational purposes. This participation is very important to the learning process. Students must sign the WAIVER OF LIABILITY, ASSUMPTION OF RISK, and INDEMNITY AGREEMENT ON/OFF CAMPUS ACTIVITIES prior to practicing laboratory skills. Students will sign a consent form at the start of the program that will remain in effect during the student’s tenure in the PTA program. Consent forms will be kept in the student’s file in the PTA Program Director’s office.
Learning Opportunities

1. Students have been instructed to observe procedures appropriately with consideration of the setting, patient, and therapist involved. Students should be encouraged to pursue intensive observation, with any limitations on that observation explained in advance.
2. Students have been instructed to ask questions as needed while considering the setting, patient and therapist involved. The student’s opportunity to pursue an observational learning experience may be maximized by:
   a. Orienting staff to the PTA student’s presence and needs.
   b. Instructing the student in the CI’s preferred question and answer format (i.e., saving all questions until the end of treatment).
   c. Allowing and encouraging ample opportunity for questions.
3. Students have been instructed to orient the CI to their learning needs and optimal learning methods.
4. Whenever possible and appropriate, the CCCE and/or CI may allow the students to:
   a. Gain exposure to other PT’s and PTA’s with specialized expertise.
   b. Attend or participate as appropriate in staff development meetings and department activities.
   c. Work as a team with other PT or PTA students in the clinic. Students tend to learn very well from each other.
   d. Observe other departments as appropriate (OT, ST, surgery, etc.)

Access to Learning Opportunities

Students are encouraged to practice skills to the best of their ability even if patients are unavailable or the training situation warrants that patients not be used. The clinical instructor is requested to provide appropriately supervised opportunities for practice when in both of these circumstances. Materials such as equipment manuals, treatment protocols, and home programs should be made available to and utilized by students. Students are required to attend all departmental in-services if scheduling permits.

Suggestions to Clinical Instructors

1. Let other staff members know you have a PTA student.
2. At the beginning of the day, the student should have an approximate schedule of the day’s activities. It may be helpful to keep a calendar for the student and CI to schedule special learning activities throughout the affiliation.
3. At the conclusion of each day, verbally review the student’s overall performance that day and indicate areas to work on the following clinical day. It is important for students to have specific learning goals for each day.
4. Obtain input from the student regarding the type and amount of supervision which they feel will best meet their needs.
5. Have the student critique themselves and discuss their own strengths and weaknesses. Self-assessment is a critical skill that students should practice.
Orientation of Students

The student should receive orientation in regard to:

1. Department working and treatment hours.
2. Parking.
3. Employee lunch.
4. Charge system.
5. Patient scheduling method.
6. Patient transport system.
7. Other students and staff.
8. Pertinent emergency procedures.
10. Charting system and procedures.
11. Department layout.
12. Department equipment and supplies.
13. Special services, clinics, outreach program, or other learning opportunities.
14. Availability of any opportunities to view surgeries.
15. Opportunity to observe in other departments.
Field Trips

At times during the course of the PTA Program, students and faculty may travel off campus for departmental related field trips. These field trips may be scheduled in the evenings or on Saturdays. The following procedures apply for field trips:

1. Travel Request Forms must be filled out by faculty prior to traveling.
2. All LCC Policies are applicable during the trip.
3. Students participating in field trips are required to sign the “Waiver of Liability Assumption of Risk, and Indemnity Agreement – On/Off Campus Activities” form prior to the activity. This Waiver is located in the Appendix.
4. All students will attend the KPTA spring conference as a group.

Student Information Changes

Changes in student information including email address, mailing address, phone number, or legal name are to be reported in writing to the College and the Physical Therapist Assistant Program office as soon as possible. The program is not responsible for inability to contact the student where changes have not been reported.

Personal Property and Valuables

Labette Community College (LCC) and the PTA Program do not accept responsibility for loss of personal items. Theft does occur on campus and students should secure their valuables accordingly. Lockers are available at the PTA Program lab. **Students will furnish a pad-lock if they wish to secure personal belongings.**

Photography/Videotaping

PTA students will, on occasion, in classroom and laboratory settings be simulating a work environment and will practice PTA skills on one another. During this time, you may be videotaped or have digital pictures taken of you, both of which will be used only for educational purposes. You will be asked to sign a permission form to allow videotaping and digital photography at the start of the first semester of the PTA Program. This form will remain in effect for the duration of the student’s tenure in the PTA Program. If a student wishes to photograph or videotape a patient for educational purposes, they must follow the policies and procedures of the clinical education site for confidentiality and for obtaining consent.
PTA Program Library

The PTA Program Library is located on the black bookshelf in the lab. Each book available for checkout is labeled with a unique number and may be checked out for up to one week. To check out a book, students must fill out all fields of the Book Loan Contract found on the third shelf. The yellow copy is to be kept with the book and the white copy is to be delivered to the PTA Program Office. When the book is due, the student must return it to the PTA Program Office for the book to be checked back into the library. If a student fails to return a book to the office by the due date, the office will email the student to remind them that the book is overdue. If a book is a week overdue, the PTA Program Office will place a hold on their account with the business office until the book is returned. If a student loses, destroys or damages a book belonging to the PTA Program Library, the student will be charged the cost of replacing the book.

PTA Curricular Changes

Labette Community College’s Physical Therapist Assistant Program reserves the right to make curricular changes as needed in order to provide the optimal educational program. Such changes will be conveyed to students in a timely manner.

Disaster and Contingencies

In the event that normal operating policies and procedures are unable to be followed as a result of a disaster, the LCC PTA program reserves the right to modify the program. Any modifications will meet all local, state, federal and CAPTE requirements. The program may need to implement alternative instructional methods and modify course sequences as necessary to provide quality education to the students. This may require the use of distance learning, alternate classrooms, increased number of videos and simulations, and modification of clinical sites and schedules. This list is not intended to be totally inclusive. Regardless of the situation, the program will strive to prepare the student to be successful in passing the NPTE and being a successful Physical Therapist Assistant.
Appendix
PHYSICAL THERAPIST ASSISTANT PROGRAM
ESSENTIAL FUNCTIONS FOR PTA STUDENTS

VERIFICATION

Essential Functions student signature page to be completed before program entry--

_____ Yes    _____ No  I have read and I understand the Essential Functions relative to the Physical Therapist Assistant Program.

_____ Yes    _____ No  I am able to meet the Physical Requirements of the PTA Program as specified and do not require any reasonable accommodation to meet these requirements at this time.

Printed Name of Student ___________________________  Signature of Student ___________________________  Date ____________

Nondiscrimination in Employment and Education Opportunity

Labette Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or qualified handicapped in its education programs, activities, recruitment, admissions, or employment as required by Titles VI, VII, IX, and section 504 of the Rehabilitation Act of 1973. Inquiries should be directed to: Vice President of Student Affairs, Labette Community College, 200 South 14th Street, Parsons, KS 67357. Telephone--(620) 421-6700 extension 1264
Videotape/photograph consent student signature page to be completed before program entry--

I, __________________________ give Labette Community College (LCC), PTA Program consent to videotape/photograph/audiotape me during classroom, lab or off campus education experiences for educational purposes.

_________________________________________  ________________________
Student name – printed                        Date

_________________________________________  ________________________
Student Signature                            Date
LABETTE COMMUNITY COLLEGE
WAIVER OF LIABILITY, ASSUMPTION OF RISK,
AND INDEMNITY AGREEMENT – ON/OFF CAMPUS ACTIVITIES

I, the undersigned participant, represent and warrant that I am an adult of 18 years of age or older, and have the legal capacity to enter into this Waiver of Liability, Assumption of Risk and Indemnity Agreement (“Agreement”).

**Waiver:** In consideration of being permitted to participate in the Labette Community College Physical Therapist Assistant Program/activity, to the extent permitted by law, I, for myself, my heirs, personal representatives or assigns, do hereby release, waive, discharge, covenant not to sue, and agree to indemnify and hold harmless Labette Community College, its officers, employees and agents (collectively the “Indemnified Parties”) from any and all liability, loss, claims, demands and possible causes of action (including all costs and attorney fees incurred by the Indemnified Parties in enforcing this release and indemnification agreement), that may otherwise accrue from any loss, damage or injury (including death) to my person or property, in anyway resulting from, or arising in connection with, or related to my participation in the Labette Community College Physical Therapist Assistant Program/activity, whether or not such injury or death is caused by negligence or from any other cause.

**Assumption of Risk:** Participation in Labette Community College Physical Therapist Assistant Program/activity carries with it certain risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another, but the risks may include, but are not limited to: 1) minor injuries such as scratches, bruises, and sprains; 2) major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks, and concussions; and 3) catastrophic injuries including paralysis and death. I have read the previous paragraphs and I know, understand, and appreciate these and other risks that are inherent. I hereby assert that my participation is voluntary and I knowingly assume all such risks.

**Governing Law and Severability:** The construction, interpretation and enforcement of this agreement shall be governed by the laws of the State of Kansas. The courts of the State of Kansas shall have jurisdiction over this Agreement and the parties. The undersigned further expressly agrees that this Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Kansas and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

**Acknowledgment of Understanding:** I have read this waiver of liability, assumption of risk and indemnity agreement, fully understand its terms, and understand that I am giving up my rights, including my right to sue. I acknowledge that I am signing the agreement freely and voluntarily, and intend by my signature to be a complete and unconditional release of liability to the greatest extent allowed by law.

_____________________________   __________________________   __________
Printed Name   Signature   Date
Health Science Program

I, _____________________________ (Print Name), am a student at Labette Community College (LCC) and am enrolled in a Health Sciences Division program.

I acknowledge that I have been informed of the following and that I understand the following:

1. That the health science program I have enrolled in may involve exposure to human body fluids and cell and tissue cultures that may carry infections such as HIV (Human Immunodeficiency Virus) and Hepatitis B Virus (HBV) and Hepatitis C Virus (HCV).

2. That exposure to infectious blood and other body fluids and cultures by contact through eye, mouth, blood, non-intact skin, or other method may put me at risk of contracting a blood borne infection.

3. That to protect myself from exposure to blood and other body fluid and cultures, I will wear protective apparel according to OSHA (Occupational Safety and Health Administration) standards and comply with applicable policies of the College and any hospital or clinical affiliate that I am attending.

4. That if I should become exposed by eye, mouth, blood, non-intact skin, or other method to blood or other human fluids or cultures, I will immediately report such incident to the program instructor or clinical affiliate supervisor.

5. That if such exposure should occur, I hereby authorize the College or the clinical affiliate to administer such immediate first aid as is deemed appropriate until medical help can be obtained.

6. That I hereby release and hold harmless Labette Community College (LCC), its employees, officers, agents, and representatives, including all hospital and clinical affiliates, from any liability for any and all injury, illness, disability, or death, including all costs for medical care, resulting from my exposure to infectious blood or other human fluids or cultures or the administration of emergency first aid after such exposure, during the course of my participation in the health division program, whether caused by the negligence of the College or otherwise, except that which is the result of gross negligence or wanton misconduct by the College.

Student Name ____________________________________ (Please Print)  Major ____________________________

Student Signature ________________________________  Date _________________________

Instructor Signature ________________________________  Date _________________________
STUDENT CONFIDENTIALITY AGREEMENT

I understand that confidential care and treatment is the right of all patients in all clinical agencies utilized for my clinical experience as a Physical Therapist Assistant (PTA) Student at Labette Community College (LCC). The diagnosis, treatment, and all other information concerning patients are confidential and may not be released to anyone, including family members, without the consent of the patient. I understand that even the presence of a patient in a clinical facility is considered confidential.

I understand that other information I may obtain as part of my student experiences is also confidential. I understand that the concept of confidentiality includes but is not limited to information concerning: 1) a patient; 2) a patient’s family or significant others; 3) an employee or job applicant; 4) a physician or other practitioner; 5) peer review or quality of care; 6) the sensitive business plans or finances of the college or clinical facility; 7) computer passwords; 8) other students and instructors; or 9) any other persons who may make use of clinical facilities and services.

I agree that, except as clearly directed by my instructor, I will not at any time during or after my student experiences, disclose or discuss confidential information or any part of my experience, which is of a confidential nature to anyone who does not need that information to perform their duties. I also agree not to seek or obtain information regarding confidential matters not necessary to fulfill my responsibilities as a student.

I recognize that my disclosure of confidential information may cause irreparable injury to an individual, the college, and/or the clinical facility, and may result in a civil lawsuit. I understand that any violation of this agreement or my disclosure of any confidential information in an unauthorized manner can result in my immediate dismissal from the PTA Program. If in any situation I am uncertain or unclear of my responsibilities in protecting confidential information, I will seek the guidance of my instructor or appropriate supervising personnel.

By my signature below I certify that I have read this Student Confidentiality Agreement, have had the chance to ask any questions I might have, that I understand this Agreement, and agree to be bound by its terms.

__________________________________________  ________________
Student Signature                                      Date

________________________________________________________
Printed name

Signed original will be kept in student file.
The following statement confirms that the student understands and agrees to the requirements and policies of Labette Community College (LCC) and the Physical Therapist Assistant (PTA) Program as written in this handbook.

I have read the LCC PTA Handbook and agree to comply with the printed policies expressed therein as well as those in the LCC Catalog. Furthermore, I have been informed that changes may occur as determined by developments in clinical and/or academic settings. As far as possible, changes will be effective prior to the beginning of the academic term. When notified verbally and in writing of these changes, I will comply with them.

I understand that a minimum grade of "B" (80%) will be required to pass each course. I am aware that failure to adhere to the PTA Program policies as outlined in the PTA Program Handbook or the objectives/outcomes identified in course syllabi may result in my dismissal from the PTA Program.

This statement of agreement will become part of my file in the PTA Program Director's Office.

My signature indicates acceptance of this agreement.

Student Signature: ___________________________        Date: _______________________

Printed Name: __________________________________________
The following statement confirms that the student understands and agrees to the requirements and policies of Labette Community College (LCC) and the Physical Therapist Assistant (PTA) Program as course requirements for Clinical Education.

Each student should expect to do at least one Clinical Education rotation at a distant location. To define “distant”, that is a two hour, or more, drive from the student’s resident to the clinical facility, under normal driving conditions.

I understand that the placement of my clinical rotation may be at a distant facility for at least one of the scheduled rotations.

It is my responsibility to provide reliable transportation to and from the clinical facility. I am also responsible for the expense of lodging and meals and/or finding accommodations to help ease the financial burden.

This statement of agreement will become part of my file in the PTA Program Director's Office.

My signature indicates acceptance of this agreement.

Student Signature: _____________________________ Date: __________________
Printed Name: __________________________________________________
ACKNOWLEDGMENT OF ALCOHOL/DRUG TEST POLICY

I have received a copy of and have been given the opportunity to ask questions about the Labette Community College Policy and Procedure for Drug Testing Health Science Students. As a Health Science Program or Allied Health Course student I understand and agree that I am subject to drug and alcohol testing at any time and understand the consequences of a refusal to test or a positive drug or alcohol test.

______________________________
Printed Student Name

______________________________
Student Signature

______________________________
Program/Course Witness
Labette Community College (LCC)
Procedure 3.20 Criminal Background Check
Permission and Release Form
Health Science Students

Health Science Program applicants are expected to truthfully and accurately share any information related to their criminal history—information collected by criminal justice agencies concerning individuals, and arising from the initiation of a criminal proceeding, consisting of identifiable descriptions, dates and notations of arrests, indictments, information or other formal criminal charges and any dispositions arising therefrom—as part of the application and enrollment process. Current students are expected to notify their respective program director if any change in their criminal history occurs while enrolled in an LCC Health Science Program.

Please review the disclosure statement included in the program application packet and sign below indicating the following:

1. I have truthfully and accurately reported my criminal history and pending charges (if any) to the LCC ______________________ Program Director.

2. I understand that my criminal history may impact progression in the LCC ______________________ Program, and/or ability to be licensed/certified in my field of study.

3. I agree to notify the LCC ______________________ Program Director if a change in my criminal history occurs while attending the LCC ______________________ Program.

4. The LCC ______________________ Program for which I am applying has informed me of the state licensure/certification requirements for that program.

I, ____________________________________, have read and understand that completing a criminal background check is required as part of the application process for the LCC ______________________ Program, and to participate in education courses that include clinical placement.

I authorize Labette Community College to release the results of any criminal background check to any site where I may be placed for any legitimate educational purpose and I waive my privacy rights under the Family Educational Rights and Privacy Act (FERPA) and consent to a background check for this limited purpose.

I hereby release Labette Community College from any liability in the event:

• I am not cleared for placement by the clinical sites and therefore, cannot continue in the program.
• I am unable to obtain the necessary credits to continue in the program due to a criminal charge or conviction that occurred after being accepted into the program.
• I am unable to obtain licensure/certification in my field of study due to adverse results on a criminal background check.
• I fail to notify the LCC ______________________ Program Director if a change in my criminal history occurs while attending the LCC Program.

I understand that I cannot be guaranteed placement at a clinical site and if I cannot complete the clinical requirements, I will not be able to graduate from the program.
Print Name: _______________________________________

Signature: __________________________________________ Date: ________________

Please submit this signed form as part of your application to the LCC Health Science Program.

_Contact the Health Science Program Director for information and direction to the appropriate agency for questions regarding criminal history and licensure/certification_

_Revised: 5/13/19_
I give the Labette Community College PTA Program permission to release the following information to any clinical site to which I am assigned:

- Physical Examination Form
- Health and Immunization Records
- Health Insurance Information
- Criminal Background Check

Student Signature: __________________________________________________________

Date: ______________________________________________________________________

09-11-12
Each LCC Health Science Program and Allied Health Course has specific policies/procedures that pertain to students who are dismissed or leave the program voluntarily. Students should be counseled about and given copies of any program specific policies/procedures during the exit interview (e.g. readmission, reapplication, completion of non-clinical coursework). Please check all boxes that were included in the interview.

- Financial responsibility of the student—consequences of a “hold” on his/her account
- Licensure/certification contact information
- LCC Refund Policy
- Governing entity requirements (e.g. Kansas Board of Nursing or Kansas Board of Healing Arts)
- Option to complete non-clinical coursework
- Status as an LCC student in non-program coursework
- Add/Drop Form—withdrawal requirements
- Financial Aid Status
- Return of school and clinical property
- Reminder to notify any campus-related job or commitment
- Opportunities to reenter the program

By signing this document, all parties agree they were given an opportunity to discuss any/all topics and were referred to the appropriate personnel or agencies for issues outside the scope of the program (e.g. Financial Aid).

Printed Student Name ___________________________ Printed Program Director Name ___________________________ Printed Witness Name ___________________________

Student Signature/Date ___________________________ Program Director Signature/Date ___________________________ Witness Signature/Date ___________________________

TWO COPIES SHOULD BE SIGNED—ONE FOR STUDENT’S FILE AND ONE FOR THE STUDENT
Reviewed 3/1/14
Having read the PTA Handbook, I understand that if I will be late to my clinical site, have an illness that requires that I miss a day or go home early, or if I need a day off that I MUST contact not only my clinical instructor but ALSO Trent McGown, CPTA, ACCE to ask for permission. If I fail to contact BOTH persons, I may fail the course and/or be removed from the program.

All time missed will need to be made up in order to pass the clinical education course. Please refer to the PTA Handbook for specific guidelines and/or consequences of tardiness.

___________________________________________
Student signature

___________________________________________
Date
Academic Misconduct Notification Form
Edited: 11/21/19

Student: ______  Student ID Number: ______  Date of Alleged Misconduct: ______

Course: ______  Semester: ______  Section ID Number: ______

Instructor: ______  Test/Assignment Affected: ______

Please mark the Alleged Misconduct:

☐ Copying from another student’s paper, laboratory report, report, computer files, data, listings, and/or programs

☐ Using, during a test, materials not authorized by the instructor (including taking tests in the Student Success Center)

☐ Collaborating with another person without authorization during an examination, clinical, or in preparing academic work

☐ Knowingly and without authorization, using, buying, selling, stealing, transporting, soliciting, copying, or possessing in whole or in part, the contents of coursework, an examination, or quiz

☐ Substituting for another student, or permitting another student to substitute for oneself in taking an examination, clinical, or preparing academic work

☐ Bribing another person to obtain an examination or information about an examination

☐ Attempting to bribe any faculty/staff/student to alter a grade

☐ Plagiarizing or appropriating another work or idea without properly acknowledging incorporation of that work or idea into one’s own work offered for credit.

☐ Other, please describe: ______

Additional Information (may also attach): ______

Instructor/Staff Signature: ____________________________________________  Date: ________________

Being found guilty of academic misconduct will result in a zero grade for the paper, assignment, clinical assignment, clinical, course trip/activity, or test on which the violation occurred. If a student is a Health Science major, additional penalties may occur as a result of the violation of academic misconduct.

☐ I accept above penalty  ☐ I will appeal above action

☐ I do not accept  ☐ I will not appeal above action

☐ Student did not meet with instructor within the five (5) working days and therefore the penalty stands.

Student Signature: ____________________________________________  Date: ________________

- Process: The student is given the form by the instructor (in person or via email). The student shall have five (5) working days from the date of notification to arrange a meeting with the instructor/staff in order to discuss the alleged misconduct. Should the student not elect to meet with the instructor/staff during the prescribed time, the action above shall stand. The purpose of the meeting is to give the student the opportunity to explain any circumstances that might clarify his/her action(s), therefore providing due process. The full Academic Misconduct process is detailed in the student catalog as a part of LCC Procedure 3.07.
- The instructor should provide a copy of this form, after the meeting with the student or five (5) working days have passed, to the Dean of Instruction and the Vice President of Student Affairs.
The student will meet with ____________________________ (College official) in ______________________ (Place) on _____________________________ (Date) at _____________ (Time) to determine whether the violation occurred and, if so, what consequences will be assessed. Failure to appear at this meeting will result in the allegations against the student being deemed admitted.

Regarding Disciplinary Violation of Student:

__________________________________________ is accused of __________________________________ in violation of the Labette Community College __________________ Program Policy. This violation, if proven, subjects the student to discipline, up to and including dismissal from the _______________ Program.

Please see the ______________________ Program Student Handbook on page(s) ________________ for the specific policy the student is alleged to have violated. Also refer to page(s) __________of the _____________Program Student Handbook for the Statement of Understanding Student Signature Sheet.

Student’s acknowledgment:

I am aware that I have the right to due process, which is a system of rules and guidelines designed to achieve fair and reasonable resolution to a dispute. Labette Community College has developed procedures that apply to all disputes involving or regarding students. Problem resolution precedes due process. It is always preferable to resolve differences through informal means when possible before resorting to due process procedures. Informal resolution means going directly to the person with whom you have a conflict to work things out between the parties involved. The next phase of informal resolution will involve the immediate supervisor to assist in resolution by functioning as an intermediary. If the problem cannot be resolved through these informal means, refer to the college due process policy for specific steps, Policy/Procedure 4.081 Grievance or Procedure 3.18 Appeal of Final Grade.

I understand that if I am going to have counsel representation at the meeting, I must advise the College Official at least 24 hours before the hearing.

Due to the allegation of Unprofessional Conduct, as noted in the ______________ Program Student Handbook, the student is suspended from participating in any and all clinical activities during due process as the following behaviors indicate public safety concerns. However, the student should continue to attend all LCC coursework during the due process period.
The particular misconduct at issue is circled below:

1. Physical abuse, which is likely to cause harm to a patient or another individual
2. Verbal abuse resulting in fear, emotional distress, or mental distress to a patient or another individual.
3. Academic dishonesty, cheating or knowingly aiding another in the act of academic dishonesty.
4. Violating confidentiality of information or knowledge concerning a patient, another individual, another student, or program educational material.
5. Unreasonable use of substance (drugs) that could interfere with the learning process or cause direct or indirect harm to one’s self or another.
6. Violation of clinical education setting policies.
7. Other: _________________________________________________________________________

Student Signature: ___________________________ Date: _______________

Lead Instructor
Signature: ___________________________ Date: _______________

Instructor Signature: ___________________________ Date: _______________

Program Director
Signature: ___________________________ Date: _______________

The student has received a copy of the ____________ Program Student Notification of Disciplinary Violation Form.

Student’s Initials: ___________ Initials: ___________
Date: _______________ Date: _______________

Witness Signature ___________________________ Date _______________
Regarding Dismissal of Student:

__________________________________________ is now dismissed from the Labette Community College
___________________ Program. This dismissal is a result of ________________________________, as determined
through a student discipline hearing on __________________________.

Please see the _______________________ Program Student Handbook on page(s) ________________ for the violation of
this specific policy. Also refer to page_________ of the _________________ Program Student Handbook for the
Statement of Understanding Student Signature Sheet.

This concludes the problem resolution portion of the process. See Policy/Procedure 4.081 Student Grievance.

Student Signature: ________________________________ Date: ________________

Clinical
Instructor/Preceptor
Signature: ________________________________ Date: ________________

Lead Instructor
Signature: ________________________________ Date: ________________

Director of Program
Signature: ________________________________ Date: ________________

Witness Signature: ________________________________ Date: ________________

❖ Copy sent to Dean of Enrollment Management for processing.

Adopted: 6/15/17
I hereby request permission to continue attending academic classes pending the outcome of my Student Grievance, Procedure 4.081. I understand that due to the outcome of the disciplinary hearing held on______________________, that if approved, attending class is conditional. I also understand that I am suspended from clinical activities unless and until the determination of the hearing officer in the disciplinary hearing is reversed, withdrawn or upheld.

Permission to attend classes is withdrawn if the appeal is decided adversely to the student or if the student elects to discontinue the student grievance process at any stage.

As a reminder, I acknowledge on this date: ________________; program name: ___________________; handbook page #__________; I release LCC from liability in the event:

- I am not cleared for placement by the clinical sites and therefore, cannot continue in the program.
- I am unable to obtain the necessary credits to continue in the program due to a criminal charge or conviction that occurred after being accepted into the program.
- I am unable to obtain licensure/certification in my field of study due to adverse results on a criminal background check.

Student Signature: ______________________________________ Date: __________
Printed: ____________________________

Vice President Academic Affairs: ____________________________ Date: __________

Adopted: 6/15/17