The Physical Therapist Assistant program (PTA) reserves the right to make any revisions, deletions, or additions to the regulations or procedures which, in the opinion of the faculty and/or Indian River State College, serves in the best interest of the program and its students.

IRSC is an EA/EO educational institution.

Revised December 2017
You forfeit your chance for life at its fullest when you withhold your best effort in learning. When you give only the minimum to learning, you receive only the minimum in return. Even with your parents’ best example and your teachers’ best efforts, in the end, it is your work that determines how much and how well you learn. When you work to your full capacity, you can hope to attain the knowledge and skills that will enable you to create your future and control your destiny. If you do not, you will have your future thrust upon you by others. Take hold of your life, apply your gifts and talents, work with dedication and self-discipline. Have high expectations for yourself and convert every challenge into opportunity.

The National Commission On Excellence In Education
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*These forms must be signed and returned on or before the first day of class.
The following items are found in the Health Science Division Student Handbook.
(This list has been updated as of 1/18.)

1. Health Science Division Purpose Statement
2. Health Science Statement of Ethics
3. Health Science Plagiarism Regulation
4. Email/Contact Information
5. Health Science Use of Electronic Regulation
6. Health Science Confidentiality Statement
7. Health Science Grading
8. Health Science Retention Regulation
9. Health Science Probation Regulation
10. Health Science Readmission and Dismissal Regulation
11. Health Science Complaint Guidelines
12. Health Science Liability, Accident and Insurance Regulation
13. Health Requirements
14. Indian River State College Health Science Post Exposure Protocol
15. Health Science Background Check Regulation
16. Health Science Substance Abuse Regulation
17. Health Science Dress Code/Professional Standards
18. Health Science Student Parking Regulation
PREFACE

Indian River State College offers a Physical Therapist Assistant program leading to a two-year Associate in Science Degree. The program is designed to provide students with the basic physical therapy knowledge, procedures and related tasks to assist the supervising Physical Therapist in a variety of healthcare settings. This is a professional program and students are expected to conduct themselves ethically and professionally as in the role of the physical therapist assistant demonstrating the “preferred relationship” with the physical therapist. (Refer to: APTA Code of Ethics for the Physical Therapist, APTA Standards of Ethical Conduct for the Physical Therapist Assistant, APTA Guide for Professional conduct [APTA], The Guide for Conduct of the Physical Therapist Assistant [APTA], Standards of Practice for Physical Therapy [APTA], Florida Laws and Rules [FS-486 Physical Therapy Practice Act]).

Students accepted in the program are regarded as mature, responsible individuals seeking a formal education in the field of physical therapy to maintain a professional behavior and appearance during all classes, laboratories, scheduled field trips and/or any situation in which the student is identifiable as an Indian River State College Physical Therapist Assistant program student, whether on campus or in the community. Students are not considered employees of the program’s designated clinical education sites or facilities. This handbook has been prepared to inform the student of the regulations and requirements of this educational endeavor. However, the regulations and requirements contained herein are subject to revision at any time and may be modified at the discretion of the Physical Therapist Assistant program faculty and/or Indian River State College administration as deemed necessary.
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Completion of an accredited Physical Therapist Assistant program leads to an Associate in Science Degree. Graduates are eligible for application to take the Florida State Board Examination, and upon satisfactory achievement, become licensed physical therapist assistants.

The Physical Therapist Assistant program at Indian River State College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE)

1111 North Fairfax Street, Alexandria, Virginia 22314
Phone (703) 706-3245 • Email: accreditation@apta.org
website: www.capteonline.org
PROGRAM INFORMATION

CAREER DESCRIPTION

The physical therapist assistant (PTA) is an educated individual who works under the direction and supervision of a physical therapist. Duties of the assistant include relieving pain and/or increasing function in clients/patients through the use of therapeutic application of heat, light, water, electricity, sound, massage, exercise, gait and functional activity. Physical therapist assistants practice in a variety of health care settings, including hospitals, ambulatory health clinics, home health, private practices, specialized clinics, schools and institutions of higher education, research centers, industries, wellness and fitness centers, health maintenance organizations, extended-care facilities and nursing homes.

ADMISSION CRITERIA

Factors considered in the selection of students:

A. **Academic Record** – Past academic performance is considered an indication of the probability of an applicant’s completing the academic portion of the program successfully. Students must have an overall cumulative GPA of 3.0 in the general education core classes of the PTA curriculum.

B. **Motivation and Knowledge of the Field** - The Admissions Committee believes that students who know the most about what physical therapists/physical therapist assistants do are most likely to take maximum advantage of the educational opportunities in physical therapist assistant school. Interest in and knowledge of the field may be evidenced by an applicant's having taken advantage of all available opportunities for learning about physical therapy. Thirty (30) hours of observational/volunteer/actual work experience hours are required. However, students who have been successful in gaining admission to the program typically have at least the minimum hours in a variety of clinical settings. These students were also successful in expressing their overall knowledge of the field of physical therapy during their individual interview.

COLLEGE/UNIVERSITY TRANSFER POSSIBILITIES

Generally, institutions will accept the general education courses. All institutions, however, require an Associate in Arts Degree and additional science courses as prerequisites to be considered for entrance into a physical therapy program leading to the Doctorate Degree. Contact the physical therapy program at the university for specifics regarding their prerequisites and admission criteria.
CURRICULUM

The general education courses that are components of the Associate in Science Degree in Physical Therapist Assistant may be taken concurrent with or prior to the required physical therapy courses. The courses synthesize with the program philosophy and purpose to reach the program goals. The general education courses below may be taken prior to acceptance into the Physical Therapist Assistant program, or must be completed in the semester of the program. The courses are as follows: (Refer to course description in the current Indian River State College Catalog)

ENC1101 English Composition I
HSC2531 Medical Terminology I
BSC2093 Anatomy and Physiology I
BSC2093L Anatomy and Physiology I Lab
BSC2094 Anatomy and Physiology II
BSC2094L Anatomy and Physiology II Lab
PHY1020 Principles of Physics
MAT1033 Intermediate Algebra or higher
PHI1635 Ethical Issues in Health Care (Recommended)
PSY2012 Introduction to Psychology

The technical physical therapy courses consist of lecture and lab to enhance the educational development of the student to achieve competency skills necessary for placement in the educational clinical site. The comprehensive courses are as follows: (Refer to course descriptions in the current Indian River State College Catalog)

PHT1121/L Functional Anatomy and Kinesiology
PHT1020/L Principles of Practice I
PHT1213/L Foundations of Therapeutic Exercise
PHT1132/L Musculoskeletal PT/Lab
PHT1080/L Principles of Practice II/Lab
PHT2210/L Principles of Practice III/Lab
PHT2810 PTA Clinical Practice I
PHT2255/L Neuromuscular PT/Lab
PHT2289/L Cardiopulmonary & Systemic PT/Lab
PHT2820 PTA Clinical II

The PTA program is committed to the advancement of students to attain critical thinking and problem solving skills, self-discipline, creativity and ethical values to make decisions in their personal and professional lives. The integrated curriculum plan (Refer to Appendix for Suggested Program of Study) of general educational courses of humanities, natural sciences, mathematics, social and behavioral sciences and technical physical therapy courses enhance the social, cultural and intellectual development of the student to meet the needs of the health care delivery system.
PHILOSOPHY AND PURPOSE OF THE PHYSICAL THERAPIST ASSISTANT PROGRAM

The philosophy of the Associate in Science Degree Physical Therapist Assistant program at Indian River State College supports and assists the implementation of the philosophy and purposes of the College. In support of the College Mission Statement, the program believes education is a partnership that involves a growth process as in the roles of the physical therapist and physical therapist assistant in the health field. The physical therapy faculty encourages the development of the individual through optimum learning environments through life experiences. The College and the servicing communities provide rich learning experiences and resources that enable students to develop the competencies necessary for the practice of physical therapy.

PURPOSE STATEMENT

The purpose of the Physical Therapist Assistant program is to provide the various populations of the community with DYNAMIC physical therapist assistants through a DIVERSE education with DEDICATED faculty.

GOALS

The program enables the College to achieve its mission by preparing PTA students for employment in the community by achieving the following GOALS.

1. Prepare competent individuals for the profession in physical therapy through an institutional ORGANIZATION that supports policies, procedures and practices defined by the Florida Department of Education, Florida State Board of Physical Therapy Practice and accreditation agencies.

2. Provide sufficient quality RESOURCES to enhance academic/clinical settings stimulating student learning and exemplifying professional/value-based behaviors for the role of the physical therapist assistant.

3. Graduate competent students meeting the needs of the public through an educational CURRICULUM reflecting current physical therapy practice and trends.

4. Prepare program graduates for employment in a variety of physical therapy practice settings through a process of continuous improvement and on-going program ASSESSMENT to determine effectiveness.

5. ACHIEVE PROGRAM LEARNING OUTCOMES: Students will 1) Demonstrate safe/competent interventions and data collection, reflecting the plan of care in the role of the physical therapist assistant; 2) Demonstrate professional attitudes and values and an understanding of the ethical/legal principles in all interactions as a PTA; 3) Effectively communicate healthcare related data, reports and case studies through oral presentations or written reports.
ACADEMIC STANDARDS

Academic standards are those measures by which, the faculty of the program, determine a student's quality of performance. They are composed of guidelines for advancement in the program as well as the regulations for grading, re-admission and dismissal.

GRADING SCALE

1. Students must achieve a minimum of "C" for the final grade in ALL COURSES (technical core curriculum and natural science courses) that are required for completion of the degree.

   A grade of "D" or "F" may be given in any course; however, such a grade is not considered as having met the prerequisite standard for advancement to the next term of academic study nor will it permit continuation of enrollment in the program. (Refer to Student Re-admission Regulation.)

   If a student achieves below a 76% on any quiz or exam in a PHT course, the student MUST attend the next Open Lab to complete the Student Counseling Form. (Refer to Appendix A, Student Counseling Form.)

2. A student must complete minimal performance standards in laboratory to progress to the next level of academia or performing those skills in a clinical setting. Competency rating scales are computed on a scale of 100 points with 76 or above passing. Opportunities are given to be retested (one time); however, the highest grade obtainable on a repeat performance standard is 76. A student who does not meet competency on a performance standard skill (2nd attempt) fails the course and is withdrawn from the program.

3. A student must meet minimal performance standards on lab practical and lab practical finals to progress to the next level of academia or clinical education in the program. Competency rating scales are computed on a scale of 100 points with 76 or above passing. The student must receive a lab practical grade of 76%, which is considered a minimally acceptable score. Should the student receive a grade of below 76% accuracy on lab practical testing (comprehensive performance standard skills), the student will be retested (maximum one time). After remediation, the highest obtainable score on a repeat performance is 76%. A student who does not pass a lab practical (second attempt) or lab practical final (second attempt) fails the course and is withdrawn from the program.
4. A student physical therapist assistant will not be competent for clinical practice with a grade of 75% or below on a Performance Standard or Lab Practical Final if the patient/client is put at risk due to the following safety reasons listed below. (This is a guide only and does not include every situation for an automatic failure.) See Safety Considerations (Appendix A)

5. The student must meet minimal performance standards as detailed in the Clinical Performance Instrument in order to successfully pass the clinical educational component of the program. A student who receives one or more red flags on the final clinical performance instrument in Clinical Practice I and II, will be given an unsatisfactory grade and will be withdrawn from the program. (Refer to Appendix for Clinical Education Performance Criteria.)

6. Clinical Practice I and II are graded on a satisfactory or unsatisfactory basis - final determination of grade depends on satisfactory performance report and other assigned requirements (attendance at class conferences, journals, etc.) as outlined in the clinical syllabi.

7. The grading scale utilized by the program is:

   A  =  93 - 100  
   B  =  85 - 92  
   C  =  76 - 84  
   D  =  70 - 75  
   F  =  69 and BELOW

8. An incomplete grade (I) is given to a student, who although passing the majority of the given course, has not completed the full class requirements. At the time that grades are submitted, the student will be given a list of work not yet completed and an explanation of how completion of the requirements will contribute to the final grade.

9. If a student withdraws from or fails a PHT course or general education course during the first semester, he/she must reapply to the program. The student’s application will be given the same consideration as all other applicants applying for the Physical Therapist Assistant program.

10. All clinical and classroom assignments are to be handed in on time.

11. Grades will be lowered per course syllabi for all late assignments unless other arrangements have been made with the instructor. No assignments will be accepted after one week past due date.

12. Individual course syllabi further detail specific academic standards relative to any given course.
OPEN LAB

Open Lab is an opportunity for students to practice skills learned during lecture/lab. **(Students must be dressed in laboratory attire.)** Students are encouraged to attend open lab sessions to practice skills.

REVIEW OF TESTS/QUIZZES

Tests, quizzes and special project grades are returned to students during lecture class. Due to curriculum content, tests and quizzes are not reviewed during lecture time. Students are able to review test/quizzes and projects during OPEN LAB. Students may request individual appointments with instructor for test question review.

All tests, quizzes, practicals, special projects and a copy of performance standards skills will be kept in a student file in the PTA Faculty Office. Student folders are available for review during OPEN LAB or a scheduled appointment with the faculty advisor.
STUDENT PROBATION REGULATION

POLICIES AND PROCEDURES FOR ACADEMIC AND PROGRAM

PROBATION Regulation 1.0: ACADEMIC PROBATION

If by mid-term of any semester, a student’s grade average in a specific course fails to meet the academic performance level required for that semester (thresholds vary by semester), program probation will automatically be conferred on the student.

PROCEDURE 1:1 DEFINITION OF ACADEMIC PROBATION

A student's failure to achieve the required academic performance by mid-term in any course will confer upon that student an **impending state of course failure**. This state is known as program probation.

PROCEDURE 1.2: WARNING OF IMPENDING ACADEMIC PROBATION AND REMEDIATION

The Program Director will initiate program probation status upon written notification of a course instructor. Following written notification, the student will be required to meet individually with the Program Director and/or departmental Dean to develop a corrective action plan. Students will be required to demonstrate significantly higher scores on the remaining evaluative criteria for that course in order to guarantee achievement of the required level of performance by the end of the term. Program probation will be lifted at the end of the term in which it was conferred if required academic performance is achieved. **Failure to demonstrate progress results in course failure and discharge from the program.**

Faculty may use their discretion in the choice of remediation for a student who fails to achieve required academic performance in their course.

Written exams may not be repeated. It is at the discretion of the course instructor to administer a written exam for a student with an **excused** absence.

Practical laboratory exams may be repeated one time. The highest score possible for the re-take of the practical exam is the passing threshold for that course (76%). Failure to successfully pass a practical exam or skills competency on the second attempt will result in **failure of the course and discharge from the program.**

Remediation may also take the form of a written assignment, mandatory help sessions, tutoring by external persons, etc. PTA faculty must use the IRSC Reach Out system to ensure additional student services are provided for those who may require a variety of academic or behavioral strategies to achieve success. PTA students must respond to Reach Out notifications to confirm their receipt. A Reach Out notification serves as a prompt to the student to schedule a meeting with the course instructor in order to determine, if possible, the factors contributing to poor academic performance. Students should consider the Reach Out notifications a warning of impending program probation.
PROCEDURE 1.3: PROGRAM PROBATION FOR UNPROFESSIONAL BEHAVIOR

Demonstration of unprofessional behaviors, or repeated lack of professional behavior at any time during participation in the PTA program warrants initiation of a state of program probation. Following written notification, the student will be required to meet individually with the Program Director to develop a corrective behavioral action plan. Failure to complete the behavioral action plan and to demonstrate professional behavior throughout the remainder of the semester will result in a deduction in the student's final grades for the semester. This will be deemed as an unprofessional conduct penalty. The penalty will be commensurate with the extent of the unprofessional conduct and will be applied upon consensus of the entire faculty. In the case of particularly egregious behavior, immediate dismissal from the program may be warranted.

PROCEDURE 1.4 DISMISSAL REGULATION

The Physical Therapist Assistant student may be dismissed from the program at any time for any of the following reasons:

1. Breach of rules or regulations of the student's assigned clinical education site.
2. Conviction, distribution or possession of illegal drugs or controlled substances.
3. Reporting for class or clinic under the influence of alcohol or narcotics or partaking of these substances while in clinic or classroom.
4. Malicious destruction or theft of property of a clinical education site, its visitors, guests or employees.
5. Refusal to comply with the Physical Therapist Assistant program regulations and requirements.
6. Habitual tardiness and absence. (Refer to Student Responsibilities.)
7. Academic dishonesty (Refer to the IRSC College Catalog and Health Science Division Student Handbook.)
8. Unprofessional or unethical conduct.
9. Insubordination
10. Violations of hospital, clinical or facility departmental policies, regulations and procedures appropriately documented by the Center Coordinator for Clinical Education (CCCE) or Administrative Director of Clinical Education

Readmission the following year will be at the discretion of the faculty and IS NOT GUARANTEED. A student may re-apply to the program for readmission one time.

(Refer to student readmission guidelines in your student handbook)
STUDENT RE-ADMISSION REGULATION

If a student falls below minimum academic standards and fails a PTA core course during the first semester, they must re-apply as a new applicant of the next academic year. Their application will be given the same consideration as all the other applicants applying for the PTA program.

Upon receiving notice of readmission, the student will be required to demonstrate competency for previously completed courses as determined by successful completion of a comprehensive written exam (score of 76% or greater) and lab practical for skills documentation (score of 76% or greater).

It will be the student's responsibility to contact the Program Director within 10 days of receipt of readmission and make arrangement for comprehensive exam and lab practical prior to the scheduled orientation for the following fall semester.

Students who have failed a course during the first semester will have only one opportunity to re-apply to the program.

Students who have UNSUCCESSFULLY repeated a course WILL NOT be re-admitted to the PTA program.

Students may repeat one core PTA course for purposes of re-entry. A course withdrawal with an average grade below 76% is considered a course failure if the student has completed 75% of the course.

A student may only register for the same core PTA course twice. A second course failure will require that the student be withdrawn from the PTA program. The student will not be eligible for reentry at the point of withdrawal.

CONDITIONS FOR READMISSION

1. Students who withdraw from the program for one of the following reasons:
   a. Pregnancy
   b. Illness, injury or disability of the student or an immediate family member as verified by a physician’s written statement.
   c. Non-academic reasons
   d. The student received a "D" or lower in one technical course (PTA core curriculum) and/ or natural science course.
   e. The student received a failing grade on a lab practical or final lab practical.
   f. The student received an unsatisfactory grade in the clinical component of the Program.
   g. The student is unable to participate in the clinical educational component of the program due to health issues or failure to otherwise meet qualifications for participation.

2. The student has completed at least one full semester of enrollment in the program and maintained the required academic standards of the program.
3. The student was in good standing and has met all financial obligations to the program and IRSC at the time of withdrawal.

4. The conditions necessitating the student's withdrawal have been alleviated.

B. RE-ADMISSION PROCESS

The program reserves the right to require readmitted students to repeat one or more courses.

Students wishing to be re-admitted to the program due to withdrawal, incomplete or failure must do so by the next application deadline.

A written request to be re-admitted should be addressed to the PTA Program Director at least 6 weeks prior to the next PTA application deadline date.

The Program director evaluates the request and verifies that the student satisfies the conditions for re-admission.

The Dean of Health Science and/or the Program Director informs the student of the decision. The decision to be re-admitted will be made by the Program Director and Faculty.

Students who have received a "D" or lower in a PTA course must withdraw from the PTA program. They may be re-admitted subject to the following:

a. Available space in the PTA program, as determined by the Program Director.

b. If the re-entry point in PTA program will allow for the normal sequence of courses to be followed.

c. Student must successfully complete a comprehensive exam (score of 76% or greater) to verify retention of information covered in all previous courses during the designated time frame for the upcoming semester.

d. Once the student has successfully completed the comprehensive exam, the student will be required to demonstrate competency in all lab proficiencies previously performed.

Faculty will determine competency based on satisfactory completion of all of the steps identified in the lab exercise competency evaluation. The student must demonstrate competency in all previously completed lab proficiencies prior to being permitted to enroll in any core PTA courses.

A student will have only one opportunity for re-admission into the program.

Students will be required to complete a drug screen, background check and physical exam including required immunizations prior to re-admission.
ACADEMIC REGULATIONS

The rigorous and complex nature of the lecture and laboratory portions of the curriculum demand that specific guidelines be set and adhered to regarding student attendance. The continuity of patient/client care requires that the student attend all lecture/laboratory sessions.

ATTENDANCE

1. All technical lecture/laboratory classes are MANDATORY.

2. The student should be seated and ready to begin class at the designated class time. Students will not be permitted to enter the class after it begins - admission will be permitted at the first break. Tardiness is considered unprofessional conduct.

3. If the student is late to class, the student should inform the instructor at the end of the class period indicating a reason for the tardiness. An Absent/Tardy Form must be completed. (Refer to Appendix A for Absent/Tardy Form.) It is the responsibility of the student to be certain that all information, assignments, etc. be obtained.

4. If the student is absent on an exam day, the exam will be given on a day the student and instructor agree upon.

5. It is the responsibility of the student to reschedule all lab practicals/performance standards missed on absent days with an instructor.

6. Each tardy and/or unexcused absence will result in a 5 point deduction per incident from the student’s final grade in a course.

PROFESSIONAL RESPONSIBILITY

The student is REQUIRED TO ATTEND ALL IRSC PTA program activities/events (e.g., Health Career Day, Health Division Open House).

The program Faculty will inform students of these upcoming events in the beginning of each semester.

ABSENCE FROM LECTURE OR LABORATORY CLASSES

The following is defined as an EXCUSED ABSENCE.

"A student's serious illness" means a condition such as pneumonia, surgery, hospital confinement or valid medical reason. A physician's note verifying illness must be presented by the student should the faculty member request it.
"Death in the immediate family" will be interpreted to mean mother, father, spouse, child, brother, sister, grandparents or significant other. Documentation must be provided.

"Statutory governmental responsibilities" refer to such matters as jury duty or subpoena for court appearance. Documentation must be provided.

1. If the student expects to be absent from a given class, the student must contact the instructor directly or by leaving a message for the instructor within an appropriate time prior to the scheduled class time. An Absent/Tardy Form must be completed. Failure to do so may result in dismissal from the program.

2. It is the responsibility of the student to obtain all lecture/laboratory materials and if necessary, schedule a time to meet with the instructor for specifics.

3. Each unexcused absence will lower the final course grade by 5 points for each incident.

4. There will be no make up quizzes or exams for unexcused absences. The student will receive a zero for that quiz or exam.

TARDINESS

1. If the student is tardy 3 times in any combined learning environment, (lecture, laboratory or clinical class), the student will be required to write a two page paper on “Professional Accountability.” The student **MUST** present the information in two minutes at the next class to his/her classmates and PTA program faculty. If the student fails to present the information and/or submit the paper to the instructor, it will be considered a 4th tardy (see below, Number 2).

2. If a student continues to be tardy and has a 4th tardy, it will be considered an unexcused absence. (Each unexcused absence will lower the final course grade one letter grade.)

3. Excessive tardiness of 5 will result in dismissal from the program.

4. If a student is tardy on the day of quiz, a zero will be given for the grade.
STUDENT DRESS CODE

A professional appearance is essential while enrolled in the Physical Therapist Assistant program. Students who violate the dress code will not be admitted to class or participate in PTA program activities. (Each absence will be considered an unexcused absence.)

The following guidelines must be adhered to:

Head
1. No hats, curlers, bandanas or sunglasses (unless prescribed by a physician) are to be worn in the PT Center.
2. Extreme hair styles or hair colors are prohibited.

Upper Garments
1. Garments must be of a length and fit that are suitable to the build and stature of the student. The cut of sleeveless garments must not expose undergarments or be otherwise immodest.
2. Strapless garments are prohibited. Straps of permitted garments must be a minimum of 1½ inches in width. (Tube tops and halter tops are prohibited.)
3. Necklines of all upper garments must be modest. Low cut necklines are prohibited.
4. Excessively large or baggy clothes which may conceal dangerous items or be a safety hazard shall not be worn.
5. Upper garments must adequately cover the waistline and must not expose the midriff while the student is performing normal related activities (studying, retrieving books, raising hands, etc.).

Lower Garments
1. Pants will conform to the build and stature of the student, will be worn at the waist, and will not extend below the heel of the shoe in length. Pants will have no holes or rips and must not be tight fitting. (Tights, spandex, leggings, bike shorts, etc., are not permitted.)
2. Undergarments will not be visible. (Sports bras are considered undergarments.)
3. Dresses and skirts must reach mid thigh or below in length with the waistband of skirts worn at waist level.
4. Garments must be of a length and fit that are suitable to the build and stature of the student.

Footwear
Students must wear shoes that are safe and appropriate for the learning and medical environment. Footwear commonly considered as beachwear is prohibited (for example: flip flops, thongs, Crocs, backless shoes, sneakers, etc).
Accessories
1. Clothing, jewelry and accessories will not convey messages that are: crude; vulgar/profane; violent/death-oriented (Gothic); gang related; sexually suggestive; promoting alcohol, drugs or tobacco.
2. Pierced jewelry is limited to the ear (no more than two). Dog collars, body piercing, tongue and nose rings, wallet chains, large hair picks, chains that connect one part of the body to another, or other jewelry/accessories that pose a safety concern for the student or others shall be prohibited.
3. Visible body art (tattoos) must be covered with a bandaid.

SPECIFIC GUIDELINES FOR LECTURE AND LAB

Lecture Attire
Students are to wear khaki pants and the IRSC PTA polo shirt and appropriate footwear.

Laboratory Attire
1. The Indian River State College PTA program T-shirt and shorts over gray bicycle/athletic shorts, white socks and sneakers are considered the laboratory uniform. Women are required to wear a gray athletic bra or bathing suit top for lab sessions that require visualization of the spine.
2. Hair should be tied back so that it does not come in contact with the equipment or the "patient."
3. Indian River State College PTA program jogging suits are to be worn over the lab uniform in cases when the lab or weather seems too cool.
4. Students who are not properly outfitted in the lab uniform will not be permitted to participate in the lab session.
5. Earrings are NOT permitted regardless of size.

*PTA program uniforms and accessories are available for purchase at the IRSC Bookstore, The River Shop.

CLASSROOM/LAB SAFETY REGULATIONS

Indian River State College is committed to providing a safe environment for its employees and students. The College publishes a Safety Management Manual on an annual basis. A copy of the manual is available from the Program Director and the Academic Coordinator of Clinical Education. A copy of the Safety Management Manual is also kept in the PTA Lab. A first aid kit is located in the PTA program kitchen, room P118.

Safety regulations regarding the use of all equipment are presented at the start of each semester. It is imperative that these standards be adhered to in order for a safe environment to be maintained in the classroom and in the lab area. In the event that a
student notices any potential hazards, (e.g., exposed electrical wires on devices located in the classroom, lab or any other area), the student is to discontinue usage and notify the Program Director or any other faculty member immediately. In the absence of a faculty member, the student is to ask the Health Science Division Administrative Assistant (772) 462-7544 to notify the IRSC Maintenance Department.

Students are to practice only those techniques presented in lecture. Electrical calibration and testing of all modalities are performed on an annual basis prior to the actual utilization of the equipment in lab.

In the event of any fire, the student should activate/pull the nearest emergency alarm located at the closest classroom or building exit. All students should leave the area immediately. Students are prohibited from working with any classroom or lab equipment until they are given an “all clear.” If any injury occurs while the student is present in the PTA lab/classroom area, the student should inform the instructor/program faculty immediately. Refer to the IRSC Student Handbook/Planner.

Food and drinks are not permitted within the lecture/laboratory classrooms.

The use of cell phones is prohibited during class at IRSC. All cell phones, ear phones and beepers must be set on silent or off during class period. Any student who uses a cell phone to make or answer a call or to send or read text messages or emails during class time may be asked to leave and may be considered absent for that class.

SMOKING REGULATION

Refer to IRSC Student Handbook/Planner for the smoking regulations and Board policy.
ACADEMIC HONESTY

Professional ethics are essential qualities in the practice of physical therapy. The Physical Therapist Assistant student at Indian River State College assumes an obligation to conduct himself/herself in a manner compatible with the College's function as an educational institution as described in the IRSC Student Handbook/Planner under Standard of Student Conduct and Administration of Student Discipline. A student's academic work must be the result of the student's thought, self-expression or research.

CHEATING

Cheating is an act of deception, which includes, but is not limited to the following:

1. Copying homework assignments from another student.

2. Looking at textbooks, notes or another person's paper during an examination when not permitted.

3. Talking or communicating to other classmates during quizzes and examinations.

4. Giving information or work to another student to be copied or used for the student's own work. This includes, but is not limited to:
   - giving someone answers to exam questions either during or after the exam has been given.
   - informing another student of questions that appear or have appeared on an exam/practical in the same course.
   - giving, selling, buying or receiving projects or other written materials to another student for the student's use.

CLASSROOM MANAGEMENT DURING TESTING

1. Students will be monitored by the instructor during all testing.

2. Students will be spaced apart as much as the classroom seating will allow.

3. Talking during testing is not permitted. The student will raise their hand and await recognition if they wish to speak to the instructor once testing has begun.

4. Desks will be cleared except for test material.
PLAGIARISM

Plagiarism is the act of stealing or passing off as one's own work the words, ideas or conclusions of another as if the work submitted were the product of one's own thinking rather than an idea or product derived from another source.

Plagiarism includes, but is not limited to the following:

- failure to credit quoted materials
- failure to credit paraphrased materials properly
- use of another's ideas as one's own
- presenting another person's work as your own

MISREPRESENTATION

Misrepresentation is an act or omission with intent to deceive an instructor or college employee.

This includes, but is not limited to:

- lying about family circumstances
- lying about employment conflicts
- lying about personal problems in order to gain academic advantage
- changing answers on graded materials
- having another complete an assignment or take an examination for you

BRIBERY

Bribery is the act of offering, giving, receiving or soliciting anything of value to achieve an academic advantage. Bribery includes, but is not limited to:

- offering
- giving
- receiving
- soliciting
- any item/service

to an instructor, college employee, or any other person for the purpose of attempting to obtain assistance that would not have otherwise been provided.

CONSEQUENCES OF ACADEMIC DISHONESTY

Any student that is caught for academic dishonesty may be dismissed from the program.
CLINICAL EDUCATION REGULATIONS

The Physical Therapist Assistant program affiliates with clinical facilities located within the Martin, Indian River, St. Lucie, Okeechobee, Brevard and Palm Beach counties. Students are responsible for transportation to and from the clinical site to which they are assigned. Students may be required to provide transportation for clinical education related activities for travel to another site or outside the county to meet student needs. (Students will not be allowed to ride with a clinical instructor to another clinical site.) Attendance for Clinical Practice I and II is mandatory.

TARDINESS TO CLINIC

1. If the student is to be tardy, the Clinical Instructor (CI) must be notified at the clinical site by telephone.

2. If the student does appear late, he/she must report directly to the CI at the facility to explain the reason for the tardiness and to receive instruction for the day’s activities/schedule. An Absent/Tardy Form must be completed and a copy sent to the ACCE. (Refer to Appendix A for Absent/Tardy Form.)

3. The student must adhere to the hourly time schedule of the assigned facility. This schedule will be determined in advance.

4. Repeated tardiness will require a conference with the CI, Academic Coordinator of Clinical Education (ACCE) and student.

5. Excessive tardiness may result in dismissal from the program, refer to Academic Regulations, Tardiness. (Individual clinical facilities may have policies that govern how “excessive” is determined.)

ABSENCE FROM CLINIC

1. If the student expects to be absent from the clinical facility on any given day, inform the facility of the absence as soon as possible. Whenever possible, the student should inform the clinic prior to the scheduled day of attendance. (Refer to Academic Regulations and the Appendix for the Clinical Practice Form.)

2. The student MUST inform the ACCE of the Physical Therapist Assistant program of the absence as well, via telephone, (772) 462-7772. A copy of the Absent/Tardy Form must be sent to ACCE. (Refer to Appendix for Absent/Tardy Form.)
3. It is the responsibility of the student to be on time and present in all planned learning experiences during the times designated by the CI. The facility may request attendance at times other than the scheduled clinical hours for instance, in-services, seminars, surgeries, etc.

4. All absences must be made up prior to the end of the clinical practice phase. Clinical absences are not to be made up at the expense of lecture/lab time. There are no excused absences as it is imperative that the student attends the total number of hours for each clinical.

5. Making up clinical absences are at the discretion of the CI at the facility. (Refer to Appendix for the Clinical Practice Form.) The student is responsible to complete the Clinical Practice Form due to a rescheduled clinical practice time or if the student was absent from clinic due to illness.

6. Recurring absenteeism will necessitate a conference with the CI, the ACCE and the student. Specific recommendations will be addressed in efforts to solve the problem.

7. Frequent absenteeism may result in dismissal from the program. The amount of actual absenteeism determined to be frequent will be arrived at by the CI and the ACCE.

8. For each clinical practice, the student is required to attend a minimum number of hours for each week of the term in which the course is offered. The minimum number of hours is detailed under Clinical Hours.

9. For second year clinical practice, the student is to follow the full-time day schedule of the facility to which they are assigned. This will be considered the minimum number of hours weekly.

10. Students are not permitted to bank clinical hours. The total number of hours of any practice reflects a minimum weekly obligation and not a cumulative total. For instance, if a student stays an hour late on a certain day, that does not entitle him/her to come in an hour later the next morning.

11. Clinical Instructors may request that a student attend beyond their assigned clinical hours for special events or experiences.

12. Alterations of the clinical attendance regulation are at the discretion of the CI at the facility and the approval of the ACCE.

13. Students will not report to clinical when the school is officially closed (e.g., holiday, hurricane).
CLINICAL INSTRUCTOR’S ABSENCE

In the event that the student’s Clinical Instructor is absent from the clinical facility on any given clinical day and alternate arrangements have not been made, the student must return home and inform the ACCE at the College. **THE STUDENT CANNOT REMAIN ON-SITE WITHOUT PROPER SUPERVISION.**

CLINICAL HOURS

Minimum clinical time obligations are as follows:

<table>
<thead>
<tr>
<th>Course</th>
<th>Clinical Practice</th>
<th>Hours/Week</th>
<th>Duration</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHT2810</td>
<td>Clinical Practice I</td>
<td>40 hrs.</td>
<td>7 weeks</td>
<td>280 hours</td>
</tr>
<tr>
<td>PHT2820</td>
<td>Clinical Practice II</td>
<td>40 hrs.</td>
<td>7 weeks</td>
<td>280 hours</td>
</tr>
</tbody>
</table>

Student responsibilities will be detailed in objective form in clinical syllabi prior to the given assignment.

Students will be required to complete self-appraisals, background data sheets and evaluations of the clinical facility in order to successfully complete the clinical practice. Additionally, attendance at any scheduled clinical conference that takes place on campus is mandatory as is a daily/weekly journal of the student’s experiences. Case studies and research topics as assigned are also required.

PATIENT/CLIENT STUDENT CONFIDENTIALITY

All hospital and patient/client records are confidential in nature. The Health Insurance Portability and Accountability Act (HIPAA) emphasizes the student’s responsibility to protect patient privacy and indicates the fact that criminal penalties may result for anyone who knowingly obtains or discloses individual identifiable health information (Refer to [http://www.hhs.gov/ocr/hipaa.](http://www.hhs.gov/ocr/hipaa.)) Request for information concerning a patient/client must be referred to the clinical instructor and/or supervisor. Students are required to maintain confidentiality in a professional manner. (Refer to Appendix for Confidentiality Statement.)

Students are required to maintain confidentiality regarding other students. (Refer to FERPA).

ELECTRONIC DEVICES

Personal cell phones or response to pagers may only be done while on break or lunch from the clinical facility/site. Students using cell phones for personal calls of any type or for taking pictures in the clinical facility/site (e.g., patients, wounds, etc.) will face disciplinary action that will include permanent dismissal from the program. Electronic devices for reference purposes must be strictly limited to this purpose and must be approved by the clinical facility/agency, clinical instructor and ACCE before use. Students may be asked to turn off any electronic device while in the clinical setting at the discretion of the facility personnel or clinical instructor.
CLINICAL EDUCATION FACILITY RULES AND REGULATIONS

Students are subject to all rules and regulations of the clinical education center.

STUDENT SAFETY

To ensure safety awareness of IRSC PTA program students, while participating in off-campus assigned clinical education experiences, the program has developed the following procedures for students in preparation for each clinical practice.

1. Contact the Center Coordinator of Clinical Education (CCCE) for information on safety issues within the clinical community and knowing where to locate security prior to arriving the first day.

2. Refer to the internet for Crime Watch link of local county website and information on incidents that have occurred in the area or the hospital website.

3. Review the Clinical Site Information Form (CSIF) for information included to the student on safety issues.

4. Be aware of your surroundings as you enter an unfamiliar area, lock your car when arriving in the parking lot, and do not carry a purse into the building.

INFORMED CONSENT

Neither Indian River State College nor any of its clinical sites assumes liability if a student is injured on campus or during a clinical assignment unless the injury is a direct result of negligence. (Refer to Appendix for the Informed Consent Form.)

CLINICAL UNIFORMS

A professional appearance is essential while enrolled in the Physical Therapist Assistant program (Refer to Student Dress Code and General Dress Code Regulations for All Students). The clinical uniform represents the College and must be worn correctly AT ALL TIMES DURING THE DAY (On and Off Campus). Students who violate the clinical uniform dress code will not be admitted to class or clinic and will not participate in PTA program activities. (Each absence will be considered an unexcused absence).
The following guidelines must be adhered to:

1. The IRSC PTA program polo shirt and khaki pants (pants cannot be tight-fitting or revealing thus limiting mobility) are considered the full uniform dress with a white lab jacket (button-down blazer if required by facility) to be worn over the polo shirt and tucked into pants with a plain, brown belt. This uniform must be worn at all times when in the clinical setting. (The IRSC PTA program polo shirts and accessories are available for purchase at the IRSC bookstore.) Violation of the required clinical uniform purchased at the bookstore may require immediate dismissal from the program.

2. Shoes are to be brown/tan or black (no suede) with a rubber sole (i.e., leather Sketchers). It is the responsibility of the student to maintain an appropriate appearance of their footwear.

3. No clogs, Crocs, sneakers, tennis shoes or backless shoes are permitted.

5. Hair should be clean and neat. If longer than shoulder length, hair should be tied back. If worn, beards must also be kept neatly trimmed.

6. Extravagant jewelry should be avoided. Earrings are NOT permitted regardless of size.

7. Extravagant jewelry should be avoided. Earrings are NOT permitted regardless of size.

8. Visible body art must be covered if clinical facility requires.

9. Nails should be clean and neatly trimmed. Only clear untinted polish is permitted. (Acrylic nails are not permitted.)
GENERAL DRESS CODE REGULATIONS FOR ALL STUDENTS

1. Considerations should be shown for the fact that the scent of strong perfume, deodorant, hair spray, coffee or cigarette smoke is offensive to many patients.

2. Students **MUST** wear the IRSC emblem (shoulder patch on the left sleeve of each lab coat located approximately 2” below the shoulder seam). This patch is available at the College bookstore.

3. A name badge **MUST** be worn at all times imprinted with the student’s name, Physical Therapist Assistant program, Indian River State College. It should be clipped on the right collar of the lab jacket or on the right collar of the polo shirt when lab coat is not worn.

4. Inappropriately fitting uniforms are not permitted. (Appropriate pant lengths should be hemmed and **NOT** pinned and/or taped.)

5. A watch with a sweep second hand is required.

6. Students who are not outfitted in the official uniform for the program will be sent home from the clinical site. Any clinical contact time lost due to this will be made-up at the discretion of the clinical instructor.
HEALTH REQUIREMENTS AND INFORMATION

ADDITIONAL HEALTH REQUIREMENTS

1. Students must provide evidence of certification in Cardiopulmonary Resuscitation (CPR) by August 1.

2. The Physical Therapist Assistant program recognizes that a physical therapist assistant student who is not physically or mentally well can pose a threat to the patient/client/student/faculty safety.

   a. Students who have a change in health status while enrolled in the program will be expected to report the nature of their change in status to the Program Director and/or Academic Coordinator of Clinical Education, ACCE.
   b. Students may be requested by Program Director or PTA Program Faculty to seek assistance with the IRSC Health and Wellness Center if a change in health status occurs.
   c. Any student who exhibits symptoms of illness which pose such a threat and/or who is under the influence of alcohol or illegal drugs may be immediately removed from the clinical area and will be referred to their private physician. (Refer to the Health Science Division Student Handbook.)
   d. After any change in health status (i.e. hospitalization, infectious disease, injury, musculoskeletal, etc.), the student must submit a statement from their physician to the effect that their condition is not detrimental to the safety or health of himself/herself nor patients/clients before returning to the program. (Refer to Appendix for Change in Health Status form.)
   e. In cases where absences caused by a change in health status interfere with student's progress, students will be asked to withdraw from the program.
   f. Students who withdraw from the program due to a change in health status may apply to re-enter the program after resolution of the health problem and submission of an updated health record.

3. Students who become pregnant while enrolled in the program are expected to:

   a. Notify the Program Director and/or ACCE when the diagnosis is confirmed. The form Physicians Awareness of Pregnancy must be completed by the Student’s physician. (Refer to Appendix for Change in Health Status form.)
   b. Provide a physician's statement at intervals during the pregnancy as to the advisability of continuing the program.
   c. Inform the Program Director and/or ACCE of the expected dates of maternity leave.
   d. In the interest of the health and safety of mother and child, plan a maternity leave of at least three months (six weeks prior to delivery and six weeks following delivery). Student may take more maternity leave if desired.
e. See her physician if complications should arise anytime during pregnancy, and submit a statement from her physician as to the advisability of continuing in the program.

f. At the completion of maternity leave, the student must seek advice from the Program Director about re-entering the program.

4. The student must provide updates to health record. Changes in medical condition should be promptly reported in writing to the Physical Therapist Assistant program office. Failure to do so may result in dismissal from the program.
PROGRAM EXPENSES

The following is a list of approximate costs and is subject to change. In addition to these costs, the candidate should allow for room, board, transportation and personal living expenses. Note that non-Florida resident tuition is a higher rate per credit hour, which will increase total fees accordingly.

<p>| | |</p>
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Health Science Application Fee</td>
<td>$ 30.00</td>
</tr>
<tr>
<td>CPR</td>
<td>33.00</td>
</tr>
<tr>
<td>Drug Screen and</td>
<td></td>
</tr>
<tr>
<td>Criminal Background Check (fingerprinting)</td>
<td>100.00</td>
</tr>
<tr>
<td>Physical Exam and Immunizations</td>
<td>100.00</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>2,700.00</td>
</tr>
<tr>
<td>Tuition Florida Resident Rate</td>
<td>7,724.00</td>
</tr>
<tr>
<td>Course Fees</td>
<td>354.00</td>
</tr>
<tr>
<td>Books</td>
<td>1,900.00</td>
</tr>
<tr>
<td>Uniforms</td>
<td>150.00</td>
</tr>
<tr>
<td>Supplies</td>
<td>125.00</td>
</tr>
<tr>
<td>Graduation</td>
<td>50.00</td>
</tr>
<tr>
<td>Licensing Fee, National Exam, FL Laws/Rules Exam</td>
<td>465.00</td>
</tr>
</tbody>
</table>

**TOTAL (approximate)** $13,731.00

Students need to arrange travel and other commitments to arrive at class or clinical assignments on time. Student should be prepared to travel to any of the assigned clinical education sites.
GENERAL INFORMATION

CONFIDENTIALITY OF RECORDS

The confidentiality of the student’s record is protected by the Physical Therapist Assistant program. Information will be released only to authorized members of the College community. A student may authorize the program to release information regarding their academic record to outside sources upon written consent. (Refer to Appendix for the Authorization to Release Reference Information.)

Written consent is required for persons (students, patients/clients, etc.) to participate in case studies, videotaping, etc. either on campus or at a clinical site. (Refer to Appendix for Informed Consent for Various Forms of Media.)

ADVISEMENT SERVICES AND FACULTY OFFICE HOURS

The faculty of the Physical Therapist Assistant program provides individual advisement on an appointment basis as well as on a walk-in basis as needed. A Student Conference Form is completed following each session. (Refer to Appendix A for the Student Conference Form.) At the start of the academic year, each student will be assigned to a faculty member who will serve as the student’s advisor for the length of the program. Advisement in this capacity serves to assist students in identifying areas of strengths and weaknesses, following their progress in the program and providing individual guidance as needed. Faculty office hours are posted outside the door of P119.

In addition, Indian River State College also has full-time Academic Counselors and Advisor Specialists. (Faculty office hours are posted on their office doors for the Fall, Spring and Summer Terms.)

PROFESSIONAL MEMBERSHIP (CAREER AND TECHNICAL STUDENT ORGANIZATION, [CTSO])

The Florida Department of Education (Curriculum Framework), Program Title: Physical Therapist Assistant states:

The American Physical Therapy Association (APTA) and Health Occupations Students of America (HOSA), Inc., are the appropriate career and technical student organizations for providing leadership training and reinforcing specific career and technical skills. Career and Technical Student Organizations provide activities for students as an integral part of the instruction offered. The activities of such organizations are defined as part of the curriculum in accordance with Rule 6A-6.065, F.A.C.
American Physical Therapy Association (APTA)

Membership in the APTA and Florida Physical Therapy Association (FPTA), State Chapter, are required as an active IRSC PTA student member. The Academic Coordinator of Clinical Education serves as the advisor and will inform PTA students on scheduled events.

PTA CLASS OFFICERS

Students are encouraged to develop leadership skills through service to their class as officers of President, Vice-President, Secretary, Treasurer, Historian, Social Chair and student involvement in APTA, FPTA and Health Occupations Students of American (HOSA) events. The Academic Coordinator of Clinical Education serves as an advisor to the officers and will inform students of officer responsibilities.

STUDENT ACTIVITIES

Indian River State College provides opportunities for students to develop leadership skills, for club membership in professional and honorary societies and for participation in a well-respected intercollegiate and intramural sports program. All students are encouraged to participate in campus activities. Contact the Student Activities Office for additional information located in the Koblegard Student Union.

IRSC EMERGENCY/DISASTER PROCEDURES

Potentially dangerous, threatening or suspicious activities or situations can be reported via:

- Code Blue telephones located at the Main Campus in Fort Pierce
- Dial 7777 on any phone on the Main Campus in Fort Pierce
- Dial 462-4755 to reach the on-duty security officers at the Main Campus in Fort Pierce (24 hours/7 days a week)

Fire Procedures:

1. All employees and students should be aware of the location of fire alarm equipment.
2. Upon hearing the fire alarm signal, evacuate the building in an orderly manner.
3. Move to an open area away from the building.
4. Evacuate buildings by the route indicated in the emergency plan posted in each occupied room.
5. No one is to return to any building until directed by the proper authority.

Hurricane/Tornado/other disasters:

When the four county area is placed under full hurricane warning or when another type of major disaster occurs, an official cancellation of all classes and College activities will be disseminated via the news media. WQCS (88.9 FM) is a primary source of information regarding the College. The notice regarding resumption of IRSC classes and activities will also be distributed via the news media and the IRSC website. Open lab days may become mandatory in the event there are missed classes due to a disaster.
SUPPORT SERVICES

Refer to the Indian River State College Catalog for information concerning support services and personnel (e.g., Financial Aid, Child Care, Health and Wellness Center, Student Disabilities Services).

TRANSPORTATION

The student is responsible for travel to and from clinical sites and arranged field trips which may or may not be close in proximity to their geographical residences.

LIBRARY

The IRSC libraries provide current and comprehensive services to support the particular information and academic needs of the PTA students. Each IRSC librarian is a faculty member whose primary mission is training students to be excellent researchers. A reserved PTA book collection, within the Library, is available to PTA students. Refer to Appendix for Web Resources.

The Miley Library serves as the IRSC main library. The library is an information place providing professional assistance, library books and media and access to the library’s online resources.

3209 Virginia Avenue
Fort Pierce, FL 34981
(772) 462-7600

Fall and Spring Hours
Monday – Thursday 7:45 a.m. – 9:00 p.m.
Friday 7:45 a.m. – 5:00 p.m.
Saturday Closed
Sunday 1:00 p.m. – 5:00 p.m.

Summer Hours
Monday – Thursday 7:00 a.m. – 8:00 p.m.

The Brackett Library at the Mueller Campus is a joint-use library operated in cooperation with IRSC and the Indian River County Library System.

6155 College Lane
Vero Beach, FL 32966
(772) 226-3080

Fall and Spring Hours
Monday, Thursday, Friday 9:00 a.m. – 5:00 p.m.
Tuesday & Wednesday 12:00 noon – 8:00 p.m.
The Dixon Hendry Library includes a variety of frequently used materials.

2229 N.W. 9th Avenue
Okeechobee, FL  34972
(863) 763-8017

Fall and Spring Hours
Monday - Thursday  8:00 a.m. - 8:00 p.m.
Friday: 8:00 a.m. - 2:00 p.m.
Saturday & Sunday: Closed

The Pruitt Library at St. Lucie West is a joint-use library operated in cooperation with IRSC and the St. Lucie County Library System.

500 NW California Blvd.
Port St. Lucie, FL  34986
(772) 336-6380

Fall and Spring Hours
Monday – Thursday  8:00 a.m. – 8:00 p.m.
Friday 8:00 a.m. – 5:00 p.m.
Saturday 9:00 a.m. – 1:00 p.m.

Summer Hours
Monday - Thursday  7:00 a.m. - 7:00 p.m.
Friday - Sunday Closed

The Morgade Library is a joint-use library operated in cooperation with IRSC and the Martin County Library System.

5851 SE Community Drive
Stuart, FL  34997
(772) 463-3245

Fall, Spring and Summer Hours
Monday, Tuesday, Thursday  10:00 a.m. - 5:30 p.m.
Wednesday 12:00 noon - 8:00 p.m.
Friday - Saturday 10:00 a.m. - 5:30 p.m.
Sunday Closed
STUDENT ACHIEVEMENT AWARDS

Each year prior to graduation, the PTA program faculty recognizes three second-year students for outstanding achievement. The Outstanding Scholar Award is presented to the graduating student with the highest grade point average (GPA) while enrolled in the program (only PTA program grades are considered for this award, 74 credits). The Outstanding Clinician Award is presented to the graduating student who has demonstrated exemplary skills and professional behaviors in the clinical setting. The Leila Darress Award is presented annually to a graduating student elected by the class and faculty who meets the following criteria:

- A grade point average equal to or exceeding that of the top 1/3 of the graduating class
- Clinical performance equal to or exceeding that of the top 1/3 of the graduating class
- Overcoming significant hardship (financial, psychosocial, physical) during the course of training to complete PTA training

GRADUATION REQUIREMENTS

1. To qualify for graduation, the PTA student must have:

   a. Earned a “C” or better in all PTA technical and natural science courses and satisfied all general education requirements. Must have a 2.0 IRSC and cumulative grade point average.

   b. Successfully completed the College requirements for the A.S. Degree as described in the *IRSC College Catalog*.

   c. Requested and reviewed a graduation check with a Graduation Counselor (Educational Services), prior to or before second year spring registration.

   d. Completed the IRSC application for graduation and paid the fee.

2. Upon graduation from the College, the PTA student will be:

   a. Granted an Associate in Science Degree from Indian River State College.

   b. Eligible to apply to take the National Physical Therapist Assistant Examination to become a Licensed Physical Therapist Assistant.
LICENSING EXAMINATION

The National Physical Therapist Assistant Examination serves to evaluate the minimum level of competence of the graduate. Further information can be obtained through the Federation of State Boards of Physical Therapy, 509 Wythe Street, Alexandria, VA 22314, Telephone: (703) 739-9420.

It is mandatory for graduates of the program to become licensed if they wish to practice in the State of Florida. Specific information regarding application will be presented in the second year of study.
Appendix A

Resources and Forms
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Standards of Ethical Conduct for the Physical Therapist Assistant
HOD 506-09-20-18 [Amended HOD 506-00-13-24; HOD 06-91-06-07; Initial HOD 06-82-04-08] [Standard]

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

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

Standards

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4C. Physical therapist assistants shall discourage misconduct by health care professionals and report illegal or unethical acts to the relevant authority, when appropriate.
4D. Physical therapist assistants shall report suspected cases of abuse involving children or vulnerable adults to the supervising physical therapist and the appropriate authority, subject to law.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

_Please note:_ The Standards of Ethical Conduct for the Physical Therapist Assistant as substituted will take effect July 1, 2010, to allow for education of APTA members and nonmembers.
PHYSICAL REQUIREMENTS (ESSENTIAL FUNCTIONS)

The role of the Physical Therapist Assistant in the various health care settings requires academic, physical, mental and environmental work/demands. To be successful as a PTA student and PTA graduate, the following requirements are expected to be performed safely, ethically and legally under the supervision of a physical therapist.

ACADEMIC

- Graduate of an accredited Physical Therapist Assistant program achieving an Associate in Science Degree.
- Obtain State Licensure to practice in Florida.

PHYSICAL

- Demonstrate coordination of small and large muscle groups to provide safe and effective care including transfers, ambulation and positioning of patient/client using minimum, moderate and maximum assistance techniques.
- Ability to sit, stand and walk for extended periods of time (3-5 hours), negotiating environmental barriers and safely with a patient/client.
- Demonstrate volitional and utilize movement to perform proper body mechanics of all patient/client treatment techniques and related procedures (e.g., stooping, kneeling, crouching, crawling, reaching and handling)
- Perform medium work as defined by Realistic Assessment of Vocational Experiences (RAVE) “exerting 20 to 50 pounds of force occasionally, or 10-25 pounds of force frequently, or greater than negligible up to 10 pounds of force constantly to move objects.”
- Perform range of motion and graded manual resistance of patient/client muscle groups for determining strength, for strengthening and stretching exercises.
- Ability to resist and support a patient/client with poor balance and weakened muscle groups on uneven surfaces, inclines, declines, stairs, curbs, etc.
- Perform manual hand dexterity and coordination to manipulate and calibrate equipment, (dials, probes, ultrasound heads, switches, scissors, tweezers, etc.) individually or simultaneously for modality and wound procedures.
• Respond to auditory emergency medical situations sufficiently with patients/clients (e.g., hearing monitor alarms, emergency signals, CPR, auscultatory sounds, verbal communication).

• Assess and observe patient/client condition (blood pressure and heart rate, respiration, etc.) response to treatment including near and far acuity (up to 10 feet away recognizing color discrimination).

• Perform physical assessment of structure, size, shape and muscle tone through tactile ability of fingering and feeling (palpation).

MENTAL

• Demonstrate sufficient and accurate use of verbal, non-verbal and written communication effectively with staff, patient/client and families concerning treatment procedures.

• Receive and interpret verbal, nonverbal and written communication skills effectively with other health care provider.

• Ability to manage and function emotionally during stresses of an intensive academic training program for preparation of clinical situations with a variety of patients/clients (terminally ill, psychosocial responses of disabled individuals and families, etc.).

• Respect patient/client/family confidentiality.

• Ability to make appropriate judgments and decisions by set priorities in clinical situations.

ENVIRONMENTAL

• Demonstrate the ability to apply universal precautions including the use of personal protective equipment (rubber gloves, gown, goggles, masks, etc.) when indicated.

Indian River State College provides reasonable accommodations to PTA students with documented disabilities in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA). Reasonable accommodations made in the academic setting at IRSC may not be available in all clinical sites for Clinical Practice I, II, III (PHT 1801, PHT 2810, PHT 2820). [Refer to Appendix for Release of Information to Clinical Site Form]. Contact the Physical Therapist Assistant Program Director and Student Disabilities Services following acceptance to the program and before the first day of classes in the Fall, to declare your need for reasonable accommodations.
# INDIAN RIVER STATE COLLEGE

**PROGRAM**  AS - Physical Therapist Assistant  
**Meta Major:** Health Sciences  
**2017-2018 Guided Pathway**  
**20690 Credit Hours 74**

## First Semester

<table>
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<th>Credit Hours</th>
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<tr>
<td>MAT1033</td>
<td>Intermediate Algebra</td>
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<td>PHY1020</td>
<td>Principles of Physics</td>
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<td>Anatomy and Physiology I/Lab</td>
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<td>Anatomy and Physiology II/Lab</td>
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<td>PSY2012</td>
<td>Introduction to Psychology</td>
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<td>Musculoskeletal PT/Lab</td>
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**Total Semester Credit Hours**: 6

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<td>PHT2255/L</td>
<td>Neuromuscular PT/Lab</td>
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<td>Ethical Issues in Health Care</td>
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**Total Semester Credit Hours**: 10
Physical Therapy involves the provision of direct care for individuals and is characterized by the application of knowledge in the skillful performance of various tasks. The Clinical Performance Instrument will be used to evaluate the Physical Therapist Assistant student in the following performance dimensions during clinical practice.

I. Safety
- Observes health and safety regulations
- Maintains safe working environment.
- Recognizes physiological and psychological changes in patients and:
  - adjusts interventions accordingly within the plan of care, or
  - does not provide interventions and consults the physical therapists supervisor.
- Demonstrates awareness of contraindications and precautions of interventions.
- Requests assistance when necessary.
- Uses acceptable techniques for safe handling of patients.
- Protects welfare of self, patient and others in emergency situations.

II. Responsible Behavior
- accepts responsibility for own actions
- Is punctual and dependable.
- Completes scheduled assignments in a timely manner.
- Wears attire consistent with expectations of the clinical setting.
- Demonstrates initiative.
- Demonstrates a willingness to alter schedule to accommodate patient needs and facility requirements.
- Adapts to change.

III. Respectful Behavior
- Maintains productive working relationships with patients, families, CI and others.
- Treats others with positive regard, dignity, respect and compassion.
- Maintains confidentiality.
- Demonstrates behaviors that contribute to a positive work environment.
- Accepts criticism without defensiveness.
- Manages conflict in constructive ways.
- Makes choices after considering the consequences to others.
- Assumes responsibility for choices made in situations presenting legal or ethical dilemmas.
- Maintains patient privacy and modesty (e.g., draping, confidentiality).
IV. Ethical Practice
- Abides by relevant codes, standards and guidelines.
- Adheres to institutional policy and procedures.
- Identifies situations in which ethical questions are present.
- Reports violations of ethical standards and guidelines.

V. Legal Practice
- Abides by pertinent state (province) and federal laws and regulations, including those applying to state licensure laws.
- Identifies situations in which legal questions are present.
- Reports violations of laws governing physical therapy.

VI. Communication
- Communications in a respectful and timely manner.
- Initiates communications in difficult situations.
- Selects the most appropriate person(s) with whom to communicate.
- Communicates respect for the roles and contributions of all participants in patient care.
- Listens actively and attentively to understand what is being communicated by others.
- Demonstrates respectful and technically correct verbal communication.
- Communicates using nonverbal messages that are consistent with intended message.
- Interprets and responds to the nonverbal communication of others.
- Determines effectiveness of his/her own communication and modifies communication accordingly.

VII. Documentation
- Documents aspects of physical therapy care, including selected data collection measurements, interventions, responds to interventions and communicates with family and others involved in delivery of patient care.
- Produces documentation that follows guidelines and format required by the clinical setting and by law.
- Documents patient care consistent with guidelines and requirements of regulatory agencies and third-party payers.
- Produces documentation that is accurate, concise, timely and legible.
- Demonstrates technically correct written communications skills.

VIII. Individual/Cultural Differences
- Exhibits sensitivity to differences in race, creed, color, gender, age, national or ethnic origin, sexual orientation and disability or health status in:
  - communication with others and,
  - implementing (delegated interventions within the plan of care established by the physical therapist.)
IX. Clinical Problem Solving and Judgments
• Explains rationale for judgments.
• Makes judgments within the context of ethical issues, informed consent and safety considerations.
• Utilizes information from multiple data sources to make judgments.
• Uses a clinical problem solving process that includes considering decision rules (e.g., codes, protocols), thinking, data collection and interpretive processes.

X. Data Collection
• Identifies whether he/she possesses the knowledge and skill to competently perform a delegated data collected.
• Performs interim data collection to monitor patient status.
• Collects data in a technically competent manner.

XI. Plan of Care
• Communicates with the physical therapist regarding significant changes in the patient’s status or modifications made in patient’s interventions within the plan of care.
• Suggests to the physical therapist modifications needed in the patient’s plan of care.
• Determines whether to adjust or suspend patient interventions if warranted and reports findings to the physical therapist.
• Progresses patient within an established plan of care and reports changes in patient status to the physical therapist.

XII. Patient Interventions
• Performs effective, efficient and coordinated movement in providing technically competent interventions.
• Performs interventions consistent with the plan of care established by the physical therapist.
• Provides interventions in a manner minimizing risk to the patient, self and others involved in the delivery of the patient’s care.
• Uses intervention time efficiently and effectively.
• Adjusts physical therapy interventions, within the plan of care established by the physical therapist, to meet the individual needs and responses of the patient and reports changes in patient status to the physical therapist.

XIII. Education
• Participates in designing educational activities to address identified needs.
• Conducts educational activities utilizing a variety of instructional strategies as needed.
• Modifies educational activities considering learner’s needs, characteristics and capabilities.
• Determines effectiveness of educational activities.
XIV. Quality of Service Delivery
- Follows established guidelines for the delivery of physical therapy services (e.g., critical/clinical pathways, protocols).
- Provides recommendations for developing or modifying guidelines based on clinical observations.
- Participates in performance improvement activities, peer review, utilization review, etc.
- Seeks information regarding quality of care rendered.

XV. Patient Services
- Reports patient resource and service needs to the physical therapist, or other health care professions as indicated within the plan of care.
- Advocates for appropriate patient services and resources.

XVI. Resource Management
- Sets priorities for the use of resources to maximize outcomes.
- Functions within the organizational structure of the practice setting.
- Uses time effectively.
- Coordinates with the physical therapist and other service providers to facilitate efficient and effective patient care.
- Adapts to change in the organizational structure of the clinical setting.
- Schedules patients, equipment and space.

XVII. Fiscal Management
- Submits accurate patient charges on time.
- Acts in a fiscally responsible manner.
- Provides recommendations for equipment and supply needs.
- Adheres to reimbursement guidelines established by payers.

XVIII. Support Personnel
- Assigns only those aspects of physical therapist-delegated tasks that can be legally and ethically delegated to support personnel.
- Assigns only those aspects of physical therapist-delegated tasks to facilitate effective and efficient patient care.
- Assigns only those aspects of physical therapist-delegated tasks to facilitate effective and efficient patient care.
- Assigns only those aspects of physical therapist-delegated tasks to the appropriate support personnel.
- Informs the patient of the decision to assign physical therapist-delegated tasks and the rationale for assignment.
- Demonstrates respect for the contributions of support personnel.
- Monitors the care delivered by support personnel.
- Provides regular feedback to support personnel.
- Provides regular feedback to the physical therapist about patient status, including those activities provided by support personnel.
XIX. Career Development/Lifelong Learning
- Demonstrates an awareness of own strengths and limitations.
- Establishes realistic goals for career development.
- Participates in learning experiences within the clinical setting.
- Modifies behavior based on self-assessment and constructive feedback.
- Discusses progress of career growth.
- Seeks opportunities to learn.
- Accepts responsibility for learning.
- Seeks guidance as necessary to address limitations.
- Periodically assesses own career development.

XX. Wellness and Health Promotion
- Assists the physical therapist in using established screening tools as delegated by a physical therapist.
- Assist the physical therapist with the education of patients or other individuals and groups in prevention by providing information on impairment, disease disability and health risks related to age, gender, culture and lifestyle.
- Incorporates the concept of self-responsibility in wellness and health promotions.

Red Flags: # I - V
Safety Considerations

Patient safety is an important consideration during skills competencies and lab practical exams. Placing a simulated patient at risk during a practical exam, may result in failure of that exam.

**Safety Considerations and Precautions including but not limited to:**

- Perform hand washing before and after treating patients
- Identify yourself to the patient and explain the procedure to be performed to reduce anxiety and promote safety
- Correctly identify the patient (ask name, check ID band)
- Check the medical records and health history for potential contraindications, tests and procedures, weight bearing status etc.
- Determine the patient’s safe of health and physical ability to perform the task(s) (example: check vital signs, muscle testing, etc.)
- Ensure there is sufficient space and unobstructed view for task(s); Keep the floor clear of lines, cords, rugs, mats, liquids and other hazards
- Guard the patient at all times; be prepared for the worst; be alert for unexpected movements
- Maintain equipment & secure properly
- Obtain necessary equipment and prepare for the procedure or task; prepare treatment area BEFORE patient arrives to avoid leaving the patient unattended
INDIAN RIVER COMMUNITY COLLEGE
PHYSICAL THERAPIST ASSISTANT PROGRAM

PHYSICAL THERAPY WEB RESOURCES

Administration

American Physical Therapy Association: www.apta.org
APTA Home Page

APTA Student Assembly: www.aptastudent.org
Representing Student Physical Therapists and Student Physical Therapist Assistants

American Occupational Therapy Association: www.aota.org/
AOTA Home Page

American College of Sports Medicine: www.acsm.org
ACSM Home Page

American Speech-Language-Hearing Association: www.asha.org/
ASHA Home Page

National Athletic Trainers’ Association Home Page: www.nata.org/

Federation of State Boards of Physical Therapy: www.fsbpt.org

Florida Physical Therapy Association: www.fpta.org

American Disabilities Association

Ability’s Home Page: www.ability.org

ADA Home Page: http://www.usdoj.gov/crt/ada/

Americans with Disabilities Act Document Center:
http://www.jan.wvu.edu/links/adalinks.htm

American Disabilities Association, continued

National Family Caregivers Association: www.nfcacares.org
Organization created to educate, support, empower and speak-up for caregivers of
chronically ill, aged or disabled loved ones.

World Congress & Exposition on Disabilities: www.vwcdexpo.com
**Amputees/Prosthetics**

Orthotics and Prosthetics Online:  www.oandp.com

ACA – Amputee Coalition of America:  www.amputee-coalition.org
National non-profit organization whose mission encompasses outreach, education, advocacy & empowerment of amputees.

TherEd Resource:  www.advancedrehabtherapy.com
Multimedia Education Center for the Rehabilitation Community (lower extremity amputee/prosthetic care in the community).

**Anatomy**

Anatomical Chart Company:  www.anatomical.com

*Bring the whole Anatomical Chart Company to your desktop*

**Assistive Technology**

Alliance for Technology Access (ATA):  www.ataccess.org/

Assistive Technology Online:  www.asel.udel.edu

Assistive Technology:  www.assistivetech.net
Online resource on AT, adaptive environments/community resources

IBM Special Needs Solutions:  http://www-306.ibm.com/able/

WHEELCHAIRNET:  www.wheelchairnet.org
Wheelchair Internet Resource for wheelchair and mobility issues.

**Continuing Education**

Cross Country University:  www.crosscountryuniversity.com

**Diseases/Conditions**

Diabetes:  www.diabetes.org

Diabetes, Digestive, & Kidney Diseases  www.niddk.nih.gov

Down Syndrome:  www.nas.com/downsyn/

National Association for Down Syndrome (NADS):  http://www.nads.org/

Multiple Sclerosis:  www.nmss.org/

Muscular Dystrophy:  www.mda.org.au/
Alzheimer’s Association: www.alz.org/

CDC: www.cdc.gov/hoax_rumors.htm
CDC new website regarding rumors on needles, HIV etc.

AIDS Treatment Data Network: www.aidsnyc.org/network/index.html

Osteoporosis: www.nof.org/


National Stroke Association: www.stroke.org/

Amyotrophic Lateral Sclerosis Association: http://www.alsa.org/

Amyotrophic Lateral Sclerosis Fact Sheet: http://www.caregiver.org/
Fact Sheet on ALS produced by the Family Caregiver Alliance

Arthritis: www.arthritis.org


**Geriatrics**

APTA Section on Geriatrics: http://geriatricspt.org/

**Health**

National Institutes of Health: www.nih.gov/

Department of Health and Human Services Health-Finder  www.healthfinder.org


Health Oasis/Mayo Clinic: http://www.mayoclinic.com/
*Provides health education to patients and the general public*

HOSA: www.hosa.org
Health Occupations Students of America

JCAHO: http://www.jointcommission.org/

OSHA: http://www.osha.gov

CDC: http://www.cdc.gov
Legislative Sites

Legislative Sites, Federal

House of Representatives: www.house.gov
State: http://www.state.gov/

World Health Organization: www.who.ch/
News and information about the organization and its projects.

Legislative Sites, State

Alabama: www.legislature.state.al.us
Alaska: http://w3.legis.state.ak.us/home.htm
Arizona: www.azleg.state.az.us
Arkansas: www.arkleg.state.ar.us
California: www.assembly.ca.gov
Colorado: http://www.leg.state.co.us/
Delaware: http://www.legis.state.de.us/LIS/lis143.nsf/Home?openform
Florida: www.leg.state.fl.us
Georgia: www2.state.ga.us/Legis
Hawaii: www.capitol.hawaii.gov
Idaho: http://www.legislature.idaho.gov/
Indiana: http://www.ai.org/legislative/index.html
Iowa: www.legis.state.iowa.us
Kansas: http://www.kslegislature.org/legsrv-legisportal/index.do
Kentucky: http://www.lrc.ky.gov/
Louisiana: http://www.legis.state.la.us/
Maine: www.state.me.us/legis
Maryland: www.mlis.state.md.us
Massachusetts: www.state.ma.us/legis/legis.htm
Michigan: http://michiganlegislature.org
Minnesota: http://www.leg.state.mn.us/
Mississippi: www.ls.state.ms.us
Missouri: www.moga.state.mo.us
Montana: http://mt.gov/govt/mca_const.asp
Nebraska: www.unicam.state.ne.us/index.htm
Nevada: http://www.leg.state.nv.us/
New Hampshire: http://www.gencourt.state.nh.us/ie/
New Jersey: www.njleg.state.nj.us
New Mexico: http://legis.state.nm.us
New York: http://assembly.state.ny.us
North Carolina: www.ncga.state.nc.us
North Dakota: http://www.legis.nd.gov/
Ohio: www.legislature.state.oh.us
Oklahoma: www.lsbi.state.ok.us
Oregon: www.leg.state.or.us
Pennsylvania: www.legis.state.pa.us
Rhode Island: www.rilin.state.ri.us
South Carolina: http://www.scstatehouse.net/
South Dakota: http://legis.state.sd.us/sessions/2006/index.aspx
Tennessee: www.legislature.state.tn.us
Texas: www.capitol.state.tx.us
Utah: www.le.state.ut.us/welcome.htm
Vermont: www.leg.state.vt.us
Virginia: http://legis.state.va.us
Washington: http://www1.leg.wa.gov/legislature/
West Virginia: www.legis.state.wv.us
Wisconsin: www.legis.state.wi.us
Wyoming: http://legisweb.state.wy.us

**Legislative Sites, Other**
District of Columbia:
http://www.grc.dc.gov/grc/site/default.asp?grcNav_GID=0&portal_link=hr
Virgin Islands: http://www.senate.gov.vi/

**Pediatrics**
The National Academy for Child Development: www.nacd.org/

**Rehabilitation**
PTCentral: http://www.ptcentral.com/
Source of PT information, news, consumer health tips, PT Resources & Links

Physical Therapist Online: http://www.physicaltherapist.com/
Job information, mail lists, library, and a chat area.

Healthcare Providers Service Organization: www.hpso.com
APTA endorsed professional liability insurance plan, risk advisor, risk management.

Jobs in rehabilitation http://www.rehabjobsonline.com

ABOUT THE HUMAN INTERNET: www.physicaltherapy.about.com/health/physicaltherapy
Physical Therapy at About by a Physical Therapist on the Human Internet

ADVANCE ONLINE: www.advanceforPT.com
ADVANCE For Physical Therapists & PT Assistants

Brain Injury Association of Florida, Inc.: www.biaf.org
To improve the quality of life for persons with brain injuries and their families


Physical Therapist Online: http://physicaltherapist.com/
Rehabworld: http://rehabworld.com/

APTA’s Hooked on Evidence Website (database of current research on PT interventions) http://www.apta.org/hookedonevidence/index.cfm

American Congress of Rehabilitation Medicine: www.acrm.org/

The Interactive Patient: http://medicus.marshall.edu/

**Wound Care**

Wound Care: www.woundcarenet.com

**Resources for Wound Care Professionals**

Wound Management Special Interest Group (WMSIG): wmsig@aptasce.com

Section on Clinical Electrophysiology (SCE): www.aptasce.com
APTA Section on Clinical Electrophysiology Home page

American Academy of Wound Management (AAWM): www.aawm.org
AAWM and Board Certification Information
RELEASE OF INFORMATION TO CLINICAL SITE

I, _______________________________________ authorize the Program Director or Academic Coordinator of Clinical Education to release information regarding my disability and/or medical condition _____________________________________________ to the Center Coordinator of Clinical Education and/or the Clinical Instructor. This information will assist the clinical site to provide reasonable accommodation during my clinical rotations.

_________________________________________  __________________________
Student                                          Date
Indian River State College
Physical Therapist Assistant Program

ABSENT/TARDY FORM

Student: ____________________________________________

Date: ____________________________________________

Please state the reason you were absent or late to class/lab/PT Center/activity on _________________ (date):

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

________________________________________
Signature of Student

Submit to PTA Program Director, ACCE, PTA Program Faculty, Clinical Supervisor and/or Clinical Instructor prior to class, lab or clinic.
Indian River State College
Physical Therapist Assistant Program

CLINICAL PRACTICE FORM

Change of Clinical Practice Time

This form is to be completed by the student and signed by the CI (Clinical Instructor) prior to a student changing the date for clinical practice time or if the student was absent from the clinic due to illness.

STUDENT: ________________________________ DATE: ________________

COURSE: ____________________ REASON FOR CHANGE: __________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

DATE FOR CLINICAL MAKE-UP: ____________________________________________

COMMENTS: ____________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

CLINICAL INSTRUCTOR’S SIGNATURE: ______________________________ DATE: ________________

STUDENT’S SIGNATURE: __________________________________ DATE: ________________

ACCE’S SIGNATURE: __________________________________ DATE: ________________
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INDIAN RIVER STATE COLLEGE
Physical Therapy Assistant Department
Student Counsel Form

Name of Student ___________________________ Student ID: ________________

Course: PHT _______ Reason for Conference: ____________________________

Score on recent exam:  Test 1: ___ Test 2: ___ Test 3: ___ Test 4: ___ Test 5: ___ Test 6: ___ Average: ___

Number of exams in the course: ____________

Number Exams 70% or Below: ____________

To prepare for this exam, I did the following:

___ Read the assigned material: 25% ___  50% ___  75% ___  100% ___
___ Attended class
___ Reviewed PowerPoints and notes
___ Combined PowerPoints and notes into one source
___ Completed study guides
___ Studied ___ hours last week
___ Worked ___ hours last week
___ Worked Saturday
___ Worked Sunday
___ Worked Saturday and Sunday
___ Other: ____________________________________________________________

During the exam, I:

___ Changed answers from correct to incorrect
___ Lost track of time
___ Used incorrect rationale for the option selected
___ Could not concentrate
___ Did not understand the subject matter
___ Did not recognize the main idea of the question
___ Read into the question
___ Could not remember
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Indian River State College
Physical Therapist Assistant Program

Change in Health Status

______________________________________________    __________________________
Student’s Name                  Student ID

This above-mentioned student is presently enrolled in the Physical Therapist Assistant at Indian River State College. The role of the Physical Therapist Assistant in the various healthcare settings requires academic, physical, mental and environmental work/demands. Due to the nature of the program, the student will be exposed to health hazards demonstrating the ability to make appropriate judgment decisions in emergency and non-emergency situations. In order to determine the appropriate precautions, we need the following information:

(1) Diagnosis __________________________________________________________

(2) Date of Onset _______________________________________________________

(3) Present Health Status _______________________________________________

(4) Do you recommend him/her continuation in the enrolled program?
    _____Yes _____No

(5) Recommended date Clinical Education may resume: ______________________

(6) Recommended date for continuation of didactic lectures with co-requisite laboratories:
    ________________________________________________________________

(7) Do you recommend any limitation to regular duties? _____Yes _____No
    If yes, please explain.

_____________________________________            __________________________
Physician’s Signature                         Date
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INFORMED CONSENT FOR CLINICAL PRACTICE I and II

I, ________________________________, understand that as a component of my participation in the Physical Therapist Assistant program, I may be required to submit my student identification number and other personal information including the results of my screenings (drug screen and background check) which may be reviewed by health care agencies/facilities that are IRSC affiliates. I further understand that the agencies/facilities have the right to request a drug screen and background check prior to the beginning of the clinical internship and can refuse my participation in experiences at their site.

____________________________________  ____________________________________
Student (Print)                          Student ID Number

____________________________________  ____________________________________
Student Signature                       Date
I, _________________________________, understand that as a clinical student, I may be exposed to environmental hazards and infectious diseases including, but not limited to Tuberculosis, Hepatitis B and HIV (AIDS) while in a clinical facility.

Neither Indian River State College nor any of the clinical facilities used for clinical practice assumes liability if a student is injured on the campus or in the clinical facility/practicum during training unless the injury is a direct result of negligence by the College or clinical facility. I understand that I am responsible for the cost of health care for any personal injury I may suffer during my education. I understand that I must purchase private health insurance while enrolled in the PTA Program.

I further understand that I must have liability insurance (which covers malpractice) while enrolled in classes involving clinical activities. This insurance fee is automatically included each year in the lab fee.

I understand and assume responsibility for the regulations, objectives, course requirements and inherent risks involved in the education of Physical Therapist Assistant students at Indian River State College.

____________________________________  ____________________________________
Student (Print)  Student ID Number

____________________________________  ____________________________________
Student Signature  Date
Indian River State College
Physical Therapist Assistant Program

INFORMED CONSENT FOR LABORATORY, LAB PRACTICALS
AND PERFORMANCE STANDARDS

Review and sign the following consent, then return to the Program Director for
review. There are two sections, one containing guidelines as Patient-Simulators and
Student PTA-Simulators during laboratory, lab practicals and Performance Standard
testing. If you have any cultural or individual differences that need attention or
adjustment to the following, seek immediate advisement with the Program Director.

Patient-Simulators

I, ____________________________, agree to be treated by the PTA faculty,
Clinical Supervisor, guest lecturers or classmates during any or all labs, practicals
and Performance Standard testing as required throughout the two-year curriculum of
the PTA program. I am responsible to provide constructive verbal and non-verbal
feedback to my classmates, simulating the PTA, concerning draping, safe conditions,
etc. following the treatment session.

Student PTA-Simulators

I, ____________________________, agree to follow the APTA Guide for Conduct
of the PTA during laboratory, lab practicals and Performance Standard testing as
required throughout the two-year curriculum of the PTA program. I agree to protect
the modesty and safety of all patient-simulators treated.

__________________________________________  ____________________________
Student (Print)                                Student ID Number

__________________________________________  ____________________________
Student Signature                             Date
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Indian River State College
Physical Therapist Assistant Program

INFORMED CONSENT OF VARIOUS FORMS OF MEDIA

I, ________________________________, am willing to appear in photographs, transparencies, films, videotapes and other forms of media, for educational and informational purposes at Indian River State College.

______________________________  ________________________________
Student (Print)                  Student ID Number

______________________________
Student Signature

______________________________
Date
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CONFIDENTIALITY STATEMENT

The patient has a right to every consideration of privacy concerning his/her own medical care program. Case discussion, consultation, examination and treatment are confidential and should be conducted discreetly. Those not directly involved in his/her care must have the permission of the patient to be present. The patient has the right to expect that all communications and records pertaining to his/her care should be treated as confidential.

A Patient’s Bill of Rights (1975)

I am aware that as a student of the Indian River State College Physical Therapist Assistant program (PTA), I have access to patient information that is protected by state and federal law. I understand that state law prohibits me from making any disclosure of medical information without the specific written consent of the person to whom such information pertains, or as otherwise permitted by federal, state or local laws. I also understand that failure to maintain appropriate confidentiality will result in my dismissal from the PTA program.

Student (Print)       Student ID Number

Student Signature       Date
READ THE FOLLOWING STATEMENT BEFORE SIGNING:

I have received the Physical Therapist Assistant Student Handbook, and it has been explained to me. I agree to reread the handbook and affirm that I will be responsible for all the data therein. I understand and am aware of the following:

INITIAL:

_____ PREFACE
_____ PROGRAM ACCREDITATION
_____ PROGRAM INFORMATION
_____ PROFESSIONAL DEVELOPMENT OPPORTUNITIES
_____ HEALTH SCIENCE DIVISION PURPOSE STATEMENT
_____ PHILOSOPHY AND PURPOSE OF THE PHYSICAL THERAPIST ASSISTANT PROGRAM
_____ ACADEMIC STANDARDS
_____ ACADEMIC REGULATIONS
_____ CLINICAL EDUCATION REGULATIONS
_____ PROGRAM EXPENSES
_____ GENERAL INFORMATION

I agree to abide by all the rules, regulations and procedures of the program.

I am also aware that this handbook is intended as a guide and that regulations and procedures described herein may be changed.

I understand that I have access to the IRSC College Catalog.

In addition, I have read the IRSC Student Handbook/Planner and IRSC Health Science Division Student Handbook, and agree to abide by all the college rules, regulations and procedures.

I must return this signed form on or before the first day of class.

_________________________________________  ___________________________________________
Student (Print)                                           Student ID Number

_________________________________________
Student Signature  ___________________________________________
Date
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Appendix B

Health Science Division
Student Handbook
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Health Science Division
Student Handbook
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INDIAN RIVER STATE COLLEGE

This is to acknowledge that I have received my personal copy of the Health Science Division Student Handbook; I have read and understand its contents. I agree to abide by its regulations. I understand that this form needs to be submitted to the Program Department Chair prior to the first week of school (during program orientation).

I agree to have my educational, health and background records and social security number (see reverse side) released to professional organizations/health care agencies requesting that information as part of placement at any agency.

I agree to have information regarding my attendance and performance released for financial aid purposes.

I understand that I may not participate in any Health Science program until I have all my records (health, CPR, health insurance, drug screen and background checks) on file in the Health Science Department and that these records must be kept updated, or I could be withdrawn from the program.

I understand that orientation to health care facilities is mandatory. Absence for any reason may result in withdrawal from the course.

I understand that information disclosed to me for the patient’s privacy is protected by state and federal law. State law prohibits me from making any disclosure of medical information without the specific written consent of the person to whom such information pertains, or as otherwise permitted by federal, state or local law.

Changes may be made to departmental, division or college policies/regulations at any time. Should a change occur, students will be notified verbally and in writing as to what the change entails and the date it will take effect. Students will be given a copy of the change to keep for their records and one to sign which will be included in their file.

________________________
SIGNATURE

________________________
PRINT NAME

________________________
DATE
NOTIFICATION OF SOCIAL SECURITY NUMBER COLLECTION AND USAGE

In compliance with Florida Statute 119.071(5), this document serves to notify you of the purpose for the collection and usage of your Social Security number by Indian River State College (IRSC). IRSC collects and uses your Social Security number only if specifically authorized by law to do so or it is imperative for the performance of its duties and responsibilities as prescribed by law. Specifically, IRSC collects your Social Security number for the following purposes:

**Student Records Department**

Federal legislation relating to the Hope Tax Credit makes it mandatory that all postsecondary institutions report student Social Security numbers to the Internal Revenue Service (IRS). This IRS requirement makes it mandatory for colleges to collect the Social Security number of every student. A student may refuse to disclose his or her Social Security number to IRSC, but the IRS is then authorized to fine the student in the amount of $50.

In addition to the federal reporting requirements, the public school system in Florida uses Social Security numbers as a student identifier (Florida Statutes 1008.386). In a seamless K-20 system it is non-mandatory; however, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the smooth transition from one education level to the next. All Social Security numbers are protected by federal regulations Family Educational Rights and Privacy (FERPA).

**Financial Aid Department**

It is mandatory that the Office of Financial Aid at IRSC requires students to submit their Social Security numbers on various forms in order to correctly identify applicants, match each applicant’s financial aid record with the student record, and to help coordinate state aid programs with institutional and federal aid programs as authorized by Sections 483 and 484 of the Higher Education Act of 1965, as amended.

**Outreach Programs**

Programs such as the Educational Opportunity Program and College Reach-Out Program are youth outreach projects funded by discretionary grants from the United States or Florida Departments of Education. As such, each project is required to exclusively serve eligible participants that are citizens or nationals of the United States; or are permanent residents of the United States. In order to verify a participant’s project eligibility, it is mandatory that Social Security numbers are collected and also later used when submitting information for the Annual Performance Reports due to the United States or Florida Department of Education.

**Workforce Programs**

It is mandatory that these programs use Social Security numbers as an identifier for program enrollment and completion. Also, Social Security numbers are used for entering placement information into either the OSMIS or the Employ Florida Marketplace statewide data collection and reporting system. Because these are performance based contract programs, it is required that all participants and their program related activities be recorded in the Florida state system.

**Continuing Education, Corporate & Community Training Institute (CCTI)**

Because of Florida State Board of Education reporting requirements and Department of Business and Professional Regulations reporting requirements, it is mandatory for students who enroll in Continuing Education and/or CCTI courses and/or customized training seminars to submit their Social Security number.

**State and Federal Reporting**

It is mandatory that the College collects Social Security numbers to periodically report student/employee level data to federal and state agencies for research and data collection.

**Testing**

It is mandatory that the College collects Social Security numbers for the purpose of reporting state and national standardized testing results, including but not limited to: TABE, GED®, FTCE, ACT, CLEP, HOBET.

**Miscellaneous**

It is mandatory to collect Social Security numbers for agency third party billings, payment collections, state and federal data collection, tracking, benefit processing, tax reporting, and for identification and verification.

To protect your identity, IRSC will secure your Social Security number from unauthorized access and assign you a unique student identification number. This unique identification number will then be used for all associated employment and educational purposes at IRSC.

Copies of the full IRSC Notification of Social Security Number Collection and Usage document can be obtained from Student Services at all IRSC campuses and at the IRSC website at www.irsc.edu.

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Indian River State College provides equal employment and educational opportunities to all without regard to race, color, national origin, ethnicity, sex, pregnancy, religion, age, disability, sexual orientation, marital status, veteran status, genetic information, and any other factor protected under applicable federal, state, and local civil rights laws, rules and regulations. The following person has been designated to handle inquiries regarding non-discrimination policies:

Adriene B. Jefferson, Equity Officer & Title IX Coordinator
IRSC Main Campus • 3209 Virginia Ave. • Fort Pierce, FL 34981 • (772) 462-7156
PREFACE

The Health Science student is subject to the guidelines and regulations presented in this handbook as well as the policies in the Indian River State College Student Handbook/Planner.

The provisions of this publication are not to be construed as a contract between the student and Indian River State College. The College reserves the right to change any provision or requirement when such action will serve the interests of the College or its students. The College further reserves the right to ask a student to withdraw when it considers such action to be in the best interest of the College.

EA/EO

Indian River State College provides equal employment and educational opportunities to all without regard to race, color, national origin, ethnicity, sex, pregnancy, religion, age, disability, sexual orientation, marital status, veteran status, genetic information, and any other factor protected under applicable federal, state, and local civil rights laws, rules and regulations. The following person has been designated to handle inquiries regarding non-discrimination policies:

Adriene B. Jefferson, Equity Officer & Title IX Coordinator
IRSC Main Campus • 3209 Virginia Ave. • Fort Pierce, FL 34981
(772) 462-7156
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Part I – Statement of Purpose

Section 1.01 Health Science Division Purpose Statement

The Health Science Division supports the mission of IRSC by preparing students to function effectively as members of the health care team. The Division is committed to advancing health care by providing innovative educational programs through excellence in instruction, clinical leadership and service to the health care community.

Part II - Regulations & Procedures for Health Science Division

All IRSC Health Science Students are expected to read and be familiar with the IRSC Student Handbook/Planner.

Section 2.01 Health Science Statement of Ethics

A code of ethics indicates a profession’s acceptance of the responsibility and trust with which it has been vested by society. Upon entering a health care profession, each health care professional inherits a measure of both the responsibility and the trust that have accrued to health care over the years, as well as the corresponding obligation to adhere to the code of professional conduct and relationships for ethical practice.

Upon entering an Indian River State College Health Science program, each student inherently agrees to accept the responsibility and trust granted to the health care profession by society. When a particular behavior is questioned, the student must be able to justify all behavior as ethical. Failure to do so may result in disciplinary action which may include dismissal from the program.

Section 2.02 Health Science Plagiarism Regulation

Plagiarism is an act of academic dishonesty. Indian River State College Board Policy Number 6Hx11-7.24 Student Standards of Conduct – Any student who accepts the privilege of enrollment at Indian River State College is deemed to have given his or her consent to adhere to the policies of the College and the laws of the State of Florida. Health Science Students are expected to familiarize themselves with the Plagiarism Guide provided by the IRSC Library.

Section 2.03 Email/Contact Information

All students are required to activate and maintain an IRSC RiverMail email account. Emails are to be professionally written with appropriate grammar, punctuation, correct spelling and a signature. The student is required to notify the Program Director and the College of any change in contact information. Students must check their IRSC RiverMail regularly. The College uses RiverMail for all official communication.
Section 2.04  Health Science Regulation for Use of Electronics

Personal cell phone calls or responses to pagers may only be taken while on break from class, labs or clinical unit. Students using cell phones for personal calls of any type or for taking pictures in the classroom, health care laboratory or the clinical unit (unless sanctioned by the Program Director) will face disciplinary action which may include permanent dismissal. Electronic devices for reference purposes must be strictly limited to this purpose and must be approved by the agency and clinical instructor (if applicable). Students may be asked to turn off any electronic device or may be prohibited from using an electronic device at the discretion of the facility personnel or clinical instructor while in the clinical setting. Under no circumstances are audio/visual recording devices or cameras to be used in the health care setting.

All cell phones, PDAs and any other technical equipment, except for laptop computers, are to be silenced or turned off and kept in a purse or bag under the student’s desk. Audio recording devices may be used in the classrooms only with the instructor’s permission.

Serious deficiencies may include, but are not limited to, any act or failure to act which results in the following:

- Harm, danger or threat to a patient, student, faculty member, staff member (college or professional practice experience) or any other person
- Damage to or theft of college, clinical or personal property. This includes the removal of documentation containing patient identifying data elements.
- Any act of academic dishonesty including cheating, plagiarism, falsification of clinical or hospital records which the student either commits, solicits or assists another to commit
- Any act that will endanger the integrity of the program or harm the relationship between the College and any of its professional practice experience sites
- Unprofessional behavior
- Illegal activity

Section 2.05  Health Science Confidentiality Statement

PROTECTED HEALTH INFORMATION (PHI) is information you create or receive in the course of providing treatment or obtaining payment for services while engaged in health science program activities, including: information related to the past, present or future physical and/or mental health or condition of an individual and information in ANY medium – whether spoken, written or electronically stored – including videos, photographs and x-rays. Students are expected to treat all patient information confidentially, whether spoken, written or electronically stored. PHI is protected by federal legislation and provides strong privacy rights and preserves quality health care. A violation of these federal regulations can result in discipline, loss of health science student status, fines or imprisonment. If a disclosure of PHI is made willfully and with intent for personal gain, the penalty can be as high as a $250,000 fine and 10-year imprisonment.
Students will not under any circumstances discuss any client, hospital or staff information outside the confines of the classroom, clinical or post-conference area and/or without the direction and guidance of the respective instructor or other IRSC faculty or department supervisor. It is illegal for students to photocopy, Photographs, videotape, print or electronically transmit any part of the client’s chart and/or computerized record. If at any time a student has a concern regarding an occurrence in the health care setting, the student is to discuss the concerns with the IRSC faculty. Health care agencies may require students to sign an agency confidentiality agreement prior to any experience in that facility.

Failure to maintain confidentiality as outlined in this regulation will result in immediate dismissal from the Health Science program and possible legal proceedings.

Section 2.06 Health Science Grading

Academic standards are those measures by which the faculty of the program determines a student’s quality of performance. They are composed of guidelines for advancement in the program as well as the regulations for grading, probation/ requested withdrawal and dismissal. The course grading scale is found on the course syllabus.

Grading Regulation

1. Students must achieve a minimum of "C" for the final grade in all Health Science major courses that are required for completion of the program.

2. A student must complete minimal performance standards in laboratory prior to progressing to the next level of academia or performing those skills in a clinical setting.

Section 2.07 Health Science Retention Regulation

Retention of students is a high priority for IRSC, and the College commits significant resources towards these efforts. The faculty believe that education is a growth process, which places responsibility for learning on the individual.

To best prepare for success in a Health Science program, students should utilize all available resources including recommended texts and reference materials, computerized resources, open lab, faculty office hours, the Academic Support Center and other services outlined on the IRSC website under Student (Student Success).

In an effort to assure student success, faculty will discuss remediation with students when it is deemed necessary. Whenever a student experiences academic difficulty, a student conference form is initiated and recommended actions are shared with the student. Students are required to maintain a “C” or better in all Health Science courses and a minimum GPA of 2.0.

Should the student fail the course and wish to apply for reentry, the above considerations will be required, if not already completed. If completed, the student will need to submit a plan to increase his/her chance of success in future courses. The documentation of completion of any recommended remediation and the student’s plan for success should be submitted to the Program Director at the same time as the application for readmission. These will be considered when evaluating the student for reentry into the program.
Section 2.08 Health Science Probation Regulation

The Health Science faculty will counsel and place a student on Health Science probation for any of the following reasons including, but not limited to:

1. Failure to follow College, Division and/or Health Science program regulations
2. Unprofessional conduct in classroom and/or health care agency
3. Incivility to faculty, peers and/or others
4. Unsatisfactory or marginal performance
5. Inability to function adequately with members of a health care team

The student cannot register for practicum/externship/capstone if they are currently on probation unless approved by the Program Director. Repeat episodes and/or frequent infractions of any or all of the examples will result in dismissal from the program.

Section 2.09 Health Science Readmission and Dismissal Regulation

Written request to be readmitted/transfered into the Health Science programs should be addressed to the Program Director. Transfer students will also need to provide a letter from the Director at their current program indicating they are in good standing and are eligible to continue at the current school. The Health Science Program Director, based on the following, will make a decision of a readmission/transfer request:

1. Students who have failed (at IRSC or another institution) by placing the health and safety of patients in jeopardy will not be admitted/readmitted/transfered into a Health Science program.

2. Students requesting to transfer into a program, students who withdraw for personal/health reasons, students who withdraw with an average grade below a “C” or students who have failed or received a “D” in Health Science, general education and/or science related courses will be readmitted/transfered subject to the following:

   a. Submission of written request for readmission to the Program Director
   b. Documentation of any required remediation and student’s “plan for success”
   c. Completion of course pre-requisites
   d. Completion of health requirements, current CPR card, updated drug and criminal background check, updated history and physical. (Must be repeated if student is out of the program longer than six months.)
   e. Documentation of GPA above 2.0 (overall cumulative)
   f. Readmission is based on space availability.
   g. Student must meet all program admission criteria.
3. Any student who has not taken Health Science courses for two or more years or who is unable to complete the total program (A.S. or upper division B.A.S.) within four academic years must re-apply to the program as a new student.

4. Courses eligible for transfer credit in the program must have a minimum grade of “C”, have been completed within the past four years and contain the same information as the parallel course at IRSC.

5. Students may request a grade of “Incomplete” if more than 75% of the course has been completed and an approved hardship is documented with the Program Director. An “I” grade means incomplete work. The student must speak with the instructor immediately and make arrangements to complete the course within one calendar year from the time the “I” was earned. Otherwise, the “I” will convert to an “F”. Incomplete grades are given on a case-by-case basis at the discretion of the instructor.

Section 2.10 Health Science Complaint Guidelines

A suggested process for resolving complaints within the Health Science Division is as follows: A student should always discuss the issues with the involved parties, e.g., Instructor/Program Director and Dean of Health Science. Academic and disciplinary decisions may be appealed. All IRSC students have the opportunity to request a formal review of their complaint following the “Student Grievance Procedure” outlined in the IRSC Student Handbook/Planner.

Section 2.11 Health Science Liability, Accident and Health Insurance Regulation

All students purchase accident and liability insurance as a component of their clinical course registration. The liability policy provides coverage while the student is participating in the activities of the program. The accident policy provides coverage while the student is participating in college-sponsored activities while on the premises designated by, and under the direct supervision of, the College. Accident insurance is not a substitute for health insurance and does not cover illness or disease.

Should an accident or incident occur involving a student or a patient under the care of a student, the student must complete an IRSC Accident/Incident Report form within 24 hours or the next work day. Faculty have several copies of the IRSC Accident/Incident Report form with them at the clinical site at all times. Students are responsible for any expenses related to the student’s treatment for accident or injuries.

Additionally, each agency usually requires the completion of its own accident/ incident form.
**Liability (Malpractice) and Accident Insurance**

A copy of the liability and accident policy coverage is available to students online at [www.irsc.edu](http://www.irsc.edu). Click on **Programs & Careers** and then **Health Science Programs**. In the Resources box, select **Liability/Accident Insurance Coverage**.

**Health Insurance**

All students must have health insurance coverage at all times while in the program. If a student does not have independent health insurance coverage, he/she can obtain coverage, at their own expense, through the American Association of Community Colleges. Information can be obtained from the IRSC Health and Wellness Center. Student’s must provide the Program Director with proof of insurance prior to entering the program and must have proof of insurance readily available at all times while in the program. Failure to provide immediate proof of health insurance upon request may result in withdrawal from the program.

**Section 2.12 Health Requirements**

1. Good physical and mental health are required for all health care employees; therefore, all health science students must provide assurance that they are in good physical and mental health upon entrance into the program and each year thereafter.

2. The assurance shall be from a licensed physician/A.R.N.P./P.A who conducts a physical examination and reports his/her findings on the Student Health Record. The physical exam must be dated no earlier than six months prior to the start of the first semester classes. The student’s health record is considered valid for one year. All health information must be valid throughout the time student is enrolled in the program.

3. The medical examination tests and immunizations will be conducted at the student’s expense.

4. Upon entrance to a Health Science program, the student’s health record must verify:
   a. evidence of a negative tuberculin screen (result valid for one year)
   b. documentation of two MMR immunizations or a positive rubella titer, rubeola titer and mumps titer
   c. documentation of all three immunizations and positive titer or signed declination for Hepatitis B vaccine
   d. documentation of varicella status
   e. prescription for medications/drugs taken/dosage/route
   f. recommendations for any restriction/limitation of physical activity
   g. evidence of negative drug screen
h. documentation of tetanus immunization within the past ten years

i. annual flu immunization

5. Proof of negative TB results and CPR certification must be valid throughout the program. TB results are valid for one year from test date. The CPR expiration date is listed on the CPR card. Students not in compliance with this regulation will be dropped from the roster on the first class day. If a seat is not available once the record is cleared, the student will have to wait until the next semester when there is an available seat.

6. The IRSC Health Science Division recognizes that a student must be physically and mentally healthy in order to safely participate in a health care environment.

   a. Students who have a change in health status/injury while enrolled in the program will be expected to report the nature of their change in status to their instructor and/or the Program Director. Changes in medical condition and/or medication regimen should be promptly reported in writing to the Health Science Office. Failure to do so may result in dismissal from the program.

   b. Any student who exhibits symptoms of illness/injury which pose such a threat and/or who is under the influence of alcohol or illegal drugs may be immediately removed from the classroom/health care agency, will be drug tested and if appropriate, referred to their private physician. IRSC regulations will be followed as outlined in the Substance Use/Abuse Regulation.

   c. After any change in health status that results in absence from class, the student must submit a statement from his/her physician that his/her condition is not detrimental to the safety or health of himself/herself before returning to the program.

   d. In cases where absences caused by a change in health status interfere with a student’s progress, the student will be asked to withdraw from the program and may apply to re-enter the program after resolution of the health problem and submission of an updated health record. (See Readmission Regulation Section 2.09).

7. Health Science students involved in clinical experiences need to be aware that the risk of contracting an infectious disease is greater for healthcare workers than the general public. Instruction on universal precautions for the control of infectious diseases is included in the curriculum of the clinical programs.

   Students who have changes in their health status, who are pregnant, and/or students who are immunocompromised must work closely with their personal physician to assess the risk of participating in patient care/clinical experiences.
Section 2.13  Indian River State College Post-Exposure Protocol

Students who are exposed to infectious body fluids in the clinical area must report to the instructor immediately. If at a clinical site, the health care agency will be notified and the agency protocol for such exposure followed. Additionally, a report must also be submitted to the IRSC Health & Wellness Center via the instructor and the College Post Exposure Protocol will be discussed with the student.

In the event of exposure to infectious body fluids occurring either during clinical practicum or classroom practice of medical procedures, the source person and exposed individual will be requested to submit to baseline testing for HBV, HIV, PPD and RPR as appropriate.

Refer to the IRSC website at www.irsc.edu. Click Programs & Careers and then Health Sciences/How to Apply. In the Handbooks/Forms, select Post-Exposure Protocol instructions.

Section 2.14  Health Science Background Check Regulation

Refer to the IRSC website at www.irsc.edu. Click Programs & Careers and then Health Sciences/How to Apply. In the Handbooks/Forms box, select Background Check and Drug Screening.

Section 2.15  Health Science Substance Abuse Regulation

Refer to the IRSC website at www.irsc.edu. Click Programs & Careers and then Health Sciences/How to Apply. In the Handbooks/Forms box, select Background Check and Drug Screening.

Section 2.16  Health Science Dress Code/Professional Standards

Unless otherwise directed, students will wear the required uniforms at all times while participating in program classes and activities. Students in any program of study that does not require uniforms will be required to adhere to a minimum dress code. Students may not be allowed into the classroom unless they are properly attired. Failure to follow uniform, dress code, and hygiene regulations may result in student dismissal from class, lab, clinical, or field shifts.

Uniforms must be kept neat, clean, and well-maintained.

Any time the uniform is worn and the student is in the public view, all regulations regarding the wearing of the uniform must be followed.

Generally, uniforms should not be worn at any offsite locations that are not directly associated with the class. Exceptions to this would include travelling to or from class, during lunch breaks for full-day courses, and other times with preapproval from program faculty; however, understand that any time a student is in uniform he/she is representing the program, Health Sciences, and the College and is subject to these rules and regulations, including dismissal from the program. At no time should the uniform be worn into an establishment where the serving and consumption of alcohol is the primary function (i.e., a bar or the bar area of a restaurant. Under NO circumstances will the uniform be worn while the wearer is consuming or
with individuals who are consuming alcohol, including in a restaurant. **NO** smoking or tobacco use, including smokeless or electronic nicotine delivery devices, is permitted while in uniform, irrelevant of location.

Good hygiene is essential. Students should be freshly bathed. Use of personal hygiene products is required. Body odor is to be controlled and deodorant used. Teeth should be clean.

Hair should be neat, clean, and worn in a natural style. Hair should be secured off the face and base of the neck. Hair coloring outside of usual and customary colors is unacceptable. Facial hair must be neatly groomed.

Use of conservative makeup is acceptable. Students must avoid excessive use of perfume, cologne, or after-shave due to increasing allergies and the potential they may offend other students/patients.

Fingernails must be clean and trimmed. Nail polish, if worn, must be clear, colorless, and kept in good condition. Fingernails may not exceed ½ inch from fingertips. Artificial nails are not permitted in these areas.

Appropriate hosiery and undergarments must be worn at all times. Undergarments should not be visible.

Overall, clothing should be clean, neat, in good repair, and of appropriate size. Uniforms that become faded must be replaced. Clothing that is soiled, torn, too loose, or too tight may cause the student to be dismissed from class that day.

Students may not wear visible jewelry, including but not limited to body piercings and gauges, except wedding bands and medical bracelets. **Wedding bands and medical bracelets must meet safety requirements.**

All body art/tattoos must not be visible. Students required to wear uniforms with body art/tattoos on their arms that is not covered by short sleeves, including when arms are raised or extended, must choose the long-sleeve options. Body art/tattoos that cannot be covered by the required uniform or general dress may prohibit a student from participating in program courses.

Students may not wear caps, hats, bandanas, or other head coverings while indoors. Religious head coverings may be acceptable per individual agreement with the Program Director as long as they do not jeopardize student and/or patient safety.

**Sunglasses (not including photoreactive, prescription lenses) are not to be worn indoors.**

**Specific program dress codes are outlined in the respective handbook for which students are expected to adhere or be dismissed from the program.**
Section 2.17   Health Science Student Parking Regulation

All Health Science student parking their vehicles on campus must display an IRSC parking decal. Decals are available at no charge in the Student Affairs Office.

Parking spaces marked “Reserved” or for “Dental Clinical Patients” are not for student use. Students parking in a “Reserved” space may be ticketed and/or towed by a private towing service.