



Student Physical Therapist Assistant (SPTA)

Handbook 2020-2021



NOTE: All policies and procedures as stated in this handbook are subject to change at any time at the discretion of the college with due notice to the student. Supplement to Mid Michigan College (Mid) college catalog.

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I. Introduction

This SPTA Handbook has been prepared to assist students who are enrolled in the Physical Therapist Assistant (PTA) program at Mid Michigan College (Mid). The PTA program affords the student the opportunity to sit for the National Physical Therapy Examination (NPTE) upon successful completion. The handbook is to assist you, the student, with information necessary to your role as a SPTA and assist you in your learning experiences. Understanding the curriculum, policies, philosophy, goals and outcomes of the program will further assist you in the successful completion of the PTA program. It is the responsibility of students to know and follow the guidelines in this handbook. Each student is also responsible for information pertinent to the PTA program found in the Mid Michigan College Catalog and on the Mid website at www.midmich.edu.

We believe PTA education is a dynamic leveled teaching/learning process. All members of the PTA program faculty and staff, along with program participants are expected to conduct themselves in a manner that does not infringe upon the rights of others and supports the goals of the College and this program. Mid Michigan College maintains a zero tolerance for acts of discrimination, harassment, and sexual misconduct. The College does not discriminate on the basis of sex and will not treat any student differently on the basis of sex with respect to any rule concerning a student's actual or potential parental, family, or marital status in our educational programs or activities. (Copies of Mid's full Non-Discrimination Policy can be found at <https://www.midmich.edu/student-resources/support-for-success/oso/non-discrimination> and Mid's Campus Sexual Misconduct and Harassment Policy can be visited at www.midmich.edu/titleix.)

II. PTA Program Organizational Chart

Administrative Staff and Faculty		
Dean of Health Sciences/ Director of Nursing	Barbara Wieszciecinski, MSN, RN bwieszciecinski@midmich.edu	989.317.4625
Director of PTA Program	Amanda Wismer, PT, DPT, MSA awismer1@midmich.edu	989.317.4609
PTA Program Clinical Coordinator	Crystal Parker, PTA, BS, DCE cparker2@midmich.edu	989.317.4619

III. PTA Program's Mission, Philosophy, Goals and Objectives

1. Mission

Engaged professionals delivering competent, compassionate, valued care in diverse settings.

2. Philosophy

The PTA demonstrates knowledge of the patient's condition and provides patient centered interventions to promote a healthier, more functional life. The PTA program prepares students to provide safe, competent and effective patient care while promoting student success. The faculty will promote high treatment standards, professional behavior, lifelong learning, and above all compassionate care. Graduates will be engaged members of the healthcare team and seek to promote their patients' independence.

3. Goals

1. Mid's PTA program will prepare competent, entry-level graduates who will work under the direction of a physical therapist and be employed as physical therapist assistants in the community.
2. Mid's PTA program's academic and clinical faculty will provide students with learning experiences which reflect best physical therapy practices.
3. Mid's PTA program will provide above average classroom and lab equipment to facilitate knowledge and skills.
4. The PTA program's graduates will seek continuing education, professional development activities and lifelong learning opportunities to broaden their professional expertise to better serve the health care needs of the community.

These goals align with the PTA program mission of developing knowledge, skills, and attitudes in students so they achieve/exceed expected competency levels.

The PTA Mission Statement also adds the expectation that students become sensitive to and support community needs. The PTA program, like Mid as a whole, has "dedication and commitment to student requirements and related community services." Both Mid and the PTA program strive toward "discovering and developing the talents of people.....to advance careers and enrich the lives of all students."

4. Objectives for Goals 1-4

Objectives for Goal #1

- A. 90% of the PTA graduates will pass the National Physical Therapy Examination (NPTE) overall, averaged over two years.
- B. 85% of the PTA graduates will receive an above average rating from employer surveys.
- C. Of those seeking employment, 90% of graduates will be employed within one year of passing the NPTE, averaged over two years.

Objectives for Goal #2

- A. All clinical education faculty will be rated at above average or higher for providing students with a learning experience that reflects best physical therapy practices 60% of the time.
- B. All academic faculty will be rated at above average or higher for providing students with a learning experience that reflects best physical therapy practices 60% of the time.
- C. Clinical education faculty will rate students above average or higher as academically prepared with practices that best reflect physical therapy practices 60% of the time.
- D. All clinical education faculty will have participated in at least one professional development, continuing education or community activity within the past two years.
- E. All academic faculty will have participated in at least one professional development, continuing education or community activity within the past year.

Objectives for Goal #3

- A. Students will rate the PTA program's classroom and lab equipment as above average or higher 60% of the time.
- B. Program faculty will rate the classroom and lab equipment as above average or higher 60% of the time.
- C. Clinical education faculty will rate the student's ability and knowledge to use facility equipment as above average or higher 60% of the time.

Objectives for Goal #4

- A. 90% of graduates will plan on lifelong learning, professional development and/or health care community service opportunities.
- B. 50% of graduates will have participated in lifelong learning, professional development and/or health care community service within one year of graduation.

IV. Accreditation

The Physical Therapist Assistant program at Mid Michigan College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) 3030 Potomac Avenue, Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-684-2783; e-mail: accreditation@apta.org; website: <http://www.capteonline.org>. If needing to contact the program/institution directly, please call 989-317-4609 or email pta@midmich.edu.

V. Admission Criteria

All students interested in the Physical Therapist Assistant (PTA) program must have:

1. Prerequisite requirements

The following courses must each be passed with a grade of "B-" (2.7) or higher and may be repeated only once, including withdrawals: BIO 138 (or BIO 141 and 142), ALH 100, ENG 111, COM 101 or COM 257, and PTA 101.

BIO 138 (or BIO 141 and 142) must be taken within five years of beginning the PTA Courses. Students who have taken BIO 135 prior to Fall 2016 will satisfy the Anatomy & Physiology requirements if taken within five years of application with a minimum grade of B-.

- A. Students must have already completed or be actively enrolled in the prerequisite courses when applying.
- B. The deadline for Admissions Applications is March 1st. Late applications or supporting documents will **not** be accepted.
- C. Students must have viewed the PTA Information Meeting and take the on-line Quiz: The student is required to view the Information Meeting online at www.midmich.edu/pta and take the quiz at the end.
- D. Other Program Requirements:
All other required courses may be taken prior to or during the PTA course sequence, and each course must be passed with a cumulative GPA of a "B-" (2.7) or higher with a minimum grade of "C" in each course. These courses are listed in the PTA Program Guide.
- E. Final acceptance into the PTA program is pending until the student presents a clear criminal background check with fingerprinting and drug screen. The cost is incurred by the student.
 - a. Students may be required to complete additional criminal background checks with fingerprinting throughout the program. Students will be responsible for covering the cost of this.
 - b. Random drug screening may be required throughout the program. Students will be responsible for covering the cost of this.
 - c. Students with a felony conviction and certain misdemeanors may not be accepted into the PTA program.

5. Perform interventions and patient care in accordance with the plan of care developed by the physical therapist.
 - a. Ability to wear and tolerate personal protective equipment (PPE) as required and potential contact with bodily fluids.
 - b. Demonstrate dexterity in bilateral upper and lower extremities including handling of patient limbs, writing, reaching, grasping, standing, walking, squatting and kneeling.
 - c. Demonstrate dexterity and tolerance to positional transitions including supine, prone and sidelying from treatment tables and the floor.
 - d. Ability to have close contact with patients which involves physical contact.
6. Demonstrate adequate vision to perceive peripheral field and depth, to read, to use a computer and to perform close-up work.
7. Demonstrate adequate hearing and speech to clearly communicate with individuals and within groups, when in person, using the telephone and through electronic media.
8. Abide by legal and ethical professional standards.
9. Maintain confidentiality and other privacy requirements.
10. Regularly attend class and clinical education.

VIII. PTA Student Behavior Responsibilities

1. Student Responsibilities

Students are bound by all policies of Mid Michigan College and should familiarize themselves with these through reading the catalog.

Students are expected to be adequately prepared for each class session. It is reasonable to expect at least two hours of outside study for every hour spent in the classroom. Students are expected to prepare for each class session by reading assigned chapters and following through with instructions in the Moodle course shell.

Students are expected to assist in maintaining a classroom environment that is conducive to learning. Therefore, free discussion, inquiry, and expression are encouraged. Behavior that interferes with the instructor's ability to conduct the class or the ability of students to benefit from that instruction is not acceptable.

Students are expected to treat the PTA Skills Lab as if it is a genuine physical therapy setting. Students are to display professional behavior while in the lab, respect equipment by handling each piece with care, and cleaning up after themselves at the end of class sessions. The PTA program is comprehensive and progressive; thus, students are required to maintain proficiency of all content and competencies throughout the PTA program.

Students are expected to stay home if ill, especially with a contagious disease process, it is their responsibility to stay home from class to avoid the potential of passing this to other students and the instructor(s).

2. Office Hours

Office hours are provided for students to have interactions with their instructors for questions, concerns, or further instruction. Please refer to each individual syllabi for instructor preferences.

3. Open Lab

Open lab times will be scheduled each semester and will be posted. Students should plan to utilize this time to further develop and practice expected skills and interventions. At least one instructor will be present during open lab times to answer questions and perform competencies as able.

4. Classroom Behavior

Students are expected to follow the following classroom rules:

1. Cell phones only for class content.
2. Courtesy and mutual respect is required. If the instructor or another classmate is talking, please listen to them. Please save your private comments and conversations for outside of class.
3. Devices are permitted in class for class content only. Surfing the web is not permitted unless directed to do so by the instructor.
4. Please refrain from leaving the class unless absolutely necessary – you may miss vital information.
5. Please ask questions. If you are uncomfortable asking aloud, please write it down, and questions will be taken at the end of class.
6. This is a simulated patient environment, so please treat it as such.
7. The College's and the PTA program's policies for inappropriate student conduct and disciplinary action will apply to the classroom.

5. Safety Procedures in the PTA Skills Lab

- a. Students will follow protocols for all treatments and procedures.
- b. Students and instructors will conduct themselves according to safe, ethical and professional standards.
- c. Students are responsible to take reasonable care of all machines or equipment, and report any problems to his/her instructor.
- d. Students will not remove any books or journals without authorization from his/her instructor and will sign out said books or journals.
- e. Students will always leave the lab area clean and orderly after each use.
- f. Students will wear lab attire for all scheduled lab sessions (unless otherwise stated by the instructor).
- g. Students will practice treatment techniques and assessments only on personnel associated with the PTA program. It is expected that students will cooperatively participate as subjects or patient simulators and exhibit conduct which is safe, ethical and professional.
 - i. **Under no circumstances are family/friends allowed in the lab, except with instructor pre approval. Failure to follow this policy will result in a revocation of a student's open lab privileges.**
- h. Students will use reasonable care when practicing use of equipment or techniques on fellow students and personnel connected with the PTA program. Horseplay will not be tolerated.
- i. Students will follow Universal Precautions at all times during lab.
- j. All accidents or injuries must be reported to the instructor immediately.
- k. Students and instructors will follow the appropriate emergency procedures during drills and authentic emergencies.
- l. Students must be aware that certain procedures practiced in lab may be contraindicated. **It is the student's responsibility to observe all contraindications that may pertain to them when performing lab procedures.**

6. Lab Practice Specific Procedures:

- a. Students are required to sign in and out, including times for both and their planned intent for use of the lab - i.e. group study, practice specific skills, use resources, use computers, etc.
- b. Students will only use lab equipment and practice skills that have been practiced in class with the PTA program faculty.
 - i. Ultrasound, electrical stimulation and cervical and pelvic traction may be practiced, but no output may occur without an instructor present.

The following is a list of inappropriate student behavior which may result in disciplinary action:

1. Inconsiderate treatment of patients, visitors, family, faculty, students, or clinical education site employees
2. Unexcused absences
3. Lack of preparation for classroom, lab or clinical assignments at starting time
4. Violation of safety rules and regulations
5. Unauthorized arrival or departure from clinical area
6. Threatening, coercing or assaulting other patients, visitors, family, faculty, students, or clinical education site employees
7. Individual acceptance of gratuities
8. Inappropriate dress or appearance based upon College, Program or Clinical Policies
9. Smoking in restricted areas
10. Insubordination and refusal to obey orders, policies or procedures
11. Sleeping during scheduled clinical hours
12. Obtaining, possessing, selling or using illegal substances or alcohol on College or Clinic property or reporting to class/lab/clinic under the influence of these substances
13. Theft, abuse, misuse, or destruction of property or equipment of any patients, visitors, family, faculty, students, or clinical education site employees
14. Disclosing confidential information about patients, visitors, family, faculty, students, or clinical education site employees without proper authorization
15. Immoral, indecent, or unethical conduct on College or clinic premises
16. Possession of weapons (guns, knives, etc.) on College or clinic grounds
17. Removal of patient, student, or official clinic/College record without proper authorization
18. Lack of compliance with the Standards of Ethical Conduct for the Physical Therapist Assistant (see Appendix A)

These offenses are cumulative throughout all semesters in the PTA program and may result in permanent discharge. Mid due process procedures will be followed. Refer to the College Catalog for due process information.

7. Student Resources

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact their Mid Mentor (mentors@midmich.edu) or Student Wellness Coordinator, Amy Goethe (agoethe@midmich.edu) for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to provide any resources that they may possess.

8. Dress Code

Students are required to have appropriate lab clothes (shorts, tank tops, etc.) for the content area covered in lab each day. For clinical education experiences, students are also expected to dress appropriately. Below are some examples:

1. Tops: Loose fitting professional tops with sleeves and preferably a collar. Sweaters are acceptable.
2. Slacks:
 - a. Professional – No pocket cargo-style slacks
 - b. Colors: Khaki, Navy, Tan, Stone, Grey, Black
3. Lab jacket/blazer: Some clinics require
4. Shoes: Brown or Black comfortable walking shoes
 - a. Clean and in good repair; some clinics will allow athletic shoes
5. Picture I.D.: Mid badge from Registration Desk at the Center for Student Services
6. Pen/pocket notebook
7. Grooming:
 - a. Modest makeup and hairstyles – no dreadlocks
 - b. Fingernails clean and cut short. **No nail polish and absolutely no artificial nails** at clinic.
 - c. Clean shaven face preferred, short-trimmed beard may be acceptable at some clinics
 - d. Due to client allergies, perfume and aftershave must be limited. Use light scented deodorant. Absence of body odor is essential.
8. Body decorations:
 - a. Jewelry: small earrings, wedding bands, and short necklaces are allowed in most clinics
 - b. **Absolutely no facial jewelry, belly or tongue rings.**
 - c. Tattoos must be completely covered

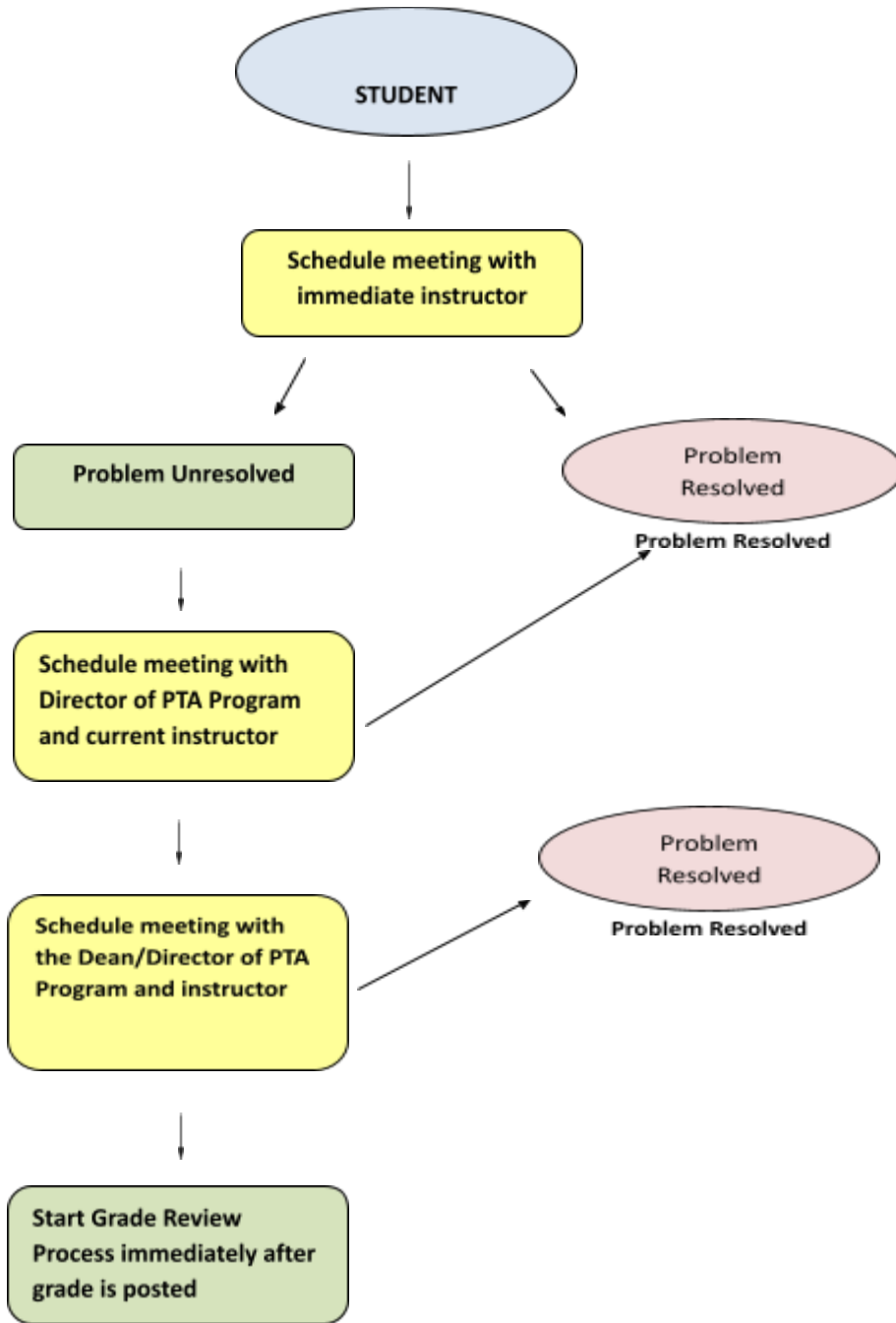
Take the professional/modesty test prior to leaving the house.

1. **Lift arms straight overhead.** If any skin shows around the trunk, your shirt is too short.
2. **Bend over in front of a mirror and gaze at yourself.** If any part of your chest is showing, your shirt is too low cut.
3. **Squat down to the floor.** Reach around to your back and feel above your waist band, if any underwear or skin is showing, your pants are too low cut.

Clinics have the right to send students home to change clothes for improper attire, and you will have to make up the time at the clinic.

IX. Conflict Resolution:

In professional conflict resolution, it is important to follow a specific course of action and begin with the person with whom you have the conflict.



Classroom:

- Step 1: Schedule a meeting with instructor
- Step 2: Schedule Meeting with Director of PTA Program: come prepared with written and signed concerns*

Clinical setting:

- Step 1: Schedule a meeting with Clinic Instructor
- Step 2: Schedule meeting with Director of Clinical Education
- Step 3: Schedule meeting with Dean/Director of PTA Program: come prepared with written and signed concerns* *Another step may be added to include a meeting with the Dean/Director of PTA Program and faculty member.

X. Grading for the PTA Program

1. Grading Policies

- a. Students must take the PTA courses in sequence.
- b. Each PTA course must be passed with a B- (2.7) or above to continue in the PTA program.
- c. Critical safety elements with an asterisk (*) must be passed individually. If not, the competency/lab practical must be retaken. The other remaining items must be passed with an 80% or the lab practical must be retaken. Students have two opportunities to pass each lab practical. If a student fails a lab practical the **first** attempt but passes the **second** attempt, they will be awarded an 80% for that lab practical grade. The final grade for every lab course must be a B- (2.7) or above to continue in the program.
- d. Competencies will be graded pass/fail based upon each rubric. All competencies must be passed in order to pass the course and advance to the next semester.
- e. Students must pass all PTA courses with a B- or above before attending clinical education. PTA 125/126/130/131 must be passed in the second semester prior to students attending the clinical experience portion of PTA 140 (Clinic I).
- f. If students fail a **third** attempt competency and/or **second** attempt practical, they will receive an F in that course.
- g. If you withdraw or are dismissed from one PTA Program course, you are required to withdraw from the remaining co-requisite courses.

2. Grading Scale

Percent	Grade
95 -100	A
90-94	A-
87-89	B+
84-86	B
80-83	B-
77-79	C+
74-76	C
70-73	C-
67-69	D+
64-66	D
60-63	D-
59 & below	F

NOTE: a B- is required to pass all PTA courses.

XI.PTA Program Policies

1. Professional Behavior, Attendance, and Promptness

There are 25 points for professional behavior, attendance and promptness provided at the beginning of the course. If a student is late or absent, it is their responsibility to call/email the instructor to report the absence or tardiness, and it is the student's responsibility to refer to the syllabi and/or Moodle for assignments/class material(s) and complete their work by the due date. We believe active participation in the classroom is essential to student success. Students who repeatedly miss classes on a regular basis could potentially lose financial aid eligibility or be required to repay federal financial aid already received.

- Three (3) points will be deducted for an absence episode without telephone call/email to the instructor, two (2) points will be deducted for an absence episode with telephone call/email, and one (1) point will be deducted for a tardy at the class start time.
- Two (2) points will be deducted for a student leaving early without an approved excuse and one (1) point for a student leaving early with an approved excuse.
- Two (2) points will be deducted if students are not in appropriate lab attire (tank top, sports bra, shorts, etc.) at the start of the lab.
- All students must abide by the Values-Based Behaviors for the Physical Therapist Assistant and the APTA Standards of Ethical Conduct for the Physical Therapist Assistant. Three (3) points per infraction will be deducted for lack of compliance with these behaviors and a Professional Development Plan (PDP) will be required.

**Lack of compliance with the Values-Based Behaviors for the Physical Therapist Assistant and the APTA Standards of Ethical Conduct for the Physical Therapist Assistant is at the discretion of your instructor.

2. Assignments

All assignments must be turned in by the due date and time specified in the syllabi. Instructions for each assignment will be given either verbally from each instructor, via email, or posted in the syllabi or Moodle. Details on how each assignment will be turned in are dependent on the instructor and will be included in the instructions. Late assignments will receive a 10% reduction of total point value. After one week, students will be given a 0 for a late assignment, and it will no longer be accepted for grading.

3. Post-Exam Review Process

Students that wish to challenge an exam question will complete the "Exam Review Form" without input from others. Students will have one week to return the form to the instructor providing rationale and references to support the challenge. The instructor will review the forms, make decisions, and inform the students. If a student requires further assistance, attendance at office hours or time by appointment may be arranged to discuss the material in person to promote lifelong learning.

4. Make-Up Policy

Prior to the scheduled time of the exam/quiz, the student will contact the instructor about the need to schedule a make-up exam/quiz. With a pre-approved reason (illness, court, hospitalization etc. with necessary documentation), the instructor will make arrangements with the student to take a makeup exam. A 10% reduction of total points will be taken off the makeup exam/quiz score. The instructor reserves authority to deny the makeup exam/quiz without a pre-approved reason.

5. Competencies

Students have **three** opportunities to pass each competency. If a student fails a second time, a Professional Development Plan (PDP) will be developed with faculty in order to ensure competence in the skill and in clinic. Once the PDP is developed and implemented, the student will have one week to retake the competency for the third and final time. If at this point the student does not pass, the student will fail the course. All competencies must be passed in order to receive a passing grade for the class and be allowed to advance to the next semester's classes. Competencies are graded pass/fail; see individual rubric for pass/fail requirement of each competency. Once a student starts performing any competency, if they stop at any point during the competency, this will be deemed a failure.

Partners will be randomly drawn just prior to performance of the competency.

6. Critical Safety Element(s)

Critical safety element(s) with an asterisk (*) must be passed individually for each competency and lab practical. Failure to perform a critical safety element will result in automatic failure of the competency/lab practical.

7. Lab Practical

Each lab practical must be passed with an 80%. If students do not individually pass the critical safety element(s) and/or pass the lab practical with an 80%, the lab practical must be retaken. Students have two opportunities to pass each lab practical. If you do not pass the **second and final** time, you will fail the course.

All lab practicals will have a time limit to ensure interventions/skills are performed with effective time management skills and to simulate clinical education situations. This will be determined by each instructor and for each lab practical. The time limit and practical grading rubric will be provided to the student at least one week prior to the lab practical. Two points will be deducted from the student's score for each minute over the time limit.

Partners for lab practicals will be randomly drawn at least one week prior when times are assigned.

8. Final Attempt Competencies/Lab Practicals

During the final attempt (competency **third** attempt, lab practical **second** attempt), two instructors will be present and grade for that attempt.

- The instructors will use the provided rubric to determine pass/fail for competencies.
 - On the final attempt, both instructors must grade the student as passing for the competency to pass and continue in the course.
 - If the student fails a competency for the **third** time, the student will not be allowed to continue in that course and will receive an F in that course.
- The instructors will use the provided rubric to determine a grade for the lab practical.
 - Students must have an 80% graded by both instructors on the final lab practical attempt and pass all safety elements to continue in the course.
 - Students will be awarded an 80% for a grade of the lab practical. The rubrics will be scored for all practical attempts to provide adequate documentation and feedback to the student, but an 80% is the maximum grade awarded if a lab practical is taken twice.
 - If the student fails a lab practical for the **second** time, the student will not be allowed to continue in that course and will receive an F in that course.

9. Developing Professional Portfolio (DPP)

This will be a graded assignment for PTA 210 (Clinical Forum) in the fourth semester of the PTA program. This is the culmination of the two years of lifelong learning, involvement in professional organizations and activities and demonstration of leadership and community service. Further information will be provided regarding this.

10. Academic Dishonesty

Students have an obligation to abide by accepted standards of academic honesty which dictate that all scholastic work shall be original in nature.

What constitutes cheating - academic dishonesty? Here are a few of the most common - not all inclusive.

1. **Anytime** you use someone's work and claim it as your own.
2. Plagiarism. This includes improper or failure to site resources, having someone else write a paper or do the work for you and you claim it as your own original work, purchasing a paper, etc...
3. Sharing/selling notes/assignments from a course you completed with another student. Students need to complete their own assignments if the assignment is not a group project. You can discuss and work through some challenges, but the work turned in must be original in nature.
4. Copying and/or sharing quiz/exam questions or practical scenarios (screen shots that you email to yourself, photos taken with phones, telling another student about questions/scenarios you remembered, etc...)

If a student engages in academic dishonesty, they will receive a zero for that assignment.

A copy of Mid's Academic Dishonesty Policy can be found at:

<https://www.midmich.edu/academics/courses-catalogs>

XII. Class Cancellations and Inclement Weather Policy

1. Notifications

A few local radio and television stations are notified when Mid's classes are delayed or cancelled. However, the most accurate source of information is the college homepage at www.midmich.edu. This site is updated as soon as a decision is made.

The PTA program highly recommends that students sign up to receive announcements, updates, and emergency notices from Mid via text messaging, email, or a phone call. The service is free; however, text messaging rates may apply. Go to www.midmich.edu/midalerts to sign up.

2. Delayed Classes

In the event the college has a "delayed" start time due to weather conditions (i.e. melting ice or dense fog), the classes normally held during that time are cancelled. For example, if classes are delayed until 10:00 a.m. and a student has a class from 8:30 to 10:00 a.m., it would be cancelled for that day.

However, if a class does not fit neatly into the college's delayed time announcement, the following policy will be followed:

If there are at least 50 minutes (an instructional hour) of class time remaining, the class would meet beginning at the delayed time. For example, if the college cancels classes until 10:00 a.m., and a student's class runs from 9:00 to 12:00 noon, the class would still meet from 10:00 to 12:00 noon. Only the first hour would be missed. However, the same class would not meet at all if classes were cancelled until 11:30 a.m., since there would be less than 50 minutes (an instructional hour) of class time remaining.

XIII. Additional Program Requirements - ACEMAPP/Corporate Screening/Immunitrax (Medicat)

It is the student's responsibility to provide current health records to Immunitrax. Information regarding these requirements are provided at admission. The student is expected to maintain a satisfactory level of mental and physical stability to enable a safe and competent level of functioning. It is the student's responsibility to inform the college of any assistance required to meet the outcomes of the PTA program.

1. ACEMAPP, Corporate Screening & Immunitrax Account

- a. Students are expected to maintain an ACEMAPP, Corporate Screening and Immunitrax account. Students are responsible to take copies of all documentation to their clinical education experience. **Deadlines for SPTA's are provided at time of admission.**
- b. Corporate Screening/Immunitrax account will include:
 - i. Criminal Background Check (CBC/fingerprinting)
 - ii. Drug Screen
 - iii. PTA Student Physical Examination Form
 - iv. Immunization Record
 - v. TB testing
 - vi. Professional Healthcare Provider BCLS & First Aid

2. Criminal Background Check and Drug Screen

It is the policy of the PTA program at Mid, in cooperation with agencies providing the clinical education experiences that the student has completed a criminal background check and drug screen prior to beginning the program. Criminal background checks and drug screen will be at the students' expense and must be completed prior to beginning the program.

Criminal background check information is provided at admission. The drug screen information is obtained through Corporate Screening.

If a urine drug screen is reported as "dilute", the student is required to provide another urine sample at their expense. A second "dilute" urine drug screen will be treated as a positive result and the student is deemed ineligible for the PTA program.

3. PTA Student Physical Examination Form

A health physical must be obtained at the student's expense and completed by a health care provider who is a licensed physician, Nurse Practitioner or Physician Assistant. The form is provided through the student's Immunitrax account and uploaded there. Students being readmitted to the PTA program must have a health physical completed if their original health physical is greater than two years old and/or they have had medical concerns since the original health physical was completed.

4. Immunizations

Health care students are at risk for increased exposure to certain preventable infectious diseases and other health hazards. It is important for students to be immunized properly for protection against these diseases and for the prevention of their spread among clients in hospitals and clinics. **All PTA students must provide proof of immunity (actual immunization documentation or titers) for those immunizations required.** Students should discuss their immunization status and the advisability of receiving these immunizations with their health care provider. All immunizations are to be uploaded to the student's Immunitrax account.

The Michigan Department of Community Health makes the following vaccine recommendations for health care workers.

A. Measles (Rubeola), Mumps, and Rubella

Laboratory evidence of measles immunity, or documentation of two doses of MMR given at or after 12 months of age and one other dose given at least one month later, may be submitted to fulfill the Rubeola, Mumps, and Rubella requirements. However, if vaccination of measles was received between 1963-1967 (an inactivated vaccine), the vaccine was ineffective and will require re-vaccination. If documentation shows only one MMR at or after 12 months old, one additional MMR is required. If MMR occurred prior to 12 months of age, they should repeat that dose immunization.

B. Varicella

History of chickenpox is not acceptable documentation for varicella. Acceptable verification of varicella is documentation of an immune titer or two doses of Varivax.

C. Hepatitis B

Students are encouraged to receive the Hepatitis B Vaccination series prior to beginning clinical education experiences. If, however, the student elects not to complete this series, a signed waiver of liability form needs to be completed.

D. Tetanus, Diphtheria, and Pertussis

Record of current tetanus diphtheria (Td) vaccine or one dose of Adacel (Tdap) within the past ten years is documented.

F. Seasonal Influenza

The seasonal influenza immunization (flu shot) is done annually during the flu season.

TB Skin Test: Students are required to have a “two-step” TB screening their first year in the PTA Program. TB screening is done annually, after the first year and a statement of negative results must be uploaded to the student’s Immunitrax account. If TB skin test is known to be positive, complete the TB Symptom Survey annually with a physician. Chest X-ray is required if tested positive for TB. New positives are evaluated by the student’s County Health Department. **It is the student’s responsibility to remain current in their TB skin testing requirements and upload their annual negative screening results prior to the expiration date.**

5. Basic Cardiac Life Support (BCLS) (Health Care Provider Course) & First Aid

Students are required to complete a “professional” CPR course including: Adult, child, infant, AED along with bag-mask and two-person CPR and First Aid skills assessment. **It is the student’s responsibility to remain current in this requirement throughout the PTA program.** Failure to maintain currency will result in inability to participate in the clinical education experience. This must be uploaded into the student’s Immunitrax account.

6. Financial Responsibility for Potential Illness or Injury

Students are expected to assume financial responsibility for any costs incurred as a result of personal illness or injury sustained during the PTA program, including clinical education. There is no coverage by Mid or the clinical education site for any injury. It is recommended that each student carry health insurance.

7. Temporary Health Conditions

Temporary Health Conditions, which a student may experience during the program courses, require the student to inform the faculty whenever such conditions may exist. The student must inform the faculty whenever a temporary condition may impact their attendance or ability to meet course outcomes in a course. A student will require physician/provider clearance to return to the program courses (refer to Appendix D). Students not receiving medical clearance from their physician/provider will be required to take a withdrawal from the PTA program and follow the Readmission Policy. These will be maintained in the student file by the Director of PTA Program.

8. Standard Precautions

Mid will follow the Standards for Standard Precautions as a guide found in Appendix E. These may be applied throughout the program as a standard in any of the agencies the college uses for clinical education experiences. Students should be familiar with the specific standards at their assigned clinical sites.

XIV. Non-Discrimination for Medical Conditions

The PTA program requires all students that have any changes in their medical condition, requiring the attention of a physician, to submit medical clearance for academic and clinical education participation. Mid and the PTA program are not liable for injuries or damages if a student does not disclose a change in their medical condition. Refer to Appendix D for the Medical Clearance Form.

The College will not discriminate against any student or exclude any student from its educational program or activity (including any class or extracurricular activity) on the basis of such individual's actual or potential parental, family, marital status, pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom, unless the individual voluntarily requests to participate in a separate portion of the program or activity of the College. The College will not deny such an individual access to or participation in classes, extracurricular programs, athletics, honor societies, opportunities for student leadership, or other activities.

The PTA program will treat pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery therefrom as a justification for a leave of absence for so long a period of time as is deemed medically necessary by the person's physician; at the conclusion of which the person shall be reinstated to the status that was held when the leave commenced. Further, the student will be afforded the opportunity to make up any missed work in a manner selected by the student, which is reasonably equivalent to the work missed and within a reasonable timeframe. The PTA program will require a pregnant student or a student who has given birth to obtain a certification from a physician stating that the student is physically and emotionally able to continue participation in the normal education program or activity. (See Non Discrimination For Medical Conditions above) Refer to Appendix D for Medical Clearance Form.

If you have questions or concerns as they relate to Title IX, please contact the following:

Kim Barnes	Martricia M. Farrell	Lori Fassett
Associate VP	Director	Associate VP
Security Operations and Systems	Security Operations and Systems	Human Resources
Chief Title IX Coordinator	Deputy Title IX Coordinator/ Clery Compliance Office	Title IX Coordinator
Mid Michigan College	Mid Michigan College	Mid Michigan College
2600 S Summerton Rd. #105	1375 S. Clare Ave., #128	1375 S. Clare Ave., #213B
Mt. Pleasant, MI 48858	Harrison, MI 48625	Harrison, MI 48625
(989) 773-6622, Ext. 236	(989) 386-6622, Ext. 394	(989) 386-6622, Ext. 692
kbarnes@midmich.edu	mf Farrell@midmich.edu	lfassett1@midmich.edu

XV.Substance Abuse Policy and Procedure: Disciplinary Sanctions

Possession, use, or distribution of drugs or alcohol in the clinical area will result in immediate dismissal from the PTA program. A suspicion of drug or alcohol use may require immediate testing **and release of results to Mid**. Testing positive for drug or alcohol use or declining to be tested will subject the student to discipline up to and including dismissal from the program. If suspicion of drug or alcohol use occurs in the clinical education experience, the site will contact Mid by calling the DCE or Director of PTA Program. If contact is unable to be made via telephone, the site may proceed with immediate testing, with the student being responsible for the cost.

XVI.Readmission Policy

Students must follow the approved course sequence once enrolled in the PTA program. A B- (2.7) or above must be achieved in each PTA course.

If a student does not successfully complete a PTA program course or withdraws for academic or non-academic reasons, he/she may be allowed to enroll in the same class the next time it is offered once re-entry criteria are met:

1. At least four months prior to the re-entry date, the student is responsible for writing a letter to the Director of the PTA program including the student's detailed plan of academic preparedness to reenter PTA program: The plan of academic readiness **MUST** address, in detail, why the student wasn't successful the previous attempt and how the student plans to be successful if readmitted.
2. The student will also have to demonstrate readiness to enter PTA program courses.
 - a. At least one month prior to reentry, the student must successfully complete an exam and lab practical over previously passed coursework. Successful completion means receiving a B- (80%) or above.
3. Permission to retake a class or classes will be granted no later than two (2) years after failing a class or withdrawing.
4. PTA Classes may be repeated only once.
5. After the above two-year limit, students must apply for readmission into the program.
6. The PTA program **does not guarantee** readmission unless there is a statutory requirement to do so; readmission is subject to space availability.

XVII.PTA Program Complaint Policy

For complaints/concerns/comments from students/faculty (outside due process), clinical education sites and employers regarding the PTA program, contact the Director of PTA Program at (989)

317-4609 or the Dean of Health Sciences at (989) 317-4625. Complaints will be documented and dealt with on a program level with reports made to appropriate administrative officials. The PTA Program Advisory Committee is charged with reviewing complaints on an annual basis and making appropriate recommendations. Complaints handled at this level are anonymous.

XVIII. Clinical Education Information

1. Establishment of a Clinical Site

The Director of PTA Program or the Director of Clinical Education (DCE) will initially contact potential clinical sites to discuss establishing a clinical education (CE) program. If there is interest in pursuing an affiliation agreement, the site will complete the Clinical Site Information Form (CSIF) and Mid Michigan College (herein Mid) will provide the affiliation agreement. This is a standard agreement, but Mid is open to alternative contracts and revisions as long as these are mutually satisfactory. A signed and dated affiliation agreement is the final and essential step of the process. Copies of this agreement will be available at the clinical site and the Health Sciences Office.

2. Assignment of Students to a Clinical Education Site

Students will be assigned to an inpatient and outpatient setting during their clinical education experiences (CEE).

Clinical sites will be contacted about availability to provide CE to students by March 1st of each calendar year for student assignments in the next academic year. The response date for student placements from the clinics is July 1st of the same year. If the site has openings for students, the site will receive confirmation about the scheduled student(s) approximately 3 or more months prior to the student's first day. The Site Coordinator of Clinical Education (SCCE) will receive a completed copy of the Statement of Student Clinical Readiness Form, which provides the student's contact information and the completion of the clinical preparation.

In Clinic I, the first-year PTA Students will be scheduled for one full-time CEE lasting four weeks. Likewise, in Clinic II, the second-year students will be scheduled for two full-time CEEs lasting seven weeks each. The student will attend clinic following their clinical instructor's (CI's) schedule. This may include weekends and extended hours. Students **do not** pick their CE sites. The DCE will determine student's placements for CE to ensure a diversity of experiences.

3. Instructions to Students Prior to Clinical Education Experience

Clinical sites are encouraged to contact students by mail or email prior to the CEE with pertinent policy and procedure information that will prepare the student for the first day of the CEE.

All students and CE faculty will be informed of applicable site policies and procedures which have been provided by the sites. This information is located in the Clinical Site Files. Students will be required to review these files and abide by the site rules and regulations as they apply to professional conduct, agency policies and procedures, confidentiality of patient and agency/site records.

All students will have prior instruction about their duty to protect patient confidentiality and to uphold the federal privacy standards demanded by the Health Insurance Portability and Accountability Act (HIPAA) and Informed Consent.

4. Clinical Attendance

Students are expected to report to clinics prior to the first patient/client assignment and/or at the time required by their CI, and be present during regular working hours of the facility or during their CI's schedule except in special cases. These include significant illness, injury, emergency or other instances agreed upon by the student and CI/SCCE or DCE prior to the beginning of the CEE and mutually accepted as a reasonable or necessary absence.

Absences or tardiness need to be reported prior to the beginning of the work day, by the student in a phone call to the DCE **and** SCCE or CI. The reason for the absence or tardiness should be reported to both the SCCE or CI and the DCE. The Agency/Clinical Site and/or PTA program may request a physician's report if the student is absent for two or more consecutive days because of illness. All absences and tardiness should be documented by the CI and identified as either excused or unexcused. CE make-up time will be scheduled for all absences as agreed upon by the CI.

In the event the college is closed due to inclement weather, the student is to make an informed decision about their ability to attend clinic. All missed clinic time must be made up, including inclement weather.

5. CI or SCCE Complaints/Issues with Student Performance

Concerns of the SCCE or CI in regards to student performance or behaviors should be communicated immediately to the DCE via phone, email, or written communications. All information and supporting observations should be submitted in follow-up documentation within five business days. Remediation will begin promptly. The remediation plan will be developed by the CI, SCCE, DCE and/or PTA program representative, and the student.

Agency/Clinical Site supervisory personnel may temporarily relieve a student from a specific assignment. Communication procedures mentioned above need to be followed.

If the student is involved in an incident, the DCE and/or PTA program representative should be notified immediately. The appropriate incident reporting procedures need to be followed both at the Agency/Clinical Site and at Mid.

6. Physical Therapist Assistant Clinical Performance Instrument (PTA CPI)

The CIs will complete the web-based PTA CPI final evaluation for PTA 140 and a midterm and final evaluation for both PTA 240 CEEs. The student must complete a self-evaluation using the PTA CPI prior to the final evaluation for PTA 140 and prior to the mid-term and final evaluation of both PTA 240 CEEs. The DCE will review the PTA CPI completed by the CIs to determine a pass or fail grade. A failing grade in the PTA CPI will result in failure of the course. See the section on grading for more details.

7. Clinical Grading Criteria Using the PTA CPI

Students will achieve the CPI expectations as detailed in each CE course syllabus unless one or more of the following occurs:

1. The student experienced a complex clinical site.
2. The student experienced unusual circumstances at a clinical site.
3. There is incongruence between the CI's narrative comments and the given rating.

The student **must** pass the first CEE in PTA 240 to proceed to the second CEE in PTA 240.

8. Unsatisfactory Clinical Performance

- a. The following may result in dismissal from and/or unsatisfactory completion of Clinic I and/or II:
 - i. Repeated absences or tardiness with or without notification.
 - ii. Unethical, illegal, and/or unprofessional conduct.
 - iii. Conduct resulting in risk or possible harm to a patient.
 - iv. Failure to meet course requirements and objectives.
- b. As a result of one or more conditions found in A above, the following action may be taken as determined by the Dean of Health Sciences, Director of PTA Program, DCE and other PTA faculty members:
 - i. Additional clinic time in the same clinic to improve skills to meet course objectives and requirements.
 - ii. Develop a remedial program which must be completed to the satisfaction of the academic faculty prior to a further CEE.
 - iii. Require the student to repeat the entire CEE (Clinic I or II).
 - iv. Receive a failing grade for the CEE and dismissed immediately from the PTA program.
- c. If remediation is required for the PTA 140, a good faith attempt will be made to remediate and extend or find an additional CEE placement to complete PTA 140. If this is unable to be accomplished, the student will be required to follow the Readmission Policy.
- d. If remediation is required for the first CEE in PTA 240, a good faith attempt will be made to remediate and extend or find an additional CEE placement for the first CEE in PTA 240. Once passing the first CEE in PTA 240, a good faith attempt will be made to reschedule/push back the second CEE in PTA 240. If this is unable to be accomplished, the student will be required to follow the Readmission Policy.
- e. If remediation is required for the second CEE in PTA 240, a good faith attempt will be made to remediate and extend or find an additional CEE to complete PTA 240. If this is unable to be accomplished, the student will be required to follow the Readmission Policy.

9. Supervision of Students

Students will be directly responsible to, and supervised by, a CI who is a licensed PT or PTA. The CI will be immediately available and physically present at all times when the student is providing physical therapy interventions to patients. The CI will direct the interventions the student is providing. If the CI is a PTA, a PT is required to provide general supervision to the PTA and PTA student as stated in APTA student supervision guidelines. If the CI becomes ill or is absent when the student is present, then another PT or PTA will be appointed to cover. If a CI is not available, the student may participate in observations or other non-patient care activities, but should not do hands-on patient care.

Medicare requires that enrollees/patients be treated one at a time unless they are inpatients and participating in concurrent or group therapy. For outpatient Medicare clients, the CI and the student may treat only one Medicare patient at a time. The student may participate in PT interventions which are directed by the CI. For more specific information, refer to the Clinical Education Handbook.

9. Clinical Experience Restrictions

Recommendations for clinical experience restrictions are found in Appendix G. These apply to temporary conditions that a student may experience during the clinical courses. These recommendations are from the Center for Prevention of Communicable Diseases in Atlanta, Georgia.

10.ACEMAPP Training

Students will be required to complete the required ACEMAPP training annually. Site specific training (clinical agency) will be documented and verified by the DCE and maintained within the student's ACEMAPP account. Students that are not compliant with completing this training, in its entirety, by the designated announced date prior to the start date of the CEE, will not be allowed to go into a clinical setting.

XIX.Informed Consent Policy for Treatment by SPTA

Patients/clients will be asked for permission to have a PTA student participate in their treatment. They will be informed that they have a risk-free right to refuse treatment. The CI will be responsible for discussing this with the patient/client.

This process is introduced in lecture materials, simulated in lab instruction, and reinforced with lab practice and lab practicals.

XX.Educational Records/Reports/Complaints

The PTA program will maintain all educational records and reports relating to the PTA Clinical Education Program. The Family Educational Rights and Privacy Act (FERPA) protects students' educational information from disclosure. SCCEs and CIs may not disclose information about the students' educational records or performance either in writing or verbally. The PTA student's evaluation tool, the PTA CPI, should be kept secure to protect the student's privacy, and all discussion of the student's performance should take place in a private location.

Any complaints by the Agency/Clinical Site against a student will be processed in accordance with standards and procedures for student conduct or academic discipline according to the standards set by Mid. Any complaint will be processed immediately upon written notice from the clinical facility to the DCE.

XXI.Incident Reporting Policy

All administrators, faculty, staff, and students who are engaged in a clinical setting for Mid Michigan College as part of a Health Sciences program will ensure that the procedures outlined below are followed when an incident occurs at a clinical site. A few examples are: a fall, needle stick, medication error, burn, etc.

1. A clinical site incident report form needs to be completed by the person involved (student, faculty, etc.), and the process that is established at the clinical site needs to be followed.
2. A Mid incident report form needs to be completed detailing the events of the incident that occurred at the clinical site. Mid incident report instructions and the form are attached to this policy, or most recent versions can be found on the Mid Intranet site, Business Office, Incident Reports.
3. The Mid incident report form should be reviewed and submitted by the Director of PTA Program and forwarded to Lillian Frick, Vice President for Finance and Facilities.

4. If the incident warrants involvement by the Dean, the Director of PTA Program will communicate the event prior to the submission of the incident report form to Ms. Frick.

The Mid Incident Report can be found at: <http://www.midmich.edu/files/89/Incident%20Report.pdf>

Instructions for completion can be found at:

<http://www.midmich.edu/files/89/Incident%20Report%20Instructions.pdf>

XXII.Photo/Video/Audio/Imaging Release Form for the PTA Program



I hereby grant Mid Michigan College permission to videotape, audiotape, photograph, or image me for instructional, educational and/or marketing purposes. I grant permission to Mid Michigan College to interview me and/or to use my likeness in photograph(s)/video/audio/image in any and all of its publications and in any and all other media, whether now known or hereafter existing, controlled by Mid Michigan College, in perpetuity, and for other use by the College. I will make no monetary or other claim against Mid for the use of the interview and/or the photograph(s)/video/audio/image recordings.

Student: _____ **Date:** _____

XXIII. Informed Consent and Release of Liability and Information

The undersigned student, a participant in the Mid Michigan College Physical Therapist Assistant (PTA) program hereby acknowledges that there are certain dangers or risks associated with the classroom, clinical and laboratory portion of the curriculum. Students are expected to assume the role of patient-simulators in class and lab activities. The undersigned student agrees to follow all safety policies and procedures, carry out evacuation plans as posted in the facility, adhere to HIPAA Guidelines and conduct oneself in an ethical, legal, and professional manner.

The undersigned student further acknowledges that these risks include physical injury, chemical exposure and/or blood borne pathogens and other risks including, but not limited to, those associated with travel, transportation or vehicular traffic, climate, weather, or other natural phenomena and accident, the students' own actions or actions others.

The undersigned understands that these risks may result in serious illness, injury or death and the undersigned student hereby accepts and assumes responsibility for all such risks.

As a consideration of being allowed to participate in these activities which the undersigned does freely and voluntarily accepts and for his/her own personal benefit, the undersigned does for the duration of his/her involvement in the PTA program bind himself/herself, his/her executors, administrators, heir, next of kin, successors and assigns to:

1. Follow all safety procedures in classroom, lab and open lab sessions.
2. Waive, Release and Discharge from any and all liability Mid Michigan College, its elected and appointed officials, employees, students, agents and volunteers for any death, disability, personal injury, property damage, property theft or actions of any kind which may hereafter accrue to the undersigned including those that may occur to traveling to, from and during Mid Michigan Community College sponsored trips or clinics. To indemnify and hold harmless Mid Michigan Community College its elected and appointed officials, employees, students, agents and volunteers from any and all liabilities or claims made by other individuals or entities as a result of or relating to participation in this activity. An Mid Instructor or Designee will be present at a ratio of 1 to 12 for all field trips.
3. The undersigned further understands they are responsible for any and all costs that may accrue to the undersigned resulting from participation in this activity and Mid Michigan College recommends the student has his/her own health and accident insurance, and Mid Michigan College is not and will not be responsible for any medical costs or other costs that may accrue to the student.
4. The undersigned agrees to release classroom, lab and clinical performance information for educational or employment purposes.
5. The undersigned declares they are competent and of the age of majority and this release is freely, voluntarily, intelligently and knowingly given and the undersigned has carefully reviewed the above prior to signing.
6. I am aware that I am responsible for covering the cost of any illness or injury during the PTA program, including clinical education.

Student: _____ **Date:** _____

XXIV. Signed Student Agreement for the PTA Program



I have read the SPTA Handbook and agree to adhere to the PTA program rules and procedures.

I agree to demonstrate the PTA Student Behavior Responsibilities.

I agree to conduct myself in an ethical and legal manner by demonstrating the following:

1. I will demonstrate honesty and integrity in my academic career.
2. I will submit assignments and exams that are my own original work.
3. I will accurately cite my sources and references in all work.
4. I will not provide others with quiz, exam or any assignment answers.
5. I will not share my lab practical experiences and case scenario details.
6. I will not redirect, cue, or assist another student during competencies and lab practicals.
7. I will not coerce others into providing assignment or exam answers.

Student: _____ **Date:** _____

Appendix A: Standards of Ethical Conduct for the Physical Therapist Assistant

Appendix B: [APTA Guide for Conduct of the Physical Therapist Assistant](#)

Appendix C: Medical Clearance Form



Use only if a change in medical condition

Medical Clearance Form

_____ is currently a PTA student in the Mid Michigan College PTA program.

PTA students are frequently exposed to a variety of conditions which include, but are not limited to, standing for a length of time, lifting, blood and body fluids, and infectious processes.

Due to their medical condition, physician clearance is required for attendance and participation in the PTA program.

The student may attend and participate fully in the PTA program which includes:

- Class
- PTA skills lab
- Clinical education

Please check above the areas that the student may attend and participate in. If not checked above, please describe the restrictions and anticipated length of restrictions that are recommended.

By signing, I acknowledge that I have cleared the student for attendance in the Mid PTA program.

Physician signature: _____ Date: _____

Physician printed name: _____

Appendix D: Infection Prevention Policy

Appendix E: Bloodborne Pathogen Policy