

Mission Statement

Marion Technical College

Physical Therapist Assistant Program

The Marion Technical College Physical Therapist Assistant Program shall provide a safe environment in which all participants in the educational process have an equal opportunity to achieve their highest academic, technical, and professional potential; shall promote excellence in all things, but especially critical thinking, ethical practice, and clinical empathy; and shall foster a lifelong commitment to learning and interdisciplinary thought and practice.

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GENERAL INFORMATION

MARION TECHNICAL COLLEGE MISSION STATEMENT

To provide the region's most accessible, supportive, and personal pathway to career success.

MARION TECHNICAL COLLEGE VISION STATEMENT

A highly-educated workforce elevates quality of life and contributes to a thriving community.

MARION TECHNICAL COLLEGE'S PHYSICAL THERAPIST ASSISTANT PROGRAM PHILOSOPHY

Physical therapy is an art and a science; it is a process of assisting the human being to meet his/her needs throughout the lifespan. The application of knowledge from the sciences and humanities and the acquired technical skills of the physical therapist assistant require reasoning and creative thinking. Our beliefs about the associate degree are encompassed in the comprehensive curriculum plan which includes an organized and sequential series of integrated student-oriented learning experiences designed to enhance attainment of terminal competencies necessary to the practice of physical therapist assisting. The associate degree is viewed as a terminal objective in itself, or the graduate may further his/her education in physical therapy to fulfill in our society the ever emerging and expanding roles of the physical therapist.

In the learning process, a change in behavior occurs wherein the student acquires cognitive, psychomotor, and affective skills.

MARION TECHNICAL COLLEGE'S PHYSICAL THERAPIST ASSISTANT PROGRAM GOALS

1. To provide the student with a stimulating environment in which to achieve educational and personal growth;
2. To prepare associate degree graduates who are eligible to apply and pass the National Physical Therapy Examination (NPTE) of the Federation of State Boards of Physical Therapy (FSBPT) to become licensed as physical therapist assistants as approved by the Physical Therapy section of the Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board;
3. To develop the technical and soft skills necessary for success as a physical therapist assistant;
4. To provide an educational base for career mobility; and
5. To prepare graduates who embody professional integrity and compassionate care, ensuring they practice safely, ethically, and legally while effectively supporting patients and families through clear communication, empathetic interaction, and knowledgeable connection to community and health resources.

MARION TECHNICAL COLLEGE'S PHYSICAL THERAPIST ASSISTANT MISSION STATEMENT

The Marion Technical College Physical Therapist Assistant Program shall provide a safe environment in which all participants in the educational process have an equal opportunity to achieve their highest academic, technical, and professional potential; shall promote excellence in all things, but especially critical thinking, ethical practice, and clinical empathy; and shall foster a lifelong commitment to learning and interdisciplinary thought and practice.

MARION TECHNICAL COLLEGE'S PTA PROGRAM EXPECTED LEARNING OUTCOMES

As a technical health care provider, the physical therapist assistant will be able to:

1. Demonstrate the knowledge and skills necessary to provide service/care appropriate to the age of the patients served.
2. Perform selected measurement procedures in consultation with the evaluating physical therapist.
3. Use appropriate modalities, including but not limited to heat, cold, light, water, sound, and electricity, as well as therapeutic exercises and exercise equipment.
4. Modify or adjust treatment within the limits of the plan of care based on the patient's reactions and seek guidance when necessary.
5. Demonstrate verbal and non-verbal communication that reflects caring, concern and interest for patients and their families.
6. Complete any required written documentation accurately and legibly.
7. Recognize abnormal physiological changes and report them to the evaluating physical therapist and other appropriate personnel.
8. Maintain working knowledge of applicable federal, state, and local laws and regulations regarding the profession in order to provide safe, ethical and legal practice.
9. Educate patients and/or community members on measures to promote optimal health
10. Provide a platform for students to explore personal and professional growth.

DESCRIPTION OF A PHYSICAL THERAPIST ASSISTANT

The physical therapist assistant is a skilled clinician who assists the licensed physical therapist in hospitals, clinics and other health service agencies with the rehabilitation of patients disabled by illness, accident or congenital handicaps.

Employing knowledge of the patient's condition, the assistant will administer physical agents to alleviate presenting symptoms in the form of heat, cold, light, sound, electricity and/or water.

Under the supervision of the physical therapist, the assistant will also be involved in administering therapeutic exercises such as coordination activities for cerebral palsy victims, strengthening exercises following low back surgery, as well as functional training and ambulation activities that include the use of artificial limbs, braces, and other assistive devices.

Students interested in the field of physical therapist assisting should have a background in the sciences (biology, etc.), desire an active, progressive occupation, interact well with others and have general interest in the prevention of disease and maintenance/restoration of the quality of life.

MARION TECHNICAL COLLEGE ESSENTIAL FUNCTIONS OF A PHYSICAL THERAPIST ASSISTANT

Technical Standards/ Essential Job Functions

- Safely instruct, motivate, safeguard, and assist patients as they practice exercises or functional activities.
- Observe patients during treatments to compile and evaluate data on their responses and progress and provide results to physical therapist in person or through progress notes.
- Confer with physical therapy staff or others to discuss and evaluate patient information for planning, modifying, or coordinating treatment.
- Administer active or passive manual therapeutic exercises, therapeutic massage, aquatic physical therapy, or heat, light, sound, or electrical modality treatments, such as ultrasound
- Measure patients' range-of-joint motion, body parts, or vital signs to determine effects of treatments or for patient evaluations.
- Communicate with or instruct caregivers or family members on patient therapeutic activities or treatment plans.
- Transport patients to and from treatment areas, lifting and transferring them according to positioning requirements.
- Secure patients into or onto therapy equipment.
- Train patients in the use of orthopedic braces, prostheses, or supportive devices.
- Assist patients to dress, undress, or put on and remove supportive devices, such as braces, splints, or slings.
- Clean work area and check and store equipment after treatment.
- Fit patients for orthopedic braces, prostheses, or supportive devices, such as crutches.
- Monitor operation of equipment and record use of equipment and administration of treatment.

- Attend or conduct continuing education courses, seminars, or in-service activities.
- Perform clerical duties, such as taking inventory, ordering supplies, answering telephone, taking messages, or filling out forms.
- Perform postural drainage, percussions, or vibrations or teach deep breathing exercises to treat respiratory conditions.
- Administer traction to relieve neck or back pain, using intermittent or static traction equipment.

Work activities:

- **Assisting and Caring for Others** — Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.
- **Documenting/Recording Information** — Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- **Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Communicating with Supervisors, Peers, or Subordinates** — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **Performing General Physical Activities** — Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- **Updating and Using Relevant Knowledge** — Keeping up-to-date technically and applying new knowledge to your job.
- **Making Decisions and Solving Problems** — Analyzing information and evaluating results to choose the best solution and solve problems.
- **Processing Information** — Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- **Thinking Creatively** — Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.
- **Training and Teaching Others** — Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.
- **Organizing, Planning, and Prioritizing Work** — Developing specific goals and plans to prioritize, organize, and accomplish your work.
- **Handling and Moving Objects** — Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- **Interacting With Computers** — Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- **Coaching and Developing Others** — Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.
- **Developing Objectives and Strategies** — Establishing long-range objectives and specifying the strategies and actions to achieve them.
- **Communicating with Persons Outside Organization** — Communicating with people outside the organization, representing the organization to customers, the public, government, and other

external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.

- **Developing and Building Teams** — Encouraging and building mutual trust, respect, and cooperation among team members.
- **Provide Consultation and Advice to Others** — Providing guidance and expert advice to management or other groups on technical, systems-, or process-related topics.
- **Resolving Conflicts and Negotiating with Others** — Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.

Generic abilities are attributes, characteristics or behaviors that are not explicitly part of the profession's core of knowledge and technical skills but are nevertheless required for success in the profession. Ten generic abilities were identified through a study conducted at UW-Madison in 1991-92. The Marion Technical College Physical Therapist Assistant program considers these ten generic abilities to be an integral part of the essential functions required to successfully complete the program. The ten abilities and definitions developed are:

Generic Ability	Definition
1. Commitment to Learning	The ability to self-assess, self-correct, and self-direct; to identify needs and sources of learning; and to continually seek new knowledge and understanding.
2. Interpersonal Skills	The ability to interact effectively with patients, families, colleagues, other health care professionals, and the community and to deal effectively with cultural and ethnic diversity issues.
3. Communication Skills	The ability to communicate effectively (i.e., speaking, body language, reading, writing, listening) for varied audiences and purposes.
4. Effective Use of Time and Resources	The ability to obtain the maximum benefit from a minimum investment of time and resources.
5. Use of Constructive Feedback	The ability to identify sources of and seek out feedback and to effectively use and provide feedback for improving personal interaction.
6. Problem-Solving	The ability to recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes.
7. Professionalism	The ability to exhibit appropriate professional conduct and to represent the profession effectively.
8. Responsibility	The ability to fulfill commitments and to be accountable for actions and outcomes.
9. Critical Thinking	The ability to question logically; to identify, generate, and evaluate elements of logical argument; to recognize and differentiate facts, illusions, assumptions, and hidden assumptions; and to distinguish the relevant from the irrelevant.
10. Stress Management	The ability to identify sources of stress and to develop effective coping behaviors.

** Developed by the Physical Therapy Program, University of Wisconsin-Madison May et al. *Journal of Physical Therapy Education*, 9:1, Spring 1995.

STUDENT ACTIVITIES

Marion Technical College supports a variety of lecture, concert and sporting events during each term and encourages the student's participation. Contact Student Activities for additional information and calendar of events.

PHYSICAL THERAPIST ASSISTANT CLASS OFFICER DUTIES

President: Overall, this person is in charge of every class activity. This office oversees the activity of all other officers and coordinates the activities between the officers and the other members of the class including arranging regular meetings. The president is required to attend the PTA Advisory Committee Meetings as scheduled and report to the class with information from the meetings.

Vice-President: The 'right-hand' of the President. This office helps make sure that the activities are concluded in a timely manner and assembles the reports of the other officers to give to the president. The VP will accept presidential duties when the president is unavailable. The main responsibilities include coordinating class social activities, helping other officers, and keeping the President informed of class concerns.

Treasurer: Manages the financial activities of the class. This officer is responsible for the class funds which involve collecting monies for class events, donations, supplies, and keeping a ledger of class income and expenses. The treasurer will help with class parties and assists other officers as needed. This office coordinates any fundraising events.

Secretary: This position is essential for the smooth flow of information to the class. This person will keep and update a class list/phone tree, keep a calendar of events, record the minutes for all the meetings, and also works on updating the class bulletin boards and newsletters.

Class Historian: Serves to help keep a record of the class through photographs with the intent of organizing and providing them to the class members prior to graduation. Helps to establish a photographic record of the students' experiences while in the PTA Program.

Overall, if you apply for these positions you need to be committed to doing your part to help your class run smoothly. Each officer has the responsibility for keeping the class up to speed with everything that is going on. It is encouraged to run for class positions.

PROFESSIONAL SOCIETY

Students are eligible for student membership in the American Physical Therapy Association (APTA). *One year of APTA membership is included in lab fees for the 2nd year of the program.* Forms for application are made available at the beginning of the school year. The cost of membership is around \$90.00 per year and includes a subscription to both Physical Therapy and PT In Motion. Additional benefits of membership will be discussed in *PTA 1000, Introduction to Physical Therapy*. You may also visit www.apta.org for additional information.

Participation in events and meetings sponsored by the student's District of the Ohio Chapter of the APTA are recommended and encouraged.

ADVISING SERVICES

The faculty of the Physical Therapist Assistant Program provide individual advising on an appointment basis. At the start of the academic year, each student will be assigned randomly to a faculty member who will serve as the student's advisor. Counseling in this capacity serves to assist students in identifying areas of strengths and weaknesses, their progress in the program, and to provide individual guidance as needed.

College-based counseling personnel are also available. Please check the current MTC catalog or your advisor for specifics.

OPEN LAB

A schedule is posted outside of the PTA Lab for each semester to allow students the opportunity to spend extra time rehearsing hands-on skills. No food or drink is allowed in the lab. The room may be opened from 8:00 a.m. to 8:00 p.m. Monday through Friday by key card access. When students/staff/faculty are not in the lab, the door is to be closed and locked. Students must be in groups of two or more at all times in case of emergency. A PTA faculty member must be present on campus while students are practicing hands-on skills. No children or animals are allowed in the lab without permission. Students are prohibited from using lab equipment or supplies other than those used for activities "taught" during the current academic term.

Students are responsible for conscientious care of all equipment with which they come in contact during any time spent in lab. Any student observed to cause willful damage to equipment, either in the lab or at a clinical site, will be held responsible for its repair or replacement.

LICENSING EXAMINATION

The Physical Therapist Assistant Licensing Examination has been available since 1971. The Federation of State Boards of Physical Therapy (FSBPT) develops and administers the National Physical Therapy Examination (NPTE) for both physical therapists and physical therapist assistants in 53 jurisdictions – the 50 states, the District of Columbia, Puerto Rico, and the Virgin Islands. These exams assess the basic entry-level competence for first time licensure or registration as a PT or PTA within the 53 jurisdictions. The computer-based PT and PTA examinations are administered by the FSBPT through Prometric. FSBPT scores the examinations and then transmits the score to the Ohio Occupational Therapy, Physical Therapy, and Athletic Training Board. The Ohio OT, PT, AT Board makes all decisions regarding licensure for the State of Ohio. One commonality among U.S. licensing authorities is that, effective July 1996, all licensing authorities adopted FSBPT's criterion-referenced passing point, so that the minimum passing score is now the same in all jurisdictions.

Section 4755.70 of the Ohio Revised Code requires all individuals applying for a license issued by the Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board to submit fingerprints for a criminal records check completed by the Ohio Bureau of Criminal Identification and Investigation (BCII) and the Federal Bureau of Investigation (FBI). The BCII and FBI records checks are both required for the initial licensure. By law, the Board cannot complete the processing of any application until it receives the background check reports from BCII and FBI. The graduate is responsible for the cost of the BCII and FBI records checks.

PERFORMANCE REQUIREMENTS

CURRICULUM FLOW SHEET

COURSE NAME: PTA 1000: Introduction to Physical Therapy
 CREDITS: 2
 LECTURE/LAB: 2 lecture hours
 TOPICS: Week #:

1. PT/PTA History & definitions
2. APTA
3. Roles and Employment settings
4. PT/PTA education
5. Evidence based practice/library resources
6. Communication/diversity
7. Diversity & assistive device intro
8. Disability simulation
9. Professional & code of ethics
10. & 11. Laws/regulations/policies
 - a. Supervision of PTA
 - b. State law
 - c. APTA standards
12. Reimbursement/current issues
13. Medicare/Medicaid
14. HIPAA
15. Presentation & review

COURSE NAME: PTA 1102: PTA Modalities
 CREDITS: 3
 LECTURE/LAB: 2 lecture hours/ 3 lab hours
 TOPICS: Week #:

1. Pain/electromagnetic spectrum
2. Heat/superficial heat
 - a. Hot packs
 - b. Fluidotherapy
 - c. Infrared
 - d. Paraffin
3. Sound/ultrasound
4. Diathermy
6. -10. Electricity & electrical modalities
 - a. TENS
 - b. IFC/Pre-mod
 - c. Biphasic/Russian
 - d. Iontophoresis
 - e. Ultrasound/E-stim combo
11. & 12 Spinal Traction
12. LASER
14. Hydrotherapy/whirlpool/contrast bath
15. Cold/cold packs/ice massage

PTA 1010: PTA Medical Documentation
 1
 1.5 lab hours
 Week #:

1. & 2. Intro to Documentation
3. Documentation/abbreviations
4. Documentation (S)
5. - 7. Documentation (O)
8. - 10. Documentation (A)
11. Documentation (P)
12. & 13. Documentation (Other).
14. & 15. Documentation (Practice/REVIEW)

ALH 1103: PTA Functional Anatomy
 3
 2 lecture/3 lab hours
 Week #:

1. Skeletal system
2. & 3. Arthrology
4. Myology
5. Neurology
6. - 15. Structures and function of:
 - a. TMJ
 - b. Vertebral column
 - c. Sacroiliac joint
 - d. Shoulder joint
 - e. Elbow & forearm
 - f. Wrist and hand
 - g. Hip joint
 - h. Knee joint
 - i. Ankle and foot

PTA 1100: Patient Care Skills
 3
 2 lecture hours/3 lab hours
 Week #:

1. Stability
2. Levers
3. & 4. Biomechanics/motion
5. Positioning & draping
6. Bed mobility/WC mobility & body mechanics
7. Transfers
8. Gait patterns/assistive devices (fit & training)
9. Infection control
10. Assessment
11. Vital signs
12. Anthropometric characteristics
13. Tilt table
14. & 15. Massage/MFR

PTA 1104: Therapeutic Exercise
 4
 3 lecture hours/3 lab hours
 Week #:

1. -2. Principles of therapeutic exercise
3. Characteristics of musculoskeletal tissue/stress& strain
4. Coordination and balance
5. Assessing mobility
6. -7./ Types of exercise
8. Resistive techniques
9. Body alignment/posture
10. Relaxation techniques
11. Stretching techniques
12. Aquatic therapy techniques
13. Traditional exercise regime
14. -15. Orthopedic considerations in exercise

COURSE NAME: PTA 1105: PTA Kinesiology & Orthopedic Considerations
 CREDITS: 4
 LECTURE/LAB: 3 lecture hours/3 lab hours
 TOPICS: Week #
 1. Goniometry
 2. FMT/MMT
 3. Joint Mobilization
 4. - 6. Orthopedic pathology and gait
 7. - 15. Joint structure/function & ortho conditions:
 a. TMJ
 b. Vertebral column
 c. Sacroiliac joint
 d. Shoulder joint
 e. Elbow and forearm
 f. Wrist and hand
 g. Hip joint
 h. Knee joint
 i. Ankle and foot

PTA 2010: Clinical Practicum I
 1
 175-200 hours in clinical facility
 5 weeks (35-40 hrs/wk)

PTA 2105: PTA Seminar I
 1
 Blended online/ 8 hrs. lecture
 Awareness within PT profession
 Identify program changes
 Clinical experience discussion
 Communication skills
 Home care issues

COURSE NAME: PTA 2221: PTA Pathophysiology
 CREDITS: 3
 LECTURE/LAB: 3 lecture hours
 TOPICS: Week #:
 1. & 2. Intro to pathology/trauma to CNS
 3. Circulatory disorders
 4. Inflammatory diseases of the CNS
 5. Neuroanatomy
 6. Spinal Cord
 7. PNS Pathologies/Parkinson's/Alzheimer's
 8. MS & epilepsy
 9. & 10. Vertigo/vestibular/immunologic diseases
 11. & 12. Cancer/endocrine disorders
 13. Metabolic diseases/genetics
 14. Gastrointestinal pathology/ Fractures and repair
 15. Surgery/RSI/fibromyalgia

PTA 2223: Rehabilitation for Specific Populations
 4
 3 lecture hours/3 lab hours
 Week #:
 1. & 2. Wound care/burns
 3. & 4. Amputations
 5. & 6. Prosthetics
 7. Limb/Spinal orthotics
 8. Orthotic/prosthetic gait/taping
 9. Foot orthotics
 9. & 10. Geriatrics
 10. - 12. Cardiac rehab
 13. - 14. Pulmonary/chest PT
 14. & 15. Women's health

PTA 2224: Neurological Rehabilitation
 4
 3 lecture hours/3 lab hours
 Week #:
 1. & 2. Intro/normal development
 3. Abnormal development/CP
 4. Muscle tone changes/treatment
 5. High risk infant/sensory integration/Neurological diseases (peds)
 6. Lift/carry/position/adaptive equip
 7. & 8. SCI
 8. & 9. PNF
 9. & 10. CVA
 11. TBI
 12. & 13. Neurological diseases (adult)
 14. Functional tests
 15. W/C prescriptions

COURSE NAME: PTA 2310: Clinical Practicum II
CREDITS: 2
LECTURE/LAB: 227.5-260 hours in clinical facility, 6.5 weeks
TOPICS:

PTA 2320: Clinical Practicum III
2
227.5-260 hours in clinical facility, 6.5 weeks

PTA 2350: PTA Seminar II & III
1
16 lecture hours/two weeks intensive study
Professionalism
Ethics
Interpersonal skills
Legal issues
Medicaid/Medicare
Managed care
Supervision/delegation
Cultural diversity
Resume writing/interviewing
Review of content
Comprehensive exam
Licensure procedures
Problem solving skills
Oral/written communications

Educational Methods: Coursework in the program utilizes a combination of lecture, small group recitation, lab activity, and clinical experiences. Multimedia sources are incorporated throughout the curriculum as is online instruction. Additionally, courses may incorporate a variety of active learning methods, including (but not limited to) Cold Call, Socrative Assessment, PBL techniques, **Anatomage** and **Virtual Reality (VR) simulations**.

Cold Call: random selection of students for answers to questions

Socrative Assessment: Use of online formative assessment tool utilizing smart phone voting methods based on questions presented.

PBL: Problem Based Learning. PBL is an *active* learning method that essentially puts the student in control of what information is needed and interpreting the results to bring together concepts.

Anatomage: interactive table with multiple cadaver, animal and other educational models.

Virtual Reality (VR)—headsets may be used to provide practice in hospital/acute environments with interactive patients

GRADING SCALE

The grading scale for all PTA technical courses is as follows:

100 - 90	=	A
89.99 - 80	=	B
79.99 - 75	=	C
74.99 - 60	=	D
59.99 - 0	=	F

Please refer to Policy #100 for more detail.

Please Note: If because of a physical, mental, or learning disability you require accommodations, discuss this with the Program Director within the first three class meetings.

“C” GRADE POLICY

Each student must earn a grade of “C” or better in all required courses of the Physical Therapist Assistant Program Curriculum. Any course in which a student fails to earn a “C” must be repeated and passed with a “C” better to progress and complete the program. Students are required to meet the prerequisite(s) for all courses in which they enroll. Additionally, a minimum 75% didactic exam average is required to pass a course.

Please refer to Policy #100 for more detail.

Grading procedures in non-PTA technical courses are determined by the respective department.

ATTENDANCE

All students are expected to attend all scheduled PTA course meetings, including both lecture and lab. Students are responsible for notifying their instructor **prior** to any absence, and making the necessary arrangements to make up missed material prior to the next scheduled course meeting. Any student missing one or more course meetings will be required to meet with the program director. If a student is absent from four or more course meetings, the student may be dismissed from the PTA Program.

On occasion, a course meeting may be held at a location other than the Marion Technical College Campus. This is done so that we can use equipment not available on campus (i.e. swimming pool). Students are required to attend these sessions off campus and are responsible for their own transportation.

Also, on occasion a course meeting time may be rescheduled to accommodate a guest speaker, to combine laboratory sections, etc. We will make every effort to notify students of any changes as early as possible.

Due to inclement weather, classes may be canceled and a required make-up time may be designated by the instructor of each class missed. Campus closing announcements will be broadcast on the following radio stations. Please do not telephone the stations or the campus.

Any clinical time that is missed due to inclement weather **MUST** be made up at the same clinical facility prior to the completion of that clinical experience. If the time is not made up the student may **NOT** receive a passing grade for that clinical experience.

Please refer to Policy # 101 for more details.

ACADEMIC MISCONDUCT

Academic misconduct includes: plagiarism, violation of course rules, cheating, or assisting another to cheat, etc and will **NOT** be tolerated. Any instance of academic misconduct will be dealt with in a severe manner. MTC's policy on academic misconduct, as printed in the *MTC Student Handbook*, is as follows:

Examples of dishonest or unacceptable scholarly practice at Marion Technical College include but are not limited to:

1. Work copied verbatim from an original author; using AI to author assignments;
2. Work copied practically verbatim with some words altered from the original without proper credit, i.e., reference citations, being given;
3. Copying answers from another's test paper, notes, book, etc;
4. Sharing or discussing written exam or lab practical exam questions/scenarios and/or instructor feedback with another student that has not yet taken the examination;
5. Evidence of a deliberate and calculated plan to engage in a dishonest academic practice, such as gaining access to examinations prior to the time the exam was to be given or the extraction of information regarding an examination from other students; and/or
6. Falsification of clinical, practicum, or laboratory records.

By committing any academic misconduct, you face the following possible consequences (Note that these apply to general education courses, Health courses refer to Code of Expected Conduct):

1. The first offense will result in an equivalent grade of "F" being given for the particular test, project, paper, etc., on which the behavior has occurred.
2. The second offense in a given class will result in a failing grade for that course.
3. Three total offenses (not necessarily in one course) will, based on the recommendation of the Chief Academic Officer, result in dismissal from the College for one full academic semester.

Upon readmission, any subsequent single offense involving a dishonest academic practice subjects you to dismissal.

If you feel you have been wrongly accused, you may appeal the decision through procedures outlined in the College Code. The penalty for a proven case of dishonest scholarly practice will stand through appeal. If the Judicial Committee reverses the original decision, then:

1. For the first offense, the test, project, paper, etc., will be reevaluated on the criteria for that assignment.
2. For the second offense, your grade will be reevaluated based on the criteria of the course.

Copies of the student appeals procedures are available from the Office of Student Services. All misconduct information is removed from your records if your appeal is successful.

PLAGIARISM

Plagiarism is the act of stealing or passing off as one's own work the works, 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. The copying of a theme from a book or magazine or from another student's paper is a serious offense, subject to penalty.

Information may be included in a composition without a reference citation if it meets all of these conditions:

1. It is common knowledge,
2. It is written entirely in the words of the student, and
3. It is not paraphrased from any particular source.

Plagiarism consists of:

1. Failure to credit quoted material by proper mechanical process,
2. Failure to credit paraphrased materials properly,
3. Use of another's ideas as one's own, and/or
4. Duplication, in part or whole, of another student's themes or projects.

All work handed in with your signature should:

1. Give credit to the author and source for any quoted material,
2. Give credit to the author and source for any paraphrased material,
3. Center within your thesis, and
4. Be your original choice of diction and arrangement.

Please refer to Policy #109 for more details.

Please note: The provisions in the college catalog regarding all other items related to academic probation and dismissal from the college.

LATE WORK

Late work is not acceptable in a professional program and will receive a grade of “0 (zero)” unless students have made prior arrangements with the instructor.

ADMINISTRATIVE WITHDRAWAL

A student may be administratively withdrawn from the Physical Therapist Assistant Program for any of the following reasons:

1. Failure to successfully complete a clinical rotation.
2. Failure to receive a grade of “C” or better in any PTA course, or failure to achieve a “C” in any general education course used as a prerequisite to a PTA course.
3. Excessive unexcused absences from lecture/lab (please refer to Policy #101).
4. Failure to achieve a 75% (or 80% on designated comprehensive practicals) on a laboratory practical examination in a PTA course upon the second attempt (please refer to Policy #100).
5. Failure to earn a cumulative weighted 75% (C grade) on the objective examinations for a PTA course (please refer to Policy #100).
6. Failure to successfully complete laboratory skills listed on Laboratory Skills Check-Off Lists in a timely fashion. Failure would not allow the student to proceed onto the lab practical.
7. Failure to meet objectives in a learning contract issued due to unprofessional behavior, failure to comply with College and/or program policy, or other deficiencies outlined in a learning contract.
8. Academic dishonesty as described in Health Code of Expected Conduct with Corrective Action.
9. If a student is administratively withdrawn they may reapply to the PTA program as directed in the PTA Program Readmission Policy (policy #102).
10. After two (2) administrative withdrawals, a student will not be readmitted to the PTA program. Campus administration reserves the right to review cases where highly unique or unusual situations may be a contributing factor to the administrative withdrawal.

APPEARANCE AND ATTIRE IN LAB

Appropriate laboratory clothing is mandatory for each lab course session. Therefore, each PTA student will be issued the required PTA lab clothing each fall semester. Each student is issued two sets of lab clothing. The cost for these two sets of lab clothing will be added to each student’s tuition

balance as a lab fee for the fall semester. Any additional items ordered will be at the student's personal cost.

Required Lab Clothing:

Females: Shorts, mid-thigh in length, and a sleeveless tank top will be issued by the PTA Program. Student will also wear a sports bra or halter top, socks, and gym shoes. Hair should be fixed as to not fall over the neck and shoulders. Jewelry should be minimal.

Males: Shorts, mid-thigh in length, and a sleeveless tank top will be issued by the PTA Program. Student will also wear socks and gym shoes.

Please note: The dress code can be altered with the program director's approval to allow for religious and/or cultural beliefs. Appropriate hygiene habits are expected for the courtesy of your colleagues. Fingernails must also be clean and of a modest length at all times. Nails should not extend beyond the fingertips when the hand is viewed from the palmar surface.

Please note: That on occasion, periods of partial dress are necessary in laboratory to access body parts for treatment purposes. Proper draping and private treatment areas (curtained booths) are utilized during these sessions.

Please note: That students will practice treatment techniques upon other students and, as such, students within the PTA program will be used as subjects themselves within the laboratory.

STUDENT RECORDS

MTC's PTA Program follows MTC Student Record Policy as outlined in the *MTC Student Handbook*. PTA student records are maintained in a secure file by PTA department secretary/administrative assistant for a period of 7 years after the student leaves the program.

STUDENT CONFERENCES

Conferences are encouraged and may be scheduled with the Program Director or instructors. Students should feel free to discuss personal or professional matters. Appropriate referrals will be suggested if necessary. Conferences may be initiated by the student or the faculty.

COMPLAINT HANDLING

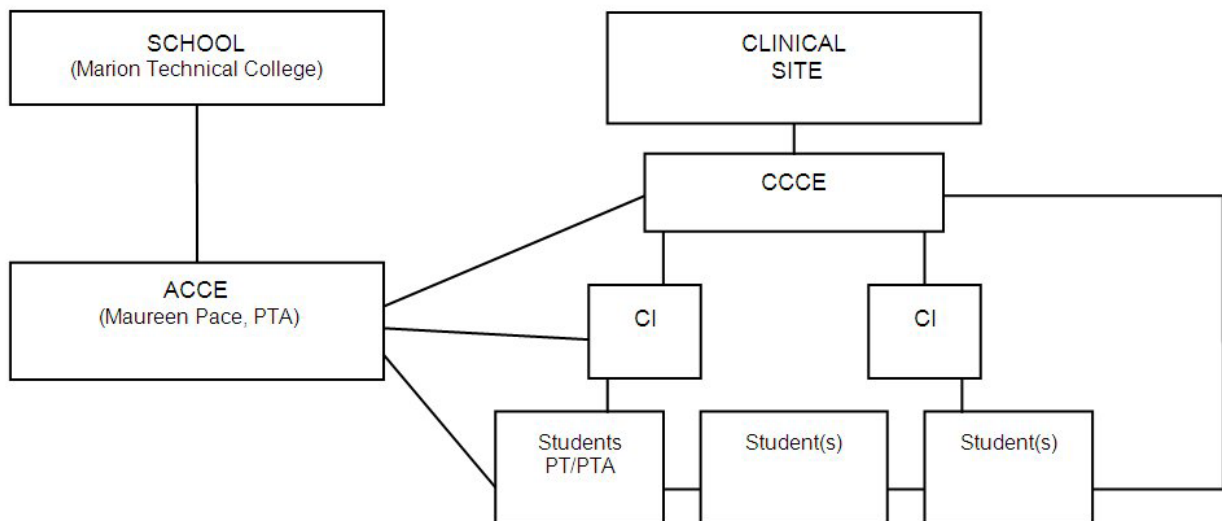
All grievances/complaints that pertain to the PTA Program will be investigated and actions taken as necessary to resolve the situation. Documentation of such complaints, investigations, and resolutions will be maintained by the PTA Program. Please refer to Policy #108 for more details.

CLINICAL POLICIES

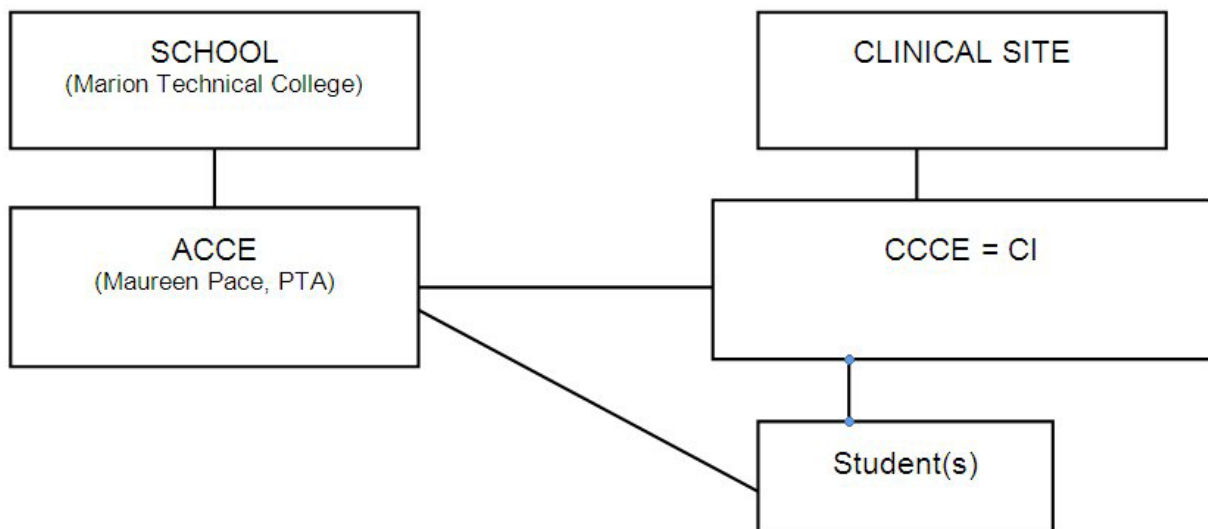
DEFINITIONS

- ACCE: Academic Coordinator of Clinical Education. Manages all clinical aspects relating to the PTA program.
- CCCE: Center Coordinator of Clinical Education. Usually, a PT or PTA at a clinical site that coordinates all student activities.
- CI: Clinical Instructor. A PT or PTA assigned to facilitate your clinical experience at a specific site.

ORGANIZATIONAL CHART A



ORGANIZATIONAL CHART B



CLINICAL SITE ATTIRE

Students must have an appropriate, well-groomed appearance.

<u>Clothing:</u>	Dress slacks must be worn. Jeans are unacceptable unless worn on a day designated as casual by the clinical site. Shirts must be a blouse or polo style shirt with a collar. The midriff must be covered at all times.
<u>Shoes:</u>	Casual/dress shoes; no toeless shoes or gym shoes permitted.
<u>Miscellaneous:</u>	Per clinical site discretion: Body piercings must be limited to the post-style worn only in the ear. Tattoos must be covered at all times. Longer hair needs to be groomed and styled so as to not interfere with patient care. Facial hair should be neat and well-trimmed.

Please Note: Variations from the above stated attire can be made if suggested by the clinical instructor during an affiliation. Students will comply with the dress code at each clinical affiliation site.

BLOOD TESTS, IMMUNIZATIONS, PHYSICAL EXAMINATIONS, CPR

PTA students must have a physical examination, immunizations, and CPR* certification to meet the health requirements of the clinical facilities. Students not having the physical exam, immunizations, and CPR completed and up to date will not be allowed to attend clinical. It is each student's responsibility to provide the appropriate documentation. **If all paperwork is not received by the first week of February of the student's first year, the student's first clinical rotation (PTA 2010) may be cancelled.** *Please refer to the Allied Health Policy: Medical Physical for complete details.*

- Varicella Titer
- Diphtheria and Tetanus Immunization
- Rubeola Titer
- Mantoux TB Test
- Rubella Titer Test or Immunization
- Current physical examination (**completed no earlier than January 1**)
- Hepatitis B immunization series or specific positive titer
- Proof of health insurance or signed Responsibility for Treatment form
- Proof of current CPR certification*
- Flu/ Covid vaccinations (as this may be a requirement to attend certain clinical sites)

Students will also be required to obtain any other blood tests or immunizations which may be required to meet the policies of an individual clinical site. Under no circumstances will a student be permitted to begin PTA 2010 before fulfilling the requirements listed above.

*Students may fulfill the CPR requirement by attending a one credit hour CPR course available on campus OR by attending an off-campus course of their choice. The requirement is two person assist, adult, infant and child and includes AED. There are only 2 CPR courses that are acceptable:

- American Heart Association, **BLS Healthcare Provider.**
- American Red Cross, **Healthcare Provider, Professional Rescuer.**

MAKE-UP AND SCENTS

All students shall observe high standards of personal hygiene. Hair, body parts, and clothing should be clean at all times. Uniforms, if required, should be kept clean and ironed.

Per clinical site policy: Colognes, perfumes, and aftershaves should be used sparingly, if at all, and should have a light scent.

Nails shall be kept clean and well-trimmed at all times. Nails should not extend beyond the fingertips when the hand is viewed from the palmar surface.

Make-up should be utilized conservatively and nail polish should be lightly colored.

JEWELRY

*A watch with a second hand or digital “second” readout is required for all students.

A wedding band is permissible. Rings with raised settings should not be worn, with the possible exception of engagement rings. Keep in mind the many chemicals and hands-on therapy you will be involved in on a daily basis. If rings interfere with patient care, they should be pinned to the uniform.

Earrings, if worn, should be of the post type. Hoops and dangle earrings are not permitted. Males can only wear earrings with the clinical instructor’s permission.

Body piercings, other than stud-style earrings worn in the ear lobe(s), are considered inappropriate clinical attire for either sex.

Short necklaces that fit tight about the neck are permitted. Longer chain type necklaces should be worn inside the uniform.

CLINICAL COURSEWORK

The student is responsible for all personal expenses, including meals, lodging, transportation, and activities while on clinical affiliations. The student who expects to complete the program must be able to meet this financial obligation. Students who wish to participate in a clinical affiliation at a site not involved with Marion Technical College PTA Program at this time must initiate the process for approval at least six months prior to the time they wish to have the affiliation.

Clinical sites are assigned by the ACCE from preferences identified by each student. Every effort is made to schedule at least one site in an acute care environment.

Perfect attendance is strongly recommended during clinical rotations.

If a student expects to be absent or tardy from directed clinical practice, he/she **must notify both** the academic clinical coordinator at Marion Technical College and the clinical instructor at the clinical center **before** the student is expected to arrive at the clinical center that day.

A student must make-up any days missed. (See Clinical Attendance Policy). Graduation and/or progression in subsequent coursework may be delayed due to make-up time. Missed days also negatively affect the final grade, as less time is available to master PTA skills.

INSURANCE

Liability/malpractice insurance is mandatory. This insurance will cover working with fellow students in the laboratory as subjects and with actual patients in the clinic. Contracts for the student clinical/practicum experience with outside agencies and institutions require this insurance coverage before a student is permitted to participate in a clinical/practicum experience. The liability/malpractice insurance fee is attached as a miscellaneous fee to PTA 1100 and PTA 2221. Since these are mandatory classes for all PTA students and are taught during fall semester at MTC, all students will be covered. Liability/malpractice insurance remains in effect for 12 months from the time the fee is paid. Students not taking PTA 1100 or PTA 2221 due to re-entry into the program under a learning contract (PTA 2990) per MTC's PTA readmission policy, will have the malpractice fee added to their fee payment for PTA 2990. No refunds will be made for unexpired coverage due to drop-outs/administrative withdrawals for any term.

Students are encouraged to purchase health insurance. A clinical facility may refuse to take a student not carrying health insurance.

SOCIAL NORMS

Students are required to follow the highest standards of moral and social norms during participation in clinical rotations. Each student must follow the policies and procedures in effect at each affiliation facility. No gratuity from patients or their families may be accepted unless it may be shared with all the other staff members in the department (example: food items). Any student violating the rights and privileges of any patient or violating the policies and procedures of the affiliating facility will be banned from the facility at the discretion of the clinical supervisor.

CLINICAL AFFILIATION GRADING CRITERIA

All clinical affiliations are graded on a pass-fail basis. The clinical supervisor will contact the PTA Program directly if the student is failing the clinical affiliation. The student should also take initiative to contact the PTA Program if he/she feels in jeopardy of not passing a clinical course. As a preventative measure, a written midterm evaluation will be completed by the clinical instructor with the student. The Student Clinical Education Performance Evaluation will then be hand carried or sent by mail to the ACCE for additional review.

Determination of a passing grade will be based upon the following:

1. Satisfactory performance in key areas of practice as indicated on the evaluation form. (See Clinical Practicum Course Syllabi)
2. Evidence of capabilities of growth in assuming the role and responsibilities of the physical therapist assistant; both in intellectual and motor skills plus those non-academic areas such as interpersonal relations, flexibility, personal appearance, judgment and temperament as witnessed by the Clinical Instructor, Center Clinical Education Coordinator, and the Academic Coordinator of Clinical Education.
3. Satisfactory completion of each clinical rotation in consideration of previous academic and clinical performance as determined by the academic coordinator of clinical education.
4. Satisfactory completion of objectives for each clinical affiliation as determined by the academic faculty. Competency will be determined by each individual clinical instructor with consultation with the ACCE at Marion Technical College if a student and/or instructor feel that consultation is needed. Students may be retested for each clinical competency a number of times based upon the discretion of the clinical instructor. A student should, however, be given a minimum of three attempts to pass each clinical competency if needed.

In the event a student fails a clinical experience, he/she will be required to repeat and successfully pass that experience before continuing on with other PTA curriculum courses. A student may be asked to complete remediation prior to repeat placement. Students may repeat a failed clinical experience one (1) time. This may cause a delay in graduation or necessitate withdrawal from the program and application for reinstatement.

CLINICAL SELECTION

Minimum clinical time obligations are as follows:

PTA 2010 – 35-40 hours/week for 5 weeks = 175-200 hours - First or second section of Summer (Term. # 3) (M-F)

PTA 2310 – 35-40 hours/week for 6.5 weeks = 227.5-260 hours - Spring of second year (Term. #5) (M-F)

PTA 2320 – 35-40 hours/week for 6.5 weeks = 227.5-260 hours – Spring of second year (Term. #5) (M-F)

Potential clinical sites will be posted for review in the PTA laboratory along with available site information. **Note:** Students may rotate only once to a clinical facility.

It is the responsibility of each student to contact the facility to which he or she is assigned in order to confirm schedules and serve as a form of introduction. For each clinical experience, students will be given a facility evaluation form. This form is to be completed and shared with the clinical supervisor during the final evaluation. A copy is signed by both the student and the clinical supervisor and returned to the PTA program at Marion Technical College. This form must be returned to the ACCE in order for a final grade to be issued for the course. After each clinical rotation, general information regarding housing, food, etc., is available for reference in PTA lab files.

A minimum number of hours is set for each clinical; however, students may be asked to have more to allow for a fuller clinical day.

CHANGE OF ADDRESS/NAME

Any student changing his/her address or name during the program will contact the PTA program as well as the Office of Student Records and fill out new paperwork with the changes. It is important that you notify the PTA program and College of any changes so that you do not miss any written communication.

PHYSICAL THERAPIST ASSISTANT PROGRAM CLINICAL ATTENDANCE POLICY

- PTA 2010 Students must attend 35-40 hours of clinical time per week for 5 weeks.
- PTA 2310 Students must attend 35-40 hours of clinical time per week for 6.5 weeks.
- PTA 2320 Students must attend 35-40 hours of clinical time per week for 6.5 weeks.

Students are allowed one excused absence with prior approval by the facility.

Clinical time must be made up according to the clinical instructor's schedule prior to receiving a grade in the course, with the following exceptions: If Marion Technical College closes due to inclement weather, see Inclement Weather Policy, page The student must notify both the CI and the ACCE of any absence prior to the expected time of arrival at the clinical site.

NOTE: If more than three days are missed per clinical rotation, the student may earn a grade of Unsatisfactory (U), and the entire clinical rotation would be repeated or the student may be required to leave the program and apply for reinstatement.

INSERVICE POLICY

During at least one of the three clinical rotations, students will be required to present an inservice to the staff of the facility at which they are completing the affiliation. If a student has not presented an inservice in either PTA 2010 or PTA 2310, they will be required to present an inservice during PTA 2320 (final spring semester clinical).

- | | |
|----------------|--|
| PTA 2010, 2310 | Students are <u>not</u> required by MTC to present an inservice during these clinical rotations, but MUST do so upon request of CI. We ask the CI or CCCE to establish a topic and day for presentation early to allow adequate preparation. |
| PTA 2320 | Students are required by MTC to present an inservice to the clinical staff if they have not yet presented an inservice during PTA 2010 or PTA 2310. We ask the CI or CCCE to establish a topic and day for presentation early to allow adequate preparation. |

MTC- Health
Professional Practice Student Contract

The role of the student is to actively participate in the professional practice experience and to coordinate classroom knowledge with a real world clinical medical experience. The student is expected to develop and strengthen their entry-level competencies.

Student responsibilities and expectations are outlined below. The Student will:

- A. Complete a successful criminal background check (BCII and FBI as required) to fulfill program application requirements necessary for participation in a professional practice experience. Any additional background check required by the clinical affiliate training site prior to participating in a professional practice experience is not included in lab fees and is the student's financial responsibility.
- B. Meet the necessary medical physical and health requirements to fulfill the technical standards to participate in a professional practice experience. These requirements are listed on the Medical Physical Form.
- C. Complete a Medical Physical prior to registration in the professional practice experience according to the program requirements. A completed medical physical form and all lab work/documentation must be returned to the office by the deadline established by the program. A student may not participate in the professional practice experience if this documentation is not received.
- D. Complete any required drug screen(s) prior to entry into the professional practice experience in accordance with the Health Drug Screening for Professional Practice Experience policy.
- E. Contact the designated clinical coordinator of the affiliate site by phone or email to discuss any specific site requirements for the professional practice.
- F. Provide their transportation to the professional practice site.
- G. Refuse any remuneration (salary, stipends, housing, insurance, etc.) from the professional practice site. If the student is an employee of the site in some other capacity, work performed during paid hours can not be used toward meeting academic objectives. Note: PTA students will not be placed in clinical rotation at a site in which they have been employed.
- H. Adhere to this contract and also the regulations of Marion Technical College as outlined in the Program Student Handbook.
- I. Adhere to Program professional standards.
- J. Students must sign The Agreement to Respect Confidentiality, Privacy, and Security acknowledging their responsibility in maintaining both College and affiliate training site policies, including HIPAA.
- K. Conform to the dress code of the affiliate training site as well as departmental policies as outlined in the Program Student Handbook.
- L. Perform procedures under supervision after demonstrating proficiency in the procedure. This practice will help develop stronger entry-level competencies. However, students should not be substituted for paid employees and should not perform procedures unsupervised or inconsistent with their level of education and experience.
- M. Participate, if possible, in activities occurring outside the normal scheduled hours if these activities would contribute to the student's knowledge of the clinical medical setting and to the development of entry-level competencies.
- N. Attend each day as scheduled. Refer to the course syllabus for specific information on attendance policies.
- O. Participate in an orientation at the affiliate site and agree to adhere to those policies.
- P. Bear the financial responsibility of any cost for required medical treatment during the professional practice due to illness, injury or exposure. A signed "Responsibility of Treatment" waiver must be submitted.
- Q. Carry liability insurance. The fee for this insurance is part of lab fees associated with tuition.

I have read and understand the above information and agree to comply with the terms of this contract.

Name: _____ Student ID: _____ Date: _____

Health Director drive: Professional Practice Student Contract 5.3.19; Reviewed 5.6.24; 4.7.25

Marion Technical College Health Programs

Student Agreement to Respect Confidentiality, Privacy, and Security

Maintaining confidentiality, privacy, and security is a key principle in today's health care setting. The purpose is to promote trust in professional relationships between patient/family members and individuals working in the health care environment, facilitate truthful and complete disclosure of information by patients, and protect patients, health care providers, and health care facilities from harm by preventing disclosure of information. Some information may be harmful to an individual's reputation, personal relationships or employment.

Confidentiality carries the responsibility for limiting disclosure of private matters. It includes the responsibility to use, disclose, or release such information only with the knowledge and consent of the individual. **Privacy** is the right of an individual to be left alone. It includes freedom from observation or intrusion into one's private affairs and the right to maintain control over certain personal and health information. **Security** includes physical and electronic protection of the integrity, availability, and confidentiality of computer-based information and the resources used to enter, store, process, and communicate it; and the means to control access and protect information from accidental or intentional disclosure.

Confidential information includes but is not limited to: patient information, medical records, hospital/medical office information, pharmacy, physician information, employee records, and any situation which may be encountered in the course of your clinical/practicum experience and on campus. Maintaining confidentiality means to share information only with other healthcare professionals who have a "need to know" the information to provide proper healthcare for that patient and/or to conduct business within the health care setting. Obtaining and sharing information in which there is not a "need to know" is a violation of confidentiality. Sharing any information about your observation or clinical practicum site or staff is a breach of confidentiality per HIPAA. To ensure confidentiality, privacy, and security, cell phone usage is not permitted during observation hours or while in any professional practice experience.

Information that is a benefit to the learning experience may be shared with an instructor or other students as part of a classroom assignment. Information must exclude patient identifiers/confidential information. As part of a learning experience, this would be considered a legitimate "need to know". Sharing this information outside of class is a breach of confidentiality.

A common way in which information is shared unnecessarily is through casual conversation. Sometimes a patient or a situation is very interesting and information is shared with one's own family, friends, or co-workers who are not involved with that patient. Simply mentioning that you saw an individual in a healthcare setting is considered a breach of confidentiality. Other times, information is shared inadvertently. Two employees, both needing to know information about a patient, discuss the case in the elevator or in the cafeteria, and a visitor overhears the information. This illustrates why it is imperative to limit clinical discussions to non-public areas.

Records such as any part of a patient's chart, are not to be read by individuals other than those having a "need to know". Retrieving information from a computer also falls into this category. A "need to know" refers specifically to work needs. Looking up testing for a friend or a family member is not acceptable "need to know". Friends and family need to learn of their lab data results from the ordering physician.

.....

Agreement requiring student signature:

I have read the above information regarding confidentiality, privacy, and security and I understand the importance of keeping all information I encounter during observation or a professional practice experience in confidence. I agree to maintain confidentiality in the healthcare site and will not divulge any healthcare information outside the healthcare site. I will not access or try to access patient or healthcare information without the approval of the professional practice site. I understand that electronic or smart devices are not permitted during observations or a professional practice experience. I will not remove records, papers, medications or specimens from the healthcare site without permission. I will not take notes of any confidential information and remove it from the healthcare site. I agree that I will not take pictures or videos of patients or of confidential information. I agree to use caution when discussing confidential matters in the healthcare site to avoid being overheard in any public area. I understand that violating this policy may prohibit me from admission to any MTC health program, or result in my removal from the professional practice, a failing grade, and dismissal from the program. I will continue to maintain confidentiality, privacy, and security with any information I encounter during my learning experience after I have completed my courses at Marion Technical College.

Print Name: _____

Date _____

Signature: _____

Student ID: _____

Health Directors: Confidentiality Agreement Originated 4.15.16; Revised 3.6.23; Reviewed 3.28.24; Reviewed 5.5.25

MTC-HEALTH

SUBJECT: RESPONSIBILITY FOR TREATMENT

PURPOSE: To provide guidelines for medical treatment or care provided during a Health Program clinical, practicum, professional practice, laboratory experience or required observation hours.

PROCEDURE:

1. In certain situations Marion Technical College personnel or affiliate training site personnel may require a student to seek medical treatment. This also applies to non-students completing observation hours.
2. If the affiliate training site is a clinical site, such site should provide emergency care for the student or non-student in the event that he or she requires immediate medical attention, unless instructed otherwise.
3. Any cost for required treatment due to illness, injury, or exposure is the financial responsibility of the student or non-student.
4. Students and non-students must sign a ***Responsibility for Treatment*** form prior to program admission or the commencement of observation hours for any Health Programs containing Clinical, Practicum or Professional Practice Experiences. For online programs, the student or non-student must submit a signed form prior to a professional practice experience.
5. The signed form will be placed in the student's academic file. For non-students, the forms will be placed in the pending student files.

Authorization

Chad Hensel. P.T., D.P.T., MHS, C.S.C.S.
Associate Dean of Health

Authorization

Debra Myers, M.ED, RT, RVT, RDMS, RDCS
Associate Dean of Health

Authorization

Dr. Stacie Campbell, Ph.D., MSN, RN
Associate Dean of Nursing

Approved 7.9.15; Revised 5.25.21

Reviewed 5.6.24; 4.7.25

Health Directors: Health P&P Responsibility for Treatment

**MARION TECHNICAL COLLEGE
HEALTH**

RESPONSIBILITY FOR TREATMENT

I understand that neither Marion Technical College nor the affiliate training or observation site will assume the cost of treatment or care for injury or medical condition occurring during my clinical practicum, professional practice experience, laboratory experience, or observation hours.

I understand that in certain situations Marion Technical College personnel or appropriate affiliate training site personnel may require me to seek medical treatment or care at my own expense.

I assume full responsibility for any and all costs associated with medical treatment or care that I receive, which may be required as a result of my participation in clinical practicum, professional practice experience, laboratory experience, or during observation hours.

By signing below, I affirm that I have read, understand, and agree to the contents of this Responsibility for Treatment.

Signature

Date

Printed Name

Student ID number (if applicable)

Health Directors: Health Responsibility for Treatment Form
Approved 7.9.15; Revised 5.22.19; Reviewed 5.6.24; 4.7.25

PROGRAM POLICIES AND PROCEDURES

MARION TECHNICAL COLLEGE PHYSICAL THERAPIST ASSISTANT PROGRAM POLICY #100 AND PROCEDURE

SUBJECT:	Physical Therapist Assistant Program Grading Policy
DATE APPROVED:	March 2007;
PURPOSES/OBJECTIVES:	To ensure that the students who successfully complete MTC Physical Therapist Assistant Technical Courses (which receive a "letter" grade) have adequately mastered the hands-on skills and didactic objectives of each course in order to progress through the program and succeed in employment.

POLICY:

Each student must earn a grade of "C" or better in all required courses of the Physical Therapist Assistant Program Curriculum. Any course in which a student fails to earn a "C" must be repeated and passed with a "C" or better to progress and complete the program. Students are required to meet the prerequisite(s) for all courses in which they enroll.

The grading scale for all PTA technical courses are as follows:

- 100 – 90 = A
- 89.99 – 80 = B
- 79.99 – 75 = C
- 74.99 – 60 = D
- 59.99 – 0 = F

Grading procedures in non-PTA technical courses are determined by the respective department.

PROCEDURE:

Students **MUST** perform at or above the expected standard in all aspects of a PTA course in order to successfully pass the course with a grade of "C" or better:

1. The final course grade must equal a 75% or greater;
2. Each laboratory practical examination must be passed with a 75% (or 80% for comprehensive practicals) or greater;
3. **AND** the cumulative points on objective examinations must equal a 75% or greater when the weighted average is calculated.

A. Laboratory Practical Examinations in PTA courses:

Laboratory Practical Examinations are given throughout the PTA curriculum. Students have two opportunities to pass each "skill-based" practical examination in each course. Every course in the PTA Program with a lab session has a clinical skills check list.

1. It is the **STUDENT'S** responsibility to take the initiative to have the instructor approve the skills in the lab session and to have all the skills approved by the end of the course. Students shall demonstrate skills and have them approved according to guidelines in the syllabus, and shall **NOT** allow unapproved skills to accumulate during the term. During a lab session the student will ask the instructor to check the skill when the student is ready. All laboratory skills must be demonstrated successfully and recorded

- on the lab skills checklist prior to the final laboratory practical examination in each course.
- Students must earn a 75% score (or 80% for comprehensive) to successfully pass a practical examination.
 - Students not earning a minimum of 75%/80% on the second attempt will NOT receive a passing grade (i.e. an A, B, or C) for the course and must immediately withdraw from the course, thus having to repeat the course prior to progressing further in the PTA Program (see the PTA Readmission Policy for details).
 - Exception: ALH/PTA 1103, Functional Anatomy**, will not follow the rules described above because it is not a “treatment skills” course and the laboratory practical examinations follow a “lab station” format for material rather than a “patient problem” format. Please note that students must earn a 75% score for the course and a cumulative 75% on the objective examinations in order to successfully pass ALH/ PTA 1103; however, 75% on any given lab practical is not necessary and scoring lower than 75% on a **ALH/PTA 1103** practical does not constitute immediate failure in the course. Please also note that because of these differences in ALH/PTA 1103, the score on the first lab practical attempt is final and no second practical will be scheduled regardless of the student’s score on the first attempt.

B. Objective Examinations in PTA courses:

Objective examinations are given throughout the PTA curriculum. These examinations are typically midterm examinations and final examinations. Quizzes are NOT considered objective examinations.

- Students must earn a cumulative weighted 75% (C grade) on the objective examinations for a PTA course in order to successfully pass the PTA course. (This does NOT mean that a student must earn a 75% on EACH objective examination.) The points from each objective examination will be totaled and the student’s points for all objective examinations MUST be 75% when the weighted average is calculated.

Example:

Exam I (150 possible points): student earned 125 points

Exam II (150 possible points): student earned 100 points

Final Exam (300 possible points): student earned 275 points

$125 + 100 + 275 = 500$ earned points / 600 possible points = **83%** cumulative weighted average for all objective examinations

- Exception: In ALH/PTA 1103, PTA Functional Anatomy**, students must earn a cumulative weighted 75% on all objective examinations (including laboratory practical examinations). Because the laboratory practical examinations follow a “lab station” format rather than a “patient problem” format, these examinations are considered “objective.” Therefore, in order to pass ALH/PTA 1103, the points from each objective examination (including the laboratory practical examinations) will be totaled and the student’s points for all objective examinations MUST equal 75% when the weighted average is calculated.
- Students who earn a “C” or below on an objective examination (>79.9-75%), will be required to satisfactorily complete the safety net protocol (PTA program policy 095). Students are not permitted to sit for the subsequent examination if the safety net**

protocol is not completed to the instructor's satisfaction. Please see policy 095 for more detail.

4. Students not earning a cumulative weighted 75% on the objective examinations for a PTA course will NOT receive a passing grade (i.e. an A, B, or C) for the course, thus requiring the student to repeat the course prior to progressing further in the PTA Program (see the PTA Readmission Policy for details).
 5. Re-take examinations will not be provided for failed objective examinations.
 6. Make-up examinations will only be offered in the case of extreme extenuating circumstances, such as illness or injury. If a student is absent on the day of an examination, an oral or written make-up examination may be given at the instructor's discretion. In the case of illness or injury, a doctor's note is required.
- C. Late work (work is late if it is submitted beyond the due date and time indicated in the course syllabus) is not acceptable in a professional program and will receive the grade of "0 (zero)", unless prior arrangements are made with the instructor.

REVISED: June 2020, July 2018, June 2017, May 2015, July 2012, July 2010, March 2007, December 2006, May 2006

REVIEWED: 6/25, 6/24, 6/23, June 2022, June 2021, June 2019, June 2016, May 2015, June 2014, July 2013, July 2012, July 2011, July 2010, July 2009, December 2008, July 2008

MARION TECHNICAL COLLEGE PHYSICAL THERAPIST ASSISTANT PROGRAM POLICY #095 AND PROCEDURE

SUBJECT:	Safety Net Protocol
DATE APPROVED:	June 2017
PURPOSES/OBJECTIVES:	To ensure students who earn the minimum passing grade of “C” on objective exams are competent in the material covered and adequately prepared to move forward in the curriculum.

Policy:

Students who earn a “C” or below on an objective examination (>79.9-75%), will be required to satisfactorily complete the safety net protocol (PTA program policy 095). Students are not permitted to sit for the subsequent examination if the safety net protocol is not completed to the instructor’s satisfaction.

Procedure:

1. A student earning a “C” grade or below on any objective examination (including ALH 1103 lab practicals as these are objective exam formats) will be notified by the instructor that they must complete a safety net over the material covered on that examination.
2. Safety net is designed for that particular student based on the information they missed on the examination. Item analysis and content analysis will be looked at by the instructor for development.
3. The identified student will then complete an assignment over the examination material to improve mastery. This assignment may be in the form of a quiz, written essays, or any other format deemed appropriate by the instructor that matches with the learning objectives of the material in question.
4. Once provided, the student has to satisfactorily complete this safety net assignment within 2 weeks.
5. Course instructor is responsible to deem the assignment satisfactorily completed.
6. Any student who does not complete the safety net assignment will not be permitted to take the subsequent examination and will then be subject to PTA program policy 100—Grading.
7. Should disagreement exist between the student and instructor on the determination of a satisfactory completion, the program director will make a final decision.

REVISED: June 2019, 6/24

REVIEWED: June 2020, June 2021, June 2022; 6/23, 6/24, 6/25

MARION TECHNICAL COLLEGE PHYSICAL THERAPIST ASSISTANT PROGRAM POLICY #101 AND PROCEDURE

SUBJECT:	PTA student attendance in PTA Non-Clinical Technical Courses.
DATE APPROVED:	August 2005
PURPOSES/OBJECTIVES:	To provide guidelines for the professional behavior of PTA students in regard to attendance in PTA Non-Clinical Technical Courses.

POLICY:

All students shall attend all scheduled PTA course meetings, including both lecture and laboratory sessions. All students shall come to course meetings prepared, ready to learn and dressed appropriately.

PROCEDURE:

1. Faculty will take attendance at all scheduled PTA course meetings.
2. In rare cases where attendance is not possible, students are responsible for notifying their instructor **prior** to the absence, for obtaining missed notes from other students, and making the necessary arrangements to make-up missed laboratory practice, homework, and/or exams prior to the next scheduled course meeting. Make-up exams, homework and laboratory practice will only be offered in the case of extreme extenuating circumstance, illness or injury. Absences due to health, legal, or other mandated reasons will be considered excused absences only if documentation is provided confirming the absence. **No make-up quizzes.**
3. An “unexcused absence” is defined as: one missed course meeting or arrival more than 15 minutes late to a course meeting.
 - a. A lecture session is considered one course meeting.
 - b. A laboratory session is considered one course meeting.
 - c. If a student is absent from a lecture session and a laboratory session, they have accrued 2 absences.
4. If a student is improperly dressed for a laboratory session, he/she will be considered absent. The student may or may not be asked to leave the laboratory session depending upon the scheduled laboratory activities/instructor’s discretion.
5. Any student will be required to meet with the PTA Program Director after the FIRST unexcused absence.
6. If a student fails to initiate an appointment and/or meet with the Program Director within two weeks of their third absence, the student’s make-up laboratory practice, homework, and/or exam will not be accepted, scheduled or otherwise counted toward the course point total and a grade of zero or unsatisfactory will be recorded for the work as appropriate.
7. If a student is absent for more than 3 course meetings, the student may be dismissed from the PTA Program.
8. The PTA Program Director shall make the final decision regarding a student’s dismissal from the PTA Program due to excessive absences. The circumstances of the student’s

absences will be taken into consideration. The decision of the PTA Program Director is final.

9. A student that is dismissed from the program due to excessive absences may be readmitted to the PTA Program via the PTA Readmission Policy.
10. On occasion, a course meeting may be held at a location other than the Marion Technical College Campus. This is done so that we can use equipment or facilities not available on campus (i.e. swimming pool). Students are required to attend these course meetings off campus as if they are on-campus meetings and are responsible for their own transportation. This attendance policy fully applies to off-campus class meetings.
11. On occasion a course meeting time may be rescheduled to accommodate a guest speaker, to combine laboratory sections, etc. The PTA Program will make every effort to notify students of any changes as early as possible.
12. Due to inclement weather, course meetings may be canceled and a required make-up time may be designated by the instructor for each course meeting missed. Campus closing announcements will be broadcast on the following radio stations and posted to the MTC and Learning Management System websites. Please do not telephone the stations or the campus.

Bucyrus:	WBCO 1540 AM, WQEL 92.7 FM
Columbus:	WTVN 610 AM, WNCI 97.9 FM, WSNY 94.7 FM, WBZX 99.7 FM
Delaware:	WDLR 1550 AM
Findlay:	WFIN 1330 AM, WKXA 100.5 FM
Kenton:	WKTN 95.3 FM
Mansfield:	WMAN 1400 AM, WRGM 1440 AM, ENCO 1340 AM, WYHT 105.3 FM, WVNO 106.1 FM, WNCO 101.3 FM
Marion:	WMRN 1490 AM, WMRN 106.9 FM, WDIF 94.3 FM
Marysville:	WUCO 1270 AM
Upper Sandusky:	WYNT 95.9 FM

Any clinical time that is missed due to inclement weather MUST be made up at the same clinical facility prior to the completion of that clinical experience. If the time is not made up, the student may NOT receive a passing grade for that clinical experience.

REVISED: June 2020, December 2020

REVIEWED: 6/25, 6/24, 6/23, June 2022, June 2021, June, 2019 July 2018, June 2017, June 2016, May 2015, June 2014, July 2013, July 2012, July 2011, July 2010, July 2009, December 2008, July 2008, July 2007, May 2006

MARION TECHNICAL COLLEGE HEALTH TECHNOLOGIES

SUBJECT: STUDENT CODE OF EXPECTED CONDUCT WITH CORRECTIVE ACTION

PURPOSES: To identify inappropriate student conduct associated with the Health Programs and to define the process for appropriate student corrective action as a result of misconduct.

Policy:

Expected Conduct:

- Students enrolled in a Health Program are expected to behave responsibly and behave in a manner compatible with the philosophy and objectives of the program and Marion Technical College. The Health Programs recognize responsibility to the healthcare professions they represent and to the consumers of healthcare. Therefore, any action by a health student that violates this policy by acting in an unprofessional or unsafe manner shall be subject to disciplinary action and/or dismissal from their respective program. Health students are also subject to the College's policy, *AP 420 – Student Code of Conduct & Disciplinary Action*.

Health students of Marion Technical College are expected to:

- Exercise good judgment in all aspects of personal behavior recognizing they represent an MTC Health Program.
- Demonstrate personal integrity and honesty at all times in completing classroom assignments and examinations, carrying out clinicals, practicums or professional practice experiences, and in their interactions with others.
- Respect the rules and regulations of the program within the classroom and laboratory as outlined in the program handbook and course syllabus.
- Respect the rules and regulations of the affiliated training site presented to the students during the training site's orientation process.

Policy Statements:

Student disciplinary action, ranging from a written warning/learning contract/progress alert, to dismissal from the program, will be taken for violations of the following expected student conduct while participating in a Health Program, which may include, but are not limited to:

1. Professionalism. A student shall demonstrate appropriate professional conduct and represent the profession effectively while attending MTC. A student is expected to demonstrate: effective communication and interpersonal skills, accountability for actions and outcomes, appropriate dress and demeanor, good hygiene, respect for fellow students, instructors, patients and their visitors, and/or site professionals, and behavior that preserves the safety of others. Professionalism must be exhibited while in a Health Program and is often evaluated by the instructor within a course as part of the preparation for clinical, practicum, or professional practice experiences. The instructor will specify evaluation policies and expected behaviors within the course syllabus.

2. Academic Dishonesty. A student shall not engage in academic misconduct which includes but is not limited to plagiarism, violation of course rules, cheating, falsification of any laboratory or medical results, or assisting another to cheat, in accordance with *AP 521 – Academic Misconduct*. Engaging in academic dishonesty may result in immediate dismissal from a Health Program.
3. Sexual Harassment. A students are expected to follow the colleges *Title IX/Sexual Harassment/Sexual Violence Policy*.
4. Patient Care. When providing patient care, a student shall abide by the policies and procedures at the individual clinical site, which may include:
 - a. Report and/or document the care provided by the student for the patient, and the patient’s response to that care.
 - b. Accurately and timely report to the appropriate supervisor errors that occur while providing patient care.
 - c. Not falsify any record or any other document prepared or utilized in the course of, or in conjunction with the clinical, practicum or professional practice experience.
 - d. Promote a safe environment for each patient and their guests.
 - e. Delineate, establish, and maintain professional boundaries with each patient and their guests.
 - f. Provide privacy during examination or treatment.
 - g. Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
 - h. Not engage in behavior that causes or may cause physical, verbal, mental or emotional abuse/harm to any patient.
 - i. Not misappropriate a patient’s property or engage in behavior to seek or obtain personal gain at the patient’s expense. All patients are presumed incapable of giving free, full, or informed consent to the unethical behaviors by the student.
 - j. Not engage in conduct or verbal behavior with a patient and their guests that may be interpreted as sexual or sexually demeaning. All patients are presumed incapable of giving free, full, or informed consent to sexual activity with the student.
5. Confidentiality. The student must abide by the HIPAA rules of privacy and the “Agreement to Respect Confidentiality, Privacy, and Security”. A student shall not share confidential information with anyone except another healthcare provider that has a “need to know” the information to provide proper health care for that patient or to conduct business within the healthcare setting.
6. Substance Use. Students are prohibited from possessing, using or consuming illegal drugs, marijuana or alcoholic beverages on college premises and affiliated training sites in accordance with the student code of conduct. Students are prohibited from reporting to class and affiliated training sites under the influence of alcoholic beverages, illegal drugs, marijuana, or medication which impairs or makes the student unsafe. Students taking medication who may appear impaired/unsafe may be asked to leave the campus laboratory/classroom, clinical, practicum, or professional practice experience. Please also refer to the Health Substance Use Policy for further information.
7. Health students are expected to refrain from the following; please note that the College’s Student Code of Conduct (*AP 420 – Student Code of Conduct and Disciplinary Action*) may be violated by engaging in the below conduct. Students may be subject to adverse action related to their Program enrollment and enrollment at Marion Technical College, in accordance with this policy and the aforementioned College Student Code of Conduct:

- a. Acts which disrupt or interfere with the orderly operation of instruction and other academic activities.
- b. Behavior that causes, or can reasonably be expected to cause, physical and/or mental harm to a person.
- c. Physical or verbal threats against or intimidation of any person that results in limiting his/her access to all aspects of life.
- d. Refusing to comply with the directions of college officials, instructors, administrators, or staff acting in the performance of their duties and clinicals site staff.
- e. Refusing to appear or giving false statements when one is asked to present evidence or respond to an investigation involving the conduct code.
- f. Intentionally or recklessly interfering with normal college activities or emergency services.
- g. The unauthorized or improper use of college property, facilities, equipment, keys, identification cards, documents, records, or resources, including misuse of electronic resources and equipment.
- h. Violations of criminal law that occur on college premises or in connection with college functions, that affect members of the college community, or that impair the college reputation.
- i. Violations of any other college-wide policies or campus regulations governing student conduct, including orders issued pursuant to a declared state of emergency.

CORRECTIVE ACTION:

Violations of this policy will be treated as a serious matter by Marion Technical College's Health Programs. The Program will follow college disciplinary policy and procedure. The student receives written notice of disciplinary actions taken, which is then recorded in the student's confidential file.

Violation of confidentiality will result in disciplinary action, in accordance with the college disciplinary policy and procedure that may include removal from the affiliated training site, a failing grade in the course, and immediate dismissal from the program.

The following sanctions represent the health corrective actions:

Written Warning/Progress Alert/Learning Contract– There will be a written notice to the student offender that the student has violated the Health Student Code of Conduct, and/or MTC Student Code of Conduct and that further violations will result in more severe disciplinary action. The Program Director, in accordance with *AP 420 – Student Code of Conduct and Disciplinary Action*, and in consultation with the Associate Deans of Health/Nursing and the Student Conduct Officer, will decide on the terms of the progress alert/learning contract. The student will be informed of the problem area and the necessary corrective actions. The student will be evaluated according to the conditions of the progress alert/learning contract. Failure of the student to abide by the terms of the alert/contract or to correct the identified problems will result in failure of the class/clinical, Practicum or professional practice experience and dismissal from the program.

Dismissal from the Program: The Program Director (in consultation with the Deans of Health and Student Conduct Officer) will make the final decision on dismissal from a health program.

MTC policy *AP 440 – Student Complaints*, as stated in the Health Program’s Student Handbook, will provide due process for the student. This policy can also be found in the MTC Student Handbook or on the college website.

A student dismissed from a clinical, practicum or professional practice experience receives a failing grade and is dismissed from the program. The student will not be allowed the opportunity to substitute another course for the professional practice experience.

A student dismissed from a program may request a readmission petition in accordance with current requirements. Readmission to the program is based upon seat availability, past scholastic performance, professional practice performance, and any other program specific criteria. Performance will include behavioral objectives which address cognitive, psychomotor, and affective domains.

Authorization
Chad Hensel. P.T., D.P.T., MHS, C.S.C.S.
Associate Dean of Health

Authorization
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Authorization
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Approved 5.6.24;
AG Review/Revision 6.6.24
Reviewed/Revised: 5.2.22; 4.7.25

Health Directors: Health P&P Student Conduct Policy

MARION TECHNICAL COLLEGE PHYSICAL THERAPIST ASSISTANT PROGRAM POLICY #102 AND PROCEDURE

SUBJECT:	Readmission to the Physical Therapist Assistant program.
APPROVED:	May 2009
PURPOSES/OBJECTIVES:	To provide guidelines for readmission to the Physical Therapist Assistant program.

POLICY:

- (A) Admission to the College in accordance with College Admission Policy #401 shall precede admission/readmission to the Physical Therapist Assistant (PTA) program. The number of approved clinical education facilities and student-teacher ratios limits the number of students admitted/readmitted to the program.
- (B) The principle responsibility for effective administration of the PTA program admission/readmission function, as stated in this policy, rests with the Director of the PTA Program.
- (C) The PTA program is committed to equal opportunity for all applicants and students, and does not discriminate against anyone on the basis of race, creed, color, religion, age, sex, national origin, citizenship, ancestry, disability, marital status, or veteran status.
- (D) A student who has been administratively withdrawn or who has withdrawn from the PTA program may petition for readmission pursuant to the PTA Readmission procedures, and subject to the conditions and limitations, which follow.

PROCEDURE:

Petition for readmission does not guarantee readmission. Readmission is offered based on the following criteria.

1. Students who wish to be considered for readmission to the program must petition the Program Selection Committee in writing. This petition must be submitted to the PTA Program Director and must incorporate the following:
 - a. The academic term the student wishes to return;
 - b. Statement of the cause(s) of withdrawal from the program (including identification of the probable factors or reasons which had a bearing on the withdrawal);
 - c. Identification of the steps taken to correct the cause of withdrawal and how this will lead to the student's successful completion of the program;
 - d. Any other information the petitioner wishes the Program Selection Committee to consider.
2. Students are encouraged to petition for readmission as quickly as possible since the numbers of positions available are limited.
3. The order of priority for continuing in the PTA sequence is as follows:
 - 1) Continuing students;
 - 2) Returning/readmission students.
4. A petitioner who seeks to be considered for readmission must have a 2.5 accumulative **MTC** grade point average (GPA). A petitioner granted readmission must have a 2.5 **MTC** GPA at the time of petition and readmission into the PTA program.
5. A petitioner who seeks to be considered for readmission must meet the current PTA program entrance criteria.

6. Petitioners who are readmitted will be required to take coursework under the curriculum in effect at the time of re-entry into the program.
7. Some readmitted students may be required to retake additional coursework if course content has changed substantially or if a significant period of time has elapsed since the student took the course. This determination is made by the Program Selection Committee.
8. The readmitted student must follow the policies and procedures of the program that are in place for the year he or she returns.
9. Criteria used by the Program Selection Committee to determine eligibility for readmission includes but is not limited to:
 - a. Current MTC transcribed accumulative GPA;
 - b. Previous PTA Technical course didactic performance;
 - c. Review of the student's cognitive, psychomotor, and affective abilities;
 - d. Review of the student's abilities in regards to all ten "generic abilities;"
 - e. Review of previous clinical performance (if applicable);
 - f. Merit of the narrative which reflects an honest and accurate assessment of behaviors and circumstances leading to failure or withdrawal;
 - g. Interview with the Program Director;
 - h. Review of all documentation of student behaviors and counseling while in the program.
10. Petitioners will be notified of the Program Selection Committee decision in writing within 5 business days after the interview with the Program Director.
11. The petitioner who is readmitted must accept the seat as directed in the acceptance letter.
 - a. Re-entry into the program may be conditional or contingent upon completing coursework remediation, a successful background check and drug-screen, and/or other requirements based on the Program Selection Committee's recommendations.
 - b. A "Learning Contract" may be required based upon the perceived individualized needs of the student in order to best address potential student success.
 - c. Readmitted students must provide evidence of meeting current health requirements upon readmission.
12. Petitioners who are readmitted must demonstrate retention of knowledge and clinical competency by repeating the academic PTA technical course(s) of their last successful term. The procedure utilized to demonstrate retention of knowledge and clinical competency is determined by the program director.
 - a. Students may retake previously passed PTA coursework or complete an individual investigation (PTA 2990) course in order to demonstrate retention of knowledge and competency.
 - b. Demonstration of retention of knowledge and competency must be completed prior to re-entry into the program.
 Example: A student earns a "D" grade in a 2nd semester course (spring semester of the first year). If the student's petition for readmission is granted, the student must demonstrate retention of knowledge and competency (either through individual investigation (PTA 2990) or retaking the 1st semester coursework (fall semester of the first year) before the student can re-enter the program in the spring semester.
 - c. If a student fails a clinical rotation, they must repeat and pass the failed clinical rotation. This is also dependent on the clinical coordinator successfully arranging an additional clinical rotation placement. Failing a clinical rotation triggers remediation as follows:
 - a. PTA 2010—failure of this clinical rotation requires students to restart the program from the beginning and satisfactorily compete 2990 requirements for all first-year lab-based courses prior to repeating the clinical rotation.
 - b. PTA 2310 or PTA 2320: failure of either of these terminal clinical rotations may require the

student to complete a personalized remediation plan as determined from objective data compiled from the CPI, clinical instructor(s), clinical coordinator, and program director. A learning contract will detail this plan and must be successfully completed before the clinical can be repeated.

- c. NOTE: Violation of a CPI red flag skill or Student Code of Expected Conduct may result in the Program Selection Committee voting to disallow re-admission. (I.e.—violations of patient safety, committing fraud, etc).

13. Eligibility for readmission does not guarantee readmission at a particular time.

- a. A student who is eligible for readmission may be required to wait up to one year from the date of withdrawal before readmission to the program. Readmission is dependent upon the sequence of courses needed by the student to complete the program.
- b. A petitioner who is deemed by the Program Selection Committee to be eligible for readmission will have his or her name placed on an eligibility list and will be readmitted to the program on a space available basis (PTA class size will not exceed 26 students). The date of receipt of the readmission petition will determine the order of placement on the eligibility list if more than one petitioner is determined to be eligible for readmission.
- c. Students must complete the PTA Program within five-years of successful completion of the first PTA technical course. If a student will be unable to complete the curriculum within 5 years, the student will be required to go through the standard PTA application and selection process and restart the curriculum in its entirety.

14. If a student fails a technical course during the first semester of the PTA program, they will be academically withdrawn from the program and must reapply to the program the following year in addition to petitioning for readmission as outlined in this policy and procedure.

15. After two (2) administrative withdrawals, a student will not be readmitted to the PTA program. Campus administration reserves the right to review cases where highly unique or unusual situations may be a contributing factor to the administrative withdrawal.

REVISED: June 2024, June 2022, June, 2020, July 2012, December 2008, March 2007

REVIEWED: 6/25, 6/23, June, 2021, June 2019, July 2018, June 2017, June 2016, May 2015, June 2014, July 2013, July 2012, July 2011, July 2010, July 2009, May 2006

MARION TECHNICAL COLLEGE PHYSICAL THERAPIST ASSISTANT PROGRAM POLICY # 103 AND PROCEDURE

SUBJECT: Retention of Physical Therapist Assistant (PTA) students.

DATE APPROVED: November 2004

PURPOSES/OBJECTIVES: To provide guidelines for the retention of PTA students.

POLICY:

To identify early those students that may be at risk of administrative withdrawal and implement strategies to retain them.

PROCEDURE:

1. Instructors are required to complete the midterm grade field in My MTC by the eighth week of the semester or at any time during the semester when a student is doing unsatisfactory work (grade of 74.99% or less). If the course is a self-paced or non-traditional course, the midterm grade field in My MTC will be completed when the student is behind schedule in skill mastery. Completing the midterm grade field will trigger an e-mail to be sent to the student.
 - a. Instructors should see the course coordinator (or PTA Program Director) for how to report a necessary midterm grade.
 - b. If the instructor needs technical assistance to access My MTC, contact the Help Desk at extension 288, or helpdesk@mtc.edu.
2. Instructors will also meet with the student one-on-one to offer both a diagnosis of the unsatisfactory performance and a prescription for success. They shall be specific by stating which course objectives have not been mastered, which homework has been missed, and what the student can do to improve. (Note to Instructors: please be as discreet as possible to avoid embarrassing the student.)
3. It is highly recommended that the student make an appointment to see their PTA academic advisor (if the instructor is not their advisor).
4. Advisors will refer the student to the Student Resource Center (SRC) in Bryson Hall, for academic tutoring or other special assistance if needed.
5. Refer the student to the Director of Career Services and Student Life (SRC) in Bryson Hall, if there are other non-class problems to discuss.

REVISED: 6/25, 6/24, 6/23; June 2021, June 2019, June 2018, June 2016, July 2012, July 2010

REVIEWED: June 2022, June 2020, June 2017, May 2015, June 2014, July 2013, July 2012, July 2011, July 2010, July 2009, December 2008, July 2008, July 2007, May 2006

MARION TECHNICAL COLLEGE PHYSICAL THERAPIST ASSISTANT PROGRAM POLICY #104 AND PROCEDURE

SUBJECT:	Physical Therapist Assistant (PTA) Student Tutors
DATE APPROVED:	November 2004
PURPOSES/OBJECTIVES:	To provide guidelines for the selection and implementation of PTA student tutors.

POLICY:

Current PTA students will be identified as potential tutors on an as needed basis for PTA courses and Anatomy & Physiology I & II, or **any first year PTA course (2nd year students)**.

PROCEDURE:

1. The PTA Program Faculty and Instructors will identify students in the PTA curriculum that could be hired as tutors for PTA coursework and the Anatomy & Physiology series.
2. Faculty are encouraged to speak to potential student tutors confidentially.
3. Interested potential student tutors should contact the **Testing and Tutoring Coordinator in the Student Resource Center (SRC)**, Bryson Hall early in the semester to fill out a hiring packet.
4. PTA student tutors will be contacted by the SRC when their services are required.

REVISED: June 2024, June 2022, June 2019, May 2015, July 2012

REVIEWED: 6/25, 6/23; June, 2021, June 2020, June 2018, June 2017, June 2016, June 2014, July 2013, July 2012, July 2011, July 2010, July 2009, December 2008, July 2008, July 2007, May 2006

MARION TECHNICAL COLLEGE PHYSICAL THERAPIST ASSISTANT PROGRAM POLICY #416 AND PROCEDURE

	Administrative Policy/Procedures
POLICY	#416
APPROVED	August 27, 2014
TITLE	Admission: Physical Therapist Assistant

POLICY:

1. Admission to the Physical Therapist Assistant (PTA) program shall conform to the Marion Technical College (MTC) admission policy (policy #401).
2. The principal responsibility for effective administration of the PTA admission function, as stated in this policy, rests with the Director of the PTA program as advised by the PTA Admission Committee.
3. The number of approved clinical sites and student-teacher ratios limits the number of students admitted to the program. Unanticipated loss of clinical placement may result in delayed clinical course completion, program completion, and graduation.

PROCEDURE:

1. Applicants must fulfill all general admission requirements for admission to MTC and complete a separate PTA program application.
2. Current PTA program application/admission requirements and procedures are outlined and available to applicants in the *PTA Program Admission Packet*. The packet is available from a PTA program advisor, the PTA program administrative assistant, and on the MTC website.
3. Effective for 2025 admissions, students must complete the following 5 courses and earn a grade of "C" or above PRIOR to application to the PTA Program: HLT 1100, BIO 1240, MTH 1240, ENG 1000, and PSY 1100.
4. The PTA program will admit students one (1) time per year through an application deadline process. The priority application deadline will be in the spring of the year preceding the fall start of the program.
5. A PTA program applicant shall submit his/her completed PTA program application to the PTA program upon meeting all program admission/application requirements and on or before the PTA program application deadline.
6. Selection for admission is based on a competitive scoring system. An alternate list will be established if more qualified applicants apply than there are available seats. Applicants selected for the alternate list will be offered a seat in the program in rank order if a selected applicant declines their seat prior to the fall start of the program.
 - a. Should there be open seats after the priority application deadline, the program will continue to accept applications onto an alternate list. Each week, this list will be

checked and seats offered by rank scores. If no seats remain, the program may continue to build an alternate list in the event of an accepted student declining their seat prior to the start of the term.

7. The PTA Program Admission Committee shall process program applications and notify applicants of their admission status by email or mail within six (6) weeks of the program application deadline.

8. Applicants who are not selected into the program but would like to be considered for a future class must complete another program application for a subsequent class.

9. Applicants selected for admission to the PTA program shall be required to submit to a criminal background check facilitated by MTC and conducted by the Ohio Bureau of Criminal Investigation and Identification. Students with certain felony, misdemeanor, or drug-related arrests as specified in Section 109.572 of the ORC shall be ineligible for admission.

10. Those seeking readmission into the program will be considered based upon past scholastic/clinical performance and space availability, according to the PTA Program Readmission Policy and Procedures. Students seeking readmission must qualify in accordance with current PTA program admission/application requirements. Readmission is not guaranteed.

11. Students must complete the PTA program within five-years of successful completion of the first PTA technical course and will be required to demonstrate retention of knowledge and skills according to the PTA Program Policy #102 (Readmission to the Physical Therapist Assistant program). If a student will be unable to complete the curriculum within five (5) consecutive years, the student will be required to go through the standard PTA application and selection process and restart the curriculum in its entirety.

RESPONSIBLE Director of PTA
OFFICE

Reviewed 6/23, June 2022, June 2021, June 2020, June 2019

Revised: 6/25, 6/24

HEALTH

SUBJECT: CRIMINAL BACKGROUND CHECK

PURPOSES: To screen applicants in all health programs, including certificate programs, to promote patient safety and fulfill state mandated requirements for all patient groups.

POLICY:

Criminal background checks will be conducted on all health students prior to acceptance into the requested program or clinical placement. Background checks will be facilitated by Marion Technical College and conducted by the Ohio Bureau of Criminal Identification and Investigation (BCII) and the Federal Bureau of Investigation (FBI), pursuant to Ohio Revised Code ORC 109.572 Criminal Records Check. Background checks include, but are not limited to, an analysis of fingerprints and review of prior criminal records.

PROCEDURE:

1. State criminal background investigations must be completed by all students entering health programs and upon requirements of affiliated training sites.
2. Federal criminal background investigation must be completed if a student has not been a resident of Ohio for the past 5 years. FBI checks will also be conducted based upon specific program admission requirements due to affiliated training site requirements.
3. Some affiliated training sites may also require additional background checks such as Excluded Parties List System (EPLS).
4. Students are required to disclose ANY criminal background at the time of the initial appointment and prior to the professional practice experience with a Health faculty/staff representative.
5. If a criminal background is self-disclosed by the student, Marion Technical College may conduct a formal background check at that time. The background check may be conducted prior to formal application to the program at the student's expense.
6. Students with confirmed criminal background(s) will be evaluated on an individual basis. It is not the responsibility of Marion Technical College to arbitrate any information regarding the findings of the background check.
7. The school will maintain confidentiality of these records related to the background investigation(s) with the number of persons authorized to review results on a "need to know" basis.
8. The cost of the criminal background investigation will be included in the lab fees.
9. Students with certain felony, misdemeanor, or drug-related convictions will be ineligible for admission into the program pursuant to the Ohio Revised Code.
10. Students who have a criminal background record but do not have a disqualifier based on the Ohio Revised Code will be required to sign a memorandum of understanding explaining that a clinical/practicum experience is not guaranteed due to future affiliate site requirements and they may also be prohibited from licensure and employment. Students also have the right to correct or complete any information gained from their criminal background check.

11. Refusal to complete or cooperate to complete a criminal background check will prohibit the student from admission/continuation in the program.
12. The initial Marion Technical College criminal background check will be valid as long as the student remains a continuous student. If the student interrupts his/her program for one calendar year or longer, a new criminal background check will be required upon his/her re-entry/acceptance into a Health program.
13. Students are to remain free of disqualifying convictions while enrolled in the program. Students are required to notify the Dean or Director of their respective program within one week of any conviction that occurs during the student's acceptance/enrollment in the program regardless of adjudication/deferred sentencing. Disclosure of the judicial information by the student must include appropriate documentation. (i.e. Judgment Entry of Sentencing.)
14. Potential employers for MTC Health programs may require criminal background investigations as conditions for employment. Individuals who have been convicted of a crime, including felony, gross misdemeanor, misdemeanor, or drug related arrests may be ineligible for employment. Any criminal background may preclude an individual from employment. Therefore, completing a MTC program does not guarantee future employment.
15. Students requesting copies of criminal background checks will be required to sign the *BCI & FBI Dissemination Log*.

Authorization

Chad Hensel, P.T., D.P.T., MHS, C.S.C.S.
Associate Dean of Health

Authorization

Debra Myers, M.ED, RT, RVT, RDMS, RDCS
Associate Dean of Health

Authorization

Stacie Campbell, Ph.D., MSN, RN
Associate Dean of Nursing

Health Director: Health P&P Criminal Background Check

Revised & Approved; 3.28.24; 5.5.25

Reviewed 3.6.23

**Criminal Background Memorandum of Understanding
Marion Technical College
Health Programs**

Under Ohio law (ORC 109.572), all students must obtain a criminal background check, including state (BCII) and Federal (FBI) in order to be eligible for program admission, student activities, licensing, and employment. Background checks are conducted through Marion Technical College (MTC) and facilitated by the Ohio Bureau of Criminal Identification and Investigation (BCII). Background checks include, but are not limited to, an analysis of fingerprints and review of prior criminal records.

Through this agreement, Marion Technical College sets forth the terms and conditions for students entering a Health Program at MTC with a criminal background.

- A. Student must consent to a criminal background conducted by MTC.
- B. If the student has not yet been formally admitted to the program, they will incur all costs involved with the background check.
- C. If the student's background check produces a record that is considered a "disqualifier" under Ohio Law, the official making the determination of suitability for entering a Health program shall provide the student with the opportunity to complete or challenge the accuracy of the information contained in the FBI Identification Record. The deciding official should not deny the admittance based on the information in the record until the student has been afforded a reasonable time to correct or complete the information or has declined to do so. The student should be presumed not guilty on any charge/arrest for which there is no final disposition stated in the record or otherwise determined.
 - a. If the student chooses to correct or complete the information produced from their background check, they may miss the application deadline and may need to reapply once the background has been cleared.
- D. If the background produces any felony convictions, the student is advised that they may be prohibited from licensure and health care employment in the state of Ohio depending on specific program licensure requirements.
- E. Student understands that completion of the program does not guarantee future employment.

This agreement will be effective beginning on the date of the signatures below.

Both parties indicate their agreement with above terms and conditions by signing below.

Student

Marion Technical College

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

I wish to decline correcting my background check information.

Signature _____

Date _____

Health Director: P&P Criminal Background MOU

Approved July 9, 2015; Revised 2.20.19; 8.22.23; Reviewed 4.5.21; 3.6.23; 5.5.25

**Criminal Background Disclosure
Marion Technical College
Health Programs**

I understand that I, prior to acceptance into a health program, will be subject to a background check including, but not limited to an analysis of fingerprints and review of all prior criminal records. The criminal background check is facilitated by Marion Technical College and conducted by the Ohio Bureau of Criminal Investigation and Identification and the Federal Bureau of Investigation. Students with certain felony, misdemeanor, or drug-related arrests as specified in the Ohio Revised Code 109.572, may be ineligible for admission into the program. Furthermore, clinical/practicum sites have their own requirements for students attending their facilities. Students with disqualifiers may be ineligible to complete the MTC health programs if the student is not eligible to complete clinicals/practicums at the training site.

I understand I am required to self-disclose any criminal background prior to admission into the program. Students with any criminal background may also be ineligible for admission. Potential employers may require criminal background checks as conditions for employment. Individuals who have been convicted of any crime, including felony, gross misdemeanor, misdemeanor, or a drug-related arrests may be ineligible for employment. Therefore, completing an MTC program does not guarantee future employment.

I understand the submission of any false information to Marion Technical College shall be cause for immediate dismissal from any Health program.

Do you have any criminal background? _____ Yes _____ No

Signature of Student

Date of Birth

Printed Student Name

Other Names -Alias

Date

PowerCampus ID

H: Criminal Background Disclosure, 4.15.16; Revised 5.2.24; Reviewed; 3.6.23; 5.5.25

MARION TECHNICAL COLLEGE HEALTH

SUBJECT: SUBSTANCE USE & DRUG SCREENING FOR PROFESSIONAL PRACTICE EXPERIENCE

PURPOSE: To maintain an environment that ensures the provision of safe, high quality patient care and is supportive to the well-being of all students.

POLICY:

Students are prohibited from possessing, using or consuming, and/or being under the influence of illegal drugs, marijuana or alcoholic beverages, prescription medication which impairs or makes the student unsafe on college premises and affiliated training sites.

The legal use of medications or drugs prescribed by a licensed practitioner is permitted provided that such use does not adversely affect the student's performance or endanger the health/safety of others. Students are required to notify their instructor of any drugs taken that may impair class and/or professional practice performance. **Note:** While the State of Ohio legalized the use of marijuana, the use of marijuana is still considered a controlled substance by the federal government. As MTC is a recipient of federal Title IV funds for student financial aid, we cannot allow the use, distribution, and possession of medical marijuana on our campus. This extends to marijuana in any form, including edibles, or CBD oils that contain more than 0.00% THC. Students are also expected to follow the Marion Technical College Health and the affiliate training site's 0.00% drug/alcohol policies and procedures. Students taking medication who may appear impaired or unsafe may be asked to leave the campus laboratory/classroom or affiliated training site. The student who has been asked to leave will meet with the Director of their Health Program and may be required to have a drug test before being allowed to return to class or the affiliated training site.

Positive drug or alcohol screenings as a result of routine random and/or periodic drug screens required throughout the program will result in removal from the classroom or affiliated training site, an unsatisfactory grade for the course and immediate dismissal from the program.

Positive drug screenings will be considered to contain the presence of at least one unacceptable substance and positive alcohol screenings will be considered at anything above 0.00% limit. Confirmation tests are performed on all positive test results.

A student who refuses to comply with the substance abuse policy/procedure will be subject to dismissal from the program. A student dismissed from a program may request readmission based upon current admission policies and will be encouraged to seek treatment and/or counseling. In addition, students will be subject to random and/or periodic screenings during the program, which may be required by the College and/or the clinical site. Payment of all testing, treatment, and counseling will be the sole responsibility of the student.

PROCEDURE:

Classroom

When a student's condition/behavior suggests impairment, the instructor (or another College employee) will immediately validate their perceptions/suspicions with another faculty/staff member. The MTC Program Director/Program Clinical Coordinator must also be notified

- The faculty/staff member shall privately discuss their concerns with the student and question their use of any alcohol, prescription, or illegal substances. Conversation with the student should be documented in [Maxient](#).
- The faculty member will arrange for the student to be seen immediately or as soon as feasibly possible (within 8 hours of initial suspicion) by an approved facility selected by Marion Technical College for

additional assessment and documentation. Faculty will arrange for safe transportation to and from the approved facility. Marion Technical College will incur the initial cost of testing.

- Student must authorize (consent) to release test results to MTC per normal reporting procedures.
- If the student refuses evaluation/assessment or fails to cooperate, they will be considered in violation of the policy and removed from the classroom. Security will be available, as needed, upon request of the instructor. The faculty will assist the student in securing safe transportation.
- Students with positive alcohol or drug screens due to illegal substances in a laboratory class will be removed from the course for safety reasons, receive an unsatisfactory grade, and be dismissed from the Program. The student will be referred to the Program Director prior to the next scheduled class day. Final decisions regarding the student's status or disciplinary action will be made by the Program Director in consultation with faculty and the appropriate Associate Dean(s) of Health and/or Nursing, in accordance with Program policies and procedures.
- A student dismissed from a program may request readmission based upon the Program's current admission policy and will be encouraged to seek treatment and/or counseling. In addition, student will be subject to periodic screenings during the program after readmission. Payment of all testing, treatment, and counseling will be the sole responsibility of the student.
- Students found in violation of this policy, in addition to potential adverse action to their Program enrollment, may also be subject to disciplinary action under the College's policy, *AP 420 – Student Code of Conduct*.

Professional Practice Experience

When a student's condition/behavior suggests impairment is present, the professional practice supervisor will immediately validate their perceptions/suspicions with another healthcare employee. The MTC Program Director/Program Clinical Coordinator must also be notified.

- The professional practice supervisor shall discuss their concerns with the student and question their use of any prescription or illegal substances or alcohol. Conversation with the student should be documented, and entered in **Maxient** by an employee of the College
- The professional practice supervisor shall arrange for the student to be accompanied and seen by the Emergency Room/WorkHealth facility for additional assessment and documentation. Marion Technical College will incur the initial cost of testing.
- Student must authorize (consent) to release test results to MTC per normal reporting procedures.
- If the student refuses evaluation/assessment or fails to cooperate, they will be considered in violation of the policy and removed from the affiliated training site. Security can be obtained upon the request of the professional practice supervisor. The professional practice supervisor and/or clinical coordinator will assist the student in securing safe transportation.
- Students with positive alcohol or drug screens due to illegal substances will be removed from professional practice for safety reasons, receive an unsatisfactory grade, and be dismissed from the Program. The student will be referred to the Program Director prior to the next scheduled class day. Final decisions regarding the student's status or disciplinary action will be made by the Program Director in consultation with faculty and the appropriate Associate Dean(s) of Health and/or Nursing, in accordance with Program policies and procedures.
- A student dismissed from a professional practice experience will not be allowed the opportunity to substitute another course for the professional practice.
- A student dismissed from a program may request readmission based upon the Program's current admission policy and will be encouraged to seek treatment and/or counseling. In addition, student will be subject to random and/or periodic screenings during the Program. Payment of all testing, treatment, and counseling will be the sole responsibility of the student.

Drug Screening Process

Students in any Health Program, including a clinical, practicum, or professional practice experience, will be required to submit to random and/or periodic drug screening any time after admission to the program and throughout the entire duration of the program. Any Health students may be subject to drug screenings for cause during the program.

- Upon request, a student will submit to a drug screening facilitated by Marion Technical College and conducted by an approved facility selected by the College.
- Any student who fails to complete a screening by the specified deadline will be considered in violation of this policy.
- Any student who refuses/fails to cooperate will be considered in violation of this policy.
- Any student who provides a contaminated or intentionally altered specimen (e.g., dilution) will be considered in violation of this policy.
- Any student who leaves for any reason after being called back to the lab and prior to successfully completion of their drug screen will be considered noncompliant and in violation of this policy.
- A student must authorize (consent) to release test results to the College per normal reporting procedures.
- Payment of the initial authorized drug screenings will be charged to students through laboratory fees. Students providing drug screens for cause will be responsible for all expenses incurred.
- Any student who provides a “negative dilute” specimen will be retested within 24 hours of program notification at the College’s expense. The testing facility will be directed to do an “observed” specimen for the retest.
- Positive drug screens are considered to contain the presence of at least one unacceptable substance, at or above the established 0.00% threshold limit. Confirmation tests are performed on all positive test results. Positive results due to prescription drugs will require the student to demonstrate they possess a legal prescription for the drug.

Authorization

Chad Hensel, P.T., D.P.T., MHS, C.S.C.S.
Associate Dean of Health

Authorization

Debra Myers, M. ED, RT, RVT, RDMS, RDCS
Associate Dean of Health

Authorization

Stacie Campbell, PhD., MSN, RN
Associate Dean of Nursing

Approved 4.15.16; 5.5.25

Revised 5.6.24; Reviewed & Revised by AG 6.6.24; Revised 4.22.25

Health Directors: Health P&P Substance Use & Drug Screening Policy

**MARION TECHNICAL COLLEGE
HEALTH**

SUBJECT: RESPONSIBILITY FOR TREATMENT

PURPOSE: To provide guidelines for medical treatment or care provided during a Health Program clinical, practicum, professional practice, laboratory experience or required observation hours.

PROCEDURE:

1. In certain situations Marion Technical College personnel or affiliate training site personnel may require a student to seek medical treatment. This also applies to non-students completing observation hours.
2. If the affiliate training site is a clinical site, such site should provide emergency care for the student or non-student in the event that he or she requires immediate medical attention, unless instructed otherwise.
3. Any cost for required treatment due to illness, injury, or exposure is the financial responsibility of the student or non-student.
4. Students and non-students must sign a *Responsibility for Treatment* form prior to program admission or the commencement of observation hours for any Health Programs containing Clinical, Practicum or Professional Practice Experiences. For online programs, the student or non-student must submit a signed form prior to a professional practice experience.
5. The signed form will be placed in the student's academic file. For non-students, the forms will be placed in the pending student files.

Authorization
Chad Hensel, P.T., D.P.T., MHS, C.S.C.S.
Associate Dean of Health

Authorization
Debra Myers, M.ED, RT, RVT, RDMS, RDCS
Associate Dean of Health

Authorization
Dr. Stacie Campbell, Ph.D., MSN, RN
Associate Dean of Nursing

Approved 7.9.15; Revised 5.25.21
Reviewed 5.6.24; 4.7.25

**MARION TECHNICAL COLLEGE
HEALTH**

RESPONSIBILITY FOR TREATMENT

I understand that neither Marion Technical College nor the affiliate training or observation site will assume the cost of treatment or care for injury or medical condition occurring during my clinical practicum, professional practice experience, laboratory experience, or observation hours.

I understand that in certain situations Marion Technical College personnel or appropriate affiliate training site personnel may require me to seek medical treatment or care at my own expense.

I assume full responsibility for any and all costs associated with medical treatment or care that I receive, which may be required as a result of my participation in clinical practicum, professional practice experience, laboratory experience, or during observation hours.

By signing below, I affirm that I have read, understand, and agree to the contents of this Responsibility for Treatment.

Signature

Date

Printed Name

Student ID number (if applicable)

HEALTH

SUBJECT: HEPATITIS B AND OTHER IMMUNIZATIONS

PURPOSES: To ensure a state of optimal health and safety for the Health student in the campus laboratory setting with occupational exposure to bloodborne pathogens and to ensure the safety of patients in a healthcare setting.

POLICY:

The Health faculty will provide each student with information regarding occupational exposure and the need for the adult Hepatitis B vaccine and other required immunizations.

PROCEDURE FOR HEPATITIS B:

1. Students admitted into a program and enrolled in laboratory/clinical courses will receive information on Hepatitis B prior to any exposure to bloodborne pathogens or other potentially infectious materials.
2. The student will be required to start the Hepatitis B vaccine series or show proof of the series, or sign a Hepatitis B Vaccine Declination form.
3. When signing the Hepatitis B Vaccine Declination form, a health faculty member will be a witness.
4. The Health faculty member will retain the signed form for placement in the student's academic file.
5. It is the responsibility of the Health faculty member to ensure all students enrolled in laboratory/clinical courses have been informed and the appropriate documentation completed prior to any exposure.
6. All students are required to have at least the first and second hepatitis B immunization or a titer proving immunity or proof of Hep B series prior to any clinical/practicum experience.
7. Students in the MLT, PBT and Medical Assisting programs are required to start the Hepatitis B vaccine series prior to taking any technical courses due to safety concerns in the exposure to blood and body fluids. The Hepatitis B series must be completed (three immunization injections) prior to the beginning of clinical/practicum. The program director will ensure all students enrolled in the program have been vaccinated and the appropriate documentation provided. A declination form must have an attached, signed statement by a physician indicating the nature and probable duration of the medical condition or circumstances that contraindicates the immunization and identifying the specific vaccine if indicated.
8. Students who have been diagnosed with any Hepatitis virus must be under the care of a physician to participate in laboratory classes or clinical/practicum. It is the responsibility of the student to implement the advice and counsel of the attending physician and to follow current guidelines for health care workers provided by the Center for Disease Control and Prevention or established policy of the associated clinical facility. The student is required to sign the Hepatitis Policy form.

PROCEDURE FOR ADDITIONAL REQUIRED IMMUNIZATIONS:

1. Students are informed prior to admission into a program that required immunizations must be completed prior to being enrolled and participating in any course with a clinical/practicum component in a healthcare facility.
2. Required immunizations are based on the current standards of healthcare facilities and are subject to change. The student required immunizations and/or titers will be listed on the Medical/Physical form.
3. Immunizations must be completed prior to participating in clinical/practicum experiences.

Authorization

Chad Hensel. P.T., D.P.T., MHS, C.S.C.S.
Associate Dean of Health

Authorization

Debra Myers, M.ED, RT, RVT, RDMS, RDCS
Associate Dean of Health

Authorization

Dr. Stacie Campbell, PhD, MSN, RN
Associate Dean of Nursing

Approved

Health Directors: Health P&P Hepatitis B 5.22.17

Revised 1.15.25; 2/3/25

Reviewed 1.13.25; 2/3/25

**Marion Technical College
Health Division**

Hepatitis B Vaccine Declination (Mandatory)

I understand that due to my educational and/or occupational exposure to blood or other potentially infectious materials as a Health student or faculty at Marion Technical College may be at risk of acquiring Hepatitis B virus (HBV) infection.

I have been advised by Marion Technical College personnel that I should request the Hepatitis B vaccine from my personal physician or primary source of health care and I have been given the opportunity to be vaccinated with Hepatitis B vaccine. I understand employees of Marion Technical College will receive the vaccine at no charge and students will bear the financial responsibility of the vaccine. However, I decline the Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. I accept personal responsibility for any untoward consequences of this decision; and I will not hold Marion Technical College liable should I incur any untoward consequences because of this decision.

If in the future, if I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series as an employee at no charge to me or as a student bearing the financial responsibility of the vaccination series.

I decline the Hepatitis B Vaccine because:

☐ The vaccine is contraindicated for medical reasons. Attach: (Physician's statement)

☐ Other. Explain: _____

Date: _____

MTC Staff/Faculty Witness Signature: _____

Student Printed Name: _____

Student Signature: _____

Student ID number: _____

Health Directors: Health Hep B Declination 4.20.22

**MARION TECHNICAL COLLEGE
HEALTH DIVISION
HEPATITIS POLICY**

INTRODUCTION

The following is the policy of Hepatitis infection among students in a Health Program. This policy is designed to protect patients treated in the numerous clinical facilities at or affiliated with Marion Technical College and to protect the rights of the individuals who may have a condition which may pose a risk to patients.

POLICY

Any student in a Health Program who is directly involved in patient care and has Hepatitis should be under the care of a physician qualified to treat the condition and its complications and to provide counsel on the prevention of further spread of infection. It is the responsibility of the student to implement the advice and counsel of the attending physician and to follow current guidelines for health care workers provided by the Center for Disease Control and Prevention (CDC) or established policy of the associated clinical facility. If a student suspects that she/he may have contracted Hepatitis, she/he has a duty to seek appropriate testing to clarify her/his health status.

Marion Technical College recognizes its obligation under federal and state law to ensure the right of confidentiality between the individual and the attending physician, and further recognizes that the individual should be allowed to continue her/his education career so long as patients are not placed at risk. Decisions regarding modification of clinical training undertaken by such individuals will be made on a case-by-case basis by the student's physician, taking into account the nature of the individual and attendant functional disabilities or limitations.

I have read and understand this policy and have had an opportunity to ask questions:

Student's Signature

Date

Print Name

Student ID

Health Directors: Health Hepatitis Policy form 4.20.22

**MARION TECHNICAL COLLEGE
HEALTH TECHNOLOGIES**

SUBJECT: COMMUNICABLE DISEASES

PURPOSES: To protect patients, students, and faculty from communicable diseases while protecting the rights of the individuals which may have a condition posing a risk to others.

POLICY:

1. Any student in a Health Program at Marion Technical College (MTC) who is directly involved in patient care and has Hepatitis, HIV (includes AIDS ARC) Covid-19, MRSA, Herpes Zoster, Tuberculosis or any other infectious/communicable disease should be under the care of a physician qualified to treat the condition and its complications and to provide counsel on the prevention of further spread of infection. It is the responsibility of the student to implement the advice and counsel of the attending physician and to follow current guidelines for health care workers provided by the Center for Disease Control and Prevention (CDC) or established policy of the associated affiliated training site during a professional practice experience. The student has a duty to inform the program director so that reasonable accommodation can be made to protect the safety of all parties involved.
2. If a student suspects that they may have contracted an infectious disease, they have a duty to seek appropriate testing to clarify their health status. The obligation of the student is to protect patients treated during the professional practice experience at an affiliated training site as well as other students/faculty in the simulated healthcare environment of the MTC classroom/laboratory. The student has a duty to inform the program director/clinical coordinator so that reasonable accommodation can be made to protect all parties involved.
3. Marion Technical College recognizes its obligation under federal and state law to ensure the right of confidentiality between the individual and the attending physician, and further recognizes that the individual should be allowed to continue to participate in educational programs so long as patients, other students, and faculty are not placed at risk. Decisions regarding modification of clinical training undertaken by such individuals will be made on an individual basis by the student's physician, taking into account the nature of the individual and functional disabilities or limitations.
4. Infected neurologically handicapped students who cannot control bodily secretions, students who have un-coverable oozing lesions, or a communicable respiratory condition will not be permitted to participate in direct patient-care health care services. The determination of whether an infected student should be excluded from providing health care services or can adequately and safely perform patient care duties shall be determined by the student's physician in conjunction with the appropriate College official.

5. All medical information and records about the student will be treated as private and confidential and will be handled in compliance with legal requirements, including those set forth in the Family Educational Rights and Privacy Act (FERPA). Marion Technical College will implement and maintain procedural safeguards to protect the privacy interests of students in the campus community who have a communicable disease. The identity of the student who has a communicable disease will not be disclosed, except as authorized or required by law.
6. Marion Technical College is committed to complying with federal and state laws regarding the rights of individuals with communicable diseases. Marion Technical College prohibits harassing, intimidating, retaliating, or otherwise discriminating against students who have a communicable disease.

Authorization

Chad Hensel, P.T., D.P.T., MHS, C.S.C.S.
Associate Dean of Health

Authorization

Debra Myers, M.ED, RT, RVT, RDMS, RDCS
Associate Dean of Health

Authorization

Stacie Campbell, Ph.D, MSN, RN
Associate Dean of Nursing

Revised and approved

Health Directors: H P&P Communicable Diseases; 4.2.21, Reviewed 3.28.24, Reviewed 1.13.15, Revised 1.15.25

***Communicable Disease
Memorandum of Understanding
Marion Technical College
Health Programs***

Any student in a Health Program at Marion Technical College (MTC) who is directly involved in patient care and has Hepatitis, HIV, COVID-19 (includes AIDS and ARC), MRSA, Herpes Zoster, tuberculosis or any other infectious/communicable disease should be under the care of a physician qualified to treat the condition and its complications and to provide counsel on the prevention of further spread of infection. It is the responsibility of the student to implement the advice and counsel of the attending physician and to follow current guidelines for health care workers provided by the Center for Disease Control and Prevention (CDC) or established policy of the associated affiliated training site during a clinical, practicum or professional practice experience so that reasonable accommodations can be made to protect the safety of all parties.

If a student suspects that they may have contracted an infectious disease, they have a duty to seek appropriate testing to clarify their health status. The obligation of the student is to protect patients treated during their clinical, practicum, or professional practice experience at an affiliated training site as well as other students/faculty in the simulated healthcare environment of the MTC classroom/laboratory. The student has a duty to inform the program director/clinical coordinator so that reasonable accommodations can be made to protect the safety of all parties involved.

Marion Technical College recognizes its obligation under federal and state law to ensure the right of confidentiality between the individual and the attending physician, and further recognizes that the individual should be allowed to continue their educational program so long as patients, other students, and faculty are not placed at risk. Decisions regarding modifications of the clinical training undertaken by such individuals will be made on an individual basis by the student's physician, taking into account the nature of the individual and functional disabilities or limitations.

Infected neurologically handicapped students who cannot control bodily secretions, students who have un-coverable oozing lesions, or communicable respiratory conditions will not be permitted to participate in direct patient-care health care services. The determination of whether an infected student should be excluded from providing health care services or can adequately and safely perform patient care duties shall be determined by the student's physician in conjunction with the appropriate College official

All medical information and records about the student will be treated as private and confidential and will be handled in compliance with legal requirements, including those set forth in the Family Educational Rights and Privacy Act (FERPA). Marion Technical College will implement and maintain procedural safeguards to protect the privacy interests of students in the campus community who have a communicable disease. The identity of the student who has a communicable disease will not be disclosed, except as authorized or required by law.

Marion Technical College is committed to complying with federal and state laws regarding the rights of individuals with communicable diseases. Marion Technical College prohibits harassing, intimidating, retaliating, or otherwise discriminating against students who have a communicable diseases.

I have read and understand this policy and have had an opportunity to ask questions:

Student Signature

Date

Print Name

MARION TECHNICAL COLLEGE PHYSICAL THERAPIST ASSISTANT PROGRAM POLICY #109 AND PROCEDURE

SUBJECT:	Academic Misconduct: Plagiarism
DATE APPROVED:	June 1999
PURPOSES/OBJECTIVES:	To provide the PTA Program with a definition of plagiarism and a method of ensuring academic integrity in regards to plagiarism.

POLICY:

Dishonest academic practices include, but are not necessarily limited to, taking, using, or copying another's work and submitting work done, in whole or in part, by another person as one's own; intentionally falsifying information; or taking another's ideas with the intention of using them in a course and/or lab as one's own.

Information may be included in a composition without a footnote if it meets all of these conditions:

1. It is common knowledge.
2. It is written entirely in the words of the student.
3. It is not paraphrased from any particular source.

Plagiarism consists of:

1. Failure to credit quoted material by proper mechanical process.
2. Failure to credit paraphrased materials properly.
3. Use of another's ideas as one's own.
4. Duplication, in part or whole, of another student's themes or projects.

All work handed in with your signature should:

1. Give credit to the author and source for any quoted material.
2. Give credit to the author and source for any paraphrased material.
3. Center within your thesis.
4. Be your original choice of diction and arrangement.

It is recognized by the College that the student has the primary responsibility for academic honesty; however, the instructor will endeavor to create a learning environment that discourages cheating and encourages honest scholarship.

The instructor shall report all incidents of dishonest academic practice to the appropriate department director and enter an account of the incident in the student's academic file.

Misconduct

The individual instructor will in most cases, make the judgment regarding a dishonest academic practice. The basic criterion that will be used to judge the dishonest academic practice is the intention of the student to enhance his/her own position within the class by employing a dishonest or unacceptable academic practice. A few examples include (but are not limited to):

1. Work copied verbatim from an original author without citation or proper credit given;
2. Work copied practically verbatim with only a few words altered from the original without citation or proper credit being given;
3. Copying answers from another's test paper, notes, or book;
4. Using an A.I. (Artificial Intelligence) to author assignments.

PROCEDURE:

Possible consequences for cases of dishonest academic practices (Note that these apply to general education courses, Health courses refer to Code of Expected Conduct)::

1. The first offense will result in an equivalent grade of "F" being given for the particular test, project, paper, etc., on which the cheating has occurred.
2. The second offense in a given course will result in the student being assigned a failing grade for that course.
3. Any student involved in three total offenses (not necessarily in one course) will, based on the recommendation to and approval of the Chief Academic Officer, be dismissed from the College for one full academic term. A readmitted student that had been dismissed for dishonest practices will be dismissed upon any subsequent single offense involving a dishonest academic practice.
5. Students involved in deliberate fraud constitutes highly unprofessional behavior that is unacceptable for the PTA Program. Examples include: Evidence of a deliberate and calculated plan to engage in a dishonest academic practice such as gaining access to examinations prior to the time the exam was to be given or the extraction of information regarding an examination from other students; Falsification of clinical or laboratory records. Students committing these infractions may be dismissed from the PTA Program by the Program Director.

In cases where students feel that they have been wrongly accused, appeal procedures exist as per College Policy #440 -- Grievance Procedures. The penalty for a proven case of dishonest academic practice will stand through appeal. If the Judicial Committee reverses the original decision, then:

1. For the first offense the test, project, paper, etc., will be re-graded on the criteria for that assignment.
2. For the second offense the student's grade will be reevaluated based on the criteria for the course.

Copies of the student appeals procedures are available from academic advisors, department directors or the Chief Academic Officer. All "misconduct" information will be removed from a student's record when a decision is reversed through appeal.

Please note: The provisions in the college catalog regarding all other items related to academic probation and dismissal from the college.

REVISED: 6/23, June, 2022, 6/24

REVIEWED: 6/25, June 2021, June 2020, June 2019, June 2018, June 2017, June 2016, May 2015, June 2014, July 2013, July 2012, July 2011, July 2010, July 2009, December 2008, July 2008, July 2007, May 2006

MARION TECHNICAL COLLEGE ALLIED HEALTH

SUBJECT: USE OF SOCIAL NETWORKING SITES
DATE APPROVED: July 2010

1. PURPOSES/OBJECTIVES:

The Allied Health Departments recognize that social networking websites and applications, such as Facebook, Twitter, Instagram, or blogs are an important means of communication. The use of technology can be a valuable search tool for allied health students and faculty when used appropriately. These resources are not to be used in patient care areas, but may be utilized in course assignments in an appropriate manner that does not violate the intent of this policy.

2. DEFINITIONS:

1. Blog: A blog is a website maintained by an individual or organization with regular entries of commentary, descriptions of events, or other materials such as graphics or video. Blogs may provide commentary or news on a particular subject; others function as more personal on-line diaries.
2. Social Media: For the purposes of this Policy "Social Media" is an on-line social structure made up of individuals or organizations that are tied by one or more specific types of interdependency, such as values, visions, ideas, financial exchange, friendship, business operations, professional exchange, etc. Social Media sites operate on many levels, from families up to the level of nations, and play a critical role in determining the way information is exchanged, problems are solved, organizations are run, and the degree to which individuals succeed in achieving their goals. Examples of Social Media sites include, but are not limited to Facebook, Youtube, Instagram, LinkedIn, Twitter, or other similar sites.
3. Workforce: Under HIPAA, the workforce is defined to include employees, medical staff members, volunteers, trainees, and other persons whose conduct, in the performance of work for a covered entity, is under the direct control of such entity, whether or not they are paid by the covered entity.

POLICY STATEMENTS:

1. The use of technology can create potential liability for the student, faculty, and the college. Posting certain information is illegal, and violation of existing statutes and administrative regulations may expose the offender to criminal and civil liability. The following actions are **strictly forbidden**:
 - a. Posting or communicating any patient-related information or information which may potentially identify a particular patient. Removal of the patient's name does not solve this problem – inclusion of gender, age, race, diagnosis, etc. may still allow the reader to recognize the identity of a specific individual. Violations of this requirement may result in disciplinary action up to and including dismissal from the program, as well as other liability for violation of HIPAA. Students should never publicly make comments about the care of a specific patient, including online. Even acknowledging the care of a patient is an unacceptable disclosure of patient identifying information. Disclosing confidential patient information in an inappropriate manner is a federal offense under HIPAA. The penalties include significant fines and/or criminal penalties. We take violations of patient privacy very seriously and will always take corrective action when aware of such a violation.

- b. No posting or communicating private academic information of another allied health student, including but not limited to grades, narrative evaluations, or adverse academic actions.
- 2. The following actions are **strongly discouraged**. Violations of these guidelines are considered unprofessional behavior and may be the basis for disciplinary action:
 - a. Display of vulgar language
 - b. Display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, or sexual orientation.
 - c. Posting of potentially inflammatory or unflattering material regarding a patient, fellow student, faculty member, or administration.
- 3. Any Allied Health student or faculty member who is aware of the use of social networking sites for any of the above prohibited purposes is required to report the misuse. Failure to report is a violation of the College's Conduct Code and may result in disciplinary action up to and including dismissal from the program.
- 4. When using social networking websites, students and faculty are strongly encouraged to use a personal e-mail address as their primary means of communication rather than their mtc.edu address. Students and faculty are expected to maintain professional standards of behavior at all times.

Deborah Bates
Dean of Allied Health

AH Drive: AH P&P Use of Social Networking Policy
May 30, 2013

Reviewed by PTA Program: 6/25, 6/24; 6/23,
June, 2022, June 2021, June 2020, June 2019,
June 2018, June 2017, May 2015

MARION TECHNICAL COLLEGE PHYSICAL THERAPIST ASSISTANT PROGRAM POLICY #108 AND PROCEDURE

SUBJECT:	Grievances/Complaints
DATE APPROVED:	January 2009
PURPOSES/OBJECTIVES:	To provide the PTA Program with a method of due process for the resolution of complaints and grievances.

POLICY:

All grievances/complaints that pertain to the PTA Program will be investigated and actions taken as necessary to resolve the situation. Documentation of such complaints, investigations, and resolutions will be maintained by the PTA Program.

PROCEDURE:

Any grievance/complaint made will be noted in writing in a narrative format, preferably by the person making the complaint and placed into the **Maxient system**. If the person making the complaint is unable or unwilling to put it in writing, then it will be documented by the faculty/staff member to whom the complaint is made. In either case, the complaint can be made in a confidential fashion if the complainant wishes. Complaints will be kept in a complaint file, and will not become part of student, clinical site, faculty, etc. files in its original format, though the issues raised may be addressed in these specific files where appropriate and necessary. Each complaint will be investigated, and actions taken regarding the complaint and the resolution to the situation will also be documented.

These forms are maintained by the program for a minimum of seven (7) years, in secured file. The information brought to light by the complaint/investigation process will be used for program review as well as for accreditation purposes.

In the PTA Program, the students are expected to follow the following lines of communication when attempting to resolve problems or complaints. The student should first discuss the issue with the instructor of the course or clinical supervisor directly if the issue relates to a particular class. If the issue does not relate to a particular class, the student should discuss the issue with their assigned PTA Program advisor. The next level is the Program Director for the PTA Program, and the final level is the **Chief Academic Officer**. Students are expected to follow this chain of communication. If students have not spoken with the appropriate person in the chain and go to a higher level prematurely, they will be instructed to return to the appropriate person to discuss the issue.

Issues that cannot be solved in this manner will be referred to the policies noted in the current issue of the College catalog, with referral of the matter to the Chief Academic Officer.

Should a complaint regarding the program be lodged by a Clinical Instructor or CCCE, the information will be documented by the ACCE and housed and handled as above.

Complaints regarding the program director, whether lodged by student or other, should be first brought to the attention of the director but may then proceed directly to the level of the **Chief Academic Officer** to be housed and handled as above.

Individuals in the community who do not have a formal affiliation with this institution or program are also welcome to provide comments according to the following procedure:

1. This process is only for comments or concerns that cannot be addressed by existing grievance/due process procedures described in College Policy #440 (Student Grievances/Complaints), the MTC catalog, Faculty Handbooks, Clinical Contracts or as noted above.
2. Comments must be provided in writing and signed by the author. Anonymous submission will not be acknowledged, nor will written comments provided on behalf of an anonymous source.
3. Comments must be submitted to henselc@mtc.edu from a MTC student email or may be sent to the following:

Director, PTA Program
Marion Technical College
1467 Mount Vernon Avenue
Marion, OH 43302
4. The Director of the MTC PTA Program shall respond to all comments within ten (10) business days to further discuss and resolve the issue. If satisfactory resolution is not or cannot be reached, appeal may be made to the Associate Dean of Health within ten (10) business days from the response of the MTC PTA Program Director. Again, if satisfactory resolution is not or cannot be reached, appeal may be made to the Chief Academic Officer within ten (10) business days from the response of the Associate Dean of Health. The decision of the Chief Academic Officer will be final and not subject to further appeal. Neither the Associate Dean of Health nor the Chief Academic Officer will become involved until all attempts to resolve the issue with the Director of the PTA Program have been exhausted, unless the comment is directly related to the performance of the Director of the PTA Program.
5. Records of all correspondence will be confidentially maintained by the PTA Program for seven (7) years. These records are not open to the public.

REVISED: 6/24, 6/23, June 2022, December 2008

REVIEWED: 6/25, June 2021, June, 2020, June 2019, June 2018, June 2017, June 2016, May 2015, June 2014, July 2013, July 2012, July 2011, July, 2010, July 2009, July 2008, July 2007, May 2006

MARION TECHNICAL COLLEGE PHYSICAL THERAPIST ASSISTANT PROGRAM POLICY #110 AND PROCEDURE

SUBJECT:	CAPTE Accreditation
DATE APPROVED:	June 1999
PURPOSES/OBJECTIVES:	To provide the PTA Program with a process to ensure compliance with the CAPTE accreditation standards and guidelines.

POLICY:

Marion Technical College and the PTA Program are committed to the initial and continued accreditation of the Physical Therapist Assistant Program by the Commission on Accreditation in Physical Therapy Education (CAPTE).

PROCEDURE:

1. The college and program will submit all requested fees and documentation in a timely fashion, to meet all established deadlines.
2. Documentation submitted will include all required information. Routinely collected and submitted documentation includes progress reports, Annual Accreditation Reports, information on graduation rates, information on performance on state licensing exams, and employment rates of graduates. Additional information if requested by the accrediting agency will be submitted by the deadlines specified or negotiated.
3. Any expected substantive changes in the program will be reported to CAPTE prior to implementation. Any unexpected substantive changes will be reported immediately after they occur. The college and program are responsible for ongoing reporting of these types of changes. Substantive changes can include (but are not limited to): changes in program leadership, changes in the administrative structure in which the program is housed, significant decreases in resources available to the program (faculty, staff, space, equipment, funding, etc.), increases (**greater than 10%**) in the size of classes to be admitted, major curricular changes, and establishment of an expansion program. The college and program will also notify CAPTE of any threatened or actual change in institutional accreditation status or legal authority to provide postsecondary education, immediately upon notification of a change in status.
4. If, at any time, the program is determined to be out of compliance with accreditation criteria, the college and program will ensure that the program is brought into compliance with the evaluative criteria within two years after the determination that the program is out of compliance.

REVISED: June 2020 REVIEWED: 6/25, 6/24; 6/23, June, 2022, June 2021, June 2019, June 2018, June 2017, June 2016, May 2015, June 2014, July 2013, July 2012, July 2011, July 2010, July 2009, December 2008, July 2008, July 2007, May 2006

MARION TECHNICAL COLLEGE PHYSICAL THERAPIST ASSISTANT PROGRAM POLICY #111

SUBJECT:	Laboratory Equipment Maintenance
DATE APPROVED:	June 1999
PURPOSES/OBJECTIVES:	To provide the PTA Program with a process to ensure laboratory equipment is properly maintained.

POLICY:

All laboratory equipment requiring electrical/safety checks or recalibration will be examined and/or tested as appropriate on an annual basis. Record of this equipment electrical/safety check and/or recalibration will be kept on the secure share drive by the program and is available to any member of the public for inspection upon request.

REVISED: June 2019

REVIEWED: 6/25, 6/24; 6/23, June, 2022, June 2021, June 2020, June 2018, June 2017, June 2016, May 2015, June 2014, July 2013, July 2012, July 2011, July 2010, July 2009, December 2008, July 2008, July 2007, May 2006

APPENDIX

Marion Technical College Health Affiliation Agreement

Marion Technical College (“MTC” or “College”) is currently engaged in the education of health professionals who obtain learning experience in clinical areas by participating in a professional practice experience as part of their curriculum. Health programs included in this agreement are as follows: Health Information Technology, Medical Billing and Coding, Medical Laboratory Technology, Medical Assistant, Phlebotomy, Radiography and Diagnostic Medical Sonography, Nursing, Occupational Therapy Assistant, Physical Therapist Assistant, Sterile Processing, and Surgical Technology. For the purpose of this learning experience, the following agreement has been produced.

The affiliate facility at **SITE and Address** willing to provide said experience within its facilities. This agreement for the academic school year beginning **DATE**, will be effective upon signatures of both parties for a period of five years, unless earlier terminated in accordance with the terms of this Agreement. If the parties desire to renew the Agreement for a subsequent term or terms, they will do so by executing a written successor agreement prior to expiration of the term of this Agreement.

Either party may terminate this Agreement by giving the other party a sixty (60) day written notice of termination, provided, however, that the parties will use their best efforts to ensure that students participating in the clinical program are able to complete their clinical experience at the Agency.

In consideration of the mutual agreement set forth herein, Marion Technical College and Agency agree as follows:

A.

I. College Responsibilities

Marion Technical College will:

- A. Provide qualified instruction, guidance, and supervision of students assigned to the Agency. MTC is responsible for communicating with Agency personnel for the purposes and objectives of the educational program and the Agency’s unique contributions to the program. MTC is responsible for selecting and coordinating the learning experiences by gaining an understanding of the Agency’s practices and regulations and to orient the student to these practices when appropriate.
- B. Contact the student and the Agency during each professional practice experience and confer with the clinical instructors regarding student progress.
- C. Inform the Agency of the number and sequence of students anticipated within the academic year. Thirty (30) days prior to the professional practice experience, the program director or designee will provide the Agency with: the number of student(s) to be assigned; the beginning and ending dates of the professional practice experience; the projected hours of the professional practice experience; and a student evaluation packet, which shall include objectives and requirements.
- D. Complete a criminal background check on each student. The College verifies that each student has met the standards set forth by the State of Ohio pursuant to the Ohio Revised Code (ORC) 109.572. The background checks will be conducted by the Ohio Bureau of Criminal Identification and Investigation and facilitated by Marion Technical College and will include, but not be limited to, an analysis of fingerprints and review of prior criminal records. MTC will conduct a federal (FBI) background check as necessary according to state residential requirements and program admission criteria.
- E. Provide, upon request, results of appropriate diagnostic tests, immunizations, medical physical, and drug screenings on students assigned to the Agency.

- F. Evaluate students and assign grades based on evaluation forms and consultation with Agency personnel.
- G. Provide the student with a Progress Alert form to notify them of a need for improvement when the student is not meeting the criteria for the professional practice experience as defined in the course syllabus. The program director or designee will discuss the deficiencies with the student, will develop guidelines for improvement and provide them with the opportunity to be successful.
- H. Remove a student from the Agency if: (1) the student is unable to fulfill professional responsibilities; (2) the student is being used as an unpaid employee; (3) proper supervision is not being provided; (4) the student is not receiving an appropriate educational experience; or (5) the student is performing in an unsatisfactory manner. Advance notification will be given to the Agency when possible.
- I. Provide each student participating in a professional practice experience with professional liability insurance against malpractice. Professional liability insurance coverage includes a minimum amount of Two Million Dollars (\$2,000,000.00) per incident and Five Million Dollars (\$5,000,000.00) annual aggregate. Certificate of insurance is available upon request. MTC will obtain a signed statement of Responsibility for Treatment from each student.
- J. Provide proof of student health insurance if required by Agency.
- K. Comply with, and require students to sign a written statement agreeing to comply with, all applicable federal and state laws regulations concerning patient privacy and confidentiality of protected health information, including, without limitation, the Health Insurance Portability and Accountability Act of 1996 ("HIPAA").

II. Agency Responsibilities

The Agency will:

- A. Provide a facility for hands-on experience. The students in a given area shall not exceed the number specified by the Agency.
- B. Designate and assign specific professionals who are knowledgeable in the procedures and practices of the Agency to instruct the student and to model the role of a working professional.
- C. Use reasonable efforts to incorporate the College's curriculum into the professional practice experience.
- D. Provide the student with the opportunity to apply classroom knowledge in the healthcare setting, demonstrate procedures and permit the student the opportunity to practice the procedures and demonstrate proficiency.
- E. Agree to supervise and provide an educational experience for the student. The student may be asked to perform procedures under supervision after they have demonstrated proficiency in the procedure. This practice helps to develop stronger entry-level competencies. However, students should not be substituted for paid employees and should not perform procedures unsupervised or inconsistent with their level of education and experience.
- F. Not remunerate (salary, stipends, housing, insurance, etc.) the student for the professional practice experience. If the student is an employee of the Agency in some other capacity, work performed during paid hours cannot be used toward meeting professional practice academic objectives.
- G. Schedule student hours on weekdays during the day (typically 8:00 a.m. to 5:00 p.m.). However, if there are activities occurring outside this time frame which would contribute to the student's knowledge of the healthcare setting and to the development of entry level competencies, the student may be asked to volunteer to participate in these activities.
- H. Allow the students to have access to the libraries of the Agency.
- I. Provide a Coordinator who will serve as a liaison between Agency and the College.

- J. Provide emergency care for the student in the event a student requires immediate medical attention. Any cost for required treatment due to illness, injury or exposure is the financial responsibility of the student.
- K. Complete an evaluation of the student. The Agency Coordinator will supervise the completion of the MTC student evaluation forms and return them to the program director or designee by the designated date specified in the student evaluation packet.
- L. Provide the student with an orientation program that includes copies of the Agency's applicable policies. The students' orientation program shall be comparable to orientation provided for Agency's new employees, and shall cover topics such as safety, bloodborne pathogens, and chemical hygiene (if applicable).
- M. Reserve the right to prematurely terminate a student's professional practice experience if difficulties cannot be resolved after meeting with the student and the program director or designee.
- N. Agree to provide time to clinical instructors for attending meetings called by MTC.
- O. Notify the College representative any time that the student is performing below expected levels.
- P. Secure and maintain professional and general liability insurance in minimum amounts of one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) annual aggregate for its employees, directors, and officers. Agency shall provide College with proof of insurance upon request.

III. Mutual Obligations:

- A. Each party agrees to be responsible for any personal injury, property damage, or other liability caused by the negligent acts or negligent omissions by or through itself or its agents, employees, and contracted servants and each party further agrees to defend and be solely responsible for itself and themselves and pay any judgments and costs arising out of such negligent acts or negligent omissions, and nothing in this Agreement shall impute or transfer any such responsibility from one to the other.
- B. Both parties agree to establish cooperatively the learning objectives for the educational experience, devise methods for their implementation, and evaluate the effectiveness of the educational experience.
- C. Neither party shall use discriminatory practices in assignment, acceptance or evaluation of students. Students shall have equal opportunity to participate in the professional practice experience with respect to race, color, creed, religion, national origin, gender, age, disability, ancestry, military status, marital status, and any other characteristic protected by state or federal law.
- D. Both parties shall maintain confidentiality of student records and performance and all patient information.
- E. Each party acknowledges that information (if any) received from the College regarding its students and information generated regarding College's students may be protected by the Family Educational Rights and Privacy Act ("FERPA"), and agrees to use such information only for the purpose for which it was disclosed and not to make it available to any third party without first obtaining the student's written consent.
- F. The parties specifically intend to comply with all applicable laws, rules and regulations as they may be amended from time to time. If any part of this Agreement is determined to violate federal, state, or local laws, rules, or regulations, the parties agree to negotiate in good faith revisions to any such provisions. If the parties fail to agree within a reasonable time to revisions required to bring the entire Agreement into compliance, either party may terminate this Agreement upon sixty (60) days prior written notice to the other party. Agency further affirms that it has all of the approvals, licenses, or other qualifications needed to conduct business in Ohio and that all are current. If at any time during the term of this Agreement

- Agency, for any reason, becomes disqualified from conducting business in the State of Ohio, Agency will immediately notify the College in writing.
- G. Both parties expressly acknowledge that College students are not employees of Agency or the College, and that Agency and the College are not the employer of any student for the purposes of this Agreement. However, solely for the purpose of defining their role in relation to the use and disclosure of Agency's protected health information, such students and On-Site Faculty are defined as members of the Agency's workforce, as that term is defined by 45 C.F.R. 160.103, when engaged in activities pursuant to this Agreement.
 - H. Both parties agree that there will be no financial compensation for the services provided during the term of this Agreement whether to students, the other party, or otherwise.
 - I. Each party agrees to work with each other in providing accommodations. Further, if the accommodation is one which impacts the Agency's responsibilities under the Agreement or the students' ability to work in the clinical setting, the Agency will provide the accommodation. The College will provide accommodations that impact its responsibilities under the agreement.

IV. Miscellaneous

- A. This Agreement shall be governed by and construed in accordance with the laws of the State of Ohio.
- B. The failure of either party to insist in any one or more instances upon strict performance or any of the provisions of this Agreement or take advantage of any rights hereunder shall not be construed as a waiver of any such provisions or relinquishment of any rights, but the same shall continue and remain in full force and effect. Provisions of this Agreement may only be waived by an express written statement specifically stating the intent to waive an identified right signed by the party making such waiver, no acts or omissions shall be construed to imply a waiver.
- C. College and Agency, respectively, are independent contractors and neither, by virtue of this Agreement or any act performed pursuant to it, shall be or become the agent of the other nor shall either of them be or become subject to control or right by the other in the performance of any act done pursuant to this Agreement. Students are not considered employees of Agency or College and they shall not be entitled to any salary or employment based benefits.
- D. Neither this Agreement nor any rights, duties, or obligations hereunder may be assigned or transferred in whole or in part by Agency without the prior written consent of the College.
- E. No amendment to this Agreement shall be of any force or affect whatsoever unless it is in writing, dated and signed by both parties.
- F. Any written notice required by this Agreement shall be mailed to the respective parties at the following addresses:

College: Chief of Staff
Marion Technical College
1467 Mount Vernon Ave.
Marion, OH 43302

With a copy to:

Ohio Attorney General
Education Section
c/o Marion Technical College AAG
30 E. Broad St., 16th Floor
Columbus, OH 43215

Agency: Name
Address

IN WITNESS WHEREOF, the authorized representative of the parties hereby set their hands below.

MARION TECHNICAL COLLEGE

Director signature

Date

Director printed name

Associate Dean of Health Programs signature

Date

Associate Dean of Health Programs printed name

AFFILIATE

CEO signature

Date

CEO printed name

Manager/Director signature

Date

Manager/Director printed name

Health Directors: Contract Template
October 2024

MARION TECHNICAL COLLEGE
Clinical Assignment Information

Course: (**circle one**) PTA 2010
 PTA 2310
 PTA 2320

Student: _____

Facility: _____

Facility Address: _____

Facility Telephone #: _____

Clinical Instructor: _____

Coordinator of
Clinical Education: _____

Clinic Supervisor: _____

Facility or Department Director: _____

Clinical Hours: _____ a.m. through _____ p.m.
 _____ week period

Clinical Schedule:

Start Date _____

Finish Date _____

Student will be in the clinic 8 hours per day each week on the following days:

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Date that this form was sent to: Student _____ CCCE _____

CLINICAL AFFILIATION SCHEDULE

PTA 2010 1 st SUMMER	5 DAYS/WEEK (M-F) 35-40 HOURS/WEEK 5 WEEKS	SUMMER SEMESTER
PT 2310 2 nd YEAR	5 DAYS/WEEK (M-F) 35-40 HOURS/WEEK 6.5 WEEKS	SPRING SEMESTER
PT 2320 2 nd YEAR	5 DAYS/WEEK (M-F) 35-40 HOURS/WEEK 6.5 WEEKS	SPRING SEMESTER

More specific dates for the above mentioned clinical rotations are available through the ACCE.

Marion Technical College Physical Therapist Assistant Program Clinical Affiliations

A list of current clinical affiliations is available through the MTC PTA ACCE.

**PTA STUDENT EVALUATION: CLINICAL EXPERIENCE
AND CLINICAL INSTRUCTION—Reference sample, program reserves the
right to use different assessment tools.**

**PHYSICAL THERAPIST ASSISTANT
STUDENT EVALUATION:**

**CLINICAL EXPERIENCE
AND
CLINICAL INSTRUCTION**

June 10, 2003



**American Physical Therapy Association
Department of Physical Therapy Education
1111 North Fairfax Street
Alexandria, Virginia 22314**

PREAMBLE

The purpose of developing this tool was in response to academic and clinical educators' requests to provide a voluntary, consistent and uniform approach for students to evaluate clinical education as well as the overall clinical experience. Questions included in this draft tool were derived from the many existing tools already in use by physical therapy programs for students to evaluate the quality of the clinical learning experience and clinical instructors (CIs), as well as academic preparation for the specific learning experience. The development of this tool was based on key assumptions for the purpose, need for, and intent of this tool. These key assumptions are described in detail below. This tool consists of two sections that can be used together or separately: Section 1-Physical therapist assistant student assessment of the clinical experience and Section 2-Physical therapist assistant student assessment of clinical instruction. Central to the development of this tool was an assumption that students should actively engage in their learning experiences by providing candid feedback, both formative and summative, about the learning experience and with summative feedback offered at both midterm and final evaluations. One of the benefits of completing Section 2 at midterm is to provide the CI and the student with an opportunity to modify the learning experience by making midcourse corrections.

Key Assumptions

- The tool is intended to provide the student's assessment of the quality of the clinical learning experience and the quality of clinical instruction for the specific learning experience.
- The tool allows students to objectively comment on the quality and richness of the learning experience and to provide information that would be helpful to other students, adequacy of their preparation for the specific learning experience, and effectiveness of the clinical educator(s).
- The tool is formatted in Section 2 to allow student feedback to be provided to the CI(s) at both midterm and final evaluations. This will encourage students to share their learning needs and expectations during the clinical experience, thereby allowing for program modification on the part of the CI and the student.
- Sections 1 and 2 are to be returned to the academic program for review at the conclusion of the clinical experience. Section 1 may be made available to future students to acquaint them with the learning experiences at the clinical facility. Section 2 will remain confidential and the academic program will not share this information with other students.
- The tools meet the needs of the physical therapist (PT) and physical therapist assistant (PTA) academic and clinical communities and where appropriate, distinctions are made in the tools to reflect differences in PT scope of practice and PTA scope of work.
- The student evaluation tool should not serve as the sole entity for making judgments about the quality of the clinical learning experience. This tool should be considered as part of a systematic collection of data that might include reflective student journals, self-assessments provided by clinical education sites, Center Coordinators of Clinical Education (CCCEs), and CIs based on the Guidelines for Clinical Education, ongoing communications and site visits, student performance evaluations, student planning worksheets, Clinical Site Information Form (CSIF), program outcomes, and other sources of information.

Acknowledgement

We would like to acknowledge the collaborative effort between the Clinical Education Special Interest Group (SIG) of the Education Section and APTA's Education Department in completing this project. We are especially indebted to those individuals from the Clinical Education SIG who willingly volunteered their time to develop and refine these tools. Comments and feedback provided by academic and clinical faculty, clinical educators, and students on several draft versions of this document were instrumental in developing, shaping, and refining the tools. Our gratitude is extended to all individuals and groups who willingly gave their time and expertise to work toward a common voluntary PT and PTA Student Evaluation Tool of the Clinical Experience and Clinical Instruction.

Ad Hoc Group Members: Jackie Crossen-Sills, PT, MS, Nancy Erikson, PT, MS, GCS, Peggy Gleeson, PT, PhD, Deborah Ingram, PT, EdD, Corrie Odom, PT, DPT, ATC, and Karen O'Loughlin, PT, MA

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GENERAL INFORMATION AND SIGNATURES

General Information

Student Name _____

Academic Institution _____

Name of Clinical Education Site _____

Address _____ City _____ State _____

Clinical Experience Number _____ Clinical Experience Dates _____

Signatures

I have reviewed information contained in this physical therapist assistant student evaluation of the clinical education experience and of clinical instruction. I recognize that the information below is being collected to facilitate accreditation requirements for clinical instructor qualifications. I understand that my personal information will not be available to students in the academic program files.

Student Name (Provide signature) _____

Date

Primary Clinical Instructor Name (Print name) _____

Date

Primary Clinical Instructor Name (Provide signature) _____

Entry-level PT/PTA degree earned _____
Highest degree earned _____ Degree area _____
Years experience as a CI _____
Years experience as a clinician _____
Areas of expertise _____
Clinical Certification, specify area _____
APTA Credentialed CI _____ Yes _____ No
Other CI Credential _____ State _____ Yes _____ No
Professional organization memberships _____ APTA _____ Other _____

Additional Clinical Instructor Name (Print name) _____

Date

Additional Clinical Instructor Name (Provide signature) _____

Entry-level PT/PTA degree earned _____
Highest degree earned _____ Degree area _____
Years experience as a CI _____
Years experience as a clinician _____
Areas of expertise _____
Clinical Certification, specify area _____
APTA Credentialed CI _____ Yes _____ No
Other CI Credential _____ State _____ Yes _____ No
Professional organization memberships _____ APTA _____ Other _____

SECTION 1: PTA STUDENT ASSESSMENT OF THE CLINICAL EXPERIENCE

Information found in Section 1 may be available to program faculty and students to familiarize them with the learning experiences provided at this clinical facility.

- Name of Clinical Education Site _____
Address _____ City _____ State _____
- Clinical Experience Number _____
- Specify the number of weeks for each applicable clinical experience/rotation.

_____ Acute Care/Inpatient Hospital Facility	_____ Private Practice
_____ Ambulatory Care/Outpatient	_____ Rehabilitation/Sub-acute Rehabilitation
_____ ECF/Nursing Home/SNF	_____ School/Preschool Program
_____ Federal/State/County Health	_____ Wellness/Prevention/Fitness Program
_____ Industrial/Occupational Health Facility	_____ Other _____

Orientation

- Did you receive information from the clinical facility prior to your arrival? _____ Yes _____ No
- Did the on-site orientation provide you with an awareness of the information and resources that you would need for the experience? _____ Yes _____ No
- What else could have been provided during the orientation? _____

Patient/Client Management and the Practice Environment

For questions 7, 8, and 9, use the following 4-point rating scale:

1 = Never 2 = Rarely 3 = Occasionally 4 = Often

- During this clinical experience, describe the frequency of time spent in each of the following areas. Rate all items in the shaded columns using the above 4-point scale.

Diversity Of Case Mix	Rating	Patient Lifespan	Rating	Continuum Of Care	Rating
Musculoskeletal		0-12 years		Critical care, ICU, Acute	
Neuromuscular		13-21 years		SNF/ECF/Sub-acute	
Cardiopulmonary		22-65 years		Rehabilitation	
Integumentary		over 65 years		Ambulatory/Outpatient	
Other (GI, GU, Renal, Metabolic, Endocrine)				Home Health/Hospice	
				Wellness/Fitness/Industry	

- During this clinical experience, describe the frequency of time spent in providing the following components of care from the patient/client management model of the *Guide to Physical Therapist Practice*. Rate all items in the shaded columns using the above 4-point scale. List the five (5) most common interventions that you provided to patients/clients during this clinical experience.

Components Of Care	Rating	Five Most Common Interventions
Data Collection		1.
Implementation of Established Plan of Care		2.
Selected Interventions		3.
• Coordination, communication, documentation		4.
• Patient/client related instruction		5.
• Direct Interventions		

9. During this experience, how frequently did staff (ie, CI, CCCE, and clinicians) maintain an environment conducive to your work and growth? Rate all items in the shaded columns using the 4-point scale on page 4.

Environment	Rating
Providing a helpful and supportive attitude for your role as a PTA student.	
Providing effective role models for problem solving, communication, and teamwork.	
Demonstrating high morale and harmonious working relationships.	
Adhering to ethical codes and legal statutes and standards (eg, Medicare, HIPAA, informed consent, APTA Code of Ethics, etc).	
Being sensitive to individual differences (ie, race, age, ethnicity, etc).	
Using evidence to support clinical practice.	
Being involved in professional development (eg, degree and non-degree continuing education, in-services, journal clubs, etc).	
Being involved in district, state, regional, and/or national professional activities.	

10. What suggestions, relative to the items in question #9, could you offer to improve the environment for your work and growth? _____

Clinical Experience

11. Were there other students at this clinical facility during your clinical experience? (Check all that apply):
- _____ Physical therapist students
- _____ Physical therapist assistant students
- _____ Students from other disciplines or service departments (Please specify _____)
12. Identify the ratio of students to CIs for your clinical experience:
- _____ 1 student to 1 CI
- _____ 1 student to greater than 1 CI
- _____ 1 CI to greater than 1 student; Describe _____
13. How did the clinical supervision ratio in Question #12 influence your learning experience? _____
14. In addition to patient/client management, what other learning experiences did you participate in during this clinical experience? (Check all that apply)
- _____ Attended in-services/educational programs
- _____ Presented an in-service
- _____ Attended special clinics
- _____ Attended team meetings/conferences/grand rounds
- _____ Observed surgery
- _____ Participated in administrative and business management
- _____ Participated in providing patient/client interventions collaboratively with other disciplines (please specify disciplines) _____
- _____ Participated in service learning
- _____ Performed systematic data collection as part of an investigative study
- _____ Used physical therapy aides and other support personnel
- _____ Other; Please specify _____

15. Please provide any logistical suggestions for this location that may be helpful to students in the future. Include costs, names of resources, housing, food, parking, etc. _____

Overall Summary Appraisal

16. Overall, how would you assess this clinical experience? (Check only one)
_____ Excellent clinical learning experience; would not hesitate to recommend this clinical education site to another student.
_____ Time well spent; would recommend this clinical education site to another student.
_____ Some good learning experiences; student program needs further development.
_____ Student clinical education program is not adequately developed at this time.
17. What specific qualities or skills do you believe a physical therapist assistant student should have to function successfully at this clinical education site? _____

18. If, during this clinical education experience, you were exposed to content not included in your previous physical therapist assistant academic preparation, describe those subject areas not addressed. _____

19. What suggestions would you offer to future physical therapist assistant students to improve this clinical education experience? _____

20. What do you believe were the strengths of your physical therapist assistant academic preparation and/or coursework for *this clinical experience*? _____

21. What curricular suggestions do you have that would have prepared you better for *this clinical experience*? _____

SECTION 2: PTA STUDENT ASSESSMENT OF THE CLINICAL INSTRUCTOR

Information found in Section 2 is to be shared between the student and the clinical instructor(s) at midterm and final evaluations. Additional copies of Section 2 should be made when there are multiple CIs supervising the student. Information contained in this section is confidential and will not be shared by the academic program with other students.

Assessment of Clinical Instruction

22. Using the scale (1 - 5) below, rate how clinical instruction was provided during this clinical experience at both midterm and final evaluations (shaded columns).

1=Strongly Disagree 2=Disagree 3=Neutral 4=Agree 5=Strongly Agree

Provision of Clinical Instruction	Midterm	Final
The clinical instructor (CI) was familiar with the academic program's objectives and expectations for this experience.		
The clinical education site had written objectives for this learning experience.		
The clinical education site's objectives for this learning experience were clearly communicated.		
There was an opportunity for student input into the objectives for this learning experience.		
The CI provided constructive feedback on student performance.		
The CI provided timely feedback on student performance.		
The CI demonstrated skill in active listening.		
The CI provided clear and concise communication.		
The CI communicated in an open and non-threatening manner.		
The CI taught in an interactive manner that encouraged problem solving.		
There was a clear understanding to whom you were directly responsible and accountable.		
The supervising CI was accessible when needed.		
The CI clearly explained your student responsibilities.		
The CI provided responsibilities that were within your scope of knowledge and skills.		
The CI facilitated patient-therapist and therapist-student relationships.		
Time was available with the CI to discuss patient/client interventions.		
The CI served as a positive role model in physical therapy practice.		
The CI skillfully used the clinical environment for planned and unplanned learning experiences.		
The CI integrated knowledge of various learning styles into student clinical teaching.		
The CI made the formal evaluation process constructive.		
The CI encouraged the student to self-assess.		

23. Was your CI'(s) evaluation of your level of performance in agreement with your self-assessment?

Midterm Evaluation ____ Yes ____ No Final Evaluation ____ Yes ____ No

- Midterm Evaluation _____
- _____
- _____
- _____
- _____
- Final Evaluation _____
- _____
- _____
- _____
- _____

- Midterm Comments _____
- _____
- _____
- _____
- _____
- Final Comments _____
- _____
- _____
- _____
- _____

- Midterm Comments _____
- _____
- _____
- _____
- _____
- Final Comments _____
- _____
- _____
- _____
- _____

8



1467 Mt. Vernon Ave.
Marion, Ohio 43302-5695

PATIENT SURVEY

STUDENT'S NAME _____

In order to help us maintain the highest levels of quality, we would appreciate your comments on any treatments by interactions with students from Marion Technical College. Please take a few moments to complete the following questions, and return the survey to MTC in the attached envelope. The survey is anonymous, so there is no need to include your name. Your comments will be kept in confidence and used only to improve instruction. Thank you!

Chad Hensel, DPT
PTA Program Director

Maureen Pace, PTA
Academic Coordinator of Clinical Education

For each question below, please mark how well you thought the student appeared to do the following skills, using the scale.

Introduced themselves and greeted you in a friendly manner?

- ☐ Excellent
- ☐ Good
- ☐ Average
- ☐ Poor
- ☐ Terrible
- ☐ Unsure/Doesn't Apply

Comments:

Listened to you and was supportive by acting in a caring, compassionate way to you and your family?

- ☐ Excellent
- ☐ Good
- ☐ Average
- ☐ Poor
- ☐ Terrible
- ☐ Unsure/Doesn't Apply

Comments:

Performed your treatment in a timely, effective and efficient manner?

- ☐ Excellent
- ☐ Good
- ☐ Average
- ☐ Poor
- ☐ Terrible
- ☐ Unsure/Doesn't Apply

Comments:

Educated you about your condition and the treatment in terms you could understand?

- ☐ Excellent
- ☐ Good
- ☐ Average
- ☐ Poor
- ☐ Terrible
- ☐ Unsure/Doesn't Apply

Comments:

Monitored how you were doing with treatment and responded appropriately?

- ☐ Excellent
- ☐ Good
- ☐ Average
- ☐ Poor
- ☐ Terrible
- ☐ Unsure/Doesn't Apply

Comments:

Date ____/____/____

MARION TECHNICAL COLLEGE
Physical Therapist Assistant Program

Change in Medical Status Policy

Students with any change in health status shall inform the Program Director and clinical affiliation instructor (if on clinical rotations) within 24 hours of confirmation of this change.

Students may elect to continue in the PTA program. In this case, written permission must be received from the student's medical physician stating that the student is capable of performing routine physical therapist assistant duties within the clinical environment. The physician must also document that there are "no restrictions" or what specific restrictions apply to the student and for how long. This permission form must be on file in the PTA Program Director's office prior to the student continuing in the PTA program. In addition, the student will also sign a waiver releasing Marion Technical College/PTA program from medical complications resulting from the student's continued participation in the PTA program.

I have read, understand, and have had an opportunity to ask questions regarding this policy.

Student Signature

Date

Print Name

Reviewed: 6/25, 6/24; 6/23, June 2022, June 2021, June 2020, June 2019, June 2018, June 2017, June 2016, May 2015, June 2014, July 2013, July 2012, July 2011, July 2010

MARION TECHNICAL COLLEGE
Physical Therapist Assistant Program

Laboratory Practice Sessions Acknowledgement

I understand that only information presented during a Marion Technical College Physical Therapist Assistant lecture or laboratory session can be performed in lab. Instructor consent must be sought to practice additional techniques or skills in the PTA laboratory.

Furthermore, as part of laboratory courses, students will be expected to assume the role of a patient, precluding any injuries or limitations. As such, they may have procedures performed on them. These procedures will frequently require students to be in close proximity to each other. All CDC recommended guidelines will always be adhered to. Student signature below indicates students understand and acknowledge that they will serve the role of patient as needed.

Date

Student's Signature

Print Name

Revised: June 2022, June, 2021, June 2016

Reviewed: 6/25, 6/24; 6/23, June 2020, June 2019, June 2018, June 2017, May 2015, June 2014, July 2013, July 2012

MARION TECHNICAL COLLEGE
Physical Therapist Assistant Program

Clinical Conflicts

As a student in the Physical Therapist Assistant program, I acknowledge a well-rounded clinical experience is vital toward my growth and learning.

As stated in the PTA Handbook, I agree not to be placed in a clinical facility of which I have been employed or a family member is employed or where I have performed any observation. To avoid any confusion, listed below are the facilities I observed at and any facilities I am/was employed at:

Observation Facility(ies)

Employment

Reviewed: 6/25, 6/24; 6/23, June 2022, June 2021, June 2020, June 2019, June 2018, June 2017, June 2016, May 2015, June 2014, July 2013, July 2012
Revised: July 2008

MARION TECHNICAL COLLEGE
Physical Therapist Assistant Program
Consent Form

I, (print name) _____, hereby grant permission to the Physical Therapist Assistant Program, Marion Technical College (MTC) to contact past, present, or future employer(s) for the sole purpose of obtaining information regarding employer satisfaction. I also grant permission to my past, present, or future employer(s) to release information about my employer's satisfaction to the Physical Therapist Assistant Program, Marion Technical College.

I understand this information will remain confidential and be used only for evaluating the effectiveness of the Physical Therapist Assistant educational program as part of the program's accreditation process. It will not affect my employment status, or influence my standing within this educational program.

Date

Student's Signature

Print Name

Reviewed: 6/25, 6/24; 6/23, June.2022, June 2021, June 2020, June 2019, June 2018, June 2017, June 2016, May 2015, June 2014, July 2013, July 2012

**MARION TECHNICAL COLLEGE
PHYSICAL THERAPIST ASSISTANT PROGRAM**

Special Considerations Waiver

Marion Technical College wishes to inform you of the following special considerations that you should be aware of prior to your admission to the Physical Therapist Assistant Program.

STATE OF OHIO LICENSING PROCEDURE FOR PHYSICAL THERAPIST ASSISTANTS

According to 4755.47 of the Ohio Revised Code the physical therapy section of the Ohio occupational therapy, physical therapy, and athletic trainers board may refuse to grant a license to an applicant for an initial license as a physical therapist assistant (PTA) on any of the following grounds:

- Habitual indulgence in the use of controlled substances, other habit-forming drugs, or alcohol to an extent that affects the individual's professional competency;
- Conviction of a felony or a crime involving moral turpitude, regardless of the state or country in which the conviction occurred;
- Obtaining or attempting to obtain a license issued by the physical therapy section by fraud or deception, including making of a false, fraudulent, deceptive, or misleading statement;
- An adjudication by a court, as provided in section 5122.301 of the Revised Code, that the applicant or licensee is incompetent for the purpose of holding the license and has not thereafter been restored to legal capacity for that purpose;
- Subject to section 4755.471 of the Revised Code, violation of the code of ethics adopted by the physical therapy section;
- Violating or attempting to violate, directly or indirectly, or assisting in or abetting the violation of or conspiring to violate sections 4755.40 to 4755.56 of the Revised Code or any order issued or rule adopted under those sections;
- Failure of one or both of the examinations required under section 4755.43 or 4755.431 of the Revised Code;
- Permitting the use of one's name or license by a person, group, or corporation when the one permitting the use is not directing the treatment given;
- Denial, revocation, suspension, or restriction of authority to practice a health care occupation, including physical therapy, for any reason other than a failure to renew, in Ohio or another state or jurisdiction;
- Failure to maintain minimal standards of practice in the administration or handling of drugs, as defined in section 4729.01 of the Revised Code, or failure to employ acceptable scientific methods in the selection of drugs, as defined in section 4729.01 of the Revised Code, or other modalities for treatment;
- Willful betrayal of a professional confidence;
- Making a false, fraudulent, deceptive, or misleading statement in the solicitation of or advertising for patients in relation to the practice of physical therapy;
- A departure from, or the failure to conform to, minimal standards of care required of licensees when under the same or similar circumstances, whether or not actual injury to a patient is established;
- Obtaining, or attempting to obtain, money or anything of value by fraudulent misrepresentations in the course of practice;
- Violation of the conditions of limitation or agreements placed by the physical therapy section on a license to practice;
- Except as provided in section 4755.471 of the Revised Code, engaging in the division of fees for referral of patients or receiving anything of value in return for a specific referral of a patient to utilize a particular service or business;
- Inability to practice according to acceptable and prevailing standards of care because of mental illness or physical illness, including physical deterioration that adversely affects cognitive, motor, or perception skills;
- The revocation, suspension, restriction, or termination of clinical privileges by the United States department of defense or department of veterans affairs;

- Termination or suspension from participation in the Medicare or Medicaid program established under Title XVIII and Title XIX, respectively, of the “Social Security Act,” 49 Stat. 620 (1935), 42 U.S.C. 301, as amended, for an act or acts that constitute a violation of sections 4755.40 to 4755.56 of the Revised Code;
- Conviction of a misdemeanor when the act that constitutes the misdemeanor occurs during the practice of physical therapy;
- (24)(a) Except as provided in division (A)(24)(b) of this section, failure to cooperate with an investigation conducted by the physical therapy section, including failure to comply with a subpoena or orders issued by the section or failure to answer truthfully a question presented by the section at a deposition or in written interrogatories.(b) Failure to cooperate with an investigation does not constitute grounds for discipline under this section if a court of competent jurisdiction issues an order that either quashes a subpoena or permits the individual to withhold the testimony or evidence at issue.
- Regardless of whether the contact or verbal behavior is consensual, engaging with a patient other than the spouse of the physical therapist assistant, in any of the following:
 - (a) Sexual contact, as defined in section 2907.01 of the Revised Code; (b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.
- Except as provided in division (B) of this section:
 - (a) Waiving the payment of all or any part of a deductible or co-payment that a patient, pursuant to a health insurance or health care policy, contract, or plan that covers physical therapy, would otherwise be required to pay if the waiver is used as an enticement to a patient or group of patients to receive health care services from that provider;
 - (b) Advertising that the individual will waive the payment of all or any part of a deductible or co-payment that a patient, pursuant to a health insurance or health care policy, contract, or plan that covers physical therapy, would otherwise be required to pay.
- Violation of any section of this chapter or rule adopted under it.

The complete Revised Code (in regards to physical therapy practice and licensure) may be accessed at:
https://dam.assets.ohio.gov/image/upload/otptat.ohio.gov/PracticeActs/PT_Practice_Act_April_2025.pdf

Therefore, any person to whom any of the above conditions applies may be denied licensure to practice as a physical therapist assistant (PTA) in the State of Ohio.

Criminal Records Checks and Drug Screens: Upon completion of the MTC PTA Program graduates will be eligible to apply for licensure by examination. Section 4755.70 of the Ohio Revised Code requires all individuals applying for a license issued by the Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board to submit fingerprints for a criminal records check completed by the Ohio Bureau of Criminal Identification and Investigation (BCI) and the Federal Bureau of Investigation (FBI). The BCI and FBI records checks are both required for initial licensure. By law, the Board cannot complete the processing of any application until it receives the background check reports from BCI and FBI. The graduate is responsible for the cost of the BCI and FBI records checks.

I have read and understand the above information and have had an opportunity to ask questions.

PRINT NAME _____

SIGNATURE _____

DATE _____

Revised: 6/25, 6/24; 6/23, June 2022, June, 2021, June 2020 Reviewed: June 2019, June 2018, June 2017, June 2016, May 2015, June 2014, July 2013, July 2012, July 2011
 Revised & Approved: July 2010 (initially approved July 2008)

**MARION TECHNICAL COLLEGE
PHYSICAL THERAPIST ASSISTANT PROGRAM
CLINICAL SITE PLACEMENT AND EMPLOYMENT**

Potential clinical education sites and employers may require drug screens and/or criminal background investigations. Student/graduate may be responsible for the cost of the background check and/or drug screen. Individuals who have been convicted, found guilty of, pled guilty to, pled no contest to, entered an Alford plea, received treatment or intervention in lieu of conviction, or received diversion for any of the following crimes (this includes crimes that have been expunged if the crime has a direct and substantial relationship to physical therapy practice) may be ineligible for placement in a clinical education site and/or for employment.

- A gross misdemeanor committed in Ohio, another State, Commonwealth, Territory, Province, or country.
- A felony in Ohio, another State, Commonwealth, Territory, Province, or country.
- A crime involving gross immorality or moral turpitude in Ohio, another State, Commonwealth, Territory, Province, or country.
- A violation of any municipal, County, State, Commonwealth, or Federal drug law.

I have read and understand the above information and have had an opportunity to ask questions.

PRINT NAME _____

SIGNATURE _____

DATE _____

Reviewed: 6/25, 6/24; 6/23, June 2022, June 2021, June 2020, June 2019, June 2018, June 2017, June 2016, May 2015, June 2014, July 2013, July 2012, July 2011
Approved: August 2005

Ohio Revised Code 109.572 Disqualifiers/Convictions

2903.01	Aggravated Murder
2903.02	Murder
2903.03	Voluntary Manslaughter
2903.04	Involuntary Manslaughter
2903.11	Felonious Assault
2903.12	Aggravated Assault
2903.13	Assault
2903.15	Permitting Child Abuse
2903.16	Failing to Provide for a Functionally Impaired Person
2903.21	Aggravated Menacing
2903.22	Menacing
2903.34	Patient Abuse and Neglect
2905.01	Kidnapping
2905.02	Abduction
2905.04	Child Stealing
2905.05	Criminal Child Enticement
2905.11	Extortion
2905.11.1	Coercion
2907.02	Rape
2907.03	Sexual Battery
2907.04	Corruption of a Minor
2907.05	Gross Sexual Imposition
2907.06	Sexual Imposition
2907.07	Importuning
2907.08	Voyeurism
2907.09	Public Indecency
2907.12	Felonious Sexual Penetration
2907.21	Compelling Prostitution
2907.22	Promoting Prostitution
2907.23	Procuring
2907.25	Prostitution; after positive HIV test
2907.31	Disseminating Matter Harmful to Juveniles
2907.32	Pandering Obscenity
2907.32.1	Pandering Obscenity Involving a Minor
2907.32.2	Pandering Sexually Oriented Matter Involving a Minor
2907.32.3	Illegal Use of Minor in Nudity-oriented Material or Performance
2911.01	Aggravated Robbery
2911.02	Robbery
2911.11	Aggravated Burglary
2911.12	Burglary

2911.13	Breaking and Entering
2913.02	Theft: Aggravated Theft
2913.03	Unauthorized Use of a Vehicle
2913.04	Unauthorized Use of Property; Unauthorized Access to Computer System
2913.11	Passing Bad Checks
2913.21	Misuse of Credit Cards
2913.31	Forgery; Identification Card Offense
2913.40	Medicaid Fraud
2913.43	Securing Writings by Deception
2913.47	Insurance Fraud
2913.48	Worker's Compensation Fraud
2913.49	Identity Fraud
2913.51	Receiving Stolen Property
2919.12	Unlawful Abortion
2919.22	Endangering Children
2919.23	Interference with Custody
2919.24	Contributing to Unruliness or Delinquency of a Child
2919.25	Domestic Violence
2921.36	Prohibition of Conveyance of Certain Items on to Grounds of Detention Facility or Mental Health or MRDD Facility
2923.12	Carrying Concealed Weapons
2923.13	Having Weapons While Under Disability
2923.16.1	Improperly Discharging Firearm at or into Habitation or School
2925.02	Corrupting Another with Drugs
2925.03	Trafficking in Drugs
2925.04	Shall Not Cultivate or manufacture drugs
2926.05	Shall Not Knowingly Provide Money to Another if the Recipient is to Use the Money to Purchase Any Controlled Substance
2925.06	Shall Not Knowingly Administer, Prescribe, or Dispense any Anabolic Steroid Not Approved by US FDA.
2925.11	Drug Abuse, Shall Not Obtain, Possess or Use a Controlled Substance or a controlled substance analog
2925.13	Permitting Drug Abuse
2925.22	Deception to Obtain Dangerous Drugs
2925.23	Illegal Processing of Drug Documents
3716.11	Placing harmful objects in food or confection

Additions:

2716.11	Adulterated Food
959.13	Cruelty to animals
2927.12	Ethnic Intimidation

Health Director Shared drive: Disqualifier List

**MARION TECHNICAL COLLEGE
PHYSICAL THERAPIST ASSISTANT PROGRAM**

OUT OF STATE CLINICAL AFFILIATIONS

Students enrolled in the Physical Therapist Assistant Program at Marion Technical College must complete clinical assignments in conjunction with on campus classroom and laboratory instruction prior to program completion. Clinical assignments for students are arranged so that all students may benefit through learning from a variety of clinical experiences. Such assignments may be at clinical facilities outside the college's service area. Students may initiate a request for an out of state site—the college will investigate the feasibility and legality of this option in order to make a determination. If necessary, students must be prepared to meet the financial obligations associated with an out of state clinical assignment lasting up to ten weeks to meet graduation requirements.

I have read and understand the above information and have had an opportunity to ask questions.

PRINT NAME _____

SIGNATURE _____

DATE _____

MARION TECHNICAL COLLEGE
PHYSICAL THERAPIST ASSISTANT PROGRAM

Medical Form Release

The student signing below voluntarily releases all medical forms on file with the Physical Therapist Assistant Program to clinical facility. The specific forms must be requested by the clinical facility and/or student to be released. The student will be notified that a request was made and the medical forms were forwarded to meet clinical requirements.

The undersigned by signing this release certifies that he or she has read and fully understands the conditions provided and have had an opportunity to ask question.

PRINT NAME _____

SIGNATURE _____

DATE _____

Reviewed: 6/25, 6/24; 6/23, June 2022, June 2021, June 2020, June 2019, July 2018, June 2017, June 2016, May 2015, June 2014, July 2013, July 2012, July 2011

MARION TECHNICAL COLLEGE
PHYSICAL THERAPIST ASSISTANT PROGRAM
Safety Procedures Relating to A.I.D.S.

Health and Human Services Division Students Doing Health Care Work.

This procedure has been considered and adopted in accordance with the current consensus of the medical and scientific community that the disease cannot be transmitted by casual body contact typical of the workplace. Should it ever appear that the implementation of this procedure presents a danger to our students, the College reserves the right in the sole discretion of the College to make appropriate revisions. The risk of contracting Hepatitis B is greater than the risk of contracting AIDS. Therefore, recommendation for the control of Hepatitis B infection will effectively prevent the spread of AIDS. All such recommendations are therefore incorporated herein.

1. Sharp items (needles, scalpel, blades, and other sharp instruments) should be considered as potentially infective and be handled with extraordinary care to prevent accidental injuries.
2. Disposable syringes and needles, scalpel blades, and other sharp items should be placed in puncture resistant containers located as close as practical to the area in which they are used. To prevent needle stick injuries, needles should NOT be recapped, purposely broken, removed from disposable syringes, or otherwise manipulated by hand.
3. When the possibility of exposure to blood or other body fluids exists, routinely recommended precautions should be followed. The anticipated exposure may require gloves alone, as in handling items soiled with blood or other body fluids, or may also require gowns, masks, and eye coverings when performing procedures or post-mortum examinations. Hands should be washed thoroughly and immediately if they accidentally become contaminated with blood.
4. To minimize the need for emergency mouth-to-mouth resuscitation, mouth-pieces, resuscitation bags, or other ventilation devices should be located and available for use in areas where the need for resuscitation is predictable.
5. Pregnant students engaged in health care are not known to be at greater risk than students who are not pregnant. However, if a student develops infection with the AIDS virus during pregnancy, an infant has an increased risk of infection prenatal or perinatal transmission. Because of this risk, pregnant students should be especially familiar with precautions for preventing the transmission or acquisition of the AIDS virus.
6. Students engaged in health care who have AIDS who are not involved in invasive procedures (those in which the body is entered, e.g. by use of a tube, needle, device, etc.) need not be restricted from work unless they have some other illness for which any health care worker would be restricted.
7. For students engaged in health care who have AIDS, there is an increased danger from infection due to diseases they may come in contact with in class or at the work place. Students with AIDS, who have defective immunity, are at risk of acquiring or experiencing serious complications of such diseases. Of particular concern is the risk of severe infection following exposure to patients with infectious diseases that are easily transmitted if appropriate precautions are not taken (e.g. tuberculosis or chicken pox). Students with AIDS will be counseled about potential risk associated with exposure to or taking care of patients with transmissible infections and should continue to follow infection control procedures to minimize their risk of exposure to other infectious agents.
8. The student's physician in conjunction with the appropriate College officials will determine on an individual basis whether the student with AIDS or ARC can adequately and safely perform patient care duties.
9. Infected neurologically handicapped students who cannot control bodily secretions and students who have uncoverable oozing lesions will not be permitted to participate in health care services. The determination of whether an infected student should be excluded from providing health care shall be made on a case-by-case basis by the student's physician and the appropriate College official.

I have read and understand this policy and have had an opportunity to ask questions.

PRINT NAME _____

SIGNATURE _____ DATE _____

Reviewed: 6/25, 6/24; 6/23, June 2022, June 2021, June 2020, June 2019, July 2018, June 2017, June 2016, May 2015, June 2014, July 2013, July 2012, July 2011

MARION TECHNICAL COLLEGE HEALTH

SUBJECT: MEDICAL PHYSICAL

PURPOSES: To ensure the Health student meets the health requirements of the affiliated clinical training sites prior to participating in a clinical, practicum or professional practice experience.

POLICY:

1. Health students must complete a medical physical within six months prior to initial patient contact to meet the health requirements of the clinical affiliate training site. A list of requirements will be made available to the students prior to admission to the program but are subject to change due to the needs of the clinical affiliate training site. The medical physical must be completed by a MD, DO, NP, or PA.
2. Students who have not completed the medical physical, immunizations and all diagnostic screenings by the specified deadline will not be permitted to participate in the professional practice experience. Noncompliance will be evaluated on an individual basis by the program director. If the student is able to complete the affiliate training site requirements prior to the start time of the clinical/practicum/professional practice they may be permitted to attend. However, if the requirements are unable to be completed they will not participate in professional practice experience and may not be able to successfully complete the program.

PROCEDURE:

1. The student must have physical and immunizations requirements to meet health requirements of clinical agencies. Specific programs may require additional steps. Marion Technical College (MTC) does not set the requirements for the clinical site, but are only making you aware of these third party requirements. A student must comply with the clinical requirements, including vaccinations. If a student does not meet all clinical requirements, including getting the vaccines a clinical site has deemed mandatory, the student may disqualify themselves from the Nursing and Health programs at MTC.
2. The student must submit all documentation to the program:
 - a. Medical/Physical form that must be signed by both physician and student
 - b. Documentation verifying diagnostic screening results
 - c. Immunization history
 - d. Tuberculosis Testing Record
3. All records will be securely maintained by the program Clinical Coordinator.

4. Students must also meet the same requirements as the employees of the clinical affiliate training site. These may include, but are not limited to the following:
 - a. Drug testing
 - b. HIV testing if potentially exposed to blood borne pathogen
 - c. Criminal background checks
 - d. Submission to treatment/counseling if potentially exposed to infectious disease (HIV, TB, Hepatitis, COVID-19)
5. Clinical sites may require students receive flu vaccinations as this may be a requirement to attend certain clinical sites. *Vaccine Administration Record* forms will be provided by the program administrative assistant to document completion of the vaccine. Individuals choosing not to obtain a flu vaccine will be ineligible for clinical sites mandating flu vaccinations.
6. Clinical sites may require students receive the COVID-19 vaccine. Individuals choosing not to obtain a COVID-19 vaccine will be ineligible for clinical sites mandating COVID-19 vaccinations.
7. In the event students are unable to obtain all of the requirements due to special circumstances beyond their control, i.e., a regional or national shortage of any required immunizations, vaccines or testing material for infectious disease testing, the following guidelines would apply:
 - a. The Associate Deans or Dean and program director will review the circumstances of the supply interruption utilizing the following resources: directors of the affiliate training site, the Occupational Health department of the affiliate training sites, the associated regulatory agency, i.e., OSHA, CDC, and the state attorney general representative for MTC.
 - b. The action recommendation made to the appropriate Associate Dean of Health and the MTC Vice President of Academic Services must be in compliance with any recommendations or guidelines of regulatory agencies.
 - c. Students may be allowed to attend the professional practice if it is determined that attendance will not place the student or patients and employees of the affiliate site at undue risk or harm and if MTC and the affiliate site are in agreement.
 - d. This agreement must be documented on the Disclaimer Agreement for Professional Practice Requirements and signed by MTC, the affiliate site and the student.

Authorization
Deb Myers, M.ED, RT, RVT, RDMS, RDCS
Associate Dean of Health Programs

Authorization
Chad Hensel, PT, DPT, MHS, CSCS
Associate Dean of Health Programs

Authorization
Dr. Stacie Campbell, Ph.D., MSN, RN
Associate Dean of Nursing

Health Directors: Health P&P Medical Physical, 4.15.16; Revised 5.6.24; Revised 3.13.25

MTC- Student Physical Evaluation Form

First Name: _____ MI: _____ Last Name: _____

General Evaluation

1. Is student subject to classroom emergency (i.e., diabetes, epilepsy, fainting, heart problems, asthma, etc.)

_____ Yes _____ No

If yes, please identify/describe: _____

2. Does the student have any type of infectious disease? _____ Yes _____ No

If yes, please identify/explain: _____

3. Does the student have any latex allergies? _____ Yes _____ No

4. Does the student have any **MENTAL** conditions that would limit his/her activities as a student nurse in the hospital? _____ Yes _____ No

If yes, please identify/explain: _____

5. Does the student have any **MEDICAL** conditions that would limit his/her activities as a student nurse in the hospital? _____ Yes _____ No

If yes, please identify/explain: _____

I have found this student to be physically and mentally capable to practice nursing.

Date of Examination

Signature of Examining Physician (Must be MD, DO, PA, or NP)

Please type/print clearly:

Name of Examining Physician: _____

Address: _____

Telephone: _____

I hereby authorize the release of information in my medical records to the clinical sites affiliated with Marion Technical College.

Date

Student Signature

Marion Technical College Allied Health Student Medical Physical Requirement Checklist

The following medical/physical requirements must be completed and ALL documentation submitted to Castlebranch for compliance verification and tracking.

Required Diagnostic Screenings

Please attach the completed laboratory results of the required reports for the following to the signed physical form:

- Mumps Titer (IgG) for immunity
- Rubella Titer (IgG) for immunity
- Rubeola Titer (IgG) for immunity
- Varicella Titer (IgG) for immunity

- All titers are clinical requirements and not optional.
- MMR injections are only required for negative or equivocal Mumps, Rubella and Rubeola titers and are **NOT** acceptable substitutions for titer requirements.
- All negative or equivocal mumps, rubella or rubeola titers will require documentation of MMR injection and a 90-day post titer (blood draw).
- A negative or equivocal varicella titer will require documentation of a 2-part varicella injection series. No post titer is required.

Two-Step Mantoux-TB Skin Test

1st Test administered followed by a 48-72 hour read

2nd test must be 7-21 days after 1st test has been **read**, followed by a 48-72 hour read

Annual 1-step must be done **prior** to anniversary date of **1st test**. Results must report each date administered, date read (within 72 hours) and signature of professional. If TB results are positive, give conversion date and chest x-ray results. Please refer to attached **Tuberculosis Testing Record** for CDC guidelines. If the guidelines are not followed, you will be required to retest.

Immunization Record

Please attach formal documentation from the physician's office (see guide lines below).

- **Tetanus, Diphtheria, and Pertussis (Tdap)**
- **Tetanus and Diphtheria (Td)**

Must provide documentation of a one-time adult Tdap booster. The Tdap booster is good for 10 years and may be substituted as a onetime dose for the Td booster. If the Tdap booster is older than 10 years, documentation must be provided for both the Tdap booster as well as a current Td. A Td booster cannot be substituted for the Tdap requirement.

- **Hepatitis B** (To start clinical, you must have minimum of first 2 injections or positive titer)

Documentation of 3-part Hep B immunization series, or positive titer for immunity. Acceptable titers are Hep B Antibody to Surface Antigen Titers. Results must be quantitative or "positive".

- **Seasonal flu shot**
- **COVID-19 Vaccine**

Guidelines for ALL immunization documentation:

- Xeroxed immunization cards are acceptable documentation if **initialed** by health care provider.
- Documentation on prescription pad noting date administered and full signature of professional administering immunization is also acceptable.
- Notations on this document are not considered acceptable documentation for clinical affiliates.

**Marion Technical College
Health**

Disclaimer Agreement for Professional Practice Requirements

Test/immunization requirement: _____

Circumstances as to why this requirement cannot be completed at this time:

Regulatory Agency Recommendations: (please attach documentation)

Time period test/immunization is unavailable: _____

Possible substitution for test/immunization: _____

Risk Factors associated with not completing test/immunization: _____

Action Recommendation: _____

MTC Representative: _____ Date: _____

Affiliate Site Representative: _____ Date: _____

Student: _____ Date: _____

Health P&P Medical Physical, 4.15.16; Reviewed 5.6.24

Marion Technical College
Allied Health
Tuberculosis Testing Record

Please note the following:

- 1st Test administered followed by a 48-72 hour read
- 2nd test must be 7-21 days after 1st test has been **read**, followed by a 48-72 hour read
- Annual 1-step must be done **prior** to anniversary date of **1st test**. Results must report each date administered, date read (within 72 hours) and signature of professional. If TB results are positive, give conversion date and chest x-ray results. If the guidelines are not followed, you will be required to retest.

Patient Name: _____

Step I Annual _____

Date Given: _____	Date Read: _____ (must be within 48-72 hours of date given)
Site of Mantoux: right left (forearm)	Reaction: _____ (measured in mm induration)
Signature: _____	Signature: _____
Name/Address of Provider:	_____ _____
Phone Number of Provider	_____

Step II

Date Given: _____ (must be 7-21 days from read of Step I)	Date Read: _____ (must be within 48-72 hours of date given)
Site of Mantoux: right left (forearm)	Reaction: _____ (measured in mm induration)
Signature: _____	Signature: _____
Name/Address of Provider:	_____ _____
Phone number of Provider:	_____

Please mail or fax all results to:

Joyce Zaebst
Allied Health Division
Marion Technical College
1467 Mt. Vernon Avenue, Marion, Ohio 43302
(740) 386-4185, FAX (740) 725-4074

OhioHealth
WorkHealth
Marion
**165 West Center Street, Suite
100 E Marion, OH 43302
740-383-7770**

Monday – Friday
8 am-Noon & 1-4 pm (Closed Noon-1
pm daily)

**Payment is due at time of service. Costs provided are
estimates only.**

Lab Costs (Student Rate)

Varicella Titer (IgG)	\$30	
MMR Titer (IgG)	\$70	
MMR Vaccine	\$79	
Varicella Vaccine	\$137 each (series of two)	
RPR	\$20	
Hep B Titer	\$25	
8 Panel Drug Screen	\$35	All drug screens must be authorized by

MTC. Immunizations Costs (Student Rate)

Hep B Series	\$95 each (series of 3)
Tetanus Diphtheria and Pertussis	\$57
TB Skin (2-step)	\$26 (per step)

Physical Examination: \$57 – by appointment

Verified 3.30.20

PTA Program: Academic Dismissal due to Unprofessional Behavior

Earning passing grades are only one indicator of a student's ability to be successful as a physical therapist assistant. A student who is able to earn passing grades but demonstrates unprofessional behavior will not be allowed to continue in the PTA program. Dismissal from the program will result from any of the following situations:

- 1) Student violates a law(s) regulating the delivery of physical therapy services in the State of Ohio, or any state where a clinical education experience is being completed.
- 2) Student violates the American Physical Therapy Association's Standards of Ethical Conduct, as it applies to campus and clinical behavior.
- 3) Student violates one or more of the ten physical therapy specific generic abilities.
- 4) Student violates any of the expected conduct or policy statements in the MTC Allied Health Policy "Student Code of Expected Conduct with Corrective Action".

Procedure for Dismissal

- 1) Students deemed as demonstrating unacceptable behavior in any above area will first be notified of their unacceptable action by verbal warning by a faculty member, the ACCE, or the Director.
- 2) If the named behaviors do not improve as determined by the faculty member, ACCE, or Director's professional judgment, the student will be given a written warning with a Learning Contract for correction of behavior mandated within a given time frame.
- 3) If a meeting of the ACCE and Director determines the plan of action has not been achieved in the given time frame, the student will be dismissed from the program.

Note: Documentation of all of the above will be forwarded to the Director and will be placed in the student's PTA Program file.

Learning Contracts

At times a student is able to receive a passing grade in the class, even though they demonstrate unprofessional behaviors that will preclude their ability to successfully practice as a licensed PTA. In this case, a learning contract may be developed with a plan for remediation in the area of need. Successful completion of a learning contract may include completion of extra assignments, completion of additional testing, completion of a behavioral modification action plan, or completion of additional clinical affiliation experience. This additional work may delay the natural sequence of the PTA program. Unsuccessful completion of a learning contract may result in additional work or failure of the class identified.

I have received, read and understand the above information regarding academic dismissal due to unprofessional behavior. I have reviewed copies of the ten physical therapy specific Generic Abilities, and a copy of the APTA's Standards of Ethical Conduct. I have had an opportunity to ask questions.

PRINT NAME _____

SIGNATURE _____

DATE _____

(Reviewed: 6/24; 6/23, June 2022, June 2021, June 2020, June 2019, July 2018, June 2017, June 2016, May 2015, June 2014, July 2013, July 2012, July 2011)
Revised: 6/25

Generic Abilities**

Generic abilities are attributes, characteristics or behaviors that are not explicitly part of the profession's core of knowledge and technical skills but are nevertheless required for success in the profession. Ten generic abilities were identified through a study conducted at UW-Madison in 1991-92. The ten abilities and definitions developed are:

Generic Ability	Definition
1. Commitment to Learning	The ability to self-assess, self-correct, and self-direct; to identify needs and sources of learning; and to continually seek new knowledge and understanding.
2. Interpersonal Skills	The ability to interact effectively with patients, families, colleagues, other health care professionals, and the community and to deal effectively with cultural and ethnic diversity issues.
3. Communication Skills	The ability to communicate effectively (i.e., speaking, body language, reading, writing, listening) for varied audiences and purposes.
4. Effective Use of Time and Resources	The ability to obtain the maximum benefit from a minimum investment of time and resources.
5. Use of Constructive Feedback	The ability to identify sources of and seek out feedback and to effectively use and provide feedback for improving personal interaction.
6. Problem-Solving	The ability to recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes.
7. Professionalism	The ability to exhibit appropriate professional conduct and to represent the profession effectively.
8. Responsibility	The ability to fulfill commitments and to be accountable for actions and outcomes.
9. Critical Thinking	The ability to question logically; to identify, generate, and evaluate elements of logical argument; to recognize and differentiate facts, illusions, assumptions, and hidden assumptions; and to distinguish the relevant from the irrelevant.
10. Stress Management	The ability to identify sources of stress and to develop effective coping behaviors.

** Developed by the Physical Therapy Program, University of Wisconsin-Madison
May et al. *Journal of Physical Therapy Education*, 9:1, Spring 1995

I have read and understand the above attributes and have had an opportunity to ask questions. I welcome and invite feedback from academic instructors, clinical instructors, and other professionals within the College.

PRINT NAME _____

SIGNATURE _____

DATE _____

**MARION TECHNICAL COLLEGE
HEALTH**

**SUBJECT: GUIDANCE AND REFERRAL COUNSELING, MENTAL HEALTH
RELATED**

PURPOSES: To provide referral for individuals needing guidance and counseling services, including drug and alcohol treatment.

POLICY:

Although mental health related counseling services are not available on campus, guidance and counseling services are readily available in the community.

PROCEDURE:

1. The criteria for referral to counseling are:
 - a. An individual requests a referral to counseling services.
 - b. An individual who is experiencing a crisis.
 - c. An individual who is a potential threat to others or self.
2. For assistance and appropriate referrals, students or Faculty may contact either:
 - Mike Stuckey, LPCC, Director of Marion Technical College Foundation at 740-386-4171.
 - Chelsea Glezen, Director of Disability Services at 740-386-4222.
 - Faculty will notify the Behavior Intervention Team.

Resources that the student may be referred to are:

- Care Line
320 Executive Dr.
Marion, OH 43302
740-383-2273
- Center Street Community Health Center/Behavioral Health Services
136 W. Center St.
Marion, OH 43302
740-387-5210
- GuidanceResources Student Assistance Program
Call: 833-955-3384
TTY: 800-697-0353
Online: guidanceresources.com
App: GuidanceNow
Web ID: MTC Student

- Marion Area Counseling Center
320 Executive Dr.
Marion, OH 43302
740-375-5550
- Marion Matters Inc.
790 Kenton Ave.
Marion, OH 43302
740-262-8356
ern.marionmatters@gmail.com
- Turning Point
330 Barks Rd. West
Marion, OH 43302
740-382-8988 (For victims of domestic violence)
- Crisis Line
1-800-232-6505 (24 hour emergency assistance over the phone to persons in emotional crisis)

911 if warranted

Authorization
Chad Hensel, P.T., D.P.T., MHS, C.S.C.S.
Associate Dean of Health

Authorization
Debra Myers, M.ED, RT, RVT, RDMS, RDCS
Associate Dean of Health

Authorization
Stacie Campbell, Ph.D, MSN, RN
Associate Dean of Nursing

Health: P&P Guidance and Counseling
Revised & Approved 8.7.17; 5.3.19; 7.8.20; 3.22.22, 1.15.25
Reviewed & Approved 4.2.21; 4.7.23, 1.15.25

**MARION TECHNICAL COLLEGE
HEALTH**

SUBJECT: HEALTH SERVICES

PURPOSE: To provide referral and emergency assistance on campus.

POLICY:

The Health faculty may provide referral and emergency assistance to students and staff seeking health services.

ON CAMPUS PROCEDURE:

1. Students are required to complete an MTC Responsibility for Treatment form during Orientation, acknowledging responsibility for treatment at their own expense.
2. When an individual seeks health services, Health faculty may refer the individual to his/her physician or other health care facilities/services.
3. When an individual has a health-related emergency, the Health faculty may call 911 for emergency assistance. Any additional expense for emergency transportation is at the student's responsibility.
4. An AED is available to trained personnel, located in the Health Technologies Center Lobby.
5. If a student declines assistance, the refusal should be documented within 24 hours on an official MTC Incident Report, which can be obtained through the MTC webpage on Maxient.
6. If a student incurs an injury/exposure in a health program lab or on campus, the health personnel will make immediately available to the individual a confidential medical evaluation and follow-up through OhioHealth WorkHealth located at 165 W. Center Street, Marion, Ohio. If exposure or injury occurs after regular hours of OhioHealth WorkHealth, the individual should report to the OhioHealth Marion General Hospital Emergency Room or OhioHealth Urgent Care. All expenses incurred for evaluation and follow-up will be the responsibility of the student.
7. An official *MTC Incident Report* as well as a *Student/Employee Incident Report Form for Bloodborne Pathogen Exposure* (if applicable) should be completed immediately by the involved Health personnel and student(s).

Authorization
Chad Hensel, P.T., D.P.T., MHS, C.S.C.S.
Associate Dean of Health

Authorization
Debra Myers, M.ED, RT, RVT, RDMS, RDCS
Associate Dean of Health

Authorization
Dr. Stacie Campbell
Associate Dean of Nursing

Approved 4.15.16
Revised 4.25.19, 1.15.25
Reviewed 3.28.24, 1.13.25

Health Directors: Health: P&P Health Service

**MARION TECHNICAL COLLEGE
HEALTH**

SUBJECT: STUDENT PROFESSIONAL LIABILITY INSURANCE

PURPOSES: To protect the student while practicing in the clinical/practicum area.

POLICY:

1. Students enrolled in any clinical/practicum course are required to purchase professional liability insurance. Contracts for the student clinical/practicum experience with outside agencies and institutions require this insurance coverage before a student is permitted to participate in a clinical/practicum experience.
2. Students enrolled in the clinical/practicum course pay an insurance premium. This charge is recorded under “Other Fees” on the student’s fee statement. No refunds will be made for unexpired coverage due to drop-outs for any term.
3. For a copy of this policy the student should see the Chief Financial Officer in the Business Office.

Authorizations

Chad Hensel, P.T., D.P.T., MHS, C.S.C.S.
Associate Dean of Health

Debra Myers, M.ED, RT, RVT, RDMS, RDCS
Associate Dean of Health

Stacie Campbell, Ph.D, MSN, RN
Associate Dean of Nursing

Health Directors: Health P&P Professional Liability Insurance

Originated 4.15.16
Revised 2.20.19, 3/25
Reviewed 3.28.24

MARION TECHNICAL COLLEGE
ADMINISTRATIVE POLICY/PROCEDURES

AP 140 Non-Discrimination

**Established 10-17-00
Approved 4-10-23**

POLICY:

- (A) Marion Technical College is committed to providing equal opportunities for all students, employees, and guests of the College. Marion Technical College does not discriminate on the basis of age, ancestry, color, disability, ethnicity, gender, gender identity and expression, genetic information, medical status, military status, national origin, nursing parent status, pregnancy, race, religion, sex, sexual orientation, parent and foster parent status, protected veteran status, or any other bases under the law.
- (B) The College is committed to maintaining an environment free from discrimination and harassment, and will comply with protections named in law, including:
 - (1) Americans with Disabilities Act;
 - (2) Age Discrimination Act of 1975;
 - (3) Age Discrimination in Employment Act;
 - (4) Genetic Information Nondiscrimination Act;
 - (5) Ohio Revised Code Section 4112;
 - (6) Pregnancy Discrimination Act;
 - (7) Rehabilitation Act of 1973;
 - (8) Title VI and Title VII of the Civil Rights Act of 1964;
 - (9) Title IX of the Education Amendments of 1972;
 - (10) Vietnam Era Veterans' Readjustment Assistance Act of 1974; and,
 - (11) Any other laws or executive orders related to equal opportunity.
- (C) The College will appoint compliance coordinators to investigate and respond to claims of discrimination or harassment.

PROCEDURES:

- (A) Students, employees, and guests of the College can report discrimination or harassment complaints or submit questions regarding the scope of this policy to the applicable compliance coordinators:

- (1) Disability Discrimination:
ADA Coordinator
(740) 386-4222
adacoordinator@mtc.edu
 - (2) Title VI, Title VII, and Employment Discrimination:
Human Resources Manager
(740) 386-4195
 - (3) Title IX and Sex-based Discrimination and Harassment:
Title IX Coordinator
(740) 386-4195
titleix@mtc.edu
 - (4) All other discrimination complaints:
Chief of Staff
(740) 386-4217
- (B) The policy statement will be included in all College job advertisements and major recruitment and promotional materials. For all other marketing materials, the following compact statement may be used:
- (1) Marion Technical College is an equal opportunity educational institution and employer.
- (C) General access statements will be included on the following:
- (1) Student publications:
 - (a) MTC is committed to providing students with disabilities equal and equitable access to all programs, services, and activities, including classroom access. For requests for disability-related accommodations for classes or activities, please contact Disability Services at (740) 386-4222 or by email at ds@mtc.edu. Advance notice is important, as some accommodations take additional time to arrange. Contact as early in advance as possible to help avoid delays in services.
 - (2) Event flyers:
 - (b) For disability-related accommodation requests, please contact (event organizer's contact information).

PRIOR APPROVAL DATES: 10-17-00; 6-15-04; 12-10-20

Owner: President

MARION TECHNICAL COLLEGE HEALTH

SUBJECT: Procedure for snow, inclement weather and weather-related college closures

PURPOSES: To provide guidelines for steps to take on snow, inclement weather and weather-related college closure days.

POLICY:

1. “Level 3” weather-related emergency:

Students enrolled in HIT, DMS, MA, MLT, NUR, OTA PBT, PTA, RAD, SUR, or SWA clinical/practicums may be absent in the event their county or a county they travel through is on a “Level 3” weather-related emergency. The absence must be made up in accordance with the syllabi for the course(s) missed.

- a. If a student chooses to miss class due to inclement weather and the college is open, the student should notify the clinical instructor and clinical coordinator of absence prior to the beginning of required clinical start time, as well as consult the course syllabi for program make up requirements.

2. Weather-related delay:

Faculty or clinical/practicum sites may choose to delay a clinical/practicum start or shorten the clinical/practicum day based on local weather conditions. The clinical/practicum hours would need to be made up

3. MTC closure for weather related reason:

All classes and clinical/practicums will be canceled. Depending on the program, the clinical/practicum hours may need to be made up.

- a. If the weather is not prohibitive in the Students’ area and their DMS, HIT, MA, MLT, OTA PBT, PTA, RAD, SUR or SWA clinical/practicum site is open, they may go to their clinical/practicum.

4. Clinical or Practicum site weather related closure:

If the Student enrolled in DMS, HIT, MA, OTA, PBT, PTA, SUR or SWA’s’ clinical/practicum site closes due to a weather-related emergency, the student is expected to communicate with the clinical/practicum site to determine when to return. The clinical/practicum hours would need to be made up.

Authorizations
Chad Hensel, P.T., D.P.T., MHS, C.S.C.S.
Associate Dean of Health

Debra Myers, M.Ed. RT. RVT, RDMS, RDCS
Associate Dean of Health

Stacie Campbell, Ph.D., MSN, RN
Associate Dean of Nursing



Approved: Health Directors: Health P&P Procedure for snow, inclement weather, college closures

Originated 1.18.22

Reviewed: 6/25, 3.28.24

**Webcheck Storage Policy
Health Technologies**

1. Completed Requests for Background Check via Electronic Fingerprinting
 - Keep for one year after date of fingerprinting
 - Store in locked file cabinet
 - Physically shred after one year
2. Criminal History Record Check Documents
 - Keep in notebooks in locked file cupboard as long as student/employee is still active.
 - Once student/employee is no longer active, physically shred.
3. Dissemination Logs:
 - Keep copy of Dissemination Log for a period of one year
 - Physically shred after one year.

Stacie Campbell, MSN, RN
Director of Nursing



Chad Hensel, Deb Myers
Associate Deans of Health

V DRIVE/HD/Policies & Procedures 2024

MARION TECHNICAL COLLEGE

Video, Photo, Audio Release Form

I hereby grant permission to Marion Technical College to use my quotes, photos, videos, together with the right to reproduce them in any advertising or promotional materials.

These materials may include, but are not limited to, newspaper advertisements, brochures, internal publications, posting on the Internet, web site, or any other usages.

I also waive and relinquish any and all causes of action, payment, claims, and demands of whatsoever kind or nature on account of or arising out of any publications or postings.

Signature

Printed Name

Date: _____

Project: _____

If not signed during a photographing session,
please return this form to:

Public Relations Department
Marion Technical College
1467 Mt. Vernon Avenue
Marion, OH 43302-5694



Standards of Ethical Conduct for the Physical Therapist Assistant



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

Preamble

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

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

Standards

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

(Core Values: Compassion and Caring, Integrity)

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

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

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

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

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

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

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

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

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

(Core Value: Integrity)

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

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

(Core Values: Accountability, Duty, Social Responsibility)

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

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

(Core Value: Excellence)

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

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

(Core Values: Integrity, Accountability)

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

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

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

(Core Value: Social Responsibility)

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

Explanation of Reference Numbers:

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

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

Last Updated: 8/12/2020

Contact: nationalgovernance@apta.org

Handbook Signature Sheet

I HAVE READ THE PHYSICAL THERAPIST ASSISTANT PROGRAM HANDBOOK. I
UNDERSTAND THE PROGRAM'S POLICIES FOR THE CLASSROOM, LABORATORY, AND
CLINICAL EDUCATION CENTERS AND HAVE HAD AN OPPORTUNITY TO ASK QUESTIONS.

PRINT NAME _____

SIGNATURE _____

DATE _____

Revised/Reviewed: 6/25; 6/24; 6/23, June 2021, June, 2020 June 2019, July 2018, June 2017, June 2016, May 2015, June 2014, July 2013, July 2012, July 2011