



Physical Therapist Assistant Program

Program Guide

Academic Year
2024-2025

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Welcome to the Hawkeye Community College Physical Therapist Assistant students!

The information included in this booklet will guide you through the requirements for your Physical Therapist Assistant (PTA) classes and clinical education. This program guide coincides with the information in the Hawkeye Community College Catalog and Student Handbook. Please read through this entire program guide. There are certain deadlines and requirements to meet. If you find you have questions not specifically covered in this program guide, please contact a faculty member to assist you with your questions or concerns.

The goal of the Hawkeye PTA program is to help students prepare and be ready to provide safe and effective patient care upon graduation and licensure. The program will challenge you to learn and explore the world of physical therapy coursework and to gain a level of knowledge and skills necessary to meet the needs of the workforce. The program will instill the PTA foundational knowledge and skills as the student continues to build on their knowledge. The world of health care continually changes and the PTA has a commitment to seek life-long learning opportunities, which are critical in expanding their knowledge and skill base.

The faculty of the program are here to challenge you but more importantly to assist you in this journey. We want you to be a successful learner and to develop the skills and knowledge to be a competent PTA. The faculty is here to help you be successful, yet ultimately your success depends on you. Please feel free to contact us if you have questions.

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Hawkeye Community College

Vision

Improving the quality of life in the communities we serve.

Mission Statement

Empowering students, strengthening business, and enriching communities.

Institutional Goals

To effectively demonstrate our mission, we are committed to provide:

- Educational opportunities that are student centered, comprehensive, and responsive to the individual and society.
- Leadership activities that support a dynamic framework for students, faculty, staff and the community to reach their potential.
- Quality services to each qualified individual.
- Access sensitivity to diversity, support for equal opportunities for all qualified individuals.
- Cooperative community relationships, which foster human, social, cultural, economic, and civic development.

Institutional Learning Outcomes

- Communicate Effectively
- Think Critically
- Life Skills/Discipline Knowledge
- Value Self and Others
- [Hawkeye Community College Institutional Goals](#)

Our Pledge

As a college, we will provide focus, meaning, and the skills necessary for qualified individuals to live competently in their communities.

Physical Therapist Assistant Program

Mission

The mission of the Hawkeye Community College Physical Therapist Assistant program is to meet the physical therapy needs of the community by preparing graduates to work together with and assist the physical therapist. Together they provide quality physical therapy care to patients/clients. The program facilitates student attainment of the knowledge, skills, values and behaviors essential to function as a physical therapist assistant (PTA). The program faculty and students will provide and participate in quality, student-centered learning experiences based upon contemporary educational theory designed to maximize student success.

Philosophy

We believe individuals have unique learning styles. Therefore, the Physical Therapist Assistant Program will provide visual, auditory, and kinesthetic learning opportunities through a combination of lecture, lab and clinical education to allow each student to have an optimal learning opportunity.

We believe to be a productive member of a healthcare team, the graduate, and thus a student in this program, needs to accept responsibility for their own learning. Therefore, active student participation in all aspects of the learning process will be encouraged and expected.

We believe that effective clinicians not only possess knowledge and skills, but compassion for and dedication to the patients/clients they serve. Therefore, we emphasize interpersonal skill development to prepare the student to provide the appropriate psychosocial support for patients and their families, as well as work effectively as part of a healthcare team.

PTA Program Goals

Upon completion of the PTA program, graduates will:

1. Work under the supervision of a physical therapist in a manner that meets APTA and state licensure rules, practice act guidelines, and professional behavior standards.
2. Deliver safe, competent physical therapy interventions to include monitoring and adjusting them based upon patient response and in accordance with the plan of care developed by the physical therapist.
3. Perform tests and measures essential for carrying out the plan of care and modifying interventions based upon the patient's response.
4. Use effective oral, written, and nonverbal communication with the supervising physical therapist, patients and their families, other health care providers, all stakeholders, and all patient care members involved.
5. Demonstrate effective time management and an awareness of fiscal responsibility, quality improvement, performance improvement activities, professional timeliness, and levels of role responsibility within their employment setting.
6. Value the need for life-long professional development through learning opportunities and skill and knowledge advancement.
7. As a PTA clinician, represent the American Physical Therapy Association (APTA) core values; accountability, altruism, collaboration, compassion and caring, duty, excellence, inclusion, integrity, and social responsibility.

Program Outcome Objectives

Objectives for Goal 1:

1. Adhere to federal and state legal practice standards.
2. Adhere to the APTA's Guide for Conduct for the Physical Therapist Assistant and the Standards of Ethical Conduct for the Physical Therapist Assistant
3. Adhere to employer's policies and procedures when working as a physical therapist assistant.
4. Demonstrate the APTA's Values Based Behavior for the PTA that consistently meets the expectations of the employer, physical therapy profession and patient community.
5. Seek clarification from the supervising physical therapist if there is uncertainty regarding the plan of care or the application of any intervention.
6. Ensure patient safety, privacy, rights and dignity.
7. Recognize and respect individual differences in all interactions.

Objectives for Goal 2:

1. Implement competent interventions based on the plan of care after review of all appropriate documentation including the medical record, initial evaluation, plan of care established by the physical therapist, and other appropriate physical therapy documents.
2. Deliver interventions safely for the patient, the physical therapist assistant and others within the patient care environment.
3. Select the appropriate modification to an intervention when patient response dictates a needed change to provide for patient safety, comfort or progression.
4. Communicate with the supervising physical therapist when there is a change in patient status or a modification to the intervention needed that falls outside the plan of care or the scope of skills of the physical therapist assistant.
5. Identify when an intervention is beyond one's level of skill and seek additional training as appropriate before initiating the intervention in a patient care situation.
6. Participate in discharge planning and follow up.

Objectives for Goal 3:

1. Effectively use data collection tools and verbal and non-verbal communication with the patient to accurately determine their response to interventions.
2. Select the appropriate modification to an intervention when patient response dictates a needed change to provide for patient safety, comfort or progression.
3. Communicate with the supervising physical therapist when there is a change in patient status or a needed modification to the intervention that falls outside the plan of care or the scope of skills of the physical therapist assistant.
4. Effectively progress patients towards the desired outcome/goals outlined in the plan of care.

Objectives for Goal 4:

1. Provide effective instruction to patients/clients, family members, and caregivers using various learning styles to meet their needs and to assist with achievement of goals as outlined in the plan of care.
2. Select the appropriate response to a conflict and seek a resolution that is appropriate to the situation.

3. Produce documentation that is legible, concise, and accurate, keeping with institutional standards.
4. Communicate accurately and timely with the supervising physical therapist.
5. Communicate effectively with other members of the health care team and other stakeholders.

Objectives for Goal 5:

1. Use physical therapy equipment and material resources in a safe, cost-effective, and efficient manner.
2. Direct and supervise support personnel as appropriate for non-patient care tasks.
3. Provide accurate and timely billing information.
4. Interact effectively with other health professionals engaged with patient care, recognizing their specific roles as it relates to the patient.
5. Use equipment in a manner that maintains its effectiveness.
6. Use time efficiently and effectively.

Objectives for Goal 6:

1. Seek out opportunities to advance skills and knowledge.
2. Promote the profession of physical therapy to the public.
3. Utilize ongoing assessment tools to identify areas of strengths and weaknesses.
4. Participate in professional activities.
5. Contribute to the community in a positive manner.

Objectives for Goal 7:

1. Actively accept and practice to the standards of the APTA values.
2. Assume responsibility for patient and client needs.
3. Collaborate effectively with all healthcare stakeholders.
4. Demonstrate compassion and care for another's experience.
5. Commit to providing effective physical therapy services.
6. Consistently practice through use of current techniques and incorporate new techniques through evidence-based research.
7. Provide a welcoming, equitable environment for all.
8. Adhere to high ethical principles and standards.
9. Promote a mutual trust between the physical therapy profession and the communities served.

Accreditation

The Physical Therapist Assistant Program at Hawkeye Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association, 3030 Potomac Ave., Ste 100, Alexandria, Virginia, 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: www.capteonline.org.

Degree Awarded

The PTA program will award an Associate of Applied Science (A.A.S.) in Physical Therapist Assistant.

Core Values for the PTA

The nine Core Values listed below have been developed by the American Physical Therapy Association (APTA) and are guiding principles for physical therapist assistants. The student PTA should model these core values. The framework of these behaviors creates the guidelines in this program guide. The core values are as follows:

- Accountability
- Altruism
- Collaboration
- Compassion and caring
- Duty
- Excellence
- Inclusion
- Integrity
- Social responsibility

Statement of Integrity

Integrity is one of the core values of the physical therapy profession. Therefore, PTA students shall demonstrate acceptable moral and ethical values, and abide by societal laws. PTA students must adhere to the Hawkeye Community College Student Disciplinary Code and Academic Integrity and Conduct Policy as found in the college student handbook and this program guide. These standards apply both on-campus and while participating in clinical education or other off-campus program-related activities.

The program has a zero-tolerance policy on cheating or breach of integrity. The PTA Program Faculty, Program Director, and Dean will review all incidences. Violation of these standards will result in dismissal from the PTA program. All students will use personal laptops and will download a lock-down browser software to be used for required computerized testing.

Iowa Core Performance Standards for Health Care Career Programs:

Iowa Community Colleges have developed the following Core Performance Standards for all applicants to Health Care Career Programs. These based standards are required abilities that are compatible with effective performance in healthcare careers. Applicants unable to meet the Core Performance Standards are responsible for discussing the possibility of reasonable accommodations with the designated institutional office. Before final admission into a health career program, applicants are responsible for providing medical and other documentation related to any disability and the appropriate accommodations needed to meet the Core Performance Standards. Submission of these materials must occur in accordance with the institution's ADA Policy.

Capability	Standard	Some Examples of Necessary Activities (not all inclusive)
Cognitive-Perception	The ability to perceive events realistically, to think clearly and rationally, and to function appropriately in routine and stressful situations.	<ul style="list-style-type: none"> • Identify changes in patient/client health status • Handle multiple priorities in stressful situations
Critical Thinking	Critical thinking ability sufficient for sound clinical judgment.	<ul style="list-style-type: none"> • Identify cause/effect relationships in clinical situations • Develop plans of care
Interpersonal	Interpersonal abilities sufficient to interact appropriately with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds.	<ul style="list-style-type: none"> • Establish rapport with patients/clients and colleagues • Demonstrate high degree of patience • Manage a variety of patient/client expressions (anger, fear, hostility) in a calm manner
Communication	Communication abilities in English sufficient for appropriate interaction with others in verbal and written form.	<ul style="list-style-type: none"> • Read, understand, write, and speak English competently • Explain treatment procedures • Initiate health teaching • Document patient/client responses • Validate responses/messages with others
Mobility	Ambulatory capability sufficient to maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or transferring a patient/client.	<ul style="list-style-type: none"> • The ability to propel wheelchairs, stretchers, etc., alone or with assistance as available
Hearing	Auditory ability sufficient to monitor and assess, or document health needs.	<ul style="list-style-type: none"> • Hears monitor alarms, emergency signals, auscultatory sounds, cries for help • Hears telephone interactions/directions
Visual	Visual ability sufficient for observation and assessment necessary in patient/client care, accurate color discrimination.	<ul style="list-style-type: none"> • Observes patient/client responses • Discriminates color changes • Accurately reads measurement on patient/client related equipment
Tactile	Tactile ability sufficient for physical assessment, inclusive of size, shape, temperature, and texture.	<ul style="list-style-type: none"> • Performs palpation • Performs functions of physical examination and/or those related to therapeutic intervention, e.g. insertion of a catheter
Activity Tolerance	The ability to tolerate lengthy periods of physical activity.	<ul style="list-style-type: none"> • Move quickly and/or continuously • Tolerate long periods of standing and/or sitting
Environmental	Ability to tolerate environmental stressors.	<ul style="list-style-type: none"> • Adapt to rotating shifts • Work with chemicals and detergents • Tolerate exposure to fumes and odors • Work in areas that are close and crowded • Work in areas of potential physical violence

Student Role in the PTA Program

The PTA student at Hawkeye Community College will experience a variety of educational experiences and opportunities. These experiences provide a broad base of knowledge and skills for future career growth.

Program faculty are dedicated to helping students achieve high standards. At times, you may feel certain standards and levels of knowledge are set too high or are unattainable, but continued practice and concentrated effort will yield positive results and a sense of accomplishment. The PTA student skill and knowledge base are standards set forth by the Commission on Accreditation in Physical Therapy Education (CAPTE). The CAPTE standards are the basis of the program curriculum design. Lowering the standards does not occur and to do so would compromise the safety of future patients/clients and undermine the expectations placed on the program by the professional body, employers, and future students.

The basis in the evaluation of your performance in this program relates to the CAPTE standards, not upon the performance of other students. Every student brings different talents, experiences, backgrounds, etc., to the program. It is important that each student not compare themselves to other students. Each student should set individual goals to achieve the expected standards of the program.

Educating students to become competent providers of physical therapy interventions is the goal of the program and the faculty. All students should have the same goal - excellence in patient care. The success of the PTA students reflects the success of the program and the physical therapy profession.

Communication is vital in any organization. The program faculty make every effort to help students learn the required skills and knowledge. It is equally important for you, as the learner, to communicate to the faculty when you do not understand a concept or are struggling with a skill. Remember the faculty want the student to succeed and are available to help you learn. If at any time you have a concern or question about your academic progress or standing in a course, make an appointment with the course instructor or visit them during their office hours.

Students cannot be successful without putting forth an effort to learn. Each student is responsible for his/her own achievement. Making excuses is not a positive learning experience. Without learning the material, an individual will not achieve their academic potential (nor will they do justice to the patient population they may serve in the future). Set positive goals, establish priorities, and be prepared to work hard. The PTA student will experience various levels of stress throughout the program.

As in the work setting, it is important for the student to keep a positive attitude and never hesitate to reach out for help or assistance. The program faculty are available to assist with student concerns, as is the college success advisor.

Student Grievance Policy

PTA Students are expected to present any concern to the program faculty or respective academic advisor. If the student is not satisfied with the outcome of matter, they are asked to speak to the program dean. If the student is not satisfied with the outcome of the matter, they are then referred to the Dean of Students. For any grievance or complaint, the student can refer to the Hawkeye Community College Student Handbook. The necessary information can be found at the following link: [Hawkeye Community College Complaint Policy](#)

Course of Study

Due to the hierarchical nature of the PTA courses, students must follow the Plan of Study model as outlined, meeting all pre- and co-requisites for the program. The PTA Program (technical coursework) is a full-time credit workload and scheduled for completion in approximately 19 months. Any exceptions to this rule are at the discretion of the Program Director. In the event of an exception, all completion of the PTA technical courses will be completed within 3.25 years of beginning the technical portion of the PTA program.

Student must follow the course of study if realignment is required. For example, the student must adapt to the realignment of the course of study in the case of a natural disaster, health pandemic, or other catastrophic event, which is beyond control of the program leadership.

Lab Participation Expectations

In order to learn the skills necessary to provide competent physical therapy interventions, practice of the interventions is necessary. In accomplishing the necessary skills students serve as patient-simulators or subjects for their fellow students. This may include but is not limited to palpation of musculoskeletal tissues, massage, soft-tissue techniques, range-of-motion, manual muscle testing, positioning, transfers, modalities, and exercise. Students participate fully in the laboratory experience as the learner and the subject. It is the responsibility of the student to alert their instructor if a particular lesson component would place them at physical risk due to a health condition or injury. Expectations include all students show their fellow students the upmost respect at all times in both roles.

Evaluation of Student's Progress

Tests and evaluation activities occur at periodic intervals during each course. The nature and timing of the evaluation activities determine the course schedule. The course syllabus will designate the timing of the evaluation activity.

Students must demonstrate evidence of satisfactory academic and skill achievement/progress toward identified course objectives. For continuing in the program, students must achieve at least a "C" or a "Pass" in all PTA technical courses. If successful completion of a course does not occur, (achieves less than a "C" or a "Pass"), the student cannot move onto the next component of the program. For example, if a student does not achieve at least a "C" in a fall semester course, they will not be able to continue with the fall clinical education course or spring semester courses. They will not be able to retake the course until the following fall. Exceptions to the normal program expectations will require the student to obtain the Program Director's permission to retake the course and continue in the program. One additional attempt in retaking a failed course is allowed. If a student has achieved less than a "C" or "Pass" in more than one course, it will be grounds for dismissal from the program.

Safety is a critical factor in the assessment of skills; failing the safety component of a lab practical or skill check after one re-test will result in failure of a course regardless of other achieved grades in the course. Failure to pass all skill competencies will result in failure of a course regardless of other achieved grades in the course. Students will have the opportunity to retest once after a failed skill check or practical exam. If the student fails the second attempt due to either a safety factor or a skill, the student will fail the course regardless of other grades in the course.

Mid-term reports are issued to the student when there is unsatisfactory progress in an identified course. Conferences may be scheduled with students when academic progress is deemed unsatisfactory; however, responsibility for contact with instructors regarding student progress rests with individual students. Advisement from a college success advisor is available if desired. Students are encouraged to seek the assistance of support persons and instructors as needed. Conferences with the Program Faculty and Program Advisors are scheduled as needed.

Students should be aware at all times of their progress in each enrolled course. Program faculty gives advisement and assistance when students have questions and/or concerns about their course progress. It is important to do this early rather than waiting until the problem compounds. When instructors make suggestions to help students, the student should make every effort to address the concern(s).

During labs or clinical education, an instructor or clinical instructor may correct your technique or body position. This is done to assist you with developing the skills you need to pass the material for class and to be effective and competent when performing patient care. Adhering to use of proper body mechanics is of great importance. Feedback is expected to be taken constructively and without becoming defensive toward the instructor or clinical instructor.

A course syllabus, with course requirements and guidelines, is provided for each course. There will be additional assignments and reading or visual assignments in Canvas, the electronic student learning management system. The electronic version of the syllabi, in Canvas, will be available and reviewed during the course orientation presented by the course instructor. If a student has questions regarding the requirements or guidelines, they should discuss these with the course instructor.

If a student wishes to appeal their final grade, they should refer to the process as noted in the Hawkeye Community College Student Handbook. The necessary information can be found at this link: [HCC Student Handbook - Grades](#)

Extra Credit and Study Expectations

No extra credit is given in any of the courses in the technical portion of the PTA program. The expectations for each course are laid out in the course syllabus. The student is expected to put forth the time and effort needed to master the knowledge base and skills required to pass each course (achieve a “C” or better). There is no rounding up of grades. The student should expect to put in considerable time outside of class to master the material and skills.

PTA Program Policies and Procedures: Program Progression and Retention

Policy and Procedure: The program has in-place policies, procedures, and practices related to student retention. These policies, procedures and practices are consistent with institutional policy and accreditation recommendations and are made available to students.

PTA Student Progression/Retention Policy

Policy: PTA students must comply with program progression and retention mandates outlined below to remain in the program. Students who fail a course ("D" or "F" grade received) or who do not "Pass" a PTA Clinical course, must file an exception with the Program Director and have that exception approved to continue with the program. No exceptions to the multiple course failure (more than one PTA numbered course failed) policy will be granted. To facilitate an adequate competency level, PTA students must comply with the following:

1. A grade lower than a "C" or 80% is not accepted in the technical program of study. A "B-" or higher must be achieved in Anatomy and Physiology pre-requisite coursework.
2. It is expected that the PTA technical program will be taken as a full-time course of study in the prescribed order of study and be completed in a sequential manner over a consecutive 19-month period.
3. An exception must be granted by the Program Director if a deviation from the above course of study is needed. Granting of exceptions will be limited due to the nature of the program.
4. If a course is not passed (achieves less than a "C" or a "Pass"), the student cannot move onto the next component of the program. For example, if a student does not achieve a "C" or higher in a core program fall semester course, they will not be able to continue with the fall clinical education course or next semester courses.
5. Students who fail a course will not be able to retake the course and resume program progression until the following year. At the time failure occurred, the failing grade will be assigned for the course. The student will be allowed to complete the PTA courses they are currently attending and successfully passing.
6. Safety is a critical factor in the assessment of skills. The student must pass all skill competencies in the course. Failing the safety component of a lab practical or skill check after one re-test will result in failure of a course regardless of other achieved grades in the course. Students will have an opportunity to re-test once after a failed skill check or practical exam. If a student fails the second attempt due to either a safety factor or a skill, the student will fail the course regardless of other grades in the course.
7. Repeating a course is considered an exception to the normal program expectations and progression. The student will need the Program Director's permission to retake the course and continue in the program.
8. Obtaining less than a "C" or "Pass" in more than one PTA technical course will be grounds for dismissal from the program without the possibility of reapplication, re-admission, or continued progression.
9. All PTA numbered courses may only be attempted twice. An "attempt" is defined as:
 - a. Completing the course with lower than a "C" grade or a "No Pass."
 - b. Withdrawal from a course at any point in the semester.
10. A student may repeat only one course from the PTA program of study due to a grade failure.
11. Retaking PTA courses for the purpose of improving a passing course grade will not be permitted.
12. While enrolled in a technical course and if the student fails a lecture exam, the student must meet with the instructor of the course and schedule remediation to review the course content. Meeting with the program tutor may be required.

13. If a student is granted an exception and allowed to retake a course, the course and remaining program components must be repeated the following year. If a student who was granted an exception is unable to complete the program of study within a limit of 3.25 years from the original start of core program coursework, the student will need to reapply to the program and repeat the entire course of study.
14. If a student must withdraw from the program during a semester due to an illness, accident, or other substantial reason that impairs their ability to continue course work at that time, re-application to the program must be made and all incomplete coursework must be completed within three years from the date of their original start in core program course work. If the student is unable to complete the program within 3.25 years, they will need to repeat the entire course of study.
15. In regard to all previously stated rules, any student who has either failed or withdrawn from the technical program (Semesters 1, 2, 3, 4, or 5) must pass a comprehensive lecture-based examination and psychomotor examination before they will be re-admitted into the technical program. Re-admittance into the program will be granted after a passing grade of a "C" (80%) or higher for both exams. The student will have one attempt to pass each of the exams. The lecture-based exam will contain multiple choice questions and consist of approximately 75-100 questions. The content of the examination questions will derive from the term coursework in which the student last successfully passed. The psychomotor examination will involve safe demonstration of laboratory skills relative to the term which the student last successfully passed.
16. Rationale: These policies were developed to ensure:
 - a) the health and safety of patients, clients, students, and all stakeholders,
 - b) the success of each student,
 - c) the integrity of the program, and
 - d) the prevailing standards for the knowledge and skill base for graduating PTA students.

Procedure:

1. Students will be notified of these policies by their inclusion in the PTA Program Guide. All expectations are notified of the basic grade requirements on the program's web page.
2. Students who fail a course will need to seek an "exception" to the normal course of program study in order to repeat the course and complete the program. Students will need to file a request for an exception with the PTA Program Director.
3. A student who must withdraw from the program during the course of a semester due to an illness, accident, or other substantial reason that impairs their ability to continue course work at that time, must file a request for an exception with the PTA Program Director.
4. If a student is suspended from the program due to failure of two or more PTA classes and wishes to appeal for re-admission, must contact the admission office to initiate an academic suspension appeal process.

Academic Advising

During the Pre-program coursework, students work with a college success advisor for their general education course planning and scheduling. Faculty from the PTA program will assist in this role if the student is at Hawkeye or an anticipated transfer student. If not done previously, a Physical Therapist Assistant advisor (PTA Program Director or faculty member) will be assigned upon a student's official acceptance into the PTA technical Program. Full-time faculty and adjuncts (when applicable) will continue to advise throughout the program.

The student is to contact the advisor regarding all academic issues. It is necessary to make advance appointments with advisors for efficiency in scheduling. Students progressing into the PTA Program will do a group registration for the PTA numbered courses. Information will be provided as to the exact time and place for the group registration. Students must obtain advisor signatures on all course drop/add slips, transfer of program credit forms, and the form for withdrawal from the program or the college. The student must successfully pass all courses with a grade of "C" or better or "Pass" in order to graduate. Students must pass the skill, knowledge, and clinical education components of the PTA courses. The student is ultimately responsible to meet all requirements for graduation.

Physical Therapist Assistant Program Advisors

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Grading and Grading Scale

All laboratory and lecture course exams and assignments are graded on the same scale (see below). Any work graded at less than a "C" is not considered a passing grade. The four clinical education courses are graded on a "Pass" or "No Pass" scale. Students must "Pass" all clinical education courses. The PTA program does not round grades.

Grading Scale

A	92-100%
B	85-91.9%
C	80-84.9%
D	75-79.9%
F	<75%

School of Sciences and Health Sciences - Testing Procedures

Face to Face Testing

Required:

- One set place and time for the whole class with students seated and separated as appropriate.
- Test is proctored by the instructor; who will watch the students, walk around the room, etc.
- No cell phone on or accessible.
- No back packs, coats, purses, or similar accessories accessible; must be placed on the floor in back of room.
- Once the test begins no re-admittance for students who leave the room. If the student leaves the room, they have finished the test. EXCEPTION: If a student has a situation that requires them to leave the testing area, e.g., to use the restroom, faculty may utilize their professional judgment to make those exceptions.

Online testing (in a course which is online, hybrid and web-enhanced)

Required:

- *All required elements of Face to Face above.*
- Use of personal computers are required; dependent upon the availability of Hawkeye Community College issued laptops.
- No additional browsers open.
- No minimized windows/documents.
- Test locked down, except during the set testing time or testing interval (and review times after everyone has taken the test).
- One item accessible at a time.

Make-up testing

Instructors have two options for students who need to schedule tests after the initial date:

1. Tests can be taken later through the Make-Up Testing Center on campus (x1098). A testing center form from the instructor is required to accompany the student when reporting for a make-up test at the testing center. The PTA student is expected to schedule a time with the testing center as soon as possible after the initial testing date.
2. Instructors can conduct a test in a private area that is monitored by the instructor throughout the test time. Instructors choosing this option are to remain with (or have a proctor remain with) the student for the full testing time.

Regardless of the option chosen, it is highly possible that a different version of the test will be prepared for make-up testing.

Late policies

Any late test-taking policies will be stated in the course syllabus and/or Canvas course.

Cheating and consequences

Definition of cheating: Giving or receiving any dishonest work; witnessing another giving or receiving dishonest work and not reporting it. Giving or cueing a lab partner during laboratory examinations. An example of the lab partner expectations means the student should not cue their lab partner when in the patient role.

Refer to the Statement of Integrity in this program guide.

PTA PROGRAM CLINICAL EDUCATION REQUIREMENTS

The following must be completed and on file electronically on a secured server (*Castle Branch Service*) prior to participation in any PTA clinical education course. The PTA student will be provided login accessibility to the electronic server provider:

1. CPR Certification: American Heart Association BLS Health Care Provider Course (infant, child, adult, AED).
2. Child Abuse: Mandatory Reporter Training.
3. Dependent Adult Abuse: Mandatory Reporter Training.
4. Criminal Background check and Anti-fraudulent Documentation check.
5. HIPAA Training.
6. Work Place Safety and Blood Borne Pathogens certification training.
7. First Aid Training.
8. Physical Evaluation: A completed Hawkeye School of Sciences and Health Sciences Medical History and Physical Form must be uploaded onto Castle Branch by the date specified by the program faculty.
9. Students entering the program may obtain the physical and immunizations from the program faculty or through the administrative assistant to the PTA program. The Hawkeye School of Sciences and Health Sciences Medical History and Physical form to be utilized will be provided to the PTA student at the time of orientation.
10. Immunization Record: Must have current hepatitis B series (unless a signed waiver is presented), varicella, MMR, and current tetanus. Polio and meningitis are also recommended if not current. The immunization record is found within the Hawkeye School of Sciences and Health Sciences Medical History & Physical Form.
11. Immunization Record: Certain facilities are requiring proof of a flu shot or you may be limited in the range of patients you have contact with. The flu shot is part of the official immunization record. Flu shots typically are not available until after September 1st of each year. It is required that the student provide proof of having received a flu shot during the season in which they will be participating in clinical education coursework.
12. COVID-19 immunizations are highly recommended. Most clinical sites and health systems require this immunization of their employees and students.
13. **Two-Step** TB test results: Record found in the Hawkeye School of Sciences and Health Sciences Medical History and Physical Form.
14. Proof of student's own health insurance coverage.
15. Signed Code of Conduct / Professionalism form.
16. Signed Agreement to Protect Patient Confidentiality form.

Clinical experiences at affiliated health care facilities begin early in the summer semester (Term 2). If these requirements are not completed, students will not be allowed to participate in the clinical rotations, which will result in failure of the course.

Please note that lifeguard level CPR is not adequate.

Please keep copies of all clinical requirement documentation in anticipation the clinical site will request a copy of this information.

Medical History and Physical Form

Hawkeye School of Sciences and Health Sciences Medical History and Physical Form

includes: Medical history, hearing, vision, immunization record, and physical exam form.

Current Vaccinations

The student must provide proof that your vaccination status is current. **Dates must be noted on the form.** Record of a seasonal flu vaccine is required.

Hepatitis B

You must show documentation of either:

1. Receiving the Hepatitis B Vaccine (a series of three shots for prevention of Hepatitis B).
2. A signed medical waiver declining the series (form available in the back of this guide).

Tuberculosis Test

Each student is required to have a current **two-step** T.B. skin test.

Completed Records

The completed records will be reviewed. You will be contacted if there is need for additional information or tests. All student records will be stored and secured on the *Castle Branch Service*. All clinical requirement documentation and medical information will be maintained in a confidential manner. The program's ACCE and Program Director will be responsible for confirming collection of all required clinical documentation. The *Castle Branch* service will notify the student via email of missing documentation. It is pertinent the student reviews the notifications from *Castle Branch*.

Criminal Background Checks:

The Joint Commission (The Joint Commission on Accreditation of Healthcare Organizations) which accredits healthcare facilities across the country mandates that students in a healthcare field, including PTA, must complete the same background check as hospital employees. The PTA student at Hawkeye will be required to undergo fingerprinting and a background check for:

1. criminal background
2. sex offender registry
3. child abuse and dependent adult abuse registry
4. fraudulent document of Medicare and Medicaid information

The outcome of these background checks may negatively affect your ability to participate in the clinical component of the program, which is required to complete the PTA degree. Students will be informed by the Program Director or ACCE of the results of the background check only if the results will impact participation in clinical education.

Upon acceptance into the PTA program the student will be asked to complete a student disclosure and release form so the college can perform the background checks. The cost of the background check will be added to student semester fees for the summer semester.

Dress Code

School:

Lecture class attire should show respect for yourself, your fellow students, and faculty. Students in the PTA lab are required to be appropriately dressed as noted in each course syllabi to allow for safety, tissue access for palpation, and practice of treatment skills. All students are required to wear the assigned clothing; program issued t-shirts, polo shirts, shorts, sweats, ¼ zip pullovers.

For lab class purposes, female students will be required to wear sports bras under their t-shirts/shirts. Both genders will need loose (not baggy) shorts. No hats/hoods will be allowed in lab. Fingernails need to be clipped and should not be longer than the tip of the finger. Jewelry should be removed prior to lab (except medical I.D. jewelry, wedding ring/band). No shoes on the treatment tables.

Specific lab dress requirements will be outlined at the beginning of each course. Information on the required uniform attire will be presented during either program orientation or the summer 2023 semester. The PTA student will be required to wear the chosen uniform effective the fall semester and thereafter.

Clinical Education:

The goal is to look clean, neat, and professional. Individual facilities may have their own dress requirements. The student should follow the clinical site requirements for uniforms or dress, if different from below.

- Business casual dress is required for clinical experiences. Business casual for physical therapy can generally be described as: full-length trousers or pants of a non-jean material (such as khakis or dress pants), shirt with sleeves (dress shirt, polo shirt, turtleneck) or a sweater, and closed-toe dress shoes with socks. Some clinics may require a tie for men. No jeans, shorts, sweatshirts, t-shirts, tennis or athletic style shoes, open-toed shoes, or gym clothes are allowed. White lab coats may be required by some facilities.
- No inappropriate revealing attire, bare midriffs, or bare lower backs. Appropriate bras or undershirts under lightweight shirts. Cleavage should be covered. Bra straps should not be visible. Rumpled, stained, or ripped clothing is unacceptable. Avoid tight fitting, “skinny” style pants, or tapered styled pants that are too tight. The PTA performs a lot of bending, reaching, lifting techniques in the clinic; wear comfortable fitting clothes and shoes.
- Official Hawkeye Community College PTA clinic ID name badge must be worn at all times.
- Jewelry should include a wristwatch with a second hand or digital watch with continuous display of seconds. The band should be easy to clean. A wedding ring set or one small ring is allowed, ensure nothing can catch on a patient’s skin or clothes and rings must be able to be removed if needed or requested by the facility. No necklaces or bracelets with the exception of medical alert jewelry. No facial or tongue piercings. One small pair of post earrings is allowed, one earring per ear.
- Clean hair secured off the face with an elastic band or small plain barrette. Do not allow hair to fall into a patient’s space. No decorative hair accessories. No face veils. No hats unless worn for religious, medical, or safety reasons. Male students should have facial hair neat and trimmed.

- Clean, short-clipped fingernails. No artificial nails. Nail length should not pass the length of the student's fingertip. Clear or natural polish only, if worn (free of chips).
- Free of offensive body odor and offensive breath. No perfume or perfumed cosmetics (including deodorant). No chewing gum or tobacco. Breath mints are allowed prior to patient treatment and contact.
- Tattoos or other body markings should be covered by professional clothing. Tattoos may remain visible only if they are not objectionable or obscene in wording and/or illustration and this is to the discretion of the student's supervisor. Clothing, a bandage, or other material should cover inappropriate tattoos or markings. If in question, check with the ACCE and clinical instructor.

Insurance

Malpractice Insurance: Students are required to carry liability insurance during the technical portion of the program and the college obtains malpractice insurance for the student. This policy will end on the last day of clinical course work. Following graduation, students are highly encouraged to obtain their own individual coverage if their employer does not offer liability insurance as part of the benefit package. Many individuals choose to carry a policy in addition to that provided by their employer.

Student Health and Accident Insurance: Hawkeye does not offer nor sponsor a student health insurance plan. Please see the Hawkeye Student Handbook for more information. College malpractice insurance *is not* health or accident insurance. **The PTA student is responsible for obtaining and maintaining health insurance coverage.**

Injury Incurred during Coursework Including Clinical Education

Student Workers' Compensation Insurance – Students are covered by Hawkeye workers' compensation insurance if they are injured while participating in a school-to-work program. Examples of school-to-work programs include job shadowing, clinical rotations, mentoring, training agreements, apprenticeships, and other work experiences through community placements. If an accident or injury occurs while participating in a school-to-work program, the individual supervising the student at the site will determine the severity of the injury and type of medical attention the student should seek. If emergency personnel or an ambulance is not needed, the student should seek their own medical care if needed. An Employee Injury Report must be completed and turned into the ACCE within 24 hours of the injury. A report will then be turned into the College Vice President of Administration within 48 hours of the injury. Hawkeye will submit the claim to the workers' compensation insurance company. The company reviews all claims and determines eligibility. The student may also be required to fill out an incident report at the clinical site.

Injury on Campus: An injury on campus should be reported to Public Safety immediately for a determination of severity/need of emergency personnel. Completion of a Student/Visitor Injury Report must be filed within 48 hours of the injury with the Vice President of Administration. See the PTA Program Office for the report forms. Hawkeye and the PTA Program will not be held responsible for the injury of a student incurred during participation in course labs or clinical education experiences. All due caution and safety protocols will be followed, but due to the nature of the work, injury is possible. Students are strongly encouraged to carry their own accident and health insurance. If the injury occurs at a clinical site, the site may have additional procedures to be followed.

Clinical Education Sites:

Students are responsible for all costs associated with clinical education, including but not limited to tuition, transportation, housing, and/or meals. Clinical affiliation assignments are made by the program ACCE. PTA Clinical sites will be within a 1-2-hour drive from campus or the student's home, if possible. Within reason the PTA program will work with students to accommodate special needs related to clinical education for PTA Clinical I, II, III, and IV, which may be local and/or within the state. Out-of-state assignments are made in special circumstances.

Students complete a clinical education questionnaire to aid the ACCE in making clinical assignments. In general, students who have worked as a therapy technician or observed will not be assigned to that clinical site. Students must follow the clinical instructor's schedule. The clinical sites and ACCE make all decisions in working to accommodate a student's schedule.

Students are required to participate in a variety of clinical experiences. Full-time clinical education assignments during PTA Clinical II, III and IV will include at least two different types of settings. Questions or concerns regarding the clinical education component should be addressed with the ACCE.

Clinical Attendance Guidelines

- Students accept the responsibility for their own attendance. There are few justifiable reasons to miss clinical education sessions. Medical emergencies, illness that places others at risk of exposure, immediate family emergencies, or death of an immediate family member constitute a justifiable reason to miss clinical education sessions. Planning personal vacation requests during clinical education timeframes is highly discouraged.
- Students are responsible for their own transportation to and from clinics.
- Students must be in good health, free of known infections or contagious disease, to attend clinic. If you question your health status and whether it is appropriate for you to be in the presence of patients, please call the clinical site ahead of time and check on their policy.
- The final grade is based on performance of stated clinical objective goals. Missing clinical education hours jeopardize a student's ability to meet those goals, thus time absent from the clinic needs to be made up. The student must coordinate the make-up time with the ACCE, with consideration of the clinical site. If the hours are not made up, the student risks failing the course, which will prevent their continuation in the program. The ability to make-up hours is not guaranteed and is dependent upon a clinical site being able to accommodate a student at times outside the predetermined timeframes needed for student placement.
- It is the responsibility of the student to notify the clinical site if they are unable to attend clinic due to illness or other justifiable reason. In the event of a no-show/no-call to the clinical site, the absence will result in failure of the course. Exceptions to this will be made only in extreme cases, per the decision of the ACCE.
- Tardy is defined as not being on-site at the excepted time of the start of clinical hours. Two tardy occurrences per clinical course constitute an absence. Tardiness greater than 90 minutes will be considered an absence and will need to be made up.
- For any absence or tardy, the student must call the clinical site at least 45-60 minutes prior to the time they are supposed to report. All absences or arriving late (tardy) should also be reported to the ACCE.
- Leaving prior to the clinical instructor's dismissal from the clinic will result in a clinical absence.
- To protect the health of both patients and the PTA student, a written release from the student's health care provider will be required to participate in clinical education for the following:
 1. Following surgery
 2. During cancer treatment
 3. During a complicated pregnancy or following childbirth
 4. Following a lengthy physical illness or injury requiring the care of a health care provider and/or restrictions in lifting, standing, mobility or use of assistive devices.

- It is the duty of the student to disclose absences to the ACCE. The written release, relative to a prolonged absence must be on file in the PTA program office prior to attending clinic by either personally handing it to the ACCE (Program Director in the ACCE's absence) or FAX it to 319-296-4058. A copy of the release must be given to the clinical instructor.

Behavior Expectations during Clinical Education

The PTA program at Hawkeye is deeply appreciative of the accommodation clinical sites make to allow our students to achieve their clinical education goals. As a student PTA, you represent not only yourself but also the program when you are in the clinic. The PTA student also represents the PTA profession. Your dress and behavior should be professional and positive. Please abide by all institutional guidelines and rules.

Choosing to pursue a career as a PTA dictates the expectations the program and your clinical instructor will have of you. Many students find future employment with a facility by demonstrating the desire to learn, demonstrating value-based behaviors, demonstrating a solid knowledge base and skill level, and modeling good employee skills during their clinical affiliation. Policies that apply to student conduct on campus also apply to students during clinical education, including substance abuse. Please refer to the Statement of Integrity in this guide as well as the Hawkeye Student Handbook regarding student conduct for more specifics.

During clinical education, a student must be identified to a patient as a student PTA before participating in their care. The patient may refuse care from a student or of having a student present during their care without any fear of reprisal. Inappropriate behavior during clinical education will be grounds for failing the course and possible dismissal from the program.

Weather Guidelines during Clinical Education

Clinical education is cancelled only if the college has weather cancellations. Students are notified by one or more of the following:

1. Hawkeye Alert
2. Hawkeye Information Line at 319-296-4444
2. College web site at www.hawkeyecollege.edu
3. Local radio/television stations.

Students are expected to sign up for Hawkeye Alert for timely notification of weather cancellations. Most clinical sites do not close due to weather situations. The student is responsible for notifying the clinical site if they are going to be absent due to a weather closing at HCC.

If the student is participating in clinical education in another geographical region, weather and driving conditions may be very different from the local region. The student should make their own decision based on their local conditions to whether they can safely attend clinic.

Cancellations due to maintenance situations on campus do not affect clinical education attendance and the student should attend clinical as scheduled.

In the event of a weather delay at Hawkeye, morning clinical rotations will start at 10:00 a.m. and continue until the end of the scheduled time. The student should notify the site of their delayed arrival time.

Student Academic Accommodations

Students with disabilities are encouraged to connect with the Student Accessibility Services office to begin the individualized process of determining reasonable accommodations, based on the nature of the disability and academic environment. Information can be found by using the follow link on the college website: [Student Accommodations](#)

Graduation

Physical Therapist Assistant students must meet the graduation requirements as set forth in the general College Catalog and Student Handbook, as well as the program requirements for passing. Students are responsible in meeting all requirements for graduation. Students are encouraged to participate in the college's graduation ceremony in May, as well as the program pinning ceremony held at the conclusion of the final summer term of the program.

Additional Information

For additional information on academic policies, housing, security, student rights, campus activities, please refer to the Hawkeye College Catalog or Student Handbook.

APTA CPI records are maintained by Academic Management Systems for 10 years.

Licensure

Graduation from an accredited PTA program is required to take the National Physical Therapy Exam (NPTE). New graduates take a PTA version of the exam; sometimes referred to as the NPTE; four exam opportunities exist during a calendar year (January, April, July, and October). Please note:

If you have been charged/convicted of a felony, you may not qualify for licensure.

To obtain information regarding licensure boards outside of Iowa, access information via the APTA's website (www.apta.org) or investigate individual state licensure board websites. All 50 states, the District of Columbia, Puerto Rico, and the Virgin Islands require passage of the NPTE to practice or obtain a license. There are fees associated with both the NPTE and state licensure. Total costs for Iowa PTA candidates is approximately \$700.00.

Examination and Licensure are the responsibility of the student.

For Iowa Licensure Information contact:

The Board of Physical and Occupational Therapy Examiners

Bureau of Professional Licensure

Iowa Department of Public Health

321 E 12th Street

Des Moines, Iowa 50319-0075

Phone: (515) 281-0254

[Iowa Board of Physical and Occupational Therapy Licensing](#)

For National Licensure and to take the NPTE, the student will register with:

Federal State Board of Physical Therapy

124 West South Street, 3rd Floor

Alexandria, VA 22314

703-299-3100

[Federation of State Board of Physical Therapy](#)

Dates to Remember for Academic Year 2024 - 2025

November 16, 2023	Program Orientation 8:00 – 11:00 a.m.
January 5, 2024	Program Guide forms must be turned in to Program Director via Canvas course
January 8, 2024	Start of Spring Term (Term 1 of program model)
January 5, 2024	Castle Branch uploads to be completed (minus flu shot)
June 3, 2024	Start of Summer Semester 2024 (Term 2 of program model)
October 1, 2024	Influenza immunization with info uploaded to Castle Branch

Clinical Education Dates for Academic Year 2024 - 2025

8 days in Term 2 (the dates TBD)	Clinical I
November 18 – December 13, 2024	Clinical II
April 17 – May 8, 2025	Clinical III
May 28 – July 24, 2025	Clinical IV

Hawkeye Community College PTA Program – Model Plan of Study

Pre-Program

Term 0	Fall		
BIO168	Human Anatomy and Physiology I w/lab	4 credits	
ENG105	Composition I OR Fundamentals in Oral Communication	3 credits	
PSY111	Introduction to Psychology OR Developmental Psychology	3 credits	
HSC113	Medical Terminology	<u>3 credits</u>	
		13 credits	

Technical Program

Term 1	Spring		
BIO173	Human Anatomy and Physiology II w/Lab	4 credits	
PTA120	Kinesiology for the PTA/Lab	3 credits	(hybrid)
PTA150	Pathophysiology	3 credits	(online)
PTA101	Introduction to Physical Therapist Assistant	<u>2 credits</u>	
		12 credits	
Term 2	Summer		
PTA111	PTA Fundamentals	4 credits	
PTA203	Cardiopulmonary and Integumentary Rehab	2 credits	
PTA310	PTA Clinical	<u>1 credit</u>	(off campus)
		7 credits	
Term 3	Fall		
PTA211	Musculoskeletal I	3 credits	
PTA233	Therapeutic Exercise for PTA	4 credits	
PTA194	Therapeutic Agents I w/Lab	3 credits	
PTA242	Adult Neurology	2 credits	
PTA350	PTA Clinical II	<u>2 credits</u>	(off campus)
		14 credits	
Term 4	Spring		
PTA113	Fundamentals for PTA II	3 credits	
PTA195	Therapeutic Agents II	3 credits	
PTA243	Pediatric Neurology	2 credits	
PTA212	Musculoskeletal II	3 credits	
PTA400	PTA Clinical III	<u>2 credits</u>	(off campus)
		13 credits	
Term 5	Summer		
PTA450	PTA Clinical IV (320 hours)	5 credits	(off campus)
PTA284	Professional Issues for the PTA	<u>2 credits</u>	(hybrid)
		7 credits	

Award: Associate of Applied Science (AAS) (65 credits)

Complaints/concerns about the PTA Program and/or Its Students or Faculty from Clinical Sites, the Public or Employers

The procedure for clinical education sites, employers of graduates, and the general public to file a complaint regarding clinical experiences, didactic content, or the overall program is:

1. When a complaint is received, the PTA program director and program faculty will meet with the individual(s). Together, they will determine actions to resolve the complaint and document the action, expected outcomes, and a timeline to resolve the concern.
2. If the complaint/situation has not been resolved in the agreed upon timeframe, all parties will meet again, along with the Dean of the School of Sciences and Health Sciences.
3. If the parties do not believe they can resolve the concern, the issue(s) will be presented to the Dean of Students. The Dean of Students, in consultation with one or more of the divisional Vice Presidents, will try to resolve the grievance. Assistance from other personnel will be utilized as needed.
4. If the grievance is not resolved with the help of the appropriate divisional Vice President, the parties may arrange to meet with the President.
5. If the grievance is still not resolved through discussions with the President, the parties may arrange, through the Board Secretary, for a meeting with the elected Board of Trustees for recommendations.

All documentation of a program complaint will be filed in a secure place in the School of Sciences and Health Sciences Dean's office or maintained electronically for three years.

Student Rights

Hawkeye students have certain rights as members of the academic community in addition to the rights they enjoy as citizens or residents of the United States and the state of Iowa. Rights listed in this section reflect the principles that are essential to maintaining an environment that is conducive to learning. [Student Rights - College Student Handbook](#)

Equal Opportunity/Affirmative Action

Hawkeye Community College is committed to maintaining an educational and work environment in which students, faculty, and staff can work together in an atmosphere free of discrimination, harassment, exploitation, or intimidation. A link to the college affirmative action policy is here: [Hawkeye Community College Affirmative Action Plan](#)

Nondiscrimination Statement

Hawkeye Community College does not discriminate on the basis of sex; race; age; color; creed; national origin; religion; disability; sexual orientation; gender identity; genetic information; political affiliation; or actual or potential parental, family, or marital status in its programs, activities, or employment practices. Veteran status is also included to the extent covered by law. Any person alleging a violation of equity regulations shall have the right to file a formal complaint. Inquiries concerning application of this statement should be addressed to: Equity Coordinator and Title IX Coordinator for employees, 319-296-4405; or Title IX Coordinator for students, 319-296-4448; Hawkeye Community College, 1501 East Orange Road, P.O. Box 8015, Waterloo, Iowa 50704-8015; or email equity-titleIX@hawkeyecollege.edu, or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312-730-1560, fax 312-730-1576, email OCR.Chicago@ed.gov.

Student Accessibility Statement

Hawkeye Community College believes that disability is a naturally occurring aspect of humanity's diversity and is an integral part of society and the college. Hawkeye believes in working collaboratively with students, faculty, and staff to provide accessible and equal opportunities for all students. Students with disabilities are encouraged to connect with the Student Accessibility Services Office to begin the individualized process of determining reasonable accommodations. For further information, contact the Student Accessibility Services Coordinator at 319-296-4014 or accessibility@hawkeyecollege.edu. Forms and additional information are available through our website at <https://www.hawkeyecollege.edu/students/services/accessibility-services>

Sexual Harassment

Hawkeye is committed to providing a work and educational environment free of sexual harassment. Any form of sexual harassment that creates an offensive or hostile working environment or in which an employee demands sexual considerations in exchange for job benefits, grades, or other educational benefits will not be tolerated. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature is considered sexual harassment. Conduct includes but is not limited to sexual jokes, innuendo, flirtation, touching, advances, or propositions. A student should not verbally abuse another in a sexual nature, be verbally or physically graphic or make suggestive comments about an individual's dress or body. Students should not make sexually explicit remarks to describe an individual and nor should they display sexually suggestive objects or pictures, including nude photographs. Any employee or student who believes they have been or is being sexually harassed should follow the complaint procedure and immediately report the facts of the incident, including the names of the individual(s) involved. The student can find the Sexual Misconduct Policy on the college website at: [Hawkeye Community College - Sexual Harassment Policy](#)

Privacy of Students Records

The PTA program abides by the policies of the Family Educational Rights and Privacy Act (FERPA), and is committed to maintaining the privacy of student records. Please refer to the Hawkeye Community College Privacy of your Records for complete information. [Hawkeye Community College - FERPA](#)

Confidential information will not be released to anyone over the phone, including the student. Liaison International will maintain the PTA Clinical Performance Instrument Web, an assessment tool used for PTA Clinical II, III and IV, electronically for a period of not less than 10 years following the end of the student's terminal clinical education experience.

Cell Phone Policy

PTA classrooms and laboratories are cell phone free zones! Cell phones must be off and put away before entering the room. Do not use your phone for calling or sending text messages, receiving calls or texts, or taking photos. If you are expecting an emergency, urgent, or very important phone call, please notify the instructor before class regarding the nature of the situation, leave your phone on vibrate. If you receive the call, please step out of the room before answering it. This should be a very limited and highly unusual occurrence; most calls can and should be taken at break. Cell phones must be turned off during times of providing patient care and during any portion of the clinical-based experience.

Classroom and Lab Safety

Basic safety regulations are posted in lab and classroom areas. Safety regulations regarding the use of lab equipment are presented with the protocol for each piece of equipment. Students should adhere to these standards in order to maintain a safe environment in the classroom and lab. Students should practice only those techniques that have been presented in lecture and/or lab. Any use of modality equipment by students outside of regular classroom hours requires a PTA faculty member's supervision. Please make prior arrangements with an instructor if this is a need.

All modalities will be tested and calibrated on an annual basis. Please notify an instructor if any hazards exist in the classroom area, including equipment that does not seem to be operating properly, frayed cords, damaged plug-ins, water or other liquids on the floor, etc. Workplace safety guidelines should be followed during all classroom and laboratory educational activities. Notify a faculty member at once if there is any potential or actual exposure to body substances or hazardous materials.

Classroom Attendance Policy

If a student misses more than two class sessions (labs included) per course without a faculty-excused absence, one percentage point will be deducted from their overall course grade for each additional class session missed. Medical emergencies, illness that places others at risk of exposure, immediate family emergencies, or death of an immediate family member constitute a justifiable reason to miss class sessions. Acceptance of reasons beyond those listed will be at the discretion of the course instructor in consultation with the program director. PTA310, PTA350, PTA400 and PTA450 follow clinical education policies. Effective communication between each student and the instructor regarding absence is expected regarding absences and is part of your commitment to professionalism.

Return to Clinical or Class Following a Major Illness or Injury

A written release from the student's health care provider will be required to participate in clinical education or laboratory activities for the following:

1. Following surgery
2. During cancer treatment
3. During a complicated pregnancy or following childbirth
4. Following a lengthy physical illness or injury requiring the care of a health care provider and/or restrictions in lifting, standing, mobility or use of assistive devices.

It is the duty of the student to disclose the above. The written release must be on file in the PTA program office prior to attending clinic or a laboratory class by either personally handing it to the course instructor or program director, or by faxing it to 319-296-4058. A copy of the release must be given to the clinical instructor if the student is participating in clinical education activities. Release forms can be emailed to the expected stakeholders.

Off Campus Safety

When participating in off-campus educational activities as directed by the PTA program, the safety policies and procedures established by each individual host facility/institution should be followed by the student as instructed by host site personnel. Students will be asked to sign a waiver and release prior to any off-campus field trip/clinical education activity. Students will be provided emergency care if needed but accept responsibility for the cost of any care. Waiver forms contain more information. Students will be responsible for their own transportation to and from the host site. Prior to participating in any off-campus field trip or clinical education activity, students must successfully complete Workplace training as described in the Clinical Education requirements portion of this manual. .

Student Outcomes

Graduation rate:

Class of 2019-2020:	93.3%
Class of 2020-2021:	75%
Class of 2021-2022:	78%
Class of 2022-2023	92%

Employment within 6 months of taking the NPTE:

Class of 2019-2020:	100%
Class of 2020-2021:	75%
Class of 2021-2022:	100%
Class of 2022-2023:	TBD

Licensure Ultimate Pass Rate:

Class of 2019-2020:	92.9%
Class of 2020-2021:	80%
Class of 2021-2022:	81.8%
Class of 2022-2023:	80%

Acknowledgement of Policies and Procedures:

Please read carefully:

I have received and read the Hawkeye Community College Physical Therapist Assistant Program Guide. Questions I had after reading the program guide have been discussed with me. I understand the grading, program progression, and graduation policies and that the requirements for graduation from the PTA Program supersede the college requirements. I agree to abide by all policies and procedures contained within the program guide. I also understand that this guide provides policies and procedures and can change when required by the college and program. Notice to the student is of top priority if changes are made.

In addition, as a student in the Hawkeye Community College PTA program, I understand that:

- I will be dismissed from the PTA program upon first violation of the program's integrity policy, which includes cheating.
- I may be photographed, videotaped, or imaged via camera while participating in lecture, laboratory or clinical rotations for educational and college marketing purposes.
- I will be expected to participate as a "patient" and "clinician" during class or laboratory activities.
- I am expected to attend all classes, lab sessions, and clinical education sessions unless ill or other significant event occurs. Missing class signifies missing a component of the learning that cannot be replaced by lab sheets or lecture notes, and may affect my course grade.
- I will be responsible for notifying the instructor if a classroom activity places me at risk due to a precaution or contraindication related to a previous injury or illness. Contraindications and precautions will be covered prior to an activity.
- I will handle program equipment with care and in a safe manner.
- I must identify myself as a student PTA to patients before participating in their care.
- I accept that patients have the right to refuse my care during clinical education without fear of reprisal.
- I will not use computers/cell phones in an unprofessional manner in the classroom.

Please print:

Name: _____

Address (Street, City, State): _____

Phone #: _____

Email (college or personal): _____

Signature

Date

Please sign and return completed form to PTA Program Director.

11/16/2023ms

Confidentiality Agreement

In accordance with the Health Insurance Portability and Accountability Act (HIPAA), it is very important for all students to protect the confidentiality and privacy of any information regarding any patient, client, physician, employee, and/or business information obtained during your clinical education experiences associated with Hawkeye. Please read and sign the following confidentiality statement:

I will not reveal or discuss confidential information with anyone who does not have a legitimate medical and/or business reason to know the information. Confidential information includes but is not limited to:

- client's name
- client's diagnosis
- type of care being provided
- reason for seeking health care services, treatment, and response to treatment
- personal problems or actions

I understand that I am only permitted to access confidential information to the extent necessary for client care and to perform my duties.

I will not access confidential information in any form for personal reasons, or for any purpose not permitted by the clinical sites policy

I will follow the required procedures at all clinical sites to gain access to my own confidential patient information.

I will remove any information from course assignments related to clinical education that would enable identification of an individual.

I will not remove any health information that identifies an individual from a clinical site.

I agree to abide by all of the confidential information policies and procedures of a clinical site I am affiliated with for the purpose of clinical education.

I understand that I will be held accountable for the accuracy of any patient/client information I input into a medical record.

I understand that violation of policies and procedures that protect the privacy of another individual or business may subject me to immediate termination of association with any facility, as well as civil sanctions and/or criminal penalties. In addition, any student who fails to maintain confidentiality and/or directly violates confidentiality may risk **expulsion** from the Physical Therapist Assistant program at Hawkeye Community College.

I have read and understand the Hawkeye Physical Therapist Assistant program confidentiality policy and agree to abide by the policy as written above.

Student name (printed): _____

Student Signature_____ Date_____

Please sign and return completed form to PTA Program Director.

11/16/2023ms

UNDERSTANDING CLINICAL PARTICIPATION REQUIREMENTS

Hawkeye uses external affiliated clinical sites for the clinical education component of our program. These external clinical sites may impose requirements for students in order that they are allowed access to clinical experience at that location.

- **Students may be required to provide the following information to external clinical sites:**
 - Health Screening/Immunizations
 - CPR Certification (Basic Life Support Level via AHA)
 - Mandatory Reporter for Child and Dependent Adult Certification
 - HIPAA Certification
 - Work Place Safety and Blood Borne Pathogens Certification
 - Criminal, Fraudulent document, and Abuse Background Checks
 - Urine Drug Test
 - Proof of own Health Insurance Coverage
 - Professional Statement
 - Confidentiality statement
- The **student must maintain copies** of the documents listed above. Clinical sites may require the student to provide a copy of the documentation. It is not the responsibility of Hawkeye Community College or the PTA program to provide copies of these documents to clinical sites.
- **Drug Testing:** Students may need to consent for drug testing and release of that information to external clinical sites in order to participate in clinical education at that site. The PTA Program is uncertain of what sites may require testing or what drugs may be screened.

NOTICE AND RELEASE - READ CAREFULLY BEFORE SIGNING

While in the Physical Therapist Assistant Program at Hawkeye Community College:

- I understand that participation in clinical education is a requirement of the PTA program and that participation in clinical education involves experiences off-campus at affiliated clinical sites.
- I further understand that clinical sites have the right to establish their own individual requirements for student participation in a clinical experience at their location.
- I understand that I am responsible for providing copies of the documentation requested by the affiliated clinical site. The PTA program is not responsible for providing documentation.
- I understand and agree that if I am rejected for participation in a clinical experience by an affiliated clinical site, I may be unable to complete my program of study and graduate from the PTA program.
- I understand and agree that if I refuse to submit to checks or tests that are required by an affiliated clinical site in order for a student to participate in a clinical experience at that location, I may be unable to complete my program of study and graduate from the PTA program.
- I understand I am responsible for any costs related to clinical education, including immunizations, medical exam, background checks, transportation, meals, uniforms, or lodging expenses.
- I may need to travel and stay out of the local area to complete my clinical education.
- I must adapt my schedule to that of my clinical instructor.
- I understand I will be working directly with patients during clinical education experiences and may be exposed to contagious illnesses, body fluids, and blood.

I hereby release Hawkeye Community College, its employees, and all affiliated clinical sites from any liability with regard to my participation in clinical education and decisions made concerning my participation in a clinical experience.

Student's Name (printed): _____

Student's Signature _____ Date _____

Please sign and return completed form to PTA Program Director. 11/16/2023ms

Student Waiver to Decline the Hepatitis B Vaccination

NOTE: This form should be discussed with the physician/nurse practitioner/physician assistant of your choice, signed and returned with all other health forms.

Please read the information enclosed from the Department of Health and Human Services, Centers for Disease Control and Prevention on hepatitis B and the hepatitis B vaccine. If you have any questions about hepatitis B or the hepatitis B vaccine, please discuss those with your physician/nurse practitioner/physician assistant.

By signing this waiver I indicate that:

- I have been given the instruction to be vaccinated with the hepatitis B vaccine at my own expense if my insurance company does not cover the cost.
- I understand that if I am a current employee in a health care facility and have a potential exposure to blood, my employer is responsible for the cost of the hepatitis B vaccination.
- I have discussed hepatitis B and the hepatitis B vaccine with my physician/nurse practitioner/ physician assistant and have read the Department of Health and Human Services, Centers for Disease Control and Prevention vaccine information statement about hepatitis B and the hepatitis B vaccine.
- I have had an opportunity to ask my physician/nurse practitioner/ physician assistant questions and understand the benefits and risks of the hepatitis B vaccination.
- I understand that I may be at risk of acquiring hepatitis B virus (HBV) infection due to my exposure to blood or other potentially infectious materials during my clinical experience.
- I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B.
- I understand that by declining the hepatitis B vaccination, certain clinical sites may not accept me as a student.
- I understand the benefits and risks of the hepatitis B vaccine and **I do not** wish to receive the vaccine.
- I hereby release Hawkeye Community College and my clinical site of any responsibility should I contract hepatitis B due to exposure during my clinical education experience as a student.

Name of Person Declining Vaccine (Please Print)

Program

Signature of Person Declining Vaccine

Date

Signature of Parent or Guardian if student is a minor

Date

If you are declining the Hepatitis B series, please sign and return completed form to PTA Program Director.

11/16/2023ms

School of Sciences and Health Sciences

Professionalism Zone –Code of Conduct

The primary objective of the **Professionalism Zone** is to maximize my academic experience at Hawkeye Community College. The campus-learning environment is designed to provide an opportunity for me to obtain the highest degree of knowledge, skills, behaviors, and attitude that will make me marketable in my chosen career field, both locally and globally. Taking full advantage of that opportunity identifies me, not simply as a student, but as a professional-in-training. As a student at Hawkeye Community College, I agree to adhere to the follow **Professional Code of Conduct** as befits a professional-in-training:

- Attend class regularly; arrive on time; participate fully for the entire class session; notify my instructor of any absences; commit myself to completing missed work.
- Take tests/quizzes and submit assignments on time.
- Dedicate time outside of class to learn the material and seek academic assistance as necessary.
- Dress in appropriate and required attire, maintaining a neat, clean appearance.
- Present honorable, respectful, and courteous behavior toward others and self, e.g., good manners, one person speaking at a time, no bullying or intimidating behavior, turning off cell phone when in class, not speaking on the phone in a learning area, refrain from texting or using the computer for anything other than instructor-directed activities.
- Maintain patient confidentiality.
- Exhibit appropriate body language and verbal language, i.e., grammatically correct and profanity-free, using a professional verbal tone, volume, inflection.
- Display leadership qualities, including a positive "can-do" attitude, high motivation, and commitment to top-quality work and a job well done, e.g., focusing on details and accuracy.
- Assume the role of a problem-solver, e.g., identifying solutions, not just problems and resolving conflicts professionally.
- Volunteer without being asked or asking, "What's in it for me?"
- Refrain from questionable, illegal, or unprofessional behaviors, including gossip.
- Remain tobacco, alcohol and substance free.
- Demonstrate personal responsibility and reliability; e.g., not making excuses, placing blame, or making inappropriate disclosures. I will bring forth concerns to program faculty which are pertinent to my learning experience.
- Pursue lifelong learning and graciously accept constructive feedback.
- Project positive college and self-image, e.g., honesty, integrity.

I believe in me and am committed to my professional success. Therefore, I agree to adhere to the above **Professionalism Zone Code of Conduct** when on campus and any setting where I am representing Hawkeye Community College.

Signed: _____ Date: _____

Printed name: _____

Please sign and return completed form to PTA Program Director. 11/16/2023ms

Thank you for choosing to enroll in the Hawkeye Community College PTA Program. We wish you the best during your academic journey in becoming a physical therapist assistant.

-from the faculty, staff, and administration of Hawkeye Community College PTA Program