PHYSICAL THERAPIST ASSISTANT
# TABLE OF CONTENTS

I. College of Technology Welcome... .................................................................................................................................................. 3  
   a. Letter from Dean Rasmussen  

II. Program Introduction... ............................................................................................................................................................ 4  
   a. Program Administration  
   b. Admission Requirements  
   c. Course Requirements  
   d. Graduation Requirements  
   e. Grading Scale/Satisfactory Progress  
   f. Important Partnerships  
   g. Other Information  

III. Program Policies... ...................................................................................................................................................................... 5  
   a. Attendance  
   b. Grading Policies  
   c. Safety Rules  
   d. Electronic Devices  
   e. Food/Drink  
   f. Academic dishonesty  
   g. Other  

IV. College of Technology Policies... .................................................................................................................................................. 10  
   a. Intoxicants Policy  
   b. Dismissal Policy  

V. Idaho State University Policies... ....................................................................................................................................................... 12  
   a. Link to ISU Handbook  
   b. Withdrawal  
   c. Satisfactory Progress,  
   d. Affirmative Action  
   e. FERPA  
   f. Sexual Harassment  
   g. Communicable Diseases  
   h. Smoking  

VI. Student Services Overview... ............................................................................................................................................................ 13  
   a. Resources and Services  

VII. Handbook Signature Form and Photography Consent Release... ........................................................................................................... 16  

VIII. Computer Usage Signature Form... ................................................................................................................................................. 17
Dear College of Technology Student,

Congratulations on your decision to pursue your education at the Idaho State University College of Technology. On behalf of all faculty, staff, and administration, I want to take this opportunity to personally extend a warm welcome. The College of Technology is one of seven colleges on the ISU campus designed to meet the needs of students—like you.

I am pleased to see that you made the decision to join the largest, most comprehensive postsecondary technical institution in the state of Idaho. You now belong to a college that boasts an alumni base of more than 25,000. For more than 100 years, students have graduated from Idaho State University with the technical skills necessary to successfully enter the workforce. I am confident that you will also be well prepared by our faculty to pursue your passion and have an enjoyable lifetime career.

Amid the excitement of enrolling at ISU, you probably have many questions. This student handbook has been prepared for your use and contains the answers to many of your questions. If you would like additional information, please contact your faculty or Student Services directly. We are all here to help you succeed in your studies and stand prepared to assist with your concerns.

Once again, welcome to the College of Technology.

Go Bengals!

R. Scott Rasmussen
II. PROGRAM INTRODUCTION

This handbook is designed to provide information and serve as a resource for many questions and school situations you may encounter as a student in the Physical Therapist Assistant program. The information provided in this handbook is meant to supplement the official Student Code of Conduct. As you read this handbook, there will be four different forms you will be asked to sign. First, you will be asked to sign a handbook receipt acknowledgement form that stipulates your agreement to abide by the policies and rules within the handbook.

Secondly, you will be asked to sign an Access and Confidentiality Agreement that requires you to keep specific types of information confidential. These first two agreements are required for your participation in the PTA program. The third form that you are asked to sign is a form that asks for your consent to participate in laboratory procedures and this form must be signed before you can participate in laboratory activities. A student is not required to participate in any laboratory procedures that may have a negative impact on the student’s health. However, students must demonstrate safe and proper delivery technique for all laboratory procedures that are listed in each class syllabi. The fourth form that you are asked to sign is an image release form. This is voluntary. However, it is appreciated when students sign this form. All of the details that you agree to are discussed in the appropriate sections in the handbook. Please read carefully because you must sign all but the Photograph Release Form to participate in the PTA Program coursework. If there are any concerns or questions, please contact the PTA Program Coordinator.

DEPARTMENT ADMINISTRATION

The Health Occupations Department is operated by the College of Technology at Idaho State University. The programs work in cooperation with the Idaho State Board for Vocational Education and are approved by the State Board of Education.

Dean
Scott Rasmussen

Health Occupations Department Chair
Dr. Paul Peterson

Coordinator/Instructor
Darin Jernigan

Instructor
Angela Lippiello

ACCE/Instructor
Nash Johnson

All students are directly responsible to the instructors. Details regarding program procedures will be covered and questions answered during orientation at the beginning of the program or as the need arises. Problems of any nature will first be brought to the attention of the instructors and program coordinator. They will seek assistance for a student problem. If a student feels a need for a conference with someone other than an instructor alternatively, the program coordinator, a meeting may be arranged with a counselor from College of Technology Student Services (208) 282-2622.

The Physical Therapist Assistant Program achieved CAPTE Accreditation status in November of 1998. PTA graduates are eligible to sit for the PTA Licensure Exam.
PHYSICAL THERAPIST ASSISTANT
MISSION STATEMENT

The mission of the Physical Therapist Assistant Program is to provide comprehensive, quality educational training to enable students to respond to the rehabilitation needs of the client in a variety of health-related, community and educational settings within the field of physical therapy. The Physical Therapist Assistant Program is student-focused to provide a broad and varied background of knowledge and skills required as an entry level Physical Therapist Assistant. The Physical Therapist Assistant Program’s goals are two-fold: first, to engage students in learning experiences necessary to acquire, synthesize, integrate and evaluate the knowledge, skills, and behavioral conduct necessary for successful performance of professional responsibilities; second, to provide a firm base of general education encompassing physical therapy practice. A strong emphasis will be placed on flexibility, adaptability, problem solving and practical experience. Clinical education will complement the academic preparation to ensure the integration, comprehension, and application of physical therapy intervention.

PTA PROGRAM GOALS

OBJECTIVES AND EXPECTED OUTCOMES

I. The program will provide quality educational training
   a. The curriculum will adhere to the APTA entry level competencies.
   b. The Program will adhere to a standard of low faculty-student ratio.
   c. Course evaluations will be assessed on all academic PTA courses.
   d. Alumni surveys will be conducted annually to assess graduate perspective on curriculum appropriateness.
   e. Program faculty will meet annually to set program improvement goals.

II. The program will provide quality clinical education.
   a. The program will maintain appropriate number and variety of clinical site contracts.
   b. The program will maintain quality clinical instructors.
   c. Students and CIs will evaluate ACCE performance after each clinical experience.

III. The program will prepare quality Physical Therapist Assistants
   a. The program will perform at an acceptable level in all coursework (In this program “acceptable” is defined as a 2.0 GPA in General Education classes and a “73%” in all PTA classes).
   b. The program will maintain 75% retention will all graduates maintaining a minimum of 2.5 GPA.
   c. Graduates will write and pass the Licensure exam.
   d. Under the supervision of a Physical Therapist, graduates will demonstrate appropriate entry level Physical Therapist Assistant skills as measured by collection of annual employer surveys.
   e. All students will be assessed by faculty and peers on generic abilities that will be referred to as the affective domain.
III.
PROGRAM POLICIES

COMPETENCIES OF THE PROGRAM GRADUATE

A. Client Care
- Works under the supervision of a physical therapist in an ethical, legal, safe, and effective manner.
- Implements a comprehensive treatment plan developed by a physical therapist.
- Communicates regularly with the supervising physical therapists about the client’s progress and the need for adjustments to be made by the physical therapist in treatment procedures in accordance with changes in client status.
- Performs appropriate measurement and assessment techniques within the knowledge and limits of practice to assist the supervising physical therapists in monitoring and modifying the plan of care.
- Interacts with clients and families in a manner which provides the desired psychosocial support including the recognition of cultural and socioeconomic differences.
- Participates in the teaching of other health care providers, clients and families.
- Documents relevant aspects of client treatment.
- Participates in discharge planning and follow up care.
- Demonstrates effective written, oral and nonverbal communication with clients and their families, colleagues, health care providers and the public.

B. Physical Therapy Professionalism
- Understands the levels of authority and responsibility; planning, time management, supervisory process, performance evaluations, policies and procedures; fiscal considerations for physical therapy providers and consumers; and, continuous quality improvement, practices of reading and interpreting professional literature.
- Participates in continuing development of knowledge and skills

ESSENTIAL FUNCTIONS OF A PTA OR PTA STUDENT

A primary role of the Physical Therapist Assistant program is to graduate qualified individuals who can safely and competently perform the necessary skills as practitioners. The essential functions noted below have been identified as required components of the practice of a Physical Therapist Assistant. Students must be capable of performing the essential functions in order to successfully complete the ISU SAT Physical Therapist Assistant Program.

- transfer clients
- independently perform physical agents
- communicate effectively
- guard and assist with ambulation
- handle the stresses of the work
- perform resistance during exercise
- assess a client 10 feet away
- respond to a timer
- respond to emergencies
- perform full-body range of motion
- apply universal precautions
- monitor vital signs


A BRIEF DESCRIPTION OF EACH DOMAIN

1. Cognitive: “what you know,” as determined by tests, quizzes, homework, case studies, etc.

2. Psychomotor: “what you do,” as determined by lab exercises, skills checks, etc.

   a. Failing a “skills check”: Requires a make-up. Two make-ups are
allowed. If the student passes a make-up they will receive the lowest passing grade (C) regardless of the score for that make-up. If the student fails all three chances at that “skills check”, they will not be allowed to continue. Students who are not allowed to continue because of failure to meet the performance requirements in any PTA class may petition to return the following year and retake the class.

b. Failing a test:
A failed test will simply be averaged with other grades in cognitive domain. However, some classes will require a comprehensive final. An “F” on a comprehensive final exam will require the student to re-take the class.

c. Failing a Clinical Affiliation:
Clinical affiliations are graded on “Successful/Unsuccessful” basis. An intern must complete each clinical experience with a “Successful” grade in order to continue with the program. The final decision for whether or not a student passes a clinical affiliation rests with the ACCE and PTA faculty, not the CI. If an “Unsuccessful” grade results, the intern will be evaluated by the faculty and may be given the option of returning the following year to re-enter the program through petition. The intern may also be given the option to complete any PTA coursework partially finished by the time the clinical rotation began. This is not guaranteed. The decision will be subjectively determined based on past performance at all levels in the cognitive, psychomotor, and affective domains, resources of the program, and availability of clinical sites.

For any failure which requires taking a class or clinical affiliation the following year, the student chooses not to complete those classes or clinicals the following year, the student will be dismissed from the program. If there are extenuating circumstances, the decision to continue with the program will be up to the discretion of the PTA program faculty.

For more information on appeals and student conduct, see the following references:

1. Student Code of Conduct (ISU Student Handbook)
2. Scholastic Appeals Process (ISU Student Handbook)

www.isu.edu/references/fs.handbook/

d. Attendance:
1. Academic
   Attendance policy in each PTA program course is up to the discretion of the instructor. Refer to syllabus for information.

2. Clinical
   You are expected to follow good work ethics in performing clinical affiliations. If an emergency arises such that you are unable to attend your clinical affiliation, please call your clinical instructor and explain your situation. It is also important to notify your ACCE to keep them informed and updated on clinical issues. You are allowed two excused absences with every attempt made to make up those days during the affiliation. Excused absences beyond two days require equivalent make up day(s) during the clinical rotation or at the end of the clinical rotation in order to pass successfully.

e. Late work:
   A letter grade is dropped for every day an assignment is late. There is one day grace and then an assignment is considered late two days after it is due. For instance, if it is due on Monday, Tuesday is still okay, Wednesday drops a letter grade, Thursday another letter and Friday another.
Withdrawal: Withdrawal from a course effectively withdraws the student from the PTA program.

Incomplete: A grade of “I” (incomplete) will only be issued if special permission by the instructor is granted and an “incomplete” contract form is completed by the student and the instructor.

Academic Dishonesty: Cheating may consist of plagiarism, copying from another student’s work, obtainment of online materials, etc. Students caught cheating will be dismissed from the class, given a grade of “F”, and dismissed from the PTA program. Dishonesty, stealing and other violations of the student code of conduct will be handled on an individual basis. Students should familiarize themselves with the ASISU Student Code, Handbook, and Calendar available in Student Services.

The student must average a cumulative 2.0 in general education courses and must achieve a grade of “C” or better in all other courses required for the PTA program to remain in the Physical Therapist Assistant program. Make-up examinations are given solely at the discretion of the instructor. Failure to complete an examination on the assigned date may result in “0” (zero) points for that exam.

Grading for each class will be comprised of evaluation of cognitive and psychomotor domains. Each domain must be passed with a C or better. For instance, a student may have scored a 90% in the cognitive domain, and a 70% in the psychomotor domain. Even though the average of the two is 80% (above 73%), the psychomotor domain is below 73%, and therefore a student will not pass the entire class. This prevents a student from moving on in the Physical Therapist Assistant Program without having successfully completed all educational domains.

Receiving a grade below a “C” in any domain, in any PTA class is cause for immediate dismissal from the program. However, at the discretion of the PTA program faculty, the student may petition to re-enter the program at the same place the following year, as each course is delivered only once a year. Failure to successfully complete a course the second time results in termination from the program.

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2. Scholastic Appeals Process (ISU Student Handbook)

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In addition, please see Appendix B for ensuring the integrity of the online test.

GRADING POLICY

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>92-100</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
<td>Above average</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
<td>Passing</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>63-66</td>
<td></td>
</tr>
<tr>
<td>D-</td>
<td>60-62</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0-62</td>
<td></td>
</tr>
</tbody>
</table>

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2. Scholastic Appeals Process (ISU Student Handbook)

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LAB RULES

1. There is to be no practicing without an instructor or other qualified person present.
2. Do not use any equipment unless you have been properly instructed on the care and use of that particular item.
3. Report any unsafe situations or conditions to an instructor.
4. Report any injuries or exposure to hazardous materials to an instructor immediately.
5. There are to be sheets on the treatment tables, and pillowcases on the pillows at all times.
6. Keep sharp objects from cutting into treatment table mats, and pens from staining.
7. Food and drinks is prohibited on any treatment table or in their vicinity.
8. No shoes on treatment tables.
9. Clean-up of lab, and laundry will be assigned on a weekly basis.
10. No Walkman or other radios in the lab area.
11. Lab clothes are required and must be appropriate for the kind of lab work being performed. Students who forget lab clothes may purchase disposable gowns and shorts from the instructor. Individual instructors may post lab clothes policy in their syllabus and lab clothes requirements may be attached to grades in some classes. Look at individual syllabi to understand lab clothes policy details for each class.

DISMISSAL FROM THE PROGRAM

A. PROBATION AND DISMISSAL

Probation is a procedure whereby a student who is in violation of policy may return to good standing upon graduation. When a student is placed on probation, the length, reasons, and terms will be clearly outlined in writing. If a student fails to comply with the terms of the probation, he or she will be dismissed from the PTA program.

- When a student is identified as having a problem serious enough to warrant dismissal from the program, the following steps are initiated:

1. Student’s problem is identified by the instructor and discussed with the student.
2. If the problem persists, the instructor discusses the situation with the PTA faculty and/or chairperson.
3. The primary instructor will confer with the student and identify in writing, remediation measures and time frame for completion, which will be signed by the student and the instructor. The original paper will be in the student’s file and a copy given to the student.
4. If remediation is not satisfactory, the student will be dismissed from the program.

A STUDENT MAY ALSO BE REQUESTED TO LEAVE THE PROGRAM AT ANY TIME FOR ANY OF THE FOLLOWING REASONS:

1. Grade below “C” in any of the required courses.
2. Unsafe practice in the clinical area; any act that is harmful or potentially detrimental to the patient. This includes:
   - Inability to apply classroom theory to clinical practice.
   - Inability to determine capabilities or limitations.
   - Inability to follow written and/or oral instructions.
   - Inability to demonstrate physical therapist assistant skills at level of education.
3. Consistently coming to the classroom or clinical area poorly prepared, such as, but not limited to:
   - Illness.
   - Fatigue from lack of sleep.
   - Impaired reflexes and/or judgment.
   - Family/personal crisis.
   - Substance abuse.
4. Exhibiting false and fraudulent behavior:

Integrity, honesty, dependability and trustworthiness are important characteristics of a physical therapist assistant.

- The student is notified of the faculty decision for dismissal and given an opportunity to meet with the instructors and/or chairperson. A student dissatisfied with the decision of the PTA faculty may appeal. The appeal process is outlined in the ISU Student Handbook under scholastic appeals.
- In the event of removal from clinical practice due to violation of program guidelines and if readmission is possible, the student may be allowed to continue in theory classes only
until the end of the current semester.
• Note: If a student is dismissed from their clinical practicum and this is their second attempt at the PTA program, the student is immediately dismissed from the program including all theory classes.

READMISSION INTO THE PHYSICAL THERAPIST ASSISTANT PROGRAM

Note: A student is not eligible for reinstatement into the Physical Therapist Assistant Program if dismissed on the grounds of academic or clinical dishonesty, alcohol or drug abuse, or is prohibited from training at any of the sponsoring agencies.

A student may go through the appropriate channels established by Student Services to request readmission into the Physical Therapist Assistant Program.
• Reinstatement will be limited to one opportunity after the initial failure, or postponement.
• Students who are separated from the program for greater than one year must re-apply for admission to start the program over from the beginning
• A student may be readmitted conditionally or unconditionally. If on conditional status, specific criteria will be formulated as identified in a contractual agreement.
• A returning student must repeat clinical check-offs successfully prior to any clinical practicum.

SAFETY

FIRE AND EMERGENCIES:
Be aware of fire related hazards. These could include damaged electrical equipment, flammable liquids, improperly stored matches or combustible materials. Be suspicious of signs or smells that may mean there is a fire or excessive heat. In the event of a fire or smoke, remember to RACE:
1. Rescue: Rescue anyone in immediate danger from the fire to a safe area.
2. Alarm: Sound the fire alarm by pulling the nearest manual pull station and call
3. the emergency number if there is one.
4. Contain: Contain the fire by closing all doors in and around the fire area.
5. Extinguish: If it safe, extinguish the fire by using a portable fire extinguisher. Point at the base of the fire and sweep back and forth at the base of the fire.

EVACUATION PROCEDURES:
1. Students should take any belongings they have with them (backpacks, etc.), and move quickly and orderly to the designated staging area.
2. Monitors should close all doors as they move through their areas.
3. Exit the building and move to Cadet Field.
4. Monitors report to Angie Palmer that your area is clear.

HAZARDOUS MATERIALS:
Use according to manufacturer’s recommendations, and report any spills to instructor. A Minimum Safety Data Sheet (MSDS) for products can be found in the lab.

ELECTRICAL SAFETY GUIDELINES:
1. Never use a modality unless you are thoroughly familiar with its operation and an instructor is in the lab.
2. Report all devices that do not seem to operate or seem different than normal to the instructor.
3. Report all devices with frayed, broken damaged, or non-functional components to the instructor.
4. Do not allow equipment to roll over electrical cords.
5. Do not disconnect powered equipment by pulling on the electrical cord. Grasp the plug to disconnect equipment.
6. Do not use electrical cords, which are frayed.
7. Any unusual noise such as buzzing, unusual odors, tingling sensations are cause for discontinuing use of equipment.

STUDENTS

A. Lockers: Lockers are available to all students for
D. Records: The permanent record (transcript) of each student’s academic achievement is kept in the registrar’s office. Confidentiality of Records Policy follow the guidelines set forth by the Family Educational Rights and Privacy Act. ISU abides by this act. A cumulative record is kept on each physical therapist assistant student. This record contains admission information, immunization records, and other pertinent information such as grades, advising sessions, etc. It is kept on file for three years after graduation. At any time, a student may check their own grade report or unofficial transcript by using their internet account to access the school’s grade records. They may also find their class schedules listed in the same place.

F. Advising: Program advising and career counseling is available through Student Services and/or individual appointments with faculty members or the program coordinator. Once accepted into the program, the students will meet with the assigned advisor before beginning course work, and once every semester regarding their performance in the classroom and the clinical settings.

Faculty members maintain regular office hours when students can, by appointment, discuss their performance within a specific course, or their general performance in the program. The faculty can also assist with academic and/or personal problems when requested, or when the student’s conduct interferes with the learning process for himself/herself and/or others.

G. Dress Code: Physical Therapist Assistant students will be involved in laboratory learning experiences, which include hands on participation. For all labs, shorts and a tank top or sports bra is required. Additionally, nail length should be kept short due to the potential for inadvertent scratching of fellow students or clients. For your safety, hair should be tied back during lab classes and clinical affiliations so as not to interfere with performance of therapy techniques. If a student is not properly dressed by the beginning of lab, he/she will be asked to leave that lab which will then be recorded as an unexcused absence.

Required dress for clinical affiliations is determined by the clinical. However, at the very least students are expected
to dress professionally with a business casual approach, dress pants/khakis and unmarked logo-free polo or dress shirts/blouses, closed toe/heel shoes that are professional in appearance. Tennis shoes maybe worn if approval is given by the clinical site but must be a solid white or black, lab jacket/coat (if appropriate) and name tag. Fingernails should be no longer than the finger pads. Jewelry should be kept to a minimum for both the students' and patients' safety. Watches and wedding rings are acceptable. Piercing should be kept to a single earlobe piercing the size of a pencil eraser. Tattoos should be covered at all times.

Good hygiene is a must; uncleanliness, body odor, bad breath, strong perfume and the smell of cigarette smoke are offensive to others.

H. Student Health: As a student, you should strive to maintain optimum health. Your grades are affected if you are absent and missing the learning experiences. If situations arise in which your health may be in danger, your instructor will be responsible for determining whether or not you may stay in the clinical area. These situations may include but are not limited to: back injuries, injuries requiring a cast, infectious diseases, draining wounds. In some cases, hospital policy may require you to remain at home. Should personal illness require withdrawal from the program, re-entrance will depend upon available clinical and academic space, satisfactory completion of previous course work, and department approval.

Honesty about one's health problems is encouraged. Any pre-existing conditions, i.e., severe emotional stress, drug related problems, back injuries, disabling diseases even though in an arrested state, must be documented at time of entrance into the program. Failure to do so may be cause for dismissal. Faculty concerns for students leads us to request this information. Should a health situation arise, it is better for the faculty to be equipped to manage it than to know nothing about what is happening.

1. Policy on Transmitted Diseases: Health Occupations students and faculty should always be aware of potential contamination from infectious agents in the health care environment. It is important that everyone be alert to prevent accidental exposure. Since medicine cannot reliably identify all patients with a transmissible disease, especially those in an emergency situation, it follows that health care practitioners should treat all patients at all times as if they were a potential source of infection. This approach includes precautions for contact with patient’s blood and body fluids. This is referred to by CDC [Center for Disease Control] as “universal precautions”. Practice of these precautions will ensure protection against HIV (Human Immunodeficiency Virus), the cause of AIDS, HBV (Hepatitis B Virus), the primary cause of viral hepatitis, and all other blood borne infections agents. Rigorous adherence to these guidelines will be required of all students and faculty.

2. Precautions for The Transmission of HIV and other blood borne agents to Health Care Students and Faculty:

Basic Aseptic Technique practiced by health care students/faculty in conjunction with the following blood and body fluid precautions can prevent the transmission of HIV, HBV and other blood borne agents.

   a. All patients, their blood and other body fluids, will be considered to be infectious at all times.

   b. Whether or not the patient is known to be infected with HIV or HBV, the student and faculty will:

      - Wash hands thoroughly with soap and water before and immediately after contact with patients, their blood, urine, or other body fluids.

      - Consider sharp items (needles, scalpel blades, other sharp instruments) as being potentially infective and handle with extreme care to prevent accidental injury.

      - Dispose of sharp items in puncture-resistant containers immediately after use.

      - Do not recap, purposefully bend, or otherwise manipulate by hand.
needles that are to be disposed.

• Minimize the need for emergency mouth-to-mouth resuscitation by using pocket masks, bag valve masks, or other ventilation devices.

• Wear gloves when handling patient’s blood, body fluids, and/or items soiled with blood or other body fluids.

• Use gloves when performing venipuncture, arterial punctures and capillary sticks.

• Wear gown, mask and protective eye wear when performing procedures where aerosolization or splattering are likely to occur (e.g. dental surgical procedures, wound irrigation, bronchoscopy, endoscopy, high speed centrifugation, hands on treatment techniques, etc.)

• Clean up spills of blood or body fluids immediately with a disinfectant such as 1:10 dilution of chlorine bleach. Dispose of clean up materials appropriately.

PROCEDURE FOR REPORTING POTENTIAL EXPOSURE

1. Any incident of potential contamination must be reported to and fully documented by the immediate supervisor, college or clinical faculty, and the appropriate college department head and dean.

ADDITIONAL DEPARTMENTAL GUIDELINES

In some instances, additional precautions are required for special circumstances.

CLINICAL AFFILIATIONS

The student will attend two full-time clinical affiliations

Summer:  PTA 213: Clinical Affiliation I (eight weeks)
Spring:    PTA 214: Clinical Affiliation II (eight weeks)

Two full-time clinical affiliations must be satisfactorily performed in order to complete the PTA program. These are practical clinical rotations that are supervised primarily by a Clinical Instructor (CI) assigned by the clinical facility. The CI will carry out day to day interaction with the PTA intern. Ultimately, the responsibility of determining satisfactory completion of an affiliation is placed upon the Academic Coordinator of Clinical Education (ACCE) and the PTA faculty based on the CI’s assessment. More information on clinical affiliations and how such training is assessed can be found in the clinical handbook which is a document given to each incoming student.

Each clinical rotation is expected to meet standards of employment. The intern is expected to work a 40 hour week within the determined clinical rotation dates as specifically determined by the CI and ACCE. Interns are expected to utilize, to the best of their ability, each affiliation for educational advancement. Each intern should pursue increasing levels of responsibility as theoretical and technical abilities increase throughout the two clinical affiliations. (Likewise, each intern is only expected to perform clinical duties that they have addressed in PTA coursework, feel competent completing safely, and that are approved by the APTA and state practice guidelines).

Each student is responsible for participating in choosing clinical sites that best meet their educational goals. Final decisions will be determined by the ACCE and will be based on site availability, order of choice, and educational goals. Each intern will complete one acute care rotation, “acute care/neuro rotation” and one rotation of their choosing. It is expected that all students will be flexible with site selection. A student should expect to relocate to an area outside of southeastern Idaho as determined by the program for both required clinical affiliations. Expenses incurred
from any relocation (including housing, transportation, food, etc.) are the responsibility of the student.

Health Occupations faculty and clinical instructors have the responsibility to assure that they are not involved with HO Department students in dual or multiple relationships. Dual or multiple relationships are defined as relationships that, in addition to the teacher/student role, may include financial, business, personal, sexual, or family relationships that could bring into question the ability of the parties to perform their duties in a professional, arms-length, objective fashion, or that might subject the student to the potential of threat or coercion associated with differential positions of power. If these relationships are pre-existing, they should be disclosed to the supervising faculty or the department chairman in order to ascertain whether the student needs to be re-assigned to another faculty member or moved to an alternative clinical location. The sensitivity to and prohibition of dual relations is not only for the protection of the student involved, but also to the integrity of the program. Furthermore, it can serve as an assurance to other students in the program that the standards upon which a student will be graded are fair, objective, and not potentially biased by factors outside of a student’s actual performance in the program.

A. Insurance:
   1. Liability insurance is required to participate in all clinical affiliations. A one-time premium of $14 will be attached as a class fee when paying for the summer semester of the second year, prior to the first eight week clinical.
   2. Health insurance is required to participate in all clinical affiliations.
   3. Workers’ Compensation insurance will be provided to the student by the University.

B. Immunizations: Along with you obtaining a physical examination by a medical professional (medical doctor, physician’s assistant or nurse practitioner) a subsequent medical history will need to be completed. Your physician must complete the Report of Medical History Form (the medical physical form) which includes:
   - Hepatitis B: Documentation of the completion of the three shot series and a subsequent positive titer which indicates sera-conversion. (If the titer is negative the Hepatitis B shot series will need to be completed again.)
   - TB assessment: Must be completed yearly.
   - MMR: You must show documentation of two MMRs or a titer showing immunity for Rubella and Rubeola.
   - Tetanus: Must have been completed within the past 10 years. This must be documented on the health form.
   - Varicella (Chicken Pox): Must have a positive Varicella titer or documentation of Varicella immunization injection. History of the disease is not acceptable.

All students must have their vaccinations, including Hepatitis B and the test for Tuberculosis) completed before the first day of the first clinical affiliation. Students who do not provide proof of the required immunizations (or a signed waiver for Hepatitis B) will not be allowed to attend an affiliation until their files are complete.

C. CPR Certification: is required prior to entering any clinical affiliation, and the student will not be allowed to participate until certification is complete. The required CPR certification is American Heart Association Healthcare Provider.

D. Medical Emergency: In the event the student has a medical emergency at the facility they will be referred for appropriate medical treatment. The student will incur the cost of the treatment.

AMERICAN PHYSICAL THERAPY ASSOCIATION (APTA)

The American Physical Therapy Association (APTA) is the national organization dedicated to serving the physical therapy profession. The APTA is your best source for the latest information on physical therapy practice trends and issues.

APTA membership offers you the following benefits:
- Legislative Representation
- Reimbursement Updates and Information
- News and Information 24hrs. a day (including information packed publications)
- Continuing Education Opportunities (at reduced fees for
Neither of the above standards apply universally, specific circumstances determine their appropriate application. Input related to current interpretations or situations requiring interpretation, is encouraged from Association members.

**STANDARD 1**
Physical therapist assistants provide services under the supervision of a physical therapist.

1.1 Supervisory Relations
Physical therapist assistants shall work under the supervision and direction of a physical therapist who is properly credentialed in the jurisdiction in which the physical therapist assistant works.

1.2 Performance of Service
   1. Physical therapist assistants may not initiate or alter a treatment program without prior evaluation by and approval of the supervising physical therapist.
   2. Physical therapist assistants may modify a specific treatment procedure in accordance with changes inpatient status.
   3. Physical therapist assistants may not interpret data beyond the scope of their physical therapist assistant education.
   4. Physical therapist assistants may respond to inquiries regarding patient status to appropriate parties within the protocol established by a supervising physical therapist.
   5. Physical therapist assistants shall refer inquiries regarding patient prognosis to supervising physical therapist.

**STANDARD 2**
Physical therapist assistants respect the rights and dignity of all individuals.

2.1 Attitudes of Physical Therapist Assistants
   1. Physical therapist assistants shall recognize that each
individual is different from all other individuals and shall respect and be responsive to those differences.

2. Physical therapist assistants shall be guided at all times by concern for the dignity and welfare of those patients entrusted to their care.

3. Physical therapist assistants shall not engage in conduct that constitutes harassment or abuse of, or discrimination against, colleagues, associates, or others.

2.2 Request for Release of Information
Physical therapist assistants shall refer all request for release of confidential information to the supervising physical therapist.

2.3 Protection of Privacy
Physical therapist assistants must treat as confidential all information relating to the personal conditions and affairs of the persons whom they serve.

2.4 Patient Relations
Physical therapist assistants shall not engage in any sexual relationship or activity, whether consensual or nonconsensual, with any patient while a physical therapist assistant/patient relationship exists.

STANDARD 3
Physical therapist assistants maintain and promote high standards in the provision of services giving the welfare of patients their highest regard.

3.1 Information About Services
1. Physical therapist assistants may provide consumers with information regarding provision of services within the protocol established by a supervising physical therapist.

2. Physical therapist assistants may not use, or participate in the use of, any form of communication containing a false, fraudulent, misleading, deceptive, unfair, or sensational statement or claim.

3.2 Organizational Employment
Physical therapist assistants shall advise their employer(s) of any employer practice which causes them to be in conflict with the Standards of Ethical Conduct for the Physical Therapist Assistant.

3.3 Endorsement of Equipment
Physical therapist assistants may not endorse equipment or exercise influence on patients or families to purchase or lease equipment except as directed by a physical therapist acting in accord with the stipulation in paragraph 5.3.A. of Guide for Professional Conduct.

3.4 Financial Considerations
Physical therapist assistants shall never place their own financial interest above the welfare of their patient.

3.5 Exploitation of Patients
Physical therapist assistants shall not participate in any arrangements in which patients are exploited. Such arrangements include situations where referring sources enhance their personal incomes as a result of referring for, delegating, prescribing, or recommending physical therapy services.

STANDARD 4
Physical therapist assistants provide services within the limits of the law.

4.1 Supervisory Relationships
Physical therapist assistants shall comply with all aspects of law. Regardless of the content of any law, physical therapist assistants shall provide services only under the supervision and direction of a physical therapist who is properly credentialed in the jurisdiction in which the physical therapist assistant works.

4.2 Representation
Physical therapist assistants shall not hold themselves out as physical therapists.

STANDARD 5
Physical therapist assistants make those judgments that are commensurate with their qualification as physical therapist assistants.

5.1 Patient Treatment
Physical therapist assistants shall report all untoward patient
responses to a supervising physical therapist.

5.2 Patient Safety
   A. Physical therapist assistants may refuse to carry out treatment procedures that they believe to be not in the best interest of the patient.
   B. The physical therapist assistant shall not provide physical therapy services to a patient while under the influence of a substance that impairs his or her ability to do so safely.

5.3 Qualifications
   Physical therapist assistants may not to carry out any procedure that they are not qualified to provide.

5.4 Discontinuance of Treatment Program
   Physical therapist assistants shall discontinue immediately any treatment procedures which in their judgment appear to be harmful to the patient.

5.5 Continued Education
   Physical therapist assistants shall continue participation in various types of educational activities which enhance their skills and knowledge and provide new skills and knowledge.

STANDARD 6
   Physical therapist assistants accept the responsibility to protect the public and the profession from unethical, incompetent, or illegal acts.

6.1 Consumer Protection
   Physical therapist assistants shall report any conduct which appears to be unethical or illegal.

REGISTRATION/LICENSURE

To work as a Physical Therapist Assistant in Idaho, an individual must graduate from an accredited physical therapist assistant educational program and successfully complete the National Physical Therapist Assistant Examination. You are urged to become familiar with the state of Idaho physical therapy practice act, so that you can inform the public about the nature of the profession in the state. All fifty states and the District of Columbia regulate physical therapist assistants. If you intend to work in another state other than Idaho after graduation, you should become familiar with that state’s licensure law.

Issued by Judicial Committee of the American Physical Therapy Association October 1981 [Last Amended January 1996]

A PATIENT’S BILL OF RIGHTS

The patient has the right to considerate and respectful care.

The patient has the right to obtain from his physician complete current information concerning his diagnosis, treatment and prognosis in terms the patient can be reasonably expected to understand. When it is not medically advisable to give such information to the patient, the information should be available to an appropriate person on his behalf.

The patient has the right to receive from his physician information necessary to give informed consent prior to the start of any procedure and/or treatment. Except in emergencies, such information for informed consent should include but not necessarily be limited to specific procedure and/or treatment, the medically significant risks involved, and the probable duration of incapacitation. Where medically significant alternatives for care or treatment exist, or when the patient requests information concerning medical alternatives, the patients has the right to such information. The patient also has the right to know the name of the person responsible for the procedures and/or treatment.

The patient has the right to every consideration of his privacy concerning his own medical care program. Case discussion, consultation, examination, and treatment are confidential and should be conducted discreetly. Those not directly involved in his care must have the permission of the patient to be present.

The patient has the right to refuse treatment to the extent permitted by law, and to be informed of the medical consequences of his action. The patient has the right to expect that all communications and records pertaining to his care
should be treated as confidential. The patient has the right to
expect that within its capacity a hospital must make reasonable
response to the request of a patient for services. The hospital
must provide evaluation, service, and/or referral as indicated by
the urgency of the case. When medically permissible, a patient
may be transferred to another facility only after he has received
complete information and explanation concerning the needs for
and alternatives to such a transfer. The institution to which the
patient is to be transferred must first have accepted the patient
to transfer.

The patient has the right to obtain information as to any
relationship of his hospital to other health care and educational
institutions in so far as his care is concerned. The patient has
the right to obtain information as to the existence of any
professional relationships among individuals, by name, who are
treating him.

The patient has the right to be advised if the hospital proposes to
engage or perform human experimentation affecting his care or treatment. The patient has
the right to refuse to participate in such research projects.

The patient has the right to expect reasonable continuity of care.
He has the right to know in advance what appointment times and
physicians are available and where. The patient has the
right to expect that the hospital will provide a mechanism
whereby he is informed by his physician of the patient’s
continuing health care requirements following discharge.

The patient has the right to know what hospital rules and
regulations apply to his conduct as a patient.

The patient has the right to examine and receive an explanation
of his bill regardless of source of payment. *From the
American Hospital Association

GUIDELINES FOR STUDENT
AND EMPLOYER CONTRACTS

[HOD 06-92-14-28]
The following is the APTA approved Guidelines for Fairness in
Offering Student Financial Assistance in Exchange for a Promise
of Future Employment:

1) Notification by the employer if the place of employment may
   be in an isolated area or as a solo practitioner such that
   the new graduate will not have ready access to mentoring
   and regular collegial relationships or any resources for
   professional growth and development.

2) Disclosure by the employer of ownership of the practice.

3) Notification by the employer to the student if the practice is
   involved in any situation in which a referring practitioner can
   profit as a result of referring patients for physical therapy
   and notification that the APTA is opposed to such situations.

4) Student awareness of any potential future tax obligations
   that may be incurred upon graduation as the result of
   deferred income.

5) The agreement must not, in any way, interfere with the
   process and planning of the student’s professional education.

6) It should be understood that the school is not a party to the
   agreement and is not bound to any conditions of the
   agreement.

7) There should be a clearly delineated, fair and reasonable
   buy out provision in which the student understands the legal
   commitment to pay back the stipend with reasonable interest
   in the event that there is dissatisfaction or reason for release
   from the contract on the student’s part at any time during
   the term of the agreement.

8) A no-penalty bailout provision should be provided in the
   event of change of ownership, but the student may be
   required to adhere to a reasonable payback schedule.

9) Avoidance of non-compete clauses is recommended but if
   there is one, a reasonable limitation of time and distance
   should be incorporated.

10) A student’s interests may best be served by obtaining
    appropriate counsel prior to signing the contract.

AMERICAN PHYSICAL THERAPY ASSOCIATION
ACCESS AND CONFIDENTIALITY AGREEMENT

As a PTA student, you will have access to what this agreement refers to as “Confidential Information.” The purpose of this agreement is to help you understand your duty as a PTA student regarding Confidential Information. “Confidential Information” includes patient information, employee information, financial information, and information proprietary to other companies or persons. You may learn of or have access to some or all of this Confidential Information through a facility’s computer systems (which include but are not limited to the HELP system, the clinical and financial information systems, the longitudinal patient record, the actuarial, and claims systems), or through your affiliation activities.

Confidential Information is valuable and sensitive, and is protected by law and usually by strict facility policies. The intent of those laws and policies is to assure that Confidential Information will remain confidential—that is, that it will be used only as necessary to accomplish the University’s or facility’s mission.

As a PTA student, you are required to conduct yourself in strict conformance to applicable laws and a facility’s policies governing Confidential Information. Your principal duties in this area are explained below. You are required to read and to abide by these duties. The violation of any of these duties will subject you to discipline, which might include, but is not limited to, dismissal from the PTA Program and to legal liability.

As a PTA student, I understand that I will have access to Confidential Information which may include, but is not limited to, information relating to:

- patients (such as records, conversations, admittance information, patient financial information, etc.)
- employees (such as salaries, employment records, disciplinary actions, etc.),
- facility information (such as financial and statistical records; strategic plans, internal reports, memos, contracts, peer review information, communications, proprietary computer programs, client and vendor proprietary information, source code, proprietary technology, etc.).

Accordingly, as a condition of my continued status as a PTA student and in consideration of my access to Confidential Information, I promise that:

1. I will use Confidential Information only as needed by me to perform my legitimate duties as a PTA student. This means, among other things, that:
   a. I will not access Confidential Information for which I have no legitimate need to know; and
   b. I will not in any way divulge, copy, release, sell, loan, revise, alter, or destroy any Confidential Information except as properly authorized within the scope of my status as a student; and
   c. I will not misuse Confidential Information or carelessly care for Confidential Information.

2. I will safeguard and will not disclose my access code or any other authorization I have that allows me to access Confidential Information. I accept responsibility for all activities undertaken using my access code and other authorization.

3. I will report, according to a facility’s business ethics policy and its confidentiality policy, any suspicion or knowledge that I have that my access code, authorization, or any Confidential Information has been misused or disclosed without the facility’s authorization.

4. I will report, according to a facility’s business ethics policy, activities by any individual or entity that I suspect may compromise the confidentiality of Confidential Information. Reports made in good faith about suspect activities will be held in confidence to the extent permitted by law, including the name of the individual reporting the activities.

5. I understand that my obligations under this Agreement will continue after termination of my status as a PTA student.

6. I understand that I have no right or ownership interest in any Confidential Information referred to in this Agreement. A facility may at any time revoke my access code, other authorization, or access to Confidential Information. At all times during my status as a PTA student of the University or
with a facility I will act in the best interests of the University or that facility.

7. I will be responsible for my misuse or wrongful disclosure of Confidential Information and for my failure to safeguard my access code or other authorization to access Confidential Information. I understand that my failure to comply with this Agreement may also result in my dismissal from the PTA program.
IV. COLLEGE OF TECHNOLOGY POLICIES

I. INTOXICANTS POLICY

Any instructor who observes behavior which suggests that a student may be under the influence or detects the odor of an intoxicant on a student will take the following actions:

1. The instructor will notify the student that they will not be allowed in the classroom or lab.
2. Public Safety should be contacted to escort the student to a safe place.
3. The student will meet with the Director of Student Services the following school day to discuss which steps should be taken.
4. The Director will communicate with the Office of Student Affairs regarding the violation.
5. The Director will contact the instructor and Department Chair summarizing any outcomes.

This policy does not supersede other laws or university student conduct policies pertaining to alcohol or drug possession, consumption or delivery.

II. DISMISSAL POLICY

A student may be dismissed from a College of Technology program if the student fails to meet the academic and/or nonacademic continuation standards of the program/department including unprofessional/unethical behaviors and unsafe practices, or if the student is not making satisfactory progress in the program. Prior to making a decision of dismissing a student, the faculty of the program will meet with the student for a disciplinary review in order to give the student due process which includes a student’s right to be adequately notified of charges and the opportunity to be heard.

DISCIPLINARY PROCEDURES

1. The faculty will notify the student privately of the incident(s) that have led to a disciplinary review and schedule a meeting time for the review. The purpose of a disciplinary review is to discuss the facts of the incident(s), to hear the student’s perspective, and if a violation has occurred, to determine an appropriate level of discipline which may lead to dismissal.

2. The meeting should be scheduled as soon as possible after the incident(s) occurred.

3. The student should refrain from attending any clinical, lab, externship, etc. that may threaten or pose a danger to the health, safety or welfare of any individual. After the disciplinary review, the faculty should determine what sanction to impose. In determining what sanction to impose, mitigating and aggravating factors may be considered, such as the individual’s prior disciplinary record, the nature of the offense, the severity of the damage, injury or harm resulting from the violation, and any restitution made.

NOTIFICATION PROCEDURES

1. The student must be notified in writing of the outcome of the disciplinary review and if sanctions will be imposed. If the student is dismissed, the letter must be sent by certified mail, return receipt requested.

2. The letter should indicate the incidents that occurred and the decision made regarding the incident(s). The student should be notified in the document that he or she has the right of appeal according to the Idaho State University Student Handbook. The student should be given a copy of the ISU Student Handbook or notified that it is available online.
CHANNELS OF REDRESS

An aggrieved student may:

1. Present any unresolved issues to the Department Chairperson. If the Department Chairperson is named in the complaint, the Dean of the College where the alleged infraction occurred shall appoint another member of the college to act in the Chairperson role for the appeals process.

2. Present any unresolved issues in a formal hearing before the Dean of the College involved. In the case of dismissal from a program, that is the college in which the program resides; for an appeal of a course grade, it is the college in which the course was offered. At this hearing, parties shall submit written charges, answers, and arguments to the Dean. The Dean shall preserve these documents for use in later appeals to a Scholastic Appeals Board, if such an appeal becomes necessary. Only written charges, answers and arguments presented at the Dean’s formal hearing will be subject to review by a Scholastic Appeals Board. The Deans shall preserve these documents for use in later appeals. The student must have specifically demonstrated at the formal hearing before the Dean how the alleged infraction led to his or her dismissal from the program or adversely affected his or her final grade in order to pursue an appeal to a Scholastic Appeals Board. The Dean must notify, in writing, the student and faculty member of his or her decision within one week following the formal hearing. The Dean shall have the authority to direct the Registrar to change a student’s grade.

3. Any Department Chairperson or College Dean may elect to utilize an internal committee to assist in making a decision on academic appeals at the departmental and/or college levels. Department Chairs and Deans may interview the student and/or instructor, or conduct any additional investigation deemed appropriate to help in the decision-making process. Nothing contained in these procedures shall act to enlarge or restrict the existing authority, if any, of any Dean or the Provost and Vice President for Academic Affairs to take any action, including the changing of student grades or reinstating a student, outside of the appeals process described herein.

PROCEDURE FOR AN APPEAL TO SCHOLASTIC APPEALS BOARD

1. If the student wants to appeal the decision reached in the formal hearing, he/she must obtain a scholastic appeal petition form from the Office of Dean of Students, and return it there when completed. The completed petition shall include a concise description of the complaint, the signature of the student instituting the petition, and the signatures and comments of the faculty member, Department Chairperson, if any, and the Dean involved, if said persons are still available.

2. Copies of all written charges, answers, and arguments and all tangible evidence presented at the Dean’s formal hearing shall be made available to the student to attach to the original petition submitted to the Office of Dean of Students. The petition and additional materials will be secured in the Office.

3. A scholastic appeal petition must be initiated before the end of the semester following the formal hearing. The petition is initiated when the student formally presents his or her complaint to the Office of Dean of Students and requests a scholastic appeals petition.

4. The Dean of Students will then notify the Chairperson of the Academic Standards Council of the need to consider the petition. The Chairperson will then choose a Chair for the Scholastic Appeals Board, and the rest of the Board will be constituted.
V.

IDAHO STATE UNIVERSITY
Policies

The following policies fall under the guidance of the Idaho State University Student Handbook.

For more information on each topic, please find the policy and descriptions using the handbook link. http://www.isu.edu/studenta/pdf/IdahoStateUniversityStudentHandbook_2015_Aug_10.pdf

1. FERPA (page 39)
2. Withdrawal (page 26)
3. Refunds (page 79)
4. Probation (page 30)
5. Petitions (page 42)
6. Sexual Harassment and Title IX (page 50)
7. Communicable Diseases (page 51)
8. Affirmative Action (page 52)
9. Smoking (page 59)
VI.
COLLEGE OF TECHNOLOGY
RESOURCES AND SERVICES

SECTION I

SERVICES FOR STUDENTS

Student Services: This office is located on the main floor of the RFC Complex, Room 184 and assists students with specific information about the programs at the College of Technology. Admission advisors are available to give students assistance with admissions, class and schedule advisement, academic resources, and specific information pertaining to a students’ educational goals.

Hours are 7:30 a.m. to 6:00 p.m., Monday through Thursday and 7:30 a.m. to 5:00 p.m. on Fridays. Appointments can be made by calling (208) 282-2622. Appointments are recommended but not required. Tours of the programs are available by appointment and can be set up by calling (208) 282-5216. http://www.isu.edu/ctech/studentservices/index.shtml

Tutoring Assistance: Students who are experiencing difficulties with their program instruction or classroom assignments may receive assistance. The student’s instructor should be contacted first, as many of the training programs have ‘peer tutors’ available who are familiar with the required curriculum and assignments.

NOTE: It is important to request assistance as EARLY in the semester as possible! At the point a student recognizes he/she is having difficulty, help should be sought immediately! Contact the Resource Center, located on the third floor, Room 365, of the Roy F. Christensen (RFC) complex or telephone (208) 282-3208 for an appointment to discuss specific tutoring needs. http://www.isu.edu/cotgened/resource-main.shtml

The Success Workshops provide additional information to help students be successful while attending the College of Technology. A series of workshops are presented each semester on topics that affect student success. All workshops are FREE and available to everyone. Students do not have to sign up, they can bring their lunch and just drop in. For more information, visit the Success Workshop web site at www.isu.edu/ctech/success/index.shtml

The Center for New Directions: Located within the RFC Complex on the third floor, Room 372. The Center’s telephone number is (208) 282-2454. Support programs are available at no cost for men and women who are interested in entering/reentering the job market due to issues which might include: divorce; separation; death; or disability of a spouse. Services are available on job seeking skills, career information, self-esteem, self-confidence building, and personal counseling. The Center also provides a limited number of scholarships for single parents and for women and men interested in pursuing ‘non-traditional’ fields of training. http://www.isu.edu/cnd

SECTION II
REGISTRATION AND FEE COLLECTION
POLICY FOR 2014-2015

• All students who are enrolled in semester-based programs must pay their tuition by the Friday before classes begin to avoid a $50 late fee. For tuition payment information login to the ISU Bengal Web and go to the Finances Tab.
• Students who are enrolled only in the eight-week classes (early and late), must pay tuition by the first day of class.

NOTE: It is the individual student’s responsibility, regardless of funding source, to see that their tuition is paid on time and that they are officially enrolled at ISU. Students who do not pay tuition prior to the deadline may be disenrolled.

SECTION III
FINANCING YOUR EDUCATION

Students attending the ISU College of Technology can apply for federal financial aid by submitting a Free Application for Federal Student Aid (FAFSA) form each year they are enrolled at the University. FAFSA applications are available on the web at: fafsa.gov. It is strongly recommended that students apply early. Keep the Financial Aid Office notified of any changes in student financial situation.
status such as address change, marriage, etc.

NOTE: Students who leave school prior to successful completion may have to repay federal financial aid received. Call the ISU Financial Aid office immediately if you plan to withdraw from school. (208) 282-2756. The website for financial aid is: isu.edu/finaid

Numerous scholarships are available to College of Technology students. The ISU Scholarship Department website lists those scholarships available to the general university population.

The most common scholarships are the Associated Students of ISU (ASISU) Need and Scholastic awards. Funds for these scholarships come from a portion of the registration fees each student pays. Applications for ASISU scholarships are made available every semester to currently enrolled students. Many scholarships are donated by business/industry, organizations, or individuals and have specific criteria, which must be met. Eligibility requirements are usually listed on the posted announcement. Check with College of Technology Student Services office for a list of current scholarships available or you may access this information on-line. isu.edu/scholar

SECTION IV SHORT-TERM LOANS

The Short-Term loan program is funded by Friends of Idaho State University. It is limited to loans for books and educational expenses. The maximum amount of each loan is $500. The loans are issued for up to 90 days. They must be repaid upon receipt of financial aid, 90 days after issue, or the last day of the semester, whichever arrives first. Your ISU internal credit rating will be reviewed prior to loan approval. Failure to pay this loan as agreed will adversely affect the credit rating used internally by ISU.

HOW TO OBTAIN A SHORT-TERM LOAN

Complete a loan application and promissory note at the Office of Finance and Administration, Room 124 in the Administration Building or complete online form at isu.edu/finserv/forms/sbstlapp1.pdf

NOTE: The priority deadline for most types of federal financial aid is March 1 of each year, although students are encouraged to apply anytime between January 1 and June 30 of the following year (example, January 1, 2012 to June 30, 2012).

SECTION V TRAFFIC AND PARKING

NOTE: Please refer to the ISUparking web address at isu.edu/pubsafe/parking_menu.shtml

Every motor vehicle on the ISU campus must be registered and display an appropriate ISU decal. Parking permits are available at the ISU Traffic Office located at the corner of South Fifth and Humboldt Street, telephone (208) 282-2515 or 282-2625.

Cost: General Lot: $100
Reserved Lot: $300
Reduced fee $50 at Holt Arena only
See isu.edu/pubsafe/parking/parkregs.shtml#prices

Students may park only in the area their parking decal designates. Students at the College of Technology may not park in the Cosmetology Patron parking spaces. The parking meters at the RFC are reserved for visitors and new applicants inquiring about school. Students are NOT PERMITTED to park in metered spaces. Students should be aware of the ISU towing policy. Any vehicle will be towed at owner’s expense when it accumulates $50 in citations.

Any traffic tickets or resulting fines owed the University must be paid or students’ transcripts, certificates, and/or degrees will not be released upon completion of their training program. In addition, registration for the next term will not be permitted until the fines and other financial obligations are paid or proper arrangements are made by the student.
SECTION VI
TRANSPORTATION

ISU Commuter Bus: The Commuter Bus Service is a system designed to assist commuting students enrolled at ISU with a source of transportation to and from the campus. The Transportation office is located at the corner of South 5th and Humboldt Street. Their number is (208) 282-4660. Busses run on a daily basis (Monday through Friday) and pick up students at various locations in outlying areas of the region including Idaho Falls, Exit 113, and Blackfoot. The bus schedule operates from the first day of each semester and continues until the last day of final examination week. For information on costs and schedule, telephone (208) 282-4460, or go to isu.edu/transp/commuter/.

Pocatello Regional Transit (PRT): Located at 215 Bonneville (former Greyhound Bus terminal in Old Town Pocatello). Call (208) 232-0111 for information and schedules. Pocatello Regional Transit provides a shuttle bus service on campus from Holt Arena to various drop off points on a 10-minute basis during the school day and is free of charge! PRT provides transportation services within the metropolitan Pocatello vicinity. Student discounts are available.

SECTION VII
GRADUATION

NOTE: Students should refer to the policies in the program section of the handbook to determine eligibility for a Certificate and/or Associate of Applied Science degree.

Students planning to graduate should apply for graduation no less than one semester before all requirements are completed. Students are encouraged to apply the semester before they intend to graduate in order to confirm all requirements are met. Information about applying and costs can be located on the ISU Registrar's office website: isu.edu/areg/grad.shtml#gradapp

The College of Technology graduation ceremonies are held in May and December. Students who have applied for graduation will receive information regarding this ceremony. The commencement exercise for the entire University takes place once a year, the Saturday following the last day of school in May.

ISU College of Technology students are encouraged to take part in the graduation ceremonies. For most people this is a once in a lifetime experience and an opportunity for family and friends to honor all the graduates. Whether or not a student is unable to attend the graduation exercise, the student's diploma will be mailed at a later date.
VII.

COLLEGE OF TECHNOLOGY

HANDBOOK SIGNATURE FORM AND PHOTOGRAPHY CONSENT RELEASE

Idaho State University
College of Technology

921 S 8th Avenue, Stop 8380
Pocatello, Idaho 83209-8380

HANDBOOK SIGNATURE FORM

I acknowledge that I have received, read, and understand this student handbook.

PRINTED NAME

DATE

SIGNATURE

BENGAL ID NUMBER

INSTRUCTOR SIGNATURE

CONSENT FOR PHOTOGRAPH RELEASE

I understand that my photograph may be used for educational purposes. I also understand that these photographs may be used in classroom discussions, reproduced to facilitate written and digital formats (including online), and/or be used in marketing promotional materials (brochures, pamphlets, flyers, etc).

If there are limitations, please check one of the following boxes:

☐ Photographs must be altered to ensure facial identity is hidden.
☐ Do NOT use my photo for promotional or educational use.

PRINTED NAME

DATE

SIGNATURE
VIII.
COMPUTER USAGE POLICY

Idaho State
UNIVERSITY
College of Technology
921 S 8th Avenue, Stop 8380
Pocatello, Idaho 83209-8380

COMPUTER USAGE POLICY

Person(s) using any of the ISU computing resources for personal gain, violation of security/privacy or who otherwise compromise the integrity of the hardware and/or software shall be prosecuted to the full extent of the law.

Legitimate use of a computer or computer network does not extend to whatever you are capable of doing with it. Although some rules are built into the system itself, these restrictions cannot limit completely what you can do and can see. In any event, you are responsible for your actions whether or not rules are built in, and whether or not you can circumvent them.

Inappropriate use of the computer is considered computer misuse. The supervisor of each lab will determine what is deemed “inappropriate use” for their particular lab. For specific computer lab policies, see individual lab instructors. Inappropriate use may result in denial of computer lab access at the College of Technology.

The misuse of this computing account, or use of an account belonging to another, may result in the loss of your computer privileges. Where computing is required to complete course work this may effectively require transfer to a non-computer related program and/or hinder your pursuit of a degree. Examples of misuse are: sharing your personal account with another individual, using unauthorized passwords, use for financial gain or business purposes, sending offensive electronic mail or Internet correspondence, chain letter, or other such correspondence, unauthorized transfer of computer programs or data, attempts to circumvent established procedures, computer security breach or attempts to break security.

I have read the entire student computing contract. I acknowledge and agree to use the ISU computing resources solely for University instructional, administrative, or research activities in accordance with above policy. I further acknowledge that any abuse of the above privilege may result in loss of computing privileges whether or not such privileges are necessary for continued enrollment in my present course of study.

PRINTED NAME

DATE

SIGNATURE

BENGAL ID NUMBER
College of Technology  
Department: Health Occupations  
921 South 8th Avenue, MS 8380,  
Pocatello, Idaho 83209-8380

Program of Study: ________________________________

Fax Number: __________________________ ATT: ________________________________

STUDENTS PLEASE COMPLETE  
BEFORE GOING TO YOUR PHYSICIAN FOR EXAMINATION

REPORT OF MEDICAL HISTORY

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First</th>
<th>Middle</th>
<th>Sex: M/F</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Address</th>
<th>Number &amp; Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

PERSONAL HISTORY  
Please check those which **you have had or now have**

<table>
<thead>
<tr>
<th>Have You Had</th>
<th>Yes</th>
<th>Date</th>
<th>Comments</th>
<th>Have You Had</th>
<th>Yes</th>
<th>Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Injury with Unconsciousness</td>
<td></td>
<td></td>
<td></td>
<td>Tuberculosis</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High or Low-Blood Pressure</td>
<td></td>
<td></td>
<td></td>
<td>Heart Condition</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Back Problems</td>
<td></td>
<td></td>
<td></td>
<td>Jaundice</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stomach, Intestinal, Gallbladder Trouble</td>
<td></td>
<td></td>
<td></td>
<td>Disease or Injury of Joints</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>List All Operations:</td>
<td></td>
<td></td>
<td></td>
<td>Kidney Disorder</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>List Current Medications</td>
<td></td>
<td></td>
<td></td>
<td>Allergy: Asthma</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Hay fever</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I hereby declare that I have no illnesses or emotional problems not discussed with my physician that will interfere with my enrollment in the program. I hereby grant permission for the information requested on this form to be released to the College of Technology Health Occupations Department.

Applicant’s Signature ___________________________ Date ___________________________
PHYSICIAN PLEASE COMPLETE

REPORT OF HEALTH EVALUATION

BP _____ Height _____ Vision-Right 20/_____ Left 20/_____
Pulse _____ Weight _____ Corrected-R 20/_____ Left 20/_____

ARE THERE ANY ABNORMALITIES? YES NO Describe

1. Head, Ears, Nose or Throat
2. Respiratory
3. Cardiovascular
4. Gastrointestinal
5. Hernia
6. Eyes
7. Genitourinary
8. Musculoskeletal
9. Metabolic/Endocrine
10. Neuropsychiatric
11. Skin

HEPATITIS B
+ Positive Titer
- Negative Titer
Attach lab result
Negative titer requires further evaluation

INFLUENZA
Yearly vaccine
August – March

MMR
2 documented doses
OR proven serologic immunity to all three
Attach copy of vaccine administration record
OR attach lab result

Tdap
Booster as an adult within the last 10 years
Attach copy of vaccine administration record

VARICELLA
2 documented doses
OR proven serologic immunity
Attach copy of vaccine administration record
OR attach lab result

TB
Skin Test (PPD)
mm induration (>10 mm is +)
OR IGRA + or –
Attach copy of document
PPD mm reading
OR IGRA lab result
If positive*
CXR
attach report from radiology

Please refer to ISU screening recommendations for details about serologic immunity, vaccines, and *TB screening

Is the patient now under treatment for any medical or emotional condition? Yes_____ No _____

Does this person have any limitations regarding lifting and moving of people and or equipment? Yes_____ No _____

In your opinion, does this applicant have the mental and physical health to meet the requirements of being an active and successful student in the Health Occupations Department as well as for being employed professionally following graduation? Yes_____ No _____

Comments:

________________________  ___________________  __________________
Physician’s Signature    Date                           Address

________________________
Print Name

Phone
Order Instructions for
Idaho State University - College of Technology Health Occupations

1. Go to https://mycb.castlebranch.com/

2. In the upper right hand corner, enter the Package Code that is below.

Package Code ID41: Background Check

About

About CastleBranch
Idaho State University - College of Technology Health Occupations and CastleBranch – one of the top ten background screening and compliance management companies in the nation – have partnered to make your onboarding process as easy as possible. Here, you will begin the process of establishing an account and starting your order. Along the way, you will find more detailed instructions on how to complete the specific information requested by your organization. Once the requirements have been fulfilled, the results will be submitted on your behalf.

Order Summary

Payment Information
Your payment options include Visa, Mastercard, Discover, Debit, electronic check and money orders. Note: Use of electronic check or money order will delay order processing until payment is received.

Accessing Your Account
To access your account, log in using the email address you provided and the password you created during order placement. Your administrator will have their own secure portal to view your compliance status and results.

Contact Us
For additional assistance, please contact the Service Desk at 888-723-4263 or visit https://mycb.castlebranch.com/help for further information.
ACKNOWLEDGEMENT OF CLINICAL AFFILIATION PLACEMENT OUTSIDE OF SOUTHEAST IDAHO

The student will attend two full-time clinical affiliations

Summer:  PTA 213: Clinical Affiliation I (eight weeks)
Spring:   PTA 214: Clinical Affiliation II (eight weeks)

Two full-time clinical affiliations must be satisfactorily performed in order to complete the PTA program. These are practical clinical rotations that are supervised primarily by a Clinical Instructor (CI) assigned by the clinical facility. The CI will carry out day to day interaction with the PTA intern. Ultimately, the responsibility of determining satisfactory completion of an affiliation is placed upon the Academic Coordinator of Clinical Education (ACCE) and the PTA faculty based on the CI’s assessment. More information on clinical affiliations and how such training is assessed can be found in the clinical handbook which is a document given to each incoming student.

Each clinical rotation is expected to meet standards of employment. The intern is expected to work a 40 hour week within the determined clinical rotation dates as specifically determined by the CI and ACCE. Interns are expected to utilize, to the best of their ability, each affiliation for educational advancement. Each intern should pursue increasing levels of responsibility as theoretical and technical abilities increase throughout the two clinical affiliations. (Likewise, each intern is only expected to perform clinical duties that they have addressed in PTA coursework, feel competent completing safely, and that are approved by the APTA and state practice guidelines).

Each student is responsible for participating in choosing clinical sites that best meet their educational goals. Final decisions will be determined by the ACCE and will be based on site availability, order of choice, and educational goals. Each intern will complete one acute care rotation, “acute care/neuro rotation,” and one rotation of their choosing. It is expected that all students will be flexible with site selection. A student should expect to relocate to an area outside of southeastern Idaho as determined by the program for both required clinical affiliations. Expenses incurred from any relocation (including housing, transportation, food, etc.) are the responsibility of the student.

Health Occupations faculty and clinical instructors have the responsibility to assure that they are not involved with HO Department students in dual or multiple relationships. Dual or multiple relationships are defined as relationships that, in addition to the teacher/student role, may include financial, business, personal, sexual, or family relationships that could bring into question the ability of the parties to perform their duties in a professional, arms-length, objective fashion, or that might subject the student to the potential of threat or coercion associated with differential positions of power. If these relationships are pre-existing, they should be disclosed to the supervising faculty or the department chairman in order to ascertain whether the student needs to be re-assigned to another faculty member or moved to an alternative clinical location. The sensitivity to and prohibition of dual relations is not only for the protection of the student involved, but also to the integrity of the program. Furthermore, it can serve as an assurance to other students in the program that the standards upon which a student will be graded are fair, objective, and not potentially biased by factors outside of a student’s actual performance in the program.

Student acknowledgement of Clinical Affiliation placement outside of Southeast Idaho

PRINTED NAME __________________________ DATE ____________

SIGNATURE __________________________ DATE ____________
ISU College of Technology PTA Program

ACCESS AND CONFIDENTIALITY AGREEMENT

As a PTA student, you will have access to what this agreement refers to as “Confidential Information.” The purpose of this agreement is to help you understand your duty as a PTA student regarding Confidential Information.

“Confidential Information” includes patient information, employee information, financial information, and information proprietary to other companies or persons. You may learn of or have access to some or all of this Confidential Information through a facility’s computer systems (which include but are not limited to the HELP system, the clinical and financial information systems, the longitudinal patient record, the actuarial, and claims systems), or through your affiliation activities.

Confidential Information is valuable and sensitive, and is protected by law and usually by strict facility policies. The intent of those laws and policies is to assure that Confidential Information will remain confidential—that is, that it will be used only as necessary to accomplish the University’s or facility’s mission.

As a PTA student, you are required to conduct yourself in strict conformance to applicable laws and a facility’s policies governing Confidential Information. Your principal duties in this area are explained below. You are required to read and to abide by these duties. The violation of any of these duties will subject you to discipline, which might include, but is not limited to, dismissal from the PTA Program and to legal liability.

As a PTA student, I understand that I will have access to Confidential Information which may include, but is not limited to, information relating to:

- patients (such as records, conversations, admittance information, patient financial information, etc.)
- employees (such as salaries, employment records, disciplinary actions, etc.),
- facility information (such as financial and statistical records; strategic plans, internal reports, memos, contracts, peer review information, communications, proprietary computer programs, client and vendor proprietary information, source code, proprietary technology, etc.).

Accordingly, as a condition of my continued status as a PTA student and in consideration of my access to Confidential Information, I promise that:

1. I will use Confidential Information only as needed by me to perform my legitimate duties as a PTA student. This means, among other things, that:
   a. I will not access Confidential Information for which I have no legitimate need to know; and
   b. I will not in any way divulge, copy, release, sell, loan, revise, alter, or destroy any Confidential Information except as properly authorized within the scope of my status as a student; and
   c. I will not misuse Confidential Information or carelessly care for Confidential Information.

2. I will safeguard and will not disclose my access code or any other authorization I have that allows me to access Confidential Information. I accept responsibility for all activities undertaken using my access code and other authorization.

3. I will report, according to a facility’s business ethics policy and its confidentiality policy, any suspicion or knowledge that I have that my access code, authorization, or any Confidential Information has been misused or disclosed without the facility’s authorization.

4. I will report, according to a facility’s business ethics policy, activities by any individual or entity that I suspect may compromise the confidentiality of Confidential Information. Reports made in good faith about suspect activities will be held in confidence to the extent permitted by law, including the name of the individual reporting the activities.

5. I understand that my obligations under this Agreement will continue after termination of my status as a PTA student.

6. I understand that I have no right or ownership interest in any Confidential Information referred to in this Agreement. A facility may at any time revoke my access code, other authorization, or access to Confidential Information. At all times during my status as a PTA student of the University or with a facility I will act in the best interests of the University or that facility.

7. I will be responsible for any misuse or wrongful disclosure of Confidential Information and for any failure to safeguard my access code or other authorization to access Confidential Information. I understand that my failure to comply with this Agreement may also result in my dismissal from the PTA Program.
Student acknowledgement of Clinical Affiliation placement outside of Southeast Idaho

PRINTED NAME

DATE

SIGNATURE

DATE
LABORATORY/EQUIPMENT USE WAIVER

PHYSICAL THERAPIST ASSISTANT PROGRAM CONSENT FOR LABORATORY PROCEDURES

As a student in the Physical Therapist Assistant Program at Idaho State University, I give my consent to receive and to administer the following laboratory procedures including but not limited to the following.

- Physical Assessment:
  - Palpation
  - Manual Muscle Testing
  - Goniometry
  - Postural Assessment
  - Functional Mobility Training
  - Massage
  - Assessment of joints/soft tissues/vital signs

- Physical Therapy Modalities:
  - Ultrasound
  - Electrical Stimulation
  - Traction
  - Compression
  - Hot/Cold Modalities
  - Hydro/Aquatic Therapy

________________________________________  ____________
SIGNATURE                                  DATE