

Shawnee State University	Title: Accreditation Reporting	Policy # 1.1	Date: 09-01-2011	Page 1 of 1
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PURPOSE:

To ensure compliance with the Higher Learning Commission and the Commission on Accreditation in Physical Therapy Education standards, policies, and procedures.

POLICY:

The Program Director is ultimately responsible for all accrediting compliance related issues of the physical therapist assistant program with the standards consistent with the Higher Learning Commission and the Commission on Accreditation in Physical Therapy Education.

PROCEDURE:

A review of the accreditation standards and required elements will be included within the Program assessment processes.

All department publications stating the accreditation status will include the name and address of CAPTE. The CAPTE accreditation guidelines will be followed in describing accreditation status.

1.1.1. PTA Program Director will initiate, complete, and maintain the procedures in order to:

Maintain accurate program website that is easily accessible to public, that includes all CAPTE requirements, including student/program outcomes, and CAPTE logo)

Submit required fees and documentation and reports as required by CAPTE

Follow policies and procedures of CAPTE outlined in the CAPTE Rules of Practice and Procedure

Notify CAPTE of substantive changes within the program or institution

Be compliant with accreditation Standards and Required Elements within 2-years of being “out of compliance”

1.1.2 PTA program faculty

Assist with data collection as requested by Program director

Facilitate compliance and necessary changes

Participate in program policy and academic review, assessment, and changes

Shawnee State University	Title: Non- Discrimination	Policy # 1.2	Date: 09-01-2011	Page 1 of 1
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PURPOSE:

To ensure that the Physical Therapist Assistant Program adheres to non-discrimination consistent with University Policy 5.01

POLICY:

The Physical Therapist Assistant program will adhere to the University non-discrimination policy for faculty, staff, and students. The program will ensure an educational and working environment for students and employees that prohibits discrimination and harassment.

PROCEDURES:

Faculty and staff will be hired and evaluated using university policies and procedures.

Faculty will complete any required training designed to prevent discrimination and harassment, as requested from the university Title IX Coordinator

Students will be educated on their rights to an environment that is safe and protected from discrimination during orientation, student handbook, and course syllabi

PTAT Course syllabi will contain the university statement below:

Special Assistance Statement and Notice:

Shawnee State University is committed to maintaining a learning environment free from retaliation, harassment and discrimination on the basis of race, color, genetic information, religion, age, disability, national origin, ancestry, sex, status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent, sexual orientation, gender, gender identity or gender expression, veteran status or military status. These acts violate an individual's fundamental rights and personal dignity and will not be tolerated. The University seeks to address all forms of discrimination and harassment, and all sexual violence through education, policy enforcement, and by providing mechanisms for students, faculty, staff and visitors. Faculty members are considered "Mandatory Reporters" and are required to report incidents of sexual harassment and sexual violence to the Title IX Coordinator. To report concerns directly please contact Monique Harmon, Title IX Coordinator at 740-351-3010 or <https://www.shawnee.edu/campus-life/title-ix/report-incident>. Reporting such matters does not automatically trigger formal action, but those involved may be entitled to various resources and accommodations.

Shawnee State University	Title: Privacy and Confidentiality	Policy # 1.3	Date: 09-01-2011	Page 1 of 2
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PURPOSE:

To ensure compliance with Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA).

POLICY:

The Physical Therapist Assistant Program and the Program Director of the PTA program will inform the students of the importance of privacy and confidentiality upon entering the program. Additionally, the PTA program and faculty will strictly adhere to the regulations governed within the FERPA legislation, and HIPAA legislation.

PROCEDURE:

The PTA program and faculty will adhere to the standards set in place by FERPA and HIPAA legislation.

Student health information will be maintained in a secure location in program secretary office files, and/or an electronic data system. The ACCE will review clinical education contractual requirements with the use of external software. The ACCE will make known to Clinical facilities the status of any/all student status, upon request of facility for ONLY contractual requirements prior to the clinical education. Students will be notified of this requirement during PTA program orientation

Student Academic information will be stored in the University grading system which is password protected. The ACCE will make known to Clinical facilities the status of any/all student status, upon request of facility for ONLY contractual requirements prior to the clinical education. Students will be notified of this requirement during PTA program orientation

Individual student remediation plans will be stored in Program Director file until student completes. Then file information will be transferred to program secretary file.

In the event of a violation of the policy the procedure following procedure will commence:

Once the program director has received a complaint or concern about a violation of HIPAA or FERPA he/she will perform interviews with all of the parties involved to collect more information, and then will pass the complaint/concern along to the Dean to the College of Professional Studies.

The following chain of command should be followed:

1. Stakeholder making the complaint or concern
2. Program Director
3. Department Chairperson
4. Dean of College of Professional Studies
5. Provost Office
6. President's Office

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If at any time during the gathering of information a decision can be made that would require disciplinary action (consistent with the SEA/SSU collective bargaining agreement) or the initial complaint is determined to be without just cause then the matter may be ended.

RESPONSIBILITIES

Program Director: Inform the students of the policy upon acceptance into the program.

Serve as a “gate keeper” of any non-adherence to the policy.

Protect student confidentiality with academic performance per FERPA

ACCE: Reinforce the policy within each of the clinical affiliation rotations.

Protect student confidentiality with academic performance and personal background information per FERPA

Student: Do not share any personal health information (PHI) regarding patients to anyone outside of the medical team that would need to be informed about the patient.

Sign waiver for release of necessary academic records for clinical education placement per contractual requirements during orientation

Report any violations to their immediate supervisor or instructor.

Shawnee State University	Title: Informed Consent	Policy # 1.4	Date: 09-01-2011	Page 1 of 8
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PURPOSE:

To ensure the safety, confidentiality and rights of students, guests, and patients/clients in laboratory settings, which should be used for learning experiences and may include consenting to participate in laboratory sessions, consenting to be treated, and providing guest speaking events for learning purposes both on-campus or on program approved off campus field trips.

POLICY:

1.4.1. Students

All students shall be informed of the nature of the educational experience at Shawnee State University within the physical therapist assistant program. The nature of the education requires students grant their consent to be treated as a “mock” patient during the laboratory sessions. This consent is granted for the entirety of the curriculum but at any time the student may revoke his/her consent given a documented conflict, such as a newly established medical condition, or religious beliefs. Revoking consent may delay matriculation through the program but will be established on a case-by-case basis depending on the learning objectives of the skills that are being taught.

During the educational experience students may be required to be videotaped or photographed as part of a learning component. Students will be informed of the possibility of being videotaped and/or photographed for educational purposes, and students will grant consent upon beginning the program coursework.

1.4.2. Guest Speakers

Faculty of the PTA program may request and grant permission for guest speakers to present educational content that is of value to the student learning. The requesting faculty will make the guest speaker aware of the presentation commitments and will request a signed “Guest Speaker Content Form” prior to the presentation.

As part of the Guest Speaker Consent Form, the PTA program reserves the right to videotape the presentation to be used later strictly for educational purposes. The material videotaped will be maintained as educational property of the speaker, but the PTA program will be granted the consent to use the material for the educational purpose of the students in future years.

1.4.3. Patient/Client

Faculty of the PTA program may request and grant permission for clients/patients to come to the class or to be seen. The requesting faculty will be responsible for obtaining informed written consent with the “Liability Release Form” prior to any hands-on experiences. If the patient/client learning experience is a hands-on laboratory experience for the student is to take place in a facility that does have a current clinical affiliation agreement with the PTA program at SSU, there will be a “Liability Release Form” signed by the “patient/client” prior.

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As part of the Liability Release Form, the PTA program reserves the right to videotape the presentation to be used later strictly for educational purposes.

PROCEDURE

1.4.1. Students

Responsibility

Program Director: Inform the students of the nature of the learning experiences within the PTA program of study.

Obtain the informed consent documentation “Consent to Lab Treatment and Draping” during PTA orientation. (See Attached)

Obtain the informed consent documentation “Consent for Videotaping and Photography” during PTA orientation. (See Attached)

Faculty: Assure students are informed of the specific risks and benefits of individual treatments.

Assure reaffirmation of consent (written or verbal) just prior to performing specific techniques related to the PTA educational process.

Students: Provide consent documentation “Consent to Lab Treatment and Draping” during orientation.

Provide consent documentation “Consent for Videotaping and Photography” during orientation.

Assure reaffirmation of consent (written or verbal) just prior to performing specific techniques related to the PTA educational process.

In the event of a student revoking consent proper documentation should be provided to support the request. Depending on whether the learning objectives for the activity can be adequately met, revoking consent may result in a delay with progressing through the program.

1.4.2. Guest Speakers

Responsibility

Faculty: Obtain the “Guest Speaker Consent Form” prior to the presentation. (See Attached)

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In the event of the event being off campus, the faculty should use an appropriate clinical facility form as a substitute to meet the needs of the specific educational experience and clinical site.

File Appropriate Consent Forms in program Director office (consent file) with original to clinical facility when appropriate.

1.4.3. Patient/Client

Responsibility

Faculty: Explain the purpose and procedure and obtain the patient/client sign an informed consent (Liability Release Form).

If the session is to be videotaped or photographed the “Consent to Videotape and Photograph” must also be obtained prior to treatment.

Universal precautions will be used in all patient/client interactions and equipment or supplies will be cleaned or disposed of appropriately, as needed.

Respect the dignity and confidentiality of the patient/client in all actions.

Demonstrate professional behaviors in all interactions.

Demonstrate cultural sensitivity in patient/client interactions.

Perform consistent with the APTA Physical Therapy Code of Ethics.

Prepare additional comments on the program Informed Consent as needed.

In the event of the event being off campus, the faculty should use an appropriate clinical affiliation agreement as a substitute to meet the needs of the specific educational experience and clinical site.

Supervise students when hands-on learning experience(s) is/are occurring.

Review and oversee safety, confidentiality, and respect issues with students prior to session as needed.

File Appropriate Consent Forms in Program director’s office (consent file) with original to clinical facility when appropriate.

Students: Universal precautions will be used in all patient/client interactions and equipment or supplies will be cleaned or disposed of appropriately, as needed.

Respect the dignity and confidentiality of the patient/client in all actions.

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Demonstrate professional behaviors in all interactions.

Demonstrate cultural sensitivity in patient/client interactions.

Perform consistent with the APTA Physical Therapy Code of Ethics.

Keep strictly confidential all information learned about the participant patient/client sharing only in legitimate class discussions and written reports.

Explain purpose and procedures in a respectful and appropriate manner to patient/client.

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Shawnee State University Physical Therapist Assistant Program

Guidelines for Physical Contact during University-related Activities

In accomplishing the mission of Shawnee State University, certain University-related activities will require physical contact between two or more individuals. Activities requiring physical contact include instructional activities such as demonstration, practice, and evaluation of clinical or hands-on skills. Further, environments such as the athletic training room, dental clinic, and student health center involve physical contact for evaluation and treatment of clients/patients. Physical contact may be between faculty/staff and student, faculty/staff and faculty/staff, or student and student.

When physical contact is required between two or more individuals in a University-related activity, the following guidelines will apply:

1. Physical contact should be limited to that necessary and appropriate for completion of the designated activity.
2. The individual to be touched should be informed of the nature, purpose, and extent of physical contact required with completing the activity. The need for physical contact should be designated as instructional or treatment.
3. All individuals must provide express consent (verbal or written) to participate in the activity requiring physical contact and the right to refuse or terminate the encounter.
4. A chaperone or third person of the same gender as the contacted person must be present in all encounters that require physical contact and/or removal of clothing.
5. An appropriate atmosphere should be maintained at all times, including proper dress and use of professional language.
6. Every effort should be made to provide an environment that ensures the comfort, modesty, and dignity of all individuals.
7. All parties should abide by the Code of Ethics and standards of behavior established by the profession(s) involved.
8. University policy on "Unlawful and Prohibited Discrimination and Harassment" (University policy 5.03 revised) will apply.

Shawnee State University is committed to ensuring that individuals demonstrate the highest level of professionalism at all times. When physical contact is required for University-related activities, professional behavior that safeguards the dignity of all individuals is expected. Observance of these guidelines will help students develop attitudes and practices that will provide a foundation for becoming professionals who serve the public and who represent Shawnee State University as graduates.

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SSU PTA Program

Consent to Lab Treatment, Draping, Videotaping

Please review and sign the following consent, then return it to the Director for review. There are three sections, one containing guidelines regarding how you will receive mock treatments, one for expectations about how you will be treating others, and one for consent for videotaping/photography for instructional purposes. If you have any cultural or individual differences that need attention or adjustment to the following, please seek advice from faculty for possible adjustments as soon as possible. If you have any guests that would be good subjects, please direct him or her to the staff for a separate consent form. Thank you.

Your Treatment

I, _____, agree to be treated by my instructors, guest lecturers, or classmates during any or all mock lab and treatment sessions for the duration of my stay in the program. I understand that all efforts to provide modesty and safe conditions for me and that if I feel or think that I am uncomfortable with any draping, manner of touch, or treatment that I will carefully confront my classmate about this. If I still do not sense that the issue is resolved by this action, I will speak to my instructor or director about it. I will follow the dress code for lab, as explained in the PTA student handbook. I will give notice to staff of any allergies such as latex, nylon fibers, or asthmatic conditions to the director before the lab session.

Treating Others

I, _____, will endeavor to follow the APTA Code of Ethics for the PTA, along with the posted lab rules. I agree to drape my classmates, guests or instructors in a way that protects the modesty and safety of all “patients” treated. I will practice considerate and respectful non-verbal and verbal communication during all classroom and lab activities. I will promptly report any malfunctioning equipment to staff as soon as the unit is noticed to be causing problems.

Videotaping/ photography

I, _____ agree to be videotaping/photography by my instructors, guest lecturers, or classmates during any or all mock lab and treatment sessions for the duration of the program for the purpose of instruction only. I understand that I can expect all efforts to provide modest and safe conditions. If I am uncomfortable I will carefully confront my classmate about this. If I still do not sense that the issue is resolved by this action, I will speak to my instructor or director about it.

Signed: _____

Printed Name: _____

Date: _____

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**Shawnee State University
Physical Therapist Assistant Program**

Guest Speaker Consent Form

I, _____ agree to participate in the PTAT _____ course, in the Physical Therapist Assistant program at Shawnee State University. I understand that the students are learning about the implementation of physical therapy interventions with multiple medical conditions. Participation in this learning experience is voluntary and helps the student learn. I may withdraw from participation at any time I wish.

I understand and permit videotaping of the session for educational use only by the instructor, and that no fees are associated with this activity.

Please feel free to ask any questions about the procedure.

Date

Signature

Date

Signature of Faculty Member

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*The following general SSU form may be more appropriate for guest patients or family who participate physically in the courses.

SHAWNEE STATE UNIVERSITY

_____ Program
LIABILITY RELEASE, WAIVER, DISCHARGE AND COVENANT NOT TO SUE

This is a legally binding release made by me, (and if under the age of 18, a custodial parent or guardian) to Shawnee State University, its officers, employees, agents, contractors and representatives, hereinafter, the Institution.

I fully recognize that there are dangers and risks involved in participating in the University _____ PROGRAM, to include, but not limited to personal injury, property damage, and _____

I therefore agree to assume and take on myself all of the risks and responsibilities in any way associated with this activity. In consideration of and return for the services, facilities, and other opportunities provided to me by the Institution in this activity, I release the Institution (and its governing board, employees, contractors and agents) from any and all liability, claims and actions that may arise from injury or harm to me or from damage to my property or the property of others in connection with this activity. I understand that this release covers liability, claims and actions caused entirely or in part by any acts or failures to act of the Institution (or its governing board, employees, contractors or agents), including but not limited to negligence, mistake, or failure to supervise by the Institution.

I recognize that this release means I am giving up, among other things, rights to sue the Institution, its governing board, employees, contractors and gents for injuries, damages, or losses I may incur. I also understand that this release binds my heirs, executors, administrators, and assigns, as well as myself.

I have read this entire release, have had an opportunity to ask questions about this PROGRAM release, and I fully understand it and I agree to be legally bound by it.

THIS IS A RELEASE OF YOUR RIGHTS. READ CAREFULLY BEFORE SIGNING.

 Releaser's Signature (Date)

For releasers under age 18:

 Parent or Guardian's Signature (Date)

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PURPOSE:

To ensure the rights of students and faculty in the event of dismissal from the PTA program or PTA faculty. Due Process shall be defined as the process that occurs whenever the expected disciplinary action taken may result in dismissal or removal of/ from the PTA program or PTA faculty.

The PTA Faculty and administration recognize two distinct types of offenses based on severity of the offense.

Category I Offenses: Consequence after due process hearing could lead to **Program dismissal.**

Category II Offenses: Consequence after due process of hearing could lead to **Program probation for the duration of the program remaining, or dismissal**

After review of alleged unethical behavior by faculty, program leader and if necessary the Dean of the College of Professional Studies or designee, students may be dismissed or placed on probation from the program for any or all of the following reasons:

Category I Offenses:

1. Attendance on university or clinical properties while under the influence of any mind-altering substances, or found to have possession of illegal substances as outlined by the university policies (Policy No. 5.06).
2. Revealing any protected health information (PHI) to outside parties without the need to know the information, per the HIPAA guidelines.
3. Verbal or physical acts of aggression or pattern of sexual harassment against another person while on the university or clinical properties.
4. Failing to protect the patient or client from potential harm, such as unethical or incompetent acts of others.
5. Deliberate destruction or damage to university, clinical, student or faculty property.
6. Theft of university, clinical, student or faculty property.
7. Deliberate falsification of any program, clinical or patient documentation or record by omission or addition.
8. Plagiarism or any form of cheating on any type of university or program assignment: e.g. evaluation/research paper/quiz/test/examination.
9. Practicing beyond the scope of a PTA in the relevant state's practice act.

Category II Offenses:

10. Causing damage to university, clinical, student or faculty property through negligence.
11. Causing abuse, injury, or harm to a patient, student, or faculty member through negligence.
12. Insubordination or refusal to obey an order relating to hospital function or patient care; except in the case that it would exceed a working PTA's scope of care or negligence in supervision by a clinical instructor or faculty instructor/lab assistant.
13. Failure to maintain an overall 2.66 GPA in all required academic courses.

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- 14. Failure to achieve a "C" in any coursework.
- 15. Failure to complete PTAT lab practical exams with 75% competency or with failure of key safety indicators.
- 16. Failure to average 75% on lecture examinations within PTA technical courses
- 17. Failure to comply with attendance PTA program policy
- 18. Failure to meet Clinical Performance Instrument (CPI) standards/criteria for Clinical Education Practicum courses

POLICY:

1.5.1. Students

All students shall have the right to a due process. Student grade appeals, academic probation, and dismissal decisions from the PTA program progress through the chain of command to the Dean of College of Professional Studies. However, if the student files a formal grievance against a faculty member then the chain of command may go to the President of the University if necessary.

1.5.2 Faculty/Staff

Faculty and staff of the PTA program shall have the right to informally or formally grieve an issue that may result in discipline or possible termination of employment. The PTA program has adopted the SEA/SSU Collective Bargaining Agreement language to outline the policy and procedure.

PROCEDURE

1.5.1. Students

Responsibility

Faculty: If the complaint regarding a grade dispute the faculty should make a prudent attempt to resolve the complaint informally.

If the complaint cannot be resolved informally, the faculty member shall notify the program director of the complaint.

Program Director: If formal complaint is written by the student then the program director will review all relevant information submitted and make a formal recommendation.

Formally inform the student of the program decision to dismiss or suspend from the PTA program.

In all cases of complaint or dismissal appeal, if the student is not satisfied with the program director's recommendation, the program director shall notify the dean of the college of professional studies of the situation and notify the student of the next level of appeal.

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Dean of College of Professional Studies	<p>Receive the formal complaint or dismissal appeal after the program director's recommendation.</p> <p>Review all relevant information, which may include speaking with the faculty and/or program director.</p> <p>Form a committee to review the information and meet with the student filing the complaint or dismissal appeal.</p> <p>Make a formal recommendation with the committees input to the student s after the student meeting.</p>
Students:	<p>The student should make every good faith effort to resolve the complaint informally.</p> <p>If the student is not able to resolve the complaint informally, he/she may file a formal grievance within 10 calendar days after receiving official notification of the program's intention.</p> <p>The formal complaint or dismissal appeal must be typed and contain any supporting documentation that the student would like to be reviewed.</p> <p>Attend any and all meetings that are requested within the complaint resolution process.</p>

Student Grievance Procedure:

1. Students shall be notified of the allegation that may result in dismissal or probation from the PTA program by the PTA program director.
2. Nothing herein contained in this grievance procedure shall be construed to prevent an individual grievant from first seeking to informally resolve a grievance if he/she chooses, provided that such an informal grievance settlement is not inconsistent with the terms of the policy, and the grievant has not initiated a formal grievance (i.e. filed a Grievance Form)
3. In the event that an informal resolution cannot be met the students should follow the appropriate chain of command to grieve a decision. A formal grievance should be a typed letter explaining the details of the grievance and provide any supportive documentation, and should be filed with the PTA program leader. The Chain of command is as follows:
 - a. Faculty or Instructor (in the case of a grade dispute only)
 - b. PTA program director
 - c. Dean of College of Professional Studies
 - d. Provost or appointee (Formal grievance only)
 - e. President or appointee (formal grievance only)
4. Formal grievances must be filed within 10 calendar days of the official notification of the allegation from the PTA program leader.

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5. If the grievance cannot be handled by the PTA program director then the grievance will be forwarded to the Dean of the College of Professional Studies.
6. The Dean shall form a committee to review the documentation and meet with the student within 7 calendar days after receiving the formal grievance.
7. The committee and Dean will make a formal recommendation within 3 calendar days after meeting with the student, and if the student would like to move further with the grievance he/she may appeal in writing to the Provost or appointed Provost Representative to hear the complaint.
8. Refer to the faculty grievance procedure for details on how the process should be followed past the Dean of College of Professional Studies.

1.5.2. Faculty/ Staff

Faculty or Staff Grievance Procedure:

1. Nothing herein contained in this grievance procedure shall be construed to prevent an individual grievant from first seeking to informally resolve a grievance if he/she chooses, provided that such an informal grievance settlement is not inconsistent with the terms of the Agreement and the grievant has not initiated the formal grievance process (i.e. filed a Grievance Form).
2. In the event that the above informal step is unsuccessful or not exercised, the grievant may file a formal grievance form. This form shall be completed in triplicate with one (1) to the grievant, one (1) to the Association, and one (1) to the appropriate Dean. Insofar as practicable, grievance conferences will be scheduled so as not to interfere with the class or work schedule of the grievant or administrative officers whose presence will be required.
3. A grievant shall have the right to be present at any level in the grievance procedure without loss of pay.
4. Any grievance not acted on in the time limits provided in this article is automatically appealed to the next level.

Level One – Dean.

A meeting shall take place between the grievant (or his/her designee) and Dean (or his/her designee) at a time mutually agreed to by all parties, but no later than ten (10) days following the date the grievance was filed with the Dean. A grievant may only be accompanied by a witness(es) and one (1) Association representative of his/her choice and an OEA Representative. The University Administration reserves the right to have comparable representation present. If the Dean lacks authority to resolve the grievance, the grievance shall be forwarded to Level 2 within ten (10) working days and the Dean shall notify all parties that the matter has been forwarded.

A written answer will be given by the Dean or his/her designee after this meeting.

Level Two – Provost.

In the event that the formal grievance is not resolved to the satisfaction of the grievant at Level One or the Dean lacks authority to resolve the grievance, the grievant may request within ten (10) days a Level Two meeting with the Provost by filing a grievance form. A meeting shall take place between the grievant (or his/her designee) and the Provost (or his/her designee) at a time mutually agreed to by all

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parties, but no later than ten (10) days following the date the grievance was filed with the Provost. A grievant may only be accompanied by a witness(es) and one Association representative of choice and/or an OEA Representative. The University Administration reserves the right to have comparable representation present. The parties may mutually agree to expand the number of representatives for each side. If the Provost lacks authority to resolve the grievance, the grievance shall be forwarded to Level 3 within ten (10) working days and the Provost shall notify all parties that the matter has been forwarded.

A written answer will be given by the Provost or his/her designee after this meeting

Level Three – President.

In the event that the formal grievance is not resolved to the satisfaction of the grievant at Level Two or the Provost lacks authority to resolve the grievance, the 14 – 3 grievant may request a Level Three meeting with the President by filing a grievance form. A meeting shall take place between the grievant (or his/her designee) and the President (or his/her designee) at a time mutually agreed to by all parties, but no later than fifteen (15) work days following the date the grievance was filed with the President. A grievant may only be accompanied by a witness(es) and one (1) Association representative of choice and an OEA Representative. The University Administration reserves the right to have comparable representation present. The parties may mutually agree to expand the number of representatives for each side.

A written answer will be given by the President after this meeting.

Level Four – Binding Arbitration.

In the event that the formal grievance is not resolved at Level Three, the Association may appeal the grievance to arbitration. Within ten (10) work days after receipt of the Level Three disposition, the Association may file a demand for arbitration to the American Arbitration Association (AAA) and to the President of the University. The SEA representative and the President then choose an Arbitrator pursuant to the voluntary selection rules of the American Arbitration Association (AAA). However, the arbitrator will not add to, subtract from, or otherwise change any provisions of this Agreement or the ORC not otherwise superseded by this Agreement. The decision of the arbitrator shall be final and binding upon both parties. The arbitrator shall be requested to issue his/her decision within thirty (30) calendar days after the conclusion of testimony and argument. Any award involving a salary adjustment shall be limited to the life of the contract. All other awards shall be limited to a period not to exceed sixty (60) calendar days from the filing of the grievance. The costs of the services of the arbitrator, and the cost of the hearing room, if any, shall be shared equally by the University and Association/Grievant.

Miscellaneous.

Copies of all written answers at any level of this procedure shall be given to the grievant and the Association President. Any grievance not appealed within the time limits set forth above shall be considered settled on the basis of the last decision. No reprisal of any kind shall be taken by or against any participant in the grievance procedure by reason of such participation. By mutual agreement of the

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Association and the University, a grievance may be initiated at any higher applicable level. The grievant may withdraw the grievance at any level without prejudice with the understanding that if the same grievance is filed at a later date outside the time limits as defined in the grievance process, it will be considered untimely.

A copy of the grievance form shall not become a part of the unit member's personnel file unless the grievant, SEA and University agree otherwise.

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PURPOSE:

To provide students, parents, community members, or any other stakeholders of the PTA program a method of resolving a grievance concerning an informal and/or formal complaint or concern

POLICY:

Informal complaints made by students, parents, community members, or any other stakeholders of the PTA program can be resolved by discussing concerns directly with the PTA faculty/ ACCE/ or Program Director, as appropriate then if necessary the department chair, then if necessary the Dean of the college of professional studies, then if necessary the Provost, in that order.

Formal complaints require appropriate documentation including the steps taken prior to resolve the complaint.

Persons wishing to resolve a complaint or concern (formal and informal) against a member of the University's faculty bargaining unit, is handled under the complaint procedure according to the Policies and Procedures at SSU that is available to the public on the current Shawnee State University website (www.shawnee.edu)

Formal complaints against the PTA program related to accreditation concerns/issues can be discussed with the program administration as other complaints listed above, but may also be filed formally using the CAPTE website. These complaints will be addressed as appropriate by the program director and/or university administration

PROCEDURE:

1. complaints, concerns, and anonymous reporting will sent by following the steps directly listed at <https://www.shawnee.edu/complaint> within the Shawnee State University website.
2. students may file a complaint also by contacting the ombudsperson according to the SSU policy listed on <https://www.shawnee.edu/complaint>
3. students and or stakeholders reporting formal accreditation complaints/concerns with the Commission on Accreditation in Physical Therapy Education (CAPTE) listed on <https://www.capteonline.org/complaints>.

Shawnee State University	Title: Safety of Persons Associated with PTA Program	Policy # 1.7	Date: 02-01-2012	Page 1 of 5
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PURPOSE:

To ensure the safety and health of students, faculty and patient/clients involved in the PTA Program.

POLICY:

Students will receive education/training in safety procedures that will be utilized during on-campus and off-campus educational experiences. Students will demonstrate competence in safety procedures prior to commencing with clinical assignments.

PROCEDURES:

1.7.1 On-Campus Educational Experiences

Students are not permitted to perform interventions and/or use equipment with students, friends, or others in the absence of program faculty, clinical education faculty, or PTA laboratory assistant.

1.7.1.1. Emergency Procedures:

Each student is responsible for personal health and safety. The procedures below are intended as guidelines to assist students in emergency situations:

- A. **Illness**- Contact the instructor or secretary (ext. 3169). If illness is severe then contact campus security at 3232 from an on-campus phone, (351-3232 from off-campus) or dial 9-911 from a campus phone.
- B. **Thunderstorms** - The program suggests that individual take shelter in a building or car. Do not stand near tall trees or telephone poles. Stay away from open water and metal objects.
- C. **Tornado** - Individuals should take shelter on the lower floor of the building in hallways away from windows. In a car, get out and seek shelter in a low area or resident hall.
- D. **Fire** - If a fire is discovered immediately contact security at ext. 3232 from an on-campus phone (351-3232 from off-campus phone). If the fire is obviously out of control, pull the nearest fire alarm and follow the emergency evacuation procedure located near the room exit then contact the fire department by dialing 9-911 from an on-campus phone.
- E. **Earthquake** - Light tremors – Get outside quickly. Do not take personal belongings with you. When outside, stay away from buildings and power lines.

Major tremors – Stay away from places with high ceilings, move away from the center if there are high ceilings around you. Get under sturdy objects (desk, table, bed, etc.). If you cannot get under something, stand under a doorframe. Do not re-enter a building until the building has been thoroughly checked for major damages (foundation, gas

Shawnee State University	Title: Safety of Persons Associated with PTA Program	Policy # 1.7	Date: 02-01-2012	Page 2 of 5
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lines, power lines, etc.). Do not attempt to leave a building under major tremors. An earthquake can happen in 15 to 30 seconds, not allowing you enough time to exit. After an earthquake, exit the building immediately.

- F. **Inclement Weather** - On questionable weather mornings, the Office of the Provost is responsible to make the determination for delays or closure. This notification is reported to local news stations, and campus alert system.

1.7.1.2. Infection Control:

Each student is responsible for personal health and safety. The procedures below are intended as guidelines to assist students in infection control situations:

To prevent the transmission of blood and body fluid diseases, Universal Precautions will be used at all times when contact with potential body fluids is anticipated. All blood and body fluids and tissue will be treated as potentially infective.

Faculty will make available gloves (and powderless gloves), gowns, masks and goggles, as appropriate for potential contact for laboratory classes.

Infection Control Procedure:

1. Gloves shall be worn when any contact with moist body substances (blood, saliva, pus, wounds, urine, feces, etc.) from any person is anticipated.
2. Gloves, lab coats or gowns shall be worn if soiling of clothing may occur.
3. Gowns shall be worn when potential soiling of clothing is apparent.
4. Masks shall be worn if aerolization or spattering of blood or body fluid might occur.
5. If a patient or client is known or suspected to have a disease that is transmitted by airborne route, masks shall be worn when entering the room.
6. Goggles shall be worn if spattering of blood/body fluids might occur.
7. Soiled material shall be placed in a plastic bag, tied securely and disposed of in an appropriate receptacle.
8. Needles and other sharp objects will be placed in the puncture proof containers for disposal at the med labs room.
9. Hands must be washed before and after all procedures with contact with patient/clients or potentially infected material.
10. If contamination by body substances appears likely, the equipment will be cleaned with soap and water and disinfectant solution according to specific procedures for that equipment. Gloves should be worn.

Hazardous Substance Procedure:

To meet the safety standards for safe handling of hazardous substances in the PTA program, all faculty will orient students to any hazardous substances used in the laboratory classes. Safety manuals will be kept in the lab.

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1. Material safety data sheets will be placed in the Safety Manual at the time of purchase.
2. All containers must be clearly labeled.
3. Substances poured into smaller containers for use must be clearly labeled.
4. Faculty are responsible to orient students to any substance used in lab.
5. Students are responsible to refer to MSDS manual as needed to maintain their own health and safety.

Equipment Safety Procedure:

1. A certified biomedical inspector will maintain inspection checks on all working equipment and devices used in the classroom and/or laboratory annually.
2. The inspector will mark all equipment as checked, and will tag any equipment that is not safe for use.
3. The program will remove or repair the tagged equipment prior to use.
4. The equipment maintenance log will be maintained in the laboratory to be viewed by any interested party.
5. The faculty will review the equipment maintenance log and check the equipment to be used during the class instruction for any obvious damage prior to use each semester.
6. If an obvious problem is identified then the piece of equipment will be tagged and removed from use until such time as it may be inspected by a certified biomedical inspector.
7. If any other person identifies an obvious safety concern with equipment the individual identifying shall notify the faculty so the piece of equipment may be properly tagged and removed from use.

1.7.2. Off-Campus Educational Experiences

1.7.2.1 Field Trip Experiences

The PTA program will comply with all SSU policies 3.17 concerning student conduct and behavior

1. Definition. Types of Academic Field Trips

1.1 One-day Field Trip: off-campus field trip offered by faculty as part of a course requirement or option, and does not require overnight accommodations.

1.2 Overnight Field Trip: field trip offered by faculty as part of a course requirement or option, and requires overnight accommodations for students.

1.3 Field Course: field trip offered by faculty as course credit and requires travel within the United States.

1.4 International Studies: field trip offered by faculty and requires travel to sites outside of the United States.

2.0 Approval of Academic Field Trip.

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2.1 One-day or overnight field trip must receive prior approval from the appropriate chairperson or his/her designee.

2.2 Field course must receive prior approval from the appropriate dean or his/her designee.

2.3 International studies must comply with all procedures established by the Center for International Programs (CIPA).

3.0 Students, faculty and other employees on University sponsored field trips should review and must comply with relevant University policies regarding use or possession of alcohol and other controlled substances during officially sponsored University events (University Wide Policy 3.19 and 5.06). Students, faculty and other employees on University sponsored field trips must also be aware of and comply with relevant laws regarding possession and/consumption of alcohol and other controlled substances of the jurisdiction in which they are traveling. Consumption or possession of alcoholic beverages by persons under 21 years of age is illegal in most jurisdictions in the United States. Illegal use, possession, or transport of controlled substances during University field trips is a violation of this policy.

1.7.2.2. Clinical Experiences

PTA program has 4 clinical rotations throughout the curriculum (PTAT 2190, 2290, 2390, 2490). These rotations will be performed off-campus and assigned by the ACCE. The following procedures shall be used to assure student safety while participating in these clinical rotations:

1. Students will adhere to OSHA standards for infection control.
2. Students will adhere to HIPAA standards and guidelines to protect patient PHI, including respect the patient's right to refuse any/all treatment by a student.
3. Student will review and adhere to the policies and procedures of the clinical facilities that they are assigned.
4. Students will be responsible for identifying safety concerns at the workplace, which may include but are not limited to:
 - a. Wet floors
 - b. Equipment failure (damage)
 - c. Proper body mechanics
 - d. Patient concerns
5. Students will use sound judgment to determine safety of themselves and others during the presence of personal illness, physical injury, and inclement weather.
6. Students will be responsible to notify their clinical instructor and the ACCE of any and all safety concerns.

Enforcement: Violation of this policy will result in disciplinary action. Enforcement of this policy will be in accordance with the relevant Collective Bargaining Agreement, Student Handbook, or other University policies.

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1.7.3. Student Competency Prior to Clinical Assignment

1. During Student orientation students will complete OSHA training, and receive a certification of completion (to be presented to clinical affiliations)
2. Students will demonstrate safety competence in all academic coursework by meeting the following:
 - a. Receiving a minimum of 75% on all laboratory practical examinations while performing data collection and intervention skills.
 - b. Complete appropriate Skill Check-off in each laboratory prior to the initiation of clinical affiliations.
 - c. Students must complete sequenced courses within the curriculum plan with a minimum score of 75%.
 - d. Students must achieve a score of 100% of all program identified critical safety indicators on all skill check-offs and laboratory practical examinations. (*) (Refer to Student Handbook Appendix B)
3. ACCE shall distribute the clinical assignment requirements, which identify the clinical skills that are covered within the academic setting, to the clinical coordinator of clinical education for each clinical affiliation during student placement in the clinical site.

Shawnee State University	Title: Rights and Privileges of Clinical Faculty	Policy # 2.3	Initiation Date: 2-1-2012	Page 1 of 1
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PURPOSE:

To ensure that PTA clinical faculty enjoy the same rights and privileges that all Shawnee State University clinical faculty enjoy.

POLICY:

All clinical faculty are provided the same rights and privileges that are consistent to all other programs at Shawnee State University.

PROCEDURE:

The following rights and privileges are afforded to the clinical faculty of the PTA program:

1. Assistance with identification of low cost, high quality continuing education opportunities.
2. Clinical Faculty may be surveyed for topics of interest for continuing education programming.
3. Clinical Instructors may be offered the opportunity to become an adjunct faculty position, giving them access to Clark Memorial Library.
4. Certificates will be provided after provision of clinical education for each clinical instructor.
5. Invitation to annual advisory committee meeting.
6. Receive clinical education newsletter(s) from ACCE, which may include development activities/resources.

Shawnee State University	Title: Faculty Development	Policy # 2.4	Date: 02-01-2012	Page 1 of 1
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PURPOSE:

To ensure that academic and clinical faculty continues to develop professionally, to enhance the overall quality of the educational experience of the students involved in the PTA program.

POLICY:

2.4.1. Academic Faculty

The policy of the PTA program is in compliance with the University on Faculty Development Program: Tuition Reimbursement and Paid Leave according to the SEA/SSU CBA. PTA Program Core Faculty may participate in the Promotion and Tenure System according to the SEA/SSU CBA.

The PTA program will support academic faculty development that is consistent with the goals and objectives of the PTA program.

2.4.2. Clinical Faculty

The PTA program will support clinical faculty development that is consistent with the goals and objectives of the PTA program.

PROCEDURE:

2.4.1. Academic Faculty

1. Annual review of strength and weakness in educational and instructional theory and methodology and outcome assessment.
2. receive instructional reviews/audits from peer academic faculty, department chair, and/or dean upon request, and discuss areas of strength and weakness in educational and instructional theory and methodology and outcome assessment
3. Develop plan to address areas of weakness in educational and instructional theory and methodology and outcome assessment (as recommended from review).
4. Faculty will participate in annual course review and program evaluation data, focusing on programmatic needs and how collectively the faculty can facilitate improvements in educational and instructional theory and methodology and outcome assessment.

2.4.2. Clinical Faculty

1. Identify clinical faculty needs in educational and instructional theory and methodology and student evaluations during direct communication between the program and clinical instructor during the clinical affiliations.
2. Clinical faculty development newsletter(s) will be sent out according to PTA program policy 2.3.
3. ACCE will review the clinical instructor surveys that are completed by students after each clinical rotation (Identifying areas of weakness in instructional methodology and student evaluation).
4. ACCE will provide needed educational opportunities to the clinical faculty in areas that have been identified as weaknesses. (i.e. during direct conversation, site visit, recommend course opportunities, providing mentoring opportunities and education)

Shawnee State University	Title: PTA Program Advisory Committee	Policy # 2.8	Date: 02-01-2012	Page 1 of 2
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PURPOSE:

To ensure that the PTA program at Shawnee State University has a formal method for receiving input, and feedback from its stakeholders in the community in which it serves.

POLICY:

The PTA program will have an advisory committee that is a voluntary service from members of the community that it serves in order to assist and provide advice in program planning.

The PTA program will have a committee in place to serve as advisors to the program which may include employers of our graduates, clinical education faculty, former students, business owners, community officers, University administration, and any other stakeholders that would desire to be part of the Advisory committee.

The PTA program will inform advisory committee of any PTA program status, updates, and changes at each meeting, and receive input and feedback from the advisory committee on related issues.

The program director of the PTA program will serve as the chair of the advisory committee, and his/her responsibilities will include scheduling, operating, and adjourning the advisory meetings. All other core faculty, PTA program administration, and PTA class student representative may attend the advisory meeting.

Responsibilities of Advisory Committee

1. Provide feedback and advice to assist with program planning (purely advisory in nature) for ongoing program development and assessment for the following:
 - a. Curriculum
 - b. Clinical education
 - c. Admission and enrollment
 - d. Resources
 - e. Faculty Staffing
 - f. Program evaluation and assessment
 - g. policies
2. Provide input on University, workforce, and/or community issues, needs, and/or concerns related to the PT profession and make recommendations for the PTA program.

PROCEDURE:

1. PTA advisory committee members are solicited by web site inquires, University and program contacts, personal recommendations and/or community stakeholders as needed.
2. The PTA advisory committee members shall serve on a voluntary and on-going basis as they desire or as needed.
3. The advisory committee members shall be notified by the program director of the time, location, and date of the meetings a minimum of one week in advance.
4. PTA program director will schedule, conduct meeting agenda annually. (See meeting agenda)

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5. The PTA program director will record and distribute meeting minutes.

PTA Advisory Committee Meeting

Date _____

Attendees:

Meeting Agenda/Minutes

Item	Discussion	Action
Review/Accept Minutes		
Old Business		
New Business		
curriculum		
Clinical education		
Admission & Enrollment		
Resources		
Faculty Staffing		
Program evaluation & assessment		
Policies		
Open Agenda Items		

Shawnee State University	Title: Student PTA Program Application and Selection	Policy # 3.1	Date: 02-01-2012	Page 1 of 3
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PURPOSE:

To ensure that the application process and methods of selection are readily available, objective, and equitable as applicable by law to all prospective students meeting minimum requirements and who wish to apply.

POLICY:

All prospective students meeting minimal qualifications and wishing to enroll into the PTA program will complete the application packet/online application and submit by the deadline, and will be selected using a fair, objective method of ranking and evaluating. The number of students selected will vary based on a number of factors including: resources, employment rates, community needs, community support, and as directed by CAPTE

Application Packet will be located online at the PTA webpage on the SSU website.

The minimum qualifications for consideration into the PTA program are as follows:

1. Acceptance into Shawnee State University.
2. Completed Physical Therapist Assistant Application Packet (\$30 included)
3. Official high school transcript OR GED score transcript with relevant documentation.
4. Official high school transcript(s). *(if applicable)*
5. Student must be 18 years of age by the time of enrollment into the program if selected.
6. Minimum GPA of 2.66*
7. Minimum Math/Science GPA of 2.66**
8. Minimum ACT score of 18 composite (or SAT equivalent)
9. Applicants that have a confirmed bachelor degree will not have to repeat the ACT.
10. Signed Affidavit.
11. Documentation of a minimum of 40 hours of clinical observation of job shadowing under supervision of a licensed physical therapist or physical therapist assistant. Minimum of 20 hours in 2 different settings. Please refer to the "Job Shadowing/ Recommendation" form in the packet.

**** If the applicant has 24+ College Semester Hours, the college GPA will be used. Applicants with less than 24 hours at the time of application will be scored using the available High School GPA.**

PROCEDURE:

1. All prospective students will obtain, complete, and submit the application packet in its entirety by the deadline for submission.
2. The application is submitted online via Slate software, email to PTA program administrative assistant, or mailed directly to the PTA program administrative assistant.
3. The admissions office verifies University acceptance and forwards the online application to the PTA program administrative assistant (secretary), and then to the PTA program director for review.

- The program director reviews each application and scores each applicant based on overall GPA, Science/math GPA, ACT, and observation hours. (according the program website, and university catalogue)
- The ranking of the applicants will be based on the total point value achieved from the following method:

MANDATORY ELIGIBILITY CRITERIA/ SCORING VALUES:			
ACT Composite	Math/ Science GPA	Overall GPA	Observation Hours
18 = 1	2.66- 2.8 = 1	2.66- 2.8 = 1	Not complete = 0
19 = 1.5	2.81- 2.9 = 1.5	2.81- 3.0 = 1.5	Completed = 1
20 = 2	2.91- 3.0 = 2	3.01- 3.2 = 2	Positive Recommendation = 1
21 = 2.5	3.01- 3.1 = 2.5	3.21- 3.4 = 2.5	
22 = 3	3.11- 3.2 = 3	3.41- 3.6 = 3	
23 = 3.5	3.21- 3.3 = 3.5	3.61- 3.8 = 3.5	
24 = 4	3.31- 3.4 = 4	3.81- 4.0 = 4	
25 = 4.5	3.41- 3.5 = 4.5		
26 = 5	3.51- 3.6 = 5		
27 = 5.5	3.61- 3.7 = 5.5		
28 = 6	3.71- 3.8 = 6		
29 = 6.5	3.81- 3.9 = 6.5		
30+ = 7	3.91- 4.0 = 7		
* ACT requirement is waived ONLY if applying with a confirmed Bachelor Degree or Higher*			
ADDITIONAL POINT OPPORTUNITIES: optional			
Higher Degree Earned	Associate	3	
	Bachelor (non-related area)	7	
	Bachelor(related area)	10	
	Master	15	
College GPA	≥ 24 credit hrs. completed:	2.5	
Information- Interview session	Offered by program after application deadline	attendance	1
		performance	1
Completion any/all of the following Science courses in High school or College	Anat & Phys I Anat & Phys II Chemistry I	A	1
		B	.5
		C	.25

Shawnee State University	Title: Student PTA Program Application and Selection	Policy # 3.1	Date: 02-01-2012	Page 3 of 3
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6. Applicants that meet minimal qualifications and are competitive after the initial ranking of all the applicants will be invited to attend a group interview/information session. The student will have the opportunity to obtain additional points for attending and performance during the small group interview portion of this session. No points are subtracted if applicant elects to not attend. Alternate dates will be offered for any/all applicants that are unable to attend the group session directly with the program director and/or faculty as needed.
7. The admission committee will approve the list of top 23-24 eligible students for the cohort selection.
8. The admission committee will not approve any more than 24 student per cohort.
9. The students will be notified by letter after the completion of all application rankings.
10. Students must respond with an acceptance letter to hold their spot. In the event of students not accepting their spot in the PTA cohort then the PTA faculty will offer additional spots to additional students using the final applicant ranking
11. Students will be notified of PTA program orientation and MUST attend prior to the initiation of the PTA coursework.

Shawnee State University	Title: PTA Program Student Handbook	Policy # 3.2	Date: 02-01-2012	Page 1 of 1
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PURPOSE:

To ensure that all PTA students are informed of the policies and procedures that are relevant to their role and responsibility within the PTA program to allow successful completion of PTA education.

POLICY:

All PTA students will receive a PTA Program Student Handbook prior to initiation of PTA coursework.

Students will receive orientation to the PTA Program Student Handbook identifying program and institutional policies and procedures, and review their responsibility throughout the matriculation of the program.

The student handbook shall contain all of the following:

- Faculty information
- Mission and Philosophy of the program and institution
- PTA program goals and objectives
- Accreditation statement
- Academic Section
- Clinical Section
- Miscellaneous section
 - Counseling
 - Health clinic
 - Disability services
 - Financial aid services
- Appendices

PROCEDURE:

1. All PTA students will be issued a copy of PTA program Student handbook at program orientation prior to initiation of matriculation.
2. Faculty will provide all students orientation to the PTA student handbook during program orientation prior to initiation of matriculation.
3. Students will review the student handbook and return a signed verification of the PTA Handbook Review Verification Form.
4. Students will comply with all policies and procedures according to the student handbook.
5. Faculty will review the PTA Student Handbook annually for updates and relevance as related to program and institutional policy and procedure changes at faculty meeting.

Shawnee State University	Title: Student Retention	Policy # 3.3	Date: 02-01-2012	Page 1 of 2
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PURPOSE:

To ensure that adequate efforts are made from administration, faculty, and students for successful student matriculation into and progress through the PTA program.

POLICY:

Students will matriculate and progress through the PTA program without delay upon compliance with institutional policies and procedures, as well as successful completion of program objectives, course objectives, and compliance with PTA Student Handbook. Students unable to meet the requirements of the course objectives, program objectives, and/or compliance with the PTA Student Handbook will not progress in the PTA program. Students that do not progress in the PTA program in sequence may be afforded a second opportunity or permanently dismissed as determined from due process (PTA Program Policy 1.5)

PROCEDURE:

1. In order to be granted permission to continue PTA coursework in sequence students must perform all of the following:
 - a. Obtain a minimum grade of C in each course
 - b. Meet grade requirements for lab practical examination(s), skill checks, and/or examination average of 75% (see course syllabi)
 - c. Maintain an overall GPA of at least 2.66
 - d. Complete academic advising with PTA program advisor (PTA Program Policy 3.4)
 - e. Compliance with institutional policy and procedures.
 - f. Compliance with PTA program policy and procedures.
2. Students will not be granted permission to continue in PTA coursework in sequence if any of the following are determined after due process (PTA Program Policy 1.5)
 - a. Category I offenses (PTA Program Policy 1.5)
3. Students may be granted permission to re-enter the PTA coursework in or out of sequence if any of the following are determined after due process (PTA Program Policy 1.5)
 - a. Category II offenses (PTA Program Policy 1.5)
4. If after due process it is determined that a student is in violation of a Category II offense the following procedures may be used to assist the faculty in determining whether the student will be able to remain in sequence, re-enter the PTA program during the following academic calendar year, or be dismissed from the program:
 - a. Student will present evidence supporting their desires to remain in sequence or delaying sequence to the PTA faculty.
 - b. The faculty will present documented evidence supporting their recommendation for the student's retention.
 - c. The academic faculty will meet and discuss any relevant information and make recommendations after reviewing student's documented evidence and comments.
 - d. The academic faculty must unanimously agree on the decision to allow the student to remain in sequence or delay matriculation in the PTA program based on the following factors:
 - i. Student potential

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- ii. Student grade
 - iii. Student progress
 - iv. Outside factors/influences
 - v. Work ethic
 - vi. Professional influences
 - vii. Other relevant details
- e. Each student that is afforded the opportunity to remain in the PTA program in sequence or delayed sequence must complete all of the following: (Failure to comply will lead to program dismissal)
- i. Sign a remediation plan that is agreed upon by all faculty
 - ii. Complete the remediation plan as outlined.
 - iii. Obtain a minimum grade of C in each course
 - iv. Maintain an overall GPA of at least 2.66
 - v. Complete academic advising with PTA program advisor (PTA Program Policy 3.4)
 - vi. Compliance with institutional policy and procedures.
 - vii. Compliance with PTA program policy and procedures.
- f. PTA students are only permitted to repeat 1 PTAT technical course.
- g. If a student is unsuccessful in completing any of the requirements outlined above the student may be dismissed from the program and may re-apply to the program according to the PTA program policy 3.1.

Shawnee State University	Title: Academic Advising	Policy # 3.4	Date: 02-01-2012	Page 1 of 2
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PURPOSE:

To ensure that students receive appropriate academic and professional advising by PTA throughout the PTA program.

POLICY:

The PTA program policy on Student Advising is in compliance with the University Policy, and the SEA/SSU Collective Bargaining agreement.

Students will be assigned an academic advisor within the PTA faculty once the student has been accepted into the PTA program by the program director.

The faculty will serve as mentors to the student throughout the matriculation, and shall review student academic, professional, and clinical performance as needed at each meeting.

Students shall meet with their advisor at a minimum of one time every semester he/she is enrolled in the PTA program.

The advisor shall provide approval for the advisees to register for courses for the following semester.

Students will have access to PTA lab during hours outside of “class time”, upon request and/or during normal business hours, as long as students follow policy #1.7

PROCEDURE:

Responsibility

Action

Program Director

- 1.1 Assign students to a faculty advisor after acceptance into the PTA program.
- 1.2 Notify faculty and students of their advisee/advisor.

Faculty

- 2.1 Schedule advising meeting(s) at a minimum of one per semester, or as requested by the student or program director.
- 2.2 Communicate availability of office hours to students.
- 2.3 Review degree audits of advisees and discuss with advisee as needed.
- 2.4 Meet with students having difficulty or on probation and assist in finding tutors or other campus resources.
- 2.5 Advise students regarding curriculum, graduation requirements and career counseling.
- 2.6 Act as a role model for ethical, professional behavior.

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- 2.7 Write letters of reference as may be needed.
- 2.8 Encourage participation in APTA or other professional functions.
- 2.9 Provide referrals to students related to any health, financial needs

Student

- 3.1 Meet with advisor/mentor at scheduled times.
- 3.2 Actively participate in self-assessment for academic, professional, and clinical concerns.
- 3.3 Implement remediation or other plans as discussed with advisor to improve academic, professional, or clinical deficiencies.
- 3.4 Complete open lab hours if/when assigned by faculty.

Shawnee State University	Title: Dress Code	Policy # 3.5	Date: 02-01-2012	Page 1 of 2
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PURPOSE:

To ensure students representing Shawnee State University and the PTA program appear professional and ensure a safe environment for students, clients, and patients.

POLICY:

3.5.1. Academic Dress Code

Students will be required to wear professional dress attire in classroom settings and on field trips. This includes:

- Males: dress slacks, shirt with a collar, and closed toes shoes
- Females: dress slacks, shirt with a collar, and closed toed shoes (dress skirts are allowed if they are longer than fingertip length)
- During laboratory practical examinations, students may be required to wear a name badge that identifies them as a student physical therapist assistant.
- Exceptions will be made for neat sweaters, lab jackets, and clean tennis shoes
- Summer term will be more relaxed due to the warm weather and dress shorts that are finger-tip length are appropriate. However, tennis shoes or closed toed shoes will still be required.

Students will be required to wear “lab clothes” for all laboratory sessions as determined by the course instructor. Lab clothes generally include the following description:

- Gym shorts
- T- shirts
- Tennis shoes
- At the discretion of the course instructor, gowns may be used in lieu of the previously mentioned items. However, appropriate draping will be assured at all times.

The course instructor will make every effort to accommodate for religious or personal beliefs of each individual student. However, the instructor must be able to determine if each student is competent in all laboratory skills.

3.5.2. Clinical Dress Code

Students will maintain a professional appearance while performing clinical affiliations. Each student should contact the clinical instructor prior to arriving on the first scheduled day to question, among other things, how he/she should be dressed in order to comply with the facilities dress code.

Students must wear name badges that identify them as student physical therapist assistants while performing clinical affiliations.

Students may be required to cover and/or remove body piercings and/or body art if the facility has a policy regarding such issues. The student will comply with all facility policy and procedures.

Shawnee State University	Title: Dress Code	Policy # 3.5	Date: 02-01-2012	Page 2 of 2
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PROCEDURE:

Responsibility

Action

Program Director

- 1.1 Inform students of the required dress code at the PTA program orientation.
- 1.2 Assist in resolving personal or religious conflicts that may arise with the dress code while maintaining program and course objectives are being met.

Faculty

- 2.1 Assure compliance with the student dress code.
- 2.2 Communicate any special dress arrangements that may be necessary for successful laboratory completion. (i.e. swimsuits)

Student

- 3.1 Adhere to the dress code policy at the academic institution and the clinical institution.

Shawnee State University	Title: Student Government Association	Policy # 3.6	Date: 02-01-2012	Page 1 of 3
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PURPOSE:

To ensure PTA students have the opportunity to improve awareness of social responsibility, citizenship, and advocacy, including participation in community and service organizations and activities.

To provide requirements for student participation and involvement in service learning, student leadership, and the promotion physical therapy profession.

POLICY:

All PTA students admitted to the professional program will be voting members of the Student Government Association-PTA club.

Each PTA program cohort will elect officers to serve as the leadership of the SGA-PTA club. The leadership will consist of at least an elected President, Vice-president, Secretary and/or Treasurer, but may also include other Ad Hoc elected officials.

The Program Director shall serve as the student advisor of the SGA-PTA club.

Each voting member of the SGA-PTA club shall be required to participate in a minimum of 1 approved service learning activities while enrolled as a PTA student (5 semesters). The student advisor of the SGA-PTA club shall grant permission and make students aware of opportunities for service learning involvement.

<u>Responsibility</u>	<u>Action</u>
Voting members	1.1. Attendance of SGA-PTA club meetings. 1.2. Participate as an active voting member for club activities for student involvement. 1.3. Participate in the election of class officers. 1.4. Participate in peer mentoring relationship with fellow PTA students. 1.5. Must participate in a minimum of 1 service learning activities that are pre-approved by the Program Director 1.6. Participate in fund raising activities and/or organization of PTA club events or promotional PT activities as arranged.
President of SGA-PTA club	2.1. Schedules, operates and adjourns all SGA-PTA club meetings. 2.2. Delegate responsibilities of the SGA-PTA club to other voting members. 2.3. Accept duties assigned by the Program Director of the PTA program. 2.4. Serve as student representative to the PTA Advisory Committee meeting. 2.5. Attend or delegate the attendance of University government meetings as needed. 2.6. Fulfill all of the requirements of SGA-PTA club members.

Shawnee State University	Title: Student Government Association	Policy # 3.6	Date: 02-01-2012	Page 2 of 3
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| Vice-President of SGA-PTA club | <ul style="list-style-type: none"> 3.1. Reserves the room for the SGA-PTA club meetings 3.2. Delegate responsibilities of the SGA-PTA club to other voting members. 3.3. Accept duties assigned by the, Program Director of the PTA program, and/or president of the SGA-PTA club. 3.4. Assume the responsibilities of president in the absence of the elected president. 3.5. Fulfill all of the requirements of SGA-PTA club members. 3.6. Attend all SGA-PTA club meetings. |
| Secretary of SGA-PTA club | <ul style="list-style-type: none"> 4.1. Record and distribute SGA-PTA club meeting minutes. 4.2. Accept duties assigned by the Program Director of the PTA program, and/or president of the SGA-PTA club. 4.3. Fulfill all of the requirements of SGA-PTA club members. 4.4. Attend all SGA-PTA club meetings. |
| Treasurer of the SGA-PTA club | <ul style="list-style-type: none"> 5.1. Collects, maintains and report on the SGA-PTA club account, and/or funds for all club activities. 5.2. Accept duties assigned by the chair of the Program Director of the PTA program, and/or president of the SGA-PTA club. 5.3. Fulfill all of the requirements of SGA-PTA club members. 5.4. Attend all SGA-PTA club meetings. |
| Program Director | <ul style="list-style-type: none"> 6.1. Provide mentorship to the club officers and other voting members 6.2. Assist in establishing and operating of meetings, activities, and service learning opportunities. 6.3. Attend SGA-PTA club meetings. 6.4. Report the SGA-PTA club activities to the PTA program meetings. |

Learning Objectives for the SGA-PTA club

1. Students will participate in service learning to improve their understanding their future role in social responsibility for citizenship, advocacy for the community.
2. Students will participate in leadership, delegation, and team work related to community activities, citizenship, and promotion of the PT profession.
3. Students participate in learning opportunities, access to learning resources, and/or philanthropist outreach for community.

PROCEDURE:

1. Students will become active voting members of the SGA-PTA club upon acceptance into the PTA program.

Shawnee State University	Title: Student Government Association	Policy # 3.6	Date: 02-01-2012	Page 3 of 3
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2. Students will be informed of policy and procedure of the SGA-PTA club at PTA student orientation.
3. Students will develop relationships with mentors from the preceding cohort of PTA students.
4. Students will begin participation in activities with the preceding cohort of PTA students that may include the following:
 - a. Service learning activities
 - b. PT profession promotion
5. Elect club officers for the SGA-PTA club during the first year of program.
6. All members will carry out their roles and responsibilities according to this policy.

Shawnee State University	Title: Employment Advertising To Students	Policy # 3.7	Date: 02-01-2012	Page 1 of 2
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PURPOSE:

To provide students with information regarding possible employment opportunities post-graduation/licensure.

To ensure student confidentiality is protected by the PTA program.

POLICY:

Employer recruiters may visit with students as a group or individually. However, the PTA program will not share any names or other personal information without prior written consent from the student.

Employment job postings and advertisements will be made available to students as they are recognized by the faculty for the student to contact the employer directly.

PROCEDURE:

1. Students will be made aware of the policy for employment advertising to students during the PTA program orientation. Students may sign and return The Authorization to Release Student Information (See Appendix Student Handbook) if (s)he would like his/her personal information released to employers for potential employment opportunities.
2. Students are required to return the Authorization to Release Student Information form.
3. The faculty shall forward any advertisements recognized as potential employment opportunities to students so that (s)he may contact the employers directly.
4. Students are encouraged to visit the Department of Career Services at Shawnee State University to assist with job placement.
5. Students are encouraged to attend career/job fairs offered by Career Services at Shawnee State University

Shawnee State University	Title: Employment Advertising To Students	Policy # 3.7	Date: 02-01-2012	Page 2 of 2
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AUTHORIZATION TO RELEASE STUDENT INFORMATION

Students frequently request the PTA faculty to act as references for scholarships and employment, or SSN (social security number) for state board licensing support. Also, future employers request students' names and addresses for recruitment purposes. If you wish this information released, please complete the form below and return to the department secretary.

Office use only*****

_____Cleared and coded for Registrar, per FERPA regs. _____Date

cut on dotted line

I authorize the faculty of the Physical Therapist Assistant Program at Shawnee State University to release personal information from my student record for clinical, educational, State licensure, recruitment, or employment purposes. I understand that I am not required to return this document and by signing and returning it I am giving authority for the faculty to release my personal information at their discretion.

Student Signature _____ **Date**

The following name, address, and phone number may be given:

Name _____

Street _____

City _____ State _____ Zip _____ Phone # _____

Shawnee State University	Title: Attendance policy	Policy # 3.8	Date: 12-17-2013	1 of 2
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PURPOSE:

To ensure students representing Shawnee State University and the PTA program attend lecture, laboratory, and clinical learning courses regularly to provide the best opportunity to advance their learning, clinical skills, and generic abilities.

POLICY:

3.8 Course Attendance

Students will be required to attend ALL technical PTA courses each time the course is scheduled to meet, for the entirety of the scheduled course time identified on the specific PTA course Syllabus.

Students will be required to notify course instructor prior to any/all absences.

PROCEDURE

Excused Absence

Each PTA student will be excused from course attendance given any or all of the following:

1. Physician Recommendation for illness or medical condition
2. University sponsored activity
3. Court Order

Each student will provide adequate documentation to support the excuse of the absence.

Unexcused Absence

Unexcused absence is defined as any or all of the following:

1. Lack of attendance to any course for more than 30 minutes of the scheduled course time identified on the course syllabus for ANY reason that does not meet the requirement of an excused absence (listed above)

Each student will be granted 1 unexcused absence per PTA course per semester without punitive consequences. Any and/or all points awarded on the day of the unexcused absence will NOT be awarded to the student, but the instructor may require course activity to be made up.

Specific point deductions for any/all UNEXCUSED absences (after the first) will be outlined in each individual course syllabus.

Automatic course failure will result after a total of 3 unexcused absences for any PTA course (including the first unexcused absence).

Shawnee State University	Title: Attendance policy	Policy # 3.8	Date: 12-17-2013	1 of 2
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Tardiness

Tardiness is defined as missing any portion less than 30 minutes of a scheduled course meeting time outlined in the individual PTA course syllabus

Course instructor will have the right to enforce point deductions for routine tardiness, so outlined in individual course syllabus

Shawnee State University	Title: Clinical Affiliation Agreement	Policy # 4.1	Date: 02-01-2012	Page 1 of 2
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PURPOSE:

To ensure that the Physical Therapist Assistant program has adequate clinical affiliation agreements to offer students vast breadth and depth of clinical education experience.

To ensure that Shawnee State University has written agreements with clinical sites that will be affiliating with the Physical Therapist Assistant Program to define each parties' roles and responsibilities.

POLICY:

Shawnee State University Physical Therapist Assistant program will obtain and maintain clinical affiliation agreements with reputable clinical facilities that provide the depth and breadth of clinical education in order to accomplish program and course objectives.

In order to become a clinical facility the facility must meet the following criteria:

- Commitment to PTA student success
- Completion of the clinical affiliation agreement with Shawnee State University PTA program.
- Employment of at least one physical therapist or physical therapist assistant with a minimum of one year of clinical experience.
- Employ Physical Therapy staff that practice ethically, legally, competently and professionally as outlined by state standards of practice, the state practice act, clinical facility policy and procedures, the APTA Code of Ethics, and Standards of Ethical Conduct for the Physical Therapist Assistant.
- Able to provide clinical education training in an area of emphasis appropriate to at least one clinical education experience.
- Provide an active stimulating environment appropriate for the learning needs of students.
- Provide continual on-site student supervision by an appropriately licensed physical therapist and/or physical therapist assistant in accordance with state laws and regulations.

PROCEDURE:

1. The need for a clinical affiliation with a specific clinical facility(ies) is determined by the ACCE of the PTA program through the use of:
 - a. student surveys
 - b. conversations with advisory board members
 - c. other faculty
 - d. former students
 - e. clinical education faculty
2. The ACCE will perform research on the facilities services and reputation.
3. The ACCE will initiate communication with appropriate personnel at the clinical facility to establish a method of clinical affiliation agreement development.
4. The ACCE will make recommendation to the program director to establish a clinical affiliation.
5. Once approved by the program director, the ACCE will initiate the "Contract Intake Form" via the secretary of the physical therapist assistant program
6. The contract process is then facilitated and managed by the SSU Legal Department.

Shawnee State University	Title: Clinical Affiliation Agreement	Policy # 4.1	Date: 02-01-2012	Page 2 of 2
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7. Once the contract is approved by the current legal counsel and the contract is active, the contract is maintained in the icontracts database.
8. The contract is reviewed by legal counsel, the ACCE and/or department secretary annually and just prior to student placement for accuracy and viability. (See PTA program policy 4.3)
9. This contract is completely established and written by the legal counsel for SSU and is stored on the icontracts database.

Shawnee State University	Title: Clinical Education Selection	Policy # 4.2	Date: 02-01-2012	Page 1 of 4
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PURPOSE:

To ensure that clinical facilities and their respective staff are willing and able to provide students off-campus educational experiences to fulfill the PTA program and course objectives. (PTAT 2190, PTAT 2290, PTAT 2390, PTAT 2490)

To ensure that student placement into clinical facilities is equitable and able to provide students with the depth and breadth of clinical experiences needed to meet the PTA program and course objectives.

POLICY:

Students will be placed in clinical facilities based on clinic availability and clinic setting by the ACCE.

Students will complete a minimum of one full-time outpatient clinical experience and one inpatient clinical experience.

PROCEDURE:

1. The ACCE, SSU legal department, and program/department Secretary review the contracts for accuracy and viability prior to sending out clinical reservation form.
2. ACCE and Program/Department Secretary distribute clinical reservation form to all clinical education facilities that have a current clinical affiliation agreement with the PTA program at Shawnee State University (approximately March 1-15th of each year)
3. Clinical Reservation forms are gathered and checked to assure that the clinical affiliation contract is still current by the ACCE.
4. The ACCE compiles a list of all clinical education facilities that are able to accept students for clinical affiliations for each clinical rotation (PTAT 2190, PTAT 2290, PTAT 2390, and PTAT 2490).
5. The students review the compiled list and the clinical site files (electronic and/or file cabinet files in PTA lab) for each of the following:
 - a. Prior clinic site surveys
 - b. Prior clinical instructor surveys
 - c. Clinical site files additional information
6. The student will then request a minimum of three (3) clinical sites for at least one inpatient and one outpatient setting. (This is completed prior to beginning clinical affiliation).
7. The ACCE reviews the student requests, and determines student placement for each clinical affiliation based on the following:
 - a. Student educational needs
 - b. Student's rationale for their request (based on the student's personal goals)
 - c. Clinic Availability
 - d. Student's individual situations
 - e. Compatibility of the student and clinical affiliation
 - f. Prior work experience (students will not be placed in facilities of current or prior employment)

Shawnee State University	Title: Clinical Education Selection	Policy # 4.2	Date: 02-01-2012	Page 2 of 4
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8. After the list has been compiled the ACCE reviews the placements with each student.
9. The student has 24 hours to object with documented rationale to the selected clinical placements.
10. If an objection is made the ACCE consults with the program director and student to determine the best course of action to ensure the student's educational needs are met. (if determined that the rationale is appropriate the student will be placed in another available clinic)
11. Confirmation is sent by the Program/department secretary under the direction of the ACCE and/or the ACCE directly to confirm student placement prior to the initiation of the student affiliation.
12. Students are instructed by the ACCE to contact the CCCE using the "phone conversation interview of the CCCE " prior to the initiation of each clinical affiliation.

Shawnee State University	Title: Clinical Education Selection	Policy # 4.2	Date: 02-01-2012	Page 3 of 4
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Phone Conversation Interview

* * It is your responsibility to contact the clinical sites at least 30 days prior to starting clinical affiliation. Make sure you understand all clinical expectations from the facility and CCCE. Also, confirm any details that may have been overlooked, or need to be taken care of prior to your arrival. (i.e. drug screening, facility orientation, etc.)

After you have introduced yourself and confirmed the dates of your arrival you should ask the following questions.

Questions for CCCE/CI's:

1. What time should I arrive?
2. Directions for getting there (Where should I park)?
3. What should I wear?
4. Who will be my clinical instructor (CI)?
5. Which types of patients are mostly seen?
6. Do you have any suggestions on clinical material that I should review prior to coming that would help my performance as a student?
7. Is there anything else that I should know or be aware of prior to me arriving on the first day

Shawnee State University
Physical Therapist Assistant Program
Reservation for Clinical Affiliation

Please Indicate the NUMBER OF STUDENTS that you will be reserving for any/all of these types of settings

	Outpatient orthopedic	Outpatient neurological	Medical/ Surgical	Rehab Unit	Skilled Nursing Facility/ LTCF	Home Health	School Based PT	Specialty (Indicate Specialty)
PTAT 2190 Clinical Practicum I (Total of 60 hours completed in 2 week time period)								
PTAT 2290 Clinical Practicum II (Full time 40hrs/week)								
PTAT 2390 Clinical Practicum III (Full time 40hrs/week)								
PTAT 2490 Clinical Practicum IV (Full time 40hrs/week)								

Please update us with the current information:

Name of Facility _____
 Name of CCCE or contact person _____
 Address _____

 Email address _____
 Phone number/Fax Number _____

Return Address:

Shawnee State University
 April Barnette PTA, ATC, M.Ed, ACCE
 940 Second Street
 Portsmouth Ohio 45662
 Ph: 740-351-3288
 abarnette@shawnee.edu

Shawnee State University	Title: Assessment of Resources	Policy # 5.3	Date: 02-01-2012	Page 1 of 1
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PURPOSE:

To ensure that institutional resources and program resources are adequate to meet the needs of the PTA students in achieving the mission and goals of the program.

POLICY:

Institutional and program resources will be reviewed annually and systematically to determine adequacy and effectiveness for affording PTA student success to complete the PTA programs mission and goals.

PROCEDURE:

1. The PTA program Director core faculty, ACCE, and lab coordinator will systematically review the resources of the program which will include a minimum of the following:
 - a. Academic faculty qualifications and availability
 - b. Student services
 - c. Program budget
 - d. Library/learning resources
 - e. Administrative and technical support
 - f. Classroom and laboratory space
 - g. Faculty office space
 - h. Equipment, supplies, and teaching tools
2. The program will use a variety of means to assess the adequacy of the program resources which may include; student surveys, advisory committee recommendations, faculty/ lab coordinator recommendation and inventory, ACCE/CCCE and CI recommendations
3. The program Director and/or faculty will report the status of program resources annually or as outcome thresholds are met at program meetings.
4. If there are problems identified with the adequacy of resources then the program director will address the concerns and impact on the PTA program with the appropriate University administration to resolve the issues.

Shawnee State University	Title: Assessment of Curriculum	Policy # 5.4	Date: 02-01-2012	Page 1 of 1
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PURPOSE:

To ensure that the academic curriculum and clinical education curriculum within the PTA program has a systematic review process to identify effectiveness in fulfilling the program and course goals and objectives.

POLICY:

Formal assessment and revisions of the curriculum will occur annually with input from academic core faculty, clinical faculty, associated faculty, students, and graduates. Information sources will include program surveys; student performance on assignments (written and oral); practical exams, written exams, clinical education experiences, direct student and faculty input, advisory board input, board examination outcomes, graduation rates, and clinical faculty feedback. In addition to the above, students will assist in course, instructor and teaching methodology surveying. The program and curriculum deficiencies will be addressed and changes will be accomplished through a continuous quality improvement process involving academic and clinical faculty.

PROCEDURE:

1. The PTA program director will collect data relevant to measureable thresholds to determine strengths, weaknesses, and effectiveness of PTA program curriculum.
2. The Program Director can request the assistance of the curriculum committee for collection of data.
3. Academic and Clinical Education curriculum plan will be discussed and analyzed for effectiveness during at least one program meeting annually.
4. Changes will be recommended based on the thresholds identified based on data collected from any of following sources of information:
 - a. Each PTA technical course will be reviewed annually at the "Annual course Review".
 - b. State Licensure Verification through the appropriate State Board of PT website to determine the success of graduating students.
 - c. FSBPT website for pass rate success annually
 - d. Clinical Performance Instrument after each clinical education course (PTAT 2190, PTAT 2290, PTAT 2390, PTAT 2490)
 - e. Grade Reporting after each semester
 - f. Course Syllabi annually during "Annual Course Review"
 - g. ACCE and Clinical Instructor communication form during clinical education course
 - h. Standards and Required Elements of CAPTE
 - i. In-classroom instruction audit forms
 - j. Graduate surveys
 - k. Employer surveys
5. The Curriculum committee must approve any/all changes to curricular content, course requirements.
6. The Program Director would initiate necessary steps within the university, based on the request from the curriculum committee, to make changes to curriculum, including notification of CAPTE if appropriate

Shawnee State University	Title: Performance of Recent Graduates	Policy # 5.7	Date: 02-01-2012	Page 1 of 1
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PURPOSE:

To ensure that the PTA program is a viable program that graduates qualified individuals at or exceeding entry-level standards, and are able to gain licensure and employment after graduation.

POLICY:

The program director will track each cohort of students for success rates of graduation, licensure, and employment.

PROCEDURE:

1. The program director will monitor, review, report the PTA program's graduation rate, first-time board exam pass rate, eventual pass rate of the NPTE-PTA exam, and employment rate over a two-year period.
2. The program director will report the findings to the faculty at the program meetings, publish the information on the program's website, and make available to interested stakeholders upon request.
3. The program director will report to program meetings if thresholds are met and initiate discussion and review of processes to improve student outcomes, if determined to be a trend