

Site Specific Orientation

General

- _____ Facility-specific HIPAA processes and practices
- _____ Review site-specific policies and procedures
- _____ Review emergency procedure manual and where located, including incident reporting (What is this manual? Where can we find one?)
- _____ Fire procedures
- _____ Code status
- _____ Parking
- _____ Call light
- _____ Telephone use
- _____ Laundry
- _____ Restrooms
- _____ Meals
- _____ Schedule
- _____ Meeting Schedule
- _____ Student hours (Students should know their specific school requirements)
- _____ Policy for sick days (BR and University information)
- _____ Knock policy/ Resident rights
- _____ Gait belt
- _____ Restraints
- _____ Catheters
- _____ Oxygen

Expectations:

When assignments are due (case studies, in-services, etc.)
Review schedule and calendar

Universal precautions:

Location of infectious waste kits
BR orientation

Observations:

Arrange patient care observation with team members.

Student

Date

Supervisor

Date

Expectations, Objectives, Orientation, and Schedules

Site Expectations

The student will:

- Assume responsibility for professional behavior and growth.
- Abide by the policies and procedures of site and BR.
- Be responsible for their learning experience.
- Be actively involved in the supervisor relationships, which include the identification and resolution of problems.
- Abide by all expectations set forth by the university.

Student Expectations

The Clinical Instructor and/or Facility will:

- Supervision will be individualized and readily available.
- Working hours will be within reason, and may exceed a 40-hour week.
- The implementation of new skills and treatment procedures will be based on the supervisor's assessment of the student's readiness and skill set, and must not compromise patient safety, healing or well-being.
- Supervisor will be actively involved in the supervisory relationship, which will include the identification and resolution of problems.

Site Objectives

- 1) Clinical Instructor will provide clinical observation and or hands-on participation as appropriate for each student.
- 2) Clinical Instructor will provide the student an introduction to:
 - a) Evidence-based practice in the clinic.
 - b) The role of rehabilitation personnel in clinic/entity.
 - c) Diagnoses and disabilities common to the assigned setting.
- 3) Clinical Instructor will provide the student an opportunity for applying entry level skills in the following areas:
 - a) Observation
 - b) Patient screening
 - c) Data gathering and medical chart review
 - d) Documentation
 - e) Reporting
 - f) Evaluation (except for assistants)
 - g) Treatment planning and patient treatment
 - h) Administration (as appropriate)
- 4) Clinical Instructor will provide the student the opportunity to begin the development of professional values and skills.
- 5) The overall objective is to transition the student from an academic setting to a clinical setting.

Student Fieldwork Objectives

The student will complete entry level service competency by meeting the following objectives by completion of affiliation:

Assessment: (Does not apply to therapy assistant students.)

The student will be able to plan, conduct and interpret information from the patient evaluation for patients with varied disabilities.

- a. The student will obtain appropriate history/data from the chart, patient, family and team members.
- b. Demonstrate the ability to choose and use appropriate evaluation tools.
- c. Follow standard formats where applicable and adapt to meet patient needs.

Planning: Upon completion, the student will demonstrate the ability to effectively plan appropriate therapeutic intervention, by:

- a. Demonstrating the ability to write appropriate functional, measurable, long and short term goals.
- b. Demonstrating the ability to establish treatment priorities in the written treatment plan.
- c. Orienting and reviewing progress with patient, family, and team in an effective and timely manner.
- d. Attending and contributing to team/ family meetings as appropriate.
- e. Recommending patient discharge to the supervising therapist appropriately.

Treatment: Upon completion, the student will demonstrate proficiency in treating patients with varied diagnoses by:

- a. Carrying out appropriate treatment plan based on evaluation results and patient goals.
- b. Selecting and utilizing appropriate treatment approach techniques to meet patient goals.
- c. Collaborating with and guiding patients on treatment activities.
- d. Judging effectiveness of treatment techniques and interventions..
- e. Properly positioning patients during activities and/ or equipment use.
- f. Demonstrating awareness of fatigue, frustration, physiological changes, and treatment environment. The student will intervene by making changes or terminating treatment appropriately.
- g. Continually assessing, re-adjusting goals and treatment approaches based on patient performance.
- h. Complying with precautions/contraindications.
- i. Grading activities to meet patients' needs.
- j. Demonstrating proper body mechanics and safety during patient treatment.
- k. Demonstrating/verbalizing theoretical base for therapy techniques.
- l. Accurately and effectively performing written documentation in a timely manner.
 - I. Initial evaluations, re-evaluations, and re-certifications
 - II. Progress Reports, Treatment Encounter Notes (TENs).
 - III. Discharge Summaries
 - IV. Physician correspondence/telephone clarification orders
 - V. Any additional documentation per Company or site policies and procedures.

Professionalism: The student will:

- a. Comply with established policies and procedures.
- b. Effectively manage time to meet daily schedule responsibilities.
- c. Share responsibilities as assigned.
- d. Share responsibility for site maintenance and cleanliness.
- e. Actively participate in the student/ CI relationship.
- f. Give and receive feedback in a constructive manner.
- g. Identify and respond to needs of site (not specific to direct patient care).

Schedules

Hours: The student will observe regular working hours. These hours may vary depending on the facility to which the student is assigned.

Weekends and Holidays: Medicare and other payers do not generally recognize weekends or holidays. Therefore, students may be required to work both holidays and/or weekends.

Absences: The student must notify their CI no later than the beginning of the workday if they are going to be absent. The student is responsible for initiating make-up rescheduling.

Time Off: Time off may be granted, with the approval of the student's immediate supervisor and fieldwork coordinator.

Insurance: It is required that all students have their own liability coverage. Proof of liability is required the first day of affiliation.

Dress Code: All students are required to follow the dress code established at the facility to which they are assigned. Students must dress and groom in a professional manner. Refer to BR dress code policy for specifics.

Policies and Procedures: You will have access to the Company policies and procedures, and be expected to follow these policies during your affiliation. You will be expected to adhere to the policies and procedures of each facility you are serving. Ask your CI for written policies and procedures to review.

