



SPOKANE

(509) 455-7844
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PT Student Expectations

Students are responsible for assuring that they get the most out of the affiliation with the Clinical Instructor's (CI) input and assistance with scheduling learning opportunities. Any days off will need to be made up by working a Saturday or completing projects outside of work as agreed upon with your CI. A midterm and final evaluation are scheduled and it is the student's responsibility to seek out more frequent feedback as needed. By the end of the affiliation, an inservice (which may be open to all hospital staff), an equipment justification, and co-treatment with an OT should be completed.

It is expected that the first week will be spent primarily orienting to the facility and observing. As you and your CI feel comfortable, you will begin participating in and documenting on evaluations and treatments as well as reporting on patients during cardex. By three to four weeks, you should be completing evaluations and documentation on pre-op gait training patients. Then, you will become more responsible for documentation, reporting at cardex, and evaluation and treatment of more involved patients (status post spine fusion, multilevel bony and soft tissue releases, rehab patients, etc.) so that by six to eight weeks, you can independently take patients from evaluation through discharge and carry a full caseload. In order to provide you with a well-rounded pediatric affiliation, there is a checklist of various learning opportunities in the hospital, i.e., specialty clinics, motion analysis lab, surgery, etc. as well as in the community (prosthetic and orthotic shop, hippotherapy, school therapy, NICU therapy, etc.) that you are encouraged to schedule yourself to observe.

For students with affiliations greater than eight weeks (and those with affiliations eight weeks or less who are interested in these opportunities as approved by your CI), additional expectations may be for you to lead cardex and represent the Rehab Department on rounds for one week as well as for you to seek out greater learning opportunities which may include, as available, administrative tasks, projects such as developing educational handouts, justifying department equipment needs, or research such as doing a case study, developing an ongoing research project or participating in current Shrine Hospital research studies.

Revised: 12/04
K:/pcs/rehab/student packets/pt student expectations.doc

EMPLOYEE STANDARDS**PERSONAL CLEANLINESS AND APPEARANCE POLICY**

Purpose: To promote the professional image of the employee and the Shriners Hospitals for Children, each employee of the Spokane hospital will conform to established dress code policies. All supervisors are responsible to administer and enforce dress code policies.

GROOMING

1. Personal cleanliness/oral hygiene is of extreme importance and is therefore expected of all employees.
 - a) Hair styles must be neat and clean. Beards/mustaches must be neatly trimmed. Staff working within patient care areas or having direct patient contact must wear their hair in such a manner that it does not come in contact with the patient during care. Long hair must be secured back in such a manner to prevent it from falling over the patient's body or wounds. Regulations within specific departments may require that a cap or hair net cover hair.
 - b) Excessive amounts of perfume, after shave and tobacco scents can be offensive to patients, peers, and visitors. Employees are asked to consider the sensitivity of those around them.
 - c) Safety and infection control regulations may place limitations on the wearing or type of jewelry worn within specific departments. General guidelines will allow employees to wear no more than two rings and/or ring sets on each hand in direct patient care areas.
2. Fingernails must be kept clean and well groomed. Long nails (greater than ¼ inch from the nail quick) and artificial nails in patient care areas are discouraged. Safety/infection control regulations within some departments, i.e., O.R., Nutrition, Nursing, may require that nail length be monitored and polish/artificial nails/nail tips not be used.

APPROPRIATE DRESS

Every employee of the Spokane hospital has some contact with the public and our patients and therefore, their image represents the professional image of the Shriners Hospital and the children we serve. All employees are required to dress in a manner that represents this professional image.

1. Employee work apparel may include the standard type of professional uniform, pantsuit or jumpsuit or appropriate business attire. Individual departments may have specific requirements based on services performed. These requirements will be found within departmental policies and procedures.
2. Clothing will be neat, clean, in good repair, non-revealing, not faded (i.e. dark clothing that has become discolored) and the appropriate size. The fabric of the garments must not be so thin as to reveal undergarments nor so tight as to reveal lines or color of undergarment. Clothing length should follow reasonable guidelines of modesty. (As a guide two inches above mid-knee for dresses and skirts.)
3. Hospital owned scrub suits, gowns and/or over-gowns are to be worn only by personnel in the departments which are authorized to do so and only within the service of the facility.
4. All employees must wear stockings/socks. Either hosiery or pants must cover legs.

PERSONAL CLEANLINESS AND APPEARANCE POLICY continued

5. Footwear must meet safety requirements of department and be clean and in good condition. No bare legs or feet allowed. SOCKS/HOSIERY must be worn with footwear. Departmental safety or infection control policies may create more stringent requirements.
6. Blouses and shirts will cover the shoulders and the waist when reaching overhead. (sleeveless is acceptable but no tank tops).
7. **BLUE JEANS, SWEAT PANTS/SUITS, LEGGINGS, OR RECREATIONAL SHORTS ARE NOT ACCEPTABLE WORK ATTIRE** unless allowed for a special event by Administration. Split skirts/skorts or knee length walking shorts worn with tights or hosiery giving the appearance of a dress or suit are acceptable.
8. "Provocative" apparel is discouraged at all times while in the hospital. "Provocative" as defined by Webster is: "tending or serving to provoke; stimulating, exciting, or vexing." Provocative clothing could include but is not limited to sheer material, tight or form fitting and low cut necklines.
9. Body piercing – no visible body piercing ornamentation is allowed other than earrings.
10. Shriners Hospital requires that photo I.D. badges are visibly worn. Altering or covering photo or identification is not permitted. NOTE: For viewing ease ID badges are to be worn on the front and within the shoulder area of torso. Use of a lanyard or necklace to hold the ID badge around the neck is also acceptable, if this does not pose an additional safety hazard.
11.
 - a) Business Casual Dress will be allowed every Friday. *
 - b) Business Casual Dress Day including blue jeans will be allowed the last Friday of each month. Also allowed on the last Friday of the month during June/July/August/September, tailored knee length walking shorts with socks may be worn by men and women. *

* Unless due to a special event, administration may require a change.

NOTE: Casual Days and Quarterly Service Award Luncheons will allow the wearing of "Blue" jeans and more casual attire as specific to the Theme of the Luncheon.

Shriners Hospitals for Children, Spokane

Memorandum

Date: October 21, 2004

To: Hospital staff and students interested in conducting clinical research

From: Charlotte Preuschoff, Clinical Research Coordinator

RE: **Conducting Research at SHC-Spokane**

The following steps should be taken by staff and students interested in completing a research project:

- Prior to initiating any project, or reviewing any patient information, meet with the Clinical Research Coordinator to determine the level of oversight the project requires.
 - Some projects may not be classified as "research" but may still require oversight by a hospital committee(s).
 - The Research Coordinator will discuss all necessary regulations and hospital policies and procedures related to the study, and provide copies as needed.
- Complete online training in Human Subject Protection and sign "Statement of Human Subject Protection". Forward certificate of completion and signed "statement" to the Clinical Research Coordinator.
 - <http://cme.nci.nih.gov/>.
 - Documentation of other training will be accepted in place of the on-line training. *Determination of acceptable training will be guided by IRB-Spokane policy.*
- Obtain regulatory approvals (or exemptions) as necessary for the project being conducted.
- If needed, present project to appropriate hospital committee for approval of study protocol.
- Notify hospital departments as necessary of the pending project and what impact it will have on their workflow.
- Conduct literature review and begin data collection.
- Submit content of final paper or presentation to appropriate Department Manager, Staff Mentor, and / or Committee as determined by the Research Coordinator.
 - Papers and presentations must contain a statement that the "study was conducted at Shriners Hospitals for Children – Spokane".
 - Submission of study to any outside publications or societies for presentation must be pre-approved by the Chief of Staff and/or hospital administration.
 - All study documents including electronic databases, data collection forms, and study notes are the property of Shriners Hospitals for Children and may not be removed from hospital property. No electronic transmittal of study information will be allowed to non-Shrine e-mail accounts. (Completely de-identified data as specified in the HIPAA regulations may be forwarded to off-site researchers only after written approval by the Chief of Staff or Research Committee Chair.)

**SHRINERS HOSPITAL FOR CHILDREN
SPOKANE**

PT / OT STUDENT INTERN ORIENTATION CHECK LIST

Name: _____ Starting Date: _____

(Dates)

- _____ 1. Internship Application and Confidentiality Agreement completed.
- _____ 2. Washington State Patrol Check.
- _____ 3. TB test results.
- _____ 4. Rubella titer test results or proof of immunization.
- _____ 5. Proof of OSHA training.
- _____ 6. Code of Conduct signed
- _____ 7. HIPPA and Internet training (Workforce Member Confidentiality and Internet usage agreements signed)
- _____ 8. Introduction and hospital tour.
- _____ 9. Name tag made
- _____ 10. Hazard Communication Program (Right to Know Program and MSDS)
- _____ 11. Individual role and responsibilities during:
 - a. CODE RED (Fire / Internal Disaster)
 - b. CODE GREEN (External Disaster)
 - c. JOHN YELLOW (Intruder)
 - d. CODE 55 (Medical Emergency)
- _____ 12. Confidentiality.
- _____ 13. Review Student Manual
- _____ 14. Infection Control / Hospital-Wide / Department Specific.
- _____ 15. Hospital history / Organization structure.
- _____ 16. Incident Reports.
- _____ 17. Body mechanics.
- _____ 18. Meals / parking.
- _____ 19. Patient Advocate Program.
- _____ 20. Whom to call if ill or tardy.
- _____ 21. Performance evaluation.
- _____ 22. Departmental responsibilities / Clinic / Inpatient / Outpatient
- _____ 23. Departmental dress / Grooming Code
- _____ 24. Chart review and documentation.
- _____ 25. Required in-service for full-time interns (schedule times)
- _____ 26. Use of CPI
- _____ 27. Discuss goals of internship.
- _____ 28. Discuss intern's learning style.
- _____ 29. Work schedule.
- _____ 30. Reference request
- _____ 31. School project?
- _____ 32. SCHIS training

Supervisor

Student Volunteer

Date: _____

Date: _____

FULL -- TIME CLINICAL INTERNSHIP CHECKLIST

Inservice _____

Prosthetic Clinic _____

Myelo Clinic _____

Arthritis Clinic _____

Spasticity Clinic _____

Motion Analysis Lab _____

Surgery _____

Orthotic/Prosthetic Shop _____

-Thompson's -- Jim 624-1308 (502 E. 5th Ave.)

- Schindler's -- Kevin/Randy 624-3314 (124 E. Pacific Ave.)

Wheelchair/DME Shop _____

-Inland Medical and Rehab -- Frank Whitney 455-9385 (200 E. 2nd Ave. Suite B)

Other Pediatric Programs _____

-Guild School (birth -- three program) -- Maureen McKinnon/Lee Linwick 326-1651

-St. Luke's (outpatient pediatrics) -- Dave Clark 473-6079

-School District -- Nancy Royce 354-7894/Dan Conley 464-8317

-Hippotherapy -- Robin Moug 464-4510 home/710-9825 cell

-Easter Seals -- Mark Manley 326-8292

-Sacred Heart NICU -- Margaret Miller 474-3252 or 889-8391

Midterm Performance Evaluation _____

Final Performance Evaluation _____

Shriner's Rehab Office 623-0416