

ORIENTATION TO THE CLINIC

This list was prepared to assist you in effective orientation of students to your facility. This list is not intended to be the final copy of your orientation procedure. Each facility has unique characteristics which will make it necessary to add or delete items from this list.

Each clinical site needs documentation of these activities. I recommend a form the student signs that they have been oriented to the clinic and agree to comply with facility rules and regulations.

First day of clinical:

Tour of building and physical therapy clinic(s) and introduction to staff

Student space (where the student puts their stuff)

Student Handbook

Emergency procedures

Discussion of learning objectives and previous clinical experiences

 Student objectives

 Facility objectives

 Concerns

Patient privacy/HIPAA procedures

Either during the first day orientation or sometime in the first 2-3 days

Review of student clinical notebook (student forms and other information)

Scheduling

 Mechanism and procedure for physical therapy patients

 Mechanism for other medical areas (example; surgery, OT, speech)

Documentation procedures

Billing procedures (if the facility allows the student to do billing or charges)

Regularly scheduled meetings (staff, team, chart review, etc.)

Schedule for student clinical instructor meetings

 Weekly, daily, etc.

 Any time the instructor will be out of the clinic

 Any forms utilized by the clinical site to give feedback

In-service/journal review/literature review/case study procedures

Discussion of teaching/learning/supervision styles and how learning situations will be handled