



Student Handbook

By Darcy Armstrong, PT
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WELCOME and INTRODUCTION

Thank you for your interest in this clinical affiliation/internship with South Aiken Physical Therapy, LLC. Our team is committed to providing a quality learning opportunity to students (Physical Therapy, Physical Therapist Assistant and Exercise Science) who are equally committed to learning and furthering their education. As such, we have created this student handbook that includes information you need to know about our facility, including policies and procedures. If a situation arises that is not covered in this handbook, please refer to the South Aiken Physical Therapy Policy and Procedure Manual. This handbook along with your educational institution's handbook should place us on the optimal path for a successful clinical affiliation.

South Aiken Physical Therapy (SAPT) is the brain child of Sean Daly, PT and Darcy Armstrong, PT. They opened the business in January 2007 and it has progressively grown to become a respected and successful business. The entire SAPT team takes its role in our patient's recovery seriously. From the initial point of contact through discharge we pride ourselves in providing a Physical Therapy experience that exceeds our patients' expectations. We hope you will join us in creating this excellent experience for all of the patients you assist in their recovery.

For details on our specialty programs and further details about the practice, I encourage you to visit our website at www.southaikenpt.com.

Specialty Programs

This Orthopedically focused practice has 4 specialty programs:

- Ortho Care Now:
 - Care Now, when you need it. Our practice is evidence based physical therapy, in which we utilize the current research and technology to get our patients out of bed, and back to work and play.
- Elite Athletic Rehabilitation:
 - Focuses on reducing pain and restoring sport-specific athletic function rapidly, using the latest technology with proven therapy techniques, often improving strength and speed beyond that of pre-injury level.
- Women's Back and Hip Pain:
 - Program developed to help active females maintain their lifestyle without the restrictions imposed by back, hip and thigh pain. This specialized program utilizes unique techniques to relieve acute and chronic pain to allow our patients to sleep, work and play without discomfort. It includes intensive education regarding injury treatment and care, specialized manual techniques for soft tissue and joint mobilization, as well as specialty bracing techniques to reduce pain.
- Chronic Neck and Back Pain:
 - This program is designed to work collaboratively with a pain management team to make the patient's complaints and pain more tolerable. This enables the patient to take an active role in their own recovery process. Therapists provide intensive information and patient education for self-care management and tailor exercise programs specific to the patient's condition.

OUR TEAM

PHYSICAL THERAPISTS and PHYSICAL THERAPIST ASSISTANTS

Sean Daly, PT/Owner
Darcy Armstrong, PT, ***also serves as CCCE***
Jimmy Batte, PTA
Baker Leigh, PT
Chrissy Pridgen, DPT
Terisa Fugate, PTA

SUPPORT STAFF

Belinda Pallon, Front Office
Rebecca Drinkwater, Front Office/Rehab Aide
Susan Sturgill, Office Manager
Jon Derrick, Rehab Aide
Ward Reckart, Rehab Aide
Cierra Powell, Front Office/Rehab Aide

CONTRACTORS

Jill Johnson, Bookkeeper
Jack McElwee, PT

Practice Mission Statement

Our mission at South Aiken Physical Therapy, LLC is to create the best environment for our staff so that we together can succeed in empowering our patients towards repair, restoration, rejuvenation and accomplishment of their goals for recovery.

Practice Purpose

It is the purpose of South Aiken Physical Therapy, LLC and its staff to provide therapeutic and restorative services to patients for the rehabilitation of injured, disabled, or sick; to assist each patient in reaching his/her maximum performance so he/she may assume his/her rightful place in society while learning to live within the limits of his/her capabilities.

South Aiken Physical Therapy, LLC shall provide state-of-the-art health care that strives to significantly improve the well being of each patient, while recognizing their capacity for being responsible for their own health. Each individual shall be treated with respect and dignity. Each individual shall be treated equally without regard to race, gender, creed, ancestry, lawful occupation, age, religion, marital status, sexual orientation, mental or physical disability, color, national origin, place of residence, health status, source of payment for services, or cost or extent of services required.

Working as a team South Aiken Physical Therapy's staff shall support each other through honest and open communication, sincere praise, and recognition. South Aiken Physical Therapy's work environment will be professional yet relaxed and enjoyable.

South Aiken Physical Therapy shall serve as a health care resource, educating the community in terms of self-care and responsibility. South Aiken Physical Therapy and its staff shall strive for and seek continued means to reach and maintain the highest standards of health care delivery. South Aiken Physical Therapy and its staff shall accept responsibility for maintaining a cost effective and profitable business and providing services to patients/clients in a professional, courteous and caring manner.

All employees of South Aiken Physical Therapy shall conduct themselves in a manner which is ethical and takes no fraudulent or illegal actions and which both demonstrates and complies with South Aiken Physical Therapy fundamental principles, values and professional ethics.

As a student, you will be expected to meet the physical and mental requirements of our facility job description along with the objectives of your learning institution while under the supervision of your Clinical Instructor.

PHYSICAL THERAPIST JOB DESCRIPTION AND EXPECTATIONS

Summary: Evaluates for and administers all forms of Physical Therapy; exercises general and close supervision of supportive personnel; assists in administration of the office; performs related duties as required.

Details of Duties: Administers the following Physical Therapy procedures:

1. Evaluates patients with a variety of diagnoses, establishes treatment plans and formulates goals.
2. Performs modalities, and therapeutic procedures indicated by patient's condition and functional status.
3. Tests, evaluates and records initially and sequentially, patient status so that objectives are determined, treatment plan developed and regularly reviewed.
4. Instructs patients and their relatives, nurses or attendants in home programs for the purpose of advancing the patient's independence in self care and activities of daily living; helps patient accept and function to their maximum within the limits of irreversible disability.
5. Records patient's progress so that referring physician is aware of the patient's current functional level; reports any significant changes in patient's condition to the referring physician so that the treatment plan may be modified or discontinued. PTs are responsible for documentation of above.
6. Assists physician, patient and family in discharge planning to other facilities or levels of care. PTs are responsible for documentation of above.
7. Provides physical therapy treatment in the office and other sites as agreed upon employment.
8. Maintains accurate and timely patient records including but not limited to progress notes, patient evaluation, re-evaluations, discharge summaries and billing forms.

Supervision:

1. Assigns patient treatments to the Physical Therapist Assistants as appropriate.
2. Performs evaluations and interim-evaluations of patients assigned to Physical Therapy Assistants.
3. Review patient progress regularly with the Physical Therapist Assistant and indicates adjustments or modifications of treatment to ensure proper patient progress.
4. Assigns and supervises duties and performance of Physical Therapy Aides, as required and as is appropriate and applicable

Administration:

1. Attends scheduled departmental meetings and participates appropriately.
2. Maintains accurate understanding and follows all policies and procedures regarding safety, infection control, cleaning and confidentiality.
3. Assists in the cleaning and maintenance of department equipment and supplies. Reports the need for repairs to Facility Officer.
4. Accepts other duties and assignments within his/her scope of knowledge, skills and abilities.

Contacts: Frequent contact with patients, physicians, families, and occasional contact with case managers.

Physical Demands: Lifting, pushing, pulling and assisting patients with exercise and patient transfers.

Working Conditions: May be exposed to infectious diseases, electricity, and strain from moving or supporting patients.

Job Requirements Checklist

- A - Minor - Activity or condition exists less than 20% of work time.
- B - Moderate - Activity or condition exists between 20-60% of work time.
- C - Major - Activity or condition exists 60% or more of work time.
- N/A - Not applicable

PHYSICAL DEMAND

	<i>Code</i>		<i>Code</i>
Strength		Reaching	
Standing <u> 35 </u> %		Handling <u> C </u>	
Walking <u> 35 </u> %		Fingering <u> C </u>	
Sitting <u> 30 </u> %		Feeling <u> C </u>	
		Throwing <u> A </u>	
	<i>Code</i>	Eye-Hand Coordination <u> C </u>	
Lifting <u> 50 </u> lb.	<u> A </u>	Foot-Hand-Eye Coordination <u> A </u>	
Carrying <u> 20 </u> lb.	<u> A </u>	Other _____	<u> N/A </u>
Pushing <u> 20 </u> lb.	<u> A </u>		
Climbing		Communicating	
Stairs <u> A </u>		Ordinary <u> C </u>	
Ladders <u> N/A </u>		Other _____	<u> N/A </u>
Other _____	<u> N/A </u>	Hearing	
Balancing <u> A </u>		Ordinary <u> C </u>	
		Other _____	<u> N/A </u>
Stooping		Seeing	
Kneeling <u> B </u>		Acuity - Near <u> C </u>	
Crouching <u> B </u>		Acuity - Far <u> B </u>	
Crawling <u> A </u>		Depth Perception <u> C </u>	
Turning/Twisting <u> C </u>		Accommodation <u> C </u>	
Bending at Waist <u> C </u>		Color Vision <u> N/A </u>	
Other _____	<u> N/A </u>	Field of Vision <u> N/A </u>	
		Other _____	

PHYSICAL CONDITION

Working Area			
Inside <u> 95 </u> %			
Outside <u> 5 </u> %			
	<i>Code</i>		<i>Code</i>
Temperature		Atmospheric Conditions	
Constant cold <u> N/A </u>		Fumes <u> N/A </u>	
Constant heat <u> N/A </u>		Odors <u> N/A </u>	
Changing temperatures <u> N/A </u>		Mists <u> N/A </u>	
Humidity or Damp	<u> N/A </u>	Dusts <u> C </u>	
Noise		Oil/Grease <u> N/A </u>	
Noise level (dB) <u> LOW </u>		Dirt <u> N/A </u>	
Exposure (hours/day) <u> 8 </u>		Gases <u> N/A </u>	
Unavoidable Hazards		Ventilation <u> C </u>	
Mechanical <u> N/A </u>		Lighting <u> C </u>	
		Other _____	<u> N/A </u>
		Protective Clothing or	

Electrical	<u> N/A </u>	Personal Devices	<u> A </u>
Burns	<u> N/A </u>		
Moving objects	<u> N/A </u>		
Heights	<u> N/A </u>		
Cramped quarters	<u> N/A </u>		
Other_____	<u> N/A </u>		

MENTAL REQUIREMENTS

	<i>Code</i>
Understand and carry out oral instructions.	<u> C </u>
Read and carry out simple written instructions.	<u> C </u>
Read work orders, scrap tickets, job lot tickets, graphs, logs, schedules.	<u> B </u>
Read and carry out complicated instructions.	<u> A </u>
Observe and read instruments, gauges, dials, etc. to determine operating conditions.	<u> B </u>
Read and interpret detailed prints, sketches, layouts, specifications, etc.	<u> A </u>
Inspect, examine and observe for obvious product or equipment defects.	<u> B </u>
Count, make simple arithmetic additions and subtractions.	<u> B </u>
Use measuring devices such as tapes, gauges, rules, weight scales, where reading is direct and obvious.	<u> B </u>
Plan and schedule flow of patients.	<u> C </u>
Operate automotive equipment such as autos and trucks.	<u> A </u>
Determine malfunctioning of units by observing.	<u> B </u>
Determine nature and location of malfunction.	<u> A </u>
Perform repair and maintenance of equipment.	<u> N/A </u>
Make adjustments to obtain specified operating conditions such as turning valves; switches; moving and setting controls.	<u> A </u>
Operate equipment requiring specialized knowledge of process.	<u> C </u>
Plan own work activities.	<u> C </u>
Plan work activities of others.	<u> A </u>
Direct work activities of others.	<u> A </u>
Coordinate work activities of others.	<u> A </u>
Train other workers.	<u> A </u>
Work alone.	<u> B </u>
Work as a member of a team.	<u> C </u>
Work without supervision.	<u> C </u>
Work with minimum amount of supervision.	<u> A </u>
Work under pressure.	<u> B </u>
Work rapidly for long periods.	<u> B </u>
Work on several tasks at the same time.	<u> C </u>

Physical Therapist Assistant Job Description

Summary: Works under the direction of the Physical Therapists. The Physical Therapy Assistant administers all forms of physical therapy as prescribed by the physician and instructed by the Physical Therapist. Assists in administration of office and performs related duties as required.

Details of Duties: Administers the following physical therapy procedures:

1. Under the supervision of a Physical Therapist, performs treatment program, records daily notes and discharge notes.
2. Supervises and cosigns notes of Physical Therapy Assistant Students performing the procedures the Physical Therapy Assistant is licensed and competent to perform.
3. Instructs patients and their relatives, nurses or attendants in home programs for the purpose of advancing the patient's independence in self care and activities of daily living; helps patient accept and function to their maximum within the limits of irreversible disability.
4. Keeps detailed and timely daily notes, notes with significant instances and discharge notes.
5. Acquires co-signature of Physical Therapist for notes with significant incidents, and daily notes.
6. Provides physical therapy treatment in the office, or other sites as agreed upon employment.

Contacts: Frequent contact with patients, department members and occasional contact with family members.

Physical Demands: Lifting, pushing, and assisting patients during transfers, gait instruction or exercises, and assists with set-up of equipment.

Working Conditions: May be exposed to infectious diseases, electricity, and strains from moving or supporting patients.

Job Requirements Checklist

- A - Minor - Activity or condition exists less than 20% of work time.
- B - Moderate - Activity or condition exists between 20-60% of work time.
- C - Major - Activity or condition exists 60% or more of work time.
- N/A - Not applicable

PHYSICAL DEMAND

		<i>Code</i>			<i>Code</i>
Strength			Reaching		
Standing	_35_ %		Handling	_C_	
Walking	_35_ %		Fingering	_C_	
Sitting	_30_ %		Feeling	_C_	
			Throwing	_A_	
		<i>Code</i>	Eye-Hand Coordination	_C_	
Lifting	_50_ lb.	_A_	Foot-Hand-Eye Coordination	_A_	
Carrying	_20_ lb.	_A_	Other _____	_N/A_	
Pushing	_20_ lb.	_A_			
			Communicating		
Climbing			Ordinary	_C_	
Stairs		_A_	Other _____	_N/A_	
Ladders		_N/A_			
Other _____		_N/A_	Hearing		
Balancing		_A_	Ordinary	_C_	
			Other _____	_N/A_	
Stooping					
Kneeling		_B_	Seeing		
Crouching		_B_	Acuity - Near	_C_	
Crawling		_A_	Acuity - Far	_B_	
Turning/Twisting		_C_	Depth Perception	_C_	
Bending at Waist		_C_	Accommodation	_C_	
Other _____		_N/A_	Color Vision	_N/A_	
			Field of Vision	_N/A_	
			Other _____	_____	

PHYSICAL CONDITION

Working Area				
Inside	_95_ %			
Outside	_5_ %			
		<i>Code</i>		<i>Code</i>
Temperature			Atmospheric Conditions	
Constant cold		_N/A_	Fumes	_N/A_
Constant heat		_N/A_	Odors	_N/A_
Changing temperatures		_N/A_	Mists	_N/A_
			Dusts	_C_
Humidity or Damp		_N/A_	Oil/Grease	_N/A_
			Dirt	_N/A_
Noise			Gases	_N/A_
Noise level (dB)	_LOW_		Ventilation	_C_

Exposure (hours/day)	<u> 8 </u>	Lighting	<u> C </u>
		Other _____	<u> N/A </u>
Unavoidable Hazards			
Mechanical	<u> N/A </u>	Protective Clothing or Personal Devices	<u> A </u>
Electrical	<u> N/A </u>		
Burns	<u> N/A </u>		
Moving objects	<u> N/A </u>		
Heights	<u> N/A </u>		
Cramped quarters	<u> N/A </u>		
Other _____	<u> N/A </u>		

MENTAL REQUIREMENTS

	<i>Code</i>
Understand and carry out oral instructions.	<u> C </u>
Read and carry out simple written instructions.	<u> C </u>
Read work orders, scrap tickets, job lot tickets, graphs, logs, schedules.	<u> B </u>
Read and carry out complicated instructions.	<u> A </u>
Observe and read instruments, gauges, dials, etc. to determine operating conditions.	<u> B </u>
Read and interpret detailed prints, sketches, layouts, specifications, etc.	<u> A </u>
Inspect, examine and observe for obvious product or equipment defects.	<u> B </u>
Count, make simple arithmetic additions and subtractions.	<u> B </u>
Use measuring devices such as tapes, gauges, rules, weight scales, where reading is direct and obvious.	<u> B </u>
Plan and schedule flow of patients.	<u> C </u>
Operate automotive equipment such as autos and trucks.	<u> A </u>
Determine malfunctioning of units by observing.	<u> A </u>
Determine nature and location of malfunction.	<u> A </u>
Perform repair and maintenance of equipment.	<u> N/A </u>
Make adjustments to obtain specified operating conditions such as turning valves; switches; moving and setting controls.	<u> B </u>
Operate equipment requiring specialized knowledge of process.	<u> C </u>
Plan own work activities.	<u> C </u>
Plan work activities of others.	<u> A </u>
Direct work activities of others.	<u> A </u>
Coordinate work activities of others.	<u> A </u>
Train other workers.	<u> A </u>
Work alone.	<u> B </u>
Work as a member of a team.	<u> C </u>
Work without supervision.	<u> A </u>
Work with minimum amount of supervision.	<u> A </u>
Work under pressure.	<u> B </u>
Work rapidly for long periods.	<u> B </u>
Work on several tasks at the same time.	<u> C </u>

Rehabilitation Aide Job Description

Exercise Science students will be expected to perform a portion or all of these duties. Specific duties will be established with each student and with each learning opportunity.

Summary: Assists in maintaining a smooth flow of activity in the clinic. Prepares and cleans treatment rooms, escorts patients to rooms, prepares patient as appropriate for treatment, notifies therapist that patient is ready for treatment. Assists receptionist/other staff.

Details of Duties:

1. Prepares treatment rooms for patients.
 - a. Disinfects tables
 - b. Provides clean linens, towels and gowns/shorts
2. Escorts patients into treatment rooms or gym
 - a. Puts patient charts on doors
 - b. Takes patient charts to gym
3. Notifies Physical Therapists that patient is in a room
4. Assists Physical Therapist and Physical Therapist Assistant in providing treatment if activity is commensurate with training and ability, and as permitted by state law.
5. Cleans treatments rooms after each patient use
 - a. Disinfects tables
 - b. Removes soiled linens
 - c. Removes equipment
6. Maintains an ample supply of clean linens.
7. Maintains overall cleanliness and organization of patient treatment areas, restrooms and storage areas and clinic in general.
8. Assists Receptionist/Administrative Assistant as needed;
 - a. Patient Activation (see details in employee manual)
 - b. Patient Intake
 - c. Answering phones and taking messages, Scheduling patients, Pulling charts and Filing, Faxing
 - d. Co-pay Collection and Billing Data Entry
 - e. Greet clients and visitors
9. Collects garbage at the end of each working day.
10. Reports problems/complaints to Physical Therapists and Physical Therapist Assistants.

11. Accepts other duties and assignments within his/her scope of training, knowledge, skills and abilities which may include running errands for clinic/owners.
12. Trains/orients volunteers and students to procedures of South Aiken Physical Therapy.
13. Participates as necessary in South Aiken Physical Therapy's Quality Assurance Program.
14. Participates in South Aiken Physical Therapy's in-services and staff meetings as necessary.
15. Participates in and adheres to, as required, the HIPAA Policies and Procedures of South Aiken Physical Therapy.
16. Intervenes, as necessary, on issues relating to patient complaints, health care providers' concerns, and operational issues, and takes minor measures to correct situation. Reports situation to appropriate Officer.
17. Perform duties of officership(s) designated by management.

Education: High School graduate

Experience: Six months preferred but not required.

Contacts: Frequent contact with patients and departmental staff.

Physical/Mental Demands:

- A - Minor - Activity or condition exists less than 20% of work time.
- B - Moderate - Activity or condition exists between 20-60% of work time.
- C - Major - Activity or condition exists 60% or more of work time.
- N/A - Not applicable

PHYSICAL DEMAND

				Code
Strength			Reaching	
Standing	___40___ %		Handling	___C___
Walking	___40___ %		Fingering	___B___
Sitting	___20___ %		Feeling	___N/A___
			Throwing	___A___
		<i>Code</i>	Eye-Hand Coordination	___A___
Lifting	___30___ lb.	___A___	Foot-Hand-Eye Coordination	___N/A___
Carrying	___30___ lb.	___A___	Other _____	___N/A___
Pushing	___10___ lb.	___A___		
			Communicating	
Climbing			Ordinary	___C___
Stairs	___N/A___		Other _____	___N/A___
Ladders	___N/A___			
Other _____	___N/A___		Hearing	
Balancing	___N/A___		Ordinary	___C___

Stooping

Kneeling A
 Crouching A
 Crawling N/A
 Turning/Twisting A
 Bending at Waist A
 Other _____ N/A

Other _____ N/A

Seeing

Acuity - Near C
 Acuity - Far A
 Depth Perception N/A
 Accommodation N/A
 Color Vision A
 Field of Vision A

Other _____ N/A

PHYSICAL CONDITION**Working Area**

Inside 95 %
 Outside 5 %

Temperature

Constant cold N/A
 Constant heat N/A
 Changing temperatures N/A

Humidity or Damp

 N/A

Noise

Noise level (dB) LOW
 Exposure (hours/day) 8

Unavoidable Hazards

Mechanical N/A
 Electrical N/A
 Burns N/A
 Moving objects N/A
 Heights N/A
 Cramped quarters N/A
 Other _____ N/A

Code

Atmospheric Conditions

Fumes N/A
 Odors N/A
 Mists N/A
 Dusts C
 Oil/Grease N/A
 Dirt A
 Gases N/A
 Ventilation C
 Lighting C
 Other _____ N/A

Code

Protective Clothing or Personal Devices

 A

MENTAL REQUIREMENTS

Understand and carry out oral instructions.	<i>Code</i>
Read and carry out simple written instructions.	<u> C </u>
Read physician orders, graphs, logs, schedules, memos, etc.	<u> C </u>
Read and carry out complicated instructions.	<u> A </u>
Observe and read instruments, gauges, dials, etc. to determine operating conditions.	<u> B </u>
Prepare detailed records or reports such as inventory records, attendance, tardiness, etc.	<u> A </u>
Count, make simple arithmetic additions, division and subtractions.	<u> B </u>

Use measuring devices such as tapes, gauges, rules, weight scales, where reading is direct and obvious.	__A__
Plan and schedule movement or flow patient or products.	__C__
Operate automotive equipment such as autos and trucks.	__A__
Use non-power hand tools such as hammers, wrenches, etc.	__A__
Assemble or disassemble objects.	__A__
Determine malfunctioning of units by observing.	__A__
Determine nature and location of malfunction.	__A__
Perform maintenance of equipment (cleaning).	__A__
Make adjustments to obtain specified operating conditions such as turning valves; switches; moving and setting controls; adjusting furnaces, pumps; etc.	__A__
Operate equipment requiring specialized knowledge of process.	__A__
Plan own work activities.	__A__
Plan work activities of others.	__N/A__
Direct work activities of others.	__A__
Coordinate work activities of others.	__A__
Train other workers.	__A__
Work alone.	__A__
Work as a member of a team.	__C__
Work without supervision.	__A__
Work with minimum amount of supervision.	__C__
Work under pressure.	__B__
Work rapidly for long periods.	__A__
Work on several tasks at the same time.	__C__

ATTENDANCE

Your attendance is a very important aspect of your performance. Absence in the presence of illness is understandable, but repeated absences will lead to conflict in the completion of this affiliation. If you are absent more than 1 day during the course of your affiliation, a doctor's excuse may be required. If you are sick, you are to call 803-649-9797 and ask for your CI. If no one is available to take your call then leave a message on the answering machine. You are expected to call in prior to your scheduled time to report to work.

Tardiness will not be tolerated. More than one incidence of tardiness will be immediately addressed with you and your educational institution's ACCE. More than two will result in further disciplinary action and possible dismissal from this affiliation.

DRESS CODE

It is the policy of South Aiken Physical Therapy, LLC that all employees and students should dress in a manner that presents a professional appearance. Business casual is acceptable. *The following types of attire will not be considered acceptable:*

- Worn or otherwise distressed blue jeans and shorts
- Shorts which are more than three (3) inches above the knee
- Bare midriff, halter, shoulderless or low cut tops
- Hospital/surgical scrubs
- Open Toed Shoes/Sandals
- Muscle shirts and worn or distressed T-shirts.

Hair is expected to be neat and clean and should not interfere with patient treatment

Any student determined by a supervisor to be dressed inappropriately will be asked to leave the premises and return after changing into appropriate attire.

HOURS OF OPERATION

Our hours of operation are as follows:

Monday – Thursday 8:00 am – 6:30 pm
Friday 8:00 am – 5:00 pm

Lunch = 1 hour break. Please plan with your CI. Your schedule will typically coincide with that of your CI.

STAFF MEETINGS

In order to facilitate open communication and improve quality of care at South Aiken Physical Therapy, LLC, clinic staff meetings are held every Wednesday at 12:30-1:00. No patients are scheduled at this time. You will be expected to attend these meetings unless approved by your CI in advance.

PARKING

Students will park in the employee parking area located toward the back of the parking lot, in front of the clinic entrance. Please reserve those spots closest to the entrance for our patients.

CELL PHONES

The use of your cellular phone is not allowed during working hours except during your breaks and/or lunch. If there is an extenuating circumstance, please notify your CI in advance.

PERSONAL USE OF COMPANY EQUIPMENT

We expect that during your stay with us that you will not utilize company computers, copiers and fax machines for personal use.

IN-SERVICE PRESENTATION

An in-service presentation will be at the discretion and requirements of the school and your CI. Unless notified otherwise, the topic of your in-service is chosen by you, the student. Your CI may have suggestions or particular interests which may help direct your choice.

During the first two weeks of your clinical rotation, you will be notified of the date you will present. The style of presentation is left to your discretion, such that it may be a handout, brochure, demonstration, etc. The clinic does not have capabilities to readily allow a projected powerpoint presentation. Please notify your CI in advance if such arrangements will be necessary, or if modifications need to be made.

EXPECTATIONS RELATED TO ATTITUDE

As a student, you will serve as member of the SAPT Team. The following is an outtake from a new employee form that outlines the basic expectations that we have of all our team members.

“SOUTH AIKEN PHYSICAL THERAPY, LLC is dedicated to providing the best possible working environment to its staff, students and best possible rehabilitative care to its patients. In order to achieve both goals it is paramount that you, as an employee/student, make a strong commitment to your fellow team members.

Once your decision is made you must show evidence of your commitment through sound action and behavior, because if you don't, your commitment will be in serious question. It is easy to proclaim commitment but until it is demonstrated you will not earn your teams' admiration and respect.

I will do whatever it takes to help our team succeed (regardless of my title).

I will NEVER judge someone by their mistake but how they RESPOND to their mistake.

I will accept constructive criticism without getting defensive, offended, or combative.

If I make a mistake I will always apologize and make up doubly for it to those I burdened.

I will be accountable by ALWAYS doing what I say.

I will do my best to be here because I know the team is relying on me.

I will strive to learn how to be the best I can in my position.

I will take initiative and be the first to get the job done.

I will represent the team well by dressing professionally.

I will represent the team well by NEVER complaining in front of others.

I will represent the team well by behaving amiably.

I will represent the team well by upholding authority in my position.

I will fulfill my duties of self care because it starts with me.

I will fulfill my duties of staff care because that is our mission and I can't get it done alone.

I will fulfill my duties of patient care because that is our purpose and the reason why we're here.

I will fulfill my duties of facility care because it is an extension of me while here.

I will hold the team accountable by confronting any breach by a fellow member.

I will expect others to uphold the principles that we share.

I will encourage the team by communicating regularly.

I will encourage the team by always listening first.

I will be a good example for others to follow.

- I will be understanding with my fellow team members.
- I will help our team be more effective and better.
- I will help our team grow by promoting our services to family and friends.
- I will help our team grow by actively promoting our internal marketing programs.

EXPECTATIONS RELATING TO PERFORMANCE

Regardless of the type of student affiliation, you are a student who is learning new techniques, being exposed to new philosophies and practices. We encourage **active learning** and participation in patient care sessions i.e. close observation/near the patient/therapist and appropriate interaction with the patient/therapist during the treatment session(s). We encourage questions before, during or after treatment sessions, however, please use your better judgment in front of the patients and the timing of questioning for the therapist (consider therapist time requirements for documentation and patient care activities). Appropriate time will be set aside for feedback/questions during your affiliation/internship.

You will be graded on your **professional conduct, patient/staff interaction, clinical skills, critical analysis, attitude, cooperation, and initiative**, as well as and other criteria as set forth by your learning institution/type of clinical affiliation.

For Physical Therapy students these characteristics are all present within the categories of the CPI, which will be the tool used to critique your performance unless your school uses another grading system. In order to score well, you must demonstrate the qualities described by the performance dimensions as stated within the CPI. For the well being of the patients and our clinic, any concerns with regard to the safety "red flag" categories will be immediately discussed with you and your ACCE, and appropriate action will be taken. Please review and be familiar with the CPI and grading categories prior to arriving for your clinical. **It is your responsibility to be aware of these expectations, and to emulate these characteristics when present at our facility.**

Feedback and teaching/learning methods will be arranged with each student to make this an optimal learning experience and will be discussed/planned upon your orientation.

POLICIES

Sexual Harassment Policy

It is the policy of South Aiken Physical Therapy, LLC that conduct which may constitute sexual harassment on the part of its management, supervisors or non-management personnel will not, under any circumstances, be condoned or tolerated. It is the policy of South Aiken Physical Therapy, LLC all employees and students have the right to work in an environment free from any type of illegal discrimination, including sexual harassment. Any employee or student found to have engaged in such conduct will be subject to immediate discipline up to and including dismissal.

Sexual harassment is defined as:

- Making submission to unwelcomed sexual advances or requests for sexual favors a term or condition of employment or affiliation;
- Creating an intimidating, hostile or offensive working environment or atmosphere either by;
 - Verbal actions, including calling employees or students by terms of endearment; using vulgar, kidding or demeaning language; or
 - Physical conduct which interferes with an employee's or student's work performance.

South Aiken Physical Therapy, LLC encourages healthy interaction among its employees; however, employees, especially management and supervisory employees, must be sensitive to acts of conduct which may be considered offensive by fellow employees and must refrain from engaging in such conduct.

It is also, expressly prohibited for an employee or student of South Aiken Physical Therapy, LLC to retaliate against employees or students who bring sexual harassment charges or assist in investigating such charges. No employee or student will be discriminated against, or discharged, because of bringing or assisting in the investigation of a complaint of sexual harassment unless such complaint or assistance is proved to be unfounded and vindictive in nature

CODE OF CONDUCT

South Aiken Physical Therapy, LLC (the "Company") has established these General Rules of Conduct applicable to all employees and students. Other more specific rules may be enacted by the Company from time to time concerning more specific issues and areas of operation.

Clearly defined rules of conduct are necessary for the orderly operation of every company. Employees and students have a right to know what is expected of them. Each student must familiarize himself or herself with all Company rules and regulations pertaining to their positions and duties.

The Company requires that each employee and student faithfully abide by these rules and regulations.

The following are rules of conduct of general application and may be modified at any time.

1. Students shall maintain a professional appearance at all times while on duty and shall wear clothing appropriate to their duties.
2. It is expected that all students of South Aiken Physical Therapy, LLC offer friendly, courteous and confidential assistance to every patient and/or family member of South Aiken Physical Therapy, LLC to ensure that the patient has a positive experience.
3. It is expected that all students of South Aiken Physical Therapy, LLC express a courteous and professional manner when dealing with referral sources, third party payor representatives, managed care organization representatives, HMO representatives and any others whom may be considered professional contacts.
4. Further, it is expected that students shall conduct themselves according to the Guide for Professional Conduct and Code of Ethics for their discipline as contained in the *Guide to Physical Therapy Practice (APTA)*.
5. All governmental, building and Company smoking regulations shall be observed. Smoking is not permitted indoors or in common outdoor areas.

6. Reporting to work under the influence of liquor or drugs or the unauthorized introduction, possession or use of liquor or drugs on Company premises is prohibited.

7. Violence, fighting, horseplay, and other inappropriate conduct are prohibited.

8. South Aiken Physical Therapy, LLC provides a break room for the convenience of its employees and students. Each employee/student is responsible for cleaning and maintaining the break room area. Employees/students are discouraged from eating and/or drinking beverages at their workstation.

9. Neglect of duty and insubordination will not be tolerated.

10. Gambling of any kind on Company premises will not be tolerated.

11. Students shall not reveal information in Company records to unauthorized persons. Students shall not publish or broadcast material in which the Company is identified or student's connection with the Company is expressed or implied without first submitting such material to the appropriate Company officials for review and approval.

12. No student shall knowingly submit inaccurate or untruthful information for, or on, any Company record, report or document.

13. Students must avoid tardiness, absence, and departure from work early without the permission of their supervisors. Students must observe time limitations on rest and meal periods. Students shall notify his or her supervisor or specified contact of an anticipated absence or lateness in accordance with Company and departmental procedures. Sleeping or loafing on the job is prohibited.

14. Students shall not use Company equipment, materials or facilities for personal purposes.

15. It is the policy of South Aiken Physical Therapy, LLC that no extra programs shall be installed on a company computer without the express written permission of the supervisor. The copying of programs installed on company computers is not allowed.

16. The telephone lines at South Aiken Physical Therapy, LLC are installed for business use only and to service the patients and referral sources of South Aiken Physical Therapy, LLC. Students are discouraged from using business phones for personal use. No personal long distance calls are to be made on company telephone lines.

17. All duties shall be performed in a professional and workmanlike manner both with regard to the specific conduct of work assignments and as such activities affect one's relationship with others. In the latter instance, harassment for reasons related to sex, color, race, religion, national origin, age or handicap is strictly prohibited.

18. Every student will comply with safety regulations and procedures.

19. Every student has a duty to protect and safeguard Company property and the property of customers and employees, and no student shall occupy, use or operate any Company property without prior authorization.

20. No student shall be in unauthorized possession of any property of the Company, its customers or employees or attempt to remove such property from Company premises.

21. Students shall not bring their own or any other minor children to their place of work or elsewhere on Company premises during the student's working hours when such accompaniment might interfere with the discharge of the student's duties and responsibilities.

22. No student shall be in possession of firearms (licensed or unlicensed) or other weapons while on Company premises. The rule applies to all knives not required for the performance of job duties.

SERVICES

Policies:

1. All patients are treated upon the appropriate referral by a person in this or another state to practice health care services, within the scope of such practices, and whose license is in good standing or upon direct referral if permitted by state of practice.
2. Whenever possible a diagnosis will be obtained for every patient treated.
3. A treatment plan must be formulated for every patient treated.
4. A therapist must evaluate each patient.
5. A Medical History form must be filled out for every patient.
6. Documentation for outpatients will include, but not be limited to, the following:
 - a. diagnosis
 - b. evaluation
 - c. medical history form
 - d. treatment plan
 - e. daily progress notes
 - f. patient status notes
 - g. recertifications prn
 - h. re evaluations prn
 - i. discharge summary
7. Documentation is currently done by hand with the exception of PDF fillable forms that can be found on all computers within our organization. Copies will be provided at student request.

Physical Therapy Services Available:

1. Evaluation
2. Courtesy Screening
3. Modalities/Manual Treatment
4. Exercise Programs
5. Consultation
6. Education
7. Other as referenced in the *Guide to Physical Therapist Practice (APTA)*

ADDITIONAL LEARNING OPPORTUNITIES

We hope that you gain a tremendous amount of knowledge while on this affiliation. Here are some additional resources and opportunities for you while at SAPT

- Office Library – Educational CDs and Text Books available
- Monthly Staff Meeting with clinical in-service by staff members
- Potential for shadowing orthopedic surgeons and Neurologists/
Pain management specialists.
 - If you have particular interest in either of these please notify your CI immediately so that arrangements may be made at the Doctor's convenience.