Overall Objectives:
- Observe staff dress code and maintain a neat and clean appearance
- Establish supervision plan, identify problems, seek supervision as needed
- Respond constructively to feedback
- Recognize and respond to non-verbal communication
- Practice continuous self learning (i.e. applicable diagnosis, treatment techniques, modalities)
- Have increased comfort observing/interacting with patients
- Recognize changes in patients physical, emotional and social condition and be able to respond appropriately
- Ask for supervision for specific standardized evaluation tools
- Adapt functional activities to meet specific goals of the patient
- Increase competence in recognizing and responding to the needs of patients
- Confer with other team members of unit regarding patient progress and discharge plans
- Become familiar with nursing staff and their names/organizational system
- Determine goals and objectives with patients (self stated goals, patient centered treatments)
- Develop sensitivity to the values, standards of living, morals, and cultural backgrounds of patients and their families
- Clearly articulate definition and role of OT in this setting
- Practice effective time management
- All documentation must consist of correct spelling, medical terminology and approved abbreviations
- Gather and prepare equipment and materials prior to start of treatment session
- Understand DME insurance coverage, billing
- All assignments must be handed in on time as per schedule below
- Be aware all missed time must be made up. Holidays are observed as per hospital schedule

Projects:
1. Article Review (Present to OT’s):
2. Patient Education Handout (Present to CI):
3. Case Study (Present to staff on unit):
4. In-service (Present to all rehab staff):
5. Treatment Plans: Given to CI daily at CI’s discretion.

Special Notes:
- Be aware all missed time must be made up. Holidays are observed as per hospital schedule.
- The dress code consists of clean and professional clothing. Sneakers may only be worn if they are neat and simple. A lab jacket must be worn on acute units.
- The student’s caseload is based upon the CI’s discretion.
- Additional learning opportunities (i.e. observing surgery, observing OT on other units) is based upon the CI’s discretion.
Week 1:
- Become familiar with department, schedule and physical environment
- Become familiar with policy and procedure manual and student manual
- Be aware of general job expectations of staff OTR
- Be familiar with department’s philosophy and frame(s) of reference(s)
- Become familiar with WHO terminology
- Become familiar with computerized documentation
- Demonstrate understanding Emergency plan (i.e. fire drills, emergency codes, staff accidents, injury or illness)
- Observe CI evaluating and treating patients

Week 2:
- Become familiar with patient records, begin chart reviews
- Demonstrate understanding of contact precautions
- Demonstrate understanding of patient precautions (i.e. WB, THP, spine)
- Have increased competence in balance scales and strength scales
- Locate treatment tools and documentation supplies
- Monitor and take vital signs with supervision
- Begin practicing evaluation paperwork with CI
- Begin writing practice SOAP notes for CI’s patients
- Begin Treatment Plans (see form) for CI’s sessions
- Begin to transfer patients with assistance of CI
- Treat patients with CI
- Be responsible for billing with all CI’s patients with supervision

Week 3:
- Monitor and take vital signs independently, demonstrate knowledge of normal ranges
- Become familiar with medical terminology and medical equipment (lines, tubes, drains) in ICU
- Perform transfers with supervision from CI
- Discuss article review with CI
- Perform full evaluation with CI
- Be responsible for billing all CI’s patients
- Continue Treatment plans
- Write practice SOAP notes at CI’s discretion
- Caseload of 1 patient

Week 4:
- Demonstrate ability to establish treatment priorities
- Continue to monitor and take vital signs independently
- Demonstrate confident communication with unit staff (PT, RN, NP, MD)
- Become familiar with treatment modalities as applicable
- Perform evaluation with supervision and complete all necessary paperwork
- Write SOAP notes with minimal editing
- Be responsible for billing all CI’s patients
- Caseload of 2-3 patients
Week 5:
- Anticipate and prepare discharge procedures (i.e. ordering ADL equipment, family training, etc.) – can begin in week 4 if CI deems appropriate
- Be independent with transfer techniques
- Perform evaluation and all necessary paperwork with distant supervision
- Present article review #1 to OT staff
- Caseload of 3-4 patients

Week 6:
- Performing as a Staff OTR
- Caseload of 4-5 patients
- Midterm Review

Week 7:
- Maintaining performance level of Staff OTR
- Caseload of 5-6 patients

Week 8:
- Maintaining performance level of Staff OTR
- Present article review #2 to OT staff
- Caseload of 6-7 patients

Week 9:
- Maintaining performance level of Staff OTR
- Caseload of 8-9 patients

Week 10:
- Maintaining performance level of Staff OTR
- Present Case Study to staff on unit
- Caseload of 10-11 patients

Week 11:
- Maintaining performance level of Staff OTR
- Caseload of 11-12 patients

Week 12:
- Maintaining performance level of Staff OTR
- Present In-service to all Rehabilitation staff
- Caseload of 11-12 patients
- Final Review