

Outpatient Therapy Center Policies & Procedures – Mary Free Bed Rehabilitation Hospital

Working Hours

Outpatient Therapy Center hours are 8 am - 6 pm, Monday through Friday. Plan to follow an 8 am - 5 pm schedule, unless you are contacted by the center clinical coordinator of education (CCCE) for special arrangements.

Lunch for the department is noon - 1 pm, although patients may be scheduled at that time and you will need to have lunch before or after.

Scheduling

You will be scheduled for patients by your clinical instructor (CI) according to the policies and procedures of the program to which you are assigned. When you aren't seeing patients you will spend that time completing orientations, note writing, reading charts, reading pertinent information and conferences, among other activities. Your CI will help you if scheduling changes are necessary.

Inservices

Educational inservices are scheduled by each discipline and program. Your CI will let you know the specific inservices that may interest you. Grand Rounds are at 7:30 am every Friday.

Full-time students, three weeks or longer, are required to present an inservice/case study to the staff or to complete a special project. An inservice date will be arranged with the OTC clinical instructor. The topic will be discussed with your CI before scheduling.

Conferences

The purpose of team conferences is to discuss the status and progress of patients with the rest of the team members. Outpatients receiving multidisciplinary treatments will be conferenced once a month. You are required to attend and participate in the conferences where your patients are discussed. Your CI will discuss conference procedures with you before your first conference.

Initial Evaluation

The initial evaluation reflects the patient's status on admission and must be completed within 10 working days. Write and submit your evaluation to your CI for approval and co-signature(s) before submitting it to medical records.

Progress Notes

For outpatients, write daily notes at each visit. A progress note is sent to the physician monthly. The notes follow the Subjective, Objective, Assessment and Plan (SOAP) format and are based on identified functional goals.

Use only black ink to write documentation. You'll receive a list of acceptable abbreviations and symbols used by the department. Your CI must read and counter-sign all documentation (initial evaluation, progress notes, home programs, equipment orders, discharge summaries, etc.).

Discharge Summaries

Discharge summaries document the patient's status at the time of discharge. They also are used to compare status if the patient returns for outpatient follow-up or treatment. Complete discharge summaries within 10 working days from discharge date. Your CI will identify the procedure to follow.

Student Evaluation

You'll receive a formal written performance review at the midpoint and at the end of your affiliation. Evaluations are discussed with you and signed by you and your CI. Your school's performance review form is used for the evaluations. Informal feedback sessions are held between you and your CI at a predetermined frequency.

Complete the student feedback form at the time of your final evaluation. Your feedback is shared with your CI and given to the CCCE.

Absenteeism

If you will be absent, call to leave a message for your CI no later than 7:30 am. Please leave a number where you can be reached. Be prepared to give a summary of the treatments your patients need for the day. Allowances for absenteeism and requirements for make-up time will follow the policy of your academic program.

Student Outpatient Therapy Learning Experiences

Department Orientations

- Drivers Rehabilitation
- Educational Services (library, videos)
- Nutrition Services
- Occupational Therapy
- OrthoSEAT
- Toy Library
- Orthotics & Prosthetics
- Physical Therapy
- Psychology
- Social Work
- Speech/Language Pathology

- Therapeutic Recreation Services
- Vocational Rehabilitation/Michigan Rehab Services
- School Transition Program

Special Services & Programs

- Augmentative Communications Evaluation and Treatment
- Biofeedback
- Center for Limb Differences
- Pain and Headache Program
- Bioness
- Community Reintegration Program
- Computer Access Evaluation and Training
- Dysphagia Program/Videofluoroscopic Swallowing Evaluations
- Brain Injury Services
- Pediatric Brain Injury Program
- Post-Concussion Program
- Prosthetic Training
- Splinting/Casting
- Wheelchair Evaluation and Fitting
- Balance Master
- Videostroboscopy
- Visual Impairment Program
- Vestibular Program
- Therapeutic Evaluations
- Therapeutic Pool
- Therapath™
- Home Evaluation/Functional Assessments
- Motion Analysis Center

Clinics

- Adult Amputee
- Adult Brain Injury
- Pediatric Brain Injury
- Adult Spinal Cord Injury
- Pediatric Spinal Cord Injury
- Baclofen
- Cerebral Palsy
- Multiple Sclerosis
- Myelodysplasia
- Pediatric Orthopedic
- Scoliosis

- Spasticity
- Stroke
- Physiatry/Rehab

Educational Opportunities

- Departmental/Program Inservices
- Grand Rounds
- Special Interest Study Groups and Committees
- Mary Free Bed Departmental Libraries
- Mercy Health Saint Mary's Library
- Video Library
- Observation of Special Services and Programs