

**PHYSICAL THERAPY SERVICE**  
**WEEKLY GOALS/EXPECTATIONS FOR PT AFFILIATES**

*(This is given a 12 week affiliation—expectations will be modified for 10, 14 or 16 week affiliations)*

**I. Week One**

*\* Attend MedStar NRH Hospital Orientation (“Traditions”) from 7:30 a.m. – 4 p.m. on 2<sup>nd</sup> or 4<sup>th</sup> Monday of the month-- CCCE will let you know the date.*

- A. Days 1-5
  1. Introduction to clinical instructor, physical therapy director, pt service manager, pt clinical supervisors
  2. Assignment to inpatient team, introduction to physical therapists/PT aides on PT team. Outline organization within team as well as pertinent resources.
  3. Tour the PT/OT service areas and hospital
  4. Begin orientation to PT service policies and procedures with clinical instructor/CCCE
    - a. Review PT student manual
  5. Meet with clinical instructor to review:
    - a. strengths and weaknesses from past affiliations
    - b. learning style preferences
    - c. student needs
    - d. student goals
    - e. supervisor needs
    - f. supervisor expectations
  6. Meet with clinical instructor to plan for:
    - a. supervision sessions
    - b. feedback
    - c. ongoing evaluation and monitoring of affiliation
  7. Meet with clinical instructor to establish long and short term goals for the affiliation, and share expectations and responsibilities for the first week. Review policy for line of sight as well as expectations/criteria for entry level by completion of affiliation.
  8. Begin observation/co-treatment with clinical instructor; meet patients, evaluate skills, share therapy interventions/handling techniques, review medical records, etc. Review procedure for obtaining gait belt and other necessary equipment. Assess transfer skills (mechanics, hand placement, environmental management) and provide training as needed.
  9. Assignment of at least two patients (either two established patients or one established patient and one new evaluation) towards the end of the first week.
  10. Establish short term goals for week 2
  11. Observation of PT groups as appropriate
  12. Observation of team/family conferences. Introduce student to interdisciplinary team.

13. Schedule orientation to electronic medical record (Medilinks/MedConnect). Meet with service manager to initiate student account. Work with PT Director to obtain Tough book.
14. Review weekly meetings to be set in schedule.
15. Orientation to wheelchair room

## **II. Week Two**

1. Ongoing evaluation and treatment of patients
2. As appropriate, begin learning about the role of the other members of the team (OT, SLP, RN, TR, Psych, Case Mgr, SW etc.) by students following their patients to other therapies as appropriate and by observing/assisting with co-treatments. Introduce therapy equipment including Moveo, Litegait, Zero G, NuStep, Motomed, PENS etc.
3. Continue working with Clinical Instructor specifically to:
  - a. fine tune student's evaluation skills
  - b. work on preparing evaluation summaries, setting therapy goals and designing individualized treatment plans and home programs for patients
  - c. facilitate student's analysis of the relationship between the patient's problems
  - d. work on prioritizing patient problems
  - e. work on progress notes/documentation
  - f. facilitate problem solving and the rationale for treatment
  - g. co-treat in order to expose student to a variety of treatment interventions, treatment strategies, handling techniques
  - h. facilitate student's analysis of patient's response to treatment and the need to modify treatment based on patient status
  - i. facilitate student in planning treatment progressions
  - j. continue to observe team and family conferences and discuss how to prepare for them
  - k. introduce student to equipment options and procedure for ordering equipment
4. Review weekly goals with Clinical Instructor and establish new goals if appropriate

## **III. Week Three**

1. Ongoing evaluation and treatment of patients
2. Continue working with clinical instructor specifically to:
  - a. fine tune evaluation skills
  - b. improve the efficiency and effectiveness of evaluations (student should be planning and implementing the evaluation with consultation from the clinical instructor as needed)
  - c. set short term goals for patients independently, and use Clinical Instructor to validate long term goals/patient outcomes/projected length of stays. Provide insight into setting goals based on prior level of function and patient specific needs.
  - d. review treatment plans, home programs and progressions for all patients
  - e. review and critique student's rough drafts of progress notes/evaluation summaries prepared independently
  - f. review and critique student's rough draft of an equipment order prepared independently
  - g. facilitate student's analysis of the advantages and disadvantages of various treatment interventions
  - h. facilitate student's evaluation of treatment effectiveness, and discuss treatment

- alternatives/modifications
  - i. role play prior to student reporting independently in team and/or family conference
3. Brain storm with clinical instructor on topic for student inservice/case study
  4. Introduce education opportunities available- grand rounds, neuro CEU etc.
  5. Review weekly goals and revise as needed

#### **IV. Week Four**

1. Ongoing evaluation and treatment of patients
2. Assume full responsibility for patients including patient evaluation, treatment and progression, documentation, contact with other team members, equipment ordering, reporting at team or family conferences, patient/family training, home visits, discharge planning, scheduling, etc. Reinforce expectations at this point for less than or equal to min cuing on simple patient cases and moderate cuing on more complex patient cases.
3. Identify patient's readiness for gait rounds and wheelchair clinics. Initiate scheduling.
4. Continue working with clinical instructor specifically to:
  - a. complete and document an evaluation independently with need for minimal corrections
  - b. design comprehensive treatment plans and home programs for all patients independently
  - c. evaluate the effectiveness of therapy and modify treatment as needed
  - d. report at conferences with guidance
  - e. complete equipment orders with guidance
  - f. compete FIM independently
  - g. manage schedule with only occasional guidance
  - h. schedule patients for groups with guidance
  - i. utilize PT aides with guidance
  - j. carry out family training independently following role playing with the clinical instructor as needed
  - k. prepare discharge summary with guidance from the CI as needed
  - l. set personal weekly goals with guidance
5. Discuss progress on inservice/case presentation with clinical instructor, and establish time line for its completion/presentation

#### **V. Week Five**

1. Ongoing evaluation and treatment of patients.
2. If appropriate and available, student may lead a group. Student should be an active leader in the group.
3. Continue working with Clinical Instructor specifically to:
  - a. fine tune handling skills
  - b. broaden the student's variety of treatment strategies/techniques, and determine the advantages and disadvantages of one treatment over another
  - c. identify criteria to determine a patient's readiness for progression of therapy, and alternative strategies to implement this progression

- d. schedule patients independently and manage changes without assist.
  - e. utilize supportive personnel providing appropriate instructions prior to delegating tasks, and soliciting appropriate information on the outcome of the delegated portion of therapy with guidance from clinical instructor. Prepare for co-treatments with goals.
  - f. co-treat effectively, efficiently, and independently if appropriate
  - g. order equipment with minimal guidance; investigate what equipment is covered and to what degree by various third party payers
  - h. report at all conferences and carry out family training with minimal guidance
  - i. prepare patient education materials and home programs independently
  - j. plan and implement a home visit with guidance from the clinical instructor, if appropriate
4. Evaluate progress on action plan established at midterm, and validate self-evaluation with that of clinical instructor; establish personal weekly goals for week 6 independently
  5. Complete midterm evaluation process, specifically:
    - a. self-evaluation using the school's student performance tool
    - b. evaluation by clinical instructor using school's student performance tool
    - c. completion of goals and an action plan for the second half of the affiliation
  6. Review progress on inservice/case presentation
  7. Identify other opportunities to pursue during affiliation based on students progress-outing, pool, patient's on outside teams, observe surgery etc.

## **VI. Week Six (Mid-term)**

1. Ongoing evaluation and treatment of patients and a group if appropriate
2. Continue working with Clinical Instructor specifically to:
  - a. predict length of stay required to achieve established therapeutic goals
  - b. optimize time management strategies so student meets productivity standards and complete documentation in a timely manner
  - c. evaluate treatment effectiveness and efficiency as well as patient outcome. Independently identify when goals/POC need to be adjusted.
  - d. fine tune handling skills
  - e. diversify student's repertoire of treatment strategies
  - f. determine when patients needs cannot be met by physical therapy intervention, and refer the patient to the appropriate health care worker or determine when patient has reached maximum benefit of therapy and is appropriate for discharge
  - g. critically read professional literature, and analyze treatment concepts and approaches
  - h. develop patient education materials and home programs independently
3. Present inservice/case study and discuss feedback with clinical instructor
4. Evaluate progress on action plan established at midterm as well as progress on weekly goals and set goals for week 7
5. Along with Clinical Instructor, identify patient care skills which still need to be exposed or improved, and try to meet these needs through having the student evaluate or treat a patient of another staff member
6. Evaluate whether student has met the expectations to date and whether the student is performing at entry level. If so, the student may spend a day or more of the final week

observing therapists on other programs

### **VII. Week Seven**

1. Ongoing evaluation and treatment of patients and a group if appropriate
2. Student should attempt to take team coverage as needed
3. Continue working with Clinical Instructor as in week six
4. Continue participating in learning experiences designed to fill gaps in the student's clinical care skills

### **VIII. Week Eight**

1. Ongoing evaluation and treatment of patients, group, filling in with coverage as appropriate
2. Continue working with Clinical Instructor as in week 7
3. Continue working on learning activities to fill in gaps in clinical skills

### **IX. Week Nine**

1. Ongoing evaluation and treatment of patients, group, filling in with coverage as appropriate
2. Continue working with Clinical Instructor as in week 8
3. Continue working on learning activities to fill in gaps in clinical skills

### **Week Ten**

1. Ongoing evaluation and treatment of patients, group, filling in with coverage as appropriate
2. Continue working with Clinical Instructor as in week 9
3. Continue working on learning activities to fill in gaps in clinical skills

### **Week Eleven**

1. Ongoing evaluation and treatment of patients, group, filling in with coverage as appropriate
2. Continue working with Clinical Instructor as in week 10
3. Continue working on learning activities to fill in gaps in clinical skills
4. Begin to plan for the transfer of student's patients at the end of the affiliation (for a 12 week affil)

### **Week Twelve**

1. Complete the evaluation process:
  - a. self-evaluation using school's student performance tool
  - b. evaluation by clinical instructor using the school's student performance tool
  - c. evaluation of Medstar NRH using the school's evaluation of facility/evaluation of learning experience form
  - d. evaluation of clinical instructor using Medstar NRH form
  - e. identify areas for future growth on future affiliations or on the first job

2. Transfer patients to therapist who will continue their care following the completion of the affiliation:
  - a. make sure that all documentation is up to date (remember that if a note is due the first 2 days of the week following your last day, that you are responsible for the note)
  - b. make sure that all flow sheets are up to date
  - c. make sure that you have communicated to the next therapist the status on program, equipment orders, team issues, family training, home visits, home programs, estimated length of stay/therapy
  - d. inform patients of upcoming transfer to another therapist and introduce new therapist if possible
  - e. inform team members of your upcoming departure and transfer of patients
3. Return of all equipment, locker key, student manual, ID badges, Tough book, etc. to CI or CCCE. Parking card, if applicable, must be returned to parking garage staff.