

Departmental Policies for PT and OT Students

MedStar Washington Hospital Center

Upon Arrival:

MedStar Washington Hospital Center is located at 110 Irving St. NW, Washington DC. When you first arrive, stop at the security desk in the main hospital lobby, tell the officer that you are an affiliating student, and have them direct you to the Physical Medicine and Rehabilitation Dept. We are located in the main Hospital Center building on the ground floor, room GB-1 (near the cafeteria). Please announce yourself to the rehab receptionist when you arrive and ask for Jill.

Hours of Service:

Monday through Friday, 7:30am – 5:30pm, and Saturdays/Sundays 8:00am – 4:30pm. You will be working 8 hour days and following the same schedule as your CI. Students are not expected to work weekends.

Lunches:

The WHC dining room is open for breakfast and lunch. Students receive the employee discount with a hospital ID. A refrigerator and a microwave are available within the PM&R service area. Vending machines are available in the dining room.

Parking, Public Transportation and Driving Directions:

Car access: Parking is available in the visitor's garage (Pavilion I&II, \$6-7/day), adjacent to the hospital. You are responsible for your parking costs if you choose to park on campus. Metro access: you can reach us by METRO at the Brookland/CUA stop on the red line. There is a free shuttle to the left as you exit the Metro, which takes you to campus (allow 10-15 minutes extra in your commute).

Absence Procedures:

If you are unable to report to work, you must contact your Fieldwork Supervisor before the start of your scheduled shift at 202-877-6316 to give report on your patients. Discuss with your supervisor whether or not missed days will need to be made up.

Incident Procedures:

If you are injured on the job or a patient is injured under your care, you must report to the patient's nurse and your Fieldwork Supervisor immediately. An incident report must be filled out.

Dress Code:

Navy-blue scrubs are accepted and recommended. Professional attire, no jeans, no shorts, and no logo t-shirt; Closed toe, flat shoes. Athletic shoes must be in solid, neutral colors. No pagers or cell phones are permitted to be carried during work hours.

What to Bring:

Copies of CPR and health forms, watch with a second hand, relevant text books and class notes, notebook, pens.