



FACILITY FILE

DESCRIPTION

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In addition to the Clinical Center Information Form (CCIF), the Program in Physical Therapy identifies and provides additional information you would like the student to have. This information is identified for students in our database and kept in facility files.

The following are suggestions of material which might be included in a facility file:

- A. Student Program
 - 1. Objectives of the clinical program
 - 2. Outline of program –
 - orientation
 - inservices
 - conferences with instructor
 - 3. Student responsibilities –
 - patient care
 - administration
 - in-service education
 - 4. Opportunities to –
 - attend conferences
 - observe surgery
 - work with other disciplines
 - 5. Criteria for students in your facility internships
 - OSHA requirements
 - Drug screening requirements
 - Criminal background check requirements, etc...
- B. Department Philosophy
- C. Department Procedures –
 - referrals
 - scheduling
 - charting
 - treatment
 - equipment
- D. Evaluation
- E. Exercise Forms
- F. Home Programs
- G. Samples of physical therapy reports of progress notes
- H. Samples of physical therapy prescriptions for physicians
- I. General Work Rules - dress code, work schedules, break and lunch periods
- J. Personnel Organizational Plan
- K. Special Projects, Research