

PHYSICAL THERAPY STUDENT HANDBOOK
ST. JOSEPH REGIONAL HEALTH CENTER
PHYSICAL THERAPY DEPARTMENT
2801 FRANCISCAN DRIVE
BRYAN, TEXAS 77802

Revised June 2003

ST. JOSEPH REGIONAL HEALTH CENTER

St. Joseph Hospital is a 240 bed acute care center located in Central Texas. The present facility was built in 1970 and became operative in 1971. The facility has been constantly upgraded and modernized to provide quality health care throughout the Brazos Valley.

In addition to providing excellent health care throughout the Brazos Valley, the hospital also serves as an educational facility for nursing students, medical students, dietary students, EMT's, Physical Therapy students, as well as students from many other fields of medicine.

With the tremendous growth of the Bryan-College Station area, St. Joseph has grown to meet the medical needs of this community. St. Joseph Hospital provides complete service for emergencies, inpatient surgery, outpatient surgery, and critical care areas. In the past few years St. Joseph has expanded their system by adding a Cancer Center, Rehabilitation Center, and Outpatient Clinics. St. Joseph has obtained and upgraded many rural health clinics in order to provide quality health care in smaller communities. In creating these new facilities, St. Joseph's is able to achieve it's mission by providing compassionate, caring service to patients throughout the Brazos Valley.

PHYSICAL THERAPY DEPARTMENT

HIERARCHY OF AUTHORITY

Department Head and Director

Lead PT

Secretary

Staff Physical Therapists

Physical Therapy and PTA Students

Physical Therapy Assistants

Exercise Physiologists

Exercise Physiologist Students

Physical Therapy Aides

PT DEPARTMENT STAFF

The Physical Therapy Department has a Director, a Lead Physical Therapist, secretary, 5 weekly Physical Therapists, 1 weekend Physical Therapists, 2 Exercise Physiologists, 3 Physical Therapy Assistants and 3 Aides.

UNITS SERVED BY PHYSICAL THERAPY DEPARTMENT

- Hydrotherapy and Wound Care
- Cardiac Rehabilitation Phase I
- Orthopedics and Surgery (3rd Floor)
- Medical, ICU, CCU, & Cardiac (2nd Floor)
- Oncology & Day Stay (1st floor)

SPECIAL LEARNING OPPORTUNITIES AVAILABLE

- Surgery Observation
- Review of x-ray / imaging
- Outpatient Cardiac Rehab
- Special Classes: Pre-Op for orthopedic patients and Back School & Transfer Training for new employees
- Ergonomic assessments
- Patient Care Conferences with other disciplines

STANDARDS ON DRESS AND APPEARANCE

- Dress slacks & shirt OR burgundy scrubs; no denim; no tank tops. Hosiery required.
- Lab coat (optional).
- Work type shoes with non-skid soles. Shoes should be white or subdued tones. No open-toe or open heel shoes. Leather tennis shoes are allowed.
- Jewelry should be minimal. No dangling earring allowed. If in doubt, do not wear it. No visible body piercings. Earrings permitted only in the ear with a maximum of two. No earrings in the cartilage of the ear.
- Hair should be neat and clean. Length should not interfere with patients treatment. Long hair must be tied back.
- Hospital ID tag or school ID with picture must be worn at all times.
- No visible tattoos. Must be covered at all times.

STANDARDS FOR ATTENDANCE

- The department is open every day from 8:00am-4:30pm.
- Any days missed may have to be made up. Affiliates are not required to work weekends.
- If you are ill, you must notify your clinical supervisor before 8:00am, in the absence of him/her, notify the department secretary or staff physical therapist. Please call the department at 776-2546.
- Students are required to attend all meetings and inservices on affiliation days. In addition to training, the student is considered part of the health care team.

PHONE PROCEDURES

- St. Joseph Hospital phone number is: (979) 776-3777
- The Physical Therapy Department has several extensions:
The outside extensions are (979) 776-2546 or (979) 776-5389

The inside extensions are:

3018 The PT Gym

3019 Wound Care

- To call a patient's room: Call the room number with prefix 2 in front of the room number.

LUNCH

- Lunch is typically 12:00 – 1:00
- Discount provided in cafeteria to employees & students
- There is a refrigerator and a microwave located in the breakroom that is shared by Physical Therapy and Cardiopulmonary. You are welcome to leave your lunch in there. Please be respectful of the limited space and bring small containers.

NEW INPATIENT PROCEDURE

1. The inpatient orders come to the department via the printer in the secretary's office. The department secretary takes the orders off and puts them on a daily list. The Physical Therapist is then notified by pager of the new patient.
2. Check inpatient's chart to be sure that Physical Therapy order is correct.
3. Proceed with evaluation.
4. Write the initial evaluation, start "exercise flow sheet". The exercise flow sheet will go in the patient's chart with the evaluation.
5. Fill out patient's card.
6. Mark patient's charges on your daily charge sheet.
7. The Physical Therapist must co-sign any verbal/telephone orders in the chart that the student takes. Please make the floor therapist aware of any order that you chart.
8. A licensed therapist must co-sign all student documentation.

WEEKEND SCHEDULE

On weekends, all in-patients are treated twice unless otherwise requested by the patient's physician, except woundcare patients who are treated one time per day unless otherwise stated.

If the patient load exceeds the staffing work capability then the order of priority is as follows:

1. Burn Patients
2. Acute Surgical Patients
3. Acute Medical Patients
4. Chronic Surgical Patients
5. Chronic Medical Patients

All personnel working weekends will come in at a pre-determined time and will work until the work load is completed and then clock out.

SCHEDULING PROCEDURE

Inpatients are not scheduled on a time period, but are to be treated during the day, daily, or BID.

Wound Care outpatients are to be scheduled by the assigned physical therapist at a specified appointment time.

Nursing personnel on the floor are responsible for taking the doctor's orders from the chart. The order is sent via meditech to the PT Department printer when taken from the chart.

- I. Assignment of patient to therapist, aide or student.
 - A. Patients are assigned in the morning based on patient's program and progress summarized on patient cards.
 - B. Wound Care patients are assigned by the wound care physical therapist.
 - C. Students are encouraged to request special learning opportunities.

- II. Throughout the day new patients may be admitted to PT
 - A. See new patient procedure section.

- III. At the end of the day, the secretary will make a list of all patients involved in the PT program. This patient list is referred to as "the daily patient list".

EMERGENCY PROCEDURES

In case of a FIRE in the department: **RACE**

1. **Rescue** any patients in immediate danger
2. **Alarm** The fire alarm is located at the end of the hall across from the bathroom. You can also dial 2555 and report a 77R.
3. **Contain** the fire. The fire extinguisher is located in the storeroom.
4. Try to **extinguish** the fire by use of proper fire equipment.

In case of a person requiring CPR:

1. Call 2555 and report a 99.
2. Clear pathway for area around patient.
3. Begin CPR.
4. Remove patients from immediate area.

In case of BOMB THREAT:

1. Call 2555 and report 77B.
2. Engage caller in as lengthy conversation as possible, trying to find out:
 - A. Location of bomb and time of detonation.
 - B. What type of device or bomb it is.
 - C. Listen for background noises that might help determine when or where the call was made.
 - D. Listen for distinguishing voice characteristics.
 - E. Tell caller that the building is occupied and that he might be causing the death of innocent people.
 - F.

In case of a TORNADO:

1. The switchboard operator will announce a 77T over the hospital intercom system, 3 to 5 times.
2. Nurses then start moving patients to the outside corner walls, away from all windows until "All Clear" is sounded.
3. The Team leader will be the one to assign one person to stay with the patients.
4. The doors will be replaced at the All Clear.
5. The hospital personnel will be asked to volunteer to stay with the patient until the All-Clear is sounded.
6. Remaining personnel and visitors will be asked to convene in the cafeteria or central corridors away from the windows.
7. At the All Clear signal, patients will be returned to their rooms, and hospital business will resume as normal.