



**RANCHO LOS AMIGOS**  
NATIONAL REHABILITATION CENTER

# Rancho Los Amigos National Rehabilitation Center PHYSICAL THERAPY DEPARTMENT POLICY AND PROCEDURE

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**SUBJECT: ORIENTATION FOR STUDENTS AND VOLUNTEERS**

**Policy No.:** 201.1  
**Revised:** June 2021  
**Supersedes:** June 2018  
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## **PURPOSE**

To identify the procedure for orientation of new students and volunteers.

**POLICY:** The orientation of new students and volunteers will include information necessary for performance of the individual's job. Such information includes mission statements, governance, policies and procedures, age-specific and diagnosis-specific issues, safety issues, infection control practices, job responsibilities and competencies, and quality assessment and improvement activities.

## **PROCEDURE:**

### **I. GENERAL ORIENTATION**

- A. Students and volunteers are oriented to the information contained in the Hospital-wide Orientation, a portion of induction process, Interdisciplinary Orientation, Department-unit/Specific Orientation, including Equipment Competencies, and/or Volunteer Orientation List (refer to Departmental Policy No. 201 and Administrative Policy A200), as appropriate for their position.
- B. Volunteers have an initial orientation by the volunteer department.
- C. Each student or volunteer is assigned to a primary staff member. The staff member provides and/or coordinates the training that is required for the student or volunteer to safely and effectively complete his or her job responsibilities. The volunteer is oriented to the information contained in the "Volunteer Orientation List" (Attachment A) as well as information specific to his/her job assignment. Students oriented to information contained in the Hospital-wide orientation review handbook; complete the HIPAA Privacy and Security Comprehensive self-study guide and Fire Safety Quiz; review the Risk Management Employee Handbook, (with self review or incorrect answers), complete Compliance Awareness/Code of Conduct training self-study and quiz (with self review of incorrect answers); group orientation to administrative policies and department policies appropriate to their responsibilities (including, but not limited to documentation, supervisor, patient falls, patient suicide, code responses, etc.); the student's CI is responsible for orientation of the student to his/her job and service area, including Interdisciplinary Orientation, Department-unit/specific

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**SUBJECT: STAFF ORIENTATION  
AND TRAINING**

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orientation, including equipment orientation and check-off; use of specific computer programs needed to complete their role. Individual computer access for students is determined by the Department head. Orientation and individual student activation and deactivation for computer access is processed by the assistant to the Education Director.

- D. Students completing clinical experiences as part of an academic class complete required portions of hospital induction and general orientation. These students are under the direct supervision of a clinical instructor /preceptor or academic faculty member at all times. Rancho's staff provides guidance as needed for students to complete specifically defined goals for the integrated experience.
- E. Copies of all orientation materials are filed in the student's file in the Physical Therapy Education Office, or the volunteer's file in the Volunteer Services Office.

  
Director, Physical Therapy Department

Reference: Admin. P & P A200  
DHS Policy No. 703  
DHS Policy No. 704