



RANCHO LOS AMIGOS

NATIONAL REHABILITATION CENTER

Rancho Los Amigos National Rehabilitation Center
Occupational Therapy and Recreation Department
POLICY AND PROCEDURE

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SUBJECT: INTERNS AND OTHER TRAINEES	Policy No.:	219
	Revised:	Dec 2015
	Supersedes:	May 2013
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PURPOSE:

To communicate the role of interns and other trainees in the Occupational Therapy and Recreation Therapy Department and to ensure that they receive the orientation and training necessary to carry out their roles safely and in keeping with the requirements of the rehabilitation center and the Department. To ensure that appropriate procedures are followed when students are dismissed.

POLICY:

1. All interns and trainees will have specific written objectives for their experience at Rancho Los Amigos National Rehabilitation Center. Objectives for occupational therapy, occupational therapy assistant and recreation therapy interns are specific to their assignment.
2. All interns and trainees in the Occupational Therapy and Recreation Therapy Department shall be oriented and trained to essential rehabilitation center and departmental policies, safety and infection control procedures and to the knowledge and skills necessary to fulfill their roles. Orientation and training to safety and related topics shall occur during the first week of their stay and be documented.

PROCEDURE:

1. Orientation and Training:
 - a. Orientation includes general information about the rehabilitation center and the department, safety and infection control procedures, the objectives of the traineeship specific to individual assignment/objectives and to the responsibilities of the trainees.
 - b. Ongoing training, apart from any group instruction, is specific to the area of assignment and time according to the established objectives for the experience.
 - c. Trainees receive additional training through participation in regularly scheduled departmental and section staff training meetings.
2. Documentation:

The Clinical Specialist or designated preceptor sends the completed and signed orientation and training check-list (P&P 219.1) to the OT/RT Education Office for filling in the trainee's file.

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STUDENT DISMISSAL:

1. Student behaviors that interfere with patient safety, progress, team or area effectiveness,

The student preceptor shall:

- a. Provide immediate specific feedback to the student regarding a problem behavior, why the behavior was inappropriate and necessary changes in behavior. Student input should be encouraged along with the student' participation in planning remediation.
- b. Contact the Clinical Specialist and the Fieldwork Coordinator.
- c. Meet with student and the Fieldwork Coordinator and/or Clinical Specialist to communicate if a change in the behavior is not noted and identify expectations regarding:
 - 1. What behavior is expected
 - 2. The time frame that the change is expected
 - 3. Consequences of not changing the behavior or of demonstrating the behavior again
 - 4. Student perspective on the incident.
- d. Document in writing the incident, the actions taken, and the counseling. Include the student's and the preceptor's signature.
- e. The Fieldwork Coordinator will contract the school and advise the Academic Fieldwork Coordinator of the problem, action taken, and expected outcomes.

2. Early dismissal from the affiliation

- a. Early dismissal in an appropriate consequence if the student does not change a problem behavior, A student is generally entitled to due process, which includes the steps noted in 1 above.
- b. A student may choose to leave the affiliation early for personal reasons following consultation with the Fieldwork Coordinator.
- c. The preceptor should complete the Fieldwork Evaluation form to document the student's performance at the end of the student's stay.

3. Student failure of affiliation

- a. If an OT student is not meeting area specific objectives within the indicated timeline the preceptor is to:

1. Determine the student's competency based on the minimal objectives set by the OT Department.
 2. Contact the area Clinical Specialist to better define the performance areas in which the intern needs to improve.
 3. Contact the Clinical Fieldwork Coordinator so that the school may be informed about the concerns.
 4. Meet with the student (with the area Clinical Specialist and/or Clinical Fieldwork Coordinator) to discuss the concerns and means for making needed growth as well as need to change pace of fieldwork to address OT minimal objectives.
- b. If the student is not meeting the Occupational Therapy minimal objectives, the preceptor, along with the area Clinical Specialist and/or Fieldwork Coordinator should:
1. Rate the student on the fieldwork evaluation form to determine the areas that need to be addressed and the amount of growth needed to successfully pass the fieldwork.
 2. Based on the point the student is in their fieldwork experience and the amount of gains needed in order to meet passing scores the Fieldwork Coordinator will coordinate with the school to determine the best option for that student (i.e. developing a weekly learning contract, terminating the fieldwork, terminating the formal fieldwork but continuing the internship experience to increase students knowledge, but without option of evaluation).
 3. As appropriate, develop a learning contract (in conjunction with the school's Academic Fieldwork Coordinator) with specific objectives to be met weekly and consequences of failing to meet those objectives.

Meet with the student along with the Clinical Specialist and/or Clinical Fieldwork Coordinator to review the learning contract and methods for achieving the objectives.
- c. If the student does not make gains to successfully meet the objectives determined in the learning contract:
1. The Clinical Fieldwork Coordinator contacts the school.

- 2. The preceptor, Clinical Fieldwork Coordinator, and the student meet to discuss terminating the fieldwork experience. The student may be offered the option of remaining at the site in order to increase his/her knowledge and skills with the understanding that he/she will not be further rated on the Fieldwork evaluation and successful completion of the fieldwork will not be an option.

- d. The Fieldwork Coordinator will remain in close contact with the Academic Fieldwork Coordinator at the school throughout this process and work collaboratively with the school.

Director Occupational Therapy and Recreation Therapy Department

Signature(s) On File