MEET YOUR THERAPIST ON DAY 1!

- INTRODUCE YOURSELF:
  - Who are you paired with on DAY 1?

- PLEASE CHECK IN WITH THAT THERAPIST BEFORE GOING ON TO OTHER TASK.
WHICH THERAPIST ARE YOU PAIRED WITH?

Anthony  
Mike P  
Ang  
Teonette

Sports & Orthopedic Clinic

Jeff  
Greg  
Patrick
WHICH THERAPIST ARE YOU PAIRED WITH?

Becca

Scott

Neurologic & Older Adult Clinic

Leslie

Sarah

Grace
MEET OUR OTHER STAFF

Tara
Gina
Airelle
Laura
Kim
Sonya
Lori
Pam
Jeanne
Kyle
DRESS CODE

What is Appropriate?

- **Pants/shorts:** to the knees or longer
  - Dress/cargo shorts, capris
  - Dress pants, khakis
- **Tops:**
  - Long or short-sleeve dress shirts or blouses
  - Golf/polo shirts
  - Business casual tops
  - When in doubt…
    don’t wear it!
- **Footwear:**
  - Loafers, flat shoes
  - Sneakers: neat and clean. NOT worn for exercise with holes
What is **NOT** appropriate

- Cut-offs or any shorts above the knee
- Jeans
- Leggings, jeggings or “skinny” pants
- T-shirts
- Spandex or athletic shorts
- Hats or sunglasses
- Dresses or skirts
- Halter, tube, tank or any sleeveless tops
- Half-shirts, revealing shirts, or shirts showing cleavage
- Sandals, flip-flops or beach/pool shoes
- Dirty/tattered shoes or shoes with holes
- Slacking waist pants

**You may be sent home for any dress code violation**
PARKING

- North STAR parking lot is a RED LOT
- If you park in the lot without a pass, the UDPT clinic cannot be held responsible for the ticket
- Please see the UD parking online sit for details
  + https://sites.udel.edu/parking/
**EXPECTATIONS**

- Check in with your therapist!
- You should never be sitting
- If you are unsure of what can be done:
  1. Ask a therapist if they need any help
  2. Look at daily / weekly checklists on NOA refrigerator
  3. Check-in with the front desk to see if new patients have arrived or need BMI screens
They will NOT come to you!

- Show interest, ask questions and make the most of your experience

Take advantage of slow times to observe treatment
CALL OUT POLICY

- **Planned Absence**
  - Ex: vacation, meeting, travel, exams
  - ≥ 2 weeks notice required
  - Email to ALL other aides for coverage (will be provided early in semester)

- **Last Minute**
  - Ex: sick, emergency
  - Email to ALL other aides for coverage ASAP (will be provided early in semester)
CALL OUT POLICY (CONT’D)

- No Call, No Show
  + If you do not call or email as advised, this is grounds for **IMMEDIATE TERMINATION**.
  + On a situation-by-situation basis

- Tardiness
  + You are expected to begin your shift at your scheduled time.
  + Excessive tardiness is grounds for termination of volunteer services at the Physical Therapy Clinic
CALL OUT POLICY (CONT’D)

- If you decide you can no longer fulfill your commitment, please contact the aide supervisors ASAP.
  - Greg Seymour: gseymour@udel.edu
  - Michael Palmer: mcpalmer@udel.edu
PATIENT CONFIDENTIALITY

- Due to very strict HIPPA governmental regulations, you are responsible to maintain patient confidentiality at all times.

- You are encouraged to ask questions of the therapists.
  - In this scenario, you should speak in a low volume and avoid identifying information when in front of other patients.

ANY breach of confidentiality is NOT acceptable and reason for immediate dismissal.
KEEP TRACK OF YOUR HOURS

- Make sure you clock in and out DAILY!

Please fill every line!
END OF SEMESTER RESPONSIBILITIES

Volunteer Summary Time Sheet

- An email will be sent out 1-2 weeks before end of semester
- Transfer hours from your time card to your time sheet
- Have a UDPT Clinic staff member sign off
- Make a copy of the time sheet
  - 1 Copy for YOUR RECORDS
  - 1 Copy for OUR RECORDS
All volunteers are expected to fill their commitments until the last day of classes

Finals Week

A separate Finals week schedule will be posted at the end of the semester to help the clinic transition at the end of each semester
SUMMARY

- Please
  - Be on time
  - *Check in with your paired therapist*
  - Be professional in presentation
  - Follow the call-out policy
  - Follow patient confidentiality policy
  - Email with questions: gseymour@udel.edu