

## Student Internships:

### 1. Observation Experience:

- Supervisor must get approval from Facility Administrator.
- Coordinated between CPT therapy supervisor and HR department (Heather Borowiec)
- Student must sign the Observer Release and Waiver and send to CPT HR dept via fax (630-766-6465) or email (heather.borowiec@cptrehab.com)
- **No physical contact** with pts is allowed. This is strictly an observational experience.
- Student is only allowed visual line of site access to pts to observe the tx. **CANNOT participate in the tx.**
- Therapist or Supervisor signs observation log hours.

### 2. Volunteer Experience:

- Supervisor must get approval from Facility Administrator.
- Coordinated with CPT via HR department and Director of Rehab, SNF Division (Joanne Metzger)
- Student must review and sign the Observer Release and Waiver
- Student must review the OSHA inservice and sign the OSHA policy regarding hand washing and cleaning equipment.
- Student must review and sign the Volunteer agreement
- Observer Release and Waiver, OSHA, and Volunteer Agreement all need to be sent to CPT HR dept via fax (630-766-6465) or email (heather.borowiec@cptrehab.com)
- Student **NOT Allowed** to: Physically contact Patients; Transport Patients; Assist in Treatments
- Student **IS Allowed** to: clean, file, run errands, answer calls, input computer data, deliver messages between departments and any other supplemental office assist as long as it does not involve pt contact. Student can observe tx sessions but cannot participate at all.

### 3. Clinical Practicum Experience:

- Supervisor must get approval from Facility Administrator
- CPT Management must have a fully executed and legal contract with the school, signed by CPT Management after review of said contract by CPT legal department
- Therapy Supervisor must get approval from CPT via Director of Rehab, SNF Division (Joanne Metzger) for each student, providing student name, school, scheduled dates and scheduled CI.
- Student must have the following credentials on file at CPT prior to clinical: CPR, physical, HIPPA waiver, OSHA, background check, drug screen, TB, Hepatitis info or waiver. It is the Clinical Instructors responsibility to be sure these items have been sent to CPT specifically to the Director of Rehab, SNF Division (Joanne Metzger).
- The Clinical Instructor must have 1 year clinical experience at a minimum.
- The Clinical Instructor must comply with any and all student evaluations as required by the University.

- Clinical Instructor and the student are considered 1 person when treating patients. To bill individual tx either the CI tx's while the student observes, the student tx's while the CI observes, or the CI and student tx pt together. If student tx's 1 pt and CI tx's another simultaneously it is if the CI were tx'ing 2 pts so it must be billed as concurrent. If the student or CI runs a group, the other cannot tx an additional pt.
- It is up to the CI when a student can perform tx's based on the CI's assessment of the student. However the CI must keep in mind the requirements of the practicum and ensure all needed activities are completed by the end of the experience.
- It is the CI's responsibility to review and comply with the requirements of the practicum and contact the University with any questions.
- If the CI has issues with the student, they should contact the SNF Director and the University Representative. An action plan will need to be constructed to attempt to resolve any conflict that exists.
- If the practicum will require any transportation to another site, a vehicle transport waiver must be signed and the driver's license of the student must also be on file in credentials.

#### 2020 Covid -19 Update\*:

- Prior to a clinical practicum experience, the student must produce a negative Covid test dated within 7 days of the start date.
- Student must follow any and all PPE per facility requirements
- Students must complete competency training in Covid, Handwashing, & PPE with DON or other facility approved trainer upon facility arrival
- Student must participate in testing protocol of the facility and cover any & all costs for testing