

**POLICY AND PROCEDURE**



Department: \_\_\_\_\_

Title: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Approval: \_\_\_\_\_

Owner/Director

Date

Approval: \_\_\_\_\_

Therapist

Date

**Purpose:**

To provide guidelines for job shadowing/volunteering with New Day Wellness, LLC dba Fyzical Therapy & Balance Centers Gainesville/Chiefland.

**General Statement:**

Job shadowing provides an opportunity for individuals to observe the health care field as a possible career choice. It is not a "hands on" experience.

**Specifics:**

1. A request to participate in a job shadowing experience at NDW must be identified and approved by the sponsoring school. Should the requestor not be a current student, NDW employee endorsement with director approval must be obtained.
2. A contact person from the school or NDW director must complete the attached Job Shadowing Experience form to initiate the job shadowing request. The completed form must be returned with all other required documentation to NDW office personnel prior to the designated day of the job shadowing experience.
3. The individual is expected to:
  - a. Provide objective(s) for their request to job shadow.
  - b. Confirm attendance one day prior to the scheduled experience.
  - c. Complete, sign, and submit all required forms prior to experience.
  - d. Adhere to NDW dress code.
  - e. Abide by all Clinic rules and regulations and rules of each specific clinical area of job shadowing experience.

**Guidelines (forms):**

- Volunteer Duties and Functions
- Adult Release of Liability
- Parental Permission and Release of Liability (if under 18)
- Confidentiality Statement
- HIPAA Summary
- Dress Code
- Job Shadowing Experience Contact Form (if applicable)
- Emergency Contact Form
- Evaluation of Job Shadowing Experience
- Time Sheet

## Specific Volunteer Duties and Functions

Volunteers may or may not be involved in direct patient treatment, but can assist in such tasks as setting up machinery, maintaining facility cleanliness, and helping with clerical duties.

Volunteer hours will be set up according to the needs of the facility and the convenience of the volunteer. We reserve the right to limit the number of volunteers to a maximum of 1-2 per facility, as well as number of hours completed by each volunteer.

New Day Wellness operates Monday through Friday 8:00am-5:00pm. Hours will be scheduled to insure adequate coverage and observation of patient care.

### **Responsibilities**

- Actively look to stay involved in what is happening in the clinic – don't wait to be told what to do, take initiative.
- Be PROACTIVE – you get out of this what you put into it!
- Don't be afraid to ask questions – we welcome and encourage it!
- Interact with patients and staff members in a professional and courteous manner.
- Learn by observing physical therapist treatment of patients and through discourse.
- Assist in preparation for the next day's business (printing schedule, pulling charts, preparing daily notes, etc.).
- Demonstrate a model of good health to patient through behaviors and lifestyle.
- Provide patients with an orderly, safe, modest, and comfortable treatment environment.
- Aid in maintaining facility cleanliness.
- Use computer only when authorized and only for work-related business – no casual internet surfing.
- Make arrangements at least 24 hours in advance if you have to miss a day.
- Body language often communicates more than the words you use! Be careful what you "say".
- When uncertain of what to do or what is appropriate...please ask.

Volunteer Name (printed) \_\_\_\_\_

Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_