FPT Internship Program

Fischer Physical Therapy will provide an experiential learning experience for students to increase each student’s knowledge and understanding of the career opportunities in outpatient physical therapy. Internships at FPT are supervised clinical work experiences that apply toward academic credit in which the objectives, goals, timeframes and requirements are determined prior to beginning the internship. Part of time will be spent shadowing PT’s. Specific learning objectives and goals may be modified during the internship and consistent feedback from the site supervisor will be provided to facilitate a successful completion of the internship. Internships at FPT will be unpaid positions that have the potential to develop into a paid part-time position on a case by case basis.

FPT Internship Job Description

Interns at Fischer Physical Therapy will perform the job duties that are listed in the Rehab Technician Onboarding and Rehab Technician Job Responsibilities that are described below:

Rehab Technician Onboarding Process
(Check off each bullet point as completed)

- Review P&P manual and sign when complete
- Review Clinical P&P: 1.10, 1.11, 1.12 and sign each
- Complete all necessary training: HIPAA, OSHA: Bloodborne Pathogens & Standard Precautions
- Receive and review laminated copy FPT Core Values sheet
- COVID screen call list, specific procedures in clinic (as applicable)
- Obtain front staff login information for EMR and BillerPro
- Review Front Desk Videos on Google Drive: clarify items as needed with staff
- Review InTouch videos for EMR and BillerPro use
  - Using “The FPT Way” google sheets document for access to documents and videos
  - Check patients in, schedule patients, entering NS/CX and reason stated
- Orient to the front staff areas, gym, and treatment rooms - location of items
- Watch the video (Google Drive) on placement of items in the gym. Pictures are also available in the gym desk for gym placement of items and in the top drawer in treatment rooms for items to be kept in each drawer.
- Communicate with patients and others in an inviting/personal way (make them feel welcome)
- Stock FitAids each week
- Clean/set up room for patient use (COVID changes as applicable)
  - Filling diffuser
  - Replace any equipment that does not belong in room back in place
- Answering phone
  - Placing individual on hold and re-answering
  - Taking message to relay to individual
  - Return calls as needed
- Orientation to SLACK
  - Send direct message to individual
  - Send message in chain (fpt staff)
- Schedule new patients or additional appointments for existing patients
- Help PTs with patients (such as getting equipment) when necessary
- Seek shadowing opportunities
- Run laundry and fold as often as needed
- Cleaning clinic tasks (rooms, gym, bathrooms): review Google Doc “Cleaning and Disinfecting Procedures”
- Keep gym equipment clean
- Complete review of room/equipment organization videos on Google Drive. ([frontstaff@fischerphysicaltherapy.com](mailto:frontstaff@fischerphysicaltherapy.com))
- At the beginning of shift, retrieve binder containing gym flowsheets for current patients and utilize to track exercises each time a patient is working independently in the gym. Replace binder in metal cabinet at end of work shift.
- Reach out to friends outside work and let them know about Instagram and Facebook pages (not necessary but good for business)

Some of the items on the following checklist are repeated from above, but this document functions more as a day to day resource when learning the position in the first few weeks. This list is not all inclusive.
<table>
<thead>
<tr>
<th>List of Rehab Tech Responsibilities (not in order of importance)</th>
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<tbody>
<tr>
<td>Clean rooms as needed and take any stray items back to their respective places</td>
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<tr>
<td>Answer/return phone calls when needed</td>
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<tr>
<td>Schedule more appointments for existing patients</td>
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<tr>
<td>Do the laundry every day (or as much as needed)</td>
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<tr>
<td>Communicate with patients in an inviting/personal way (make them feel welcome)</td>
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<td>Help out with patients when necessary as well as shadowing opportunities</td>
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<td>Take items that PT's need to them/help out with physical therapists in general</td>
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<tr>
<td>Make sure the gym is in active use/clean up gym-scan gym at least 3 times hourly to check for dirty or out of place items</td>
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<td>Stock the FitAids each week</td>
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<tr>
<td>Reach out to friends outside work and let them know about Instagram and Facebook pages (not necessary just good for business)</td>
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<td>Only close West facing windows (do not close interior room windows or patio window blinds)</td>
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<tr>
<td>Check levels of toilet paper and paper hand towels twice a day</td>
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<tr>
<td>Log in to Slack each shift-periodically check personal direct messages and Rehab Tech channel</td>
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<tr>
<td>View gym item placement &quot;map&quot; video monthly-computer in admin room and check off skill with Katie</td>
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<tr>
<td>Fill out gym flow sheet when patients come in independently: date, exercises, initial at bottom of column</td>
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