



**Lane Community College  
Physical Therapist Assistant Program  
Student Orientation to Clinical Site**

The following are recommended guidelines for student orientation to the clinical site and should be completed by the end of the 1<sup>st</sup> week of the clinical experience. Some facilities may have a similar check list and/or provide information prior to the start of clinical. Check box and date as completed. Return to ACCE upon completion.

**Student Name**

**Clinical Site**

**Course/Term/CRN**

**Clinical Instructor**

Introduction to Clinical Instructor  
Facility Mission/Philosophy/Values/Goals  
Introduction to other staff members – Supervisor(s), support staff, etc.  
HIPAA Statement or site specific training  
Dress Code  
Parking and Transportation Options  
Student Work Space  
Communication Systems – computer, phone, pager, etc  
Documentation/Charting Procedures – EMR training or access granted  
Hours of operation/Work Schedule  
Attendance/Sick Days/Late Arrival  
Breaks – break room and restrooms  
Food Services – cafeteria, vending machines, local eateries  
Calendar of Events – holidays, meetings, inservices  
Specialty programs, services, or equipment  
Educational Resources – library, books, CDs, videos  
Additional student learning opportunities  
Plan for **Required** Student Inservice

Emergency Codes  
Evacuation Plan and Route  
Fire Safety – extinguishers, alarms  
Infection Control/Hazardous Materials Procedures  
Incident Reporting  
Workplace Violence

Smoking Policy  
Drug/Alcohol Policy  
Sexual Harassment Policy  
Cooperative Education Agreement Form signed and mailed back to ACCE  
Clinical Instructor Agreement Form signed and mailed back to ACCE  
Initial Goal Setting Meeting

Additional Notes or Comments: