



Welcome to Sweet Pea's Therapy! We are so excited to have you at our clinic this upcoming semester. This packet includes some of guidelines we would like to go over. We have enclosed the following information to help ensure a successful semester and clinical experience. Please sign, complete, and bring with you on your first day.

Dress Code

Your personal appearance and hygiene is a reflection of the company's character. We ask that you dress appropriately and professionally. Sweet Pea's enacts a "business casual" dress code for employees and students. Most of our staff here wear black or khaki pants without holes or rips. If you choose to wear a skirt or a dress, it must be of an appropriate length as you could be conducting therapy at a floor level. Professional shoes should be worn. The following: Shorts, hats, headbands, rubber thong flip-flops, athletic pants or yoga pants, and strapless tops are **not allowed**. When choosing attire, please remember that you are in a professional position at a medical facility. If you have any questions on what is appropriate, please feel free to ask your supervisor.

Attendance

Attendance and punctuality is very important here at our clinic as we need to be respectful of our patient's time. In the case of a sudden illness or emergency, please call the office at 563-441-3000 and leave a message. Please also text your supervisor, Becky Drish at 309-230-4240.

We like to see our students have time to prepare and have things ready to go for the day prior to the clinic opening at 8:30AM. Please report on time, 15 minutes prior to your first scheduled patient. Please do not use cell phones or other technology while at the clinic. All devices are to be on silent while at the clinic. Please park in the parking stalls facing 56th Street so all parking in the front of the building is available for our patients.

Our hours of operation are:

Monday: 8:30-5:00
Tuesday: 8:30-1:00
Wednesday: 8:30-5:00
Thursday: 8:30-5:00
Friday: 9:00-1:00

Patient Privacy

One of our main goals here at Sweet Pea's is to act in the best manner for our patients. The Health Insurance Portability and Accountability Act (HIPAA) protect individuals' identifiable health information held by covered entities. The Privacy Rule regulates the uses and disclosures that a covered entity or business associate can disclose. You will be privy to sensitive information that could affect patients and their families here in our community. Please be respectful, considerate, and confidential as **NONE** of the patient's information is to be shared. This includes the fact that the patient even attends therapy here at Sweet Pea's Therapy. Patient charts as well as the information they contain are never to leave the facility of Sweet Pea's Therapy. You will be personally responsible for any fines resulting in the violation of the HIPAA agreement which can reach up to \$30,000.

Please sign the enclosed privacy/HIPAA notice and bring it with you on your first day.

Social Media

In regards to social media, we ask that you do not request to follow/friend any of the patients that attend Sweet Pea's. If a family initiates the contact, you can accept/deny at your own discretion. We maintain professional relationships with the families at Sweet Pea's and would not wish to put this in jeopardy due to social media. Also, we ask that you do not take to social media to discuss your day at Sweet Pea's. Whether it be good or bad, we would not like to see any postings talking about patients and the various experiences you may encounter here.

Clinical Expectations

Sweet Pea's Therapy is an out-patient pediatric clinic. All patients are seen 1:1 for 30 minute sessions. Most of our patients are scheduled to come 2-3 times a week depending on their deficits and Plan of Care (POC.) During your clinical experience here, you will be responsible to plan your sessions, see your patients, talk to their parents/caregivers afterwards, write SOAP note after each session & fill out billing charges for the day. After Mid-Term you will be responsible to administer the SPAT-D and PLS to at

least, two patients of your supervisor's choice. You will also be responsible for updating goals and documenting progress with goals on the POC. There are over 5 SLPs here at the clinic. We are all here to help support your learning and development while at Sweet Pea's Therapy. Our goal is to have you performing the tasks listed above independently or with little assistance by the end of the semester. We are all here to help you succeed. Below are guidelines indicating the expectations for your responsibilities while here:

WEEK 1 – Observe and co-treat with your supervising SLP for patients during the day. You will practice charting accuracy during your observation. You will read over SOAP notes for the patient and familiarize yourself with the goals & diagnoses of the patients.

WEEK 2 – Prepare lessons, document in SOAP note form and lead sessions for 2 patients/day that you have seen and worked with the week prior. You will observe your supervising SLP summarizing the session with the parents/caregivers. The other portion of your day will be co-treating with your supervisor and beginning to take a stronger lead in the sessions.

WEEK 3 – Prepare lessons, document in SOAP note form, and lead sessions for 4 patients/day. You will summarize session with supervisor in a role play, before discussing session with parents.

AFTER Mid Term – You will administer the SPAT-D and PLS-5 on 2 patients of your supervisor's choice. You will write 2 progress reports updating goal progress for patients you have been seeing the last few weeks.

We are all excited to have you here at Sweet Pea's! We look forward to having you complete your student clinical at our facility. We will do our best to provide you with any information and training to assist you with your schooling in this profession. I am confident the hands-on experience you will gain here will be beneficial to your education. Please feel free to address any questions or concerns you may have throughout your time here with me. Welcome!

Becky Drish, M.S., CCC-SLP
Speech-Language Pathologist
Owner

HIPAA Confidentiality Agreement

Students will have limited access to confidential information, both written and oral, in the course of their employment and job responsibilities. It is imperative that this information is not disclosed to any unauthorized individuals to maintain the integrity of the patient information. An unauthorized individual would be any person that is not currently an employee of the practice and/or any information.

I have read and understood the practice's policies with regards to privacy and security of personal health information. I agree to maintain confidentiality of all information obtained in the course of my employment/observation including but not limited to financial, technical, or propriety information of the organization and personal and sensitive information regarding patients, employees, and vendors. I understand that inappropriate disclosure or release of patient information can result in fines up to but not limited to \$30,000.

Printed Name:

X

Signature:

X

Date:

X

Name:

Email:

Phone Number:

Student Questions:

Please answer the following questions. We would love to know more about you!

1. *What made you decide to become a Speech therapist?*
2. *What character strengths do you bring as a therapist?*
3. *What are some areas you feel you may need some more guidance with?*
4. *What are the past diagnoses you have worked with? Which diagnoses would you like to work with while at Sweet Pea's Therapy?*
5. *Do you have any previous pediatric experience?*

OFFICE USE ONLY

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|---|------------|-----------|
| 1. Orientation paperwork completed prior to arriving to office on first day | YES | NO |
| 2. Arrived 15 minutes early | YES | NO |
| 3. Dressed appropriately | YES | NO |
| 4. Courteous of clients and staff | YES | NO |
| 5. Engaged with therapists during rotation | YES | NO |

Additional Comments: _____

