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We are excited that you have chosen to complete your clinical affiliation with UNC Healthcare Systems. Our clinical education program is designed to provide the student with opportunities to apply academic knowledge, practice clinical skills, and develop professional attitudes and behaviors.

We hope that we can answer most of your questions with the orientation manual. Please read this letter and all of the below information carefully. UNC Healthcare requires several onboarding requirements before allowing a student to begin an affiliation.

*We hope to be a valuable resource for you while on-site. If you have any questions or concerns during your affiliation, please reach out to us.*

Please let us know if you need any additional clarification or assistance with completing anything in the packet.

**Amber and Kristel**

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UNC Health is a not-for-profit integrated health care system owned by the state of North Carolina and based in Chapel Hill. Originally established Nov. 1, 1998, by N.C.G.S. 116-37, UNC Health Care currently comprises UNC Hospitals and its provider network, the clinical programs of the UNC School of Medicine, and eleven affiliate hospitals and hospital systems across the state.

**UNC Medical Center**, also known as UNC Hospitals, is a public academic medical center first established in 1952 under the name N.C. Memorial to provide patient care, educate health care professionals and advance medical research in partnership with the UNC School of Medicine. With more than 950 beds, the medical center in Chapel Hill comprises N.C. Memorial Hospital, N.C. Children’s Hospital, N.C. Neurosciences Hospital, N.C. Cancer Hospital, and N.C. Women’s Hospital.

**Vision and Values**

It is our vision to be the nation's leading public academic health care system.

**Mission**

Our mission is to improve the health and wellbeing of North Carolinians and others whom we serve. We accomplish this by providing leadership and excellence in the interrelated areas of patient care, education, and research.

**We Care About**

- **Our Patients and their Families**
  
  Delivering quality health care and outstanding service is fundamental to everything we do.

- **Our Team**

  Attracting and retaining the best team members is of paramount importance to our health care system. We will do this by providing an environment that:

  - Pursues the highest level of safety and quality
  - Focuses on treating patients and colleagues with courtesy, honesty, respect and dignity
  - Recognizes people for their achievements and capabilities
  - Is professionally satisfying
  - Encourages the open exchange of views
  - Does not tolerate offensive and disruptive behavior

- **Our Community**

  Finding ways to improve the health of all North Carolinians through our affiliated hospitals and hospital systems, and our physician’s network
How We Work

Accountability to Our Patients

- We will have a culture dedicated to service and to measurable accountability.
- Patients will experience a seamless and sophisticated system of care that is efficient, safe and easy to navigate.
- Outstanding research programs will enable high quality patient care with the most recent medical advances.

Service to the State

- We will be innovators in research, development and implementation of new means for improving the health of North Carolinians and sharing that knowledge with a national audience.
- We will nurture collaborative partnerships with AHEC, the health sciences schools, the state of North Carolina, employers, insurers, key constituencies and among our affiliated hospitals and health care systems.
- We will have clarity in our roles as the state's safety net institution and as a leader among such institutions across the region and the United States.

Maintaining Financial Viability

- Financial viability will be a system-wide objective with specific expectations and accountabilities established for each component of the health care system.
- This financial viability and margin will come from continual improvements in our operations and from an explicit, unapologetic focus on productivity enhancement.

Information taken from ‘About the University of North Carolina Health Care System’, UNC Hospitals Vision and Values
• Our effective collaboration is key to providing quality patient care.
• We are better together than we are apart.
• We are building an inclusive and equitable culture that encourages and supports the diverse voices of our patients and each other.

• We care holistically about patients and each other.
• It is our privilege to serve the people of North Carolina.
• We demonstrate kindness and compassion in every interaction.

• We make a difference by improving lives every day and training the next generation of health care leaders.
• Our research is changing the world.
• We provide innovative care.

• Each of us takes ownership of, and accountability for, doing the right thing.
• We empower and trust each other to step up.
• We support each other and hold each other accountable in our work.
UNC REHABILITATION SERVICE LINE

**Mission**

UNC Rehabilitation Services will be a leader in delivering evidence-based, efficient and compassionate care to those we serve.

**Vision**

In our pursuit of excellence we are committed to being a resource to UNC Health Care’s System and North Carolina, by leading in complex care, developing clinical educators, and creating quality best practice interventions for our stakeholders.

**Values**

*Teamwork:* We are committed to fostering an environment that promotes respect, courtesy and collaboration among all members of the health care team including those we serve.

*Professionalism:* We aim to serve as leaders dedicated to providing excellent rehabilitative care, integrating evidence-based practice and research.

*Respect:* We treat everyone with dignity and are sensitive to the cultural differences and diversity of the people we serve.

*Stewardship:* We make efficient use of resources while advancing our mission of service to the community and the UNC Health Care System.

*Integrity:* We serve our clients and each other in accordance with the highest ethical standards in a reliable, accountable and transparent manner.
**REHABILITATION SERVICES DISCIPLINES**

**Child Life:**
7-day coverage with rotating weekends and holidays
Primary Coverage Areas:
Inpatient:
- 5 Children’s: hematology/oncology, intermediate care, cardiac patients
- 6 Children’s: gastrointestinal, renal, endocrine, and neurological patients
- 7 Children’s: surgical, trauma and burn patients
- Pediatric Intensive Care Unit
- Emergency Room
Outpatient:
- Pediatric OR/ PACU
- Pediatric Specialty Care Team
- Pediatric Specialty Clinic
- Pediatric Hematology/ Oncology Clinic

**Occupational Therapy:**
7-day coverage with rotating weekends and holidays
Primary Coverage Areas:
- Adult acute care: primarily serves inpatients in a variety of specialty areas including trauma, vascular, burns, orthopedics, geriatrics, pulmonary, neurology/neurosurgery, and oncology
- Acute Inpatient Rehab
- Pediatrics
- Mental Health Main Campus (Child, Adolescent, EDU, PHP, Crisis, Gero, Perinatal, PHP) and WakeBrook Inpatient Unit.
- Outpatient: Serving patients in our specialty clinics for Rehabilitation Care, Lymphedema, and UE care (Hand Center)

**Physical Therapy:**
7-day coverage with rotating weekends and holidays
Primary Coverage Areas:
- Adult acute care: primarily serves inpatients in a variety of specialty areas including trauma, vascular, burns, orthopedics, geriatrics, pulmonary, neurology/neurosurgery, psychiatry, women’s health, oncology and ENT.
- Acute Inpatient Rehab: primarily serves adults and older adolescents with a variety of diagnoses, including neurological impairments, amputation, spinal cord injury, traumatic brain injury, stroke, orthopedics, oncology, transplant, and debility.
• Outpatient: specialty clinics: Spine, Cardiopulmonary, ortho, neuro, peds, women’s and men’s health, and lymphedema
• Pediatrics: both acute care and outpatient

Recreational Therapy:
7-day coverage with rotating weekends and holidays
Primary Coverage Areas:
• Oncology
• Bone Marrow Transplant Unit
• Burn Center
• Mental Health Main Campus (Child, Adolescent, EDU, PHP, Crisis, Gero, Perinatal and BHED) Includes PHP and BHED
• Mental Health WakeBrook (Inpatient unit, Facility Based Crisis, Addictions Treatment Center, Crisis and Assessment Service)
• Acute Inpatient Rehab

Speech Therapy:
7-day coverage with rotating weekends and holidays.
Primary Coverage Areas:
• Adult acute care: primarily serves inpatients with neurogenic communication, swallowing, speech, language, or cognitive impairment.
• Acute Inpatient Rehab: primarily serves inpatients with neurogenic communication, swallowing, speech, language, or cognitive impairment.
• Pediatrics: primarily serves pediatric in and outpatients with feeding and swallowing disorders as well as speech language, communication, and/or cognitive impairment. (5-day coverage)
• Outpatient: primarily serves adult outpatients with neurogenic communication, swallowing, speech, language, or cognitive impairment (at the Center for Rehabilitation Care) or voice disorders (at Carolina Crossing Voice Center).

Audiology:
5-day coverage 8-5 primarily outpatient clinics
Primary Coverage Areas:

UNC Hospitals Pediatric Audiology
• OR ABR testing when sedation required for children
• NICU hearing screening program conducted by Audiology
• Oversee the newborn Nursery hearing screening and perform follow-up tests after initial referral
• Audiometric testing in conjunction with Cranio-facial, SICC
• Inpatient hearing testing for Oncology or others as consulted
• Primarily outpatient pediatric audiometric evaluation and hearing aid/assistive device fitting
• Diagnostic audiometry for patients being seen in ENT physician’s clinics on a daily basis
UNC Hospitals Audiology at Meadowmont
- Primarily outpatient pediatric audiometric evaluation and hearing aid/assistive device fitting
- Diagnostic audiometry for patients being seen in ENT physician’s clinics on a daily basis
- OR ABR testing when sedation required for children
- NICU hearing screening program conducted by Audiology
- Oversee the newborn Nursery hearing screening and perform follow-up tests after initial referral
- Audiometric testing in conjunction with Cranio-facial, SICC
- Inpatient hearing testing for Oncology or others as consulted

UNC Hearing and Voice Center at Carolina Crossing
- Adult audiological evaluations
- Adult hearing aids: fitting and follow-up
- Adult cochlear implantation evaluation and follow-up
- Diagnostic audiometry for patients being seen in ENT physicians clinics on a daily basis

UNC Hospitals Audiology at Pittsboro
- Adult audiological evaluations
- Adult hearing aids: fitting and follow-up
- Adult cochlear implantation evaluation and follow-up
- Diagnostic audiometry for patients being seen in ENT physicians clinics on a daily basis

Music Therapy:
7-day coverage with rotating weekends and holidays
Primary Coverage Areas:
- Mental Health Main Campus (Child, Adolescent, EDU, PHP, Crisis, Gero, Perinatal and BHED) Includes PHP and BHED
- Mental Health WakeBrook (Inpatient unit, Facility Based Crisis, Addictions Treatment Center, Crisis and Assessment Service)

Activity Therapy:
7-day coverage with rotating weekends and holidays
Primary Coverage Areas:
- Mental Health Main Campus (Child, Adolescent, EDU, PHP, Crisis, Gero, Perinatal and BHED) Includes PHP and BHED
- Mental Health WakeBrook (Inpatient unit, Facility Based Crisis, Addictions Treatment Center, Crisis and Assessment Service)
DEPARTMENT CLINICAL EDUCATION
ROLES AND RESPONSIBILITIES

To make sure we all speak the same language in the department, the UNC Rehabilitation clinical education committee has created the following definitions:

- **Clinical Educator**: staff person who is supervising the student day to day in clinical skills on site (previously called “clinical instructor” or “fieldwork supervisor” or “internship supervisor”).
- **Student**: person in training to become licensed in our profession.
- **Fellow**: staff person who either graduated from an accredited program of SLP, RT or is in his/her 4th year of an Audiology program and is working under the supervision of a licensed staff member within that discipline (1 year period), licensed staff person in OT participating in a 1 year advanced training program.
- **Resident**: licensed staff person in PT participating in a 1 year advanced training program.
- **Clinical Affiliation**: fieldwork/educational experience.

**Role of school’s Education Program Director**
1. Assure all students are in good standing
2. Oversee and coordinate clinical affiliations
3. Communicate with Therapy Services Educator to assure compliance with affiliation agreement
4. Consults on issues of remediation or termination of an under-performing student
5. Provide yearly requests for student placements in a timely fashion

**Role of Director, Assistant Directors and Managers in the Rehabilitation Service Line**
1. Monitors agreements by teams to accept students
2. Provides feedback to therapist as well as team coordinators during performance evaluations
3. Supports policies for clinical education
4. Oversees and supports team coordinators and Therapy Services Educator
5. Assists when needed

**Role of Therapy Services Educator**
1. Coordinates student clinical affiliations with schools
2. Coordinates school requests to team coordinators, receives confirmation or denial of student affiliation requests, and ensures total number of affiliations granted is reasonable
3. Serves as a liaison with schools; and coordinates information to and from Education Program Directors
4. Orient students to facility on first day
5. Serves as a resource for students and Clinical Educators
6. Promotes the department’s commitment to teaching
7. Facilitates solutions to problems not handled at other levels
8. Consults on issues of remediation or termination of an under-performing student
9. Consults on issues of terminating/initiating contracts with particular schools
10. Sets and review policies for clinical education

**Role of Clinical Educator**

1. Orient Student to clinical responsibilities, specific work area policies and procedures.
2. Provides supervision for clinical care.
3. Teaches
4. Provides regular feedback, both verbally and in writing
5. Facilitates weekly meetings about progress and development of skills by use of weekly planning form
6. Provides support and feedback for student’s assignments as required by school
7. Communicates with Therapy Services Educator regarding student progress and problems

**Role of Student**

1. Participate in planning learning experiences according to mutually agreed upon objectives among the program, student and facility
2. Demonstrate comprehensive patient care
3. Abide by National, State and Facility policy and procedure.
4. To be an active participant in learning, giving and receiving feedback and taking opportunities to learn.
5. Required to be present for your clinical affiliation
6. Arrive at least 10 minutes prior to your start time to be ready for your first patient.
7. Complete weekly planning form (midterm and final week excluded).

*Our Clinical Educators look forward to working with you. Please be aware that, as we are clinicians, our main goal is to submerge you in patient care and teach you to apply the theories and skills you have learned during your curriculum. As best as we can, we will make an effort to answer any questions you may have and pass on our knowledge. That being said we do expect you to be a self-directed learner. Please be mindful on what questions to ask and when. Some questions might not be appropriate to ask in front of the patient and some you can easily find the answer on your own. Please consider using a notepad to document your questions.*

*As this is a learning experience for you, we will provide you with lots of feedback. For feedback, we will use the A-T-A sandwich strategy (see next page). We encourage you to self-reflect on “things I did well” and “things I need to improve upon” throughout the learning experience.*

*We will use an electronic weekly planning form and complete your midterm and final evaluation. We will not assign a grade to your performance nor do we “fail” or “pass” you. We are merely making an observation of your performance and giving feedback to your academic program regarding this.*
The ASK-TELL-ASK method

ASK What did you do well and what could you improve upon?

TELL Feedback from your Clinical Educator with general teaching points.

ASK Self-reflection on what you took away from the session, what you would change next time. (Teach Back)

*Use after each session to improve the effectiveness of self-reflection, feedback and patient flow.*
Prior to your start date, you will receive two e-mails with the following information:

<table>
<thead>
<tr>
<th>E-mail 8 weeks prior will contain:</th>
<th>Action Items related to this e-mail:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Name and email of your Clinical Educator</td>
<td>• Complete survey</td>
</tr>
<tr>
<td>• Start and end date of your clinical affiliation</td>
<td>• Read Orientation Manual thoroughly</td>
</tr>
<tr>
<td>• Student Orientation Manual</td>
<td>• E-mail your Clinical Educator</td>
</tr>
<tr>
<td>• Information regarding orientation</td>
<td></td>
</tr>
<tr>
<td>• Survey to complete to gain access to our systems. Please complete this immediately upon receipt.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E-mail 3 weeks prior will contain:</th>
<th>Action Items related to this e-mail:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• User ID and EID (employee ID number) instructions</td>
<td>• Complete LMS</td>
</tr>
<tr>
<td>• Instructions to access LMS. You will need to complete the assigned modules and EPIC (our electronic medical record) training here.</td>
<td>• Complete EPIC module as indicated</td>
</tr>
<tr>
<td>• Access to Rehabilitation Therapies SharePoint site and our department’s internal website (will be sent in separate e-mail), where you can review site-specific manuals and learning objectives</td>
<td>• Review site specific material on SharePoint</td>
</tr>
<tr>
<td>• Orientation reminder, with details</td>
<td></td>
</tr>
</tbody>
</table>
1. Assure all requirements have been **completed and are on file with your school** per our agreement, which can be found on our website:

   a. Criminal Background Check, which must be completed within 4 years from the start date of the clinical experience at the Rehabilitation Therapies Department, and must be reviewed and confirmed by the School prior to the student’s assignment at the Rehabilitation Therapies Department. **Please do NOT submit the report directly to us.**

   If your criminal background has **ANY flags, even if the charge was dismissed,** your school needs to notify us and we expect a **clarification email from the student** to be sent to the Therapy Services Educator to clinicaledreq@unchealth.unc.edu at least 4 weeks prior to your start date.

   b. Obtain and maintain health insurance

   c. Obtain and maintain professional liability insurance (typically the school has a liability insurance policy, please check and verify correct coverage amounts with stipulations in agreement)

   d. 5 panel urine drug screen completed within 1 year from the start date of your clinical placement.

   e. Obtain and maintain CPR training (BLS)

   f. Immunization Record of the following completed on the Immunizations form template and signed by a healthcare provider or on file in Castlebranch:

   - Flu Shot (starting in October and going through May)
   - Measles, Mumps and Rubella
   - Tdap (Pertussis)
   - Varicella (Chicken Pox)
   - Two 2 step TB skin tests or IGRA within a year of placement
   - Hepatitis B (highly recommended)

   *See Immunization form on website for more details.*

2. Required to complete the **Modules in LMS.**

3. Required to complete Epic training in Learning Made Simple (LMS) after you have received your user ID and password. You need to have completed these modules and have passed the quiz AT LEAST **1 week prior** to coming.

4. Obtain Housing and Transportation (if applicable)

   Campus parking is **not** available during your affiliation. Students can utilize the Park and Ride system, Chapel Hill Transit, or Triangle Transit Authority systems. Once you have received your ID badge during orientation, you will be able to purchase a parking permit for one of UNC’s Park and Ride Lots. Lots are listed on our Rehabilitation webpage, with additional information available at this link: [http://www.townofchapelhill.org/town-hall/departments-services/transit/park-ride](http://www.townofchapelhill.org/town-hall/departments-services/transit/park-ride)
Free parking is available at all clinic sites except at the main hospital or the ACC. On orientation day, you can park in the visitor’s deck, Dogwood deck. You will be charged the typical visitor’s fee.

**STUDENT’S RESPONSIBILITIES DURING CLINICAL AFFILIATION**

1. You will have a weekly meeting with your Clinical Educator to review your progress, goals and objectives for your clinical affiliation. Please use the UNC weekly planning form survey link on the SharePoint site. Mid-term and final week are excluded from completion of weekly planning form.

2. Participate in monthly Inter-Professional Collaboration Education (IPEC) meetings with Therapy Services Educator.
   - Student at main campus: 4th Thursday of each month from 8-9:30 am in main conference room on 1st floor in Rehabilitation Department
   - Students off-site (outpatient clinics, WakeBrook and Hillsborough): 4th Friday of each month from 8-9:30 am at the UNC Imaging and Spine center conference room 1st floor

3. Attend exit interview meeting with Therapy Services Educator.
   Exit interview will last 10 - 15 minutes and can be over the phone or in person. The Therapy Services Educator will send you a meeting invite for these after orientation. Student is responsible for setting up midterm and final review with Clinical Educator for completion of performance evaluation.

4. ID badge: Keep your name tag at shoulder level
   All students, except OT FW1, CL practicum, Duke Steps and UNC-Chapel Hill Allied Health students, will receive an ID badge. Your name and picture must be visible at all times. Make sure to send your headshot to the Therapy Services Educator at least 2 weeks prior to your start date.

   **UNC Chapel Hill Allied Health Students, FW1, Duke Steps, and CL practicum Students.** You will wear your school nametag for the duration of your affiliation. (UNC students will be granted access to our department as needed)

   **Last name:** if you work on the mental health unit and you want your last name removed from your ID badge, you may cover it with tape.

   **Please notify the Therapy Services Educator if you lose your ID badge as this is a security issue.**

5. **Dress Code**
   - Scrubs
You may wear **solid colored** scrubs during your clinical affiliation. If you are in the burn center, you will be given a new set of scrubs daily from the hospital vending machine in accordance with our infection control measures. The Rehabilitation Service line wears charcoal gray colored scrubs in **ALL inpatient areas**. You are not required to purchase gray colored scrubs, any solid color is fine. 

*Please bring an extra pair of scrubs and shoes to store in your locker in case your clothing gets soiled during patient care.*

- **Non-Uniform Clothing**

**Most outpatient clinics** (some outpatient clinicians wear scrubs; please verify with your clinical educator) Clothing should fit properly and be clean, pressed, and in good condition. The following is a list of attire that is **inappropriate** in the workplace at UNC Health:

A. Clothing that is non-professional in appearance, length, and fit of clothing, such as:

- Spaghetti strap blouses
- Denim
- Shorts or skirts (or similar attire)
- Hats
- T-shirts with logos unless the logo identifies UNC Health or units within UNC Health
- Shirts with revealing necklines, bare midriff tops, and clothing bearing any type of unauthorized message, including but not limited to offensive messages, or offensive images
- Backless dresses or tops
- Skirts above the knee or that have high slits
- Pants shorter than mid-calf
- Clothing that is excessively tight or revealing
- Casual beach or athletic wear (such as sweat pants, stretch pants/warm up pants, and tights or leggings worn as pants). Hoodies are not allowed.

B. For safety reasons, all students must wear shoes that are appropriate to their job. Shoes should be clean and in good repair. The following are not appropriate footwear for the workplace at UNC Health:

i. Flip-flops
ii. Slippers
iii. Excessively high-heeled shoes

- **CL students:**

CL students will wear a solid color polo shirt (our staff wears plum/purple) and solid color bottom scrubs (preferably black).

- **Accessories/Miscellaneous:**
Jewelry, etc. must be limited for safety reasons. Thus, facial piercings, or other accessories at risk to harm staff or patient must not be worn in the work place. This includes excessive amounts of accessories as well.

Tattoos, if present, should be concealed. Chewing gum is **NOT** considered appropriate in the presence of patients, visitors, or guests. Good personal hygiene is required. Cleanliness is an essential part of providing high-quality service to our customers. A neat, clean, business-like and professional appearance is a requirement for all jobs. In most instances, you may wear your hair the way you choose while working, as long as it remains well trimmed, well groomed, and business-like in appearance.

Employees, as well as patients and guests, have a right to expect general cleanliness and good dental hygiene from the students. Artificial nails may not be worn when involved with direct patient care. You must refrain from using body fragrances such as cologne, talc powder, and after-shave lotions, which may have an adverse effect on patient care, on co-workers and on visitors.

6. Follow your Clinical Educator’s schedule at all times including weekends and holidays. Any exceptions (half or full day) need to be communicated to the Therapy Services Educator via a meeting invite to [clinicaledreq@unchealth.unc.edu](mailto:clinicaledreq@unchealth.unc.edu).

7. Adhere to general rules, policies and regulations of UNC Health. **We follow your school’s policy regarding excused absences from your clinical placement.**

8. Work in collaboration with assigned licensed or certified staff member who retains full responsibility for the patient. Our supervision guidelines state that a Clinical Educator needs to be in **visible and audible range** at all times.

9. IT policy— electronic devices

   Excessive personal calls during the workday, whether by personal cellular phone, office or house phone, can interfere with the effective delivery of patient care, personal work productivity, and can create a distraction for others. Calls should be limited to non-work time whenever possible.

   - We ask that you do not wear watches that are synced with your smartphone to avoid distractions.
   - Please remember your personal and school emails are outside of the UNC Health Firewall. Please do not email any PHI at any time (notes, questions, etc.).
   - **Please do not browse personal email or non-work related sites on our computers.**
   - Please do not connect phone chargers to our computers.
   - Do not download or save any items onto our computers.
   - Do not connect personal laptops or devices to any of our hardware such as printers.

   **You are NOT allowed to carry personal cellphones or smart-watches on you in patient care areas.**

10. Health, Malpractice and Liability Insurance and CPR training

   The hospital does not provide health insurance coverage and you are not privileged to the existing hospital insurance policy. Therefore, in the event of emergency, you will be advised to seek
medical attention via the **emergency department**. Personal Health and Liability Insurance are **required** prior to your affiliation and must be recognized by the state of North Carolina. Proof of adequate coverage is required prior to beginning the affiliation. Students are required to have current CPR training (BLS).

11. Holiday Schedule
UNC Health uses a holiday designation system of Clinic Closed versus Clinic Open Holidays. During Clinic Closed dates, some hospital areas may function on a reduced schedule. If the holiday is designated Clinic Open, all clinics operate at normal capacity.

12. Computers
You will be assigned a user ID and password to login to the computer. **DO NOT** share this with anyone as any actions taken on the computer can be tracked back to your personal user ID. You might not be able to log on to certain sites from your personal laptop while at work, please use available computers and laptops within the clinic.

*When you get up from the computer, please log off for security reasons.*

13. Documentation in EPIC
EPIC is our electronic medical record system.

- If you are here for one or a couple days only, you will not have any access to EPIC.
- If you are here for less than 4 weeks, you will have VIEW ONLY access in EPIC.
- If you are here for a full clinical, you will have STUDENT access.
- You will NEVER enter charges into the billing section of our systems! You will not document QI scores, education or complete a Plan of Care. You will discuss these items with your Clinical Educator as to not limit your learning experience.

**You can ONLY be in EPIC while on-site during your clinical.**

**YOU may NEVER access EPIC under someone else’s user ID (do NOT even touch the keyboard when someone else is logged in).**

**You may NEVER access patient’s records that you are not treating.**

**Failure to do this will result in termination of your clinical affiliation and you will NEVER be allowed into our systems again!**
14. Questions
Please address clinical questions or concerns with your Clinical Educator.
Please reach out to the Therapy Services Educator with any other questions or concerns:
Amber Corbin: (984) 974 0389 and Kristel Maes: (984) 974 0208
Clinicaledreq@unchealth.unc.edu

15. Downtime Activities
Become familiar with all home instructions and educational materials
Review in-service materials on SharePoint
Research a topic on a clinical question to present to staff
Prepare a critically appraised topic (CAT)
Become familiar with department equipment, supplies, etc.
Use internet to review research/literature pertaining to patient diagnosis and treatment.
Review schedule of upcoming patients, prepare ahead of time
Review information from school
Complete downtime learning activities

**It is your responsibility to use your time effectively- you will get out of this clinical affiliation what you put into it.**

**Show initiative and take an active role in the learning process.**

**Become a self-directed learner.**

Please e-mail clinicaledreq@unchealth.unc.edu with any questions you may have about the information presented in this manual.

Again, welcome to UNC Health! We are happy to have you with us.

-Kristel and Amber