

Outpatient Physical Therapy

**Address: CHI St. Joseph Health Rehabilitation Hospital, 1600 Joseph Drive, Bryan
(across from Blinn College).**



Sign-In: Enclave 2nd Floor

Directions to sign-in binder- enter through circle drive way. Walk through lobby and use the elevators on your left up to the 2nd floor. When you exit the elevator, you will see a “chapel” sign where you will turn right. The volunteer binder will be located in the enclave on your left by the vending machine. Please be sure to sign in and out and these hours will be sent to Volunteer Services at the end of each month.



Proceed to department area, take elevators back to first floor, walk straight across and proceed to outpatient gym.

Department Contact Information:

Report to: Steven Torres
Phone: 979.821.7570
Director: Emily Jarvis

- **If you are ill** or cannot make your shift, please call the number listed above to report your absence. You do not need to call Volunteer Services.
- **Dress Code:** Navy or white collared polo or shirt, khaki pants, and rubber soled shoes. No denim, capris, shorts, or sleeveless shirts. No perfume or cologne in patient areas.
- Remember to take your **department orientation** checklist with you to your first shift in this area. Please get it filled out and returned to Volunteer Services (wall basket in Auxiliary room).
- Volunteer Services Department can provide verification of your hours. Please email volunteer@st-joseph.org to request.
- Letters of recommendation must be requested from the department or staff member you volunteer for.
- When you have completed your volunteer service, please submit by email or in writing your resignation and turn in your identification badge.

Physical Therapy

Objective: To provide assistance to physical therapists and observe patient therapy.

Hours: Monday – Friday 8 am – 12 pm, 1 pm – 4:30 pm.

Qualifications:

- Demonstrates ability to communicate and listen well.
- Mature, positive, service-oriented individual.
- Ability to work closely with other members of the team.
- Physical ability to withstand sitting, standing, reaching and lifting.

Training:

- Completion of Hospital Orientation.
- Completion of Department Orientation.

Competencies:

- Understand and follow directions.
- Work effectively with others.
- Recognize and respect multi-cultural needs of our patients and guests.
- Work with confidential information.

Responsibilities:

- Notify department of any absences; sign in and out when reporting to and leaving volunteer assignment, wear volunteer uniform and issued identification badge; maintain confidentiality at all times and do not discuss any information learned while on-site to anyone outside of the unit, department, or CHI.
- Inform secretary that you are on duty.
- Wheel patients to and from therapy areas (follow “Wheelchair Procedures”)
- Observe patient therapy and assist physical therapist as requested.
- Assist patients in pool therapy, as requested (Rehabilitation Center only).

Department Orientation Checklist
Outpatient PT - Rehab

VOLUNTEER: _____

____ Introduction to team members

____ Department tour

____ Show where to sign in and out to record volunteer hours

____ Review basic department functions

____ Define who they report to when on duty

____ Define who to call when the volunteer will be unable to volunteer for their assigned shift
(information is not reported to Vol. Svcs.)

____ Point out location of: Policy and Procedure Manual
 Disaster Manual or Plan
 MSDS Manual
 Safety Manual
 Code Cards

____ Point out location of nearest fire alarm and extinguishers

____ Review department evacuation procedure

____ Review volunteer duties in your department

____ Review wheelchair procedures (if applicable)

Department Team Member Signature

Volunteer Signature

Date

PLEASE RETURN FORM TO Volunteer Services Department, by interoffice mail, email to volunteer@st-joseph.org or fax to 979.776.2927.

Volunteer Time Sheet

Please send time sheets at the beginning of each month to Volunteer Services: Fax 979.776.2927 or email volunteer@st-joseph.org.

Assignment: Physical Therapy

Date	Name	Time In	Time Out	Total Hours

Please send time sheets at the beginning of each month to Volunteer Services: Fax 979.776.2927 or email volunteer@st-joseph.org.