

**Summa Health System-Akron City Campus**

525 E. Market St.
Akron, OH 44309
330.375.3367

Summa Health System-Barberton Campus

155 5th St. NE
Barberton, OH 44203
330.615.3000

Summa Health Therapy at Green

3838 Massillon Rd.
Uniontown, OH 44685
330.899.5599

Summa Health Therapy at Wadsworth Community Center

621 School Dr.
Wadsworth, OH 44281
330.334.0705

Summa Health Therapy at Tallmadge Recreation Center

46 N. Munroe Rd.
Tallmadge, OH 44278
330.630.2715

Summa Health Therapy at Shaw JCC

750 White Pond Dr. Suite 500
Akron, OH 44320
330.836.9023

Summa Health Therapy at University Park

477 E. Market St.
Akron, OH 44309
330.375.7357

Summa Health Therapy at Anna Dean

28 Conservatory Dr. Suite A
Barberton, OH 44203
330.615.5000

Summa Health Therapy at Wellness Center in Hudson

5625 Hudson Dr.
Hudson, OH 44236
330.655.8070

Summa Health Therapy at Medina

3780 Medina Rd.
Medina, OH 44256
234.867.7749

Summa Health Therapy at Rootstown

4242 State Route 44
Rootstown, OH 44272
234.867.6790

Hours: 7:00am - 5:30pm-Inpatient
Outpatient hours vary by site

Hospital Size: 544 at Akron City Hospital/St. Thomas
192 at Barberton Hospital

Holidays: Hospital observed holidays include New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas

Student Coordinator: Melissa Lippencott, PT, SCCE. Phone: 330.375.3713 Fax: 330.375.4074

Dress Code: Navy blue scrubs for all inpatient sites (Akron City & Barberton) and outpatient sites. Solid color shirt may be worn underneath, no visible writing or patterns.

ID badge: All students will be issued a temporary ID badge. It should be worn on the collar at all times while in the building. ID badges must be returned to the SCCE at the end of your clinical.

Meals: Meals are available in the hospital cafeterias. A refrigerator and microwave is located in each department area. **Housing:** Unavailable

Parking: Parking is available at all sites. Hospitals offer parking passes in the parking decks for a fee.

Physical Therapy and Occupational Therapy Philosophy Statement on Clinical Education

Summa Health, since its founding, has been dedicated to the highest quality of patient care and strongly supports continued programs of education and research. The Therapy Services department shares in Summa's support and dedication to education and research. We are committed to providing quality clinical education experiences for Student Physical Therapists, Student Physical Therapist Assistants, Student Occupational Therapists, Student Occupational Therapist Assistants, and Student Speech Therapists.

Clinical education is a valued and important part of Therapy Education. We attempt to expose students to the same spectrum of patients and range of treatment decisions encountered by a practicing therapist or assistant; legal restrictions permitting. In addition to direct patient care, students should be exposed to legal, ethical, reimbursement, and administrative issues that may occur during the practice of Physical, Occupational or Speech Therapy.

We believe open communication between the student, the educational institution, and Summa Health is a vital component for the success of the clinical education experience. The Site Clinical Coordinator for Education (SCCE) will assist the student and the clinical instructor in any way necessary to achieve the optimum level of planning the experience. We emphasize goal setting, self-assessment, and self-directed learning, all under the guidance of a licensed therapist.

Education is a continual process, which does not end upon the entry of the profession. We at Summa Health feel a responsibility toward the education of current and future therapists. We value personal and professional development and a life-long commitment to the profession.

Departmental Expectations of Students in Physical Therapy or Occupational Therapy

The following is a list of general expectations that apply to any student.

Students are expected:

1. **Be punctual.** This is expected of our employees also.
2. **Act and dress professionally.** All students and employees are expected to follow the dress code for their specific clinical site.
3. **Be prepared.** Have any needed materials from your school with you. You can also utilize Summa's medical library if needed.
4. **Be flexible and open-minded.** There are few absolutes in today's healthcare environment. Hours may need to shift from time to time.
5. **Use free time constructively.** If there is a break in activity, ask what you might do to learn or help another therapist.
6. **Be willing to share, learn, and contribute.** You may have some ideas that have not yet occurred to your instructor, and some of your questions may help direct your learning experience. Let your instructor know if you need a particular opportunity or situation to learn. Participate in meetings, discussions with therapists, etc.
7. **Be accountable.** It's ok to make mistakes, as long as you accept responsibility and learn from your mistake.
8. **Be pleasant.** We greatly enjoy having students! It provides us an opportunity to share what we love to do. We also enjoy learning from our students. You are a great resource to our department.
9. **Expect us to be fair in our assessment of your skills.** Speak to the SCCE if you are uncomfortable in making a request to your instructor.

Goals of Physical Therapy and Occupational Therapy Clinical Education

Clinical Education is one aspect of the Physical Therapy and Occupational Therapy professional education, assisting in the development of mature, competent clinician with needed administrative skills. A complex set of attitudes, values, and skills ensures safe and effective practice, maintaining the high standards of the profession.

Clinical education will help develop the learner the following characteristics:

1. Professional emotional maturity.
2. An understanding of the fundamental principles, concepts, and procedures upon which the profession is based.
3. The ability to apply critical analysis to solving Physical Therapy or Occupational Therapy problems.
4. Effective communication skills (written, verbal & non-verbal).
5. The ability to accept patients as persons with diverse backgrounds, needs, and desires; and to develop respectful and objective attitudes towards them.
6. An attitude of responsibility for the Physical Therapy or Occupational Therapy needs of persons under our care.
7. A concept of the social role of the profession.
8. The ability to participate in ever-changing social, economic and political events which impact the health care delivery system.
9. The ability to apply ethical, moral, and legal principles in making decision in Physical Therapy or Occupational Therapy.
10. The responsibility for self-analysis and assessment, and the responsibility for personal and professional development with a life long commitment to the profession.
11. The responsibility toward the education of other future Physical Therapists, Occupational Therapists and Assistants.

Student Evaluation

1. Each student is supervised by a Physical Therapist, Physical Therapist Assistant, Occupational Therapist or Occupational Therapy Assistant. A Physical/Occupational Therapist, respectively, must co-sign any signatures if the instructor is an Assistant.
2. Meetings are held to discuss the student's progress and learning style. The frequency will be determined by the Clinical Educator and the student together. Informal discussions may be held at any time.
3. Mid-term and final evaluations are discussed formally with each student. Before deficiencies affect the formal evaluations, the student will be given an opportunity to improve behaviors. An exception to this would be a violation of ethical behaviors.
4. Students at Summa for a full time affiliation will be expected to give an inservice to the Rehab Services Department staff or develop a handout. The student will follow the Summa Rehab In-service Guidelines based on the length of their clinical for an appropriate inservice/handout topic that is specific to their clinical site affiliation.
5. Observations in different areas at Summa may be scheduled (as time allows) to facilitate meeting the goals of a specific affiliation.

Types of Patient Diagnoses Seen By Physical Therapy and Occupational Therapy

Orthopedic

Fractures	Spinal Surgery	Multiple Trauma
Reconstructive Surgery	Peripheral Joint Dysfunction	Total Joint Replacements

Medical

Cardiac Disease	Vascular Disease	Pulmonary Disease
Gastrointestinal Disease	Genitourinary Disease	Oncology Disease
End of Life Issues	Critical Care Disease	Autoimmune Disease
Deconditioning	Wound Care	

Neurological

Stroke	Parkinson's Disease	Guillian-Barre
Spinal Cord Injury	Traumatic Brain Injury	Multiple Sclerosis
Brain Tumors	Spinal Cord Syndromes	Vestibular Disorders
Critical Illness Neuropathy	Peripheral Nerve Injuries	

Surgical

Neurosurgery	Vascular Surgery	Bariatric Surgery
Cardio-Thoracic Surgery	General Surgery	Plastic Surgery
Orthopedic Surgery	Mastectomy	Amputations
Colectomy	Gastrectomy	

Occupational Rehab

Community Reintegration

Physical Reconditioning

Balance Deficits	Weakness
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Sports Medicine

Post-Surgical Reconditioning	Orthopedic Injuries	Ligamentous Injuries
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HOSPITAL FLOORS AT SUMMA HEALTH SYSTEM AKRON CITY CAMPUS

BASEMENT

Acute Care OT, PT, Speech
Protective Services

GROUND

Admitting
Emergency Room/CDU (Clinical Decision Unit)
Minor ER
Cafeteria
Gift Shop/Starbucks
Virtues

ONE

One Central (1C)-Vascular

TWO

EAST Overflow
WEST
NORTH

THREE

EAST Palliative Care
WEST Neuro/Trauma
NORTH Neuro/Trauma

FOUR

EAST
WEST Telemetry/Stroke
NORTH Pioneer/Unity Group/Medical

FIVE

EAST Observation
WEST Telemetry and Medical/CHF
NORTH ACE Unit (Acute Care for Elders)

SIX

EAST Staff Offices
WEST Geriatrics (estimated 2020)

SEVEN

EAST Oncology
WEST Medical/Pulmonary

CRITICAL CARE TOWERS

First HLU
Second ICU-Trauma/Surgical
Third ICU-Medical

H Tower

H2/4 Labor Delivery/Mother-Baby
H5 Post-surgical
H6 Ortho

SAINT THOMAS HOSPITAL

Adult and Geriatric Behavioral Health Detox

HOSPITAL FLOORS AT SUMMA HEALTH SYSTEM BARBERTON CAMPUS

1 East

Orthopedics, oncology and post-op observation/short LOS patients.

1 West (Palliative/Hospice Unit)

Patients in need of palliative or hospice services

ICU/CCU

Both units located on the second floor. Critically ill patients that need very close monitoring and medical management.

2 East/6 South (Telemetry Units)

Primarily cardiac, cardiopulmonary related diagnoses and strokes.

4 South

Med/Surg. and Acute Care for the Elders Unit (ACE Unit)

Billing Procedures

The total treatment time (to the minute) should be recorded in the patient's medical record along with a note describing the treatment. It is recommended that the start and stop time of the treatment be included in the medical record note; but the total treatment time is acceptable also.

For any therapy service that is allowed to be billed in increments of 15 minutes, the amount of time you spend with the patient will determine whether you make (1) unit or more for that specific procedure.

Unit of Service	Greater than or equal to	And fewer than
1	8 minutes	23 minutes total
2	23 minutes	38 minutes total
3	38 minutes	53 minutes total
4	53 minutes	68 minutes total
5	68 minutes	83 minutes total
6	83 minutes	98 minutes total
7	98 minutes	113 minutes total
8	113 minutes	128 minutes total

Patients' Rights

All staff are required to acknowledge, protect and respect patients rights. Patients are provided a Patient Rights pamphlet upon arrival to the hospital (inpatient, outpatient, ED, direct admits, etc) by registration personnel. The pamphlet reviews the patient's rights while in the hospital. Patient's rights include, but are not limited to:

- The right to respect and dignity
- The right to have pain addressed
- The right to file a complaint or grievance with ODH, The Joint Commission, and KePro (contact information listed on pamphlet)
- The right to participate in their plan of care and be an active participant in treatment and be able to request or refuse treatment
- The right to have visitors of their choosing
- The right to formulate an advanced directive, and if they do not have one, we will facilitate this for them (forms are available on Summa-at-Work by going to forms/discharge planning/advanced directive). If they have an advanced directive and there is not a copy on the chart, we will assist in securing a copy or having them complete another one.
- The right to request that their admission to the hospital be kept confidential
- The right to have a family member or representative of their choice and the patient's own physician notified promptly of their admission to the hospital
- The right to receive care in a safe setting
- The right to confidentiality of their clinical records
- The right to be free from all forms of abuse or harassment

All staff, clinical and non-clinical are responsible for ensuring patients rights are respected and protected.

All Summa personnel must be aware of the difference between a complaint and a grievance. Definitions are:

Complaint – an issue that can be quickly resolved by “staff present” in a timely manner to the satisfaction of the patient.

Grievance – anything that meets any one of the following criteria:

- Complaint that cannot be resolved by “staff present” in a timely manner and requires further action
- A complaint that is expressed in written form
- **Any claim of harm, injury, abuse or neglect (verbal or written)**
- An attachment to a patient’s survey requesting followup
- Any formal request from a patient or patient’s representative for follow-up

Grievance policy statement – Summa Health System encourages patients/guests to express any concerns they may have and will provide a process to address those concerns in a timely, reasonable, and consistent manner. Grievances are documented and investigated using an electronic tracking system. Summa also informs all patients of their right to contact the following agencies to express any concerns:

The Joint Commission
Office of Quality Monitoring
One Renaissance Blvd
Oakbrook Terrace, IL 60191
Email: complaint@jointcommission.org
Phone: (8900) 342-0553
Phone: (800) 994-6610
Fax: (630) 792-5636

The Ohio Department of Health
Complaint Unit
246 North High Street
Columbus, OH 43266

KePro
Rock Run Center, Suite 100
5700 Lombardo Ctr. Dr.
Seven Hills, OH 44131
Phone: (800) 589-7337

It is the responsibility of every employee to prevent, intervene and detect allegations of patient abuse and neglect.

Abuse – the willful infliction of injury, unreasonable confinement, intimidation, or punishment, with resulting physical harm, pain or mental anguish. This includes staff neglect or indifference to infliction of injury or intimidation of one patient by another.

Neglect – the failure to provide goods and services as necessary to avoid physical harm, mental anguish, or mental illness.

- All staff that witness or receive information alleging abuse or neglect are required to immediately report the allegation to their supervisor for investigation.
- All allegations of abuse or neglect must be timely investigated by the supervisor. The investigation must be thorough and complete. Patients must be protected from abuse/neglect while the allegation is being investigated.
 - In situations where patient abuse, neglect or harassment is reported, the accused employee will immediately be suspended pending the outcome of the investigation.
 - Allegations of patient abuse involving staff response to a patient's violent behavior will be immediately investigated by the on-site supervisor.

Staff will continue to work during the preliminary investigation to determine whether or not the allegation might be substantiated. If the supervisor determines the allegation might be substantiated the accused employee or employees will be immediately suspended.
- All allegations of abuse or neglect are grievances. Each must be documented and follow up provided in accordance with the grievance policy.

Summa Health
INFORMATION CONFIDENTIALITY & SECURITY AGREEMENT

This Information Confidentiality and Security Agreement (the “Agreement”) is entered into by and between Summa Health, hereinafter referred to as the “HOSPITAL” and _____, hereinafter referred to as the “WORKFORCE MEMBER”. *Workforce* means employees, volunteers, trainees, and other persons whose conduct, in the performance of work for a covered entity, is under the direct control of such entity, whether or not they are paid by the covered entity. *Summa Health* means Summa Health and its subsidiaries including Summa Health System Hospitals/Campus’ and Summa Health Wellness Centers.

HOSPITAL shall provide access to HOSPITAL’s confidential information, including, but not limited to, protected health information, financial information, business methods and practices, business and marketing plans, intellectual property, computer systems, patient and employee information, telephone systems and other electronic and paper systems (“Confidential Information”). To ensure Confidential Information integrity, security, and confidentiality WORKFORCE MEMBER hereby agrees to the following:

1. Confidential Information regarding an individual patient’s health, treatment, or payment for health care is protected by both Federal and State regulations. Severe penalties can be imposed on WORKFORCE MEMBER and on HOSPITAL if WORKFORCE MEMBER fails to protect against the release of any Confidential Information that may be disclosed intentionally or unintentionally during his/her employment or association with HOSPITAL.
2. WORKFORCE MEMBER will not disclose Confidential Information except as directly required to carry out the purpose of his/her employment or association with HOSPITAL. WORKFORCE MEMBER will not seek more than the minimum amount of Confidential Information necessary to carry out the purpose of his/her employment or association with HOSPITAL. WORKFORCE MEMBER will not carry notes, lists, records or other Confidential Information in any form away from HOSPITAL without specific permission. A breach of confidentiality will occur if WORKFORCE MEMBER releases Confidential Information for patients he/she may personally know. Any Confidential Information acquired as part of the WORKFORCE MEMBER’S HOSPITAL employment or association is not to be repeated to family, friends or family members of the patient.
3. WORKFORCE MEMBER will not violate ethical rules of behavior or Hospital policies, including, but not limited to, HOSPITAL’s policies on Release of Patient Information, Patient Rights, Information Access/Control and other policies which protect Confidential Information.
4. WORKFORCE MEMBER is responsible for his/her security code, authorization code, electronic signature, or other Password, if assigned (“Password”). WORKFORCE MEMBER understands that his/her Password is the equivalent of his/her signature. The WORKFORCE MEMBER shall be responsible for all work done under this Password. WORKFORCE MEMBER will not disclose his/her Password to anyone nor will the WORKFORCE MEMBER attempt to learn another WORKFORCE MEMBER’s Password. WORKFORCE MEMBER will not write down or store Password in an unsecured location, transmit the Password online, particularly by email, or any other practice that would put availability, accuracy, or confidentiality of HOSPITAL’s data, media, or equipment at risk. The WORKFORCE MEMBER will not share computer Passwords with anyone by permitting others to use the computer on his/her log-on.
5. WORKFORCE MEMBER will notify his/her immediate supervisor to arrange for a Password change if he/she has a reason to believe the confidentiality of his/her Password has been compromised.
6. WORKFORCE MEMBER will adhere to HOSPITAL policies regarding installation, copying and use of HOSPITAL owned computer software. Specifically, installation of unlicensed computer software on HOSPITAL owned equipment is prohibited by U.S. copyright laws, and may involve civil and criminal penalties.
7. WORKFORCE MEMBER understands that any violation of this Agreement is a violation of HOSPITAL policy and will result in disciplinary action. The WORKFORCE MEMBER’S signature below also acknowledges that he/she

has been instructed and he/she understands his/her duty and responsibility to maintain the confidentiality and security, both now and in the future, of any Confidential Information acquired at HOSPITAL.

8. The obligation to protect against the release of Confidential Information which WORKFORCE MEMBER has agreed to in this Agreement shall survive the termination of the WORKFORCE MEMBER's employment or association with HOSPITAL. Upon termination of WORKFORCE MEMBER's employment or association with HOSPITAL, WORKFORCE MEMBER shall return to HOSPITAL, without making or retaining copies thereof, all documents, records, notebooks, computer disks or similar repositories containing Confidential Information.
9. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Ohio, without regard to its conflict of law principles thereof.

IN WITNESS WHEREOF, the WORKFORCE MEMBER has signed this Agreement as of this date, _____ in the capacity set forth under his/her signature and acknowledges receiving a copy of this Agreement.

WORKFORCE MEMBER SIGNATURE

Date

Print Name

Department

Employee Number or Badge Number

Cost Center

Summa Health Department of Therapy Services

Guidelines for Student Handouts and Inservices

Student Requirements

Clinical Length:

6 weeks or less.

6 to 10 weeks.

Greater than 10 weeks

Requirement:

Patient Education Handout

Inservice presented to staff

Process improvement project

Patient Education Handout

Objectives

1. Create a patient education handout that shows a comprehensive understanding of the information and the ability to educate others on the topic.
2. Demonstrate the ability to search for and incorporate quality research by presenting it in the handout.
3. Deliver material in an organized professional format that uses good communication skills.

Guidelines

The purpose of this project is for you to create a patient education handout that can be provided to patients and educate them on a specific subject. This handout can be either a single page or a trifold brochure.

1. Start by selecting the topic for the handout and get the approval of your CI. (Make sure to have approval from you CI before starting the project.)
 - a. The topic chosen must be relevant to the physical therapy field and provide patients and visitors with valuable information.
2. The information in the handout must be evidence based therefor you must include a minimum of two references with your handout.

3. Information needs to educate patients as well as promote the practice of physical therapy and Summa Health System Rehab Services Department.

Student Inservice

Objectives

1. Develop a staff inservice that shows a comprehensive understanding of information relevant to physical therapy practice.
2. Demonstrate the ability to effectively provide education to peers on a specific subject
3. Show the ability to search for and incorporate quality research by presenting it in the inservice.
4. Deliver the material in an organized professional manner demonstrating effective communication skills both written and verbal.

Guidelines

The purpose of this project is for you to create an inservice that will educate the staff on a specific subject. The inservice will consist of an outline, a power point, and a presentation to the staff.

1. Start by selecting the topic for the handout and get the approval of your CI. (Make sure to have approval from you CI before starting the project.)
 - a. The topic chosen must be relevant to physical therapy and provide quality education to the staff
2. Next start by creating a written outline to submit to you CI which must include
 - a. Title of your inservice
 - b. Description of the target audience
 - c. Objectives for your presentation
 - d. Teaching method (Power Point with oral presentation)
 - e. Brief overview of the topic
3. Start/continue your research on the topic. The inservice must include at least 3 evidence based research sources.

4. Create a PowerPoint presentation that can be used to present your inservice to the staff (if AV equipment is available) and make sure to provide hard copies.
5. The presentation must be at least 20 minutes in length and allow 10 min for Q and A.
6. Provide all staff with an Attendee Rating Form and review with CI to reflect on the presentation.

GRADE	SITTING	STANDING
UNABLE	_____	Unable to stand at all, or needs “super-human” effort of multiple therapists, to achieve a stand.
POOR-	Needs total assist of more than one therapist to maintain static sitting	_____
POOR	Needs maximum assist to maintain static and dynamic balance. May require added support to w/c	Unable to keep balance unless maximum support of 1-2 therapists is given to patient.
POOR +	Able to assist with maintaining balance, but still needs maximum assist to keep balance.	Stands with moderate assistance using arm(s) for support (or walks with max assist, probably with device).
FAIR -	Inconsistently sits for short periods of time with only supervision to min assist, but overall requires moderate assist to keep balance. Patient uses arm(s) to help regain balance.	Stands with minimal assistance (or walks with moderate assist). Probably needs support of arm(s) while standing or walking. At times regains balance without assist.
FAIR	Maintains sitting for very short periods of time (less than 1-2 minutes). May keep balance better using arm(s) for support. Patient is able to assist with regaining balance.	Stands with supervision for limited amounts of time (or walks with hands on assist). Stands mostly without UE support, and may or may not need device. Inconsistently tolerates minimal displacement to balance.
FAIR+	Sits for about 5 minutes with supervision. Inconsistently tolerates minimal displacement to balance.	Stands during activities for moderate amounts of time (or walks with hands on assist). Stands mostly without UE support, and may or may not need device. Inconsistently tolerates minimal displacement to balance.
GOOD-	Can sit for extended periods of time without supervision. Consistently tolerates minimal displacement to balance, but inconsistently tolerates moderate displacement to balance.	Walks with supervision, but probably doesn’t use device at all times. Inconsistently tolerates moderate displacement to balance while standing (or walking). May need minimal to hands-on assist to perform advanced activities.

GOOD	Tolerates moderate displacement to balance occasionally loses balance with advanced activities.	Tolerates moderate displacement to balance while standing (or walking). Occasionally loses balance with advanced activities. Able to walk short distances (like in room) without physical assist. Probably doesn't use device for ambulation.
GOOD+	May take increased time or use alternative methods to recover balance.	May take increased time or use alternative methods or devices to recover balance.
NORMAL	Tolerates full challenges to balance and recovers fully.	Tolerates full challenges to balance and recovers fully. Does not need external assistive device to walk or regain balance.

