

**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.

Mission Statement:

The mission of Therapy Services at Summa Health is to provide high quality, culturally compassionate, therapeutic treatment utilizing an interdisciplinary approach to facilitate return of the patient to maximum possible function.

This is achieved through delivering timely comprehensive evaluations, diagnostic and rehabilitative inpatient and outpatient treatment procedures in the services of Physical Therapy, Occupational Therapy, Speech Language Pathology and Audiology.

Clinical and technical staff commit to professional, appropriate and cost effective care to optimize patient outcome and achieve evidence-based results as applicable.

We integrate our services within Summa Health, other community agencies and multiple health care providers to contribute to a healthier community.

Our Vision:

Therapy Services will be recognized as a regional and national leader in the delivery of therapy care and will be the preferred provider of health care services in our service area.

Acute Care Objectives
Occupational Therapy Student

1. Develop a comprehensive definition of Occupational Therapy and be able to effectively communicate it with patients, families, and other staff .
2. Understand and explain the various theories available for the care of the acutely ill patient.
3. Function as a contributing member of an interdisciplinary team which includes the following other members: medical doctor, neurologist, physiatrist, nurse, social worker, psychiatrist/psychologist, speech therapist, physical therapist/assistant, occupational therapist/assistant.
4. Manage a daily schedule to maximize department productivity and contribute to the success of the patient.
5. Effectively complete daily documentation to communicate the patient's progress toward goals and to serve as a handoff to other OT staff.
6. Understand the need for adaptive equipment in a variety of situations, determine the best equipment to meet the patient's needs, and provide written and/or verbal information to patient and caregiver on how to use and where to purchase.
7. Understand the importance of ongoing assessment and facilitate changes to the plan of care as needed.
8. Establish a home exercise program for a variety of diagnoses, providing handouts and education as needed.
9. Understand services available at discharge and assist with setting up as appropriate to maximize the continuum of care.
10. Demonstrate flexibility and initiative in a non-structured environment.
11. Complete thorough evaluations, set realistic goals, treatment frequencies, and durations for patients with a wide variety of diagnoses.
12. Demonstrate appropriate interactions with occupational therapy assistants to assure that the plan of care is being followed.

Acute Care Objectives
Occupational Therapy Assistant Student

1. Develop a comprehensive definition of Occupational Therapy and be able to effectively communicate it with patients, families, and other staff .
2. Understand and explain the various theories available for the care of the acutely ill patient.
3. Function as a contributing member of an interdisciplinary team which includes the following other members: medical doctor, neurologist, physiatrist, nurse, social worker, psychiatrist/psychologist, speech therapist, physical therapist/assistant, occupational therapist/assistant.
4. Manage a daily schedule to maximize department productivity and contribute to the success of the patient.
5. Effectively complete daily documentation to communicate the patient's progress toward goals and to serve as a handoff to other OT staff.
6. Understand the need for adaptive equipment in a variety of situations, determine the best equipment to meet the patient's needs, and provide written and/or verbal information to patient and caregiver on how to use and where to purchase.
7. Understand the importance of ongoing assessment as it relates to the interdisciplinary care of the acutely ill patient.
8. Establish a home exercise program for a variety of diagnoses, providing handouts and education as needed.
9. Understand services available at discharge and assist with setting up as appropriate to maximize the continuum of care.
10. Demonstrate flexibility and initiative in a non-structured environment.
11. Interpret patient evaluations and treatment plans as established by the OTR and facilitate changes to the plan of care appropriately.

OCCUPATIONAL THERAPY SERVICES PROVIDED AT SUMMA HEALTH

ACUTE CARE: Provides services to inpatients at bedside typically several times per week. Aggressive treatment is provided for a wide variety of diagnostic areas including orthopedics, neurology, oncology, respiratory, cardiac, and general medical diagnoses. Treatment focuses on regaining independence, facilitating a smooth transition at discharge, and making recommendations for further rehabilitation needs. At our St Thomas campus, OT sees patients on the general psychiatric and geropsych floors to determine ADL and IADL independence level and provide recommendations for discharge.

OUTPATIENT NEUROLOGICAL OCCUPATIONAL THERAPY: Provides services to outpatients with diagnoses of neurological, cardiovascular, visual, and respiratory disorders. Services are provided at White Pond, Green, and the University Park YMCA and include ADL/home management training, home strengthening/coordination programs, adaptive equipment assessments, and exploration of leisure/work activities. Treatment frequency varies according to the diagnoses and the needs of the patient. The major focus is placed on the patient/family to carry through with home programs so that progress can be continuous and made within a timely manner.

OUTPATIENT UPPER EXTREMITY ORTHOPEDICS: Provides services to patients at White Pond, Green, and the University Park YMCA. Patients are seen for acute hand injuries, reconstructive surgeries, degenerative diseases, and chronic hand impairments. Treatment focuses on splinting, improving strength, range of motion, and sensation to facilitate hand function, education on joint protection and energy conservation. Treatments may also include the use of modalities, joint mobilization, and soft tissue mobilization.

HOME HEALTH: Serves Summit County and surrounding counties by providing occupational therapy care to home bound patients. Patients and families are instructed on home safety, transfers, ADLs and therapeutic exercises on their own. Once a patient improves so that they are no longer home bound, occupational therapy services can continue, if needed, with Outpatient Services. Services are usually provided 2-3 times per week, Monday –Friday, for approximately 30-45 minutes per visit.

OCCUPATIONAL REHABILITATION: Located at the Summa Health Wellness Center at Green. Patients attend either a Work Conditioning Program or Work Hardening Program to prepare for a return to work. Both programs involve OT and PT as a team. Work Conditioning includes work simulations, body mechanics training and a whole body physical reconditioning program (flexibility, resistive, and cardiovascular exercises). Work Hardening includes

these same services, but patients also meet with a psychologist, vocational consultant, and dietitian. Patients attend at least 2 hours a visit, 3 days a week. Hours are increased each week. Patients may attend up to 8 hours, 5 days a week. Both programs are almost exclusively for patients that have had an industrial injury and are receiving Workers' Compensation.

AGING IN PLACE: Summa Health's Aging in Place team is comprised of OT and PT practitioners who have attended specialized training and are Certified Aging in Place Specialists (CAPS). The team provides home assessments throughout the community to facilitate a safe home environment for the client. They provide recommendations to the client so that qualified contractors can perform the desired work for the client. The main focus of the Aging Place Program is to allow clients to remain safely in their own home environment.

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 (IMS)

FIVE

EAST	Observation
WEST	Telemetry and Medical/CHF
NORTH	Overflow

SIX

EAST	Staff Offices
WEST	Geriatrics

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 (will move to Akron Campus 2022)

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 HOSPI-

TAL, 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

BALANCE

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.

NOTE: These guidelines are more applicable for neurologically or medically involved patients than for orthopedic surgery patients. If rating an orthopedic patient (total hip, total knee, ankle fracture, etc.) that uses an assistive device, please indicate that along with the balance rating (example: good walking balance with crutches, etc.)

Developed by Suzanne Roemmich, P.T. 4/92; retyped 4/09; reviewed 3/11; 9/11; 12/12; 4/04

Number Grade	Word/Letter Grade	Definition
0	Zero (0)	No muscle contraction can be seen or felt.
1	Trace (T)	Contraction can be felt, but there is no motion.
2-	Poor Minus (P-)	Part moves through an incomplete ROM with gravity decreased.
2	Poor (P)	Part moves through a complete ROM with gravity decreased.
2+	Poor Plus (P+)	Part moves through incomplete ROM (less than 50%) against gravity or through complete ROM with gravity decreased against slight resistance.
3-	Fair Minus (F-)	Part moves through an incomplete ROM (more than 50%) against gravity.
3	Fair (F)	Part moves through complete ROM against gravity
3+	Fair (+)	Part moves through a complete ROM against gravity and slight resistance.
4	Good (G)	Part moves through a complete ROM against gravity and moderate resistance
5	Normal (N)	Part moves through complete ROM against gravity and full resistance.

Muscle Grades

From Pedretti & Early, 2001