




## Therapy Clinical Student/Intern – Onboarding Instructions

Welcome to Infirmarium Health (iH) and Infirmarium Therapy Services! We are excited that you have chosen to complete a clinical rotation with us. Please read carefully and let us know if you have any questions.

### Contact Information – Site Coordinators of Clinical Education (SCCE)


DJ Williams, MS, OTR/L. **Primary** SCCE and point of contact for information related to onboarding.

 (251) 298-7611 (call or text) |  (251) 435-3854 (likely will have to leave a voicemail)

 (251) 435-3440


 [dj.williams@infirmariumhealth.org](mailto:dj.williams@infirmariumhealth.org)

Erin Sullivan, DPT, CLT, co-SCCE for **outpatient** settings.

 (251) 401-0354

 [erin.sullivan@infirmariumhealth.org](mailto:erin.sullivan@infirmariumhealth.org)

Rachel Granade, DPT, Team leader for Mobile County inpatient therapy for Infirmarium Health; co-SCCE for **inpatient** settings.

 (251) 435-3467

 [rachel.granade@infirmariumhealth.org](mailto:rachel.granade@infirmariumhealth.org)

As the SCCEs, we are your equitable liaisons during your rotation between Infirmarium Therapy Services and your program/college or you and your clinical instructor. We strive to be impartial mediators for any feedback and conflict resolution. Please contact either one of us with any questions, concerns, or feedback throughout your rotation.

## Requirements Checklist:

**You will not be able to start the clinical rotation until this checklist is completed.**

Scan, rename all items with the ending with " – your first last name", and email to DJ Williams at [dj.williams@infirmariumhealth.org](mailto:dj.williams@infirmariumhealth.org).

- 1) iH therapy attestation Excel form completed & signed by your program's coordinator, which confirms that your program has the following documents on file for you and would be able to provide iH within 24-hours if requested. We do **not** need physical copies of items a) – i).
  - a) Negative 10-panel drug screen (May be conducted at any site. We will accept the drug screen conducted upon admission to the program/school or within 1 year)
  - b) Background check (accepted if completed for graduate program admission)
  - c) TB screening with negative PPD; or a negative chest X-ray
  - d) MMR vaccination
  - e) Hep B vaccination (or signed declination statement)
  - f) TDap vaccination
  - g) Varicella vaccination or immunity verification
  - h) OSHA compliant blood-borne pathogens AND Tuberculosis training
  - i) HIPAA training
- 2) CPR card – must not expire prior to your LAST scheduled day of the clinical rotation.
- 3) Flu proof of vaccination received in September – December if scheduled to complete a clinical rotation between October 1<sup>st</sup> – March 31<sup>st</sup>, or exemption form (provided in attachments).
  - If declined, must wear a provided surgical mask during the rotation if flu season.
- 4) COVID-19 proof of vaccination (**2**-injection primary series **at least**) or exemption form (provided in attachments).<sup>++</sup>
  - If declined, must wear an N-95 mask during the rotation if the facility invokes COVID-19 precautions.
- 5) Malpractice / Liability coverage documentation – provided by your academic coordinator.

<sup>++</sup>"As of February 14, 2022, Infirmarium Health mandated COVID vaccine for all healthcare workers to be fully vaccinated or provide an approved exemption form. This includes employees, students, volunteers, medical staff, vendors and others who provide care, treatment or other services and support services for Infirmarium Health and/or its patients, under contract or other arrangement. "

## Orientation

Your orientation includes reviewing the provided Student Orientation Manual and completing the corresponding I Heard and Read form to attest that you have done this. Then once all requirements have been completed and provided, you will be included in an email to Human Resources/Employment Services so that the representative can schedule a time to pick up your badge and parking decal (if needed). The badge pick-up can be completed before or on the morning of your rotation, although before is preferred to ensure no delays to your start date. The HR representative may request additional items that must be turned in aside from your initial onboarding packet.

Addresses to Human Resources

Infirmarium Health | Employee Service Center: [1 Mobile Infirmarium Circle Mobile, AL 36607](#)

- Please refer to "Map - Badge Pickup" PDF for directions as Google currently directs you into one-way traffic at the destination.

Thomas Hospital | Human Resources: [300 N Greeno Rd Building C, Suite 312, Fairhope, AL 36532](#)

Instructions for badge picture

- Stand in front of a neutral-colored wall with nothing in the background.
- In the picture, you need to be looking straight forward and include from the shoulders up.
- Do not use filters.

Below is an example.



HR needs the following for badge

- Provide your student # and DOB.
- Provide copy of the front of your driver's license or equivalent photo ID.
- Provide make, model, and tag# of vehicle that you'll be using.

## Things to bring Day 1

- Program/college name badge & temporary iH student badge
- Educational material from your program as needed
- Lunch: either prepared or can be purchased via cash/card if the facility has a cafeteria (MIMC/Thomas/NBI). A refrigerator, microwave, and Keurig are available at select facilities. Please speak with an SCCE or your clinical instructor for directions or more information about the cafeteria.
- Optional at Mobile Infirmarium only – a combination lock for a locker if you choose to use one.

## Dress Code

Caribbean blue scrubs. Undershirts and outer garments, if worn, must be white or Caribbean blue. If the outer garment is not a scrubs brand, it cannot have visible branding/logos. Closed toe & heel shoes. Some scrub brands label Caribbean blue as Bahama blue, this is accepted. Some materials such as the windbreaker-like material of Fig's brand Caribbean blue is slightly greener, although also still accepted.

No colognes/perfumes. No nail polishes. Long hair must be clipped back/managed from coming in contact with patients due to infection prevention. Any facial hair around the cheeks or chin must be shorter than 1-2 days length of stubble as to not impede the seal of an N-95 mask on the face. Facial hair within the seal of an N-95 mask, such as a mustache, is accepted.

**Outpatient** clinics are sometimes lenient or have different dress codes. Please communicate with your CI to confirm your dress code. Otherwise, the Caribbean blue scrubs are always accepted.