Call Out Policy

Planned Absence
• Ex: vacation, meeting, travel, exams
• ≥ 2 weeks notice required
• Email to ALL other aides for coverage (will be provided early in semester)
• White board filled out by aide check in station for coverage

Last Minute
• Ex: sick, emergency
• NOT – exams, studying, planned meetings > 2 weeks in advance
• Email to ALL other aides for coverage ASAP (will be provided early in semester)
Examples Unacceptable Performance

• Chatting with friends on clinic floor
• Showing up late/leaving early
• Using cell phones on clinic floor
  • Texting / internet use included
• Saying ‘I cannot help’ to the staff
  • ONLY exception: patient safety
• Standing back by the islands
Examples of Minimal Expectations

• Attending ALL scheduled times
• Arriving/Leaving at time agreed to
• Not using cell phones on floor
• Completing activities as asked
  • Multi-tasking if needed
• Being professional with patients
• Abiding by HIPPA laws
• Checking aide checklist for duties
• Standing by active treatments to learn and help
Examples of Going Above and Beyond

• Getting to know the PT’s / patients
• Asking:
  • ‘Is there anything else I can do?’
  • Questions about patient care when it is a good time for the therapist or student
• Ensuring / asking if patients are completing exercises appropriately
• Showing interest in the profession
Needed For a GOOD Letter of Recommendation

• Regularly going above and beyond
• Standing out consistently
• Multitasking
• Demonstrating interest in being a health professional
• Being personable with patients
• Asking questions at the appropriate time
• Therapists associate your name with a great work ethic
1. This is a serious commitment of my time
   A. True
   B. False

2. You are expected to arrive every day you agree to help, and on time.
   A. True
   B. False

   A. True
   B. False

4. If you are not working with a patient, there is nothing to do.
   A. True
   B. False

5. ≥ 2 weeks notice is required when someone cannot attend a scheduled day. When people are sick or emergencies occur, an email must be sent to all other aides for coverage.
   A. True
   B. False