

WTRC Student Observer Requirements

If you are a student interested in shadowing or observing at WTRC, the following must be successfully completed and approval from WTRC staff must be received prior to beginning volunteer observation hours:

1. Student will review WTRC code of ethical conduct, dress code, and expectations for observers, review and sign expectations sheet, and fill out Volunteer/Student Information Sheet. Only VOLUNTEER/STUDENT INFORMATION SHEET and EXPECTATIONS SHEET need to be turned in. Please keep the rest for your reference. (CODE OF CONDUCT, NAMETAG INFO, & DRESS CODE)
2. Student will obtain a name tag to be worn when on the WTRC campus that indicates student name, associated university or high school, and "volunteer" or "observer" title. Please see name tag sheet (attached) for further examples.
3. Student will submit a letter describing their interest in their chosen field of study and goals for observation in the outpatient setting. This must be completed prior to scheduling orientation. ****Does not apply to high school students****
4. Student will provide a passport type photo or copy of driver's license/photo ID card. This can be sent via email, or have us make a copy of it when you come in for orientation. ****Does not apply to high school students****
5. Student will schedule a time and complete an orientation (10-15 min duration) with WTRC staff.

After obtaining/completing items 1-4, please email to schedule a time for your orientation. For Pediatric PT/OT, contact Leslie Ashlock at lashlock@wtrc.com, and for Adult PT/OT, contact Jaime Gonzalez at jgonzalez@wtrc.com. You may turn your paperwork in either in person, or send it via email when we schedule your orientation

Thank you,

Jaime Gonzalez, PT, DPT, FAAOMPT
Student Coordinator
West Texas Rehabilitation Center

Expectations for WTRC Student Observers:

- Interact with therapists and patients – ask questions, get to know them. Do not just stand around watching and never speaking to patients and therapists; show enthusiasm and stay engaged with people. There is always something to do!
- Always maintain patient privacy and confidentiality. Do not give out, share, or discuss patient information with others.
- Assist with cleaning treatment areas, change linens, and clean/put away equipment used after each patient.
- Be willing to jump in and help a therapist or staff member when asked. Please do remember that you are not trained to offer any medical or exercise advice and direct any questions a patient may ask you to their treating therapist.
- Make sure to dress appropriately every day per our facility dress code. If you arrive not properly dressed for clinic you will be asked to go home and change. Jeans are only allowed on Friday. Always wear your name tag.
- Your cell phone needs to be silenced and in your pocket or left in your car or at home. If you need to make a call or check your phone, please step into a lobby or hallway instead of checking it in a patient care area.
- Please park further away from entrances to allow patients to utilize closer parking spaces.
- You are responsible for logging and keeping track of your own hours. Once you have completed your required hours, the student coordinator or therapist you have been working most closely with will verify your hours as required by the school(s) you are applying to.

I, _____, agree to the above volunteer duties. I understand that I am competing against multiple other volunteer students to apply to post-professional school. I will be responsible to perform each of the above listed duties to the best of my ability. I understand that observing at WTRC is a privilege and that if at any time I am not satisfactory in keeping these expectations, I will be dismissed as a volunteer observer at WTRC and will not be able to complete my desired time due to non-compliance with the above standards I have agreed to withhold.

Signature: _____ Date: _____

Student Volunteer Name Tag Requirements

To be a student volunteer and observe or shadow at West Texas Rehab Center, we require you to create a name tag identifying who you are for other staff, patients, and visitors in our building. Name tags should include the following information:

- First and last name
- Volunteer title
- School you are affiliated with
- Example as below:



Name tags can be as simple as a sticker with legibly written info as listed above, or can be printed or typed on a piece of paper to place in a clear plastic clip on such as the photo below (these can be purchased at office supply stores). You can also use a school-issued student ID card in a clear plastic clip on to meet the requirement.

