

 	Name:		Manager:	#N/A
	Position:	PCT Float	Manager Phone:	#N/A
	Home Clinic:		Assistant Manager:	#N/A
	Training Clinic if Different		Notes:	
	Start Date:	1/31/2022	* If you are scheduled until the clinic closes, please know that you are required to work onsite until all patients are seen and procedures are	

		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Items to Practice/Suggested Items to Learn On-The Job	
o	Week 1	Date	30-Jan	31-Jan	1-Feb	2-Feb	3-Feb	4-Feb	5-Feb	Room and Patient Screening/History
		Shift Time		AM-Virtual NEO	9:00-4:00			7:45-4:00		Perform vitals on patients
		Clinic Location		PM-E-Learning	Introduction to Clinical	OFF	OFF			Discharge patients (no DME, medications, referrals etc.)
		Training			In-Person Clinical Classroom			PCT On-the-Job		Clean clinic
		Coach						Karen		Stock rooms
	Week 2	Date	6-Feb	7-Feb	8-Feb	9-Feb	10-Feb	11-Feb	12-Feb	Apply all previous procedures and Private Patient procedures
		Time		9:00-4:00	8:00-4:00	10:00-6:00		7:45-4:00	8:00-4:00	Assist with the Autoclave, Audiograms, calibrating the Audiometer
		Location								Opening and/or Closing Procedures - including calibrations
		Training		Clinical Classroom	PCT On-the-Job	PCT On-the-Job		PCT On-the-Job	PCT On-the-Job	
	Week 3	Date	13-Feb	14-Feb	15-Feb	16-Feb	17-Feb	18-Feb	19-Feb	Apply all previous procedures and Occ Med procedures
		Time		9:00-4:00	8:00-4:00	8:00-8:00	8:00-4:00	8:00-12:00		Assist with Patient Calls
		Location							OFF	
		Training		In Person Clinical Classroom	PCT On-the-Job	PCT On-the-Job	PCT On-the-Job	PCT On-the-Job		
	Week 4	Date	20-Feb	21-Feb	22-Feb	23-Feb	24-Feb	25-Feb	26-Feb	Assist with administering: Oxygen, Biometrics, Titmus
		Time		8:00-2:00	8:00-4:00	8:00-2:00	8:00-4:00	8:00-2:00	8:00-4:00	Apply all previous procedures
		Location	OFF							
		Training		PCT On-the-Job	PCT On-the-Job	PCT On-the-Job	PCT On-the-Job	PCT On-the-Job	PCT On-the-Job	
	Week 5	Date	27-Feb	28-Feb	1-Mar	2-Mar	3-Mar	4-Mar	5-Mar	Assist with DME, EKG, Gyne Setup, Hair Follicle
		Time		8:00-2:00	8:00-8:00	8:00-8:00		8:00-4:00		Apply all procedures learned
		Location							OFF	
Training			PCT On-the-Job	PCT On-the-Job	PCT On-the-Job		PCT On-the-Job			
DOT Collector and EBT Training	Date			22-Mar		24-Mar			Complete DOT Collector e-Learning (PIC Learning)	
	Time			8:30 - 4:00		9:00-5:00				
	Location									
	Training			Collector Virtual Training		Collector Assessments				
DOT Collector and EBT Training	Date			29-Mar		31-Mar			Complete DOT BAT e-learning (PIC Learning)	
	Time			8:30 - 4:00		9:00-5:00				
	Location									
	Training			BAT Virtual Training		BAT Assessments				

Live Training Clinical Classroom is live with a trainer DOT Collector and EBT Training is a Webinar completed from your clinic DOT Collector and EBT Assessments are with a trainer

Locations	Larkin	Houbolt	Orland Park	
Address	800 N Larkin Ave, Joliet IL 60435	1360 Houbolt Rd, Joliet IL 60431	9570 W 159th St # A, Orland Park IL 60467	#N/A
Phone	(815) 741-4300	(815) 823-8800	(708) 675-7070	#N/A

If you are ill or can not make it to a shift, please advise your manager via the number provided next to their name. Thank you!

Clinical Training				
Classroom: Introduction to Clinical	Classroom: Patient Care	Classroom: Occupational Medicine Services	On the Job Items	
<ul style="list-style-type: none"> • Overview of Role and procedures • Overview of Systems <ul style="list-style-type: none"> ○ Follow patient flow to review screening, clockwise, basic registration to chart creation • Patient Charts (PVM) • Rooming • Vitals / including Snellen • Basic Discharge 	<ul style="list-style-type: none"> • Medication Policies and Dispensing <ul style="list-style-type: none"> ○ QV ○ Injections • Labs <ul style="list-style-type: none"> ○ All aspects of ordering, logging, results ○ CLIA sample collection and running CLIA tests ○ Venipuncture • Trauma and Other <ul style="list-style-type: none"> ○ Set-up ○ Wound Care • Ear Irrigation 	<ul style="list-style-type: none"> • Overview of Occ Med services <ul style="list-style-type: none"> ○ Services Offered ○ Reading protocols/work forms ○ QV • Physicals <ul style="list-style-type: none"> ○ What is offer & your role ○ Completing paperwork ○ DOT physical overview • Drug Testing <ul style="list-style-type: none"> ○ Rapid Drug Tests ○ Non-Federal Drug Tests • Alcohol Testing • Use of EBT Device for Non-Federal 	<ul style="list-style-type: none"> • Opening/Closing Procedures - including calibrations • Stocking Rooms • Cleaning • Audiogram and calibration • Autoclave-Spore count, weekly/monthly cleaning • Patient Calls - Answering clinical phone and patient call back/ patient bond - customer service and overview 	<ul style="list-style-type: none"> • Vision Tests • Hair Follicle Drug Collection • DME – Type and Explanations • Gyne Set up • Titmus • Biometrics

Other New Hire Training			
DOT Drug Screen Collector	DOT Breath Alcohol Technician (BAT)	Coming Soon	
		Respiratory Exams and Procedures	Other Procedures
<ul style="list-style-type: none"> • E-learning • Virtual Classroom • Mocks • Competency 	<ul style="list-style-type: none"> • E-learning • Virtual Classroom • Mocks • Competency 	<ul style="list-style-type: none"> • Pulmonary Function Testing (PFT) • Respirator • Fit Testing • Nebulizer • Administering Oxygen 	<ul style="list-style-type: none"> • Casting Assistance and Cast Removal • EKG