



Name:		Manager:	Joanna Gebala
Position:	RT	Manager Phone:	224-628-2710
Home Clinic:	Schaumburg	Assistant Manager:	0
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 complete.	

		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		9:00-4:00	9:00-4:00	7:45-2:00	7:45-8:00		7:45-4:00	Perform vitals on patients
		Clinic Location		AM:Virtual Zoom						Discharge patients (no DME, medications, referrals etc.)
		Training		PM: Online Training	Clinical Classroom	RT on_the_job	RT on_the_job		RT on_the_job	Clean clinic
		Coach		Jonjalee		Jonjalee	Jonjalee		Jonjalee	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	7:45-4:00	9:00-4:00		2:00-8:00	7:45-8:00		7:45-3:00	Assist with the Autoclave, Audiograms, calibrating the Audiometer
		Location								Opening and/or Closing Procedures - including calibrations
		Training	RT on_the_job	Clinical Classroom		RT on_the_job	RT on_the_job		RT on_the_job	
		Coach	Jonjalee			Jonjalee	Jonjalee		Reuben	
	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	7:45-2:00	7:45-2:00	7:45-8:00		7:45-4:00	Assist with Patient Calls
		Location								
		Training		Clinical Classroom	RT on_the_job	RT on_the_job	RT on_the_job		RT on_the_job	
		Coach			Reuben	Jonjalee	Jonjalee		Jonjalee	
	Week 4	Date	20-Feb	21-Feb	22-Feb	23-Feb	24-Feb	25-Feb	26-Feb	Assist with administering: Oxygen, Biometrics, Titmus
		Time	7:45-4:00	7:45-8:00		2:00-8:00	7:45-8:00			Apply all previous procedures
		Location								
		Training	RT on_the_job	RT on_the_job		RT on_the_job	RT on_the_job			
		Coach	Jonjalee	Jonjalee		Jonjalee	Jonjalee			
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		7:45-8:00		7:45-2:00	7:45-8:00		7:45-4:00	Apply all procedures learned	
	Location									
	Training		RT on_the_job		RT on_the_job	RT on_the_job		RT on_the_job		
	Coach		Jonjalee		Jonjalee	Jonjalee		Jonjalee		

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				
	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	Orland Park	Six Corners	Norridge	Park Ridge	
Address	9570 W 159th St # A, Orland Park IL 60467	4211 N Cicero Ave, Chicago IL 60641	4900 N Cumberland Ave, Norridge IL 60706	1235 Northwest Highway, Park Ridge IL 60068	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!
Phone	(708) 675-7070	(773) 794-1000	(708) 456-1600	(224) 585-7000	

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