Entry-Level PT Training & Clinic Expectations

PRE-HIRE

1. Building & Facility

- Provide key for front and back door entry.

2. Systems & Administrative Setup

- Complete CFO/payroll onboarding:
    - W-2
    - Tax information
    - Other required employment documentation
- Provide current PT license information.
- Add clinician to PT Everywhere:
    - Create clinician profile
    - Set hours and schedule
- Set up clinic Gmail account.
- Add to applicable Google Workspace systems and Shared Drives.
- Review location of shared resources:
    - Patient education documents
    - Phone, text, and email scripts
    - Documentation shortcuts and phrases
- Submit professional bio for the website.

TRAINING SCHEDULE - WEEK 1

1. Building & Facility Training

- Review Mission, Vision, Values training
- Review HIPAA and Trauma-informed training
- Review opening and closing procedures:
    - Front and back doors
    - Lights
    - Music and speakers

    - Equipment storage
    - Linens
    - Trash
- Review kitchen procedures and expectations.
- Review exercise equipment:
    - Location
    - Proper use
    - Storage
    - Cleaning
- Review use of clinic iPad.
- Review 1Password:
    - How to log in
    - How to locate necessary apps and credentials

2. Orientation & Systems Training

- Complete PT Everywhere tutorial:
    - Evaluation notes
    - Daily treatment notes
    - Consent forms
    - Clinic policies
    - Patient intake forms
    - Templates and quick phrases
    - Use of AI Scribe
- Review documentation standards:
    - Complete billing the same day as the patient visit.
    - Complete documentation before 8:00 a.m. the next business day.
- Complete billing tutorial:
    - Adding a patient credit
    - Sending invoices by email
    - How to add products
- Review pinned exercises and exercise resources.
- Review Google Docs and Shared Drive resources:
    - Scripts
    - Email templates
    - Patient education materials
    - Documentation resources
- Review Call List/CRM:
    - How to add patients
    - How to document communication
    - How to update patient status
- Review clinic exercise list.
- Begin clinical shadowing.
- Complete branding and marketing onboarding:

    - Professional headshots
    - Social media introduction
    - Website profile and bio

4. Clinic Cleaning & Maintenance

- Assist with general clinic cleanup at the end of each day.
- Help maintain the following areas:
    - Floors, including sweeping and vacuuming
    - Dusting
    - Bathrooms
    - Kitchen/common areas
    - Clinic equipment
- Replace bathroom supplies as needed:
    - Soap
    - Paper towels
    - Other necessary supplies
- Clean and properly store all equipment after use.
- Be responsible for cleaning and maintaining personally used treatment equipment, including:
    - Dilators
    - IASTM tools
    - Cupping equipment

5. Documentation

- Complete billing on the same day as the patient visit.
- Complete all treatment notes before 8:00 a.m. the next business day.
- Follow clinic documentation standards and approved templates.

6. Scheduling & Patient Communication

- Assist with scheduling patients as appropriate.
- Follow up directly with patients on your caseload when:
    - A patient leaves a message.
    - Communication or follow-up is needed.
    - Scheduling assistance is needed.
- Keep the Call List/CRM current.
- Document relevant patient communication appropriately.

7. Inventory & Supplies

- Help monitor clinic supplies and inventory.
- Notify the front office when supplies need to be reordered.
- Help keep treatment equipment organized and appropriately stocked.

TRAINING SCHEDULE - WEEK 2

Urinary System

- Stress urinary incontinence
- Urge urinary incontinence
- Urinary urgency
- Urinary frequency
- Interstitial cystitis/bladder pain
- Assessment and treatment strategies for urinary dysfunction
- Quiz
- Shadowing

TRAINING SCHEDULE - WEEK 3

Bowel System

- Constipation management
- Pelvic floor dyssynergia
- Internal rectal assessment
- Internal rectal treatment techniques
- Quiz
- Shadowing

TRAINING SCHEDULE - WEEK 4

Pelvic Pain

- Dyspareunia
- Vaginismus
- Vulvodynia
- Internal manual therapy techniques
- Visceral mobilization
- Abdominal wall treatment
- Dilator training
- Quiz
- Shadowing

TRAINING SCHEDULE - WEEK 5

Prolapse Management

- Intra-abdominal pressure (IAP) management
- Functional pelvic floor muscle strengthening
- Functional movement patterns
- Anti-gravity positioning and treatment strategies
- Quiz
- Shadowing

TRAINING SCHEDULE - WEEK 6

Functional Pelvic Floor Training

- Impact training
- Intra-abdominal pressure (IAP) management
- Eccentric glute strategies
- Application of eccentric glute strategies to functional movement
- Quiz
- Shadowing

TRAINING SCHEDULE - WEEK 7

Pain Neuroscience Education & Vagus Nerve

- Pain neuroscience education (PNE)
- Functional pelvic floor muscle down-training strategies
- Visceral mobilization strategies
- Vagus nerve treatment considerations:
    - Auricular branch
    - Head, neck, and chest
    - Pyloric sphincter mobilization
    - Subdiaphragmatic release
- Quiz
- Shadowing

Continuing Education & Advanced Clinical Skills

Priority Continuing Education

- Level 2 Bowel
- Level 2 Pelvic Pain
- Visceral mobilization courses
- Male pelvic health
- Dry needling:
    - General dry needling
    - Pelvic floor dry needling