

HPU SOP Standardized Client Program Staff Duties

Floor Manager Duties:

Room set-up for the today's lab:

Rooms being used today:

Floor Manager space:

SC Back-up space:

New SC Observation space:

Read the case to locate what goes inside the room and what goes outside the room.

- Review the room set-up for people placement and logistics.
- Turn on each and all the **hall computers**. At the 'hpconsultant', put in password = 'Panther24'.
- Click on **Learning Space** until the sign on box comes up. Do not sign into Learning Space yet until ready to check the intercom system. Students will sign in here.
- Go into the rooms we are using...and turn on those **room computers**. Same as the hallway computers.
 - Note: at 15 minutes before the lab starts, the 'easy log-in' sign should show on the computer screen...making the SC student list available.
 - **Check each room for the following:**
 - Do not recall sheets
 - Rubrics form should the computers go down
 - Patient profile if needed
 - Lab/student Schedule
 - Info pages for the students to refer to. Make sure students can see this.
 - Clipboard with paper for notes.
- Set up **the room** for the SC back-up to watch videos. Note: Give her 2 Performance Fidelity Sheets (found in hallway closet). Jean will need to sign in and pull up the 'recording' function.
- Select an empty room to work on things between encounters. Prepare the clipboards in the room. Note: Do not spend much time in the room, but rather sit in the hallway chairs so can see when students are finishing the various parts of the case and get the next round ready.
- **Floor Manager Routine:**
 - Gather clipboards and put the honor code sheet on it... Can put several copies on the clipboard, but the student will only use ONE sheet. Each student in each round should have a clipboard with the honor sheet.
 - 3 minutes before next round, go to outside hallway and instruct students on their tasks:
 - To sign honor code statement and adhere to it.
 - Tell can write on/make notes on the honor sheet—back side. Return this sheet to the ledge in the SC hallway when case completed.
 - Inform of encounter times and answer their questions.

- Encounter = -- minutes with 1-minute warning
- Post encounter activity for students: -- minutes with 1-minute warning
 - Feedback = -- minutes with 1-minute warning
- Students then turn in Honor Code sheet (put on ledge) and go across hall for debriefing (-- minutes).

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- Also play the intercom reminders: shut down, warnings, enter room, exit room, SC break, etc. at appropriate times.... or ring the bells.
- At the huddle, inform the SCs of the start time, break time, and the end time. Answer any questions they may have.
- If there are any recording issues or student issues involved with filming, please call Kristen at 9671 to tell her of student changes so the tagging can be made correctly.
- When the lab is complete, sign out of Learning Space, but do not turn off the computers. Double check that all computers have been signed out of.
- Remember to complete the survey and timesheet.
- Make sure the door closes tightly behind you.

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