

Orthotic & Prosthetic Resident Orientation Schedule

Resident Name: _____

Orientation Dates: _____

Supervisor: _____

Week 1: Introduction, Compliance, and Clinical Shadowing

Day	Time	Activity
Monday	8:00 AM - 9:00 AM	Welcome & HR Paperwork / Facility Tour
	9:00 AM - 11:00 AM	Introduction to Staff, Overview of O&P Practice, Mission, and Values
	11:00 AM - 12:00 PM	IT Setup: Email, EMR Training, Scheduling System Access
	12:00 PM - 1:00 PM	Lunch (with Mentor/Supervisor)
	1:00 PM - 4:00 PM	Shadow Clinical Appointments – Orthotics

Tuesday	8:00 AM - 10:00 AM	Infection Control, HIPAA, OSHA, and Safety Training
	10:00 AM - 12:00 PM	Documentation Standards & Chart Review Basics
	1:00 PM - 4:00 PM	Shadow Clinical Appointments – Prosthetics

Wednesday	8:00 AM - 12:00 PM	Observe Patient Care – Pediatric Orthotics (Children’s Specialty Clinic)
	1:00 PM - 3:00 PM	Observe Cranial Remolding Evaluation (Ballas)
	3:00 PM - 4:30 PM	Review of Manufacturer Catalogs, Materials, and Components

Thursday	8:00 AM - 10:00 AM	Billing, Coding & L-Coding Training
	10:00 AM - 12:00 PM	Workshop Orientation & Fabrication Safety
	1:00 PM - 4:00 PM	Lab Tour & Introduction to Fabrication Tools/Techniques

Friday	8:00 AM - 12:00 PM	Observe Clinical Appointments
	1:00 PM - 3:00 PM	Introduction to Patient Evaluation Templates
	3:00 PM - 4:00 PM	End-of-Week Check-in with Supervisor, Q&A Session

Additional Notes

- **Required Reading:** Facility protocols, CMS coverage guidelines, safety manual.
- **Shadowing Expectations:** Passive week 1, active assistance week 2.
- **Progress Check-Ins:** At end of each week with supervisor or program director.