

INTERNATIONAL CLINICAL PLACEMENT PROGRAM HANDBOOK

**For OT / PT / SLP Students and
Volunteers**



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Overview

Welcome to Handi-Care Intl.'s clinical placement program. We hope the details provided in this will help you prepare and plan for your upcoming trip to India. This will be one of the most enriching experiences you have had, both professionally and culturally.

Handi-Care Intl. (www.handicareintl.org) is a registered Canadian charity (Registered in 1992), dedicated to serving the needs of those with disability in rural India. HCI achieves its goals by supporting and funding reputable organizations in India, the main one being Amar Seva Sangam.

Amar Seva Sangam (ASSA) (www.amarseva.org) is a grassroots NGO (non-governmental organization) dedicated to the rehabilitation, education and empowerment of people with disabilities in rural India. It is a non-profit organization that operates through charitable donations and provides much of its service for free. It is located in the beautiful rural village of Ayikudy in the southern state of Tamil Nadu in India. It is a unique organization in that it is run by disabled volunteers and many of the staff at ASSA have disabilities. The centre includes: integrated schools, a centre for early intervention for children with delayed development, an outpatient rehabilitation facility for stroke, neurological and MSK injuries, a post-acute care rehab centre for individuals affected by spinal cord injuries, a vocational training centre, a village based rehabilitation program for child rehab and a hostel for children and youth affected by physical disabilities and Residential home for intellectually and / or physically impaired children.

Clinical and volunteer placements in ASSA are arranged through Handi-Care International (www.handicareintl.org). HCI has been arranging clinical placements for PT, OT and SLP students at ASSA since 2006 at various universities in Canada and USA. HCI has hosted students from University of British Columbia, University of Manitoba, Western University, McMaster University, Sherbrooke University, Colorado State University, Queens University, Dalhousie University, University of Ottawa, University of Toronto and McGill University.

The coordinators of the clinical placements program are Canadian volunteers, who themselves did student clinical or volunteer placement at ASSA. In India, the Chief Physiotherapist of ASSA, Ram will coordinate all volunteers and students during their placement. There are a number of PTs among the 20 PTs at ASSA who can provide supervision for the students, there are 4 OT supervisors and 1 SLP supervisor –on site to help supervise OT and SLP students. In addition, we try to provide off-site support from North American OTs, PTs and SLPs, who have either been to ASSA or have experience in similar settings. Sometime, we also have OT, PT, SLP volunteers who are volunteering at ASSA and can help support student placements.

More details are covered on page 4 and Appendix 2 on page 24.

We collect evaluations at the end of the placements and receive feedback from students. All the students and volunteers have consistently ranked this placement both clinically and culturally as one of the most enriching and uplifting experiences of their lives!

Section 1: Clinical Placement Details for Students and Volunteers

1. Objective and Goals

Most of your prior clinical placements have likely focused on clinical skill acquisition and education. This placement is unique in that in addition to clinical skill acquisition and learning about rehabilitation in a resource poor setting, there will be a strong focus on community development. Each student will be given a project that may require research during the placement and possibly prior to the placement. The focus of the project will be on a clinically relevant question or topic that can then help improve the function of people with disabilities in this unique setting.

The focus will be less on individual therapy, and more on providing education and mentoring on intervention approaches so that students' work is sustainable to carry on making a positive impact after they have left. Also in this way, students must truly be client-centered (with ASSA as an organization being

the client) to determine intervention priorities, tailor strategies to the environment, and problem-solve issues during implementation.

Past and current projects have included making toilets more accessible for disabled children, safe wheelchair transferring, cushioning for patients with spinal deformities, the use of sensory assessment tools in guiding early intervention therapy, improving fine motor skills for patients with spinal cord injuries and increasing mobility for quadriplegic patients.

Students will also be given one topic to make a more formal presentation on. Topics will be decided in conjunction with OT/PT/SLP supervisor in India and student, and possibly from input from North American OT/PT/SLP support person.

See shared Onedrive folder for previous students projects and specific objectives for students.

What is student's role from an organizational standpoint?

We want Canadian students and volunteers to feel that they are “co-owners” of this clinical placement program. We have a core team consisting of volunteers in Canada and staff in India, that try to see this project run smoothly – but the real “core” are the students and volunteers going to India. You will notice many aspects of this program and the work at ASSA that could be improved upon. We do collect your feedback both formally and informally. However, rather than just passively giving feedback – we encourage you to take an active role. If you identify an area that needs improvement upon, be pro-active and discuss with the Canadian and ASSA team and try to implement a solution. An example in the past is, students found that they wish they had a reference for “who was who on campus”, so they wrote up a document on it (See Appendix 2). Another example is, students found that there wasn't much recreational activity after therapy hours for SCI patients, so they started organizing games nights for them. Many more examples exist, but the goal here is to realize that you are an integral part of making this clinical placement program better for yourself, future students / volunteers and for staff and clients at ASSA.

Role of North American OT, PT, SLP volunteers / support therapists

North American PTs, OTs, SLPs have been actively assisting in clinical placements for Canadian PT, OT, SLP students since the inception of the program. North American PTs, OTs and SLPs have assisted students in various ways, including providing off-site or on-site support to students and directly supervising students, in addition to taking on client themselves or doing volunteer projects.

Since we have established a core group of OT, PT, SLP supervisors locally in India who will be responsible for student supervision, the role of the North American PT, OT, SLP is to provide either on-site or off-site support to students, provide capacity building activities for Canadian students and Indian therapists and engage in clinical work or volunteer projects. They will also be in the best position to review reports and other documentation from students as they are better aware of the standards of Canadian Professional College requirements. We will try our best to pair students with North American support therapists either off-site or on-site(if they are at ASSA). However, depending on availability, students may or may not be assigned North American support therapists.

The role of the North American OT, PT, SLP will be to provide bedside mentorship and teaching to the PTs, OT, Speech trainers, special educators and interventionists working at ASSA, with the goal of improving the care and treatment they provide. They may also be asked to conduct or support students in conducting seminars / workshops for the PTs, OT, speech trainers and special educators. Direct client care will also take place and we hope to ensure a smooth transition of client care issues between incoming and outgoing North American OTs, PTs, Speech trainers so that service continuity is present. The area of focus can be tailored towards the Canadian therapists experience / interest. As client care is always performed alongside a licensed rehabilitation or health professional in India, Canadian OTs, PTs and SLPs are not required to register with the licensing body in India.

2. Co-ordinators / Preceptor / Supervision .

Program Coordinators

Dinesh Krishna - dkrish6@gmail.com

Dinesh is a Canadian physician and Director at Handi-Care Intl. and coordinated the initial logistics and communications with the universities for student placements.

Chamila Anthonypillai - c.anthonypillai@gmail.com

Chamila is a Canadian OT, based out of Vancouver, BC and will be coordinating all clinical orientation, coordination of off-site preceptors and communication with students during placement.

Ramasubramanian - ram.clinicalplacement@gmail.com

Mr. Ramasubramanian (goes by Ram) is the Chief PT and head of rehabilitation services at ASSA and takes overall responsibility for clinical placement students upon their arrival. He is the main contact in India for volunteer OTs, PTs and SLPs as well. Mr. Ram will give you the initial online orientation and meet you upon your arrival and will give you a tour of the facilities and you can touch base with him with any concerns.

He should be kept informed of changes and progress in intervention. Whenever a client needs a new cushion, cover, wheelchair you should consult Ram. It will take 1 or 4 days to get new equipment. ASSA pays for this equipment. If it is something you can get from caliper or tailoring students can request this themselves. If you are unsure if ASSA provides certain items to clients (i.e. hand gloves for wheelchair propulsion) speak with him regarding proper protocols. If you need a new wheelchair for your client, he will give the approval and make arrangements with the Caliper Unit.

Ram is very busy because he is involved in many projects. Hence communication with Ram is more effective through Whats App messaging. Ram will create a group for this purpose. You can post your questions, comments and any other requirements that you may have. He will respond to you accordingly. There will be a weekly meeting where you can discuss work related and other matters. Ram indicated that he is always here at 9:30 (in MTU) if you want to talk personally or have a personal discussion with him.

Ram will provide information on name, age, diagnosis, as well as the names of staff working with the client when the client is given to an OT, PT or SLP student.

Supervisors

OT supervisors

Nellai Abi, nellaiabi06@gmail.com

Nellai is a full time OT at ASSA, primary area of focus is working is PEDIATRICS, working with children in ASSA's community based early intervention and community rehabilitation programs

Maheswari (Mahi), OT, mahi_ot@yahoo.co.in

Mr. Lakshmanan OT, lakh7man@gmail.com

Mahi and Lakshmanan are a full time OT at ASSA primary area of focus is working with ADULTS with spinal cord injury and stroke.

SLP supervisors

Fatima, SLP, fathimabdulslp@gmail.com

Fatima is an SLP at ASSA whose primary focus area is pediatrics.

There are 20 PTs at ASSA. PT students will work with various PT supervisors, but the main PT supervisors are listed below. Ram may also act as a supervisors for some students.

PT Supervisors

Shajitha, [Spinal cord, MSK, Paediatrics and Stroke \(shajithairfan@gmail.com\)](mailto:shajithairfan@gmail.com)

Shajitha is a PT and heads the stroke and out patients MSK divisions. She may be involved in supervision of projects and coordination of adult clients for your placement.

[Subbulakshmi –Spinal cord, MSK and Stroke \(subbuphysio1610@gmail.com\)](mailto:subbuphysio1610@gmail.com)

[Muthu Selvi - Spinal cord, MSK and Stroke \(meerashahul17217@gmail.com\)](mailto:meerashahul17217@gmail.com)

[Seyad - Spinal cord, MSK and Stroke \(zayedpt87@gmail.com\)](mailto:zayedpt87@gmail.com)

[Maheshwaran – Pediatrics \(mahes.vbriabove6@gmail.com\)](mailto:mahes.vbriabove6@gmail.com)

Hierarchy for Addressing Student, Supervisor Concerns

(1) Please ensure you meet with the ASSA Staff in Charge of each Unit you will work at to get oriented at the start of placement (listed below).

(2) Any concerns with regards to that unit, you should bring up with the ASSA staff in charge (see list below).

(3) If you feel concerns are not being adequately addressed in any of the department, you should contact Ram.

(4) Any concerns with regards to student performance (if you are supervisor) or supervisors (if you are a student), please try to address directly with student and/or supervisor and inform Ram. If not adequately addressed, you should contact Chamila and Dinesh Krishna and/or the university field work coordinator.

(5) Any concerns regarding overall clinical placement experience, you should contact Ram.

(Note: In order to have the best experience, it is best to address concerns earlier on, so that we can try to improve the experience for you. Many students only give feedback after placement completion and though this will help with future placements, it does not allow us to improve your experience).

ASSA Staff in Charge of Students	Unit	Phone Number	Email
Shajitha , PT	Stroke and Outpatient Unit(Medical Evaluation Unit)	9688648956	shajithairfan@gmail.com
Subbulakshmi,PT	SCI Unit	9789645606	subbuphysio1610@gmail.com
Navamani	Village Based Rehab for Early Intervention, Child Rehab	9943582421	above6vbrirehabcoord.amarseva@gmail.com
S.Shunmuga Doss	Guest House /Hospitality	9445804387	sshunmugadoss@gmail.com
M.Kathirvel Murugan	Travel / recreation	7339159209	murugankohila520@gmail.com
Ram	Overall Coordinator, India	9865040979	ram.clinicalplacement@gmail.com

Chamila	Overall Coordinator, Canada	1-778-321-2485	c.anthonypillai@gmail.com
Dinesh Krishna	Overall Coordinator, Canada	647-464-5456	dkrish6@gmail.com

Amar Seva Sangam has a multidisciplinary team of rehabilitation workers and students are encouraged to work with and engage with physiotherapists, OT, special educators, speech trainers, community rehabilitation workers, physicians, nurses, orthotics workshop workers, and care givers in order to gain the full breadth of the experience.

3. Clinical Areas of Focus

Section 4 below highlights the various services provided at ASSA (largely free of cost) and potential areas of student involvement. Students will be exposed to all these clinical areas; however, students will be asked to choose a focus area.

Detailed descriptions of departments can be found in Appendix 1.

Institution Based Rehabilitation (IBR)

- a. Young Adults with Spinal Cord Injury (inpatient)
- b. Early Intervention of children (age: 0-6) with developmental delay (CP, autism, speech hearing impairment and congenital deformities)
- c. Children (age >6) with physical, intellectual and developmental disabilities
- d. Special Needs School (Children with Intellectual disabilities)
- e. Outpatient Stroke, MSK and Neuro Rehab

Village Based Rehabilitation (VBR) / Community / Home Based Program

- f. Children (age >6) with physical, intellectual and developmental disabilities / Special School
- g. Early Intervention, age: 0-6 with physical, intellectual and developmental disabilities / Special School

Please Note: The VBR program involves travelling and providing therapy to children in their own homes or in smaller ASSA centres in their communities. Those choosing VBR, will be travelling for 2-3 days per week and the remaining 2-3 days will be spent at ASSA campus working in IBR programs or doing research, project work.

4. Working Hours

Working hours are typically from 9:30am to 5:30pm, Monday to Saturday (6 days / week) with 1 pm – 2 pm for lunch. Afternoons can be spent on research, charting, gathering reports, etc. There is flexibility with this schedule for students and volunteers. Time can be set aside to do research or preparation for presentations during working hours.

Certain days could be requested off if there are plans for travel (ie a weekend getaway). Typically, in a 7-8-week rotation – 3 long weekends (3 days off either Friday – Sunday or Saturday - Monday) can be requested off. In rotations 6 weeks are under, 2 long weekends can be requested off. But you are allowed to go short weekend trip from Saturday afternoon to Sunday night. Please discuss with Ram and your clinical supervisor while at ASSA before booking time off.

Please note that the due to COVID-19, weekend trips away from the local area, MAY or MAY NOT be permitted, depending on the regional pandemic situation. Please consider the strong possibility that you will not be able to weekend trips during the placement as a result of COVID-19 pandemic. Trips should be planned after the completion of the placement.

5. Clinical Load

Initially, students are usually assigned 3-4 clients. After getting comfortable at ASSA, students often feel they can take on more clients. Sometimes, clients miss many visits, and you will feel a need to substitute that client with someone else. Students also may want to switch clients if they feel their client has achieved her / her goals, client's goals are too challenging or clients are violating the rules and regulations of ASSA.

Please contact Ram ASAP for these issues and he can assign you new clients.

6. Boniface-Handi-Care Intl. Equipment Provision Program

Many clients you see will be in need of wheelchairs, mobility, daily living aids and support surfaces which they may not be able to afford. There are no government aid programs to assist these clients in the purchase of such equipment. Therefore, Handi-Care Intl. and Jeff and Gio Boniface, 2 OTs from Canada have set up a fund to help fund clients purchase equipment they may be in need of. If you are working with a client that is need of equipment, please download the Equipment provision form from the google drive folder – and fill it out and submit it to Ram. Applications for funding equipment will be reviewed every 3-4 weeks. We encourage you to do a fund raising drive from among your family and other contacts. If you choose to do so, your fundraising efforts can help supplement this fund to help more clients access the resources they need (please see fundraising section below) .

Section 2: Before Departure Planning

1. Flight:

- Costs vary depending on time of year (from \$2000- \$2500)
- You can use a travel agent or look at online booking. You may talk to the previous students and get their inputs regarding booking.

We recommend landing at Thiruvananthapuram International Airport.

Travel time by taxi to ASSA is approx. 3 hours.

1. Fly into Trivandrum (also known as Thiruvananthapuram, Kerala).

Roads may be bumpy and windy, hence we recommend you to carry Gravol Tablets. Arriving into Trivandrum is fine during daytime (7 am to 5 pm) but is more challenging during dark hours (after 5 pm). The road to and from the Trivandrum airport is open to trucks overnight (6pm to 6am) - trucks must stop at checkpoints and often get backed up along this route. It is possible to get caught behind the trucks for 4-5 hours if you arrive between 6 pm and 6 am

Pick up via taxi will be arranged from the airport once we get your itinerary. Cost for taxi is about \$110.00 Cdn. (According to the size of the vehicle from Trivandrum). This can be split if you are travelling as a group. You can pay for this via the main office at Amar Seva Sangam or to Ram. You can also pay to Handi-Care in CDN \$, if you do not have Indian Rupees. **Do not pay or tip your taxi driver.**

Placement Dates: We are relatively flexible with arrival and departure dates (ie arriving or departing a few days early or late), as it can impact the ticket price and travel plans.

2. Passport and Visa

You need a passport valid for at least 6 month after arrival.

From the online research we have done and from recent student experience, it appears that e-tourist VISA for 1 year, with the subcategory of short term course ON LOCAL LANGUAGES, MUSIC, DANCE, ARTS & CRAFTS, COOKING, MEDICINE ETC. visa appears to be most appropriate. The information and guidance provided below is given based on research conducted online and represents what at the time of research, we believe is the most appropriate steps to take. **However, things do rapidly change and it is the student's responsibility to find out what the most appropriate VISA to obtain is and to take the necessary steps and acquire the necessary documents to obtain the VISA.** We can assist you in the process, but students will be responsible for obtaining and ensuring they have obtained the correct VISA. In the event that there is delays or rejections of visa application, Amar Seva Sangam and Handi-care Intl. will try to accommodate you accordingly, but will not take any financial or other responsibility for it.

For **e-Tourist Visa (01 year / 05 years)**, the validity would be 365 days / 05 years from the date of grant of ETA with Multiple entries and continuous stay during each visit which shall not exceed 90 days except nationals of USA, UK, Canada and Japan. In case of nationals of USA, UK, Canada and Japan, continuous stay during each visit shall not exceed 180 days. **If your time in India exceeds 180 days, you need to look into obtaining a student visa.**

Click on link below:

<https://indianvisaonline.gov.in/evisa/tvoa.html>

PLEASE READ THE WEBSITE INSTRUCTIONS AND FAQ IN DETAIL.

Click on e-tourist visa and click on option: **SHORT TERM COURSES WHICH SHOULD NOT BE A FORMAL OR STRUCTURED COURSE/PROGRAMME (COURSES NOT EXCEEDING 6 MONTHS DURATION AND NOT ISSUED WITH A QUALIFYING CERTIFICATE/ DIPLOMA ETC).**

If your VISA application for e-tourist visa under short term course gets rejected – please consider applying for e-tourist visa for sight-seeing purposes or for standard mail in Tourist VISA or for student VISA.

As noted above, it is the student's responsibility to obtain the VISA.

General VISA INFORMATION:

https://www.mha.gov.in/PDF_Other/AnnexIII_01022018.pdf

(a) Under name of institution and address, please put

AMAR SEVA SANGAM
7-4-104B Tenkasi Road, Ayikudy
Tenkasi Dist, Tamil Nadu, India, PIN - 627852
Phone: 01191-9865-0406-79

(b) Under reference in India, please put

Ramasubramanian Ponnusamy, Head of Rehab, Amar Seva Sangam
+91-98650-40679

(Same address as above)

© Reference in Canada – should be your emergency contact person - a family member or friend

STUDENT VISA

Applying for students VISA is also an option, but has a higher chance of getting rejected, more expensive and more complications. However, we have still provided the information about student VISA application below.

Info about student VISA

<https://www.blsindia-canada.com/studentvisa.php>

Information from Consulate General of Canada in Toronto:

<https://www.cgitoronto.gov.in/page/intern-visa/>

Shared Resources

Within the shared OneDrive, we have placed some resources that will help you obtain the student VISA.

Go to:

<https://onedrive.live.com/about/signin/>

Username: clinical@handicareintl.org

Password: placement@hci5

Go to:

1.Travel Document, Orientation Manual, Application → Travel Document (VISA) → Student Internship VISA

Under this folder you will find

Annotated_Page_5_Checklist –

- Here on page 1 you will find checklist for tourist VISA
- Here on page 5 – you will find checklist for student visa and recent students have made notes that will be useful

Also, **check Documents from ASSA for your application** – here you will find essential documents for your

Inside this folder, you will find

- (1) Student Admission Letter
- (2) Financial Arrangement Letter
- (3) Certificate of Registration of ASSA, Bye-Law

These documents need to be filled with your details for the VISA application.

You will also need to provide an acknowledgment fee receipt.

Please submit your payment of \$300 per week via etransfer to info@handicareintl.org

After this, we will provide you with a receipt letter that you can use for the VISA.

This step is essential. As noted in another section of this manual, if you cancel your trip, we will refund you the payment after taking 10% for overhead expenses.

Student VISAs take approximately 3-4 months to obtain from application time as per our students recent experiences.

Post arrival information

It is advised that you apply for 6 month student VISA.

Upon arrival at ASSA, you will be required to fill out a Form C from the Bureau of Immigration in India to register your stay at ASSA and also register at the local district office. This is required by Indian law. ASSA will borrow your Passport and Visa to keep a copy in their files and return it back to you.

For those with STUDENT VISA - within 14 days of arrival in India, you must register your arrival with FRRO (Foreign Regional Registration Office) in India. This is different than filling out the Form C by ASSA. If this FRRO registration is not filled out, you may not be allowed to exit India and major fines can ensue.

Please read instructions here:

https://www.mha.gov.in/PDF_Other/Annex%20II_01022018.pdf

Go here for FRRO registration application:

<https://indianfrro.gov.in/eservices/home.jsp>

Please make multiple copies of your passport and VISA on hand.

With student visa, technically you are not allowed to fly within India for tourism purposes. However, they usually don't check VISA for domestic flight. Therefore, if travelling on student VISA within India, there may be a risk and please keep this in mind when booking your travel plans.

Health and Vaccinations:

COVID-19

Arrival

You must be fully vaccinated with a WHO approved COVID vaccine for the full cycle of vaccination to be eligible to go to India.

Please find out and read the latest Govt of India's Guidelines for International Travel carefully. It is the student's responsibility to find and check the latest guidelines (as these are updated constantly) and ensure they follow them and not the responsibility of Handi-Care Intl. or Amar Seva Sangam.

Govt of India guidelines:

<https://www.mea.gov.in/guidelines-for-international-arrivals.htm>

All travellers should

a. Submit self-declaration form on the online Air Suvidha portal (www.newdelhiairport.in) before the scheduled travel

b. Get a printout of your proof of Covid vaccination at <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19/vaccines/vaccine-proof.html> and keep it handy for showing at the airport. This should also be uploaded before getting your flight ticket confirmed at the ticket booking site.

c. Each passenger shall also submit a declaration with respect to authenticity of the report.

Stay

During your stay at ASSA, you will be required to wear a mask in any indoor setting where physical distancing of 2 meters is not possible, other than when consuming food or liquids. Wearing a mask during all client / patient interactions is recommended. Frequent hand sanitization, particularly between clients is mandatory.

All students must self-monitor for symptoms and if they develop any COVID-19 symptoms to inform their supervisor or Ram immediately. At this point, you will be required to get tested for COVID-19 and quarantine in the guest house until you have a negative COVID-19 test result.

If you acquire COVID-19 infection during your stay, you will be quarantined in the guest house in your room for 7 days. If you require assessment or hospitalization, this will be arranged by ASSA. However, the student is responsible for any cost either through your travel insurance policy or must pay themselves if not covered by insurance. It is strongly advised that you check the coverage of your travel health insurance policy to see if COVID-19 related illnesses are covered.

It is unclear whether travel for tourism in India is allowed if you obtain a student / internship VISA. Please contact the consulate general to clarify. You will of course be allowed to travel to the local cities and nearby for necessary shopping, field work visits as part of the placement, etc.

Departure

Requirements for re-entering Canada or other countries with regards to COVID-19 testing are the responsibility of the student to find out and ensure the most up to date information is accessed.

Other Health and Vaccination

Please see your doctor or local travel clinic. General recommendations listed below.

- (a) Vaccines needed:
Hep A, Hep B, Typhoid, COVID-19
- (b) Malaria Prophylaxis is recommended. Mosquitoes are common. Wear DEET containing insect repellent. Cover arms and legs and wear hat, especially at dawn and dusk. Use fan in room. Keep doors and windows shut. Use a Pyrethroid containing spray in living areas during evening and night time hours. ODOMOS is an Indian made mosquito repellent and it is very safe to use, smells good and as far as know, this works best, better than any Canadian product. Bed net can also be helpful but not necessary.
- (c) Dukoral vaccination, not routinely recommended when no cholera outbreak is present, about 25% effective to prevent traveller's diarrhoea, so take it if you want.
- (d) Do not need rabies vaccine as long as not interacting with animals. DO NOT TOUCH / PET stray DOGS, ANIMALS.
- (e) Masks will be provided in clinical areas. Bring your own masks for use outside of clinical areas.

- (f) Hand sanitizers are available in each building at ASSA. You must use them before and after entering each building.
- (g) At ASSA, filtered water is available in the guest house and other locations. If unsure, always ask if water is filtered. **Do not drink tap water** or use ice cubes. Brush teeth with filtered water and wipe plates clean of water before eating. Avoid street vendor foods, unfiltered water, food or beverages that use water that hasn't been boiled (i.e. soups, etc.)
- (h) Wash your hands often with soap and water or, if hands are not visibly soiled, use a waterless, alcohol-based hand rub to remove potentially infectious materials from your skin and help prevent disease transmission.
- (i) Keep feet clean and dry, and do not go barefoot. It is customary and more or less a requirement to remove shoes / sandals, when you enter any building, that has been worn on the streets. It is recommended that you carry a pair of indoor sandals and change after you enter any building if you do not want to go barefoot indoors.
- (j) Gloves for clinical use have been left behind for your use by previous students.
- (k) Medications to bring: Advil, Tylenol, Benadryl, Imodium, re-hydration salts, personal prescriptions, anti-malarial, emergency antibiotics, mild laxative, Travel strength Probiotics, epi-pen if history of allergies.

<http://www.mdtravelhealth.com/destinations/asia/india.html> (good website to review)

Another additional reference material is "**Travelling Abroad**" - a general resource booklet that covers all health aspects during travelling outside of North America.

3. Fees / Donation

For students, a **donation of \$300 CDN per week of your stay at ASSA is required.**

For students not receiving scholarships from the university to cover the costs and who find this cost prohibitive, you can apply to Handicare intl. for a subsidy. Please send an email to info@handicareintl.org and handicarevolunteer@gmail.com and outline the amount of subsidy requested and the reason a subsidy is required by you.

Tax receipts will be issues to both students and therapist volunteers.

The donation is due in full upon acceptance to the program. It recommended that you pay 3-4 months ahead of your trip, as it is required to obtain student VISA. Preferred payment method is via e-transfer (Interac email transfer) to info@handicareintl.org. We now have no fee "PayPal Giving Fund" option. Please click the link <https://www.paypal.com/ca/fundraiser/charity/3437438>. You can pay using your credit card and no fees will be charged.

Other options include mailing a cheque to Handi-Care Intl. or paying thru Paypal using a credit card from our website. Please note that HCI will incur 2% service charges, payable by you on Paypal payments.

This donation covers meals and accommodations and travel for clinical work while at ASSA. It also helps fund programs at ASSA and funds maintenance and repair of Guest House where students, volunteers stay. See "Amar Seva Sangam cost breakdown for International students" in the One Drive folder under Orientation Manual. We actually charge a discounted rate to our students and volunteers.

A tax receipt will be issued for this donation.

Cancellation policy: If you need to cancel the clinical placement after your fee is paid, your money will be returned after taking a 10% administration fee only if a valid medical or family emergency reason is

provided or if you are unable to acquire VISA in time. Given the enormous amount of volunteer time and effort that is taken to organize these clinical placements, we strongly discourage cancelling.

For Canadian OT, PT, SLP volunteers only (NOT students), a tax receipt can be issued for flight costs upon request. Tax receipts cannot be issued for other costs related to trip (ie vaccinations, insurance, etc.). Procedure for obtaining tax receipt can be found on shared one drive folder. Please email info@handicareintl.org for any details regarding tax receipt for flights.

4. Fundraising

Fundraising has been an important component of this project for many years. Many groups have raised money and also gathered supplies to donate to ASSA. This has provided significant support to ASSA's clients with disabilities and ASSA staff. In addition to gathering equipment and supplies needed by ASSA, students and volunteers have directed

Fundraising is encouraged, but is optional for students and volunteers. Groups have set up samosa sales, bake sales, walkathons and dinner events to raise money. Others have contacted local agencies, supply vendors and hospitals to gather supplies, equipment. Groups have emailed family members and contacts for monetary donations. All monetary donations will be directed towards the Boniface- Handi-Care Equipment Provision Program. (See earlier section).

We can set up a fundraising web page on the Handi-care Intl. website if you would like, such as this one set up by various universities.

<http://handicareintl.org/support-ot-pt-rehab-in-india.php>

All donors giving monetary donations over \$20 will be provided with a tax receipt. HCI will need their name, address and email address.

Supplies: The most cost-effective and easiest way of transporting donated supplies and items over to India is in one of the suitcases you carry. You are allowed 2 suitcases and many volunteers have filled one suitcase with personal items and another with donated equipment. You are allowed to carry 1 wheelchair free of cost. Please check with your airline ahead of time. On the shared "onedrive", there is a generic signed letter to show to the customs agent in India if they ask what the material is for. There is also a continuously updated supplies wish list of items needed at ASSA on the shared "onedrive". (Please update this list near the end of your visit).

Fundraising to cover the cost of your trip: This is left to your discretion. Many students and volunteers have set up a gofundme.com page or other webpages to help them raise money for their trip. If you want donors to send money directly to Handi-Care Intl. for the purpose of covering your fee for the trip (for students), this can be done, but please have them clearly specify the purpose of the donation.

5. Insurance and Money

Travel medical insurance is required. You may be eligible for travel insurance if you purchase your ticket through a gold or platinum credit card or through your university health plan. Be sure to read your insurance agreement carefully. Trip cancellation and baggage insurance may also be beneficial. Please keep multiple copies of your travel health insurance. It is strongly advised that you check the coverage of your travel health insurance policy to see if COVID-19 related illnesses are covered.

Easiest way to access money is to bring your ATM card and you should be able to withdraw money in Indian banks using your ATM card. If you are able to convert your money into Indian rupees (INR) at a Canadian bank – that would be fine (but exchange rates would be very high). ICICI, State Bank of India branches in big cities

(Toronto, Vancouver, Montreal) might give more reasonable rates. Converting maximum of about \$100-200 Cdn is reasonable.

Most large retailers in the cities will accept VISA and MasterCard. However, many of the small shops in the areas surrounding Ayikudy will only take cash. Remember to inform your credit card company about your travel plans. If you are able to bring some rupees from Canada to use in your first few days, this will be helpful.

ATMs

There are ATMs in Ayikudi and Tenkasi. If you do need to grab cash, banks listed below have a good reputation and has ATMs located outside the bank. There are often high fees (\$5-\$10) for withdrawing, so it is often best to withdraw the maximum amount allowed each time you withdraw (10,000 INR). Bank choices:

- Al Ameen Tenkasi (first preference)
- State Bank of India (SBI) – ATM located near King’s Palace almost always has money left at the end of the day
- UAE money transfer Tenkasi
- Post office, Tenkasi.
- Other options: ICICI, State Bank, Canara Bank, Lakshmi Bank

Tell your auto rickshaw driver that you want to go to one of the above banks and they should know where it is located. Be sure to know your withdrawal limit so that your bankcard doesn’t get flagged. It can be a long arduous process to reactivate it. If your bank card doesn’t work, Tenkasi does have a Western Union and volunteers have easily been able to send themselves money there through the online order form on their banks’ website.

6. Psychological Preparation

Mental preparation does not simply mean being excited about the upcoming trip and being able to be away from loved ones. A major part of psychological preparation is evaluating your expectations and your goals, and recognizing that not all of your goals may be realistic and attainable. We often have the habit of idealizing a place that fascinates us or is unknown to us, especially if we are thirsty for discovery. However, it is important that your expectations be modest and realistic, so you can be certain that your trip will be enriching and fulfilling. Clarify doubts and ask questions before you leave for India. It is also helpful to connect with recent clinical placement alumni. Join the face book page and use it to ask questions and post comments before and during your visit: www.facebook.com/groups/584255534955159/. Most importantly, be flexible! Not only are you are going to be immersed into a totally different culture, but you will be immersed in a different work and learning environment. Things will not happen at the pace that they happen in Canada.

7. Orientations / Meetings / One Drive / Facebook

For OTs that are interested in volunteering at ASSA as supervisor, please contact Chamila (c.anthonypillai@gmail.com) or Jeff and Gio Boniface - bonifaceconsulting@hotmail.com, 2 OTs (Jeff is OT Field Work Coordinator at UBC and Gio is President of CAOT) who have been to ASSA twice for student supervision.

For PTs that are interested in volunteering at ASSA as a supervisor, please contact Marie Brien, PT - marie.brien3@gmail.com, who has been to ASSA three times and acted as a student supervisor.

For SLPs that are interested in volunteering at ASSA as a supervisor, please contact Tracey, SLP: tnr_slp@hotmail.com who has been to ASSA and acted as a student supervisor.

Student groups and volunteers will have a number of pre and post departure orientations.

To prepare yourself for this trip / placement, in addition to reviewing this document – visit the student placement page on the website (particularly the Testimonials and Photos) and our facebook pages (links below). In addition, please look through the shared One Drive folder (log in below) which has a lot of resources for fundraising, student projects, etc., and the shared google drive in which you will plug in your travel itinerary.

<http://handicareintl.org/placement-overview-2.php>

<https://www.facebook.com/groups/584255534955159/>

Google Drive (for Travel Itinerary) –

<https://www.google.ca/drive/>

Username: handicareclinical@gmail.com, Password: assa2018 – Click on shared with me on the left.

ONE DRIVE (for Resources)

<https://onedrive.live.com/about/signin/>

Username: clinical@handicareintl.org

Password: placement@hci5

You can also download the One Drive app onto your PC to have easy access to the documents.

DO NOT ERASE OR CHANGE ANY DOCUMENT ON THE ONE DRIVE. USE IT AS VIEW ONLY. IF YOU NEED TO CHANGE OR UPLOAD ANY DOCUMENTS, PLEASE EMAIL RAM, CHAMILA OR DINESH.

- (a) An orientation will occur with Chamila and Ram at your initial acceptance of the clinical placement. This will provide a broad overview of the program and will be an opportunity to ask questions.
- (b) For all students - you will have a Zoom seminar with Franzina Coutinho PhD - OT who is based in Mumbai, but practiced in Canada prior. She will run through some case based scenarios to help orient you to the differences in practices between Canada and India.
- (c) If applicable, A few weeks prior to departure, Chamila and Ram, will have an online “Handover” meeting, where you will be connected with the previous student group to handover projects, discuss the projects that you will be working on, discuss any specific pertinent client issues and get a sense of what is happening on the ground at ASSA.
- (d) Upon arrival, Ram or another team member at ASSA will give you a campus tour and introduce you to the staff and clients. He will assign you clients and make a schedule for you. Typically, you will be assigned 2-3 clients to start with and once you are comfortable, you can discuss with Ram to add more clients to your load.
- (e) Bi-Weekly multidisciplinary client rounds (both in IBR and VBR) occur with PT, OT, Speech trainers and special educators where you will be expected to present your clients for discussion. Weekly Continuing Rehab Educations rounds also occur and you are welcome to attend.

Section 3. Post Departure Details

1. Accommodation Details

Accommodations will be provided in the Guest House / Volunteer Quarters located right inside the ASSA campus. We will try our best to have you stay in a room by yourself or with one other roommate. However, up to 3 students of the same gender may be required to stay in the same room. It might feel tight, but it is part of the experience of being in India (just look and see how many people live under one roof on one of your field visits). During your initial quarantine period, we will try our best to have you stay on your own or someone you travelled with.

Each room has an attached bathroom. Cold/warm water showers are present. The water is heated by a solar heating system on the roof. The water will warm up after running for a minute or so. There is no toilet paper available. In India people use water to clean themselves after toileting (Water sprays are attached to most toilets). If you want to use toilet paper, please ask the person in charge of the guest house maintenance and he will be able to provide you. Toilet paper is also available in stores in the surrounding area. We recommend that you wash with water first and then use the paper, discarding it in the waste bin, as the paper can clog the toilets.



Each room has 3 locked cupboards. Please lock all valuables in the cupboards including passports and keep the key with you at all times. Rooms can also be locked. Rooms are cleaned daily. Please keep the door unlocked at the indicated time of cleaning. A staff member will be present while the cleaners are cleaning your room.

Each room has Air Conditioning (thanks to donations from Handi-Care Intl. based on feedback from students, volunteers). **Be sure to turn on the air conditioner only when needed as the cost of electricity is very high. Also be sure to turn off all lights and fan before you exit the room / building every time.**

There are no kitchen facilities in the guest house. A kettle and coffee / tea bags are there. It is recommended that you bring non-perishable snacks. It is also recommended that you bring protein rich snack bars or protein powder to boost your protein intake while on a vegetarian diet. Bring tight zip lock baggies for snacks. Some containers have been left by previous students.

There is a small coffee / confectionery shop located near the main gate where you can buy coffee / tea and snacks for a very nominal price.

We have just added a new fridge in the guest house, exclusively for your use. You are encouraged to buy fresh fruits from the market in Tenkasi and store them in the fridge for a late afternoon or before bed snack. You can also buy other snack items like biscuits / savouries and store them in the fridge. Do not store food items in the cupboards in your bed room, as they invite ants and other bugs.

A laundry machine is located in the Guest House. You can use this and clothes must be hung outside the guest house to dry. Please ensure that you run the machine only when a full load is collected. Women should not hang underwear or shorts on the clothes line. These should be hung to dry in your room.

Water shortages are often present in this area and water and electricity are very expensive. Please conserve water and electricity by minimizing use of water, laundry and lights / fans / AC when possible.

Pillows, blankets, sheets are provided. All rooms have mosquito nets. You DO NOT need to bring mosquito nets.

You can use the rooftop area of the Guest House for yoga, exercises or relaxation.

WIFI is available in the guest house. Speak to IT for the password for WIFI.

Students should be aware that other guests are staying in the guest house and avoid being noisy at night.

A cleaner will come by and clean your room daily. **However, please try to keep bedroom and bathroom as tidy and clean as possible.**

Mr. Shanmuga Doss is in charge of guest house. Upon your arrival, he will meet and greet you and give you a quick orientation of the guest service related activities. He can be reached by her cell phone at: 9445804387. You can also call him from the intercom phone by dialing

For any guest house related issues all the students and volunteers are to contact Shanmugadas. At night students are to phone security, but otherwise everything should be brought to Shanmugadas.

If not resolved then you should contact Ram - Cell-9865040679

2. Other Guest house/Living tips:

There is a garbage can in the backroom (EX Kitchen) (main level) and on the upper level with a lid, this is a good place to put fruit peels.

- Rooms will be cleaned daily if you leave it unlocked – you can lock valuables in one of the cabinets
- Do not flush toilet paper.
- Keep all food in the fridge or keep food in sealed bags/containers
- Washer on main floor – takes about 1h. The guest room caretaker can show you how to use if you need help
- You can use clothes line out of the side door (main floor) – clothes pins are in back room (where the sink is).
- Walking – go to front gate and turn right. In the early morning it is a very safe road with minimal traffic. Go left out the front gate for a walk into Ayikudi. At the main intersection in Ayikudi, take a right. After walking for 10 min, there is a hill with a temple on your right. There is a temple on top of a hill that takes 25 minutes to walk to. If you cannot find it, ask people nearby and they will guide you. This is a nice sunrise walk to do. Round trip around the campus along the newly built side walk (Donated by Handi-Care) is a good alternative and each round is about 1 KM.
- Rooftop – Best. Place. Ever.

Canadian OT, PT, SLP volunteers

We will provide private rooms in the guest house for the OT, PT, SLP volunteers. You will not share a room with students you are supervising. If there is a shortage of rooms, you may need to share with other professional volunteers or students present at that time (but not the students you are supervising).

3. Meals

Meals are provided in the “Barrier Free Dining Hall” where all employees and disabled beneficiaries eat. All meals are vegetarian and nutritious. Meal times are listed in the Dining Hall - please familiarize

yourselves with it, as meal times differ from usual practices in Canada (for example, dinner starts at 7:45 pm). If you have any food intolerances, please inform the Dining Hall chef and staff. The kitchen staff is very friendly and accommodative. They realize that Canadian students will have less spice tolerance and may have food allergies. **Please communicate your food preferences Mrs. Pushpa and she will ensure that your requests are honoured.** Fruits and snacks are not included in the menu. You can purchase fruit at stalls in Ayikudi and snacks in stores near Tenkasi bus stand and ask the kitchen staff to store them for you in the fridge.



If for any reason you decide not to eat in our canteen please be sure to inform to the kitchen staff ahead of time, by dialling no.110 or 129 from the intercom phone.

Meals and snacks that are included with your placement fee:

1. **Breakfast:** around 8 AM in the canteen – typical south Indian variety. You may choose to have toasts with peanut butter, Jam or your instant oats. They can buy the bread for you upon request. But the toppings will be your own.
2. **Lunch:** Around 1 pm – typical south Indian variety with rice, vegetables, yogurt, lentil preparations (Sambar), soup (rasam). For the students on field assignments, lunch will be packed and sent.
3. **Snack:** Served around 4:30 pm. Steamed beans – adzuki beans / green mung beans / chick peas / black chick peas would be typical choices. This is a protein rich snack. You can visit the dining room around 5 pm and help yourself with what is available. You can also go to the tea room and purchase tasty snacks (Vada, samosa, biscuits etc.) and coffee or Tea.
4. **Dinner:** around 8 pm. Chappatis with lentils or vegs / Dosa or idli with side dishes

If you choose to eat outside campus, please check with ASSA staff to ensure the reputability of the restaurant or food. Be careful with eating outside of ASSA as food borne illnesses are common. You can buy fruits in town and keep non-perishable foods for snacks. You should also inform the kitchen staff ahead of time, if you will not be eating breakfast / lunch or dinner, so they don't prepare meals and wait for you. ASSA generally serves south Indian breakfast consisting of Idlis (steamed lentil/rice dumplings) with Sambar (spicy lentil stew) and coconut chutney. Other typical breakfast items are Pongal, noodles etc.

Idlis, sambar and chutney – typical south Indian breakfast.

(If this spicy beginning of the day is not for you, they can provide you with bread, butter and jam. It is a good idea to carry some instant oats / cereal / peanut butter with you to replace / supplement your meals)

Lunch is the heaviest meal of the day with rice, variety of vegetable and various lentil preparations, yogurt etc.



Dinner is generally lighter and Rice – lentil Dosas/Multigrain Dosas/ Chappattis are served with various vegetable preparations.



Ai-Vi and Sitara , (OT students from McGill) enjoying an 8 feet long dosa.



L to R: Melissa, Ai-Vi (OT students from McGill) and Chantal (OT Supervisor from Montreal), enjoying a typical lunch.

There is a strict NO alcohol, NO smoking and NO drugs policy while in ASSA campus.

In Tenkasi there are several supermarkets where you can buy snacks like cookies, candy, nuts, oatmeal, chips, etc. There aren't a ton of options, but there are some good snacks you can stock up on if you feel like you need more to eat throughout the day. If you want to eat toast for breakfast, there are a couple of stands/shops that sell bread that you can purchase and give to the kitchen staff to prepare. You can also purchase honey, jam, peanut butter and Nutella at the supermarket to put on your toast!

Many students eat breakfast at guest house by making their own toast and the peanut butter can be a nice serving of protein. Peanut butter can also be found in some supermarkets in Tenkasi (Haji Mustafa and Hajjilal supermarkets). You can also bring granola bars. Students and volunteers have found they cannot easily find granola bars and they make for a good quick breakfast or snack while travelling. The south Indian vegetarian meals are reasonably well balanced in terms of nutrition. **However, it can be a bit low on protein content. You are encouraged to bring Protein bars, protein power for shakes and some packages of mixed nuts to supplement your protein intake.**

Be aware- there can be a lot of ants at ASSA, and they will be able to find your snacks. Think about how you are going to store your food to protect it. Hanging snacks or bringing tight seal containers may help, but sometimes the ants still find ways in. You can also place containers in a plate with water to avoid ants getting into food. If you know other methods to seal and protect food, that will be very helpful. Some containers have been left by previous students.

There are a few bowls and utensils left at the guesthouse by former students and volunteers. You may also ask the caretaker at the guesthouse if there are extra plates or bowls in the kitchen downstairs. However, depending on how many students and volunteers are at ASSA at once, it may be a good idea to **bring your own bowl and spoon for breakfast or snacks you wish to have at the guest house.**

Fruit Stands

There are fruit stands located all around Tenkasi. The fruit stand we visited often was the one located right outside Chennai Sweets (a dessert store/restaurant) right by the Shiva temple. The prices sometimes vary, but it's all quite cheap and definitely affordable. The kitchen staff are happy to cut up pineapple, coconut or other fruit for you or you can use some of the knives left at the guesthouse to cut up fruit.

4. Transportation

To get into town, you can take the bus or the auto rickshaw. Auto rickshaws are about 150 rupees, and the bus is 15 rupees. The bus is much cheaper, but it only comes once every half an hour. However, sometimes there aren't a lot of available auto rickshaws coming by ASSA either. To take the bus into town, you just catch it outside ASSA and ride it all the way into town. The last stop will be in central part of Tenkasi near the temple. To ride the bus home, you may need to tell the driver that you are going to Amar Seva Sangam so that they will stop. There are no signs or 'next stop' announcements, so you'll have to pay attention to where you are. However, during our visit, missing our stop was never a problem. Most people know ASSA and are friendly and willing to help. Evening outings are best taken with an auto or taxi with a trusted driver.

All work related travel (ie to client's homes or to Village Based Rehab sites), will be arranged by Ram and are included in your donation to Handi-Care Intl.

5. Computer / Internet / Phone Access / OT closet

Students must bring their own laptop. There is wi-fi access in the guest house. Time to do research online will be built into the schedule as needed.

HCI has recently bought a 4 in 1 printer/ scanner and it is located in the office room at the MTU (Medical Testing unit). It is available for all your scanning / printing requirements.

Regarding phone use, you can use the phones on campus to make local calls only. **We advise that you bring your own unlocked cell phone and you can buy a SIM Card in India and use it. SIM cards are sold only to Indian residents. Mr. Ram will purchase one on your behalf or borrow one for you.** You can buy phone and data plan. \$15 CAD for 3 months will give you 1.5 GB data per day and unlimited calls. Download WhatsApp and ask your family to download it too and you can talk and text long distance for free. There are phone booths in town to make long distance calls, but the best way to stay connected back home is with a cell phone and an Indian SIM card. You can also buy a cell phone in India.



Please contact Ms. Kalyani (mis.amar@amarseva.org) /MIS Department to set static IP and password on your devices or for any phone or computer related issues. You can also **dial 109** from the intercom phone to get to that dept.

Shared One Drive

You will be provided with login for One Drive (see above) folder which has **A LOT of very valuable resources** for this trip including pre departure info, previous student projects, presentations, fundraising info, each programs placement requirements, student supervision guidelines, info on working with translators, differences in OT practice between India and North American, etc., etc.

It is important to look through this before going to India, while you are in India (and maybe even when you get back), as it has a lot of the answers to the question you might have or never even thought of.

There is a document entitled One Drive Flow sheet which will help you navigate the One Drive folders.

There is a "Procedures manual" on the One Drive, as well as printed in the guest house at ASSA. Please look through and use as a reference for various clinical procedures and protocols (for example, working with translators, photo policy, mental health / suicidal ideation protocol, client charting, etc.) Before the completion of the placement, please email all presentations, project reports to Chamila and she will update the One Drive in the correct folder. It is very important to email all presentations and project reports to Chamila, so that future students or volunteers can see what has already been done.

Important places/people and contact on campus

Please see Appendix 2 and shared One drive document titled: “Who is Who and What is What - - Important Tips for Working on Campus” for more details.

6. Make the most out of your ASSA living

Students cite living at ASSA for the duration of their clinical placement as one of the most enjoyable experiences they have had. The campus is vibrant and many people live inside the campus including “Home children” (approximately 60 children with disabilities), spinal cord patients (15-18), disabled youth trainees (60) and other staff, volunteers and employees. Staff and clients and the people of the surrounding community are extremely friendly, warm and welcoming to Canadian students and volunteers. It will be hard to find hospitality like this anywhere else in the world. Students often interact with patients and staff on and off working hours. Previous students that have spent time organizing games, activities for the home children and SCI clients and despite the language barrier - have found these interactions very fulfilling and interesting.



a) Games Night:

Games night at SCI has been held on Wednesday evenings at 7pm. Several games are popular - Carrom (a local game similar to Crokinole), Memory using a deck of cards, UNO and some interest in Chess and other board games. There is a Carrom board, chess board, playing cards and Carrom pieces available at the SCI unit. From previous students: “We also took cookies to share. Some of the clients with quadriplegia were content to look at photos from our weekend trips”. **OT / PT / SLP students / therapists run these games night and please continue to organize these and consider expanding to Ladies Hostel and Children’s Home as well.**

b) Wheelchair Training:

Wheelchair training is held for the SCI clients on Wednesdays and Saturdays at 8am at the ‘Wheelchair Training Ramps’ located near the entrance to ASSA and the Caliper Unit. Two wheelie straps were fabricated in the summer of 2016 to allow for increased safety during practice. The wheelchair skills training program from Dalhousie University was used as a guide. Clients learn to ascend and descend small and large ramps, navigate uneven surfaces, ascend and descend curbs of varying sizes and wheelies. The SCI clients are very good at teaching each other, but require the OT students as spotters. The wheelie straps can be found in the OT closet in the MTU. They should be looped through the cross bar under the wheelchair and held around your wrist.

c) Client – Student Boundaries

Though students often interact with clients outside of traditional working hours, remember that the basis of the relationship should be on a professional level and not a friendship level. Please keep in mind when interacting with them “off working hours”, that there will be a power differential between you and your clients and that your time span working with them is fairly transient. For example, promising that you will call your clients or keep in touch with them in the future could lead to disappointment if that promise is not fulfilled. Part of your role working as a therapist or student therapist may be listening to and assisting with psychological issues faced by client, particularly after facing something as drastic as a spinal cord injury or stroke. However, please make sure you stay within your scope of practice and professional expertise and not treat them like how you would treat one of your friends. (See one drive document entitled “Mental Health Issues at ASSA protocol”).

7. Rules regarding Client – Student / Therapist Boundaries:

- Students / therapist should not take any client out of room after the working hours or have clients visit you in the guest house.
- Students should avoid engaging with clients after dinner time. If reasons exist to engage clients after dinner time, please discuss with Ram.
- Students are not allowed to go to any of the staff's/ client's home for social purposes because of safety and security purpose and health issues unless permission is obtained from Ram. Visits to clients homes for clinical purposes such as discharge planning, home accessibility assessments, etc. have and can be arranged. Please speak to Ram to obtain permission and make arrangements.
- Use discretion and avoid talking about your personal life with clients.
- Treat clients with the same professional approach and boundaries you would have in Canada, USA

8. Photography

Patients and families are informed that pictures of them may be taken while on ASSA campus and that they could be used for promotional purposes. ASSA has all clients sign a waiver form for photography. Feel free to take pictures of the people you work with only after seeking their permission. They often enjoy having their picture taken, but always seek consent. Exercise your judgment- if you sense that they are uncomfortable and don't want their picture taken or if patients are in a compromising scenario, avoid it. You must always ask for permission especially when taking pictures during active treatment. Most families and patients are happy to be photographed and most photography from previous students have involved social or casual interactions with staff, children and patients on campus (as opposed to photos during therapy). Handi-Care Intl. requests you to send your photos at ASSA to be used for promotional purposes on our website and face book by sharing on it the shared Onedrive. Also, please refer to confidentiality policy on the shared Onedrive.

There are many times you will be visiting tourist sites or local villages and people will request to take photos with you. For safety reasons – we recommend that you do not allow strangers to take pictures of you.

9. Clothing

ASSA is located in rural India and the culture there is quite conservative. Modest dress, particularly for females is very important. Ankles and shoulders should be covered for women and tight fitting clothes are considered inappropriate. Men are able to wear knee length shorts and short-sleeved dress shirts. Loose fitting clothes will also be the most comfortable given the warm climate. For women, "salwar kameez" (loose pants with knee length tops with sleeves and a scarf that typically matches the pants) would be the most appropriate dress. But it may take time to purchase these outfits or have them made. In the meantime, women can also choose to wear long pants and loose tops / t-shirts. At ASSA, there is a tailoring department and you can purchase material in on campus or in town (generally below \$10 per set) and they can sew salwar kameez to fit your size. For salwar kameez outfits, there are many different styles of pants. There are leggings and a couple of versions of "loose pants". The "loose pants" with elastic waist bands tend to fit the best and be the most comfortable. There are also "loose pants" with a drawstring waist. These tend to feel a bit like wearing a parachute. Most Canadians will be an L, XL or XXL size for tops. The tops comes in sleeveless and ¾ sleeves. The sleeveless tops have short sleeves tacked inside them, which you can have sewn on by tailoring. Short sleeves are a good idea at ASSA. Tailoring can also cut sleeves shorter on ¾ sleeves. Many female students have also purchased saris in town. Students have visited Pothigai Silks and Well Kamaraj for the majority of our purchases, but there are many clothing stores around Tenkasi. You can also ask the staff at ASSA for suggestions of where to go. If you don't want to spend money on pants, you can bring leggings or loose pants ("hippie Thailand style") from home. There are also 2 suitcases left behind by previous students, filled with salwar kameez tops, pants and scarves to match.

When leaving campus, most appropriate clothing to minimize attention from outsiders for women would be salwar kameez and a scarf.

List of items to bring along (dark color clothing and crease resistant are preferable)

(Please note a list of things previous students have left back for you can be found on the shared drop box folder.)

Women	Men
➤ 3 – 4 light weight dress pants (loose breathable pants “hippie Thailand style” are a good option)	➤ 3 - 4 lightweight full length pants. Knee length shorts for private use.
➤ 3 – 5 long tops with sleeves (shoulders should be covered. T-shirts with sleeves – dark colors for private use.	➤ 4 - 5 lightweight shirts / T shirts with sleeves
➤ Workout clothing (women can wear shorts on the roof. Full length tights and t-shirt needed for going for a run)	➤ workout clothing
➤ 4 -5 lightweight briefs	➤ 3- 5 lightweight briefs
➤ 3 – 4 bras, 1 bathing suit	➤ 1 bathing suit
➤ 3 cotton socks	➤ 3 cotton socks
➤ 1 pair of running shoes and sandals*	➤ 1 pair of running shoes and sandals*
➤ 1 pair of flip-flops or slippers	➤ 1 pair of flip-flops or slippers
➤ 1 raincoat or windbreaker	➤ 1 raincoat/ wind breaker
➤ 1 sweatshirt or sweater	➤ 1 sweatshirt or sweater
➤ Plug Converted for electronic devices	➤ Plug Converted for electronic devices
➤ 1 hat and 1 umbrella	➤ 1 hat and 1 umbrella
➤ Hand Soap, Lysol wipes, hand sanitizer	➤ Hand Soap, Lysol wipes, hand sanitizer
➤ Office supplies you like to use: pens, highlighters, sticky notes, agenda (few office supplies are provided at ASSA)	➤ Office Supplies: pens, highlighters, sticky notes, agenda (few office are supplies provided at ASSA)
➤ Towel	➤ Towel
➤ Satchel / bag for carrying around campus town	➤ Satchel / bag for carrying around campus town
➤ Laptop (can consider bringing small speakers for presentations) ➤ Hangers (3-4 to hang clothes)	➤ Laptop ➤ Hangers (3-4 to hang clothes)
➤ portable battery charger (optional, but power often goes out)	➤ portable battery charger (optional, but power often goes out)
➤ flashlight and batteries (power often goes out)	➤ flashlight and batteries (power often goes out)
➤ water bottle (insulated water bottles have been recommended)	➤ water bottle (insulated water bottles have been recommended)
➤ sunscreen	➤ sunscreen
➤ bug spray and alcohol based hand sanitizer	➤ bug spray and alcohol based hand sanitizer
➤ peanut butter, Protein powder/bars, Mixed nuts	➤ peanut butter
➤ oatmeal/granola bars/power bars	➤ oatmeal/granola bars/power bars
➤ sewing kit	➤ sewing kit
➤ bowl and spoon (optional)	➤ bowl and spoon (optional)
➤ A gift from home if you have an Indian supervisor	➤ A gift from home if you have an Indian supervisor

Medications to bring: Pain killers like Advil, Tylenol, Benadryl, Imodium, re-hydration salts, personal prescriptions, anti-malarial, emergency antibiotics, mild laxative, Travel strength Probiotics, epi-pen if history of allergies and any other supplements you take like Vitamins.

***In India, people usually remove footwear upon entering a building. You could consider having an exclusively indoor pair of sandals / slippers (outdoor footwear should not be worn inside).**

10. Your safety and security

For your own safety and security, please follow the guidelines of the organization and at all times, inform the security staff of your whereabouts. The general rules below are very important to follow, because while at Amar Seva Sangam, the organization wants to ensure your safety. In general, Amar Seva Sangam is located in a very safe area and there have been no incidences of theft, crime or violence with any of the visiting students over the last 15 years. However, it is always important to exercise caution and act responsibly when you are out of country.

1. Do not spontaneously accept invitations to anyone's house outside the campus. If you become friendly with a staff member and he/ she invites you, you can visit them, if it is approved by Mr. Ram.

2. When you go out of the campus, to go shopping or sightseeing, you must get a gate pass at reception upon exit and should return by 8 pm. This curfew is for the purposes of your own safety. It is always advisable that you go in groups and if possible take a local person along. If for some unavoidable circumstances, you are going to be later than 8 pm, you should inform ASSA staff (Mr. Ram)

3. Good restaurants are open on Sundays in nearby areas and you can explore them for lunch or Tea time snacks. Ask staff for advice re restaurants. **King's Palace Hotel in Tenkasi** was a popular restaurant with good selection of food. **Ibaco ice cream** is located just down the street for an after dinner treat. Rickshaw drivers are familiar with King's Palace and can drive you right to the restaurant.

4. The first week after completion of quarantine at ASSA, you will be accompanied by an ASSA staff member on trips into town. After this week, you will be allowed to make trips in groups only. Evening outings are best taken with an auto or taxi with a trusted driver. But, please abide by curfews.

11. Medical Issues / Absence

- a. For any Minor illness Contact Dr. Vedha Murthy who visits Spinal Cord Injured section from 10 am to 1 pm every day of the week.
- b. For more serious medical issues or medical consultation– we recommend, you seek attention at Mahalakshmi Hospital in a nearby town. Contact: Dr. Murugiah, Mahalakshmi Hospital / Nursing Home, Surandai, Tel # (mobile): 94431 26115. E-mail: muruganlak_53@yahoo.co.in. Initial Contact to Dr. Murugiah has to be by referral by Mr. Ram.
- c. If you are **sick and unable to attend to work that day, please inform Ram.**

12. Nearby Tourism

Amar Seva Sangam, located in Ayikudy is one of the most beautiful areas of South India. It is surrounded by hills and there are many nearby tourist attractions. A few of these are listed below, but you can look online and talk to ASSA staff. All out of town sightseeing trips can be organized for you by the PR staff, by means that are affordable you – Bus, Riksha, Taxi etc. Please contact Mr. Ram, who will guide you accordingly.

Again, please note any travel restrictions due to COVID-19 before planning any trips.

- (a) **Courtallam Falls** – a set of 5 beautiful waterfalls located 15-20 min drive from ASSA. You can go into the falls and have a nice shower! - (11.2 km)

<http://tourism.webindia123.com/tourism/waterfalls/courtallam/> / <http://www.kutralamlive.com/>

- (b) **Eco-Tourism Park** –(11km) located right beside Courtallam 5-falls. Nice walks and scenery. Lots of monkeys hanging around. There is a boat cruise that will take you around a scenic route.

- (c) **Thenmala** – Wildlife sanctuary, biking, boating, hiking, zipline. Located in Kerala, 1-hour drive from ASSA. <http://thenmalaecotourism.com/home.php> - (54 min from ASSA– 42.7 km)

Temples – multiple famous Hindu temples in Ayikudy, Tenkasi (nearest city to ASSA) and surrounding areas. Mahalingam Mountain temple – nice hike up mountain and beautiful views.

- (d) **Kanyakumari** – Southern most tip of India, where 3 oceans converge. You can view the convergence of waters marked by their hues. **View beautiful sunrise and sunsets.** Advise overnight or weekend trip. <http://www.kanyakumari.tn.nic.in/tourist.html> - (2.5 hour drive 142 km).

Recommend leaving Saturday afternoon to catch the sunset

This is a huge Indian tourist destination – very limited western food and recommend to dress conservatively as you will already attract a lot of attention. Be prepared to be in lots of photos!!

The Seashore hotel has a restaurant on the 7th floor with a great view and delicious food.

Hotel Temple Citi was a nice and affordable place to stay.

- (e) **Munnar** – a beautiful resort place on a hilltop, with cool climate, boasting Mattupetty Dam, Eravikulam National Park, Anamudi, Devikulam, Attukal Waterfalls and Nyayamakad. Very windy driving, recommended to take gravel for the end of the drive (5h-40 min, 251 km) -

<https://www.keralatourism.org/destination/munnar/202>

- (f) **Papanasam** – Papanasam River, Agasthiar Falls, Vaana Theertham Falls, Papanasam Dam, Papanasam (Upper) Kaarayaar Dam, Servalar Dam and Manimutthaar Dam. Can also see very unique lion tailed monkeys. - (48 min, 39.5 km)

- (g) **Tenkasi** - nearest city. Shopping and stores are here and gives you a taste of small town India shopping. I would suggest going to watch a movie at the PSS Multiplex movie theatre, it's quite a cool experience, and the cinema has air conditioning! You can also visit the clothing shops to buy salwar kameezes and saris.

- (h) **Kodaikanal** - Hilltop station high up in the mountains (2200m). 6 hours from ASSA. Beautiful views, hikes and a break from the heat. You can have a driver take you to the various lookout points, visit Bryant Park (botanical gardens), take a pedal boat out on Kodai lake, walk the 5km around the lake or choose a hike such as Dolphin's Nose. The 'bread omelet' from the street vendors is a good, quick, cheap lunch! Be careful of the monkeys - they are fearless and will look to steal your food. Be prepared to be in a lot of selfies!

(i) Madurai - Temple

Can take the train from Tenkasi to Madurai (4 hours and costs \$0.60!)

- a. If you want to splurge, try - Heritage Madurai (a 5-star resort) or JC Residency. It has A/C, a pool and western food!

Heritage Madurai had an amazing continental breakfast

Check out the rooftop restaurant at Hotel Supreme for awesome views of the city

Don't miss the Meenakshi Temple!

(j) Varkala - Beach

3-hour drive from Amar Seva Sangam

We stayed at Akhil resort – has a great pool and close to the beach

It's okay to wear your bathing suits at both the pool and beach

The beach is often closed to swimming during monsoon season but it is still nice to put your feet in and enjoy the view

(k) Elephant Rehab centre in Trivandrum-

It is a very unique place where young elephants are rescued and cared for.. Click on the link below:

https://www.tripadvisor.ca/Attraction_Review-g297637-d5050042-Reviews-Elephant_Rehabilitation_Centre-Thiruvananthapuram_Trivandrum_Kerala.html

Previous students and volunteers have used cleartrip.com or booking.com to do a lot of their bookings.

13. Culture Shock

Many people who travel or live overseas experience what is commonly referred to as "culture shock."

During the first stage, often described as the "honeymoon," everything you see and do in the country you are visiting is exciting and positive. But in the second stage, known as "culture shock," you can feel a sense of dislocation and general unease. To cope with culture shock, learn to recognize its symptoms:

- You feel angry, uncomfortable, confused, frustrated or irritable and lose your sense of humour.
- You withdraw and spend excessive amounts of time alone, only with Canadians or other foreigners, and avoid contact with the local people.
- You develop negative feelings about the people and culture of the host country.
- You eat and drink compulsively or need an excessive amount of sleep.
- You are bored, fatigued and unable to concentrate or work effectively.

During the third and final "adjustment" stage, you start to accept your new surroundings and make a compromise between the honeymoon and culture shock phases.

You might also experience "reverse culture shock" after living abroad. Be prepared for a period of readjustment when you return to Canada.

Coping strategies

Probably the best strategy for coping with the various impacts of culture shock is to make a conscious effort to adjust to the new culture. Here are some suggestions on how to make yourself feel more at home in your new surroundings:

- **Admit frankly that these impacts exist.** It is not a sign of weakness to admit that you feel uncomfortable, tense or confused.
- **Learn the rules of living in your host country.** Try to understand how and why the local people act the way they do. Their behaviour and customs, although they may be different from your own, are neither better nor worse than what you are used to.
- **Get involved in some aspect of the new culture.** Whether you study art or music, or learn a new sport or martial art, being an interested student will make a world of difference.
- **Take time to learn the language.** It always helps to understand as much as possible of what people are saying. They will appreciate your effort to communicate with them in their language, even if it is just a few simple phrases, and it will make your daily life much easier.

- **Take care of yourself.** Eat well, exercise and take the time to sleep.
- **Travel.** Take the time to be a tourist and explore the country's sights.
- **Make friends and develop relationships.** Getting to know local people will help you overcome cultural differences and understand the country. It will also show you how to be more sensitive to cultural norms and expectations.
- **Maintain contact with friends and family back home.** Writing home about your experiences and problems can help you sort through them. It is also a good idea to keep a journal of your feelings and thoughts.
- **Do something that reminds you of home.** Listening to your favourite music or practising a familiar hobby can boost your spirits when you are feeling homesick.
- **Avoid idealizing life back home.** Try to make the most of your stay and consciously adopt an open mind.

Appendix 1. Details of Departments at Amar Seva Sangam

Centre for Special Education

- This school was built by Handi-care Intl. to serve the needs of approximately 100 students with moderate to severe intellectual disabilities
- OT and PT students can work alongside special educators, teacher assistants and therapists in order to facilitate play therapy, physiotherapy and vocational training activities with these children. Common interventions for school-aged children include positioning/seating in the classroom, and strategies for engaging children with attention or sensory integration difficulties. Students may also work with school-aged children on self-care skills (e.g., dressing), and improving the accessibility of home and school environments to enable participation.

Early Intervention for children with delayed development (Age 0 to 6)

- This centre was built by Handi-Care Intl. in 2012, to offer services to children born with developmental delays.
- A whole range of services are provided by qualified therapists, which include Physiotherapy, Occupational therapy, Speech therapy and sensory integration approaches. Over 800 children are enrolled in this program and about 50 children receive therapy on a daily basis on campus and the remaining received community based therapy.
- OT, SLP and PT students can work alongside therapists in order to facilitate play therapy, physiotherapy, speech therapy and occupational therapy activities with these children. Students may address client goals of attaining developmental milestones, speech and communication training, strength and balance training, positioning for feeding, strategies related to sensory integration, and developing social skills.

Spinal Cord Injury Rehabilitation Centre

- This is a centre for the post acute care rehabilitation of adult patients with spinal cord injuries.
- There are usually about 20 patients in this centre undergoing an intensive 6 months to 1-year rehabilitation program.
- Students will work with physiotherapists and vocational training instructors in this rehabilitation program addressing issues including positioning, functional mobility, safe transfers, skin integrity, equipment (wheelchairs, support surfaces, toileting equipment, etc.), and self-care skills (e.g., eating and dressing).

Medical Treatment Unit / Outpatient Physiotherapy Unit

- This unit is the main rehabilitation facility on the ASSA campus
- Approximately 150 children receive regular PT, OT and speech therapy activities here
- These include children that live on campus and those that come from surrounding communities
- There is a range of disabilities in this patient group including cerebral palsy, post-polio syndrome, osteogenesis-imperfecta, limb amputation, muscular dystrophy, developmental disabilities, autism and congenital malformations. OT students may address goals relating to self-care, accessibility of the environment, positioning, and functional mobility.
- There are also approximately 150 adults that attend this unit as outpatients with mainly neurological and musculoskeletal disabilities including stroke and post spinal injury rehabilitation. Students may address goals relating to functional mobility and transportation, independence with self-care, cognition, fine motor coordination and strength, and home accessibility. SLP students can work with stroke patients with speech and communication issues.

Home for Disabled Children

- There are approximately 60 children with varying disabilities (post- polio syndrome, cerebral palsy, congenital deformities, limb amputations) that live on the ASSA campus
- The children attend school and undergo a rehabilitation program on campus
- PT, SLP and OT students will work with these children, assisting them with their regular exercises and therapy alongside the physiotherapists. OT students may address goals relating to positioning, functional mobility, self-care, and accessibility of the environment. SLP students can work with those with speech delay.

Village Based Rehabilitation

- This program enables ASSA to reach out and provide assistance and rehabilitation to those in the surrounding communities with disabilities in their own homes
- This program also involves an Early Assessment and Intervention Program to identify those under age 6 with disabilities and provide intervention, therapy and resources for them and their families
- There are nearly 3000 children under the age of 6 enrolled in this program with conditions such as cerebral palsy (about 50% of children), orthopedic disabilities, autism, speech and language delay, intellectual delay, congenital conditions, etc.
- OT, SLP and PT students will be exposed to field visits along with community rehabilitation workers, social workers, special educators, speech trainers and physiotherapists.

Vocational Training Centre

- The ASSA campus houses a vocational training centre that includes training in computer programming, tailoring, small appliance and cell-phone repair and orthotics manufacturing. OT students may be invited to provide education about ergonomics or accessibility of computer systems.
- Patients from the spinal cord injury centre and a group of “disabled youth trainees” housed in the campus participate in this program

Appendix 2. Who is Who and What is What - Helpful Tips for the placement.

OT Clients

Please check dedicated OT computer in MTU, to access clients charting by previous OT teams.

How is it decided which clients OT students get? Physiotherapists and OTs have discussion regarding who the clients are and what their needs are before deciding who would be a good candidate for OT services.

Students and therapists should find and update Master list on OT computer and sit down with Ram and ASSA OTs - before leaving ASSA and tell him about priority clients that should be continued on with OT care with next group. If ASSA OTs will take over care, care plan should be discussed with her. If next Canadian team will take over client, care plan should be discussed with them in person or via Zoom, Google meet or email.

Ram would like an OT short form to be made to screen clients as candidates for OT therapy.

MTU Office Staff

The office staff in the MTU are able to assist you with more technical aspects of your work. If you need to schedule an appointment with a client who is not easily able to be contacted by yourself, the receptionist can contact the client and set up the appointment for you.

If we want to use specific plinth in MTU, Shajitha will help arrange so you can use them. After 10:30 you can use the plinths as they are finished using them usually by this time.

Outpatient clients who do not come to therapy – talk to physiotherapists in MTU who will phone them. Client will also be instructed to tell students when they will be away.

Printing

HCI has recently bought a 4 in 1 printer/ scanner and it is located in the office room at the MTU (Medical Testing unit). It is available for all your scanning / printing requirements.

Group discussion of health professionals

There are bi-weekly group discussions for each client with all health care professionals involved with this client's care (usually Saturday or Friday). OT, PT, SLP students and therapists should attend.

Translators

A good number of SCI clients speak English well to help with translation. It is best to ask a day in advance if someone is available to translate. Students and volunteers have found it helpful to make a shared schedule for booking translators as they are a much needed resource especially at the beginning of placements (i.e for initial assessments, education, etc.)

If you need a document translated into Tamil for a client, it is best to ask a few days in advance and leave space on the handout for someone to write the words in Tamil. You can ask Shajitha (MTU PT) and she will arrange someone to do this.

Ms. Kavitha works in the Special School as a teacher. She is also able to translate when available for those OT students working at the school. Kaushik works in the main office and will be a translator.

Remember, the translators are not professional translators, but have been given training and feedback and are improving their skills. This will be a great learning experience as many clients you might have in Canada in the future may not speak English as a first language. Please see Onedrive document entitled “Working with Translators”.

Translators are not allowed to go to guest house because of boundary issues. If you want translation outside of client time, this can be done in Ram’s office in MTU or in SCI Unit.

Spinal Cord Unit

Head Physio in the SCI Unit

Subbulakshmi is the head PT in the SCI unit. She is one of the two PTs to speak with to schedule your OT time with clients and to coordinate sessions with PT if and when needed.

Doctor in the SCI Unit

There is a doctor on site at the SCI unit between 10am and 1pm. It is a good idea to introduce yourself to him at the beginning of your placement. He is able to show you the client files- although they are mostly medical, it can be useful if you want to gain more knowledge of your client’s previous medical history. If your client is sick or has a pressure sore, you can check in with the doctor on their status and find out if there are any restrictions placed that affect your therapy.

SCI Unit Wheelchair Technician

Saravanan is a caregiver in the SCI unit who also has an interest in wheelchair repairs and modifications. He is able to make simple changes to the wheelchairs right at the SCI unit. Each student group should confirm with Ram, but currently Saravanan has set aside time between 10am and 12pm to do specific wheelchair modifications with OT students, in addition to his caregiver responsibilities. He is also the go to person for extra wheelchair parts that may be available.

Quiet Room

Ram will inform students of a room you can use for talking to patients about mental health or confidential issues.

ASSA Early Intervention Centre

Nelliappan is the main OT in early intervention center. Saraswathi is a special educator works in ASSA Early intervention center. If you are working in the EI unit, you will be working closely with them.

Caliper Unit: Head- Ms. Mahi OT. Cell phone: 9710310415

The caliper unit is a place you will likely visit often, especially if you are working in the SCI Unit! There are three staff members and a receptionist in the unit. They are open from 9:30am to 5:30 pm and take a lunch break between 1:15pm and 2:15pm.

The caliper unit provides services such as:

- Wheelchair repairs and adjustments
 - If the adjustment is something small and they have the necessary parts, they will fix it on the spot if they are not busy
 - If the repairs or adjustment is going to take some time, it is a good idea to take the wheelchair at a time when the client will not be needing it for a few hours so you can leave it for them to repair
- Provision of new wheelchairs

- New wheelchairs must first be approved by Ram. Then you or him will need to approach the manager of the caliper unit who will then instruct the staff to provide one to you.
- Customized backrests
 - Usually require a prescription from OT/OT Student
 - These are made of aluminum and foam
 - They will need the dimensions of the backrests- they have a variety of patterns but you can customize them as need be
- Creation of adaptations such as universal cuffs and small projects
 - They are experienced in making universal cuffs and small adaptive devices
 - It is a good idea to inform them of what you want the tool to be used for and how you want it to work, as they have many materials in their shop and may be able to suggest materials that will work for your project
 - Bringing a drawing or photo of the adaptive device you need is helpful
- Any projects made with sponge (foam)
 - Items such as cushions for wheelchair footrests, back cushions, seat cushions, padding for shoulder rests
 - Sponge can be cut and glued in the workshop
 - You will need to give them the exact dimensions and it is a good idea if you take the measurements and cut it with them at the unit
- Simple Sewing
 - The shop has a sewing machine and while the tailoring unit does most of the sewing, the caliper unit can do simple sewing if needed

***if you need materials for a project and the caliper unit does not have, they will often purchase the items in Tenkasi and then will keep what is not used in their shop for future use. For example: sponge, glue, velcro, fasteners, metal pipe, rubber, straps

Caliper and wheelchair adaptation person in charge: Mahi OT. Cell phone: 9710310415

You may contact him directly for any requirements.

You may receive requests for fixing wheelchairs (e.g. loose brakes, broken castors, loose screws). You can assist with these or direct your clients towards Mahi (OT) and Saravanan (a caregiver at ASSA). These would be the two people who would assist with this type of works once Canadians have left ASSA.

Tailoring Unit

Any projects that require sewing can go to the tailoring unit. This unit is very busy and depending on the project, it may take a few days or more- so plan accordingly! To drop off projects, you need to go to the very last building of the vocational rehabilitation buildings.

The Tailoring unit person in charge is Mrs. Varalakshmi. You may contact her directly for your requirements. **Varalakshmi cell phone: 9600482466. Intercom no. 133/134**

Examples of projects that the tailoring unit has completed include:

- Covers for backrests
- Covers for footrest cushions
- Sewing of Shoulder Straps

- Positioning Pillows
- Sewing on Velcro to cushions
- Cushions for positioning the CP Child

Most students, end up buying Saris and Salwar-Kameez sets. You can approach the tailoring master Mr. Mohan to stitch tailor made sari blouses and other accessories. You can contact them by the intercom phone by dialing **134**.

Carpenter. You may also contact persons in Caliper section.

The carpenter's workshop is near the guest house. If you have a project that you would like to have completed, it is best to tell Ram first and he will contact him to set up a meeting time. Since the carpenter does not speak English, it is important to have a translator and have diagrams and pictures for him.

It is possible for that material in the carpenter's shed to be used and provided to clients. Students are able to take client to carpenter, to caliper, or to tailoring and you are allowed to bring client with you.

Examples of projects that the carpenter has completed include:

- Foot stool
- Transfer board
- Fine motor activity board
- Wooden seat pan
- Document stand
- Any work which is made of wood
- ADL Board
- Book reading Stand
- Plywood for wheelchair adaptation
- Toilet Adaptation
- Adaptive chair for CP children

Carpenter's name: Mr. Subramanian

Others

- Secretary – Main lead of ASSA. He is a very busy man but is very interested in our work and will always respond when called. Please make sure you meet him early on.
- Banumathy – warden for girls' hostel – also great for helping with daily things if you have questions.
- For any food request or modification, you can contact Mrs. Pushpa (Mobile Number: 9840136170)
- Reception – they can connect you with anyone site at any time. This is also where you go for a gate pass.

Note: If there is any delay in your project or work because of ASSA Staff - you should inform Ram so that he can assist you to get it done faster.

Name of Stores where material can be purchased outside of ASSA

1. **Wood materials**

- Balaji Timbers
2. **Special bolt and screws**
Mangalam stores
 3. **Sports materials**
Aruna sports
 4. **Children play materials**
Kids world
China Bazaar
 5. **Photo Printing**
welcome Lab
Konica lab
Apollo Lab
 6. **Foam and Leather Materials**
Deepak store
Haji stores
 7. **Printing, Lamination, Xerox**
Sankari Xerox

Above mentioned all the stores is around the big temple in Tenkasi.

CONTACT INFO

For MIS (Management Information System) department dial 109.

After working hours, you may contact Rajeshwaran – Mobile: 88700 10078

General contact through Intercom (phones are present throughout campus and in guest house):

Section	Dial Number
➤ Caliper	101
➤ EI Centre	139
➤ Guest House	141
➤ Kitchen	110
➤ Library	118
➤ MIS	109
➤ MTU	128
➤ Reception	170 / 180
➤ Sangamam School	138
➤ Security	100
➤ Secretary Sankara Raman's Office (Main Head of Institution)	161
➤ SCI / Kanchi Block	136
➤ Tailoring	134
➤ Tea Room	103

Ramasubramanian* – Head PT – Amar Seva Sangam (ASSA) –ram.clinicalplacement@gmail.com, +91-9865-0406-79

Maheswari – OT (SCI) at ASSA - mahi_ot@yahoo.co.in

Fatima - SLP at ASSA – fathimabdulslp@gmail.com

Navamani, PT in charge of Village Based Rehab Program, above6vbrirehabcoord.amarseva@gmail.com, +919943582421

Sankara Raman - Honorary Secretary, Main Lead of ASSA, secretary.amar@amarseva.org, 91 936 101 1585

Subbulakshmi PT – SCI Unit - ASSA - subbuphysio1610@gmail.com

Shajitha -Stroke and Adult MSK (outpatient) PT – ASSA - shajithairfan@gmail.com

Kalyani – IT Expert – ASSA - mis.amar@amarseva.org

Franzina Coutinho - PHD OT, Mumbai - Case Based Orientation - franzina@gmail.com

MIS team – IT, Communications (ie phone, internet help) –Intercom # 109

*Main contact in India for placement

Appendix 3. PT Student Info

SCU

- PT students will work with patients in the sub-acute rehab of SCI based on their needs, goals, and abilities.
- PT treatment usually includes the maintenance of ROM and spasticity management of paralytic extremities, sitting balance/postural control, aerobic training (eg. arm cycle ergometer), strength training, stretching, exercise prescription.
- PT students may work together with OT students on skills such as functional mobility, safe transfers, positioning, and equipment.
- Pressure sores and overuse injuries are common in this population; you may be involved in the management of these conditions.
- Clients attend wheelchair skills training twice a week (Wednesdays and Saturdays from 8-9 a.m.). PT students may participate in teaching or supervising clients while they practice navigating curbs, inclines, and various surfaces.
- Clients have the option to attend a 6-week peer support group. The group meets every two weeks on Fridays and will be led by an ASSA OT. Topics discussed may include: mental health, coping strategies, adapted sport, and self-care.
- Moderate/Max assist transfers done by caregivers
 - There is a mechanical lift and sling available.
 - A potential future project could be collaboration with PT Seyad and the caregivers to develop safer transfer techniques
- Ram or PT Seyad will be your contact person for client questions in SCU.

MTU

- PT students may take on patients with neurological and/or musculoskeletal conditions.

- PT treatment for neurological conditions often includes gait training (with or without the prescription of a cane or wheelchair), strengthening, balance training, aerobic exercise, bilateral arm training, stretching, ROM, and/or shoulder subluxation management (coordinate with OT). Based on your experience, you may also choose to include BWSTT (coordinate with SCU), mirror therapy, CIMT, FES, or other modalities into your intervention.
- PT treatment for musculoskeletal conditions usually includes strength training, stretching, ROM, balance training, proprioceptive exercises, athletic or supportive taping, and/or any appropriate modalities.
- Appointments can be scheduled between 10am-1:30pm according to the student/client preferences.
- Shajitha is the current go-to person is for various client conditions.

School-Aged Rehabilitation

- Students living on-site at the home for disabled children receive PT in the large treatment room at MTU between 8am-9:30am Monday-Saturday.
- PT treatment may include stretching, ROM, balance/core exercises, strengthening, gait training, postural correction, scoliosis management, spasticity management, BWSTT, and/or NDT (very commonly used by local PTs).
- It is also a good idea to review your clients' orthoses and mobility aids to ensure they are optimal for your client's current needs.
- On Tuesday/Thursday, there is "group therapy" program. If your school-aged client is receiving BWSTT, this is a good time to schedule it for (they can just miss group therapy that day). PT Shajitha can help you get set up.

Other

- You may also be working with children in Early Intervention.
- You may be occasionally asked to help with assessments or advice for children in the Village Based Rehabilitation program.
- See section in main manual about caliper unit and what they can do i.e. if you need adjustments for your patients' equipment, gait aid prescription etc
- You may participate in case discussions or interprofessional meetings every two weeks. These meetings are usually held on Saturday and are a good opportunity to discuss clients and treatment plan with the interprofessional team. Participants at the meetings may include the following: PT, OT, SLP, Caliper Unit (orthotics), and ASSA on-site Doctor.

Onsite Equipment currently available to Student PT's

***It may be beneficial to review appropriate use of bolded items prior to arrival at ASSA if you have not used these at prior placements**

Medical Testing Unit (MTU)			
General unit equipment: <i>Can be found in shelving in room with gym equipment and/or in OT closet</i> -Various sized goniometers -Reflex hammer -Therabands	Gym/Exercise room: -Stationary bikes -1 (fixed height) bed -Leg extension machines -Medicine balls, dumbbells, sandbags	Large Treatment room: -Floor mats -Parallel bars -Step stools & Benches -Shoulder ROM wheel -Bolsters -Balance boards -Exercise balls	Electrical Modality Treatment room: -Pillows -3 (fixed height) treatment plinths -FES machine <ul style="list-style-type: none"> ▪ See manual created by

<ul style="list-style-type: none"> -Tape (athletic/rock/leuko/etc) -Tensor bandages -Mirror Therapy Box -Large (fixed height) stretching plinth -Pulleys in various rooms 	<ul style="list-style-type: none"> -Hand & Ankle strengthening tools -Small stair set -Small standing frame -Various peg boards 	<ul style="list-style-type: none"> -Mirrors - Arm ergometer <ul style="list-style-type: none"> ▪ Can usually be found in main MTU treatment room or SCU treatment room ▪ Simple metal frame with handles. Good idea to use dycem underneath for stability. Can adjust resistance ▪ Multi gym ▪ Manual therapy cot ▪ Body weight supported treadmill system ▪ EMG Bio feedback ▪ Standing frame ▪ Powered tilting Table ▪ Suspension Frame 	<p>previous PT student in drop box</p> <ul style="list-style-type: none"> -Ultrasound -Shortwave Diathermy -TENS -Laser -Combo Therapy Unit -Hydro collateral Packs -IFC -Traction Unit -Acupuncture Tens -Wa Therapy Unit -Massager
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Spinal Cord Unit (SCU)	Early Childhood Outpatient
<ul style="list-style-type: none"> -Parallel bars -Body weight support system for treadmill <ul style="list-style-type: none"> ▪ <i>Pediatric and Adult sling available, pediatric sling is in cabinet in Dr. office and adult sling is in the wheel chair room cabinet (ask nurse or for key)</i> -Treadmill <ul style="list-style-type: none"> ▪ <i>Turning it on is slightly complicated as you need to switch the socket on and plug the power bar in – labels have been made to assist you with this.</i> -Large (fixed height) stretching plinth -Small (fixed height) bed -Total Gym- lat pull down/chest press/etc -Dumbbells, medicine balls, therabands, etc - Sand bags -2 Tilt tables -Prone Trolley for paraplegia -Standing Frame -Exercise balls - Ice packs - in freezer in Dr's room 	<ul style="list-style-type: none"> -Scooter boards -Exercise balls -Bolsters -Balance board (main) -Parallel bars -Floor mat -Stairs -Ramp -Trampoline <p>Sensory Integration Room</p>

PT Relevant Books - found in bookshelf in MTU office

- Outline of Orthopaedics - Seventh Edition
 - o J. Crawford Adams

- Therapeutic Exercise: Foundations and Techniques - Third Edition
 - o Carolyn Kisner & Lynn Allen Colby
- Orthopedic Physical Assessment
 - o David J. Magee
- Measurement of Joint Motion: A Guide to Goniometry
 - o Cynthia C. Narkin & D. Joyce White
- Muscle and Sensory Testing
 - o Nancy Berryman Reese
- Physical Rehabilitation: Assessment and Treatment – Fourth Edition
 - o O’Sullivan & Schmitz
- Motor Control: Theory and Practical Applications
 - o Anne Shumway-Cook & Marjorie Woollacott