



Rancho Los Amigos National Rehabilitation Center PHYSICAL THERAPY DEPARTMENT POLICY AND PROCEDURE

RESPONSIBILITIES OF THE DIRECTOR OF THE PHYSICAL THERAPY DEPARTMENT

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PURPOSE: To define the responsibilities of the Director of Physical Therapy.

POLICY: The Director of Physical Therapy reports to the Chief Executive Officer (CEO) and ensures that the department meets all established professional, medical center and accreditation standards, and works with the other directors to integrate services into patient-focused programs. To do this the director shall:

- A. Define and document the scope of services provided by the department and ensure that it is within professional standards and accreditation requirements.
- B. Staff the department with professionals licensed by the Physical Therapy Board of California. (A system shall be in place for verifying that licensures are current at all times.)
- C. Demonstrate competence of each patient care personnel in the department through documentation of education, training, experience, clinical privileges and adherence to current standards.
- D. See that patient population and age-specific job descriptions and performance-based evaluations are available for each staff assignment.
- E. Ensure a viable, ongoing staff development program.
- F. Work with administration to staff sufficient number of qualified, competent professionals and support personnel to meet the objectives of the service and needs of the population.
- G. See that ongoing quality assessment and improvement activities occur in the department.
- H. Document that the director is a qualified clinical director and that he/she meets all of the professional requirements, is current in education, training, experience and adheres to current standards of care.

- I. Ensure that department policies and procedures describe mechanisms for effective organizational, management, and interdepartmental relationships and communication.
- J. Develop and implement a safety program that includes performance requirements, measuring the effectiveness of the safety program and training, continual improvement in safety for patients, staff and others.
- K. See that mechanism is in place to assure that patient care equipment functions properly and in accordance with federal, state and local requirements.
- L. Follow infection control guidelines and policies and enforce these within the department for the protection of patients and staff. This applies to using these guidelines and policies with equipment.
- M. Work with administration to ensure that sufficient space, equipment and facilities are available to support the clinical, educational, and administrative functions of the department. Ensure that decisions are based on the needs of patients and integrations of services for patients and not just particular staff or the department.
- N. Ensure that roles and responsibilities of the physical therapy service and the educational program are defined in writing for the education and training of students.
- O. Ensure that department's Standards of Practice are followed by qualified personnel in the department.


Director, Physical Therapy Department