



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

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## INTEGRATION AND COORDINATION OF SERVICES

**Policy No.:** 108  
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**PURPOSE:** To ensure that the Physical Therapy Department's vision, mission, and activities are in concert with those of the medical center and DHS.

To ensure that patient care services and support activities are integrated throughout Rancho, both inter-departmentally and intra-departmentally.

**POLICY:** The Director of Physical Therapy is responsible to ensure that the department's patient care services and activities are integrated and coordinated throughout the medical center.

## INTERDEPARTMENTAL COORDINATION

Planning, directing, implementing, and improving performance/outcomes takes place at every level in the department. Individuals in all job classifications are knowledgeable about the services and activities within their purview and are empowered and expected to coordinate them. Individual and group, impromptu and scheduled, informal and formal communications occur daily. The PT department staff participates in regularly scheduled interdisciplinary meetings to ensure collaboration and communication across the organization.

Documentation (in the form of minutes and reports) are done for meetings when appropriate, circulated to those in attendance for confirmation of discussion and decision; distributed to selected individuals not in attendance for information; and maintained as a record of decisions made and as a source of data for review and analysis.

## PHYSICAL THERAPY ADVISORY COUNCIL (PTAC)

The PT advisory council (PTAC) has been formed to create a mechanism for staff engagement in specific initiatives. PTAC membership consists of peer nominated members of the staff representing service areas of the department and representatives from the Executive Leadership team. A staff member of PTAC will attend the PT Executive Leadership meetings as a PT Exec team

member. The purpose of the PTAC group is to collaborate and engage with staff and leadership within the department to address initiatives and organizational decisions that impact the PT department. PTAC will work through sub committees to address initiatives prioritized by the PT Department staff. Consensus driven agreement processes will be used to approve initiatives and changes in processes and practices.

  
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Director, Physical Therapy Department

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