



Rancho Los Amigos National Rehabilitation Center

Communication Disorders Department Policy and Procedure

SUBJECT: RESPONSIBILITIES OF THE ASSISTANTS AND AIDES

Policy No.: 204
Supersedes: 1982
Revision Date: July 2022
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Purpose:

To outline the job expectations of the Assistants and Aides.

POLICY:

The Communication Disorders Assistants and Aides have written duty statements and are responsible for carrying out the duties stated.

PROCEDURES:

1. The Communication Disorders Department Assistants and Aides have direct and indirect patient responsibilities. In addition to patient care responsibilities listed in the duty statements, other responsibilities include:
 - a. Reporting and discussing patient progress and/or special problems with the speech-language pathologist at the times scheduled by the speech-language pathologist, or more frequently, as needed.
 - b. Assisting the speech-language pathologist or audiologist in interpreting/translating for non-English speaking patients.
 - c. Maintaining confidentiality of patient information.
 - d. Maintaining appropriate behavior and dress.
2. Activities NOT Performed by Assistants or Aides Include:
 - a. Diagnostic evaluations.
 - b. Establishing or modifying treatment goals or treatment plans.
 - c. Terminating treatment.
 - d. Providing clinical information outside their own scope of practice, to the patient or the patient's family without the direct supervision of a speech pathologist or audiologist.
 - e. Documenting in the patient medical record.

EFFECTIVE DATE: 1982
REVIEWED DATE: July 2022

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

Signature(s) on File.

