



Rancho Los Amigos National Rehabilitation Center

Communication Disorders Department Policy and Procedure

SUBJECT: SATURDAY TREATMENT

Policy No.: 222
Supersedes: November 1995
Revision Date: July 2022
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Purpose:

To outline the procedures for Saturday treatment.

POLICY:

Speech pathology services will be provided on Saturdays according to clinical, regulatory, licensure, accreditation, and payor requirements.

PROCEDURES:

1. Speech pathologists, interpreters, aides and assistants will work on Saturdays on a rotating basis. Staff will be given the opportunity to select their schedule, (both Saturdays and alternative RDOs) with all attempts at fairness. The Communication Disorders Department will respect an individual staff member's request to be excused from Saturday or Sunday coverage due to religious beliefs. Alternative schedules to ensure fairness will be developed for those who request to be excused from Saturday or Sunday coverage.
2. Weekend schedules will be posted, per MOU, at least two weeks prior to the beginning of the time period covered.
3. Staff scheduled to work on a Saturday will take one day off during the week prior to working the Saturday. The regular day off (ROO) and any change in daily scheduled hours will be based upon patient care needs. Staff is responsible for arranging coverage on their ROO. Coverage plans will be communicated to the supervisor and involved staff one to two days prior to the ROO.
4. Staff will submit requests for changes in Saturdays or RDOs to supervisors and other clinical staff who are affected by the change. When these are approved, the supervisor will modify the Outlook calendar accordingly.

EFFECTIVE DATE: November 1995
REVIEWED: July 2022

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

Signature (s) on File

5. The supervisor or designee is responsible for determining the patient care workload for Saturdays based upon the following order of priority:
 - a. evaluations
 - b. family education
 - c. treatment for dysphagia
 - d. group treatment
 - e. individual treatment for disorders other than dysphagia