



# Rancho Los Amigos National Rehabilitation Center

## Communication Disorders Department Policy and Procedure

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**SUBJECT: STAFF PRODUCTIVITY**

**Policy No.: 218**  
**Supersedes: May 1991**  
**Revision Date: July 2022**  
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**Purpose:**

To delineate procedures for measuring productivity.

**POLICY:**

All clinical staff shall maintain an average number of patient care hours according to current department standards.

**PROCEDURES:**

1. It is the responsibility of each supervisor to monitor productivity of staff in relationship to performance targets on a regular basis.
2. If and when a clinical staff member's productivity drops below current department standard, additional patient care duties will be assigned, as appropriate.
3. All staff will participate in the department's procedures for tracking workload activity levels.

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EFFECTIVE DATE: May 1991  
REVIEWED: July 2022

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

Signature(s) on File.