



Rancho Los Amigos National Rehabilitation Center

Communication Disorders Department Policy and Procedure

SUBJECT: STAFFING PLAN

Policy No.: 114
Supersedes: November 1993
Revision Date: July 2022
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Purpose:

To outline the staffing plan process for the Communication Disorders Department.

POLICY:

The department director is responsible for developing staffing plans for provision of Audiology and Speech Pathology services to ensure the availability of an adequate number of staff with the appropriate knowledge, training, and experience to meet the needs and goals of the program, and the mission of the Rehabilitation Center.

PROCEDURES:

1. Clinical staffing plans are based upon the following elements:
 - a. Patient safety and quality of care considerations
 - b. Characteristics of patient population served (e.g., acuity, diagnosis, language, age, etc.)
 - c. Number of patients served
 - d. Patient care needs (i.e., type of procedures needed as well as appropriate treatment modalities, individual vs group treatment, etc.)
 - e. Times and locations where services are provided
 - f. Scope of care for speech-language pathology and audiology
 - g. Supervision requirements for licensed and unlicensed personnel
 - h. Productivity expectations for assigned positions
 - i. Staff qualifications and interests

2. Audiology and speech pathology staffing plans reflect allocation of time for fulfilling all job responsibilities, including:
 - a. Developing and modifying patient's plan of care
 - b. Documentation
 - c. Reporting in interdisciplinary team and patient/family conferences
 - d. Planning for discharge
 - e. Equipment maintenance
 - f. Supervision
 - g. Follow-up

EFFECTIVE DATE: November 1993
REVIEWED: July 2022

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

Signature(s) on File.

3. The following steps are taken to ensure appropriate staffing on an ongoing basis:
 - a. The number of clinical staff assigned to each unit is based on the typical service needs of the patient population of that unit. However, when the patient population varies (in number, diagnoses, acuity, language, age and other factors which influence the needs for speech/language pathology services), the supervisor may temporarily reassign clinicians from other units to provide necessary coverage.
 - b. Each Speech/Language Pathology Supervisor is responsible for reviewing the patient care needs for the assigned area on a daily basis to ensure that each patient receives the required (ordered) assessment and treatment services.
 - c. The supervisor compares the staff clinicians= current patient care assignments with the departmental productivity standard in order to determine how to most efficiently and equitably reassign staff.
 - d. When patient care needs cannot be adequately met through reassignment of staff, overtime may be utilized.
 - e. Staff requests for time off are granted based on department clinical coverage needs as well as staff time eligibility. All personnel policies and records are maintained and updated routinely.
 - f. Staffing needs for each area are reviewed on a regular basis in the Supervisors= meeting with the department Director. When patterns of changing needs are identified, permanent staff reassignments are made. Additional staffing is requested, when needed.
 - g. Departmental productivity reports are reviewed within the department on a monthly basis and reported to Hospital Administration on a quarterly basis.
4. Departmental staffing plans include provision of support services necessary for the volume and scope of services provided
5. A staffing plan is submitted annually as part of the budget process, or as the need arises. Unmet staffing needs may also be addressed annually in submission of the unmet needs report.