



Rancho Los Amigos National Rehabilitation Center

Communication Disorders Department

Policy and Procedure

**SUBJECT: RESPONSIBILITIES OF THE DIRECTOR OF THE
COMMUNICATION DISORDERS DEPARTMENT**

Policy No.: 201
Supersedes: 1982
Revision Date: July 2022
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PURPOSE

To define the responsibilities of the Director of the Communication Disorders Department.

POLICY

The Director of the Communication Disorders Department has a written duty statement (Appendix 4) and is responsible for administering the provision of patient care services provided by the department.

PROCEDURE

The Director will:

1. Define and document the scopes of service provided by the Communication Disorders Department and insure that it is within the scope of the professional standards and accreditation requirements.
2. Ensure that the services provided by the Communication Disorders Department meet accreditation standards as evidenced by:
 - a. hiring speech pathologists and audiologists who are licensed by the State of California Speech-Language Pathology and Audiology Board (SLPAB) and certified by the American Speech-Language and Hearing Association(ASHA).
 - b. verifying that licensure and certification are current for professional personnel.
 - c. ensuring Clinical Fellows are supervised according to current standards for the ASHA Certificate of Clinical Competence and SLPAB Required Professional Experience (RPE).
 - d. ensuring Speech Pathology Aides and/or Assistants are registered with the SLPAB and supervised according to current regulations.
3. Coordinate and integrate intradepartmental and interdepartmental services with the Rehabilitation Center's primary functions.
4. Develop Department policies and procedures that guide and support the provision of services and effective organizational, management and interdepartmental relationships and communications.
5. Recommend and justify a sufficient number of qualified, competent professional and support personnel to meet the needs of the population served and objectives of the Communication Disorders Department.
6. Provide for orientation, in-service training, and continued professional growth and development of all staff in the department.

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7. Demonstrate competence through delineation of clinical privileges, documentation of education, training, experience and adherence to current standards of care for each speech pathologist and audiologist in the Department.
8. Document qualifications as a clinical director, meet the professional requirements of education, training, experience, and adhere to current standards of care.
9. Recommend space, equipment and other resources necessary to support the clinical, educational, and administrative functions of the Department.
10. Continuously assess and improve the Department=s performance and maintain appropriate quality control programs.
11. Develop and implement a safety program that includes performance requirements, measurement of the effectiveness of the safety program and training, continual improvement in safety for patients, staff and others, and quality controls for all equipment used in provision of patient care services.
12. Ensure that patient care equipment functions properly and in accordance with all federal, state and local requirements.
13. Follow and enforce infection control guidelines and policies within the Department for the protection of patients and staff. This applies to using these guidelines and policies with equipment.
14. Ensure that the following services are provided to patients by qualified professionals within the Communication Disorders Department:
 - a. A functional assessment, speech-language and/or hearing evaluation appropriate to the patient is performed upon referral for Communication Disorders Department services.
 - b. Based on the evaluation, measurable goals, which are described in functional or behavioral terms, are developed in cooperation with patient and family as appropriate, and include time frames for achievement.
 - c. Recommendations for follow-up audiologic care or referral to other medical or rehabilitation services within the medical center are made.
 - d. The treatment plan is designed to achieve stated goals and is developed by the individual, the rehabilitation services staff and, to the extent possible, the patient and family.

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- e. The patient's progress and/or the results of treatment are assessed per the standards of care for inpatients and outpatients.
- f. Recommendations and/or treatment goals are revised as appropriate.
- g. The patient's progress, response to treatment, and rehabilitation potential are documented in the medical record.

