



**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER**  
**Occupational Therapy and Recreation Therapy Department**

**POLICY AND PROCEDURE**

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<b>SUBJECT: COMMUNITY READJUSTMENT OUTING</b>	<b>Policy No.: 316</b>
	<b>Revised: January 2020</b>
	<b>Supersedes: December 2015</b>
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**PURPOSE:**

To communicate mechanisms for conducting community readjustment outings by Recreation Therapy and Occupational Therapy staff.

**POLICY:**

Community readjustment outing will be planned and conducted to assure maximum therapeutic benefit and patient safety.

**PROCEDURE:**

In keeping with the above stated policy, the following procedure will be followed:

1. Team members may be consulted in selecting appropriate patients and determining patients' goals, patients' functional considerations, any specific precautions, i.e. skin tolerance, medication, respiratory, etc. It is the Recreation Therapist's/Occupational Therapist's responsibility to be informed of each patient's status to ensure the patient's well-being.
2. All patients involved must have medical clearance for the outing via physician's orders in patient's electronic chart or physical chart as appropriate.
3. If county vehicles are to be used, they must be requested through the Transportation Department. No personal vehicles are to be used to transport patients (per Departmental Policy and Procedure No. 513)
4. Dietary requests shall be requested following Departmental Policy and Procedure No. 514.
5. A copy of the completed form, "Community Outing Information" (see Attachment A), must be completed for all group outing. This form is to be left with the unit nursing staff prior to departure. The form must include specific details such as outing destination and cell phone number that will be used during the outing. No destination changes may occur once vehicles have left hospital grounds unless the Occupational Therapy/Recreation Therapy Supervisor and charge nurse on designated unit is notified.

6. The weather conditions (high or low temperatures, rain, etc.) on the day of the outing are to be evaluated for any possible adverse effects on patients. No patient is to be taken on the outing if weather conditions would in any way negatively affect the patient.
7. Any necessary medical/safety equipment (such as suction machine, battery pack, a back-up ventilator) are to accompany the patient throughout the outing, and must be arranged for in advance by the Recreation Therapist or Occupational Therapist coordinating the outing (Attachment B)
8. In the event that there is a life threatening medical emergency while in the community or in a county transportation vehicle, 911 is to be immediately called followed by CPR if deemed necessary (per Departmental Policy and Procedure No. 605.1 & 606)
9. In the case of an unforeseen event (i.e. fall) while in the community or in a county transportation vehicle, staff's responsibility is to ensure the patient is safety. After ensuring the safety of the patient, immediately contact your supervisor and the patient's home nursing unit. Proceeding the unforeseen event, an event notification must be completed by the staff member involved or who witness the event prior to the end of their shift.
10. Only authorized persons are to participate, i.e. staff members assigned to outing, interns, Rancho Los Amigos National Rehabilitation Center's volunteers, off duty staff signed in with Volunteer Services.
  - a. Staff driver's main responsibility is to safely operate the vehicle
  - b. Staff passenger's main responsibility is to ensure the safety of all patients during the entire event
11. For patient-family education purposes, family members may travel to the outing destination in their private vehicle. In certain situations and in limited numbers, they may accompany the patient in county vehicle provided there is therapeutic need. Any minor children must be supervised and accompanied by their non-patient parent. All family members are to sign an official Rancho Los Amigos National Rehabilitation Center waiver prior to departure (Attachment C) which should be kept on file.
12. A cellular phone must be taken on all outings.

- Reference:
1. Departmental Policy and Procedure No. 511, "Vehicles for Home/Community Evaluations".
  2. Departmental Policy and Procedure No. 513, "Use of Personal Vehicles on County Business".
  3. Departmental Policy and Procedure No. 514, "Patient/Non-Patient Dietary Requests"