



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

POLICY AND PROCEDURE

SUBJECT: POLICY AND PROCEDURE MANUAL	Policy No.:	101
	Revised:	August 2022
	Supersedes:	December 2019
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PURPOSE:

This manual serves to communicate the official policies and procedures of the Occupational Therapy and Recreation Therapy Department. It is not intended to be all inclusive. Instead, it serves as a guide to situations which most frequently occur and to promote sound management decision making.

POLICY:

A copy of this manual will be in immediate access to all Occupational Therapy and Recreation Therapy personnel (hard copy and on the Intranet).

PROCEDURE:

1. Members of the Occupational Therapy Clinical Management Council and the Recreation Therapy Supervisor are responsible for identifying needs for additions or changes to the manual.
2. Any additions or changes to the manual are approved by the Occupational Therapy Clinical Management Council and/or Recreation Therapy Supervisor.
3. The content of the manual is reviewed on an annual basis. The Director of Occupational Therapy and Recreation Therapy or designate is responsible for establishing and monitoring a review schedule (Attachment A).
4. Staff should refer to the Administrative Policy and Procedure Manual of the Rehabilitation Center for policies not covered in this manual.

Reference: Administrative Policy No. A100.

Occupational Therapy and Recreation Therapy Policy & Procedure Review Schedule

POLICY NO.	SUBJECT	REV. DUE	RESP.
101	Occupational Therapy and RT Policy and Procedure Manual	_____	_____
102	Occupational Therapy Mission and Vision Statement	_____	_____
103	Occupational Therapy Philosophy and Objectives	_____	_____
104	Organization Chart	_____	_____
106	Confidentiality of Records	_____	_____
107	Papers, Posters and Publications	_____	_____
108	Responsibilities of the Director of the Department of Occupational Therapy and Recreation Therapy	_____	_____
109	Coordination of Services	_____	_____
110	Occupational Therapy and Recreation Therapy Department Plan for Provision of Care	_____	_____
111	Outcome Studies and Other Research	_____	_____
112	Recreation Therapy Mission Statement	_____	_____
201	Staff Orientation and Training	_____	_____
202	Personnel Assignment	_____	_____
203	Saturday/Holiday Treatment for Occupational Therapy	_____	_____
204	Licensure/Certification for Occupational Therapy	_____	_____
206	Professional Appearance	_____	_____
208	Observance of Work Schedule and Work Hours	_____	_____
209	Vacations and Other Accrued Time Off	_____	_____
211	Leaves of Absence	_____	_____
212	Timecard and Time Keeping	_____	_____
213	Supervision of Occupational Therapy Personnel	_____	_____
214	Ethics for Occupational Therapy	_____	_____
215	Continuing Education	_____	_____
217	Staff Competency	_____	_____
218	Volunteers	_____	_____
218.1	Single Event Volunteers	_____	_____

Occupational Therapy and Recreation Therapy Policy & Procedure Review Schedule

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POLICY NO.	SUBJECT	REV. DUE	RESP.
219	Interns and Other Trainees	_____	_____
219.1	Supervision of Interns and Trainees as Related to Safety	_____	_____
220	Certification of Recreation Therapy	_____	_____
221	Supervision of Recreation Therapy Personnel	_____	_____
301	Scope of Practice for Occupational Therapy	_____	_____
304	Standards of Patient Care for Occupational Therapy	_____	_____
305	Bathing-Evaluations and Training by Occupational Therapy	_____	_____
306	Home/Community Evaluations	_____	_____
307	Continuity of Care and Patient Referrals	_____	_____
307.1	Procedure for Referring Patients to Driver Training	_____	_____
307.2	Vocational Services Continuum Guide for Completing Referral Form	_____	_____
307.3	Animal Assisted Therapy (AAT)	_____	_____
308	Physician's Orders	_____	_____
309	Home Program	_____	_____
310	Outpatient Services for Occupational Therapy	_____	_____
311	Coordination of Patient Care	_____	_____
312	Patient and Family Education	_____	_____
314	Quality Control	_____	_____
316	Community Readjustment Outings	_____	_____
317	Standards of Patient Care for Recreation Therapy	_____	_____
318	Photographing, Filming or Videotaping of Patients	_____	_____
319	Aquatic Therapy Program	_____	_____
319.1	Aquatic Therapy Program Use of Pool Guidelines (Attach. A)	_____	_____
320	Aquatic Therapy Program Fecal/Emesis Incident Response in the Pool	_____	_____
401	Medical Documentation for Occupational Therapy	_____	_____
402	Daily OT Treatment Records and Itemization of Services	_____	_____
403	Convenience File	_____	_____
405	Medical Documentation for Recreation Therapy	_____	_____

Occupational Therapy and Recreation Therapy Policy & Procedure Review Schedule

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POLICY NO.	SUBJECT	REV. DUE	RESP
501	Equipment Inventory and Control	_____	_____
503	Amigos Fund	_____	_____
504	Equipment Demonstration, Evaluation and Loan	_____	_____
505	Equipment Repairs	_____	_____
506	Equipment from Orthotics	_____	_____
508	Outpatient Equipment	_____	_____
509	Pool Stock Equipment	_____	_____
510	Disposition of Patient Equipment	_____	_____
511	Vehicles for Home/Community Evaluations and Community Outings	_____	_____
513	Use of Personal Vehicle on County Business	_____	_____
514	Patient/Non-Patient Dietary Requests	_____	_____
601	Departmental Safety Program	_____	_____
602	Safety Training	_____	_____
603	Treatment Area Safety	_____	_____
604	Infection Control	_____	_____
604.1	Treating Patients on Isolation in the Treatment Areas	_____	_____
604.3	Suctioning	_____	_____
604.4	Occupational Therapy Training Kitchens	_____	_____
605	Use of Vehicles by Employees	_____	_____
605.1	Accidents or Break Downs in Driver Training or other County Vehicles	_____	_____
606	CPR Certification	_____	_____
608	Use of Power Tools	_____	_____
609	Employee Injury and Illness	_____	_____
610	Departmental Fire Procedure	_____	_____
611	Departmental Disaster and Mass Casualty Plan	_____	_____

POLICY NO.	SUBJECT	REV. DUE	RESP
612	Hazard Communication Program	_____	_____
613	Equipment Operation and Maintenance	_____	_____
613.1	Procedures for the Application of Moist Hot Packs	_____	_____
614	Employee Report of Unsafe Condition	_____	_____
701	Clinical Education Committee	_____	_____
702	Occupational Therapy In-service Training Programs	_____	_____
703	Funding and Time for Continuing Education	_____	_____
	External to RLANRC	_____	_____
704	Visitors to the Department	_____	_____
705	Teaching Requests External to the Rehabilitation Center	_____	_____
706	Reimbursement for Occupational Therapy	_____	_____
	Specialty Certification	_____	_____
707	Attendance at Departmental-Sponsored Workshops	_____	_____
	Held at RLANRC	_____	_____
708	Scheduling In-service Training Meetings	_____	_____