



RANCHO LOS AMIGOS
NATIONAL REHABILITATION CENTER

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Occupational Therapy and Recreation Therapy Department

POLICY AND PROCEDURE

SUBJECT: SCHEDULING IN-SERVICE TRAINING MEETINGS	Policy No.: 708 Revised: April 2022 Supersedes: October 2016 Page: 1 of 2
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PURPOSE:

To develop a coordinated system of in-service trainings and improved competency of staff to maximize educational outcomes.

POLICY:

Recognizing that educational needs may vary with the job title of the employee or be similar across job titles, Departmental in-service training sessions will be pre-scheduled depending on department/area need and department priorities. The Occupational Therapy (OT) Instructor Group, with input from the Managers and Supervisors as needed, will plan these in-services and training events. There are several ways that members of the Department can determine educational needs:

1. Staff can discuss and develop their specific learning needs and goals with OT Clinical Managers or the Recreation Therapy (RT) Supervisor through annual performance evaluation, and by responding to the annual departmental education needs survey. If these learning needs cross clinical areas, it will be identified as a Departmental need.
2. OT Clinical Managers, OT Department Director, OT Coordinator of Clinical Education/Outcomes, OT Instructors, RT Supervisor, and Administrative Management can identify training needs that cross clinical areas.

PROCEDURE:

1. All Departmental training needs (not specific to clinical areas) identified as above, will be sent to the Clinical Instructors.
2. The training needs will be presented at the next available Instructor Group Meeting. Recommendations regarding appropriateness, priority, proposed dates of in-service, and target audience will be presented to the Clinical Management Council for confirmation.
3. The target audience could be specific to job title (e.g. OTA, RTT, OT, RT, etc.); to program or service area, or to the department.

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4. An Instructor will be assigned to coordinate the session. This responsibility includes but is not limited to: contacting the speaker; helping to identify clear learning objectives that will lead to educational outcomes; developing, distributing, and summarizing evaluations of the session; making room and AV arrangements; assisting with development of hand-outs; and communicating with the target audience.
5. If additional sessions are needed beyond the monthly departmental date established, the Instructor Group will determine which Instructor will coordinate additional sessions.
6. Some of the planning can be done on an annual basis based on a needs assessment. Other types of planning will be dependent on identification of needs as they occur.
7. During the week/s that in-service training is provided across OT/RT clinical areas, other educational events for the same job titles will not be planned unless absolutely necessary. The Instructor Group will be accountable, whenever possible, to assure that in-service training events for any staff levels in the Department are not clustered together in order to allow smooth continuity of care of patients.