



RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER

Occupational Therapy and Recreation Therapy Department

RANCHO LOS AMIGOS
NATIONAL REHABILITATION CENTER

POLICY AND PROCEDURE

SUBJECT: OUTCOME STUDIES AND OTHER RESEARCH	Policy No.: 111 Revised: January 2020 Supersedes: January 2016 Page: 1 of 2
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PURPOSE:

The Occupational Therapy and Recreation Therapy Department supports and encourages staff contribution to the profession and to the field of rehabilitation through research, with special emphasis on outcome studies. The following policy is intended to facilitate staff involvement in such endeavors, ensure excellence in their execution and provide for continuation of the work in the event of staff changes.

POLICY:

All ideas for research initiated by department staff, including outcome studies, where an individual represents the Occupational Therapy and Recreation Therapy Department of Rancho Los Amigos National Rehabilitation Center and/or involves or mentions Rancho, its patients and/or programs must first be discussed with the O.T. Clinical Manager or R.T. Supervisor regarding initial feasibility and direction. Any ideas originating from personnel from other departments or other facilities, which involve collaboration by O.T. Department staff members, must be first discussed with the Clinical Manager for initial feasibility.

During any phase of the approved project, any written material intended for outside publication/distribution, including abstracts, shall be reviewed by a member of the Clinical Management Council, a subject expert when indicated, and be approved by the Director. This policy also applies to material which is written jointly with physicians or staff of other departments.

PROCEDURE:

1. The employee, or member of another department or external facility, submits idea to the O.T. Clinical Manager or R.T. Supervisor, who determines if this project is initially feasible, especially related to impact on staff time and performance of assigned duties. If approved, employee or member of another department or external facility is requested to meet with the O.T./R.T. Director for further clarification of the project.
2. The O.T. and R.T. Director, Clinical Manager or R.T. Supervisor will determine further feasibility of the project, including the design and timelines for completion of the project.
3. With Department approval, plan will proceed. O.T./R.T. Director or designee will assist staff to determine if proposal will need submittal to the IRB Committee for approval. Note: Some outcome reports will not need to be submitted to the IRB at the Rancho Research Institute if they are related to follow-up of patient care.
4. For Department member-designed projects, the O.T./R.T. Director or designee will be consulted through the phases of the project to assure completion.

SUBJECT: OUTCOME STUDIES AND OTHER RESEARCH	Policy No.:	111
	Revised:	January 2020
	Supersedes:	January 2016
	Page:	2 of 2

5. Any written or oral presentations related to the project must meet the policy and procedure guidelines related to PUBLICATIONS and PRESENTATIONS.
6. If a project's primary lead staff leaves Rancho prior to its completion, the employee will make arrangement with the O.T. Clinical Manager or R.T. Supervisor for its completion with appropriate credit to the individual(s) who were involved.