



**RANCHO LOS AMIGOS**  
NATIONAL REHABILITATION CENTER

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

**POLICY AND PROCEDURE**

<b>SUBJECT: RESPONSIBILITIES OF THE DIRECTOR OF THE DEPARTMENT OF OCCUPATIONAL THERAPY AND RECREATION THERAPY</b>	<b>Policy No.: Revised: Supersedes: Page:</b>	<b>108 August 2022 December 2019 1 of 2</b>
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**PURPOSE:**

To define the administrative responsibilities of the Director of Occupational Therapy and Recreation Therapy and to ensure that they are carried out and documented in the performance evaluation.

**POLICY:**

The Director of Occupational Therapy and Recreation Therapy ensures that the Department meets all established professional, Medical Center and accreditation standards and works with the other directors to integrate services into patient centered programs. To do this, the Director shall:

1. Define and document the scope of services provided by the Department and ensure that it is within professional standards and accreditation requirements.
2. Staff the Department with occupational therapy professionals who are licensed/certified or eligible for licensure/certification by the California Board of Occupational Therapy (CBOT) and recreation therapy professionals who are certified or eligible for certification by the National Council for Therapeutic Recreation Certification (NCTRC). A system shall be in place for verifying that certifications are always current.
3. Demonstrate competence of each patient care personnel in the Department through documentation of education, training, experience, and adherence to current standards.
4. See that population and age specific job descriptions and performance-based evaluations are available for each staff assignment.
5. Work with Administration to staff enough qualified, competent professionals and support personnel to meet the objectives of the service and needs of the population.
6. Ensure the Department policies and procedures describe mechanisms for effective organizational, management and interdepartmental relationships and communication.

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7. Develop and implement a safety program that includes performance requirements, measuring the effectiveness of the safety program and training, continual improvement in safety for patients, staff and others.
8. See that a mechanism is in place to assure patient care equipment functions properly and in accordance with federal, state and local requirements.
9. Follow infection control guidelines and policies that are developed and enforce these within the Department for the protection of patients and staff. This applies to using these guidelines and policies with equipment.
10. Work with Administration to ensure that enough space, equipment and facilities are available to support the clinical, educational and administrative functions of the Department. Ensure the decisions are based on the needs of patients and integration of services for patients.
11. Ensure the roles and responsibilities of the occupational therapy and recreation therapy services and that educational programs are defined in writing for the education and training of students.
12. Ensure the Department's Standard of Patient Care is followed by qualified occupational therapy and recreation therapy personnel.