



Rancho Los Amigos National Rehabilitation Center

Occupational Therapy and Recreation Therapy Department

POLICY AND PROCEDURE

SUBJECT: COORDINATION OF SERVICES	Policy No.:	109
	Revised:	August 2022
	Supersedes:	December 2019
	Page:	1 of 2

PURPOSE:

To ensure that all levels of personnel in the Occupational Therapy and Recreation Therapy Department coordinates and integrates patient care services with other sections, services and departments.

POLICY:

The Director of Occupational Therapy and Recreation Therapy is responsible for ensuring and demonstrating that the Department coordinates and integrates its services interdepartmentally and intra-departmentally.

PROCEDURE:

Coordination of services within the Department:

1. The Director meets weekly (individually and as a group) with the Occupational Therapy Clinical Managers and Recreation Therapy Supervisor to communicate Rehabilitation Center developments and direction, receive status reports, and facilitate the establishment of appropriate policies and activities related to staff and patient concerns.
2. The Director conducts monthly meetings with Occupational Therapy Clinical Managers and Clinical Instructor Group as well with the Department for the purpose of assuring two-way communication and establishing, communicating, and carrying out the Rehabilitation Center and Department's philosophy, mission, and strategic plan.
3. The Director establishes/approves task forces and committees to address department-wide needs. Major standing committees are:
 - a. The OT and RT Clinical Management Committee's which promotes the professions internally as well as externally.
 - b. The OT and RT Safety Committee which provides a peer review approach to assuring that safety standards are met in the treatment areas and offices.
4. The OT Clinical Managers and RT Supervisor conduct weekly or bi-monthly Section Meetings (for the purpose of communicating Medical Center, Department and service information and obtaining staff input).

SUBJECT: COORDINATION OF SERVICES	Policy No.: 109 Revised: August 2022 Supersedes: December 2019 Page: 1 of 2
--	--

5. The OT Clinical Instructors meet bi-monthly to plan for the Department's educational needs.

Coordination of services with other departments and administration:

1. The Director participates in the Rehabilitation Therapy Division (RTD) Directors meetings for the purpose of addressing matters of mutual concern within the Division. Each RTD Director represents the Division on various hospital-wide committees and projects.
2. The Director, OT Clinical Managers, and R.T. Supervisor meets individually with other department directors on an as-needed basis to clarify issues, solve problems, or coordinate changes and developments which effect each other's functioning in the provision of patient care.
3. The Director, OT Clinical Manager and Recreation Therapy Supervisor attend Hospital Management Town Hall which serves to communicate the Rehabilitation Center's direction/focus for the forthcoming month(s).
4. Other formal and informal communication from other departments is reviewed and dispersed to appropriate persons/bodies within the OT and RT Department. Similarly, the Director assures that developments within the Occupational and Recreation Therapy Department are properly communicated outside of the Department.
5. The OT Clinical Managers and RT Supervisor meet with physicians and managers of other departments at the service level as needed to promote coordination of patient care.
6. Representatives from each outpatient therapy discipline meet with representatives from Ambulatory Care to address issues of concern to outpatient.
7. The Director, OT Clinical Managers, RT Supervisor and other staff members represent the Department on various committees to coordinate patient care, patient and staff safety, and patient and staff education. Committees include but are not limited to:
 - a. Ambulatory Care
 - b. Hospital Infection
 - c. Product Evaluation
 - d. Safety/Patient Safety