

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



RANCHO LOS AMIGOS
NATIONAL REHABILITATION CENTER

POLICY AND PROCEDURE

SUBJECT: SUPERVISION OF RECREATION THERAPY PERSONNEL	Policy No.: 221 Revised: April 2022 Supersedes: December 2019 Page: 1 of 1
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PURPOSE

To communicate the line of supervision of the two categories of recreation therapy personnel. The two groups are: recreation therapists and clerical staff.

POLICY

1. All personnel who provide recreation therapy treatment are under the direction of a supervisor who is a Certified Recreation Therapist Specialist (CTRS).
2. The Recreation Therapy (RT) Supervisor monitors quality and timeliness of service delivery, serves as resource in solving immediate problems, focuses on staff development, and provides ongoing informal feedback as well as formal performance reports.
3. The RT Supervisor provides supervision of clerical staff for tasks related to recreation therapy.

LEVELS OF SUPERVISION:

1. The RT Supervisor is responsible for the delivery of recreation therapy services and overall specific clinical programs, and ensures compliance to county, rehabilitation center, service, and departmental policies and procedures. He or she provides administrative supervision to all RT staff including Recreation Therapist I and II
2. The Recreation Therapist I and Recreation Therapist II supervise recreation therapy interns and are responsible for their performance evaluations.

METHODS OF SUPERVISION:

Supervision may include, but is not limited to, any or all of the following: direct observation of patient treatment and other work, review of written documentation of treatment, observation of oral presentation and team interaction in patient rounds and meetings, observation of interaction with patients and their families, review of written assignments, follow-up of delegated tasks, formal and informal supervisory meetings. In addition to ongoing informal feedback, performance evaluations include annual appraisal on job specific Performance Based Evaluation and Competency Assessments as well as the County performance reports.

VOLUNTEERS:

All levels of staff may supervise volunteers; only Recreation Therapists may supervise fieldwork or intern students.