



Rancho Los Amigos National Rehabilitation Center
Occupational Therapy and Recreation Therapy Department

RANCHO LOS AMIGOS
NATIONAL REHABILITATION CENTER

POLICY AND PROCEDURE

SUBJECT: WEEKEND (SATURDAY/SUNDAY & HOLIDAY TREATMENT FOR OCCUPATIONAL THERAPY	Policy No.: Revised: Supersedes: Page:	203 August 2022 January 2020 1 of 2
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PURPOSE:

To outline plan for provision of occupational and recreation therapy services on the weekend and holidays.

POLICY:

Direct patient care staff is expected to work designated Saturdays/Sundays/holidays based on a pre-published schedule. All county holidays will be staffed.

PROCEDURE:

1. All occupational therapy staff will work a designated number of Saturdays and Sundays dependent on staffing in a six (6) month period and 2-3 Holidays per year. If an employee cannot work on a weekend or Holiday for religious reasons, he/she will be scheduled to work on a Saturday or Sunday or other Holiday as an alternative to allow observance of religious day in question.

All recreation therapy staff are required to work 2 Saturdays or Sundays per month and 1 Holiday per year. If an employee cannot work on a weekend or Holiday for religious reasons, he/she will be scheduled to work on a Saturday or Sunday or other Holiday as an alternative to allow observance of a religious day.

2. The Clinical Manager or designee is responsible for forwarding a completed Saturday/Sunday/Holiday work schedule to the OT/RT Office Manager or designee for posting on the Department's Master Calendar. Staffing must meet the following requirements:
 - a. Since the Occupational Therapist (OT) assigned to the patient is ultimately responsible for the patient's care, the Clinical Manager or designee considers the complexity of the caseload in establishing assignments in order to assure that care will be provided by personnel who are competent in providing the care required.
 - b. The Clinical Manager or designee assures that an entry level* OT or entry level* Occupational Therapist Assistant (OTA) receives close supervision. (Close supervision refers to supervision being available at the work site. "Work site" means within the same building and on the same floor.)

*Entry level relates to performance rather than time in the job. Refer to "Occupational Therapy Roles", pp. 1087-1099, AJOT, December 1993.



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3. On weeks that staff are scheduled to work on Saturday, they must change their regular day off (RDO) to another day in the week **prior** to the Saturday. Staff assigned to work Sunday instead of Saturday will take an RDO during the following week.
 - a. Staff submits a "Change in Work Schedule Request" (Attachment A) to the Clinical Manager or designee for approval at least two (2) weeks before the Saturday to be worked.
 - b. A copy of the request is sent to the OT/RT Office Manager or designee for posting on the Department's Master Calendar.
 - c. Staff working on Sunday "Call-Back" status will be paid overtime for the call in to come in to work.

4. Staff is responsible for arranging patient coverage on their RDO in lieu of Saturday or Sunday work.

5. The Clinical Manager or designee is responsible for determining the patient care workload for weekends and Holidays with the goal of assuring that all patients receive the required amount and quality of treatment as that of any other day (for staff on "Call-back" on a weekend or Holiday will prioritize Evaluations). Where priorities must be established, they are as follows:
 - a. Evaluation of new admissions.
 - b. All patients who may have not met required therapy hours for full reimbursement.
 - c. Post-operative treatment.
 - d. Treatment of regular caseload as planned by the area.

6. Due to the hardship it places on other employees, staff planning vacations should plan around their assigned Saturdays or arrange to trade with another staff member with the prior approval of the Manager. If a trade is approved for a Saturday/Sunday or Holiday, a "Change in Work Schedule Request" (attachment A) must be submitted to the supervisor two weeks in advance for approval.

7. Sunday Work quarterly schedule will be determined as per the MOU. If an employee cannot work on a Sunday for religious reasons, he/she will be scheduled to work on a Saturday or Holiday to allow observance of religious day.