



# Rancho Los Amigos National Rehabilitation Center

## Occupational Therapy and Recreation Therapy Department Policy and Procedure

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<b>Subject:</b>	<b>OCCUPATIONAL THERAPY AND RECREATION THERAPY DEPARTMENT PLAN FOR PROVISION OF CARE</b>	<b>Policy No.:</b>	<b>110</b>
		<b>Supersedes:</b>	<b>December 2012</b>
		<b>Revised:</b>	<b>December 2015</b>
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### **PURPOSE:**

To outline the basis for provision of care and services for occupational therapy and recreation therapy.

### **POLICY:**

The Department will provide occupational therapy and recreation therapy services by addressing and considering the following:

1. Rancho Los Amigos National Rehabilitation Center's mission.
2. Patient population and patient needs.

### **PROCEDURES:**

1. Occupational therapy and recreation therapy services are provided with Rancho Los Amigos National Rehabilitation Center's mission.
2. Plan for provision of care (attachment A) considers the following:
  - a. Scope of Service  
Type of Customers  
Age of Patients  
Procedures/Services Provided  
Location and Hours of Operation
  - b. Goals of Department/Service
  - d. Staffing  
Types of Practitioners and the Roles and Functions of Various Staff  
System to Determine Staffing Levels  
Staffing Plan  
Staffing Vairances

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Director of Occupational Therapy and Recreation Therapy Department

Signature(s) On File



# RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER

## Occupational Therapy and Recreation Therapy Department

### POLICY AND PROCEDURE

<b>SUBJECT: PLAN FOR PROVISION OF CARE / SERVICES AND PERFORMANCE IMPROVEMENT PLAN (Direct Patient Care Departments)</b>	<b>Policy No.: 110-Attachment A</b> <b>Revised: October 2016</b> <b>Page: Page 1 of 4</b>
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I. SCOPE OF SERVICE											
Types of Customers	<p>Occupational therapy services are provided to both inpatient and outpatients . Each patient admitted to a rehabilitation program is seen by occupational therapy</p> <p>Recreation Therapy services are provided to inpatients. Each patient assigned to a rehabilitation program may be seen by recreation therapy based upon the needs of the patient and referral by the provider .</p> <p>Patient diagnosis include , but are not limited to:</p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 40px;">Spinal Cord Injury</td> <td style="padding-left: 100px;">Diabetes and other Endocrine Disorders</td> </tr> <tr> <td style="padding-left: 40px;">Traumatic Brain Injury</td> <td style="padding-left: 100px;">Orthopedic Conditions</td> </tr> <tr> <td style="padding-left: 40px;">Stroke</td> <td style="padding-left: 100px;">General Medical conditions</td> </tr> <tr> <td style="padding-left: 40px;">Neurological Disorders</td> <td></td> </tr> <tr> <td style="padding-left: 40px;">Pressure Ulcer</td> <td></td> </tr> </table>	Spinal Cord Injury	Diabetes and other Endocrine Disorders	Traumatic Brain Injury	Orthopedic Conditions	Stroke	General Medical conditions	Neurological Disorders		Pressure Ulcer	
Spinal Cord Injury	Diabetes and other Endocrine Disorders										
Traumatic Brain Injury	Orthopedic Conditions										
Stroke	General Medical conditions										
Neurological Disorders											
Pressure Ulcer											
Age of Patients	All ages: pediatric (excluding neonates) , adolescent , adult and geriatric										
Procedures/Services Provided	<p><b><u>Occupational Therapy</u></b>  Occupational Therapy provides services to both inpatients and outpatients, services include (but not limited to):</p> <p>Assessment and training in occupational roles in the performance and engagement in meaningful activities of daily living in self-care; parenting; driving; pre-vocational and vocational and educational ; home and community skills; play and leisure, developmental and social skills.</p> <p>The assessment and treatment of neuromuscular, sensor-motor, cognitive and psychosocial components as they impact on function.</p> <p>Education of or consultation with the individual being served, family , or other caregivers.</p> <p><b><u>Recreation Therapy</u></b>  Recreation Therapy provides services to inpatients and outpatients.</p> <p>These services include (but are not limited to):</p> <p>Assessment of patient function related to leisure participation and quality of life. Provision of treatment to address leisure-related deficits and patient goals. Leisure education/counseling, re-socialization, community reintegration, creative expression, play and adapted training/education for leisure/sports .</p>										



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#### II. GOALS OF DEPARTMENT/SERVICE

Goals	To provide occupational and recreation therapy services in keeping with Rancho's mission "To restore health, rebuild, and revitalize hope for persons with a life changing illness, injury of disability".
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#### III. STANDARDS OF PRACTICE

Standards	Standards of Practice are included in the Occupational and Recreation Therapy Policy and Procedure manual. Standards of Practice are consistent with all regulatory requirements, including those established by JC, CARF, OSHA and Title 22 as well as standards established by national and state professional organizations (California Board of Occupational Therapy, American Occupational Therapy Association, National Board for Certification in Occupational Therapy, National Council for Therapeutic Recreation, Inc. California Board of Recreation and Park Certification).
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#### IV. STAFFING

Types of Practitioners	<p><b>Practitioners:</b></p> <p><u>Occupational Therapists (OT)</u></p> <ul style="list-style-type: none"> <li>OT Supervisor II</li> <li>OT Instructor</li> <li>OT Education Coordinator</li> <li>OTI</li> <li>OTII</li> <li>Occupational Therapy Assistants (OTA)</li> <li>Rehabilitation Therapy Technicians (RTT)</li> <li>Workshop Instructor (WKSHP INST.)</li> <li>Driving Instructors (DRIV. INST.)</li> </ul> <p><u>Recreation Therapist (RT)</u></p> <ul style="list-style-type: none"> <li>RT Supervisor</li> <li>RTI</li> <li>RT II</li> </ul> <p>The roles and functions of the various staff are delineated as follows:</p> <p>C = contributes data for standardized assessments deemed competent in Performing / contributes information.</p>
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STAFF	ASSESSMENT	PLANNING	TREATMENT	INVASIVE PROCEDURE	PATIENT RIGHTS	D/C PLANNING	NUTRITION CARE	PATIENT TEACHING
OT	X	X	X	X	X	X		X
OTA	C	C	X	X	X	C		X
RTT			NS		X			NS
RT	X	X	X	X	X	X		X
DRIV. INST.	X	X	X		X	X		X
WKSHPINST.	C	X	X		X	C		X



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System to Determine Staffing Levels	<p>OT Clinical Manger (OT Supervisor II) and Recreation Therapy Supervisor monitor programs to assure that the patient needs are continually reassessed and resultant service needs are defined so that the information related to the mix, numbers and expertise of staff needed is current.</p> <p>OT Clinical Manger (OT Supervisor II) and Recreation Therapy Supervisor monitor unit census and trends and collaborate to assure that imbalances are corrected and comparable levels of care are provided in all areas without interrupting consistency in the provision of patient care.</p> <p>Staffing needs are reviewed at least monthly at the OT/RT Clinical Management Meeting, and are determined based on an analysis of patient volume, diagnosis and acuity, patient satisfaction, and performance improvement.</p>
Staffing Plan	<p>The staffing plan is based on patient volume, diagnosis and acuity. Staff are typically allocated as follows:</p> <p><u>Administration</u></p> <ul style="list-style-type: none"> <li>1.0 FTE Director</li> <li>1.0 FTE Office Manger</li> <li>0.5 FTE OT Instructor (Student Program Coordinator)</li> </ul> <p><u>Acquired Brain Injury/Pediatrics</u></p> <ul style="list-style-type: none"> <li>1.0 FTE OT Supervisor II (Clinical Manager) for the inpatient programs listed</li> <li>0.5 FTE OT Instructor</li> <li>3.0 FTE OT 1/OT II</li> <li>3.0 OTA</li> <li>1.0 FTE Clerical</li> </ul> <p><u>Stroke</u></p> <ul style="list-style-type: none"> <li>1.0 FTE OT Instructor</li> <li>5.0 FTE OT 1/OT II</li> <li>3.0 OTA</li> <li>1.0 FTE Clerical</li> </ul> <p><u>S12inal Cord Injur:y/Pressure Ulcer Management</u></p> <ul style="list-style-type: none"> <li>0.5 FTE OT Instructor</li> <li>2.5 OT 1/OT II</li> <li>3.5 OTA</li> </ul> <p><u>Out12atient Programs</u></p> <p>Outpatient Occupational Therapy and special services including Vocational/Return to Work, Driver Evaluation and Training, Center for Applied Rehabilitation Technology and Medical/Surgical inpatient services/programs.</p>



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	1.0 FTE OT Supervisor II {Clinical Manager) 1.0 FTE OT Instructor 15.5 FTE OT 1/OT II 1.5 FTE OTA 1.0 FTE RTT 1.0 FTE Workshop Instructor 1.0 FTE Driving Instructors {contract) 5.0 FTE Clerical
Staffing Variances	Staffing variances may occur because of fluctuations in patient acuity, census, or because of extended unplanned absences (maternity leave, medical leave) or vacancies. During times of high census, patient acuity and/or times of staff leaves and vacancies, the following are used to assure appropriate staffing to meet patient care needs: staff work extended hours, managers/supervisors, instructors increase patient care coverage duties, staff are reassigned to help cover in areas of largest demand/need, registry or contract staffing obtained, outpatient staff assist with inpatient care and inpatient staff assist with outpatient as census fluctuates.