



**Rancho Los Amigos National Rehabilitation Center
Occupational Therapy and Recreation Therapy Department
Policy and Procedure**

Subject: PERSONNEL ASSIGNMENT

**Policy No.: 202
Supersedes: April 2013
Revised: January 2016
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PURPOSE:

To communicate the department's priority and method for determining personnel assignments.

POLICY:

Personnel assignments are made based on patient care needs as assessed according to census and acuity levels of the patients served. However, when possible, every effort is made to meet staff interest with the department's patient care obligations.

PROCEDURE:

1. Employees may discuss their interests for future assignments at any time with the OT Clinical Manager or Recreation Therapy Supervisor in their current assignment or with the Director at any time; however, a formal request for clinical experience in another area is conveyed through the use of the department's Staff Interest Card.
2. The employee sends the Interest Card to the OT Clinical Manager or Recreation Therapy Supervisor, who initials the card and forwards it to the Director. The Director initials the card, keeps a copy in a file for use when planning staff assignments, and returns the original card to the employee.
3. The employee will be contacted by the Director, the Manager, or Supervisor regarding the staffing status of the department.
4. It is the responsibility of the Occupational Therapy Clinical Management Council or Recreation Therapy Supervisor to assess patient care needs, review requests for transfers and assign personnel accordingly.
5. Should an employee request not to participate in an aspect of patient care, procedures outlined in the medical center policy and procedure are followed.

Director, Occupational Therapy and Recreation Department

Signature(s) On File