



RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER

Occupational Therapy and Recreation Therapy Department

POLICY AND PROCEDURE

SUBJECT: STAFF COMPETENCY

Policy No.:	217
Revised:	Jan 2016
Supersedes:	May 2013
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PURPOSE

To ensure staff competency in the delivery of patient care services.

POLICY

1. The professional competency of occupational therapy and recreation therapy personnel is the responsibility of the individual employee, in collaboration with and supported by the management of the Occupational Therapy and Recreation Therapy Department. The individual's competency is maintained and elevated through the following activities:
 - a. Holding appropriate credentials,
 - b. Conforming to the standards of practice of the profession,
 - c. Participating in professional development and educational activities,
 - d. Performing duties with accurate and current information,
 - e. Protecting service recipients by ensuring duties assumed by or assigned to other occupational therapy or recreation therapy personnel are commensurate with their qualifications and experience,
 - f. Providing appropriate supervision of those to whom treatment responsibility is delegated,
 - g. Referring to or consulting with other service providers when additional expertise is required
2. Those components of the employee's competency which can be measured will be documented.

DOCUMENTATION PROCEDURES

1. Professional licensure or certification is established at time of hire and monitored for maintenance thereafter and is included in employee's facility and department file.
2. Competency checklists for professional staff are included in employee's department files. Checklists are utilized at initial Staff Orientation, annually and when staff receives a new clinical assignment.

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3. Continuing education, including coursework credits, is documented and included in employee's department file. Documentation of written or performance examinations /assessments are maintained in department education files.
4. Individual attainment of specialty certification is documented and included in employee's department file.
5. Occupational therapy evaluations of employees by students are kept in department education files.
6. Narrative and performance based evaluations by superiors are included in employee's facility and department files.

Director, Occupational Therapy and Recreation Therapy Department

Signature(s) On File