



RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER

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NATIONAL REHABILITATION CENTER

Occupational Therapy and Recreation Therapy Department

POLICY AND PROCEDURE

SUBJECT: VISITORS TO THE DEPARTMENT	Policy No.: 704 Revised: June 2016 Supersedes: May 2013 Page: 1 of 2
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BACKGROUND:

Because of Rancho Los Amigos National Rehabilitation Center's reputation, the Department has frequent requests from therapists and other healthcare professionals from across the nation and abroad to visit on a short-term basis or to have an extended educational experience.

PURPOSE:

To encourage the exchange of ideas by accommodating professional visitors to the Department without negatively impacting on patients, patient care and staff time.

POLICY:

Visits by therapists or other professionals to the Department for other than patient related purposes shall be reviewed by the Occupational Therapy Director or the Supervisor of Recreation Therapy with recommendations made to the Occupational Therapy Clinical Management Council.

PROCEDURE:

1. Any Occupational Therapy requests for visits or tours outside of the prearranged basic monthly tours are to be referred to the Director of Occupational Therapy, or to the Recreation therapy Supervisor.
2. Visits by health care professionals for the purpose of coordinating care of specific patients should be discussed with the appropriate Clinical Manager or Recreation Therapy Supervisor.
3. Visitors wishing to spend time at RLANRC may be charged for the visit to compensate for staff time
4. Professionals coming for long-term educational experiences who can provide a service during their stay may have charges partially waived on the

recommendation of the Clinical Management Council.

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5. Visitors who come as part of the regularly scheduled monthly tour are not charged. However, these visits must be prescheduled through the Occupational Therapy/Recreation Therapy Administrative office.

6. All requests to visit by students are to be referred to the Occupational Therapy/Recreation Therapy Administrative office for scheduling for the regular monthly tour.

Director, Occupational Therapy and Recreation Therapy Department

Signature(s) On File