



RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER

Occupational Therapy and Recreation Therapy Department



POLICY AND PROCEDURE

SUBJECT: TEACHING REQUESTS EXTERNAL TO THE REHABILITATION CENTER	Policy No.: 705 Revised: June 2016 Supersedes: May 2012 Page: 1 of 3
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PURPOSE

To enhance the reputation of the Department and the Rehabilitation Center while adhering to County rules and regulations, support retention of advanced practitioners, prevent staff burnout, increase quality of care and outcomes, recruit new staff from the community, and to promote referral of patients for service.

POLICY

An employee who is asked to teach or present by an outside group shall first discuss the request with the Clinical Manager or RT Supervisor prior to making any commitment. The Clinical Manager or RT Supervisor will make a recommendation to the Director regarding approval for teaching in the community. The recommendation will be based on the following criteria:

1. Employee has demonstrated skill in teaching.
2. Employee has expertise in the topic of the teaching request.
3. Department's patient care needs can be covered by other staff.
4. Employee consistently provides very good to outstanding work skills.

PROCEDURE:

1. The employee will submit a written External Teaching Request Form to the Clinical Manager or RT Supervisor detailing the nature of the request.
 - A. If the request includes use of County working hours, the employee will include the estimated number of County hours to be used for preparation and for teaching.
 - B. If the request does not include use of County working hours, the employee must still submit a written request if he/she represents RLANRC, plans to mention RLANRC philosophy or programs in any way, or plan to use RLANRC written materials or equipment.

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- B. Involving Rancho patients in teaching is restricted to programs that are managed by the OT/RT Department or the Rehabilitation Center and must have the prior written consent of the patient or, in the case of a minor, the parent or legal guardian.
9. Use of County Time and Acceptance of Honoraria:
- A. If the request does not include use of County working hours for teaching, honorarium may be accepted. In such instances, preparation and presentation must be done on the staff's own time. If an employee's own time is used for preparation and teaching, the individual can, if desired, donate honorarium to the OT Fund of the Los Amigos Research and Education Institute or to the OT or RT Education Fund of RLA Foundation.
 - B. If the request does include authorized use of County working hours all fees will be determined by the Department. The honorarium must be donated to the OT or RT Education Fund of RLA Foundation.

Director, Occupational Therapy and Recreation Therapy Department

Signature(s) On File