



RANCHO LOS AMIGOS
NATIONAL REHABILITATION CENTER

RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER
Occupational Therapy and Recreation Therapy Department

POLICY AND PROCEDURE

SUBJECT: ATTENDANCE AT DEPARTMENT SPONSORED WORKSHOPS HELD AT RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER	Policy No.: Revised: Supersedes: Page:	707 March 2017 June 2016 1 of 2
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PURPOSE:

To support staff attendance at workshops and seminars sponsored by the Department and clarify procedures for required versus voluntary staff attendance.

POLICY:

Attendance at workshops and seminars held on grounds and sponsored by the Department will be based on employee competency and patient care needs.

PROCEDURE:

1. REQUIRED STAFF ATTENDANCE

- a. Clinical Managers & Recreation Supervisor, with input from Management Teams, will determine which staff attends a given workshop. Decisions are based on the criteria listed below. Names of attendees are to be given to the workshop coordinator immediately after workshop date is announced.
- b. Criteria for selection:
 - 1) The skills being taught at the workshop are essential to meet competency within three months.
 - 2) The need to train staff for cross coverage of various diagnosis.
 - 3) Staff attending the workshop has need for direct application to patient care immediately after attending the workshop. Staff will request supervision during initial application to patient care.
 - 4) If, for any reason, staff does not use or learn the skill taught, a second opportunity to attend this workshop will not be given.
- c. Salaried time and registration fees:
 - 1) Salaried time to attend will be requested for approval if workshop is held during normal work hours and meets staffing educational goals.

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- 2) Staff may have up to a 50% reduction in registration cost as determined by the Department.
- 3) Rancho staff will have priority over other registrants.
- 4) Staff must attend the entire workshop and be there on time.
- 5) No overtime will be used to attend these workshops.
- 6) Staff is responsible for arranging patient care and other coverage while in attendance at the workshop.
- 7) Staff must fill out a standard registration form for the workshop as soon as these are published. Registration will be submitted to the OT Administrative Office to know when maximum enrollment is reached.

Director, Occupational Therapy and Recreation Therapy Department

Signature(s) On File