



**RANCHO LOS AMIGOS**  
NATIONAL REHABILITATION CENTER

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

**POLICY AND PROCEDURE**

<b>SUBJECT: OCCUPATIONAL THERAPY &amp; RECREATION THERAPY INSERVICE TRAINING PROGRAMS</b>	<b>Policy No.: 702 Revised: Jan 2020 Supersedes: November 2015 Page: 1 of 2</b>
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**PURPOSE:**

To provide ongoing staff education and training within specialty areas, levels of personnel, and the Department as a whole.

**POLICY:**

1. The Occupational Therapy and Recreation Therapy Department's inservice training programs for staff will be directed toward training for patient care, safety, and staff development.
2. Attendance at in-service training meetings is mandatory.

**PROCEDURE:**

1. Section Training Meetings: The OT/RT Management Team in each section is responsible for planning the in-service sessions, with the Clinical Specialist or from the RT supervisor having the responsibility for the overall coordination.
2. Monthly/Periodic Inservice Training Meetings: The OT Clinical Specialist, with input from the Clinical Managers and RT Supervisor will plan these meetings. Objectives of these meetings are:
  - a. To train for uniformity in clinical skills that are department wide.
  - b. To share new ideas that are implemented in any of the clinical areas.
  - c. To stimulate staff to broaden professional thinking and practice.
  - d. To maintain a generalists frame of reference (while developing specialist skills in the area of assignment).
  - e. To keep staff abreast of the latest research and best practice methods.

4. Equipment Demonstrations: The OT personnel in CART coordinate the equipment in-services to keep staff abreast of the latest developments, commercially available technology and patient aides, and to share knowledge between the sections within the department. Attendance is optional unless otherwise stated for specific sessions.
5. Other Specialized Training Programs: The Clinical Specialists, in consultation with the Clinical Management Council, plans training programs as needed.
6. Continuing Education Workshops: These workshops are presented by the Rancho OT staff as inservice training for targeted personnel in the department. Other staff may have the opportunity to attend if the subject is consistent with their annual educational goals. These workshops may also be open to therapists in the community.
7. Service-Based Training Meetings: In-service training on topics specific to the patient population served is provided on the various categorical rehabilitation services. These in-services are mandatory for the target audiences.
8. Hospital-Wide Inservice Programs:
  - a. Mandatory training includes those programs devoted to safety, guest relations, and topics common to all rehabilitation center personnel.
  - b. Other inservice training includes regularly scheduled sessions such as medical grand rounds and inservice programs of other Allied Health Departments. Staff must obtain approval from the Senior Therapist or the Clinical Manager to attend sessions, which take them away from their regular duties. Approval is based on the relationship of the training to the employee's current assignment and/or educational plan for the year.

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Director, Occupational Therapy and Recreation Therapy Department