



**RANCHO LOS AMIGOS**  
NATIONAL REHABILITATION CENTER

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

**POLICY AND PROCEDURE**

<b>SUBJECT: CLINICAL EDUCATION COMMITTEE</b>	<b>Policy No.: 701</b> <b>Revised: January 2020</b> <b>Supersedes: January 2016</b> <b>Page: 1 of 2</b>
--	--

**PURPOSE:**

To describe the structure and responsibilities of the Clinical Education Committee.

**POLICY:**

1. The Department will have a standing committee to coordinate and oversee departmental educational activities.
2. The committee will be chaired by a Clinical Specialists/OT Instructors or designee on a rotation.
3. The responsibilities of the committee will include, but are not limited to: orientation, training and continuing education of staff, students, members of other disciplines, professionals in the community, and the lay public. These activities may be done independently or in collaboration with other departments, schools or agencies.
4. Subcommittees may be set up for specific areas of education, (Examples: Community Resources, Competency, OT Network, and Patient Education). The subcommittees will be chaired by a designee, and a Clinical Specialist/OT Instructor will be a liaison from the subcommittee to provide input and receive feedback from the Clinical Education Committee.

**PROCEDURE:**

1. The Clinical Education Committee will meet regularly with the Clinical Managers to coordinate, plan and execute educational activities of the Department.
2. Clinical Specialists/OT Instructors and other designees will have departmental educational responsibilities as well as their primary role in coordinating the educational activities of the treatment area to which they are assigned.
3. The Clinical Education Committee is responsible for the following:
  - a. Staff education to include, but not be limited to:

- 1) Orientation and training of new personnel.
  - 2) Periodic in-service training meetings as identification of training needs occur. These can be targeted to a specific job title or the department as a whole.
  - 3) Staff education meetings for all Department employees.
  - 4) Coordination of mandated training for the Department and the rehabilitation center, and the county.
  - 5) Development of instructional material and programs as needed.
  - 6) Ongoing monitoring/training of staff.
- b. Fieldwork Experience for occupational therapy and recreation therapy students and interns through affiliation with curricula throughout the nation.
- c. Interdisciplinary Activities which include, but are not limited to providing in-service training for other disciplines; and participating in planning and teaching in hospital-wide training programs.
- d. Community Education which includes, but is not limited to, conducting continuing education workshops for occupational therapists and other health professionals in the community; participating in health fairs for education of the public; teaching student, health care professional or lay groups; and coordinating and implementing educational programs for lay or professional visitors through monthly tours or specialized learning experiences, and preparing/presenting at professional conferences and mentoring staff to do the same.

---

Director, Occupational Therapy and Recreation Therapy Department