(A) Policy Statement

Staffing will be the responsibility of the directors and will be at a level to provide adequate support of programs and services offered, based on annual budget.

(B) Purpose of Policy

To insure that there are an adequate number of qualified personnel to provide rehabilitation services to meet the needs and achieve the expected outcomes of the persons served.

(C) Procedure

1. The number of specific personnel assigned to the service delivery sites covered by the Rehabilitation Services department is determined by review of census, productivity, financial reports, outcome measurement data, clinical pathways/guidelines, and discipline specific state practice acts/guidelines.

2. Back-up staffing, when required, is provided by temporary re-assignment of regular staff if appropriate, or via utilization of contingent and/or agency personnel.

3. Revisions or modification to the patient’s treatment schedule will occur if quality patient care cannot be rendered using contingency or agency staff. Revisions or modifications to the patient’s treatment plan will be made based on the patient’s acuity. Referrals to alternate providers will be made if necessary.