


Name of Policy: <u>Scheduling of Time Away from Area of Responsibility</u> Policy Number: 3364-137-PT-08 Department: Rehabilitation Services Approving Officer: Chief Operating Officer - UTMCM Responsible Agent: Director, Therapy Services Scope: Rehabilitation Services	 Effective Date: 12/1/2022 Initial Effective Date: 12/1981				
<table> <tr> <td><input type="checkbox"/> New policy proposal</td> <td><input type="checkbox"/> Minor/technical revision of existing policy</td> </tr> <tr> <td><input type="checkbox"/> Major revision of existing policy</td> <td><input checked="" type="checkbox"/> Reaffirmation of existing policy</td> </tr> </table>		<input type="checkbox"/> New policy proposal	<input type="checkbox"/> Minor/technical revision of existing policy	<input type="checkbox"/> Major revision of existing policy	<input checked="" type="checkbox"/> Reaffirmation of existing policy
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(A) Policy Statement

To arrange time away from duty station, each employee is responsible for informing and getting approval from his/her director or designee for the requested time in advance.

(B) Purpose of Policy

To assure adequate staff coverage in the departments at all times.

To provide fairness in apportionment of time away from department.

To provide supervisor with necessary information as to location of all staff for whom they are responsible.

To define proper procedure for patient hand off to temporary supervising therapist while primary therapist is out of clinic > 1 work week.

(C) Procedure

- Each staff member must get supervisor approval for any time which will require their being away from the department during working hours.
- Following approval, it is the employee's responsibility to notify the scheduler of the time they will be away from the department.
- Hand off to temporary supervising therapist required when primary therapist is out of clinic > 1 work week.
- Primary therapist is required to document hand off to temporary supervising therapist and will be responsible for assuring that this therapist accepts care of this patient during this time frame.
- Upon primary therapists return to the clinic – they will resume care of patient and document accordingly.

Approved by: <table> <tr> <td>/s/</td> <td>8/3/23</td> </tr> <tr> <td>Alison Matson PT, DPT, NCS</td> <td>Date</td> </tr> <tr> <td>Director of Therapy Services</td> <td></td> </tr> <tr> <td>/s/</td> <td>2/11/2025</td> </tr> <tr> <td>Christine Stesney-Ridenour, COO</td> <td>Date</td> </tr> </table>		/s/	8/3/23	Alison Matson PT, DPT, NCS	Date	Director of Therapy Services		/s/	2/11/2025	Christine Stesney-Ridenour, COO	Date	Review/Revision Date: 9/1982 9/1998 8/1984 7/1999 10/1985 9/2000 10/1987 2/2002 10/1988 8/2003 4/1990 7/2006 11/1991 1/10/2010 11/1992 7/2012 11/1993 7/2013 8/1994 7/2014 9/1994 11/1/2016 5/1996 12/2019 2/1998 12/2022 Next Review Date: 12/1/2025
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Alison Matson PT, DPT, NCS	Date											
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Policies Superseded by This Policy: 23-PT-08												

