


<b>Name of Policy:</b> <u>Scheduling of Time Away from Area of Responsibility</u> <b>Policy Number:</b> 3364-137-PT-08 <b>Department:</b> Rehabilitation Services <b>Approving Officer:</b> Chief Operating Officer - UTMC <b>Responsible Agent:</b> Director, Therapy Services <b>Scope:</b> Rehabilitation Services	  <b>Effective Date:</b> 12/1/2022 Initial Effective Date: 12/1981
<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	

**(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**

1. Each staff member must get supervisor approval for any time which will require their being away from the department during working hours.
2. Following approval, it is the employee's responsibility to notify the scheduler of the time they will be away from the department.
3. Hand off to temporary supervising therapist required when primary therapist is out of clinic > 1 work week.
4. 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.
5. Upon primary therapists return to the clinic – they will resume care of patient and document accordingly.

<b>Approved by:</b>  /s/ _____ 12/01/2022 Alison Matson PT, DPT, NCS Director of Therapy Services                      Date  /s/ _____ 12/01/2022 Christine Stesney-Ridenour, COO                      Date	<b>Review/Revision Date:</b> 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  <b>Next Review Date:</b> 12/1/2025
<b>Policies Superseded by This Policy:</b> 23-PT-08	

