

**HACKETTSTOWN MEDICAL CENTER
PHYSICAL/OCCUPATIONAL THERAPY PROCEDURE MANUAL
STAFFING/HOURS OF SERVICE**

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POLICY

It is the policy of these departments to assure that the quality of service provided is maintained with respect to fluctuations in work load and/or staffing changes.

The Physical/Occupational Therapy Departments shall maintain working hours as follows:

1. **Regular Coverage:**

Services shall be provided for inpatients and outpatients Monday through Friday, except on designated holidays. Inpatient service is provided on weekends and holidays as warranted based on assessments and recommendations.

2. **Extended Hours:**

Early morning and evening coverage for outpatients will be provided as needed.

3. **Staffing Implementation:**

Employees regularly scheduled to cover early morning or evening hours shall have an adjusted work schedule. This flex time shall be maintained with exceptions of vacation or separation of a professional employee, resulting in under staffing of the department during the day.

For these departments, each FTE professional can manage 12-15 patient visits in an eight hour shift. Generally, in the daily schedule one hour is allotted for initial evaluations and half-hour appointments are made for subsequent treatment sessions.

Based on the expected daily volume the manager and/or lead therapist will evaluate the number of patients/FTE professional. If this number were to exceed 12-15, additional staff will be obtained, utilizing per diem staff or agency personnel, or overtime will be authorized. In PT department arrangements will be made with consideration for maintaining PT supervision of no more than 2 PTA staff/PT. If additional staff cannot be acquired, appointments will be rescheduled with priority given to inpatient care.