

UTMB Department of Rehabilitation Services	7/93	- Effective
1.0 DEPARTMENTAL OVERVIEW	11/20	- Reviewed
1.7.0 Availability of Service	11/20	- Revised

## Availability of Service

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**Purpose** This document explains the available days of service.

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**Audience** All members of the Department of Rehabilitation Services.

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**Policy** Rehabilitation Services will be provided for patients on a regularly scheduled basis. This staffing pattern will assure that clinical services are available on site, 6-7 days a week for Physical Therapy, 6-7 days a week for Occupational Therapy with on call availability for Physical and Occupational Therapy. Physical and Occupational Therapy will be provided for patients on Holidays as needed with limited staffing. There will be an Administrator on call. See Procedure document for further details.

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**Assignment of Staff to Weekend Holiday Schedule**

The Administrator on call is assigned to schedule weekend and holiday coverage.

Professional and clinical support staff will be scheduled six (6) months to identify coverage responsibility.

Staff may take commensurate time or pay during the two weeks' pay period to cover the time worked on the weekend.

The Administrator on call will be on-call for weekend/holiday coverage. Schedules and telephone/pager numbers will be made available to each clinical area. Any unusual occurrences or incidents involving patients or staff, problems in scheduling, etc. (whether they can be resolved by the staff) must be communicated as soon as possible to the on-call administrator.

In the event of illness, the Administrator on call will first try to find coverage and coordinate coverage for the day.

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