

CONNECTICUT VALLEY HOSPITAL OPERATIONAL PROCEDURE MANUAL

SECTION I:	PATIENT FOCUSED FUNCTIONS
CHAPTER 2:	Provision of Care, Treatment and Services
PROCEDURE 2.15:	Group and Individual Treatment Coverage
REVISED:	06/06/06; 09/24/09; 09/14/15; Reviewed 02/18
Governing Body Approval:	05/13/10; 10/08/15; 04/18

PURPOSE: To ensure that the schedule of prescribed treatment (group and/or individual) occurs as scheduled. To provide a mechanism for communicating with caregivers, when alternate arrangement are necessary.

SCOPE: All clinical staff

POLICY:

Active treatment is both an essential and necessary part of a patient's care in the hospital. Patients depend on daily therapeutic interventions to assist in their recovery. Clinicians provide a rich array of scheduled treatment activities daily.

PROCEDURE:

It is expected that all prescribed treatments will occur. It is recognized that at times some interventions may need to be rescheduled, or alternatives, offered due to scheduled planned absences or unanticipated illness.

To assist in ensuring that all treatment interventions occur as scheduled, any staff member, including clinicians who provide "off unit" individual and group sessions taking planned time off, needs to complete a [CVH-594](#) Duties Reassignment Sheet. This form will note the group/individual interventions that the staff member is responsible for and what arrangements have been made for coverage of the scheduled interventions. This reassignment should be given to the respective supervisor along with the leave request form. Supervisors should not sign the leave request form without first reviewing the reassignment form for completeness. The Unit Director/Program Manager is provided a copy of the reassignment sheet and is responsible for communicating this information to the staff.

In the event that a staff member's absence is unanticipated, he/she should as soon as possible, communicate directly with his/her supervisor prior to the start of his/her assigned shift to notify of the absence and coverage needs. The supervisor is then responsible for communicating to the Unit Director/Program Manager the staffs' absence and any resulting coverage needs. The Unit Director/Program Manager is responsible to ensure that treatments occur.

This requirement also applies to clinicians who provide "off unit" groups and individual sessions. The clinician is responsible for contacting his/her supervisor to notify of the absence and provide a list of individual and group sessions that are affected across the hospital.