Policy Quick-Reference

If you’re running late:

Post in #timeoffandschedulechanges on Slack that you are going to be late (and how late you’re going to be). If it’s more than 10 minutes-call Paul (912) 415-3144.

If you’re sick:

Call Paul directly at 912-415-3144. If he doesn’t answer, leave a voicemail and a text. If you don’t receive a response by 6:30am, then call Shelby at 912-570-0192.

Page 18 of Employee Handbook:

*When an employee is ill, they are encouraged to use sick days to recover and to prevent the passage of germs. As a general guideline, employees are to be free from a fever for 24 hours without fever-reducing medication before returning to work.*

*When illness prevents attendance at work, employees will notify Paul by telephone call before their work shift and as early as possible.*

*If an illness exceeds three (3) days in length consecutively, or a distinct pattern of illness is evidenced by time off requests, the employee will be required to submit a statement from their Health Care Practitioner (HCP) stating that they have been under the HCP’s care for the duration and that they are released to return to duty. SOH may request and obtain verification of the circumstances surrounding any sick leave at any time.*

Preparing for sessions:

Make sure that you have all of the items that you need to run your sessions prior to the session start (at least 5 minutes prior to client arrival). Make sure you’re hydrated, have eaten, and used the restroom.

Ensure your ipad is charged, and you have checked your schedule to see if you have PM with a telehealth BCBA. If you do, then log into doxy 5 minutes before the scheduled start time on a telehealth iPad-no matter what. If you do not have a telehealth session, go ahead and log in and start your session so you can be prepared to take data once your client arrives.

If you are covering a client, make sure you have reviewed their session prior to the start time to see what you might need to run the session and review behavior plan and protocols. Message the supervising BCBA if you have any questions about their program.

Each client has a cubby in the hallway for their personal items and a transition bag (if needed) to bring items with them throughout the day. Each client also has a designated area to run DTT trials (if they have DTT goals) and bins labeled with their names or initials in their DTT room with all stimuli needed.

RBTs are to put their belongings in the cubbies by the back side door (near the kitchen). Other RBT needed supplies (thermometers, timers, counters, tote bags, pens, etc) are by the back door in the white shelving unit.

Transitioning within the clinic:

Every client is to be rotating as dictated by the daily schedule. The rotations are 15 minutes. First the first 12-13 minutes you are to be running programs by utilizing the stimuli in the room. This promotes generalization of the skills that the client is learning and maximizes opportunities to practice skills (manding, tacting, sharing, taking turns, etc). You are to use only one item or bucket at a time and put that away before getting something else. It is important to teach this skill to clients as soon as they begin therapy with us so that they understand protocols and are taught to clean up their activity before accessing something else. It also allows you to prompt skills when the client doesn’t have unlimited access to everything. For the last 2-3 minutes of the rotation, you are to clean up and prepare to transition to the next room. If there is a bigger mess, then you can ask your rotation partner to grab the vacuum or whatever other cleaning tools needed to have the room cleaned up for the next clients/staff rotation. Do not bring items from one room to another.