

Silverado Memory Care Recreational Therapy Department Manual



Kaela Carlin, Megan Destromp, Aubrey Mansfield, Aubrey Shepardson, Atalee Smith

Comprehensive
Program
Plan

Vision

To provide services for individuals who are in need of memory care in order to reach the highest level of health and quality of life while also providing support services for their families.

Mission

To create a home environment that encourages independence and life enrichment through recreation and leisure activities. By providing treatment and skill development, we will support memory health and help individuals achieve optimal quality of life.

Our Goals

To provide assessment based and supportive services, interventions, and constructive activities in order to facilitate the improvement and/or the maintenance of patient memory and cognitive abilities.

To use evidence based and empowering recreation and leisure interventions to improve quality of life for individuals who live with declining memory and cognitive function.

To facilitate skills to promote independence and life enrichment by providing daily opportunities to engage in meaningful recreation and leisure essential for overall health and wellbeing.

Recreational Therapy Intervention Programs

Memory with Music:

The Memory with Music Program is designed to use music as an intervention for reminiscence and reality orientation therapy. Reality orientation therapy reviews location, date, and time of each group as a means to provide familiarity and reduce confusion prior to engaging in reminiscing. Throughout this program, music is used in hopes that either lyrics or a tune, sparks memories and/or cognitive recognition within the residents. Residents will participate in reminiscence therapy encouraging them to share memories and emotions that come up as a result of listening to music.

Goals

The resident will:

- Rehearse daily orientation skills to short term memory recall.
- Engage in long term memory recall to enhance cognitive stimulation.
- Enhance quality of life through cognitive connections that stimulation positive memory recall.

Functional Fitness Program:

The Functional Fitness Program is designed to meet the physical functional needs and abilities of residents. All movements programmed have functional components to improve muscle strength and mobility skills needed for activities of daily living and recreation and leisure participation. The Functional Fitness Program will also enhance social connections and maintain cognitive function as a result of increased physical exercise.

Goals

The resident will:

- Participate in physical activity that increase mobility, strength and balance to increase ability for recreation and leisure participation.
- Participate in physical activity that increase mobility, strength and balance to increase independent execution of activities of daily living.

Animal Care and Memory:

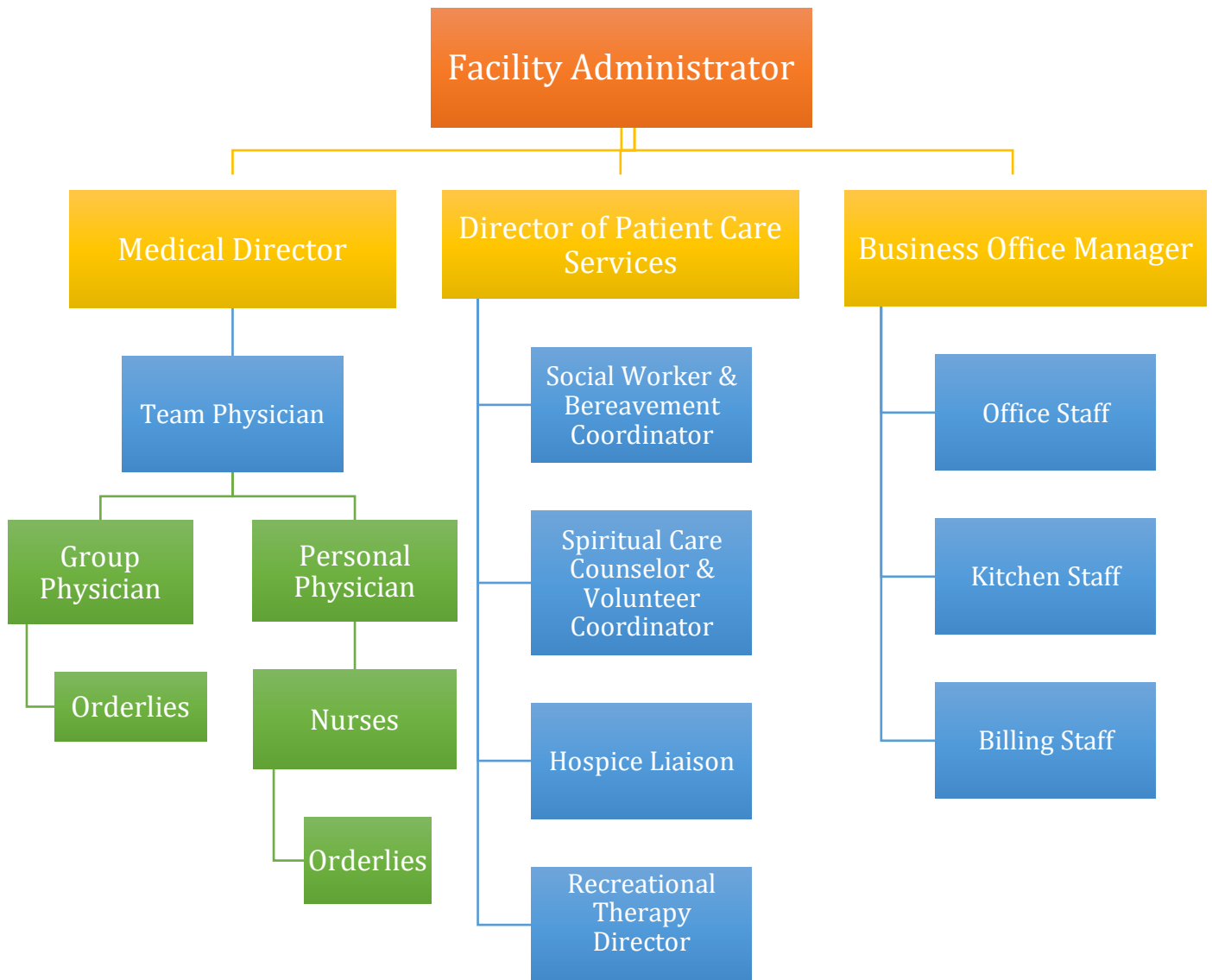
The Animal Care and Memory Program will increase cognitive function and improve quality of life through the use of animal assisted therapy. In this program, residents can elect own and care for a pet cat. Residents will have opportunities to build a meaningful relationship with their pet while the program facilitates daily groups utilizing activity analysis as a means for residents to participate in the necessary care of the cat.

Goals

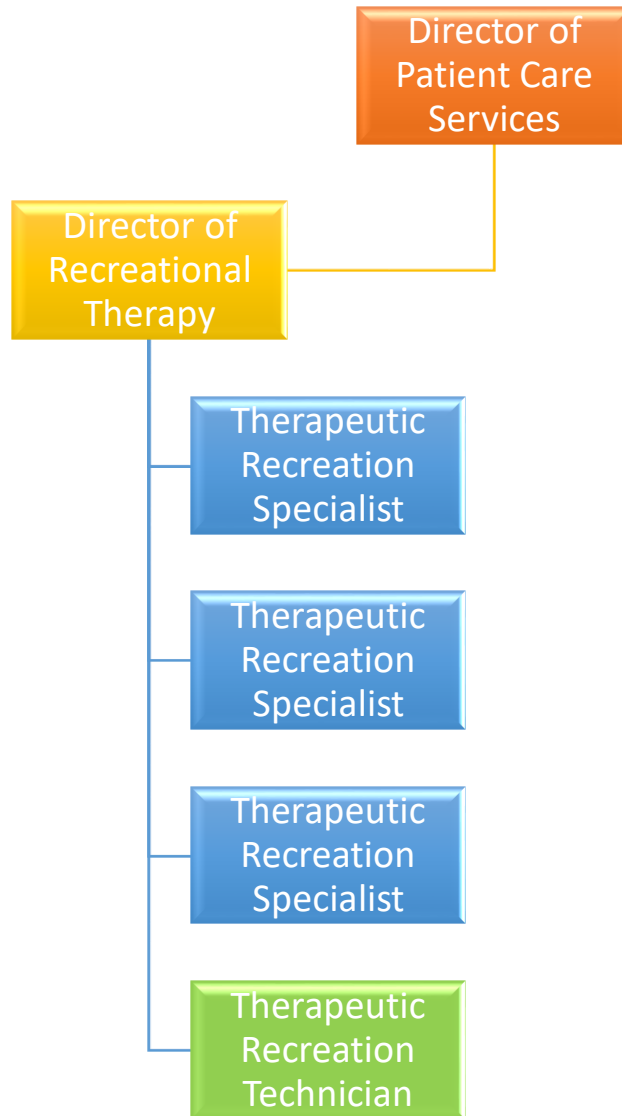
The resident will:

- Rehearse and execute feeding and grooming their cat as guided by activity analysis to enhance cognitive stimulation.
- Build meaningful connection and relationship to their pet to enhance quality of life

Silverado Memory Care Organizational Chart



Recreational Therapy Department Organizational Chart



Program
Management
Plan

SECTION:	Recreational Therapy Department
SUBJECT:	Assessment & Treatment Process

Plan of Operation: Policies & Procedures

Protecting the health and wellbeing of the resident is at the heart of what we do in the Recreational Therapy Department of Silverado Memory Care. All policy, programming, and practice reflects the highest quality of care as outlined in the American Therapeutic Recreation Association (ATRA) Standards of Practice (see Appendix A) and Code of Ethics (see Appendix B). Each member of our team makes a commitment to honor these principles for the safety and wellbeing of those entrusted to our care.

PREPARED BY: A. Shepardson, A. Mansfield, A. Smith, K. Carlin, M. Destromp APPROVED BY:	EFFECTIVE DATE: February, 2020	REVISION DATE: February, 20	PAGE: Page 8 of 50
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SECTION:	Recreational Therapy Department
SUBJECT:	Assessment & Treatment Process

Assessment and Treatment Process Policy:

All assessments and treatment plans must be completed by a licensed Therapeutic Recreation Specialist (TRS), who is also nationally certified as a Certified Therapeutic Recreation Specialist (CTRS). Resident outcomes are established following a systematic assessment that includes interviews with the resident, family/caregiver, interprofessional team and assigned Recreational Therapists.

Procedures:

Record Review

- Within 48 hours of admission a TRS will perform a record review which includes:
 - Admission notes
 - History and physical
 - Nursing Care Plan

Interview, Assessment, and Observation

- Within 72 hours of admission the TRS will also facilitate an intake interview and standardized assessment (see MDS, Section O) to determine the needs, deficits, and strengths of the resident in the 5 domains (physical, psychological, social, emotional, and spiritual).
- Note music preferences for use in the Memory through Music Program.
- Note physical activity preferences for use in the Functional Fitness Program.
- Note prior history with animals, particularly screening for animal-related triggers and allergies.
- All reports and assessments will be saved in resident electronic chart and reviewed by the Director of Recreational Therapy each Friday by 12 pm.

Treatment Planning

- After assessment is completed, TRS will determine, with the resident when possible, which evidence-based intervention program(s) will be most effective and meaningful to the resident.
- Goals will be based on residents' assessed needs and interests.

Plan Implementation

- All interventions and programs will be evidence-based therapeutic interventions that use and educational techniques and are facilitated by a minimum of one TRS and one Therapeutic Recreation Technician (TRT).
- Animal assisted therapy groups will have a maximum of 8 participants.
- Memory through music will have a maximum of 12 participants.
- Functional Fitness group will have a maximum of 8 participants.
- The TRS must have one of the following fitness credentials (e.g. NASM, ACE, CT-L1, CSCS etc.).
- Residents will participate in interventions that cohere and support individualized treatment goals created by a TRS determined by client assessment.
- Resident assessment will comprise of record rereview, standardized assessment, and resident interview and observation.

PREPARED BY: A. Shepardson, A. Mansfield, A. Smith, K. Carlin, M. Destromp APPROVED BY:	EFFECTIVE DATE: February, 2020	REVISION DATE: February, 20	PAGE: Page 9 of 50
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Silverado Memory Care Center

SECTION:	Recreational Therapy Department
SUBJECT:	Assessment & Treatment Process

- Assessments will be conducted within the first 72 hours of admission. Re-assessment of resident's goals 30 days after initial assessment and every 90 days until discharge.

Documentation

- Resident's goals and outcomes will be tracked through daily SOAP notes and weekly summative notes.

Re-assessment and Evaluation

- The TRS is responsible for collecting additional resident information through members of the treatment team, resident family and/or significant other during each re-assessment.
- Resident's goals and outcomes will be tracked through daily SOAP notes and weekly summative notes.
- After every 90-day group cycle, TRS will assess group(s) effectiveness and make changes as needed.

Discharge and Transition Planning:

- A discharge plan will be determined by the future of the resident, and a summary of the resident's time while at this facility will be completed to signify the resident's completion with the Recreational Therapy Department.
- A discharge protocol will be implemented in the event that a resident is transitioning/moving to another long-term care facility or home and hospice care, or in the event a resident is deceased.
 - Resident care documentation will be copied and compiled to send to relocated long-term care facility or hospice care team, and original documentation will be kept in Silverado database.
 - TRS will complete the discharge plan from RT Department and present it to the resident, treatment team, resident family and/or significant other no later than 1 week prior to the discharge date.
 - Upon decease of a resident, documentation will be compiled and a formal deceased document to record the incident.

PREPARED BY: A. Shepardson, A. Mansfield, A. Smith, K. Carlin, M. Destromp APPROVED BY:	EFFECTIVE DATE: February, 2020	REVISION DATE: February, 20	PAGE: Page 10 of 50
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SECTION:	Recreational Therapy Department
SUBJECT:	Risk Management

Ethical Practice

Policy:

The Recreational Therapy Department of Silverado Memory Care proudly adheres to the ethical policies outlined in the American Therapeutic Recreation Association's Code of Ethics (Appendix B). This code applies to all Recreational Therapy Department staff (MTRSs, TRSs, TRTs) and student interns in order to represent the profession with honor and to protect our residents, coworkers, facility, and the community. It applies to any situation, on or off site, in which recreational therapy services are being provided for residents of Silverado by Silverado RT Department staff or interns.

It is the responsibility of each RT employee or intern to become familiar with the ATRA Code of Ethics (see Appendix A) and to communicate any questions or concerns that may arise to the appropriate supervisor for clarification. Our goal is prevention over repair and excellence over apathy. As such, violations of ethical conduct will result in disciplinary action or termination. Below is a detailed chain of action that will be completed should any unethical behavior by a RT Department staff or intern occur. All formal complaints must be documented.

Procedures:

1. Filing a Complaint
 - a. The Silverado RT Department employee or intern must fill out a Complaint of Unethical Behavior form located in the department digital charting system software.
 - b. After the form is filled and digitally signed, complaints should be filed through the system to the following appropriate supervisor:
 - i. Complaints regarding students, TRTs, TRSs, or non-management MTRs will be sent to the RT Department Manager.
 - ii. Complaints regarding the RT Department Manager will be sent to the Director of Patient Care Services.
 - iii. In extreme cases, ethical behavior violations will be reported to NCTRC.
2. Investigation of complaint
 - a. Once the appropriate supervisor has reviewed the formal complaint, they will discuss the situation with its author for further clarification and possible evidence.
 - b. If tangible evidence of unethical behavior is found, the supervisor will then give that employee formal notice of complaint.
 - c. The supervisor will interview the employee to determine the appropriate next step.
3. Complaint Dismissal or Disciplinary Action
 - a. If there is insufficient evidence to warrant disciplinary action, the employee in question will be cleared of all allegations.
 - b. If there is evidence of unethical behavior, the supervisor will immediately take the appropriate disciplinary action:
 - i. Verbal reprimand
 - ii. Written reprimand
 - iii. Written reprimand
 - iv. Termination

PREPARED BY: A. Shepardson, A. Mansfield, A. Smith, K. Carlin, M. Destromp APPROVED BY:	EFFECTIVE DATE: February, 2020	REVISION DATE: February, 20	PAGE: Page 11 of 50
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Silverado Memory Care Center

SECTION:	Recreational Therapy Department
SUBJECT:	Assessment & Treatment Process

Risk Management

Policy:

Silverado Memory Care Recreational Therapy Department will promote and maintain a safe and clean environment, taking into account the special resident needs related to physical, sensory, emotional, and cognition. The purpose of this policy is to decrease the risk of injury and/or illness to residents, visitors, and staff at the Silverado Memory Care Center. All staff will be required to be familiar with their role/s as described in the facilities safety and infection prevention and control policies, report any unsafe work areas or conditions and injuries, to observe all rules and procedures when exposed to contagious and infectious diseases or hazardous chemicals, and to use the correct body mechanics, and to handle sharp instruments with extreme care.

The following Definitions are general knowledge specific to the Recreational Therapy Department at Silverado Memory Care Center

- Recreational Therapy Safety Committee: A committee comprised of members of the Recreational Therapy Department, the Director of Resident Care Services, and the Facility Administrator.
- Accident: Involves damage to a system that disrupts the out of the system and is usually unplanned or unforeseen.
- Adverse Event: an injury caused by medical management rather than the resident's health status
- Error: A failure of a planned action to be completed or use of the wrong plan to achieve a goal. This can be both mental and physical in nature.
- Near Miss: an event that could have resulted in accident, injury, or illness but results in no or minimal harm due to chance or timely interventions.
- Root-Cause Analysis (RCA): a prevention tool used to discover causes in performance associated with adverse events or close calls.
- Sentinel Event: an unexpected occurrence unrelated to the resident's health status that involves risk, death, or serious physical or psychological injury and is attributable to a preventable adverse event.
- Unpreventable adverse event: an adverse event that resulted from complications that could not be prevented given the available information.

Procedure:

- All new employees will attend the required orientation programs which includes:
 - General Employee Duties
 - Direct Resident Care
 - Recreational Therapy Department Specific Employee Training
 - HIPPA Training
 - OSHA Training
 - Silverado Bloodborne Pathogens Exposure Plan
 - Basic Life-support (CPR, and AED), and First Aid Course's
 - All Employees will complete annual Mandatory Safety-related education as required by any or all of Silverado's Director of Recreational Therapy, Directory of Resident Care Services, or Facility Administrator.

PREPARED BY: A. Shepardson, A. Mansfield, A. Smith, K. Carlin, M. Destromp APPROVED BY:	EFFECTIVE DATE: February, 2020	REVISION DATE: February, 20	PAGE: Page 12 of 50
--	-----------------------------------	--------------------------------	----------------------------

Silverado Memory Care Center

SECTION:	Recreational Therapy Department
SUBJECT:	Assessment & Treatment Process

- All Therapies:
 - All program staff providing services to residents will have knowledge of first aid care. All staff are required to have first aid training, as well as be certified in basic CPR and use of an Automatic External Defibrillators (AED).
 - All Therapies will be conducted with at least two staff members present to prevent single interaction and possible abuse.
 - Therapy Staff before the conducting of any therapy will examine the therapy area looking for:
 - Environmental Issues: Slippery Surfaces, Holes, weather conditions, etc.
 - Infrastructure Issues: Uneven Surfaces, protruding objects, vegetation, etc.
- Specific Therapies: Animal Concerns
 - When conducting any therapies with live animals, it is important to understand and know that all animals are unpredictable in behaviors and must always be watched closely and safely
 - The concern is to make sure that both resident and animal are not in any risk of harming one or another by accident.
 - Staff must be aware of and report any signs of animal mistreatment or abuse, to their supervisor by filling out and submitting an incident report.
 - Animals used for therapies need to be even-tempered, claws need to be either trimmed regularly (preferred) or removed entirely. Biting can still occur, but trained animals should respond better when prompted.
 - Any wounds inflicted by animals need to be documented and reported, by filling out and submitting an incident report. Following review animal or therapy in questions must be evaluated to determine cause for wound or attack.
- Safety Inspections will be conducted quarterly, in each department providing service to Silverado Memory Care Center. Finding will be documented according to facility standards and issues or defects shall be reported. A report outlining the finding will be submitted to the Director of Recreational Therapy, the Social Worker & Bereavement Coordinator, Spiritual Care Counselor & Volunteer Coordinator, the Hospice Liaison, the Director of Resident Care, the Medical Director, the Business Office Manager, and the Facility Administrator. The Recreational Therapy Safety Committee will review the findings and develop and action plan to correct deficits as necessary.
 - Equipment maintenance will be completed in accordance with the manufacturer's recommendations, either internally or with an outside contractor if deemed necessary.
- Silverado Memory Care Center will have a designated person to provide necessary and regular maintenance on the vehicles as dictated by the owner's manuals in the vehicles. This is applied for all vehicles that would be used to transport residents and residents.
 - Emergency Action Plans (EAP's) will be tested annually on each shift. This includes actual occurrences, simulated drills, or unannounced drills.

PREPARED BY: A. Shepardson, A. Mansfield, A. Smith, K. Carlin, M. Destromp APPROVED BY:	EFFECTIVE DATE: February, 2020	REVISION DATE: February, 20	PAGE: Page 13 of 50
--	-----------------------------------	--------------------------------	----------------------------

Silverado Memory Care Center

SECTION:	Recreational Therapy Department
SUBJECT:	Assessment & Treatment Process

- DISASTER PLAN

- Evacuation Plan

- These should include actual residents being served whenever plausible, or evacuees simulating elder residents with memory difficulties
 - The Type of Evacuees will be determined by the Recreation Therapy Safety Committee.
 - A report outlining all finding will be submitted to the Facility Administrator, Director of Resident Care, and the Director of Recreational Therapy.
 - Each and Every Resident-care area will have immediate access to basic first aid equipment and someone with the ability to perform First Aid.
 - Any off-campus location will be utilized for service only if it is deemed necessary, it does not pose a threat to staff or resident safety and security, adequate communication capabilities can be maintained, and there are no known weather forecasts that could put residents or staff at unnecessary risk. If the weather should change suddenly, staff and residents are to return to the Silverado Memory Care Center as soon as safe and possible. If time does not allow for a safe return, they are to take cover in a safe area and report the Director of Recreational Therapy, Director of Resident Care Services, or the Facility (in described order, until contact is obtained) by phone (Cell, Pay, Public, Satellite, etc.).
 - The Recreational Therapy Safety Committee will view and oversee all drills, offering corrections and critique's as needed when viewing reports and finding. They will also identify areas for additional training, changes to the environment, changes to scheduled programs no less than on a quarterly basis. The Silverado Memory Care Safety Committee will view and oversee all recommendations.
 - Should an incident occur, the incident is required to be reported, following proper attention and treatment to resident, or staff member, as soon as possible. The completing of an incident reporting form is required to be filled out by trained staff and signed off by an on-sight supervisor. Document will be reported to the Director of Recreational Therapy.

- PROCEDURE FOR INCIDENTS

- Upon discovery of incident, activate the Facility EAP, by using the proper code for the event.
 - All incident reports (see Appendix C) and resident grievances will be turned in to the Director of Recreational Therapy within 24 hours of occurrence.
 - Reports and grievances are then forwarded to the Director of Resident Care Services who will determine appropriate course of action.
 - Provide appropriate care
 - Situations for appropriate care will vary depending on what incident is occurring
 - Upon completion of care, staff involved will fill out an incident report going over the incident and filling out the form completely.
 - The report is to be submitted to Director of Recreational Therapy, & Director of Patient Care Services, and the Facility Administrator upon completion.

PREPARED BY: A. Shepardson, A. Mansfield, A. Smith, K. Carlin, M. Destromp APPROVED BY:	EFFECTIVE DATE: February, 2020	REVISION DATE: February, 20	PAGE: Page 14 of 50
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Silverado Memory Care Center

SECTION:	Recreational Therapy Department
SUBJECT:	Assessment & Treatment Process

- INFECTION CONTROL

- Residents will be limited from participation in RT Department programs when they are ill or have a high chance of carrying an illness.
- Sanitize all fitness equipment after each use to ensure cleanliness for residents when they are participating in the Functional Fitness program.
- All animals that residents have the opportunity to come in contact with and/or care for in our Animal Care and Memory Program will be determined to be healthy, up to date on all vaccinations, and safe to be around by a Veterinarian. Animals will always be well groomed.
- When exposure to possible bloodborne pathogens occur follow steps on Bloodborne Pathogens Exposure Plan (see appendix D)
 - The Bloodborne Pathogens exposure plan is to be followed whenever exposure to blood or other bodily fluids occurs. Contact local EMS to determine best steps for exposure to blood annually to determine if current Bloodborne Pathogen Exposure Plan is up to date and accurate.

- EMERGENCY CODES

- Emergency Action Plans (EAP's) will be tested annually on each shift. This includes actual occurrences, simulated drills, or unannounced drills.
 - Code Red- Fire
 - Code Black- Bomb Threat
 - Natural Disasters
 - Earthquakes
 - Blizzards
 - Tornado Warnings
 - Flash Floods, and Flooding
 - Code Blue- Life-Threatening Medical Emergencies
 - Code Pink- Non-Life-Threatening Medical Emergencies
 - Code Dark- Power Failures
 - Violent Situations
 - Code Strong- Non-armed Violent Situations
 - Code Powder- Armed Violent Intruder/ Situations
 - Code Angel- Child Abduction
 - Code Winkle- Elderly Maltreatment
 - Code Green- Hazardous Material Spill
 - Code Claw- Animal Threat
 - Evacuation Plan
 - These should include actual residents being served whenever plausible, or evacuees simulating elderly residents with memory difficulties

PREPARED BY: A. Shepardson, A. Mansfield, A. Smith, K. Carlin, M. Destromp APPROVED BY:	EFFECTIVE DATE: February, 2020	REVISION DATE: February, 20	PAGE: Page 15 of 50
--	-----------------------------------	--------------------------------	----------------------------

Silverado Memory Care Center

SECTION:	Recreational Therapy Department
SUBJECT:	Assessment & Treatment Process

- INVENTORY RISK MANAGEMENT
 - Sharp objects
 - Sharp objects should be handled with extreme care by both staff and clients.
Unsafe handling can lead to injury and possible infections
 - Fall risks
 - Make sure that the clients are performing activities that are safe and have a reduced risk of falling injuries. To prevent these as much as possible, check the location for any type of slippery surface, tripping hazards, or unexpected drop off in floor. Make sure that everything is labeled clearly and report any wearing, damage, or missing warnings to a supervisor or manager.
 - Weights and Equipment
 - Constant surveillance of clients when working with weights and other exercise equipment is required at all times. Employee will distribute equipment as required for program and will disinfect all equipment once done being used.

PREPARED BY: A. Shepardson, A. Mansfield, A. Smith, K. Carlin, M. Destromp APPROVED BY:	EFFECTIVE DATE: February, 2020	REVISION DATE: February, 20	PAGE: Page 16 of 50
---	-----------------------------------	--------------------------------	----------------------------

SECTION:	Recreational Therapy Department
SUBJECT:	Quality Improvement Policy

Quality Improvement Policy

The Recreational Therapy Department's comprehensive quality improvement plan addresses risk management, infection control, and quality evaluation indicators. The RT Department guidelines will also align with all facility wide policies and procedures.

Risk Management

- Evaluations will be given to residents and/or family members both during and after their treatment at the facility to ensure the constant evolution and adjustments for the better in our RT Department and our doings in the facility
- Following any incidents during an RT program, the RT Department will reflect and look for what our staff could have done to prevent or better the situation and make the according necessary adjustments to programs, protocols, and other guidelines.
- Evaluations received back from other staff, residents, and loved ones of residents will always be reviewed by our staff and recommended adjustments or changes to our programs will be evaluated and implemented as seen as necessary and/or beneficial to residents.

Program Evaluation

The Recreational Therapy Department's comprehensive program evaluation plan addresses risk management in the RT Department programs and quality evaluation indicators. The RT Department guidelines will align with all facility policies and procedures.

Quality Indicators

- Policies/ Procedures/ Guidelines
- Inventory
- Inspections
- Record Review-resident
- Incident Reports
- Resident Satisfaction Surveys

PREPARED BY: A. Shepardson, A. Mansfield, A. Smith, K. Carlin, M. Destromp APPROVED BY:	EFFECTIVE DATE: February, 2020	REVISION DATE: February, 20	PAGE: Page 17 of 50
--	-----------------------------------	--------------------------------	----------------------------

SECTION:	Recreational Therapy Department
SUBJECT:	Appendix

Appendix A

American Therapeutic Recreation Association Standards of Practice

Standard 1: Assessment.

The recreational therapist receives and responds, consistent with standards, regulatory requirements and policies for the setting, to requests, including referrals and physician orders, for assessment and treatment; and conducts an individualized assessment to collect systematic, comprehensive and accurate data necessary to determine a course of action and subsequent individualized treatment plan. Under the clinical supervision of the recreational therapist, the recreational therapy assistant, commensurate with qualifications, assessed competency and defined clinical supervision, assists the recreational therapist in collecting systematic, comprehensive and accurate data.

Standard 2: Treatment Planning.

The recreational therapist plans and develops an individualized treatment plan that identifies goals and evidence-based treatment intervention strategies. The recreational therapy assistant, commensurate with qualifications, assessed competency and defined clinical supervision, helps the recreational therapist to plan and develop the individualized treatment plan.

Standard 3: Plan Implementation.

The recreational therapist implements an individualized treatment plan, using evidence-based practice, to restore, remediate or rehabilitate functional abilities in order to improve and maintain independence and quality of life as well as to reduce or eliminate activity limitations and restrictions to participation in life situations caused by an illness or disabling condition. Implementation of the treatment plan by the recreational therapist is consistent with the overall or interdisciplinary resident treatment program. Under the clinical supervision of the recreational therapist, the recreational therapy assistant leads activities and engages residents, individuals and/or groups, to achieve treatment goals and objectives.

Standard 4: Re-assessment and Evaluation.

The recreational therapist systematically re-assesses, evaluates and compares the resident's progress relative to the individualized treatment plan. The treatment plan is revised based upon changes in the interventions, diagnosis and resident responses. Under the clinical supervision of the recreational therapist, the recreational therapy assistant assists in the evaluation of the individualized treatment plan.

Standard 5: Discharge/Transition Planning.

The recreational therapist develops a discharge plan in collaboration with the resident, family, significant others and treatment team members in order to discharge the resident or to continue treatment and aftercare, as needed. Under the clinical supervision of the recreational therapist, the recreational therapy assistant assists in the development of the discharge plan.

Standard 6: Prevention, Safety Planning and Risk Management.

PREPARED BY: A. Shepardson, A. Mansfield, A. Smith, K. Carlin, M. Destromp APPROVED BY:	EFFECTIVE DATE: February, 2020	REVISION DATE: February, 20	PAGE: Page 18 of 50
---	-----------------------------------	--------------------------------	----------------------------

SECTION:	Recreational Therapy Department
SUBJECT:	Appendix

The recreational therapist systematically plans to improve resident and staff safety by planning for prevention and reduction of risks in order to prevent injury and reduce potential or actual harm. The recreational therapy assistant, commensurate with qualifications, assessed competency and defined clinical supervision, helps the recreational therapist to improve resident safety and to plan to improve safety and risk management.

Standard 7: Ethical Conduct.

The recreational therapist and the recreational therapy assistant adhere to the *ATRA Code of Ethics* in providing resident treatment and care that are humane and professional.

Standard 8: Written Plan of Operation.

Recreational therapy treatment and care is governed by a written plan of operation that is based upon the *ATRA Standards for the Practice of Recreational Therapy*, state and federal laws and regulations, requirements of regulatory and accrediting agencies, payers and employer's policies and procedures as appropriate.

Standard 9: Staff Qualifications and Competency Assessment.

Recreational therapy staff meet the defined qualifications, demonstrate competency, maintain appropriate credentials and have opportunities for competency development.

Standard 10: Quality Improvement.

There exist objective and systematic processes for continuously improving resident safety and for identifying opportunities to improve recreational therapy treatment and care and resident outcomes.

Standard 11: Resource Management.

Recreational therapy treatment and care are provided in an effective and efficient manner that reflects the reasonable and appropriate use of resources.

Standard 12: Program Evaluation and Research.

Recreational therapy staff engages in routine, systematic program evaluation and research for the purpose of determining the appropriateness and effectiveness of recreational therapy treatment and care provided.

PREPARED BY: A. Shepardson, A. Mansfield, A. Smith, K. Carlin, M. Destromp APPROVED BY:	EFFECTIVE DATE: February, 2020	REVISION DATE: February, 20	PAGE: Page 19 of 50
---	-----------------------------------	--------------------------------	----------------------------

SECTION:	Recreational Therapy Department
SUBJECT:	Appendix

Appendix B

American Therapeutic Recreation Association Code of Ethics

Principle 1: Beneficence

Recreational Therapy personnel shall treat persons served in an ethical manner by actively making efforts to provide for their well-being by maximizing possible benefits and relieving, lessening, or minimizing possible harm.

Principle 2: Non-Maleficence

Recreational Therapy personnel have an obligation to use their knowledge, skills, abilities, and judgment to help persons while respecting their decisions and protecting them from harm.

Principle 3: Autonomy

Recreational Therapy personnel have a duty to preserve and protect the right of each individual to make his/her own choices. Each individual is to be given the opportunity to determine his/her own course of action in accordance with a plan freely chosen. In the case of individuals who are unable to exercise autonomy with regard to their care, recreational therapy personnel have the duty to respect the decisions of their qualified legal representative.

Principle 4: Justice

Recreational Therapy personnel are responsible for ensuring that individuals are served fairly and that there is equity in the distribution of services. Individuals should receive services without regard to race, color, creed, gender, sexual orientation, age, disease/disability, social and financial status.

Principle 5: Fidelity

Recreational Therapy personnel have an obligation, first and foremost, to be loyal, faithful, and meet commitments made to persons receiving services. In addition, Recreational Therapy personnel have a secondary obligation to colleagues, agencies, and the profession.

Principle 6: Veracity

Recreational Therapy personnel shall be truthful and honest. Deception, by being dishonest or omitting what is true, should always be avoided.

Principle 7: Informed Consent

Recreational Therapy personnel should provide services characterized by mutual respect and shared decision making. These personnel are responsible for providing each individual receiving service with information regarding the services, benefits, outcomes, length of treatment, expected activities, risk and limitations, including the professional's training and credentials. Informed consent is obtained when

PREPARED BY: A. Shepardson, A. Mansfield, A. Smith, K. Carlin, M. Destromp APPROVED BY:	EFFECTIVE DATE: February, 2020	REVISION DATE: February, 20	PAGE: Page 20 of 50
---	-----------------------------------	--------------------------------	----------------------------

SECTION:	Recreational Therapy Department
SUBJECT:	Appendix

information needed to make a reasoned decision is provided by the professional to competent persons seeking services who then decide whether or not to accept the treatment.

Principle 8: Confidentiality & Privacy

Recreational Therapy personnel have a duty to disclose all relevant information to persons seeking services: they also have a corresponding duty not to disclose private information to third parties. If a situation arises that requires disclosure of confidential information about an individual (ie: to protect the individual's welfare or the interest of others) the professional has the responsibility to inform the individual served of the circumstances.

Principle 9: Competence

Recreational Therapy personnel have the responsibility to maintain and improve their knowledge related to the profession and demonstrate current, competent practice to persons served. In addition, personnel have an obligation to maintain their credential.

Principle 10: Compliance with Laws and Regulations

Recreational Therapy personnel are responsible for complying with local, state and federal laws, regulations and ATRA policies governing the profession of Recreational Therapy.

PREPARED BY: A. Shepardson, A. Mansfield, A. Smith, K. Carlin, M. Destromp APPROVED BY:	EFFECTIVE DATE: February, 2020	REVISION DATE: February, 20	PAGE: Page 21 of 50
---	-----------------------------------	--------------------------------	----------------------------

SECTION: Recreational Therapy Department
SUBJECT: Appendix

Appendix C

Silverado Memory Care Center Incident Report Form

Name of Person Completing this form:
Signature of person completing this form:
Date:

Incident

Date, Time, and Location of Incident:
Name/s of person/s involved in the incident and their clubs/associations:
Description of Incident:

Witnesses (include contact details):

Signature of Supervisor/Manager Reviewing this Form:
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PREPARED BY: A. Shepardson, A. Mansfield, A. Smith, K. Carlin, M. Destromp APPROVED BY:	EFFECTIVE DATE: February, 2020	REVISION DATE: February, 20	PAGE: Page 22 of 50
---	-----------------------------------	--------------------------------	----------------------------

SECTION:	Recreational Therapy Department
SUBJECT:	Appendix

Appendix D

Silverado Memory Care Center

Bloodborne Pathogens Exposure Plan Checklist

A Significant Exposure is the Exposure of the body of one person to the blood or bodily fluids visibly contaminated by the blood of another by:

1. Percutaneous injury, including a needle stick or cut with a sharp object or instrument.
2. Contact with an open wound, mucous membrane, or non-intact skin because of a cut, abrasion, dermatitis, or other damage.

Initial Actions	
1. Identify what has happened to the employee and details surrounding the exposure	
2. Immediately clean contaminated area with soap and warm water	
3. Contaminated clothing is removed and stored appropriately in Bio-hazard bag	
4. If the employee is injured, provide medical treatment as necessary	
Required, Procedure, Reporting & Notifications	
5. Silverado Memory Care Center Incident Report Form <ul style="list-style-type: none"> o Complete and submit to the incident report center o Notify Supervisor and the risk management team 	
6. Workers Compensation Form	
7. Emergency Medical Service Provider Exposure Report Form <ul style="list-style-type: none"> o Complete Form o Make (3) Copies; (1) Hospital, (1) Fire Department, (1) U of U Health Center 	
8. Submit the Exposure report form to the Appropriate Representative at the hospital the resident was transported to.	
9. Advise Hospital to request a blood test of the resident. <ul style="list-style-type: none"> o If the Resident refuses to participate in the blood test, contact the EMS Battalion Chief or Police Department to obtain a court Order. 	
10. A significant exposure should be treated like an on the job injury and the employee should be given the opportunity to be evaluated by a physician. The Employee should decide on an appropriate testing and treatment plan upon consultation with the physician. <ul style="list-style-type: none"> o The EMS Battalion Chief or Occ Med Physician can assist in determining whether or not an exposure is considered significant o Some Prophylactic treatments are time dependent, so a medical evaluation by a trained occupational medicine physician should not be delayed. o Typically, if the source resident's blood is determined to be negative for communicable diseases, testing of the employee's blood is not required. 	
11. The source resident's blood test result should be made available to the affected employee through the Occupational Medicine Physician to determine an appropriate treatment	
12. Ensure Employee Participates in a drug screen with 24 hours of the incident <ul style="list-style-type: none"> o Contact OHCI at (801-561-2777. The recording will prompt you to enter #5 for after hour collection service. The answering service will take your request and then contact the collector. The Usual Response time is 15 Minutes. If you do not hear from the collector after 15 minutes, please call again. 	
13. Follow up on all medical recommendations <ul style="list-style-type: none"> o Go to U of U Health Center for Evaluation and counseling o During Business hours See Occupational Medicine o After Business hours see the Emergency Department o Provide Staff with a copy of the Exposure Report Form 	

PREPARED BY: A. Shepardson, A. Mansfield, A. Smith, K. Carlin, M. Destromp	EFFECTIVE DATE: February, 2020	REVISION DATE: February, 20	PAGE: Page 23 of 50
APPROVED BY:			

Fiscal Management Plan

OPERATING BUDGET- PERSONNEL					
Program-FUNCTIONAL FITNESS					
Personnel/Name	FTE	Hourly	Annual	Benefits	Total
Director of Recreation Therapy (MTRS)	1	\$ 25.00	\$ 52,000.00	0.32	\$ 68,640.00
Recreation Therapist (TRS)	1	\$ 20.00	\$ 41,600.00	0.32	\$ 54,912.00
Recreation Therapist (TRS)	1	\$ 20.00	\$ 41,600.00	0.32	\$ 54,912.00
Recreation Therapist (TRS)	1	\$ 20.00	\$ 41,600.00	0.32	\$ 54,912.00
Therapeutic Recreation Technician (TRT)	0.75	\$ 16.50	\$ 25,740.00	0.32	\$ 33,976.80
					Total
					\$ 267,352.80
A. Mansfield, A. Shephardson, A. Smith, K. Carlin, M. Destromp.					

OPERATING BUDGET-LINE ITEM-Direct Cost	
1	Direct materials
2	Direct labor
3	Manufacturing overhead
4	Operating expenses
5	Operating income
6	Operating loss
7	Operating profit
8	Operating deficit
9	Operating surplus
10	Operating deficit
11	Operating surplus
12	Operating deficit
13	Operating surplus
14	Operating deficit
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PROGRAM- FUNCTIONAL FITNESS	
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[illegible]

OPERATING BUDGET-LINE ITEM-Direct Cost	
1	Direct materials
2	Direct labor
3	Manufacturing overhead
4	Variable manufacturing overhead
5	Fixed manufacturing overhead
6	Variable selling and administrative
7	Fixed selling and administrative
8	Variable general and administrative
9	Fixed general and administrative
10	Interest expense
11	Income tax expense
12	Net income

PROGRAM- FUNCTIONAL FITNESS

[illegible]

Functional fitness primes the body for movements and activities needed for day to day functioning.

This program has selected a minimal amount of equipment necessary to achieve an optimal, safe and straightforward training program for aging adults with memory impairments.

The program has purchased 9 of each piece of equipment. Each participant will have their own equipment and the TRS will have their own equipment for modeling and demonstration.

In upcoming fiscal years, this program will cost less as the equipment is a one-time cost, and in will only be maintenance and potential repairs and replacements.

Aerobic Platform	Aids in Balance, aerobic capacity/cardiovascular health and leg strength
Loop Resistant band	Aids in Mobility and strength
Stability Ball	Aids in balance and core stability
Exercise Mat 6'x2'	Injury and illness prevention
2lb Wrist Weights	Aids in strength and muscle endurance can be used by individuals with limited grip capacity
5lb Ankle Weights	Aids in strength and muscle endurance
Water Dispenser	Easily accessible water critical hydration during exercise

PATIENT/CLIENT/PARTICIPANT												
PROGRAM-FUNCTIONAL FITNESS												
JAN.	FEB.	MAR.	APR.	MAY	JUN.	JUL.	AUG.	SEP.	OCT.	NOV.	DEC.	Total
64	64	64	64	64	64	64	64	64	64	64	64	768

Justifications:

We will have 16 participants each week, and 4 weeks in a month totals 64 units of service provided each month.

ACTIVITY BASED COSTING										
PROGRAM- FUNCTIONAL FITNESS										
Program	Volume	Staff Cost	Supplies & Equipment	Direct Costs	Other Indirect	Other Indirect	Other Indirect	Total Indirect	Total Cost	Activity Unit Cost
CPT: Functional Fitness	768	\$ 18,738.72	\$ 1,575.98	\$ 20,314.70	\$ 200.00		\$ 30.00	\$ 230.00	\$ 20,544.70	\$ 26.75
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Justifications:

The MTRS is spending 4.25 of their 160 hours a month overseeing program, meaning 3% of their salary is devoted to this program.

The TRS is spending 30 of their 160 hours a month dedicated to this program, meaning 18% of their salary is invested in this program.

The TRT is spending 20 of their 100 hours a month on this program, meaning 20% of their salary is invested in this program.

Indirect costs are: Nurse aid, chairs, electricity, etc., and facility paying \$200 for RT certification/recertification annually.

CAPITAL

Justifications: This program does not need any equipment over \$500 for the upcoming fiscal year.

REVENUE

Justifications: Silverado is a nursing home facility for hospice and memory care, and therefore does not receive revenue from their programs. Silverado receives funding from private pay, Medicaid, and Medicare insurance.

The RT department has no direct revenue other than a patient cost, which is \$7 per person per month for activities, and with 16 participants in memory care each month, that totals \$112 a month and \$1,344 a year specifically for this program.

The total facility houses approximately 125 residents, equaling \$875 a month and \$10,500 a year from insurance funding.

One family is donating \$100 a month for the Functional Fitness Program, totaling \$1,200 a year for this program.

Human Resource Management Plan

Job Descriptions & Competencies

Department Manager

Job Title: Recreational Therapy Department Manager

Agency: Silverado

Department: Department of Recreational Therapy

Prepared Date: 4/14/20

Reports To: Director of Patient Care Services

Position Summary: The Recreational Therapy (RT) Department Manager plays a crucial role in ensuring that the RT department adheres to local and federal law, Silverado Memory Care company policies, the ATRA Standards of Practice, the NCTRC Job Task Analysis Report, and the ATRA Code of Ethics, all in order to providing safe and effective professional practices for our residents. The RT Manager will be the primary liaison between facility management and the RT department employees and is expected to maintain excellence in the quality of care that residents receive facility wide. This position will primarily manage the RT department human resources, the planning of programs and their protocols, policies and procedures, program evaluation, quality improvement, risk management and fiscal planning.

Essential Duties/Responsibilities:

- Create and maintain a safe and therapeutic environment for person(s) served and ensure a safe and professional working environment among staff.
- Maintain staff by selecting, training, and terminating employees when necessary, and ensure job expectations are being met by planning, monitoring, and evaluating job performance, and providing exceptional clinical supervision.
- Manage referrals and oversee TRS and TRT caseloads.
- Market and advocate for RT department services and employees to the interprofessional team and other facility leaders.
- Manage a department budget and allocate resources efficiently.
- Receive and apply feedback from Director of Patient Care Services.
- Provide opportunities for personal and professional growth and development.
- Monitor effectiveness of interventions and programs being provided and implement changes when necessary.
- Delegate tasks and responsibilities through effective leadership techniques.
- Use evidence-based practice when developing, facilitating and implementing treatment interventions covering all domains of health: physical, emotional, social, psychological, and spiritual.
- Demonstrate ethical resident care while improving treatment protocols and outcomes
- Develop department discharge policy and procedures for residents either leaving facility or deceased.
- Plan and coordinate support services for family members.
- Provide opportunities for community integration.
- Ensure implementation safety measures when providing treatment to prevent injury and reduce harm.

- Ensure all facets of the department and employees adhere to the *ATRA Standards for the Practice of Recreational Therapy*, state and federal laws and regulations, and agency policies and procedures when providing resident care.
- Maintain licensure and certification and seek opportunities for competency development for the entire RT department.
- Recreational Therapy Department Manager must also adhere to all essential duties of Therapeutic Recreation Specialist.

Knowledge, Skills, and Abilities Required:

- Effective leadership and communication skills.
- Ability to professionally and effectively interact with residents and families when providing support and resources.
- Ability to establish and maintain community relationships.
- Professional behavior in all settings among population served and practitioners on the interdisciplinary team.
- Knowledge of conditions often experienced by older adults including but not limited to: general physical limitations, ambulation difficulties, dementia, depression, and isolation
- Understanding of human behavior and developmental stages, particularly the aging population.
- Understanding of and skill in implementing *ATRA Code of Ethics & SOP*.
- Demonstrate problem solving abilities.
- Ability to discern and implement risk management and safety concerns.
- Knowledge of fiscal management within a department.
- Understanding of laws and regulations regarding long-term care facilities and ability to advocate for persons and services.
- Understanding of the importance of and ability to conduct evidence-based research and practices.

Job Qualifications:

- Must have a master's degree in Recreational Therapy.
- Must have 2+ years of experience working with the geriatric population. For example, in a skilled nursing facility, as an adaptive recreation instructor, or other position working or volunteering with older adults.
- 1+ years of leadership experience in any previous field of work or in a volunteer leadership position (within the last five (5) years is preferred)
- Must be licensed in the state of Utah (facility location) to practice Therapeutic Recreation Recreational Therapy (the practice act says RT) as a Master of Therapeutic Recreation Specialist (MTRS) or TRS with a master's degree in RT or a closely related field in.
- Must possess a current Certified Therapeutic Recreation Specialist (CTRS) certificate from the NCTRC.

Legal Notification:

- Upon position acceptance, applicant must pass a required pre-employment background check.
- Upon position acceptance, applicant must pass a required drug-screening test.
- Must possess a driver's license issued by the state of Utah.
- Must be able to provide documentation to provide US Residency.

Job Description Acknowledgement:

I have reviewed and received a copy of the job description and understand the requirements stated above. I accept the position of the **Recreational Therapy Department Manager** and agree to abide by the standards and expectations within them and agree to perform the identified functions and responsibilities according to the facility's determined policies and procedures.

I understand that my employment status is at-will, and thus understand that employment may be terminated at any time, with or without notice either by facility or myself.

Signature

Date

Print

Therapeutic Recreation Specialist

Job Title: Therapeutic Recreation Specialist

Agency: Silverado

Department: Department of Recreational Therapy

Prepared Date: 4/14/20

Reports To: Recreational Therapy Department Manager

Position Summary: The Therapeutic Recreation Specialist (TRS) is responsible for assessment, planning and implementing various individual and group treatment interventions that cover all domains of health: physical, emotional, spiritual, psychological, and social along with leisure functioning. The TRS is to engage the Therapeutic Recreation Technician(s) (TRT) to assist in group interventions through effective communication and leadership techniques and monitor and observe the effectiveness of interventions and programs being provided and implement changes when necessary. TRS is responsible for creating an internship program and interviewing applicants and supervising the accepted applicant while providing them an exceptional educational experience. TRS must comply with all policies and regulations and adhere to professional standards of practice.

Essential Duties/Responsibilities:

- Create and maintain a safe and therapeutic environment for person(s) served.
- Assessment and establishment of treatment outcomes.
- Communicate with resident, family, significant others as well as treatment team upon resident intake and when creating and implementing a treatment intervention program.
- Monitor effectiveness of interventions and programs being provided and implement changes when necessary.
- Participate in opportunities for personal and professional growth.
- Cultivate effective communication and working relationships with other practitioners providing services.
- Delegate tasks and responsibilities through leadership techniques.
- Use evidence-based practice when developing, facilitating and implementing treatment interventions covering all domains of health: physical, emotional, social, psychological, and spiritual.
- Demonstrate ethical resident care while improving treatment protocols and outcomes.
- Implement department discharge policy and procedures for residents either leaving facility or deceased.
- Plan and coordinate support services for family members.
- Provide opportunities for community integration.
- Implement safety measures when providing treatment to prevent injury and reduce harm.

- Adhere to the *ATRA Standards for the Practice of Recreational Therapy*, state and federal laws and regulations, and agency policies and procedures when providing resident care.
- Maintain licensure and certification and seek opportunities for competency development.

Knowledge, Skills, and Abilities Required:

- Effective leadership and communication skills.
 - Receive and apply feedback from Recreational Therapy Department Manager.
 - Ability to effectively interact with residents and families when providing support and resources.
 - Ability to establish and maintain community relationships.
 - Professional behavior in all settings among population served and practitioners on the interdisciplinary team.
 - Knowledge of conditions often experienced by older adults including but not limited to: general physical limitations, ambulation difficulties, dementia, depression, and isolation.
 - Understanding of human behavior and developmental stages, particularly the aging population.
 - Understanding of and skill in implementing *ATRA Code of Ethics & SOP*.
 - Demonstrate problem solving abilities.
 - Ability to discern and implement risk management and safety concerns.
 - Knowledge of fiscal management within a department.
 - Understanding of laws and regulations regarding long-term care facilities and ability to advocate for persons and services.
 - Understanding of the importance of and ability to conduct evidence-based research and practices.
- Ability to provide an exceptional educational experience for potential future interns.

Qualifications:

- Must have a bachelor's degree in Recreational Therapy.
- Preferred 1+ year(s) of experience working with the geriatric population, for example in a skilled nursing facility, as an adaptive recreation instructor, or other position working or volunteering with older adults.
- Must be licensed to practice Recreational Therapy as a Therapeutic Recreation Specialist (TRS).
- Must possess a current Certified Therapeutic Recreation Specialist (CTRS) certificate from the NCTRC.

Legal Notification:

- Upon position acceptance, applicant must pass a required pre-employment background check.
- Upon position acceptance, applicant must pass a required drug-screening test.
- Must possess a driver's license issued by the state of Utah.
- Must be able to provide documentation to provide US Residency.

Job Description Acknowledgement:

I have reviewed and received a copy of the job description and understand the requirements stated above. I accept the position of the **Therapeutic Recreation Specialist** and agree to abide by the standards and expectations within them and agree to perform the identified functions and responsibilities according to the facility's determined policies and procedures.

I understand that my employment status is at-will, and thus understand that employment may be terminated at any time, with or without notice either by facility or myself.

Signature

Date

Print

Therapeutic Recreation Technician

Job Title: Therapeutic Recreation Technician

Agency: Silverado

Department: Department of Recreational Therapy

Prepared Date: 4/14/20

Reports To: Recreational Therapy Department Manager

Position Summary: The Therapeutic Recreation Technician (TRT) is responsible for assisting in and facilitating evidence-based group and individual treatment interventions as assessed and prescribed by the MTRS and/or the TRS. The TRT is responsible for recreational and diversional activities for leisure functioning and provide social inclusion among the residents. TRT will perform various treatment intervention programs for residents and must comply with policy regulations and adhere to professional standards of practice.

Essential Duties/Responsibilities:

- Create and maintain a safe and therapeutic environment for person(s) served.
- Communicate with resident, family, significant others as well as treatment team upon resident intake and when creating and implementing a treatment intervention program.
- Input data from interventions covering all domains of health: physical, emotional, social, psychological, and spiritual.
- Receive and apply feedback from Recreational Therapy Department Manager and Therapeutic Recreation Specialist.
- Participate in opportunities for personal and professional growth.
- Use evidence-based practice and ethical resident care when implementing treatment interventions.
- Coordinate support services for family members.
- Participate in provided opportunities for community integration.
- Abide by safety measures when providing treatment to prevent injury and reduce harm.
- Adhere to the *ATRA Standards for the Practice of Recreational Therapy*, state and federal laws and regulations, and agency policies and procedures when providing resident care.
- Maintain licensure and certification and seek opportunities for competency development.

Knowledge, Skills, and Abilities Required:

- Effective communication skills.
- Have an understanding of human development in the elderly population.
- Professional behavior in all settings among population served and practitioners on the interdisciplinary team.

- Understanding of the domains of health: physical, emotional, psychological, social and spiritual.
Ability to effectively interact with residents and families when providing support and resources.
- Knowledge of conditions often experienced by older adults including but not limited to: general physical limitations, ambulation difficulties, dementia, depression, and isolation
- Understanding of human behavior and developmental stages, particularly the aging population.
- Understanding of and skill in implementing *ATRA Code of Ethics & SOP*.
- Demonstrate problem solving abilities.
- Understanding of the purpose and implementation techniques of activity and task analysis.
- Understanding of laws and regulations regarding long-term care facilities and ability to advocate for persons and services.
- Understanding of the importance of and ability to conduct evidence-based research and practices.

Qualifications:

- Must complete a 90+ hour Therapeutic Recreation Technician course.
- Must have a valid and current Therapeutic Recreation Technician (TRT) license.
- 1+ years of experience working with geriatric population preferred.

Legal Notification:

- Upon position acceptance, applicant must pass a required pre-employment background check.
- Upon position acceptance, applicant must pass a required drug-screening test.
- Must possess a driver's license issued by the state of Utah.
- Must be able to provide documentation to provide US Residency.

Job Description Acknowledgement:

I have reviewed and received a copy of the job description and understand the requirements stated above. I accept the position of the **Therapeutic Recreation Technician** and agree to abide by the standards and expectations within them and agree to perform the identified functions and responsibilities according to the facility's determined policies and procedures.

I understand that my employment status is at-will, and thus understand that employment may be terminated at any time, with or without notice either by facility or myself.

Signature

Date

Print

Job Competencies – Therapeutic Recreation Specialist

- Can receive and respond to referrals from family members, hospital practitioners, and/or other short or long-term care facility centers.
- Can administer assessment and develop and implement treatment protocols for residents.
- Can remain consistent with facility standards and policies.
- Can collect systematic, comprehensive and accurate data from interventions and resident participation.
- Can develop and facilitate individualized and group treatment programs that identifies and adheres to resident goals and evidence-based treatment intervention strategies.
- Can use evidence-based practice when implementing treatment interventions to rehabilitate resident cognitive and functional abilities in order to improve and maintain independence and quality of life.
- Can adequately communicate and remain consistent with interdisciplinary treatment program developed for the resident.
- Can lead interventions that promote resident engagement in program to achieve optimal outcomes for both resident care and program development.
- Can methodically re-assess, evaluate and compare resident progress to the individualized and group treatment plan, and make revisions when necessary.
- Can develop a discharge plan if resident is leaving facility for any reason or can provide documentation in the event that resident passes away.
- Can communicate effectively with resident, family, significant others as well as treatment team upon resident intake and when creating and implementing a treatment intervention.
- Can implement safety measures before, during and after treatment and plan for prevention and reduction of risks to prevent injury and reduce harm.
- Can improve safety and risk management.
- Can adhere to the ATRA Code of Ethics when providing professional and humane resident care.
- Can adhere to the *ATRA Standards for the Practice of Recreational Therapy*, state and federal laws and regulations, as well as the agency's policies and procedures when providing resident care.
- Can demonstrate practitioner competency by maintaining licensure and certification as well as seeking opportunities for competency development.
- Can demonstrate ethical resident care practices while improving treatment protocols and outcomes.
- Can demonstrate fiscal accountability by providing care effectively and efficiently while emulating reasonable and appropriate use of resources.
- Can conduct purposeful evidence-based research to evaluate program and determine recreational therapy treatment care appropriateness and effectiveness.

Orientation Policy & Procedures

Introduction

The needs and care of our residents are at the center of all we strive to do at Silverado Memory Care and ensuring they are provided the highest quality of care is the ultimate goal of the orientation process. The Recreational Therapy (RT) Department's orientation process is was created to support this goal. It is a structured process that ensures employees fully understand and comply with all facility and department policies and procedures. Most importantly, it is an effective and extremely important process that sets new employees up for success which, in turn, produces the excellent services that are a hallmark of our department and organization.

Policy

Upon start date, the new employee will be paired with a RT new-hire supervisor (specified below go directly into to begin the orientation process. being paired with a RT new-hire supervisor (specified below) for guidance and to answer any questions. The employee will also immediately enter a 90-day new-hire probationary period in which they will be closely monitored in all responsibilities and actions.

The orientation process requirements consist of thoroughly learning facility-wide and department-specific policies and procedures, the rights of our residents, and all other vital information that employees will need to know to provide the highest standard of care as outlined in facility documentation. Confirmation of understanding and the backing of these facility documents will be required via a signature from the new employee.

Procedure

Prior to beginning orientation, the new employee will be paired with the appropriate RT new-hire supervisor for facilitation of orientation.

Orientation facilitators/new-hire supervisors are arranged as follows:

- The Client Services Director will supervise new-hire RT department managers
- The RT Department Manager will supervise new-hire therapeutic recreation specialists (TRSs)
- A TRS will supervise therapeutic recreation technicians (TRTs).

The new-hire 90-day probationary period will begin upon start date.

Within the first 24 hours of start date, the new employee will provide proof of identification with one of the following:

- A Valid Identification Card
- A Valid Driver's License
- Social security card, Permanent resident card, Safe-at-home identification etc.

Within the first 24 hours of start date, the supervisor will provide the following:

- The Silverado Memory Care Policy & Procedure Handbook
- An orientation checklist

- The specified job description
- A competency checklist

New employees will complete the following within 7 days after their official start date:

- Read and sign policy and procedure handbook
- Read and sign orientation checklist
- Read and sign job description
- Read and sign competency checklist
- Attend Recreational Therapy Orientation facilitated by supervisor
- Return signed documents to supervisor
- Provide supervisor with
- NCTRS certification number
- Utah State Therapeutic Recreational Specialist License number *TRS only
- Attend all facility required trainings
 - Safe Transfer Training
 - Emergency and Disaster Planning
 - Abuse Detection and Prevention
 - Blood Borne Pathogens

New employees will complete the following within 30 days after their official hire date.

- Complete CPR and First Aid Training
- Complete Validation Therapy Training
- TRSs who will facilitate one or more of our specialty modalities (i.e. Music and memory, functional fitness or animal assisted therapy group) must complete the corresponding specialty training:
 - Music and Memory Certification and Training
 - Animal Assisted Therapy Certification and Training
 - Functional Fitness Certification and Training

All employee and orientation documents will be reviewed annually and updated as needed.

Upon the termination, employee must return keys and badge to the human resources department and complete an exit interview with the manager of the recreational therapy department.

Employee Development

Recreational Therapy Department 2020 Staff Development Calendar

January 13th	Inservice: Preventing Caregiver Burnout	Guest Speaker: Facility Social Worker
February 10th	Ethical Practice in Recreational Therapy	ATRA Code of Ethics review & discussion
March 4th & 9th	*URTA Conference *Interprofessional Care Team: Nursing in Memory Care Cross-training	*Post conference review & discussion *Presentation & discussion of collaboration with nursing department in achieving patient goals
April 13th	New Interventions & Research	Guest Speaker: Validation Therapy specialist
May 11th	Clinical Supervision & SOP Self-Assessments	*Please complete self-assessment prior to individual appointment
June 8th	Inservice: Physical Fitness	RT Department Staff-lead
July 13th	Inservice: Music & Memory	RT Department Staff-lead
August 10th	Inservice: Animal Assisted Therapy	RT Department Staff-lead
September 18th & 28th	*ATRA Conference (12 th -15 th) New Interventions & Research	*Post conference review & discussion Guest Speaker: Gentle Chair Yoga for Seniors
October 12th	New Interventions & Research	Guest Speaker: Cares Dementia Training: Behavior as Communication
November 9th	Clinical Supervision & Employee Evaluations	RT Department Manager will facilitate individual meetings.
December 14th	End of year department evaluation & achievement recognition	Guest Speaker: Facility Director

References

- American Therapeutic Recreation Association. (2015). Standards for the practice of recreational therapy: & self-assessment guide. Hattiesburg, MS.
- CARF The Rehabilitation Accreditation Commission (2009). Medical Rehabilitation Standards Manual. Section 1. H: Health and Safety Pages 58-66
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