	ILY ASSIGNMENT FORM a check next to each task once it is completed.
	C#1 Date: of Focus: ORIENTATION (see Intern Orientation & Training Log) POLICIES AND PROCEDURES REVIEW EXPECTATIONS & REQUIREMENTS ASSESSMENTS ation Topic(s): ORIENTATION & PAPERWORK
Specia	fic Tasks: Orient to KADEP by attending all program activities as assigned.
	Orient to KADEP by attending meetings with the Director and staff as scheduled
	Review RMMSC Employee Handbook on own initiative.
	Review the KADEP Policy and Procedure Manual on own initiative.
	Review the KADEP Participant Manual on own initiative.
	Complete orientation to the facility and review building security procedures.
	Begin meeting with staff to learn about positions, job duties and areas of specialization.
	Review staff communication procedures and be familiar with communication policies including telephone systems and voice mail.
	Set individual goals for the internship experience, formalized in the context of a meeting with Internship Coordinator/Supervisor.
	Review schedules for orientation, groups, etc.
	Orient to resources available at KADEP.
	Watch training videos as apply.
	Orient to HIPAA Regulations.
	Provide Internship Coordinator copy of your university's Internship Manual as is applicable.

Rocky Mountain MS Center – KING ADULT DAY ENRICHMENT PROGRAM Therapeutic Recreation Internship Program Begin assisting in the kitchen during meals as part of orientation to team duties.

Therapeutic Recreation Internship Program

WEEKLY ASSIGNMENT FORM Place a check next to each task once it is completed.
WEEK #2 Date: Areas of Focus: CO-LEADS RECORDS AND CHART DOCUMENTATION FORMS ASSIGNMENTS TRANSFERS/ADL'S Education Topic(s): COGNITIVE & AUTOIMMUNE DIAGNOSES
Specific Tasks: ☐ Continue with orientation to KADEP by meeting with remainder of staff as scheduled.
\square Continue to assist and orient to staff kitchen duties at breakfast and lunch.
 Continue orienting to KADEP client charts and forms. Become familiar with daily documentation. Group Attendance Group Descriptions Individual and Group Goals Incident Forms
Learn transfer techniques and begin to assist with client transfers under the supervision and with the assistance of the KADEP staff.
Assist with co-lead groups. Co-lead and begin to assume responsibility for independently lead groups.
□ Begin setting up site visits with CTRSs at other facilities (Craig Rehab, Children's Hospital, Denver Parks and Rec., Boulder EXPAND, etc. – minimum of 2). Get approval from Internship Coordinator before confirming dates and times. To be complete by week 12.
☐ Submit weekly/bi-weekly report and timesheet (as applies) to Internship Coordinator.
☐ Observe and begin to assume responsibility for assisting with AM/PM fitness/exercise, Great Room duty, Kitchen duty, etc. as assigned.

☐ Continue to orient to the Care Planning process. Attend Care Planning and

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orient to quarterly assessments and documentation completed during Care Planning.
 Begin independent review and practice assessments with other interns (LIQ, SLUMS, CAM, MoCA, etc.). **REMEMBER – record every assessment you complete on the Assessment Reporting From.**

WEEKLY ASSIGNMENT FORM	
Place a check next to each task once it is completed.	
WEEK #3 Date: Areas of Focus: ROP NOTES/DOCUMENTATION GROUP FACILITATION MOCK CARE PLAN Education Topic(s): CHARTING DO's & DON'TS GENETIC DIAGNOSES	
Specific Tasks: ☐ Complete Leisure Interest Questionnaire on one client.	
 Co-facilitate exercise/fitness as assigned (will continue for remainder internship). 	of
☐ Begin leading groups (independently) as assigned. Review any changes/questions on program plans with Internship Coordinator/Sup Maintain all required documentation.	pervisor.
☐ Submit weekly/bi-weekly report and timesheet to Internship Coordina	tor.
☐ Write one practice ROP note and review with Internship Coordinator/Begin reviewing accepted abbreviations for documentation.	Supervisor
☐ Review all documentation for groups; Goals/Objectives, Attendance a Participantion level.	and
☐ Complete and submit mock care plan to Internship Coordinator/Supe review.	rvisor for
\square Continue to assist with kitchen duties at breakfast and lunch.	

WEEKLY ASSIGNMENT FORM
Place a check next to each task once it is completed.
WEEK #4 Date: Areas of Focus: ROP NOTE ASSESSMENTS DOCUMENTATION Education Topic(s): DEPRESSION AND SUICIDE INTERVENTION
On a life Tables
Specific Tasks: Watch and discuss videos and materials regarding depression and suicidal ideation and intervention.
☐ Complete ROP notes for critique with Intern Coordinator. (See ROP Note Reporting Form for notes due this week. Write up notes in notebook to have reviewed before writing in chart.) **REMEMBER – record every note you enter into a chart on the ROP Note Reporting From.**
Continue to become familiar with accepted abbreviations to be used in documentation.
☐ Implement activities you have planned making any necessary modifications. Keep records of attendance, participation, progress notes, etc.
$\hfill \square$ Schedule time to complete additional assessments on clients (ongoing through the remainder of internship).
☐ Act as care coordinator for one of the clients scheduled for review in weekly care planning. With assistance, make necessary changes to care plan.
$\ \square$ Submit weekly/bi-weekly report and timesheet to Internship Coordinator.
☐ Assist with breakfast, lunch, Great Room as scheduled/needed. (Plan to continue through remainder of internship.)
☐ Assist with duties as assigned.

Therapeutic Recreation Internship Program

WEEKLY ASSIGNMENT FORM	
Place a check next to each task once it is completed.	
WEEK #5 Date: Areas of Focus: CASE STUDY 1:1 INTERVENTION ASSESSMENTS DOCUMENTATION Monthly Charting Education Topic(s): CASE STUDY & 1:1 INTERVENTION	S
Specific Tasks: ☐ Determine major Internship/Senior project, to be rev Coordinator/Supervisor. Include goals, objectives, ti and resources needed with consideration to APIE fo requirements to be sure project meets all standards/ to present proposal to staff in next week's Staff Mee	me lines, implementation, rmat. (Review University requirements.) Be prepared
☐ Begin Case Study & 1:1 treatment plan (use APIE) of Confirm client with Internship Coordinator/Supervisor First draft of Case Study due Week 8.	
Complete ROP progress notes required per ROP Notes your notes reviewed and co-signed by a CTRS. (Writh have reviewed before writing in chart.)	
☐ Implement activities you have planned making any r Keep records of attendance, participation, progress	-
\square Schedule time to complete assessments on clients (case study and otherwise).
Act as care coordinator for one of the clients schedu planning. With assistance, make necessary change	
☐_Submit weekly/bi-weekly report and timesheet to Inte	ernship Coordinator.
☐_Assist clients during arrival and breakfast, lunch and	rest period, and departure.

	ASSIGNMENT FORM
Place a che	eck next to each task once it is completed.
AS DO	
Specific T	Facks:
·	hedule with assigned clients to work on completing assessments.
AP	ont. with case study and developing 1:1 Treatment Plan with consideration to PIE process; complete assessment(s) and interviews (including mily/caregivers).
☐ Sw	vap co-leads with another intern. Provide coverage for your group.
all	omplete ROP progress notes required per ROP Note Reporting Form. Have notes co-signed by a CTRS. (Write up notes in notebook to have reviewed fore writing in chart.)
	plement activities you have planned making any necessary modifications. ep records of attendance, participation, progress notes, etc.
	t as care coordinator for one of the clients scheduled for review in weekly care nning. With assistance, make necessary changes to care plan.
☐ Sul	bmit weekly/bi-weekly report and time sheet to Internship Coordinator.
☐ Ass	sist clients during arrival and breakfast, lunch and rest period, and departure.
☐ Ass	sist with duties as assigned.

Therapeutic Recreation Internship Program

WEEKLY ASSIGNMENT FORM
Place a check next to each task once it is completed.
WEEK #7 Date: Areas of Focus: MIDTERM EVALUATION OF INTERNSHIP ACTIVITY & TASK ANALYSIS ASSESSMENTS DOCUMENTATION Education Topic(s): ACTIVITY & TASK ANALYSIS
Specific Tasks: ☐ Schedule a meeting by phone or in person for review of mid-term evaluation with University Internship Supervisor and Internship Coordinator/Supervisor.
$\ \square$ Complete any forms required by the university for mid-terms.
☐ Pick one activity in each independently lead group for analysis. Include adaptations and equipment needed. Select one of these for a task analysis. Select one to research EBP to support – more details next week in education.
☐ Finalize goals for 1:1 Treatment Plan with consideration to case study findings. Provide update in team meeting.
☐ Complete ROP progress notes required per ROP Note Reporting Form. Have a notes reviewed and co-signed by a CTRS. (Write up notes and have reviewed.)
☐ Implement activities you have planned making any necessary modifications. Keep records of attendance, participation, progress notes, etc.
\square Act as care coordinator for one of the clients scheduled for review in weekly care planning. With assistance, make necessary changes to care plan.
☐ Submit weekly/bi-weekly report and timesheet to Internship Coordinator.
☐ Assist clients during arrival and breakfast, lunch and rest period, and departure.

WEEKLY ASSIGNMENT FORM
Place a check next to each task once it is completed.
WEEK #8 Date: Areas of Focus: EVIDENCE BASED PRACTICE MIDTERM EVALUATION (cont.) ASSESSMENTS DOCUMENTATION Education Topic(s): EVIDENCE BASED PRACTICE
Specific Tasks: Select one group/activity for which to formulate EBP protocol. Use data-bases and 5-step process.
☐ Turn in first draft of case study.
Cont. 1:1 Treatment Plan with consideration to APIE process. Provide progress on 1:1, including goals, documentation and time line during team meeting. Begin research EBP research to support 1:1 treatment/interventions.
Review goals for internship. Evaluate plans and options to address any unaddressed/unmet goals.
Complete ROP progress notes required per ROP Note Reporting Form. Have a notes co-signed by a CTRS.
☐ Implement activities you have planned making any necessary modifications. Keep records of attendance, participation, progress notes, etc.
Act as care coordinator for one of the clients scheduled for review in weekly care planning. With assistance, make necessary changes to care plan.
$\ \square$ Submit weekly/bi-weekly report and time sheet to Internship Coordinator.
$\hfill \square$ Assist clients during arrival and breakfast, lunch and rest period, and departure.
☐ Assist with duties as assigned.

WEEKLY ASSIGNMENT FORM Place a check next to each task once it is completed.
WEEK #9 Date: Areas of Focus: RESOURCE FILE ASSESSMENTS DOCUMENTATION Education Topic(s): PROFESSIONAL AWARENESS
Specific Tasks: ☐ Begin preparing your own treatment resources to be reviewed with Internship Coordinator/Supervisor in week 12 or 13.
\square Schedule time to complete assessments.
☐ Cont. 1:1 Treatment Plan with consideration to APIE process. Provide progress on 1:1, including goals, documentation and time line during team meeting.
☐ Complete ROP progress notes required per ROP Note Reporting Form. Have all notes co-signed by a CTRS.
☐ Implement activities you have planned making any necessary modifications. Keep records of attendance, participation, progress notes, etc.
☐ Act as care coordinator for one of the clients scheduled for review in weekly care conference. With assistance, make necessary changes to care plan.
\square Submit weekly/bi-weekly report and time sheet to Internship Coordinator.
\square Assist clients during arrival and breakfast, lunch and rest period, and departure.

<u>NEEK</u>	LY ASSIGNMENT FORM
Place a	check next to each task once it is completed.
Areas	C #10 Date: of Focus: MAJOR PROJECT UPDATE ASSESSMENTS DOCUMENTATION tion Topic(s): SERVICE MODELS
Specit	iic Tasks:
	Swap co-lead groups with another intern. Provide coverage for your group.
	Provide updated information and progress on your major project.
	Cont. 1:1 Treatment Plan with consideration to APIE process.
	Complete ROP progress notes required per ROP Note Reporting Form. Have all notes co-signed by a CTRS.
	Implement activities you have planned making any necessary modifications. Keep records of attendance, participation, progress notes, etc.
	Act as care coordinator for one of the clients scheduled for review in weekly care planning. With assistance, make necessary changes to care plan.
	Submit weekly/bi-weekly report and timesheet to Internship Coordinator.
	Schedule to assist clients during arrival and breakfast, lunch and rest period, and departure.

WEEKLY ASSIGNMENT FORM Place a check next to each task once it is completed.
WEEK #11 Date: Areas of Focus: ASSESSMENTS DOCUMENTATION Education Topic(s): NCTRC
Specific Tasks:
☐ Cont. 1:1 Treatment Plan with consideration to APIE process.
Complete ROP progress notes as required per ROP Note Reporting Form. Have all notes co-signed by a CTRS.
☐ Implement activities you have planned making any necessary modifications. Keep records of attendance, participation, progress notes, etc.
☐ Schedule times to do additional assessments on various clients to enhance understanding and facilitation.
☐ Act as care coordinator for one of the clients scheduled for review in weekly care conference. With assistance, make necessary changes to care plan.
☐ Submit weekly/bi-weekly report and time sheet to Internship Coordinator.
$\ \square$ Assist clients during arrival and breakfast, lunch rest period, and departure.

WEEKLY ASSIGNMENT FOR	M
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Place a check next to each task once it is completed.

WEEK #12 Areas of Focus: ASSESSMEI	
DOCUMENT Education Topic(s):	REVIEW OF ASSIGNMENTS
Specific Tasks: ☐ Present EBP	protocol to team.
☐ Schedule to r	review case study information with team.
☐ Schedule tim	e to complete additional assessments.
☐ Cont. 1:1 Tre	atment Plan with consideration to APIE process.
•	OP progress notes required per ROP Note Reporting Form. Flage e all notes co-signed by a CTRS.
•	ctivities you have planned making any necessary modifications. s of attendance, participation, progress notes, etc.
☐ Act as Care (Coordinator for clients reviewed in the weekly Care Planning.
☐ Submit week	ly/bi-weekly report and time sheet to Internship Coordinator.
☐ Assist clients	during arrival and breakfast, lunch, rest period, and departure.
☐ Assist with du	uties as assigned.

WEEKLY ASSIGNMENT FORM Place a check next to each task once it is completed.
WEEK #13 Date: Areas of Focus: MAJOR PROJECT COMPLETION ASSESSMENTS DOCUMENTATION Education Topic(s): FINALIZE PROJECTS & ASSIGNMENTS
 Specific Tasks: ☐ Complete major project and submit final report in APIE format per instructions given. Review with Internship Coordinator.
☐ Determine additional assignments (as needed) to enhance areas needing extra attention. Confirm w/Internship Coordinator/Supervisor.
☐ Schedule Final Evaluation review with Internship Coordinator/Supervisor and University Internship Supervisor, as needed (for week 14 or 15).
\square Schedule exit interview with KADEP Director to be completed during week 15.
☐ Cont. 1:1 Treatment Plan with consideration to APIE process. Begin considering discharge/transition plan.
Complete ROP progress notes required per ROP Note Reporting Form. Flag charts to have all notes co-signed by a CTRS.
☐ Implement activities you have planned making any necessary modifications. Keep records of attendance, participation, progress notes, etc.
Act as Care Coordinator for at least one client reviewed in the weekly Care Planning.
$\ \square$ Submit weekly/bi-weekly report and time sheet to Internship Coordinator.
☐ Assist clients during arrival and breakfast, lunch, rest period, and departure.

WEEKLY ASSIGNMENT FORM
Place a check next to each task once it is completed.
WEEK #14 Date: Areas of Focus: FINAL EVALUATION OF INTERNSHIP DISCHARGE/TRANSITION PLANNING ASSESSMENTS DOCUMENTATION Education Topic(s): DISCHARGE/TRANSITION PLANNING
Specific Tasks:
Finalize Discharge/Transition Planning for your 1:1 treatment intervention to present to at weekly Care Plan Meeting, include EBP research that supports interventions selected.
☐ Schedule to complete projects with clients, or leave direction/guidelines with star members to follow-up when you leave.
$\ \square$ Complete any additional assignments/projects that are pending.
☐ Complete the forms included in your internship manual and any forms required by the University.
$\ \square$ Confirm schedule for exit interview with KADEP Director.
☐ Complete ROP progress notes required per ROP Note Reporting Form. Flag charts to have all notes co-signed by a CTRS.
☐ Implement activities you have planned making any necessary modifications. Keep records of attendance, participation, progress notes, etc.
$\ \square$ Act as Care Coordinator for one client reviewed in the weekly Care Planning.
$\ \square$ Submit weekly/bi-weekly report and time sheet to Internship Coordinator.
$\hfill \square$ Assist clients during arrival and breakfast, lunch and rest period, and departure.

Therapeutic Recreation Internship Program

WEEKLY ASSIGNMENT FORM

Place a	a check next to each task once it is completed.
	C#15 Date: of Focus: COMPLETION OF INTERNSHIP ASSESSMENTS DOCUMENTATION GROUP WRAP-UP, ATTENDANCE & GROUP DOCUMENTATION ation Topic(s): FEEDBACK ON INTERNSHIP EXPERIENCE
· —	fic Tasks: Confirm assignments are complete and paper work is in order – complete all ROP notes & assessments and make sure all are flagged to be co-signed by a CTRS.
	Complete attendance and group related paperwork for groups led.
	Communicate pertinent information/feedback on clients or programs.
	Provide staff with coverage materials.
	Return any resource materials borrowed from staff and clean-up activity areas (Hobby Lobby, Gym, etc.).
	Complete student evaluation of internship experience.
	Complete exit interview with KADEP Director.
	Implement activities you have planned making any necessary modifications. Keep records of attendance, participation, progress notes, etc.
	Submit final report and time sheet to Internship Coordinator including all final papers, proposals and summaries; ROP Note Reporting Form and Assessment Reporting Form. File Case Study & 1:1 Intervention with Transition Plan correctly in client chart.
	Assist with duties as assigned.

**** To receive final stipend payment, return NAME BADGE, ROP NOTE Book, FLASH DRIVE, KEYS, and BUILDING ACCESS BADGE before you leave.****