

Rocky Mountain MS Center – KING ADULT DAY ENRICHMENT PROGRAM

Therapeutic Recreation Internship Program

WEEKLY ASSIGNMENT FORM

Place a check next to each task once it is completed.

WEEK #1

Date: _____

Areas of Focus:

ORIENTATION (see Intern Orientation & Training Log)

POLICIES AND PROCEDURES

REVIEW EXPECTATIONS & REQUIREMENTS

ASSESSMENTS

Education Topic(s): **ORIENTATION & PAPERWORK**

Specific 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.

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- ☐ Begin assisting in the kitchen during meals as part of orientation to team duties.

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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.
- ☐ 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 Form. ******

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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 of internship).
- ☐ Begin leading groups (independently) as assigned. Review any changes/questions on program plans with Internship Coordinator/Supervisor. Maintain all required documentation.
- ☐ Submit weekly/bi-weekly report and timesheet to Internship Coordinator.
- ☐ Write one practice ROP note and review with Internship Coordinator/Supervisor. Begin reviewing accepted abbreviations for documentation.
- ☐ Review all documentation for groups; Goals/Objectives, Attendance and Participanton level.
- ☐ Complete and submit mock care plan to Internship Coordinator/Supervisor for review.
- ☐ Continue to assist with kitchen duties at breakfast and lunch.
- ☐ Assist with duties as assigned.

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WEEK #4 Date: _____

Areas of Focus:

ROP NOTE ASSESSMENTS DOCUMENTATION

Education Topic(s): **DEPRESSION AND SUICIDE INTERVENTION**

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 Form.**
- ☐ 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.
- ☐ 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.
- ☐ 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.

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WEEK #5 **Date:** _____

Areas of Focus:

CASE STUDY

1:1 INTERVENTION

ASSESSMENTS

DOCUMENTATION

Monthly Charting

Education Topic(s): **CASE STUDY & 1:1 INTERVENTIONS**

Specific Tasks:

- ☐ Determine major Internship/Senior project, to be reviewed with Internship Coordinator/Supervisor. Include goals, objectives, time lines, implementation, and resources needed with consideration to APIE format. (Review University requirements to be sure project meets all standards/requirements.) Be prepared to present proposal to staff in next week's Staff Meeting.
- ☐ Begin Case Study & 1:1 treatment plan (use APIE) with one KADEP client. Confirm client with Internship Coordinator/Supervisor in weekly supervision. *First draft of Case Study due Week 8.*
- ☐ Complete ROP progress notes required per ROP Note Reporting Form. Have your notes reviewed and co-signed by a CTRS. (Write up notes in notebook to have reviewed before writing in chart.)
- ☐ Implement activities you have planned making any necessary modifications. Keep records of attendance, participation, progress notes, etc.
- ☐ Schedule time to complete assessments on clients (case study and otherwise).
- ☐ 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.
- ☐ Assist with duties as assigned.

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WEEK #6 Date: _____

Areas of Focus:

MAJOR PROJECT PROPOSAL ASSESSMENTS DOCUMENTATION

Education Topic(s): **Review of assignments in progress in prep for mid-term eval**

Specific Tasks:

- ☐ Schedule with assigned clients to work on completing assessments.
- ☐ Cont. with case study and developing 1:1 Treatment Plan with consideration to APIE process; complete assessment(s) and interviews (including family/caregivers).
- ☐ Swap co-leads with another intern. Provide coverage for your group.
- ☐ Complete ROP progress notes required per ROP Note Reporting Form. Have all notes co-signed by a CTRS. (Write up notes in notebook to have reviewed before writing in chart.)
- ☐ 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 time sheet to Internship Coordinator.
- ☐ Assist clients during arrival and breakfast, lunch and rest period, and departure.
- ☐ Assist with duties as assigned.

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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.
- ☐ 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 all 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.
- ☐ 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.
- ☐ Assist with duties as assigned.

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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 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 time sheet to Internship Coordinator.
- ☐ Assist clients during arrival and breakfast, lunch and rest period, and departure.
- ☐ Assist with duties as assigned.

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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.
- ☐ 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.
- ☐ Submit weekly/bi-weekly report and time sheet to Internship Coordinator.
- ☐ Assist clients during arrival and breakfast, lunch and rest period, and departure.
- ☐ Assist with duties as assigned.

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WEEK #10 Date: _____

Areas of Focus:

**MAJOR PROJECT UPDATE
ASSESSMENTS
DOCUMENTATION**

Education Topic(s): **SERVICE MODELS**

Specific 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.
- ☐ Assist with duties as assigned.

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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.
- ☐ Assist clients during arrival and breakfast, lunch rest period, and departure.
- ☐ Assist with duties as assigned.

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WEEK #12 Date: _____

Areas of Focus:

ASSESSMENTS

DOCUMENTATION

Education Topic(s): **REVIEW OF ASSIGNMENTS**

Specific Tasks:

- ☐ Present EBP protocol to team.
- ☐ Schedule to review case study information with team.
- ☐ Schedule time to complete additional assessments.
- ☐ Cont. 1:1 Treatment Plan with consideration to APIE process.
- ☐ 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 clients reviewed in the weekly Care Planning.
- ☐ Submit weekly/bi-weekly report and time sheet to Internship Coordinator.
- ☐ Assist clients during arrival and breakfast, lunch, rest period, and departure.
- ☐ Assist with duties as assigned.

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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).
- ☐ 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.
- ☐ Submit weekly/bi-weekly report and time sheet to Internship Coordinator.
- ☐ Assist clients during arrival and breakfast, lunch, rest period, and departure.
- ☐ Assist with duties as assigned.

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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 staff members to follow-up when you leave.
- ☐ Complete any additional assignments/projects that are pending.
- ☐ Complete the forms included in your internship manual and any forms required by the University.
- ☐ 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.
- ☐ Act as Care Coordinator for one client reviewed in the weekly Care Planning.
- ☐ Submit weekly/bi-weekly report and time sheet to Internship Coordinator.
- ☐ Assist clients during arrival and breakfast, lunch and rest period, and departure.
- ☐ Assist with duties as assigned.

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WEEK #15 Date: _____

Areas of Focus:

COMPLETION OF INTERNSHIP

ASSESSMENTS

DOCUMENTATION

GROUP WRAP-UP, ATTENDANCE & GROUP DOCUMENTATION

Education Topic(s): **FEEDBACK ON INTERNSHIP EXPERIENCE**

Specific 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.******