



**Activity Director Training Program**  
**IHCA-ICAL Classroom, 1524 W. Cayuse Creek Drive, Meridian, ID 83646**  
**February 22-25, 2010**

### Agenda

<b>February 22, 2010</b>	
8:00-8:30	<i>Icebreaker Activity</i>
8:30-10:00 (1.5)	Module 1
10:00-10:15	<i>Break</i>
10:15-11:15 (1)	Module 1
11:15-12:00 (.75)	Module 5
12:00-12:45	<i>Lunch Break</i>
12:45-1:45 (1)	Module 5
1:45-5:00 (3.75)	<i>Review/Questions/Assignments/etc.</i>
<b>February 23, 2010</b>	
8:00-10:00 (2)	Module 5
10:00-10:15	<i>Break</i>
10:15-12:15 (2)	Module 2
12:15-1:00	<i>Lunch Break</i>
1:00-3:00 (2)	Module 3
3:00-5:00 (2)	<i>Review/Questions/Assignments/etc.</i>
<b>February 24, 2010</b>	
8:00-10:00 (2)	Module 3
10:00-10:15	<i>Break</i>
10:15-12:15 (2)	Module 2
12:15-1:00	<i>Lunch Break</i>
1:00-5:00 (4)	<i>Review/Questions/Assignments/etc.</i>
<b>February 25, 2010</b>	
8:00-10:00 (2)	Module 4
10:00-10:15	<i>Break</i>
10:15-11:30 (1.25)	Module 4
11:30-12:30 (1)	Module 6
12:30-1:00	<i>Lunch Break</i>
1:00-2:00 (1)	Module 6
2:00-3:00 (1)	<i>Wrap-Up/What's Next/Webinar Info/etc.</i>

Module	Competencies
1 – Role & Responsibility	<ol style="list-style-type: none"> <li>1. Define the terms “Activities” and the title of “Activity Director” and other titles often used for this role.</li> <li>2. Usual functions and scope of activities of the activity director and how important these are in the resident and the health care team.</li> <li>3. List of characteristics of the effective ACT DIR.</li> <li>4. Compare <b>your job description</b> with the description in this packet.</li> <li>5. How other health care team members are involved in helping with activities.</li> </ol>
2 – Rules & Regulations	<ol style="list-style-type: none"> <li>1. Review and discuss the federal government’s role in setting rules and regulations for LTC facilities.</li> <li>2. Review and discuss the state government’s role in setting rules and regulations and in overseeing LTC facilities.</li> <li>3. Examine the rights of residents and how the Activity Director is involved in protecting them.</li> <li>4. Explain what is meant by a POC and how the ACT DIR may be involved.</li> <li>5. Explain the purpose of the Psychosocial Outcome Severity Guide.</li> </ol>
3 – Patient Assessment & Plan of Care	<ol style="list-style-type: none"> <li>1. Review recommended procedures for resident assessments and practice an assessment on a simulated or selected resident.</li> <li>2. Examine recommended procedures for developing a POC and practice developing a care plan of activities for a simulated or selected resident.</li> <li>3. Describe the procedures you will use to implement, monitor, and evaluate a POC for a selected or simulated resident.</li> <li>4. Review and practice the documentation required on the resident(s) selected in the above competencies.</li> </ol>
4 – Resident with Special Needs & Program Types	<ol style="list-style-type: none"> <li>1. Review and discuss the general changes and needs of the aging population.</li> <li>2. Describe the behaviors of residents with dementia and Alzheimer’s Disease.</li> <li>3. Review and discuss program types that provide interventions for people with special needs.</li> <li>4. Outline considerations for implementing and evaluation programs to assure success.</li> </ol>
5 – Activity Director as Manager	<ol style="list-style-type: none"> <li>1. Define management and leadership and discuss the major functions and qualities of effective managers and leaders.</li> <li>2. Describe the process of communication and how it is effectively used by Activity Directors.</li> <li>3. Review and discuss the responsibility for writing clear policies and procedures.</li> <li>4. Review recommended methods for hiring, working with, and evaluating staff and volunteers.</li> <li>5. Discuss budgetary responsibilities for the ACT DIR.</li> <li>6. Discuss factors that produce stress and outline a plan for stress reduction.</li> </ol>
6 – Activities and Special Events	<ol style="list-style-type: none"> <li>1. Explain the therapeutic requirements that are in the basis for the activity programs in LTC facilities.</li> <li>2. Describe various programs that are planned to meet the therapeutic requirements.</li> <li>3. Discuss the general program requirements/components of each developed program.</li> <li>4. Discuss why risk management is necessary for activity programs.</li> <li>5. Review the essential items to be considered when developing a program/activity.</li> <li>6. Plan and implement a selected program/activity.</li> </ol>