

Cape Fear Valley Health System
Fayetteville, North Carolina

Recreational Therapy Internship Manual



CFV offers Recreational Therapy internships in the following areas:

- I. Inpatient Physical Rehabilitation: 78 bed facility. Treatment provided for brain injuries, spinal cord injuries, stroke, neurological impairments, and orthopedic injuries. Potential to provide Aquatic Therapy of inpatient rehabilitation patients.
- II. Outpatient Aquatic Therapy: Treatment provided for a variety of conditions including but not limited to strokes, spinal cord injuries, neurological impairments, orthopedic injuries, and developmental disabilities.

During the 15-week internship, interns will be expected to serve as a vital part of the interdisciplinary treatment team. The intern will assist in the implementation of quality Recreational Therapy services, to include assessment, planning, implementation, evaluation, and documentation. The intern will be required to complete a project, case study, and in-service on said project.

The Recreational Therapy department at CFV adheres to all standards set by NCTRC, NCBRTL, and the student's university/college. All clinical supervisors are certified by NCTRC, licensed by NCBRTL, and have a minimum of one-year experience at CFV.

To apply for a Recreational Therapy internship at Cape Fear Valley Rehabilitation Center, email your completed application, resume, an unofficial transcript, and contact information for at least two (2) references to LBridgeman@capefearvalley.com

Documents should be sent on/before October 1st (Spring) and March 1st (Fall).

If you have any questions or concerns, please contact Lindsay Bridgeman, MHA, LRT, CTRS at (910) 615-6066 or at lbridgeman@capefearvalley.com

The Facility

Our Mission

Providing exceptional healthcare for all our patients.

Our Vision

In every way, improving the quality of every life we touch.

Our Values

We are committed to excellence through:

Patient-Centeredness: Putting our patients' interests first, providing unsurpassed service, with an emphasis on safety and quality outcomes.

Integrity: All that we say and do is founded in honesty, openness and respect.

Cultural Diversity: Respecting our community's multicultural diversity in our daily operations and practices.

Innovation: Encouraging creativity, embracing change, continual learning and personal empowerment.

Teamwork: Embracing a variety of opinions and being mutually supportive in achieving our vision.

Accountability: To our community, our organization and to each other for our individual and organizational performance and behaviors.



CFV Recreational Therapy Clinical Internship Program

Procedures:

- I. An affiliation agreement between Cape Fear Valley Health System and the student's academic institution will be in place prior to the commencement of any training experiences.
- II. Potential interns will send in a copy of his/her resume, completed application, academic transcript, and two (2) signed and sealed letters of recommendation to the clinical internship supervisor for his/her review. An onsite interview will be conducted. If not feasible, a telephone or video conference will be conducted.
- III. Upon acceptance, the student intern will complete orientation and onboarding outlined by CFV Training and Development. Official acceptance to the RT internship program is pending approval of CFV health screening/requirements and a background check. A human resources and/or training and development representative will contact the clinical internship supervisor and inform them if there is a problem in finalizing acceptance.
- IV. The academic institution will provide a liaison to coordinate activities with the internship clinical supervisor
- V. As the clinical internship supervisor, the Recreation Therapist will maintain certification as a Certified Therapeutic Recreation Specialist (CTRS) and North Carolina licensure as a Licensed Recreational Therapist (LRT). The clinical internship supervisor will also be employed by Cape Fear Valley Health System for a minimum of one year prior to clinical supervision of a student.
- VI. According to the National Council for Therapeutic Recreation Certification (NCTRC) regulations, internships must be a minimum of 560 hours and 14 weeks.
- VII. Each student will be evaluated according to the academic institution's guidelines. If guidelines are not provided, the student will be evaluated based on CFV Recreation Therapy guidelines.

Responsibilities:

- I. All responsibilities will be followed as outlined in the affiliation agreement.

Behavior and Grounds for Termination Policy:

I. POLICY

Cape Fear Valley Health System strives to cultivate an environment that allows interns and intern students to excel in their job responsibilities and working relationships. The general expectations of all staff members including intern students, are based upon maintaining positive relationships with all patients, visitors and co-workers. Also, to proficiently carry out all job duties required in providing optimal service to all customers.

II. EXPECTED BEHAVIOR

In general, interns and intern students are expected to produce required outcomes that are tied to specific policies. These policies specify outcomes within the control of the intern. Additionally, intern students are fully expected to avoid reckless conduct of any kind — as reckless conduct involves the recognition and disregard of substantial and unjustifiable risk.

III. PROHIBITED BEHAVIOR

When working under a duty to produce an outcome, an intern will be held accountable as directed by the code of conduct and individual policies. These policies put the intern on notice to the duty, and prescribe acceptable outcomes attached to each duty. Certain actions or situations may result in disciplinary action up to and including discharge. In some cases, the nature of the offense may be so egregious that formal and informal disciplinary action is to be by-passed and immediate discharge affected.

KEY CODE: **V** = Verbal Warning **W** = Written Warning **S** = Talk to University Supervisor
D = Discharge from internship.

WORK EXPECTATIONS
A. Report to work punctually as scheduled and be at the workstation, ready for work, at the assigned starting time.
B. Notify the supervisor when unable to report for work as scheduled (Refer to Policy #701, Attendance or specific departmental policy).
C. Comply with Health System safety and health regulations as well as policies and procedures.
D. Comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and North Carolina law to maintain protected health information (PHI). (See Human Resources Policy 706)
E. Attend mandatory education classes, mandatory meetings, etc.
F. Maintain a professional appearance while on duty. Adhering to the dress code policy.
G. Perform assigned tasks efficiently.

A. Failure to contact intern supervisor in the event you will be late or will not be able to report as scheduled.	V	W	S	D
B. Failure of the intern to perform his/her assigned tasks to include neglect, carelessness in duty, or failure to adequately document work activities.	V	W	S	D
C. Loitering on Health System property during off duty time or interfering with another intern/employee in conducting their job functions.	V	W	S	D
D. Solicitation by interns on Health System property during working time or in patient care or working areas.	V	W	S	D
E. Failure to conform to the dress code policy to include the proper wearing of identification badges.	V	W	S	D
F. Behavior that is deemed by management to be inappropriate, unprofessional, detrimental or derogatory to their department, the organizational initiatives, other staff members, physicians, patients, visitors, or volunteers, or nonsupportive of goals.	V	W	S	D
G. Failure to comply with HR Policy 610, "Tobacco Free Environment".	V	W	S	D
H. Use of prescription or over the counter medication that may impair in individual's job performance.	V	W	S	D
I. Disclosure or misuse of confidential information (Health System business, intern information, or Protected Health Information-PHI-which is protected and governed by the Health Insurance Portability and Accountability Act of 1996-HIPAA and North Carolina law) (See Human Resources Policy 706). Follow Administrative Policy, Investigation of Breaches of Privacy Policies and Procedures.	V	W	S	D
J. Insubordination – the refusal of an intern to follow a direct-line supervisor's instructions concerning a job-related matter or rude or disrespectful behavior with their supervisor.	V	W	S	D
K. Manifesting the characteristics of sleep, to include but not limited to eyes closed; nodding-off, head laid back; and/or failure to respond.	V	W	S	D
L. Telephone and/or electronic devices for personal use is not allowed during patient treatment times unless for an emergency.	V	W	S	D
M. Leaving the job or the work area unattended or without permission or without giving notification to manager/supervisor.	V	W	S	D
N. Discourteous, inappropriate or unethical conduct to patients, visitors, other staff members or physicians, including use of profanity and/or the physical, or verbal assault, or disruptive confrontation on a co-worker, visitor, or patient, including harassment as outlined under Human Resources Policy #202, Harassment.			S	D
O. Reckless and willful violation of organization and/or departmental safety rules and regulations or Intern Health restrictions.			S	D
P. Reckless and willful misuse or unauthorized use of Health System property.			S	D
Q. Violation of the Drug Free Workplace Policy (#707) including but not limited to use of alcoholic beverages on Health System property or reporting for work or working while impaired or under the influence of any substance.			S	D
R. Being arrested and being charged with a serious criminal offense, where either the intern is unable to report to work or continued employment is considered by management to be harmful to Health System operations or to the safety/security of others.				D
S. Unauthorized recording of time or allowing another person to inappropriately record your time.				D
T. The possession or sale of narcotics or similar drugs without proper authorization from a health care provider licensed to prescribe the substance for that use.				D
U. Theft of Health System property or the property of an employee, physician, volunteer, visitor or patient.				D
V. Willful or intentional falsification of any Health System record or report to include patient billing.				D
W. Possession of any type of weapon on Health System property consistent with state law.				D

X. Conviction of a serious crime that reflects upon the individual's ability to perform his/her job or that may have a negative or detrimental effect upon the Health Systems' image, the safety of the workplace or the work environment.

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Note: This internship consists of 15 consecutive weeks Monday through Friday. Hours vary and may be 8am-4:30pm or 7:30am-4:00pm depending on the unit you are working in. In the event you have to take a day off during the week, prior approval is needed and will be based on internship supervisor's discretion.

I _____ have read the above information and fully understand the expectations, responsibilities and duties stated and agree to adhere to them accordingly. All Verbal Warnings will be provided with a witness present. Once behavior has become at-risk, reckless or repeated, counseling should begin according to the key code listed.

Student Signature: _____

Clinical Instructor Signature: _____

Internship Leave Policy

- Students are scheduled for 15 weeks during their internship. In the event that the student should have to take a day off, prior approval is needed and will be based on the clinical internship supervisor's discretion.
- If a student is absent for three (3) consecutive days or more, the academic fieldwork coordinator will be notified. A doctor's note will be requested from the student.
- Students may be asked to provide documentation for any time missed from work (i.e., doctor's appointments, funeral, interview, etc.)
- Tardiness will not be tolerated. The following steps will be taken if student's tardiness persists:
 1. Verbal warning will be given from the clinical internship supervisor
 2. The student will receive a written warning and it will be forwarded to the academic fieldwork coordination, as well as to the supervisor of Recreation Therapy.
 3. Student may be terminated from the internship program.

Lunch Break

- Interns will be provided 30 minutes for lunch and two (2) 15 minute breaks within an 8-hour shift.
- Interns are able to have meals at the facility or off campus during this time frame.

Dress Code:

- Students will wear scrub bottoms of any color with the exception of white. Students may wear scrub tops, t-shirts with no design on them, or t-shirts with "recreation therapy" printed on them. Students should contact their clinical internship supervisor with any questions related to dress code.
- For aquatic therapy session, students should wear swimsuits that cover their midriff. Swim bottoms should be appropriate and cover buttocks completely.
- Close-toe shoes are required.

Cape Fear Valley Health System: Rehabilitation Center
Application for Recreational Therapy Internship

Name: _____

Date: _____

Current Address:

Street Address

City

State

Zip Code

Permanent address:

Street Address

City

State

Zip Code

Phone Number:

Email Address:

College or University:

Semester you are applying for: _____

Anticipated graduation date: _____

Please indicate your first and second choice for your area of interest:

____ Inpatient Physical Rehabilitation

____ Outpatient Aquatic Therapy

Identify reasons why you chose your top choice:

Do you have any previous experiences with the Cape Fear Valley Health System? If so, please explain.

Why did you choose Recreation Therapy as your major?

What do you hope to gain from this internship experience?

What skills can you offer the Recreation Therapy Department?

Please submit your application, resume, a copy of your transcript, and contact information for two references to LBridgeman@capefearvalley.com

Projects & Assignments

I. Meetings with the clinical supervisor

- a. All students will have a weekly, informal meeting with their supervisor to discuss progress, concerns, upcoming projects, and any other necessary topics.

II. Case Study

- a. All students will be required to complete a case study during internship
- b. The case study will be presented to the clinical supervisor no later than Friday of Week 12.
- c. College/University guidelines will be utilized. Should the academic institution not have guidelines for a case study assignment, the clinical supervisor will provide the student with guidelines.
- d. The student will only be allowed to work on the case study during work hours if all other work duties are complete.

III. Special Project

- a. All students will be required to complete a special project during their internship.
- b. The project rough draft/outline will be submitted to the clinical supervisor no later than Friday of Week 6. The student will be expected to implement the project with patients between Week 7 and Week 10. The project final submission is to be submitted to the clinical supervisor no later than Friday of Week 10.
- c. The student will determine the special project with final approval provided by the clinical supervisor.
- d. College/University guidelines will be utilized. Should the academic institution not have guidelines for a special project, the clinical supervisor will provide the student with guidelines.
- e. The student will only be allowed to work on the special project during work hours if all other work duties are complete.

IV. In-Service

- a. All students will be required to present an in-service (based on their special project) to the recreational therapy department and/or the interdisciplinary treatment team. (Final audience will be determined by clinical supervisor during the internship.
- b. The in-service is to be presented no later than Friday of Week 13
- c. College/University guidelines will be utilized. Should the academic institution not have guidelines for an in-service, the clinical supervisor will provide the student with guidelines.
- d. The student will only be allowed to work on the in-service presentation during work hours if all other work duties are complete.

V. Mid-term evaluation of the student

- a. All clinical supervisors will complete a mid-term evaluation discussing the student's progress, areas to work on, etc.
- b. Mid-term evaluations will be completed no later than Friday of Week 7
- c. College/University evaluation guidelines will be utilized. Should the academic institution not have guidelines for the evaluation, the clinical supervisor will provide the evaluation.

VI. Mid-term evaluation of the clinical supervisor

- a. All students will be required to complete mid-term evaluations of the clinical supervisor discussing concerns, etc.
- b. Mid-term evaluations will be completed no later than Friday of Week 7
- c. College/University evaluation guidelines will be utilized. Should the academic institution not have guidelines for the evaluation, the clinical supervisor will provide the evaluation.

VII. Mid-term evaluation of self

- a. All students will be required to complete mid-term evaluations of the themselves discussing progress, areas of concern, etc.
- b. Mid-term evaluations will be completed no later than Friday of Week 7
- c. College/University evaluation guidelines will be utilized. Should the academic institution not have guidelines for the evaluation, the clinical supervisor will provide the evaluation.

VIII. Final evaluation of the student

- a. All clinical supervisors will complete a final evaluation discussing the student's progress, areas to work on, etc.
- b. Final evaluations will be completed no later than Wednesday of Week 15
- c. College/University evaluation guidelines will be utilized. Should the academic institution not have guidelines for the evaluation, the clinical supervisor will provide the evaluation.

IX. Final evaluation of the clinical supervisor

- a. All students will be required to complete final evaluations of the clinical supervisor discussing concerns, etc.
- b. Final evaluations will be completed no later than Wednesday of Week 15
- c. College/University evaluation guidelines will be utilized. Should the academic institution not have guidelines for the evaluation, the clinical supervisor will provide the evaluation.

X. Final evaluation of self

- a. All students will be required to complete final evaluations of the themselves discussing progress, areas of concern, etc.
- b. Final evaluations will be completed no later than Wednesday of Week 15

- c. College/University evaluation guidelines will be utilized. Should the academic institution not have guidelines for the evaluation, the clinical supervisor will provide the evaluation.

XI. Any and all NCTRC, NCBRTL, & University required paperwork

- a. To be completed by Friday of Week 15.