



OFFERING A LIFELONG ALLIANCE TO PEOPLE
CROTCHED MOUNTAIN WITH DISABILITIES

Intern and Volunteer Services

Training Plan for Crotched Mountain Day Program Internship Placement

Placement duration: Three months minimum. Maximum duration is one year.

1. Purpose of Training

This placement is designed to offer participants the opportunity to observe Day Program staff working with clients with specialized needs and to become familiar with methods of implementing goals, objectives and individualized programs. Trainees are also invited to participate in their own professional development through attendance at a variety of formal training classes. Crotched Mountain offers a wide variety of professional resources and training to trainees and to employees.

Crotched Mountain Day Program offers a wide variety of services to adults and young-adults with special needs. Day Program services are occasionally provided to older children not attending school. While many clients currently reside at Crotched Mountain, others will visit the program from their homes in the local community. All client programs are individually based and dependent on the needs and desires of the client. A primary focus of the Day Program is to utilize a 1:1, peer support, psychosocial rehabilitation methodology in delivering service. The wide range of services can include, the learning and supporting of recreation (flying a kite?), or of self care (cooking?), or of socialization (going to an event?) or of rehabilitation (improving communication?) and so on. The Day Program manager has primary responsibility for program services, employees and trainees. Day Program employees include a team of Activity Coordinators, as well as a clinical team made up of physical, occupational and speech therapists and a psychologist. Day Program Trainees have the title of 'Activity Coordinator Trainee' and as such are primarily learning the skill and knowledge sets of a typical Activity Coordinator.

Several clinical and client-based services form an integral part of Crotched Mountain's Day Program. Therefore, this training program is also suitable, as an internship placement, for students pursuing other careers that relate to, or support the provision of rehabilitation services to persons with special needs. This includes Special Education, Social Work, Counseling, Case Management, Psychology, Nursing and various therapeutic disciplines. However, all program trainees will receive training based upon the provision of rehabilitative and social services to individuals with special needs. Thus, the training program is within the category of 'Rehabilitation' for all trainees.

The trainee will learn about the various handicapping conditions/syndromes of clients with special needs. Trainees will become familiar with the clinical-based activities of clients and their attending staff within a Day Program setting. Trainees will become familiar with the day-to-day schedule of one or more Day Program clients. Trainees will also learn how various clinical services interconnect with all other service delivery components. Trainees will learn about Individual Care Plans and understand the range of individual needs including clinical, rehabilitative, social and spiritual.

2. Trainee Qualifications

The program is specifically designed for students interested in pursuing a career relating to rehabilitation services for children and young adults. All trainees must be at least eighteen years old. Program applicants furnish documents that permit Crotched Mountain to review their Criminal Record History. Applicants also furnish at least one letter of

reference, a letter of intent, a copy of college grades to date as well as a completed Internship Application Form. During our involved intern selection process, applicants must demonstrate a high level of academic performance and a proven interest in pursuing a career with persons with special needs.

3(a). Primary Learning Objectives:

By the end of this training the trainee will have;

- Successfully completed all orientation programs and apply what is learned to the experience within the placement setting.
- Become familiar with a cross-disability culture by using the Internet as a learning tool to become more familiar with specific disabilities and the presentation of the disability on the individual.
- Become familiar with the impact of various disabilities on the individual – mentally, physically as well as spiritually.
- Completed all of the professional training assigned after orientation.
- Spent an extended period of time directly assisting at least one child or young adult with special needs in various rehab and daily living activities.
- Observed various rehabilitation employees and have identified other professional staff in their role as service providers to children and young adults with special needs.
- An understanding of the US philosophy for providing psychosocial rehabilitation services for children and young adults with special needs.
- Become familiar with the various mobility and adaptive devices and technologies within the Day Program setting.
- Participated as a team member in some of the following rehabilitation meetings, care plan meetings, individual service plan meetings and administrative meetings.

3(b) Secondary Learning Objectives:

Activities in pursuance of secondary learning objectives will be scheduled in consideration of the trainee’s ability to acquire new knowledge and his/her operating performance in previously assigned activities. By the end of this training the trainee may have;

- Assisted on a “one-to-one” basis with clients under supervision as deemed appropriate by placement supervisors
- Learned how to create programs that address individual needs.
- Come to understand the various functions of the therapeutic milieu and how specific components interconnect.
- Progressed from observing rehabilitation activities within the Day Program setting to that of offering assistance to staff.
- Progressed from having daily scheduled assigned to being able to develop and schedule activities, thereby prioritizing the needs of client base.
- Participated in other activities relating to the Day Program as deemed appropriate by the trainee’s supervisor, or day program manager with exception to activities expressly prohibited below

Specific Activities

During week four, trainee will meet with the day program manager and propose additional training and activities to facilitate the trainee becoming a more equal participant of the day program team. This plan for participation will be dependent upon the particular strengths and interests of the trainee.

All trainees will complete the same first nine days of orientation training sessions. Beyond day nine, each subsequent activity will be scheduled in consideration of the intern’s ability to acquire new knowledge and his/her operating performance in previously assigned activities.

Week One - Day One - Orientation:

08:30 – 10:00

Identification badges

Welcome Package review with IVS staff

HR and IVS Staff

IVS Staff

	Rights and Responsibilities as intern/trainee TB tests & Health Records, Physicals	IVS Staff Infection Control Department
10:00 – 11:30	Welcome and Human Resource Paperwork	Human Resources
11:30 – 12:00	Explanation of benefits	Human Resources/IVS Staff
12:00 – 12:15	Employee/intern/trainee relations	Human Resources
12:45 – 13:15	Fire Safety	Facilities Management
13:45 – 15:00	Preventing Sexual Harassment	Human Resources
15:00 – 15:15	Break	
15:15 – 15:45	Intro to Training	Continuing Education Staff
15:45 – 17:00	Infection Control & Bloodborne Pathogens	Continuing Education Staff

Week One - Day Two - Orientation:

08:30 – 09:45	HIPPA & Confidentiality	Human Resources
09:45 – 10:00	Break	
10:00 – 11:30	OSHA Review	Continuing Education Staff
11:30 – 12:00	Lunch	
12:00 – 12:30	Welcome from CMF President	Crotched Mountain President
12:30 – 14:00	Back Safety	Physical Therapy Staff
14:00 – 14:15	Break	
14:15 – 16:00	Transfers	Physical Therapy Staff

Week One - Day Three - Orientation:

08:30 – 10:00	Brain Injury Overview	Brain Injury Center Staff
10:00 – 10:15	Break	
10:15 – 10:30	TB Tests read	Infection Control
10:30 – 11:45	Overview of Developmental Disabilities	Continuing Education Staff
11:45 – 12:30	Lunch	
12:30 – 14:00	Clients Rights and Reporting	Psychology Staff
14:00 – 15:00	Social Role Valorization	Continuing Education Staff
15:00 – 15:15	Break	
15:15 – 16:15	Social Role Valorization	Continuing Education Staff
16:15 – 17:15	Person Centered Planning	Case Management Staff

Week One - Day Four - Orientation:

08:30 – 10:30	Building Trust & Relationships	Gentle Teaching Staff
10:30 – 10:45	Break	

10:45 – 12:15
Experiencing Disabilities BIC & Clinical Staff
12:15 – 01:00 Lunch
13:00 – 16:00
Observing/Mentor time in trainee’s placement area. 1st session.

Week One - Day Five - Orientation:

08:30 – 17:00
Positive Behavioral Supports – Gentle Approach Modules
Creating a “Flow of Life”
Techniques for Teaching
Gaining Cooperation and Facilitating Participation
Supporting People During Challenging Moments

Week Two – Day One

08:30 – 09:45
Best Practices & Positive Behavior Strategies
09:45 – 10:00 Break
10:00 – 12:30
MOABSEC (Part 1 of Day 1) Continuing Education Staff
12:30 – 13:00 Lunch
13:00 – 17:00
MOABSEC (Part 2 of Day 1) Continuing Education Staff

Week Two - Day Two - Orientation:

08:30 – 17:00
MOABSEC (Day 2) Licensed Instructor

Week Two - Day Three - Orientation:

08:00 – 16:00
Standard First Aid Licensed Instructor
16:00 – 16:30
Exit Meeting

Week Two - Day Four - Orientation:

08:30 – 09:30
Seizure Awareness
09:30 – 09:45 Break
09:45 – 11:15
Nutrition
11:15 – 12:15
Dysphasia
12:15 – 12:45 Lunch
12:45 – 17:00
Observation/Mentor Time in trainee’s placement area – 2nd session

Week Two - Day Five - Observation:

General introduction to Day Program clients. Introduction to the physical areas and equipment. Introduction to the team members and their functions and schedules. Review of policies and procedures.

Week Three

Observation of regular Day Program activities. Begin facilitated dialog concerning cultural diversity as it pertains to individuals with disabilities and their impact on their local, regional and communities at large.

Week Four

Shadowing Day Program staff in the implementation of the clients care plans. Familiarization with all of the general services and schedules of all participants within the Day Program.

Week Five

Assist Day Program staff in implementation of Individual Care Plans for all the Day Program participants. A communication assessment will be completing during which the trainee will demonstrate a proficiency in the terminology and philosophical ideology of the day program. A failure by the trainee to demonstrate these competencies may result in changes to the scheduled “Clinical-Based Activities” and/or “Client-Based Activities” (See below)

Weeks Six to Nine

Clinical-based activities:

The trainee will spend one week observing each of the four clinical services offered within the Day Program for a full week. During each week the trainee will follow the clinical service professional in their full daily schedule with focus on professional terminology, adaptive equipment and individualized programs. They will also observe how these clinical activities impact the individual’s daily activities.

Weeks Ten to Twelve

Client Based activities:

The trainee will spend one week observing three specific individuals chosen by the day program manager in consultation with the trainee depending upon guardian approval. Trainee will experience the full range of daily activities therapies and down-time socialization opportunities. It is the goal of this training component is for the trainee to understand the interconnectedness of the therapeutic milieu in improving the quality of life of Day Program clients.

Optional Additional Eleven-Week Rotations:

Weeks Thirteen to Twenty -three, Weeks Twenty-four to Thirty-four, Weeks Thirty-five to Forty-five

Each eleven-week training session will include a repeat of the activities listed above from week six through to day five of week twelve. However, the training activities for each rotation will be trainee specific and addresses their needs for additional knowledge, or to enhance their skill level in a particular discipline or client group. For example, trainee may request a schedule of activities that will focus on a specific sub-group of Day Program clients that are identified by age-group, or by diagnosis, or by the service model of particular disciplines.

Assignment Locations:

All assignments will involve the following locations:

Location: Hayden Recreation Room **Duration:** Up to eight hours per day.
Most clinical service provision and follow through, socialization, recreational activities, activities of daily living (including kitchen and laundry activities) and prevocational activities occur within this large facility. This location also houses the office of the Day Program Manager.

Location: Hayden Kitchen Cafeteria **Duration:** Up to one hour per day
Creating a social atmosphere within which Day Program clients can enjoy their lunch.

Location: Crotched Mountain Cafeteria **Duration:** Up to one hour per day
Create and participate in snack and/or lunch activities which may involve members of the entire Crotched Mountain community.

Location: Community-Based Trips **Duration:** Up to four times per month
Observing and assisting Day Program staff with provision of community integration activities.

Location: Various Meeting Rooms **Duration:** Up to eight hours per week
 Rehabilitation Meetings Up to two hours per week
 Care plan Meetings Up to two hours per week

Individual Service Plan Meetings
Administrative Meetings

Up to two hours per week
Up to two hours per week

Location: Regional Education Settings **Duration:** Up to two days
Observation and participation in presentations, discussions and other learning opportunities at educational establishments in the Southern New Hampshire region

Restrictions on Internship Activities:

- a) Trainees will not be used for placements that would otherwise be filled by either full-time or part-time employees.
- b) Internship placements within departments will be limited such that the intern’s learning experience will be acquired from Crotched Mountain employees and consultants rather than from other trainees.
- c) Activities for all international trainees will not include hands-on therapy, client counseling, the administration of treatment or the making any form of diagnosis, in accordance with state department guidelines.
- d) Trainees will not be left unsupervised in the company of any client during placement.

Supervision and Assessment

This training program will provide three levels of supervision:

Level One – Orientation and Inservice Periods

This pertains to the first six days of orientation at the start of the internship and occasionally thereafter when the trainee participates in formal inservice training. Each class or inservice is supervised by an instructor (a member of Crotched Mountain’s Continuing Education department or a contracted instructor). Many classes and inservices include testing and grading of performance level.

Level One – Clinical Service Periods

This pertains to the rotation of the trainee spending one-week observing each of the four clinical services offered in the Day Program. During these periods supervision will be provided on a collaborative basis between the day program manager and an assigned therapist. The day program manager will meet with the trainee at least one-time/week for a minimum of 30 minutes to review program events and trainee performance.

Level One – Week Three to Week Five and Week Ten to Week Twelve

The day program supervisor will be the primary supervisor during this time period.

Level Two – Intern and Volunteer Services (IVS) Staff

IVS staff provides informal supervision during day-to-day interactions with the trainee and from the Ivy’s role as central liaison for all organizational activities. IVS staff also conducts formal ‘Touch-Base’ meetings between each trainee and the immediate level one supervising teacher. In addition, IVS staff will provide input to the trainee’s written performance evaluation (see attached).

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Day Program Trainee