

Administrator Certification Program

OJT Exercises

Focus Area: Activities

1. Activities Program 10A NCAC 13F .0905
2. Qualifications of Activity Director 10A NCAC 13 F .0404

What: The AIT assignment for each of the above is to examine the community's policies, procedures and processes for the rule areas and determine if the system or systems used to meet the objective of minimum compliance is effective. If the system analysis identifies problems, the AIT will recommend measures to fix the problems.

How: The AIT will work directly with the Activity Director to develop a community activity calendar which includes activities outside the community. The AIT will perform an individualized assessment and develop an individualized activity plan for a new admission. The AIT will use the community assessment tools and the 72 hour Resident Register for the activity assessment. The AIT will use the ACLS form titled, "Guidelines for Surveying Activity Programs, Resident Interview," the community's policies and procedures and review of the director's personnel record to determine compliance with above rule areas.

When: The AIT will perform the above mentioned tasks while in the community so he/she will have access to resident records, resident and staff interviews. Other educational materials related to each rule area may need to be studied outside of the OJT time in the community and will be in addition to the 100 ours of OJT.

Documentation: The preceptor will provide guidance and supervision of the OJT assignments and will document the OJT hours on the appropriate documentation forms.