Rocky Mountain MS Center – KING ADULT DAY ENRICHMENT PROGRAM
Student 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)
   GOAL SETTING
   POLICIES AND PROCEDURES
   REVIEW EXPECTATIONS & REQUIREMENTS

Education Topic(s): W/C Transfers, orientation

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.
   □ Begin reviewing 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.
   □ Submit initial program plans, including preliminary budget, for review and discussion of the groups you will be leading.
   □ Review schedules for orientation, groups, etc.
   □ Orient to resources available at KADEP.
   □ Watch training videos (Food Service, MS, TBI, etc.).
   □ Orient to HIPAA Regulations.
   □ Provide Internship Coordinator copy of your university’s Internship Manual.
   □ 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
ASSESSMENTS

Education Topic(s): BRAIN INJURY, CVA, DISEASES OF THE CEREBELLUM

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 records and forms.
  • Become familiar with daily documentation.
  • Group Attendance
  • Group Descriptions
  • Group Goals
  • Incident Forms
☐ Learn transfer techniques and begin to assist with client transfers under the supervision of the KADEP staff.
☐ Assist with co-lead groups. Co-lead and 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 report and timesheet (as applies) to Internship Coordinator.
☐ Observe and assist with AM/PM exercise classes, Great Room duty, Kitchen duty, etc. as assigned.
☐ Become oriented to the Care Planning process. Attend Care Planning and orient to quarterly assessments and documentation completed at a 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.**

Updated 8/2015
WEEKLY ASSIGNMENT FORM
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WEEK #3
Date:____________

Areas of Focus:
- ROP NOTES
- FACILITATE GROUPS
- MOCK CARE PLAN

Education Topic(s): CHARTING DO’s & DON’Ts
Secondary Diagnoses: Parkinson’s Disease, Huntington’s Disease, Diabetes, PKAN, Hepatitis

Specific Tasks:
- Complete Leisure Interest Questionnaire on one client.
- Co-facilitate exercise group as assigned (will continue for remainder of internship).
- Begin leading activity groups (independently) as assigned. Review any changes/questions on program plans with Internship Coordinator. Maintain all required documentation.
- Orient to scoring Functional Status for Wednesday and Friday Care Planning Meetings.
- Submit weekly report and timesheet to Internship Coordinator.
- Write one practice ROP note and review with Intern Coordinator.
- Review all documentation for groups; Goals/Objectives, Attendance and Participant level.
- Orient to Care Plan forms.
- Complete and submit mock care plan to Internship Coordinator for review.
- Continue to assist with staff kitchen duties at breakfast and lunch. Supervise kitchen during breakfast as scheduled.
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WEEKLY ASSIGNMENT FORM
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WEEK #4 Date:__________
Areas of Focus:
CASE STUDY/REVIEW (1ST OF 2)
ROP NOTE
ASSESSMENTS
DOCUMENTATION
Education Topic(s): CARE PLANNING
MEDICATION REVIEW
Secondary Diagnoses: Thyroid Disorders, Tysabri & MS medications,
Bipolar Disorder, Depression and Suicidal Ideation

Specific Tasks:
☐ Orient to Case Study format. Follow Case Study Questionnaire in initiating case study on assigned client – Case Study to be completed by week 7.
☐ Complete ROP notes for critique with Intern Coordinator. (See ROP Note Reporting Form for notes due this week. Write up notes on practice sheet and have reviewed before writing in chart, unless specified otherwise by Internship Coordinator.) **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 report and timesheet to Internship Coordinator.
☐ Assist with breakfast, lunch, Great Room as scheduled/needed. (Plan to continue through remainder of internship.)
☐ Co -lead exercise group as assigned.

Updated 8/2015
Week #5

Date: __________

Areas of Focus:
- 1:1 Intervention
- Case Study (cont.)
- Assessments
- Documentation

Education Topic(s): 1:1 Interventions

Secondary Diagnoses: Dementia, Heterotopic Ossification, Visual & Hearing Impairments, Moyamoya

Specific Tasks:
- Determine major Internship/Senior project, to be reviewed with Internship Coordinator. Include goals, objectives, time lines, implementation, and resources needed. (Review University requirements to be sure project meets all standards/requirements.) Be prepared to present proposal to staff in next week’s Tuesday Staff meeting.
- Continue with Case Study.
- Initiate a one-on-one treatment plan (use APIED) with one KADEP client. Confirm client with Internship Coordinator in weekly supervision.
- Complete ROP progress notes required per ROP Note Reporting Form. Have your notes reviewed and co-signed by the Internship Coordinator. (Write up notes on practice sheet and have reviewed before writing in chart, unless specified otherwise by Internship Coordinator.)
- 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 report and timesheet to Internship Coordinator.
- Assist clients during arrival and breakfast, lunch and rest period, and departure.
- Assist with exercise group as assigned.
WEEKLY ASSIGNMENT FORM
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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. developing 1:1 Treatment Plan with consideration to APIED process; complete assessment(s) and begin implementing and working on goals.
- Swap co-leads with another intern. Provide coverage for your group.
- Continue/ Complete Case Study.
- Complete ROP progress notes required per ROP Note Reporting Form. Have all notes co-signed by Internship Coordinator. (Write up notes on practice sheet and have reviewed before writing in chart, unless specified otherwise by Internship Coordinator.)
- 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 report and time sheet to Internship Coordinator.
- Assist clients during arrival and breakfast, lunch and rest period, and departure.
- Assist with exercise group.
WEEKLY ASSIGNMENT FORM
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WEEK #7
Date:__________

Areas of Focus:
- MIDTERM EVALUATION OF INTERNSHIP
- PRESENT CASE STUDY
- IN-SERVICE PROPOSAL
- ASSESSMENTS
- DOCUMENTATION

Education Topic(s): BOUNDARIES, BEHAVIORS, CODE of ETHICS and COMMUNICATION

Specific Tasks:
- □ Schedule a meeting by phone or in person for review of mid-term evaluation with University Internship Supervisor and Internship Coordinator.
- □ Complete any forms required by the university for mid-terms.
- □ Present case study and care plan during Care Planning Meeting.
- □ Select topics for in-service presentations to all staff as approved by Internship Coordinator and Program Director.
- □ Cont. implementing 1:1 Treatment Plan with consideration to APIED process. Provide update in team meeting.
- □ Complete ROP progress notes required per ROP Note Reporting Form. Have all notes reviewed and co-signed by Internship Coordinator. (Write up notes and have reviewed, unless specified otherwise by Internship Coordinator.)
- □ 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 report and timesheet to Internship Coordinator.
- □ Assist clients during arrival and breakfast, lunch and rest period, and departure.
- □ Assist with exercise group.
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WEEK #8  Date:__________

Areas of Focus:
- CASE STUDY/REVIEW (2nd of 2)
- RESOURCE FILE
- MIDTERM EVALUATION (cont.)
- ASSESSMENTS
- DOCUMENTATION

Education Topic(s): TR SERVICE MODELS

Specific Tasks:
- Select new client to complete 2nd case study with 2 assessments (min.). Complete by week 10; present week 10/11.
- Begin preparing your own resource file to be reviewed by Internship Coordinator /mentor in week 13.
- Cont. 1:1 Treatment Plan with consideration to APIED process. Provide progress on one-to-one, including goals, documentation and time line during team meeting.
- 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 Internship Coordinator.
- 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 report and time sheet to Internship Coordinator.
- Assist clients during arrival and breakfast, lunch and rest period, and departure.
- Assist with exercise group.

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WEEKLY ASSIGNMENT FORM
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WEEK #9       Date:__________
Areas of Focus:
   NCTRC Certification
   ASSESSMENTS
   DOCUMENTATION

Education Topic(s): NCTRC TESTING/CERTIFICATION PROCEDURES

Specific Tasks:
☐ Schedule time to complete assessments.
☐ Continue working on 2nd Case Study. Schedule with clients to complete assessments, interviews, etc.
☐ Cont. 1:1 Treatment Plan with consideration to APIED process. Share information gathered from 1:1 work and from assessments in Care Planning meeting.
☐ Complete ROP progress notes required per ROP Note Reporting Form. Have all notes co-signed by Internship Coordinator.
☐ 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 report and time sheet to Internship Coordinator.
☐ Assist clients during arrival and breakfast, lunch and rest period, and departure.
☐ Assist with exercise group.
WEEKLY ASSIGNMENT FORM
Place a check next to each task once it is completed.

WEEK #10     Date:__________
Areas of Focus:
    MAJOR PROJECT UPDATE
    PRESENT CASE STUDY
    ASSESSMENTS
    DOCUMENTATION

Education Topic(s): ATRA STANDARDS OF PRACTICE, PHILOSOPHIES AND
MEMBERSHIP SERVICES
    VISIT ANSCHUTZ/CLINICAL PROGRAM

Specific Tasks:
  □ Present case review and care plan on assigned client. Act as Care Coordinator.
  □ Swap co-lead groups with another intern. Provide coverage for your group.
  □ Provide updated information and progress of your major project.
  □ Cont. 1:1 Treatment Plan with consideration to APIED process.
  □ Complete ROP progress notes required per ROP Note Reporting Form. Have all
    notes co-signed by Internship Coordinator.
  □ 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 report and timesheet to Internship Coordinator.
  □ Schedule to assist clients during arrival and breakfast, lunch and rest period, and
    departure.
  □ Assist with exercise group.
Week #11
Date:__________

Areas of Focus:
ACTIVITY/TASK ANALYSIS
ASSESSMENTS
DOCUMENTATION

Education Topic(s): ACTIVITY/TASK ANALYSIS

Specific Tasks:
- Pick one activity in each independently lead group for task analysis. Include adaptations and equipment needed.
- Cont. 1:1 Treatment Plan with consideration to APIED process.
- Complete ROP progress notes as required per ROP Note Reporting Form. Have all notes co-signed by Internship Coordinator.
- 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 report and time sheet to Internship Coordinator.
- Assist clients during arrival and breakfast, lunch rest period, and departure.
- Assist with exercise group.
WEEKLY ASSIGNMENT FORM
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WEEK #12 Date:__________
Areas of Focus:

    ASSESSMENTS
    DOCUMENTATION

Education Topic(s): REVIEW RESOURCE FILE WITH INTERNSHIP COORDINATOR/MENTOR

Specific Tasks:

- Schedule time to complete additional assessment.
- Cont. 1:1 Treatment Plan with consideration to APIED process.
- Complete ROP progress notes required per ROP Note Reporting Form. Have all notes co-signed by Internship Coordinator.
- 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 report and time sheet to Internship Coordinator.
- Assist clients during arrival and breakfast, lunch, rest period, and departure.
- Assist with exercise group.
WEEKLY ASSIGNMENT FORM
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WEEK #13 Date:__________
Areas of Focus:
MAJOR PROJECT COMPLETION
ASSESSMENTS
DOCUMENTATION
Education Topic(s): NCTRC JOB ANALYSIS REVIEW

Specific Tasks:

- Complete major project. Review with Internship Coordinator.
- Determine additional assignments (as needed) to enhance areas needing extra attention. Confirm w/Internship Coordinator.
- Schedule Final Evaluation review with Internship Coordinator and University Internship Supervisor (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 APIED process. Begin considering discharge/transition plan.
- Complete ROP progress notes required per ROP Note Reporting Form. Have all notes co-signed by Internship Coordinator.
- 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 report and time sheet to Internship Coordinator.
- Assist clients during arrival and breakfast, lunch, rest period, and departure.
- Assist with exercise group.
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WEEK #14 Date:__________
Areas of Focus:
   FINAL EVALUATION OF INTERNSHIP
   DISCHARGE PLANNING
   ASSESSMENTS
   DOCUMENTATION

Education Topic(s): DISCHARGE PLANNING

Specific Tasks:
☐ Finalize Discharge Planning for your 1:1 project to present to at weekly Care Plan Meeting.
☐ 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 Program Director.
☐ Complete ROP progress notes required per ROP Note Reporting Form. Have all notes co-signed by Internship Coordinator.
☐ 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 report and time sheet to Internship Coordinator.
☐ Assist clients during arrival and breakfast, lunch and rest period, and departure.
☐ Assist with exercise group.
WEEKLY ASSIGNMENT FORM
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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 signed by Internship Coordinator.
- Complete attendance paperwork and Program Description forms for groups lead.
- 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 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.
- Assist with assigned duties.

**** RETURN KEYS, NAME BADGE and TAX EXEMPT CARD before you leave.****