

ACTIVITIES PROCEDURE MANUAL

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ACTIVITIES PROCEDURE MANUAL

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I ACTIVITY DEPARTMENT

COORDINATION AND PLANNING

POLICY STATEMENT:

It is the policy of the Idaho State Veterans Home – Pocatello to provide an organized activity program. The activity program is a composite of a variety of processes and services designed to stimulate, train and promote residents to achieve greater self-sufficiency. The program provides social, educational and physical experiences to support the individual in making adjustment to or reversing handicaps or disabilities.

MONTHLY CALENDARS

Monthly Calendars:

1. Shall be developed under the direction of the Activity Coordinator.
2. The calendar shall reflect planned group activities, be posted, and be large enough for the vision impaired.
3. The Recreational Assistants shall be responsible for the publishing and distribution of the calendar to the residents, families and volunteers.
4. The Recreation Assistant shall be responsible for distributing the calendars within the Veteran's home.

RESIDENT PARTICIPATION

Resident Participation:

1. An Activity program shall be developed for each and every resident, according to his/her specific needs and interests.
2. All residents shall be encouraged and assisted to be involved at whatever level is appropriate for the resident.
3. Individual programming shall include one or more of the following:
 - a. Group activities
 - b. Special events
 - c. Outings
 - d. One to one visits
 - e. Sensory stimulation
 - f. Individual activities

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4. Each resident has the right to refuse participation in an activity. If a resident refuses to participate, the Activity staff shall document the refusal, the attempts made to encourage the resident, and the alternate means employed to keep the resident active physically, mentally and socially.

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INVOLVEMENT CATEGORIES

INVOLVEMENT CATEGORIES:

1. Spectator Group Activity: Attending an athletic contest, movies, or plays where members of the group are passively involved, not actively participating.
2. Performing Group Activity: Examples include dancing or singing, where people are performing for them or for others.
3. Independent Activity: Independent group activity includes making decorations for a special event program, crafts, puzzles, non-scheduled independent activities.
4. Interdependent Group Activity: Interdependent Group activities include creating a scrapbook, where the completion and success of the project is dependent on each participant completing a separate and distinct part of the total project.

PHYSICAL REQUIREMENTS

REQUIREMENTS:

1. Supplies and equipment for structured activities shall be provided in sufficient quantities to support the activities program and shall include items necessary to meet identified resident needs and interests.
2. Location of activities shall not be limited to the facility and grounds of the facility. Off campus activities are encouraged with a minimum goal of one off campus activity per month.
3. All scheduling for the Homes' activity room shall be done through the Activity Coordinator.

Reviewed: 01/2022

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DEVELOPING ACTIVITY RECORDS

POLICY STATEMENT:

Each Veterans Home will have a written program designed to meet the findings of the comprehensive assessment, individual interests, and the physical, mental and psychosocial well-being of each resident.

Each resident's program will be driven by the comprehensive assessment, which takes into consideration

the mental and psychosocial well-being.

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MDS GUIDELINES:

In compliance with the MDS guidelines, upon admit each resident will be observed for a period of 7 days prior to completion of the Activity portion of the MDS, section F. The MDS and the CAA's will be completed by Day 14. An activity temporary care plan will be developed within 48 hours. The final care plan will be completed and signed off by Day 21.

An initial Activities Interest interview and assessment will be completed prior to the completion of the MDS section F.

The Recreational Assistant/Activity Coordinator is responsible to see that the initial activity interview and assessment is completed, the MDS is completed, and the care plan is developed, within the prescribed periods of time.

A physician order to set resident activity level as tolerated will be instituted upon admit.

Each resident's care plan may be reviewed at least quarterly, upon a change of condition and annually. Summaries may be written with no less than a quarterly summary, change of condition summary and annual MDS. The activity coordinator is responsible to see that summaries are completed.

Monthly activity participation records shall be kept allowing an accurate recapture of the month's participation, when writing a summary. The recreation assistant shall keep the monthly activity participation records in PCC.

The Admissions Coordinator will insure that consent for photo, video, or auditory taping shall be on file, prior to exposure to any media.

Reviewed: 01/2020

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SERVING OF REFRESHMENTS

POLICY STATEMENT:

It is the policy of the Idaho State Veterans Home – Pocatello to ensure the safety of residents while serving refreshments during activities.

GUIDELINES:

A report listing resident diet types, i.e., mechanically altered, NCS, and thickened liquids, is available to activity staff. The report is located inside the Activity room cupboard door above the dishwasher. These diet types may require an alternative option to offer residents during activities.

It is the goal of the activity staff to ensure that residents follow proper diet.

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The Recreation assistant or Activity staff member facilitating the group is responsible for:

1. Knowing the location of the report for resident diet types and updating it as needed.
2. Checking resident diet types prior to serving refreshments during activities.
3. Following up with any questions he/she may have in complying with diet orders by communicating with the Dietary department.
4. Communicating with dietary and nursing departments regarding resident requests for foods outside of diet orders.

Reviewed: 01/2020

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APPROACHING RESIDENTS IN THEIR ROOMS

POLICY STATEMENT:

To assure that the residents right to privacy and confidentiality are maintained and respected. (F 151)

GUIDELINES:

When approaching residents to invite or escort to an activity or a one on one visit who are in their rooms:

1. Knock, pause, state who you are, pause, request to enter room
2. State your purpose; be respectful of the residents wishes

Reviewed: 01/2020

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II PROGRAMS

SENSORY STIMULATION PROGRAM

POLICY STATEMENT:

To provide either group or individual sensory stimulation for those residents who may exhibit symptoms of thought disorder, confusion, and/or disorientation.

DEVELOPMENT:

A sensory stimulation program shall be developed under the guidance and supervision of the Activity Coordinator. The need for this program shall be determined during the assessment process and included in the activity care plan.

DEFINITION:

Sensory stimulation is the activation of one or more of the senses such as taste, smell, sight, hearing

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and touch. Sensory stimulation is a key component for improving the quality of life of people living with dementia.

TYPES OF VISITS:

Sensory programming may include, but not limited to:

1. Music appreciation group, programs, individual listening
2. Pet Visits
3. Walking and wheeling outside
4. Canteen visits
5. Group visits specifically designed to heighten the awareness of color, taste, sound and touch, etc.

Sensory participation shall be documented in the resident activity participation sheet and addressed in written summaries as appropriate.

Reviewed: 01/2020

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PET VISITS AND THERAPY PROGRAM

POLICY STATEMENT:

Pet visits and therapy are designed to provide social and sensory stimulating interactions on a one to one or group basis. Because many of the residents were once responsible pet owners and because many have a natural affinity with members of the animal kingdom, pet visits/therapy will be provided on an ongoing basis.

DEFINITION:

Pet therapy is defined as interaction with residents by a qualified therapist and an accompanying trained animal. All other animals are called "visits".

PROGRAM DESCRIPTION:

The Activity department shall supervise the Pet visits/therapy program.

1. All pet visits/therapy shall be coordinated through the Activity Coordinator.
2. Volunteers shall be oriented to include:
 - a. Proof of vaccination and health records.
 - b. Relief area or clean up as needed.
 - c. Visits will be scheduled and conducted with activity staff.
 - d. Becoming aware of specific resident needs through staff.

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- e. Areas where visits may be conducted.
 - f. That animals are not allowed in the dining areas or the canteen.
3. All animals shall be kept on a leash, in arms, or in a cage at all times.
 4. All visits shall be documented on a resident activity worksheet and be recorded by activity staff on activity participation records.
 5. Family pet visits are encouraged as appropriate and as tolerated by the resident.

Reviewed: 01/2020

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GARDENING ACTIVITY GUIDE

Gardening Activity Guide

Activities Department coordinates the planting of garden beds located in the Veterans Home Rose Garden. Planting usually begins sometime in April or whenever the weather permits plants and seedlings to prosper.

Residents who are interested in planting a garden area should notify the Activities Department of interest. Activities will follow up with resident when gardening activity is in planning phase.

- Activities Department will shop for and purchase desired plants and seeds for gardening areas. Selection is limited to what is available at local retailers.
- Participating residents will plant a designated area located in the Rose Garden.
- Residents should communicate what ideas and plans he/she has for garden area. He or she will decide how many plants and what kind are needed. During the planting phase, residents will designate in his/her garden space where the plants will go, planting depth and spacing, etc.
- Residents may use their own plants or seedlings if he/she wishes to.

It is important to note that the Rose Garden is a common area that is shared by all residents of the Veterans Home. Garden beds may be tended, picked, weeded, or watered by any resident of the Veterans Home throughout the growing season.

We hope to create a beautiful area that all veterans can enjoy throughout the summer months. If you are interested in gardening, please notify the Activities Department today!

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1:1 PROGRAMMING & VISITS

POLICY STATEMENT:

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To provide opportunities for self-expression, identifying individual needs, and social interaction on a regular basis according to the needs of the resident. These needs shall be identified and included in the resident activity assessment and care plan.

DEFINITION:

1:1 visits or programming can be defined as quality interaction with a resident.

PROGRAM DESCRIPTION:

1:1 visits shall be no less than 2-3 visits per week, per resident. If a resident is not in attendance to group activities, more frequent visits as deemed by the activity staff will be care planned.

1:1 visits/program may include, but not limited to:

1. Visiting about current events
2. Reminiscing about the past
3. Visiting about family
4. Edible treats
5. Walking or wheeling out of doors or within the facility
6. Visiting in the canteen
7. Reading letters or other correspondence as requested by the resident
8. Validation – listening to residents' concerns or feelings
9. Help resident select radio or TV stations
10. Fun and games, i.e., checkers, tossed ball, puzzles, trivia, etc.
11. Pet visits and therapy

Staff or volunteers who have 1:1 visits/programs with residents shall:

1. Record the visits on the resident participation worksheet indicating the date of the visits and any pertinent details.
2. Turn it into activity staff for documentation upon the resident activity participation sheet.
3. Turn in the worksheet at the completion of each shift.

Reviewed: 01/2022

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GROUP ACTIVITY & SPECIAL EVENTS

POLICY STATEMENT:

To meet the mental, physical, social, educational, and physical needs of the residents in a group setting. A group may be defined as any number of residents together in a setting doing the same

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activity.

PROGRAM DESCRIPTION:

The Recreation assistant or activity staff member facilitating the group is responsible for:

1. Set up, including any special requests or coordination with other departments.
2. Announcing when and where the activity will take place.
3. Assisting residents to attend.
4. Facilitating the activity.
5. Cleaning up after the activity.
6. Documenting attendance and any remarkable occurrences.

Reviewed: 01/2022

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GROUP ACTIVITY & SPECIAL EVENTS

POLICY STATEMENT:

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4. Facilitating the activity.
5. Cleaning up after the activity.
6. Documenting attendance and any remarkable occurrences.

Reviewed: 01/2022

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OUTING PROTOCOL

POLICY STATEMENT:

To ensure the safety of our residents and assure a pleasurable experience. The Activity Coordinator is responsible to see that all details are coordinated, and that staff and volunteers are adequately trained prior to the event. (See Volunteer Outing Escort Job Description).

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Before Outing:

- A. Identify outing to be conducted
- B. Identify residents to participate; invite family members as appropriate.
 - 1. Identify residents wishing to attend through 1:1 visits.
 - 2. Review limitations with nursing, dietary, and social services as needed.
- C. Arrange transportation
 - 1. Assure that all volunteer and staff are in serviced in safety techniques.
- D. Coordinate escorts, including staff and volunteers
- E. Identify and gather needed equipment and resources, i.e.:
 - 1. Cell Phone
 - 2. Sunscreen
 - 3. Personal Care Items (change of clothing, gloves, wipes, etc.)
 - 4. Fluids/snacks (Cups, napkins, etc.)
 - 5. Medications, oxygen, disposables

During Outing:

- A. Assure personal care and safety by:
 - 1. Maintaining consistent monitoring of resident whereabouts at all times.
 - a. Buddy system
 - b. Resident and escort roll call
 - 2. Provide regular hydration and snacks.
 - 3. Assure resident comfort according to climate, i.e.: sunscreen, shade, hats, lap robes, jackets, etc.
 - 4. Provide toileting, re-positioning and personal care as needed.
 - 5. Ensure that medications are dispensed appropriately and as prescribed by qualified personnel.
- B. Prior to departure from activity, all residents shall be accounted for and personal needs shall be addressed.
- C. Residents shall be transported back to the Veterans Home.

After Outing:

- A. All residents shall be returned to the nurse's wing of their residence and assessed for personal needs.

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B. All supplies and equipment shall be returned to their appropriate storage area; soiled items placed in appropriate location.

Reviewed: 01/2020

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WANDERING AND/OR LOST RESIDENT DURING AN OUTING

POLICY STATEMENT:

Every effort will be made to provide sufficient supervision so as to avoid a resident wandering away or becoming lost. In the event that a resident does wander or becomes separated from the group, the following measures will be taken.

GUIDELINES:

1. The leader of the activity will assure that all other residents on the outing are secure and supervised and immediately notify the Administrator.
2. An immediate search shall be initiated by the activity leader. Assure that the other residents remain secure and supervised.
3. If help is required, additional staff shall be dispatched with photo(s) under the direction of the Home Administrator.
4. If the on-site staff cannot locate the resident within 30 minutes, the Home Administrator will make the determination of whether or not to involve the authorities.
5. Once the resident is located, the activity leader will notify the Home Administrator so the search can be terminated.
6. Upon return to the facility, the resident will be assessed by nursing staff and an incident report will be completed.
7. A wrap up, problem solving session shall be completed within 72 hours under the direction of the Home Administrator.

Reviewed: 01/2020

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OUTING VOLUNTEER JOB DESCRIPTION

POLICY STATEMENT:

An Outing Escort will report and be supervised by the Activity Coordinator and/or Recreation Assistant.

On The Job Requirements:

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1. The volunteer must be physically capable of pushing a wheelchair for the amount of time required to complete the activity.
2. Volunteer should be advised of the time commitment by the Volunteer Coordinator.

Description of Duties:

1. When assisting on an out of the facility activity, you will normally report to the front lobby area of the Veterans Home, unless notified otherwise.

Typical Duties Include:

1. Meet with the Activity Coordinator or Recreation Assistant prior to activity to receive activity details, including:
 - a. What the activity is
 - b. Where you will be going
 - c. How long you will be gone
 - d. And other pertinent information
2. Please assist with transporting residents to the loading area
3. Always knock prior to entering a resident's room, identify yourself before entering, and state that you are there to assist them to the activity.
4. Prior to taking the resident from the floor, advise someone at the nurse's station that you are a volunteer and are assisting with the activity.
 - a. Give the name of the resident to the staff person.
 - b. Make sure that the resident is ready to go. (Appropriate clothing for the outing and weather condition, been to the bathroom, has glasses, hearing aids etc.)
 - c. If resident is not ready to go, request the nursing staff that the resident be assisted.

Report resident status to the Activity Staff.

5. Transport resident to the loading area. Lock wheelchairs as needed. Assure that there is an escort to stay with the resident before going back to assist another resident. Residents should not be left unattended.
6. Activity Coordinator or Recreation Assistant will provide guidance when it is time to load residents on the transporting vehicle.

Loading:

1. A trained staff/volunteer will be designated to operate the bus/van wheelchair lift. No youth volunteers may operate the lift.

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2. Wheelchair brakes shall be locked prior to operating the lift.
3. Wheelchair will be appropriately secured in the vehicle, including seatbelts for each resident.
4. All volunteers and residents will remain seated while the vehicle is in transit.

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Arriving At Destination:

1. Follow instructions given by Activity Coordinator/Recreation Assistant.
2. Volunteers will unload first, then assist resident as they are unloaded.

During the Outing:

1. Please assist Activity Coordinator/Recreation Assistant as needed and interact with residents as much as possible. The socialization is as important as the outing.
2. Please notify Activity Coordinator/Recreation Assistant if you feel the resident you are assisting is in need of medical attention.
3. At no time should you place yourself in harm's way. If an unsafe situation presents itself, please request assistance from staff.
4. Upon returning to the Veterans Home, assist staff members in getting residents back to the nurse's station.
5. Please be sure to sign in and out of the volunteer log.

Reviewed: 01/2020

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MAIL DELIVERY

POLICY STATEMENT:

To assure that each resident receives his/her mail Monday through Saturday and in a timely manner. Mail is to be unopened, unless assistance is necessary or requested.

GUIDELINES:

The Recreation Assistant is responsible for delivering the mail to each resident, each day mail is delivered to the facility. If the resident is unavailable, the mail shall be left on the resident's bed or nightstand.

If the resident is unable to open his/her own mail, the aide may offer to assist and may read the correspondence to the resident, as requested by the resident. Confidentiality is to be maintained.

Reviewed: 01/2020

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BIRTHDAY RECOGNITION

POLICY STATEMENT:

To recognize and honor each resident's birthday and make that day a special occasion.

TYPES OF ACTIVITIES:

Recognition of a birthday may include, but is not limited to:

1. A birthday greeting card from the facility and staff.
2. A balloon bouquet.
3. Individual birthday cake or a slice of cake.
4. Singing happy birthday in the dining room or group setting.
5. Posting birthday lists/banners on the activity bulletin boards.
6. Providing birthday canteen coupons.

Families and organizations are encouraged to participate in the celebration of resident birthdays through gatherings and special activities.

The Activity Coordinator and/or Recreation Assistants shall be responsible for coordinating birthday recognition details.

Reviewed: 01/2020

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INDIVIDUAL ACTIVITY PROTOCOL

POLICY STATEMENT:

To promote independence and quality of life by encouraging residents to continue to participate in activities that are in accordance with their life long values and interests.

GUIDELINES:

An individual activity may be defined as: an event planned or occurring spontaneously involving the participation of only the one person performing the activity.

Examples include:

1. Reading
2. Listening to music
3. TV viewing
4. Hand crafts
5. Needle crafts
6. Sewing

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7. Solitaire
8. Letter writing or correspondence
9. Etc. The key factor in determining is that the resident is the sole participant in the activity that occurs.

Individual activity participation shall be assessed, care planned, and documented as a part of a resident's overall plan of care by activity staff.

Reviewed: 01/2020

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CELESTIAL DISCHARGE PROTOCOL

POLICY STATEMENT:

Celestial discharge defined as when a veteran or spouse passes away while residing in the ISVHL facility. This Protocol is intended to create a farewell tradition, in which the veteran (or spouse) may be treated with dignity and respect as he/she makes the final exit from ISVH-L. Listed below, describes the procedure in which the veteran (or spouse) will be honored while being transported to the exit of the facility.

GUIDELINES:

Depending on the time of the day, the Celestial Discharge protocol will be initiated by the ranking member of the nursing staff, i.e. DNS, RN Manager, SR RN, Charge Nurse

1. Upon discovery of a Celestial Discharge, the ranking member of the nursing staff will inform the staff on duty of the need for the farewell protocol via word of mouth and secure radio transmission.
2. Ranking member of the nursing staff, or their designee, will retrieve the large American flag to be used to drape over the deceased and also the smaller American flags to be distributed to staff and/or residents, family members, and visitors who may want to participate in the tribute.
 - a. Flags as well as the spoken tribute shall be stored in the Large Conference room in the cabinets nearest the exterior window.
3. Those participating in the tribute shall line the hallway and the front foyer while still providing ample space for the deceased and their family members to maneuver the hallway.
4. As the deceased is brought from his room with the mortuary staff, the ranking member of the nursing staff shall announce from the day area that all flags should be raised and then proceed with the printed farewell message as the deceased moves through the day area to

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the hallway.

5. Flags shall remain raised by the participants in the ceremony until the deceased has exited the front doors of the facility.

6. Once the deceased has exited the building, the ranking member of the nursing staff will help retrieve the large flag and the small flags and return to the storage area in the Large Conference room.

OVERHEAD PAGE:

1. Press *4 and announce:

"There will be a celestial discharge for (Name of Veteran) in approximately (time or minutes)".

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FAREWELL MESSAGES:

For a Veteran:

_____ (Spouse of Veteran) thank you for your service, dedication, loyalty and years of service in the _____ (branch of service) for the United States of America. Your time of service will live on in your family, friends, and all of us. _____ (Name of Veteran) your watch is done.

_____ (Name of Veteran) is now gone from this place, gone but not forgotten.

_____ (Name of Veteran) rest in peace and protect us from above. Let's have a moment of

silence for _____ (Name of Veteran).

For a spouse of a Veteran:

_____ (Name of Spouse) thank you for your support, dedication, loyalty and years of support to our veterans of the United States of America. Your dedication will live on in your family, friends, and

all of us. _____ (Name of Spouse) rest in peace and protect us from above. Let's have a moment

of silence for _____ (Name of Spouse).

Reviewed: 01/2020

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GROUP ACTIVITY & SPECIAL EVENTS

POLICY STATEMENT:

To meet the mental, physical, social, educational, and physical needs of the residents in a group setting. A group may be defined as any number of residents together in a setting doing the same activity.

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PROGRAM DESCRIPTION:

The Recreation assistant or activity staff member facilitating the group is responsible for:

1. Set up, including any special requests or coordination with other departments.
2. Announcing when and where the activity will take place.
3. Assisting residents to attend.
4. Facilitating the activity.
5. Cleaning up after the activity.
6. Documenting attendance and any remarkable occurrences.

Reviewed: 01/2022

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DOORWAY FISHING PROTOCOL

PROGRAM DESCRIPTION:

Doorway Fishing Game is a mobile game that has been instated to offer for each resident an activity when they cannot leave their rooms. This is designed with Coronavirus social distancing procedures. This is an active game that will involve dangling a fishing line into the bucket with wooden fish and getting the magnet on the end of the line to connect with one of the 12 fish in the bucket. Goal is getting at least 3 fish on the line in the 3 tries. There are 4 Trout, 4 Bass and 4 Catfish. Prizes will be awarded as to the type of fish that are caught.

The cart with the fishing bucket will be taken down each resident hallway. Residents that are interested in playing will be asked to come to the doorway to participate. If two residents in the room wish to play, they will need to change places after one has completed their turn.

NEEDED SUPPLIES:

- Fishing Game
- Fishing pole
- Hand Sanitizer
- Sanitizing Wipes
- Resident room Roster by wing
- Pen
- Gloves for game presenter

HOW TO:

- Take cart to a doorway

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- Have one resident in the room come to the doorway.
- Hand Sanitizer will be placed in the hands resident before they are handed the fishing pole.
- Each resident gets to dangle the fishing line into the bucket 3 times
- Ensure that resident is properly distanced form the game in accordance to their abilities.
- Goal is to get 3 fish, one with each of the 3 try's
- Residents participating will receive their choice of Goldfish Cracker flavors if they receive:

- 3 of any kind Fish Choice of flavor 'Goldfish Pretzel'
- 2 of any kind Fish - 'Goldfish colors'
- 3 different Fish– 'Goldfish Cheddar'

RESPONSIBILITIES:

Staff member is to keep track what days each resident participated. Hand out treats and make sure residents able to consume snacks with their prescribed diet. Provide a snack that coincides with their diet order if needed.

6/3/2020

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III QUALITY ASSURANCE

ACTIVITY QA PROTOCOL

POLICY STATEMENT:

The Activity Department Quality Assurance program shall be ongoing, in cooperation with other departments and home policies. Resident needs and family involvement shall be an integral part of the program.

GUIDELINES:

Activity Quality Assurance functions shall include, but not be limited to:

1. Regular meetings with the IDT staff.
2. Regular QA monitors for designated committee meetings.
3. QA indicators for monthly QA committee review.
4. Resident Activity input.
5. Resident council input and feedback.
6. Regular and ongoing training to activity staff through in-service opportunities and

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activity department training.

Reviewed: 01/2020

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IV QUALITY OF LIFE

PETS, ANIMALS, AND PLANTS

POLICY STATEMENT:

Although residents are not allowed to have personal pets living in the facility, relatives and friends of residents are encouraged to bring in a pet to visit residents through the Idaho State Veterans Home pet visitation program. Through this program, current pet vaccination records must be provided to the facility

Activities Department prior to visitation, and all animals must be kept on a leash and under the control of

the trainer at all times.

Pets and other animals participating in facility sponsored activities/therapy/ recreation programs shall be

restricted in order to spread the microorganisms/infections resulting from contact with animals.

INTERPRETATION/IMPLEMENTATION:

1. The Administrator has the authority to allow or prohibit animal visitation in the facility.
2. Animals participating in animal visitation programs must be of good health, have proof of vaccination for animal borne diseases and negative tests for enteric parasites.
3. All personnel and residents will minimize contact with animal saliva, dander, urine and feces.
4. Employees will practice hand hygiene after contact with animals.
5. Non-human primates and reptiles will not be used in animal assisted activities/therapies or resident programs.
6. Nursing staff will record any safety issues and known allergies on resident care plans relative to animal visitation programs.
7. Visits by pets owned by resident or family members of residents will be considered individually and must be strictly supervised at all times by a member of the Recreational/Activity Department staff, volunteers, or Nursing Services department.
8. Animals may not come in contact with any resident who does not give verbal permission for such contact.
9. Visits by a person using a seeing eye dog will be permitted. The animal's movements must be

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limited and strictly supervised by the owner or handler.

10. Visiting animals must be attended while on the premises. A staff member, volunteer or other designated individual must accompany animals at all times. Large animals must be on a leash and/or restrained while in the facility.

11. Animals will not be allowed in food preparation, dining areas or treatment areas.

12. Equipment that has been substantial (i.e., more than incidental) contact with animals must be cleaned and disinfected before reuse.

Reviewed: 01/2020

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USE OF CUTTING TOOLS

POLICY STATEMENT:

It is the policy of the Idaho State Veterans Home – Pocatello to ensure the safety of residents while using

"cutting" tools. The term "cutting" tool applies to any object that has a sharp point, blade or edge; poses a

potential safety concern; and/or is used in activities such as crafting, woodworking or other projects.

GUIDELINES:

The Activity Department must be informed of the resident's desire to use a cutting tool and residents must

be approved for safety prior to the use of the cutting tool for activities.

Residents must meet with and be approved by someone from the ISVH-L Safety committee to demonstrate safe handling techniques and agree to sign and to abide by the Cutting Tool policy. A resident may be re-evaluated at the discretion of ISVH-L.

RESPONSIBILITIES:

Requirements are:

1. Lock up tools in a designated location when not in use.
2. Handle tools so that they are directed away from the body in a manner of safe practice.
3. Demonstrate adequate safety awareness of surroundings and other people while using tools.
4. Notify a Licensed Nurse of any incidents or injuries immediately if one occurs.
5. Use cutting tools only in a space designated for use (to be determined by the Activity department).
6. Acknowledge that failure to comply with any portion of this policy could result in termination of the cutting tool privilege.