



**Legacy Health Therapeutic Garden Program
Student Accountability Practicum Review 2017**

**Self-Assessment due one week prior:
Complete week of :**

Internship start date:

Projected end date:

Student _____ **Date** _____

Legacy HT Practicum students are members of the Legacy Health volunteer department. Students participate in a minimum of two Legacy pediatric sessions each month. Students participate for a minimum of one four-hour HT gardener shift learning and practicing in a variety of Legacy gardens each week during the AHTA voluntary internship with Legacy supervision. Students conduct a minimum of one senior session each week for a minimum four hours weekly in senior facilities. AHTA and Legacy require students to complete the Practicum within two years.

Legacy, in its sole discretion, will select program participants and volunteers. Check yourself off.

- Student has reviewed all aspects of AHTA website and needed resources for internship.
- Print and place in Practicum notebook: AHTA Professional Registration Policies and Procedures, conversion chart, Internship Performance Report with Case Study Outline.
- HTS has internship text.
- Bring hours documentation “to date” to the meeting.

The Student Practicum/Internship Review is intended to be used as a learning tool for the student to help them learn and understand expectations for the professional workplace and view progress made in their learning. This tool helps students to focus their short term and long-term goal setting as they complete this educational experience. The Student Evaluation will be completed at least three times in the Legacy 480 hour minimum Clinical Practicum hours with clients, minimum 180 hours in Horticultural Services and 180 hours in Adm. Legacy and the student will schedule additional reviews as needed.

Legacy does not pay interns in PT, OT, SLP, NSG, SW, RT, HT, etc., since they are in a learning/training role.

Key: Y = Yes, goal or task met N= No, goal or task not yet met NA = Not applicable NO = Not Observed

The student will self-assess in all categories using the above key.

Circle one and bring up-to-date hours report.

Supervision Meeting #1 Clinical hours to date _____ Horticultural Services hours to date _____ Adm hours to date _____

Supervision Meeting #2 Clinical hours _____ Horticultural Services hours _____ Adm hours _____

Supervision Meeting #3 Clinical hours _____ Horticultural Services hours _____ Adm hours _____

Students will write 3 goals (identify with G) in the goal column when completing this self-assessment. The self-assessment is due at least 7 days before the evaluation feedback meeting. Write in information in all parts of the review. Start with Review of Coursework.

Review of course work: (Student reviews AHTA website. Student writes update in each section below of those **completed and planning targets**.
12 semester hours in core required human science, **circle** completed: General psychology, abnormal psychology, human lifespan development

Human science elective from list:

12 semester hours in core required horticulture, **circle** completed: Introduction to horticulture, plant propagation, pest & disease management

List electives from list here:

List required classes still to be taken and qtr/year to take:

9 semester hours in HT, circle completed: GRN 267 268 269 270 271 272

HTS target date for AHTA application to be mailed month/year:

HTS schedules Meeting # 1 for 100 clinical hours, 2 for 200 clinical hours and # 3 for 390 clinical hours.

- Set one meeting to complete the AHTA Performance Report after meeting #3 and when you have completed all clinical hours.

AHTA Purpose:

The program is designed to provide background in the theory and application of HT as a treatment modality for diverse populations with disabilities.

Goals:

To develop a functional knowledge of HT; its theory and application, and a perspective of how it fits into the overall rehabilitation process.

To understand how HT is similar to other disciplines; and how it is unique.

To develop and understanding of the psychology of disability.

To develop skill in forming objective assessments regarding client goals, interests and abilities and to relate these factors to appropriate activities and adaptations.

To develop effective communication and interpersonal skills with clients and staff.

To develop initiate in organization of individual and group programs.

To gain knowledge of administrative requirements affecting function of the department; budgeting, planning, record keeping, use of appropriate channels and public relations.

- **Project Report to Date:** Student and supervisor will determine appropriate projects at mtg #1. Student completes each section below for each meeting. Write details noting progress, dates and timelines. Make this a clear, concise and detailed plan.

Write a brief description of the projects (one sentence each):

LTP 1)

STP 2)

Specify Timeline/dates for steps and final completion target date. These are the activities to get to the final product. Include timelines.

LTP 1)

STP 2)

Written Report Progress about status of each project:

1)

2)

Notes:

For at least 10 areas, student gives a specific *example* in the Notes column. Write three measurable goals (G) in the Goals column.

Accountability	Responsibilities/Tasks	Assessment	Goals/Recommendations/Notes/Example
Team Work: Cooperation, adaptability, flexibility, communication, dependability, supports team goals and system policies	a. HTS collaborates with health team members using appropriate resources (skill, knowledge, equipment) to achieve outcomes.		
	b. Verbally communicates pertinent patient and program information to appropriate persons in a timely manner.		
	c. Fulfills work schedule and project commitments.		
	d. Demonstrates promptness and dependability/attendance in scheduled days/times with Legacy 97% or better attendance.		
	e. Uses sick time judiciously and observes related policies.		
	f. Demonstrates flexibility in response to unexpected changes in work volume, staffing, scheduling.		
	g. Demonstrates effective listening skills.		
	h. Demonstrates positive problem solving strategies.		
	i. Accepts constructive feedback.		
	j. Follows Legacy/Dept dress code and grooming standards.		
	k. Initiates communication and problem solving in timely manner with effective LT and ST planning.		

	l. Presents as calm, quiet, ready, on time and organized.		
	m. Attend vol recognition and other vol program trainings.		
Accountability	Responsibilities/Tasks	Assessment	Goals/Recommendations/Notes/Example
Respect and Caring: Compassion, empathy, customer relations, professional behavior and confidentiality	a. HTS uses interpersonal skills that convey a positive, helpful and supportive attitude.		
	b. Provides respectful services and compassionate care in non-judgmental manner.		
	c. Uses discretion in discussions related to staffing or personal concerns.		
	d. Demonstrates commitment to understanding and valuing individual differences and fosters an environment of acceptance, fairness and mutual respect.		
	e. Demonstrates understanding of differences between empathy and sympathy.		
Accountability	Responsibilities/Tasks	Assessment	Goals/Recommendations/Notes/Example

Evaluation and Treatment Planning in TH and HT: Age and disability appropriate evaluation results in ability to establish baseline and a plan of treatment that facilitates improvement in patient/resident function.	HTS consistently identifies patient's subjective and objective limitations and strengths. # of assessments _____/40		
	b. Incorporates age and disability appropriate assessment tools and procedures using Legacy Age Related Care et al.		
	c. Develops specific, effective and individualized therapeutic programs and establishes measurable long and short-term goals including projected time frames for achievement.		
	d. Demonstrates ability to assess patient's interests and match them with patient's physical and cognitive limitations and abilities.		
	e. Writes session plans and submits two weeks in advance. Materials prepared one week in advance.		Last 4 session plans _____% on time.
	f. Completes session evaluation; writes at end of session.		
	g. Accesses individual needs, interests and abilities.		
	h. Accesses group needs.		
	i. Coordinates treatment plan with team members as appropriate.		
	j. Defines TH and HT and demonstrates correct usage.		
	k. Seeks additional input or assistance as needed.		
l. Describes components of social, vocational and therapeutic programs.			

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Treatment Implementation: Treatment is appropriate for age as well as disability/needs/interests and is revised as necessary, resulting in optimal improvement.	a. HTS utilizes age appropriate treatment and activities commensurate with level of experience.		
	b. Uses a variety of techniques specifically chosen to meet the individual's unique needs.		
	c. Treatment implementation progression is consistent with goals.		
	d. Demonstrates clear clinical reasoning and judgment in plan of treatment and care.		
	e. Regularly updates and revises the treatment plan recognizing new problems, a change in patient/resident status or inability to reach goals.		
	f. Implements client's treatment precautions		
	g. Supports and incorporates team member plans into own therapy activities as appropriate.		
	h. Seeks out assistance independently.		
	i. Plans for and uses plant material in sessions.		
	j. Set RIO rotation date 12 weeks out after 12 LTC, 12 SNF and 350 clinical hrs		Discuss:
	k. RIO RT one holiday session 4 hrs		Labor Day, Memorial Day, 4 th July with CTRS supervision clinical time
l. Formats mastered (circle); card, crown, mask, fan, pop-up card, bookmark, book, puppet stick,		Complete these formats by 200 clinical hours	

	m. Participates in one OBC Burn Concern Support Group- June		June hanging baskets 5:00 – 8:30
	n. Participates in minimum 6 Senior Garden Tours and Walks		Circle complete: 1 2 3 4 5 6---only 6 due to large grp of interns. Update list on sch board GS.

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Documentation: Documentation complies with professional and agency requirements and is usable by others.	a. HTS produces legible, accurate, timely and concise documentation. Completes assessment for each senior.		
	b. Documentation reflects a focus on patient/resident and family goals and needs. Keeps documentation notebook for each site.		
	c. Information is easily understood and pertinent to the patient/resident’s plan of care, reflecting resident condition, response to treatment and functional outcomes.		
	d. Strives to learn more about documentation and develop skills.		
	e. Writes progress notes each senior session for each client.		
	f. Records daily activities, including client diagnosis, goals, activities and tx outcomes.		
	g. Maintains case study; client evaluation form, progress notes, take photos to document, etc.		
	h. Bring your planner and explain your sequence of designated times to prep peds sessions and senior sessions		

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Notes:

Communications: Written and verbal communications are tailored to meet age/educational levels of patients/residents, families and other customers.	a. HTS establishes and nurtures effective, assertive and open communication.		
	b. Demonstrates good listening skills. Participates with others to resolve problems and improve patient/resident care coordination.		
	c. Keeps program coordinator promptly apprised of urgent and routine operational issues.		
	d. Seeks supervisory assistance as needed.		
	e. Planning is thorough, complete and on time.		
	f. Mastery of English to insure effective communication with patients and healthcare team.		
	g. Checks emails min x2 weekly responds; yes, no, OK, etc. Opens attachments.		
	h. Communicates x1 weekly with intern team members. Day_____		% on time for last four weeks= %
	i. Uses Legacy printing standard for all materials.		
	j.		

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Program/Team Support: Participation and support is provided to achieve program, team and departmental goals.	a. HTS acts in ways that support the dept. fiscal constraints.		
	b. Meets deadlines.		
	c. Balances efforts to achieve team/program goals and patient/resident care needs.		
	d. Open, positive spirit conducive to teamwork, support, productivity and growth.		
	e. Completes Volunteer Dept requirements in timely manner.		
	f. Works in an organized manner; watch, clipboard, calendar for organization of day, week, month, season et al.		
	g. Listens to and understands instructions.		
	h. Recognizes decisions requiring approval.		
	i. If unable to complete a task, plans follow-up and plans pass off for completion.		
	j. Attends monthly Practicum meeting, maintains notebook. Bring to this evaluation mtg.		
	k. Completes Practicum reports and documentation in an organized and timely manner.		
	l. Describes how this is a time of practice and learning.		
	m. Completed AV Basic training seminar (Legacy AV) by 40 clinical hrs.		

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<p>Therapeutic Garden Specific Requirements: Weekly garden shift of tasks to learn management of daily, weekly, monthly, seasonal and annual responsibilities to maintain safe and effective therapeutic gardens indoors and outdoors. Defines TGC, adaptive gardening and identifies and applies characteristics in projects and communications.</p>	a. HTS completes weekly minimum 4-hour practice/learning shift in a variety of Legacy Gardens through the supervision period.		Which gardener trainers? How many sessions? Discussion: Learnings x3
	b. Completes tasks in timely manner. Prioritizes to upcoming shifts as needed.		
	c. Able to anticipate garden maintenance, safety tasks and other needs.		
	d. Effective tool use, maintenance and management.		
	e. Safety essentials are demonstrated and taught to work team (vols) as needed.		
	f. Demonstrates proper body mechanics.		
	g. Evaluates work patterns and develops patterns of efficiency and effectiveness.		
	h. Compares and contrasts goals of various gardens using TGC.		
	i. Manages supply use, storage and management of garden offices.		
	j. Describes and implements seasonal care and programming.		
	k. Communicates effectively with team to achieve desired results.		
	l. Maintains a Horticulture Continuing Ed plan.		
	m. Works effectively with volunteers.		

	n. Maintains indoor plant material for treatment groups and indoor therapeutic garden benefits.		Set RIO houseplant rotation dates for 8 weeks 2 hours: 1- supervisor, 2- Maria, 3-8 independent. For week 3 sch supervisor for walk through and learnings discussion.
	o. Identifies monthly Plant ID list materials. Uses botanical Latin.		
	p. Uses appropriate plant propagation techniques.		
	q. Artistic use of flowers and plants.		
	r. Prevents and manages pest and disease issues.		
	s. Demonstrates plant growth and development knowledge.		
	t. Maintains garden containers.		
	u. Leads min 6 garden tours and answers visitor questions at various sites.		
	v. 10 TG fall photos due Dec 1		Print 10 on one page
	w. 10 TG winter photos due Mar 1		
	x. 10 TG spring photos due June 1		
	y. 10 TG summer photos due Sept 30		
	z. Identifies and manages weeds in all seasons. Identifies and teaches top 10 weeds. Completed team weed ID 2pgs		
	a. Describe garden care engagement at senior facility		

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Program Management & Professional Development: Professional knowledge is advanced to ensure quality; age and disability appropriate patient/resident care, safety and excellence.	a. HTS develops appropriate interpersonal relationships.		
	b. Maintains Practicum documentation notebook up to date.		
	c. Offers appropriate suggestions.		
	d. Participates in local, regional and national meetings and professional groups.		
	e. Shows initiative in learning new skills.		
	f. Actively reads and relates new developments.		
	g. Uses professional terms and language.		
	h. Identifies safety needs based on patient/resident environment and adaptation history including safety/fall risks, equipment safety, aspiration precautions, special diets, body mechanics and adaptations needed.		
	i. Writes session day journal entry identifying observations, insights and learning based on client sessions, gardening and administration tasks of the day. Present AHTA daily journal at mtgs #1, 2, 3.		Share and discuss:

Clinical Sessions at Legacy and PMG (not peds or senior facility sessions)	k. Completes min of 15 Legacy special event-sessions for clinical . List in clinical hours. In notes specify how many since last mtg. Describe learnings. (Not peds or senior walks)		Discuss activities: MP: SC soon: MH: EMC: GS:
Study Guide for the Therapeutic Recreation Specialist	l. By AHTA mtg #1 completed through chp 5. Write on copies of answer key not text. Turn in.		Discuss SG:
	m. By mtg #2 complete chp 6 and turn in		Discuss SG:
	n.		
Senior Case Study written	o. Start by 75 clinical hours. Print AHTA form now. Draft outline #1 due at mtg #1		Discuss:
	p. Draft #2 due at mtg 2		Discuss:
	q. Final draft due at mtg 3		Discuss:
	r. Present ppt next Practicum Meeting		Projected Date:
Resume, speaker bio	s. At Mtg #3, present a 1-2 page updated document		
Marketing brochure	t. At Mtg #3 present a marketing brochure for your services		
Professional electronic signature	u. By Mtg #2 using name, HTS, credentials, etc. on professional communications		Rosa Bloom, BSW, AD, HTS Therapeutic Garden Program Intern Legacy Health

Reference	v. If you ask supervisor for a reference, always submit updated resume with request		
Core curriculum	w. Calculated hours for semester vs qtr. for AHTA required core courses.		

Since last review meeting:

Clinical Practice Site/Facility:	Hours per week:	Learnings/Skill Development: 1. 2. 3.
Clinical Practice Site/Facility:	Hours per week:	Learnings/Skill Development: 1. 2. 3.
Clinical Practice Site Facility:	Hours per week:	Learnings/Skill Development: 1. 2. 3.
Supervisor Signature: Date:		Student Signature: Date:

Next AHTA Practicum Review Evaluation Feedback Circle One: 1 2 3 Meeting Date: _____

HTS Review Form Input Due Seven Days Before Review Meeting: _____

Legacy, in its sole discretion, will select volunteer program participant.

Printed 8/29/2017 6:22 PM