

## Master Syllabus

### MHT 1256 - Administration of Activity Programming II

**Division:** Health Sciences

**Department:** Human Services and Behavioral Health

**Credit Hour Total:** 4.0

**Lecture Hrs:** 3.0 **Clinic:** 3.0

**Date Revised:** January 2015

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#### Course Description:

Refine person-centered care with adult client population. Care planning practices. Care giving practices. Contrast different possibilities for group settings and calendar production. Activity service standards and design elements for risk management. Policy and procedural development. Three classroom, three clinical hours per week (NCCAP requirements met).

#### General Education Outcomes:

- ▣ Critical Thinking/Problem Solving Competency
- ▣ Values/Citizenship/Community Competency
- ▣ Oral Communication Competency
- ▣ Written Communication Competency
- ▣ Computer Literacy Competency
- ▣ Information Literacy Competency

#### Course Outcomes:

##### Leadership roles and ethics

Analyze the characteristics of the role of the leader of an activity department including ethical expectations and tasks of the leader.

**Assessment Method:** Locally developed exams

**Performance Criteria:**

70% score or higher

**Assessment Method:** Written surveys and/or questionnaires

**Performance Criteria:**

Assignments 70% score or higher

##### Admission assessments and interviewing techniques

Describe and apply various interview techniques to foster communication with the resident and the interdisciplinary team.

**Assessment Method:** Locally developed exams

**Performance Criteria:**

70% score or higher

**Assessment Method:** Written surveys and/or questionnaires

**Performance Criteria:**

Assignments 70% score or higher

##### Policies, procedures, and task outlines

Illustrate the differences between policies and procedures and be able to construct policies, procedures and task outlines.

**Assessment Method:** Behavioral observations

**Performance Criteria:**

Clinicals 70% score or higher

**Assessment Method:** Locally developed exams

**Performance Criteria:**

70% score or higher

**Assessment Method:** Written surveys and/or questionnaires

**Performance Criteria:**

Assignments 70% score or higher

##### Volunteer management

Prepare a volunteer handbook to act as a guide for managing a volunteer department.

**Assessment Method:** Locally developed exams

**Performance Criteria:**

70% score or higher

**Assessment Method:** Written surveys and/or questionnaires

**Performance Criteria:**

Assignments 70% score or higher

##### Therapeutic techniques

Demonstrate basic knowledge concerning therapeutic techniques for all levels of care.

**Assessment Method:** Locally developed exams  
**Performance Criteria:**

70% score or higher

**Assessment Method:** Written surveys and/or questionnaires  
**Performance Criteria:**

Assignments 70% score or higher

### **Calendar and therapeutic programming**

Identify and apply various activity treatment modalities at clinical site.

**Assessment Method:** Locally developed exams  
**Performance Criteria:**

70% score or higher

**Assessment Method:** Written surveys and/or questionnaires  
**Performance Criteria:**

Assignments 70% score or higher

### **Advanced calendar development and therapies application**

Create and design activity planning and programming for long term care facilities to promote person-centered care that addresses the care plan goals.

**Assessment Method:** Locally developed exams  
**Performance Criteria:**

70% score or higher

**Assessment Method:** Written surveys and/or questionnaires  
**Performance Criteria:**

Assignments 70% score or higher

### **Care planning, progress notes, and admissions**

Conduct assessment of individuals residing in long term care to determine activities that would benefit their health and well-being.

**Assessment Method:** Locally developed exams  
**Performance Criteria:**

70% score or higher

**Assessment Method:** Written surveys and/or questionnaires  
**Performance Criteria:**

Assignments 70% score or higher

## **Outline:**

Social aspects of the aging process

Biology of aging

Cognitive disorders

Medications and the elderly

Professional approach to care

Care planning practices

Care giving practices

Calendar development

Group setting leadership

Activity service

Policies and procedures

Risk management

Volunteers