



# 40-Hour Basic Course For Activity Directors

## Resources

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Theme/Holiday Meals  
Suggested Activities/Decorations/Music

<b>JANUARY</b>	<b>NEW YEAR'S DAY</b>	
<b>ACTIVITIES</b>	<b>DECORATIONS</b>	<b>MUSIC</b>
Ballroom Dancing	Streamers	Auld Lang Syne
Afternoon Tea	Dance Floor	Dance Bands
Singalong: Old Favorites	Hourglasses	
"Champagne" Toasts		

<b>JANUARY</b>	<b>TAILGATE/SUPERBOWL PARTY</b>	
<b>ACTIVITIES</b>	<b>DECORATIONS</b>	<b>MUSIC</b>
Football Games on TV	Football Team Pennants,	Marching Bands
Football Pool	Banners Helmets	Fans Cheering
Popcorn Preparation	Football	
Baskets of Chips, Pretzels, etc. on Tables		

<b>FEBRUARY</b>	<b>VALENTINE'S DAY</b>	
<b>ACTIVITIES</b>	<b>DECORATIONS</b>	<b>MUSIC</b>
Dancing	Pink/Red/White Streamers	Love Songs
Strolls in Park	Hearts	
	Valentines	
	Cupids	
	Arrows	
	Roses/Flowers	
	Corsages	

<b>FEBRUARY</b>	<b>50'S PARTY</b>	
<b>ACTIVITIES</b>	<b>DECORATIONS</b>	<b>MUSIC</b>
Sock Hop	Poodle Skirts	50's Music
Dress Up in 50's Clothes	Drive-Ins	
Play Juke Box	High School Memorabilia	
	45 RPM records	
Dessert: Ice Cream Sundae Bar	Juke Box	



**Theme/Holiday Meals**  
**Suggested Activities/Decorations/Music**

<b>MARCH</b>	<b>ST. PATRICKS DAY</b>	
ACTIVITIES	DECORATIONS	MUSIC
Green Beer	Green	Irish
Singalongs	Shamrocks	
	Leprechauns	

<b>MARCH</b>	<b>MARDI GRAS FESTIVAL</b>	
ACTIVITIES	DECORATIONS	MUSIC
Costume Party	Masks & Costumes	Cajun
Dancing in the Streets	Bright Colors	
	Crawfish	
	Bourbon Street	

<b>APRIL</b>	<b>EASTER</b>	
ACTIVITIES	DECORATIONS	MUSIC
Color Easter Eggs	Colors: Pink, Yellow, Purple	In Your Easter Bonnet
Easter Bonnet Making	Ducks	Peter Cottontail
Easter Bunny Visit	Rabbits	Spiritual
Easter Egg Hunt	Chicks	
	Eggs	

<b>APRIL</b>	<b>DAY AT THE BALL PARK</b>	
ACTIVITIES	DECORATIONS	MUSIC
Softball Toss	Bats	Organ Music
Permanet Making	Balls	Take Me Out to the Ball Park
Softball Game with Staff	Gloves	
View Games on TV	Pennants	



## Theme/Holiday Meals Suggested Activities/Decorations/Music

<b>MAY</b>	<b>MOTHER'S DAY</b>	
<b>ACTIVITIES</b>	<b>DECORATIONS</b>	<b>MUSIC</b>
Mother/Daughter Tea	Baskets of Flowers	Spring Music
Harp or Piano Concert	Pastel Table Linens	
Fashion Show	Candles	
Bridge/Card Games		

<b>MAY</b>	<b>MEMORIAL DAY COOKOUT</b>	
<b>ACTIVITIES</b>	<b>DECORATIONS</b>	<b>MUSIC</b>
Parade	Flags	Band Music
Invite High School	Red, White & Blue	Marches
Band/Ensemble to Play	Picnic Baskets	Military Music
Invite Local Politicians/Mayor	Checkered Tablecloths	

<b>JUNE</b>	<b>FATHER'S DAY</b>	
<b>ACTIVITIES</b>	<b>DECORATIONS</b>	<b>MUSIC</b>
Fishing	Masculine Colors	Resident Favorites
Horse & Buggy Rides	Cars	
Local Fire Dept.	Sports Activities	
Demonstrations/rides		
Card & Other Games		
Outing to Park		
Boat Rides		

<b>JUNE</b>	<b>WEDDING/ANNIVERSARY CELEBRATION</b>	
<b>ACTIVITIES</b>	<b>DECORATIONS</b>	<b>MUSIC</b>
Corsage/Bouquet Making	Wedding Bells	Wedding Music
Bachelor/Groom Party	Gold/Silver Colors	Romantic Music
Bridal Shower	Romantic Theme	
Wedding Ceremony	Rice or Birdseed Bouquets	
Staff Fashion Show: Wedding Attire		



# Theme/Holiday Meals

## Suggested Activities/Decorations/Music

JULY	JULY 4TH PICNIC	
ACTIVITIES	DECORATIONS	MUSIC
Corn Husking	Red, White & Blue	Marching Bands
Fireworks Display	Flags	National Anthem
Picnic Activities	Firecracker Pictures	
Croquet		
Wheelchair Races		
Staff Seed-Spitting Contest		

JULY	HOG DOWN	
ACTIVITIES	DECORATIONS	MUSIC
Square Dancing	Bandanas	Fiddle
Horse Shoes	Western Boots	Country & Western
Hog Calling Contests	Straw/Hay	
Horse Petting	Cowboy Hats	
Staff & Resident Western	Blue Jeans	
Dress	Bibbed Overalls	

AUGUST	COUNTRY FAIR	
ACTIVITIES	DECORATIONS	MUSIC
Snow Cones	Livestock	Carousel
Popcorn Stand	Vegetable Pictures	Summer Themes
Carnival Games	Tractors/Farm Equipment	
Horse & Buggy Rides		

AUGUST	HAWAIIAN LUAU	
ACTIVITIES	DECORATIONS	MUSIC
Hula Dancing	Palm Trees	Hawaiian
Boat Rides	Beach Scenes	
Make Sand Candles	Sunsets	
Crafts with Shells	Candles	
	Grass Skirts	
	Shells	
	Boats	



# **Theme/Holiday Meals** **Suggested Activities/Decorations/Music**

<b>SEPTEMBER</b>	<b>LABOR DAY</b>	
<b>ACTIVITIES</b>	<b>DECORATIONS</b>	<b>MUSIC</b>
Make Dirt Pie or Cake	Red, White & Blue colors	Work Songs
Make/Paint Clay Pots for Spring Flowers	Pictures of Work Situations	
Paint Work Scenes		
Visit Factories/Plants		

<b>SEPTEMBER</b>	<b>BACK TO SCHOOL BASH</b>	
<b>ACTIVITIES</b>	<b>DECORATIONS</b>	<b>MUSIC</b>
Back to School	Books	School Days
Staff/Resident Dress-Up	Pencils	Children's Music
School Bus Rides	Rulers	
Story Reading	School Houses	
	ABC's	
	School Buses	

<b>OCTOBER</b>	<b>OKTOBERFEST</b>	
<b>ACTIVITIES</b>	<b>DECORATIONS</b>	<b>MUSIC</b>
German Dancing	Beer Steins	German Music
Happy Hour	German Flags	
Games		
Pretzel Baking		
Cookie Baking		

<b>OCTOBER</b>	<b>HALLOWEEN</b>	
<b>ACTIVITIES</b>	<b>DECORATIONS</b>	<b>MUSIC</b>
Halloween Party	Pumpkins	Spooky
Invite local school-children to "Trick or Treat" by Residents	Black & Orange	
Carve Pumpkins	Ghosts	
	Spiders	



**Theme/Holiday Meals**  
**Suggested Activities/Decorations/Music**

<b>NOVEMBER</b>	<b>THANKSGIVING</b>	
<b>ACTIVITIES</b>	<b>DECORATIONS</b>	<b>MUSIC</b>
Make Flower or Fruit & Vegetable Center-pieces/arrangements	Harvest Themes	Old Favorites
Make Pumpkin Cookies	Pumpkins	
Reminisce	Cornucopias	
Make Hot Mulled Cider	Fall Flowers	

<b>DECEMBER</b>	<b>CHRISTMAS</b>	
<b>ACTIVITIES</b>	<b>DECORATIONS</b>	<b>MUSIC</b>
Christmas party w/Gifts for Residents	Christmas Tree	Christmas Religious
Trim Tree	Red & Green	
Make Ornaments	Santa	
Carol Singing	Sleighs	
Invite local school children to visit & sing Christmas music	Snow	
	Bells	



## GENERAL MEDICAL TERMINOLOGY

**Activities of Daily Living:** These activities include every day functions, which promote good hygiene, and the ability to live independently. Activities of daily living include feeding, bathing, toileting, dressing, communicating, and ambulating.

**Acute:** A condition or situation that has a severe, rapid, or sharp onset. Symptoms will be severe and short-lived.

**Ambulatory:** The ability to walk, not confined to bed.

**Aphasia:** An absence or impairment of the ability to communicate through speech due to a dysfunction of the brain. This dysfunction is usually caused by a stroke in the elderly population.

**Aspiration:** An act where foreign objects are sucked into the lungs through the nose or throat. Vomitus is the most commonly aspirated foreign body. Once vomit is aspirated into the lungs, usually pneumonia, and/or death will occur.

**Atrophy:** A wasting, shriveling, and/or decrease in size of a muscle, tissue, and/or organ due to lack of use or disease.

**Chronic:** A condition or disease that has a long, slow progression. Symptoms develop over a substantial period of time, and display little change. *Opposite of Acute.*

**Contracture:** A permanent contraction of a muscle due to a spasm or paralysis. Once a muscle contracts, it usually pulls the extremities inward toward the trunk of the body.

**Convulsion:** A state of unconsciousness where muscles contract involuntarily in a spastic manner. Epilepsy, heat cramps, and brain lesions cause convulsions. *It is important not to try to restrain the person who is having the convulsion. but try to remove any objects which could injure the patient while they are convulsing.*

**Cyanosis:** A condition where the skin becomes slightly bluish, grayish or dark purple due to a lack of blood flow supplying oxygen to the skin.

**Dentures:** A complete set of artificial teeth set in appropriate plastic materials to substitute for the patient's decayed, and removed teeth.

**Diet:** A specifically prescribed number of calories a patient need to acquire all nutrients to maintain a healthy body. Different therapeutic diets may include:  
*Mechanical soft* - food is finely chopped up for the patients who have poorly fitting dentures or who have some difficulties feeding themselves.  
*pureed* - food is liquified for patients who have severe problems swallow.  
*no salt added* - food is cooked without salt for patients with a heart condition.

*no concentrate sweets* - food with high concentrations of sugar are avoided for patients who are borderline diabetics.

**Disorientation:** Inability to correctly state the time, place and/or person.

**Dysphasia:** Inability or difficulty to swallow usually due to experiencing a recent stroke.

**Edema:** A local or generalized condition in which the body tissues contain an excessive amount of fluid. This consequently creates swelling. In the elderly, edema often occurs in the ankles or lungs due to impaired heart performance.

**Extrapyramidal Side Effects (EPS):** Side effects, which may be displayed by patients who are prescribed medications. The behavioral side effects may range from motor restlessness, tremors, muscular involuntary movements, drooling, and/or speech difficulty.

**Foley Catheter:** A plastic tube, which is inserted into the bladder to continuously, removes urine from the patient.

**Gait:** A manner of walking.

**Gangrene:** A condition where all layers of the skin die due to lack of blood from numerous problems. Once a part of the body becomes gangrenous, it usually has to be amputated.

**Gastrointestinal Tube:** A tube, which is surgically inserted into the stomach. A prescribed nutritional fluid is pumped in to sustain the patient's life.

**Geriatrics:** A branch of medicine dealing with the medical problems of the aging.

**Gerontology:** The study of the aging process, and of the aging persons in society. The types of aging are:

*mature type* - includes seniors who accept the facts of aging, adjust well to losses, and are realistic about their past, and present lives.

*armored type* - includes seniors who cling to middle class behavior patterns, deny aging, keep busy as ever, and manage to get along very well.

*rocking chair type* - includes seniors who accept passivity, and who sit and rock all day without feeling guilty about it.

**Gout:** A hereditary disease that is a form of acute arthritis. Inflammation usually begins in the knee or foot joints.

**Handroll:** A cylinder shaped padded roll, which is placed in patients' hands that are contracted in fists. This prevents sores on the skin.

**Hematocrit:** A test performed upon the blood to determine its percentage of plasma (fluids) and erythrocytes (blood cells).



**Hemoglobin:** The iron containing pigment of the red blood cells. Its function is to carry oxygen from the lungs to the tissues.

**Intermediate Care Facility:** A state licensed facility where the patients are independent with their Activities of Daily Living, but still require occasional nursing assistance.

**Legally Blind:** A person whose vision is determined to be 20/200. This means that what a normally sighted person can see from a distance of 200 feet, a legally blind person couldn't see until he is 20 feet from it. The legally blind person usually still can see colors, shapes, and depths.

**Long Term Care Facility:** A state licensed facility where patients require some or total assistance with their Activities of Daily Living. Registered Nurses are available at the facility around the clock.

**Nasal Gastrointestinal Tube:** A tube, which is manually inserted by a nurse down the patient's nose and into the stomach. A prescribed nutritional fluid is pumped into the stomach to sustain the patient's life.

**Postural Support:** An upper body or pelvic support strap which helps maintain proper body alignment for the patient and prevents confused patients from trying to stand up from their bed or wheelchairs and falling. Postural supports can not be applied to patients without doctors' orders to do so.

**Reality Orientation:** A process used to remind confused patients of the correct time, place, and even person. This process should be offered frequently and concisely to the patient.

**Restorative Nursing Assistant:** A trained nursing assistant who offers simple range of motion and ambulating exercises to predetermined patients.

**Residential Facility:** A community setting of building, which offers its members daily meals and programs. All residents must be independent with their Activities of Daily Living. No nurses are employed on the premises.

**Spenco Mattress:** A specially padded mattress given to patients who are prone to skin breakdown.

**Supra Pubic Catheter:** A surgically inserted tube, about two centimeters above the symphysis pubis, into the bladder. Urine is continuous removed from the bladder.

**Triage:** The screening and classification of sick, wounded or injured persons during disasters to determine priority needs for efficient use of medical and nursing manpower, equipment and facilities. Patients are classified as low, moderate, and high priority groups depending upon the severity of their wounds or injuries.





## DIAGNOSES

**Alzheimer's Disease:** A form of pre-senile dementia due to a deteriorating of the frontal and occipital lobes. Usually occurs between the ages of 40 and 60, more often in women than in men. Involves progressive, irreversible loss of memory, apathy, and disorientation.

**Amputation:** Removal, usually by surgery, of a limb, part, or organ. Even though the part of the person's body has been amputated, the person may still feel pain in the amputated part. This is called *phantom pain*.

**Amyotrophic Lateral Sclerosis: (ALS)** A rare incurable disease of the nervous system. Also called Lou Gehrig's disease. ALS gradually destroys the nerves that control the muscles. Weakness, paralysis, and eventually death result.

**Anemia:** A condition where there is not enough circulating red blood cells to supply all the needed oxygen to the body.

**Aneurysm:** Localized abnormal dilation of a blood vessel, usually an artery, due to congenital defect or weakness of the wall of the blood vessel.

**Angina Pectoris:** Severe pain and constriction about the heart, usually radiating to the left shoulder and down the left arm. This pain is caused by insufficient supply of blood to the heart.

**Arteriosclerosis:** This diagnosis term is applied to a number of conditions in which there is a thickening and a loss of elasticity of the walls of the arteries. This results in altered function of tissues in the immediate area. Arteriosclerosis heart disease (abbr. ASHD) is a common disease.

**Arthritis:** Inflammation of a joint, usually accompanied by pain, swelling and frequently changes in appearance.

**Asthma:** A wheezing caused by a spasm of the bronchial tubes or by swelling of their mucous membranes. Can occur in any age, but is found most frequently in early childhood and early adulthood.

**Atrial Fibrillation:** Irregular and rapid random contractions of the atria section of the heart causing the heart to be unable to adequately circulate blood.

**Bronchitis:** Inflammation of mucous membrane of the bronchial tubes. This may be characterized by a dry cough and fatigue.

**Cancer:** A malignant tumor. These malignant tumors can be divided into two categories: carcinoma and sarcoma. The most common types of cancer found in long term patients are lung, brain, colon, prostate, and breast cancer.

**Cataract:** A cloud-like substance forms behinds the lens of the eye and obstructs vision. Can be surgically removed after the cataract has fully matured.

**Cerebral Hemorrhage:** The rupture of a diseased blood vessel in the brain. This is often associated with high blood pressure, and may cause paralysis.

**Cerebrovascular Accident (CVA):** A general term most commonly applied to occurrences in which a weakened blood vessel hemorrhages in the brain. These occurrences are usually secondary to a cholesterol build up in the brain's blood vessels and/or high blood pressure.

**Cirrhosis:** A chronic disease of the liver characterized by the formation of connective tissue and fatty cell build up within the liver. This decreases the liver's ability to properly filter out toxic compounds from the blood.

**Colostomy:** The opening of some portion of the colon onto the abdominal surface. Performed when it is impossible for the feces to pass through the colon and out the anus.

**Coma:** An abnormal deep stupor occurring in illness or as a result of it or due to an injury. The patient cannot be aroused by external stimuli.

**Chronic Obstructive Pulmonary Disease (COPD):** Asthma, bronchitis and emphysema may result from this chronic disease.

**Congestive Heart Failure:** A weakening of the heart muscle to the point where blood cannot be effectively pumped throughout the body. Fluids build up in the lower extremities and in the lungs. The latter makes it very difficult for the patient to breathe.

**Decubitus Ulcer:** A sore resulting from pressure to an area of the body from a bed or chair. All bony protrusions of the body (the spine, heels, hips and elbows) are the primary areas where decubitus ulcers occur.

**Dementia:** Irrecoverable deterioration of the mental state and absence or reduction of intellectual faculties, due to organic brain disease.

**Dehydration:** A condition resulting from excessive loss of body fluid. Occurs when output of fluids exceeds fluid intake.

**Diabetes Mellitus:** Failure of the pancreas to secrete an adequate amount of insulin. Insulin allows the sugar in the blood to be absorbed into the tissues and cells.

**Dyspnea:** Insufficient oxygenation of the blood resulting from disturbances in the lungs. Breathing may appear labored.



**Emphysema:** A chronic disease of the lungs characterized by the bronchial tubes losing their elasticity and impairing the patient's ability to transfer oxygen from the lungs to the blood.

**Epilepsy:** A recurrent disorder of the cerebral function characterized by sudden, brief attacks of altered consciousness, motor activity, or sensory awareness. Convulsive seizures are the most common form of attacks.

**Fracture:** A broken bone. The most common fractured bones to patients in long term care facilities are the femur, hip, clavicle and vertebrae.

**Gastritis:** Inflammation of the stomach.

**Glaucoma:** A disease of the eye characterized by an increased pressure within the eye itself. This causes the optic nerve to deteriorate and may even lead to blindness.

**Hard of Hearing (HOH):** The gradual loss of the ability to hear and comprehend sounds and conversations.

**Hemiplegia:** Paralysis of only one half of the body. Usually the paralysis occurs to the right or the left side of the body.

**Hemorrhage:** An abnormal internal or external bleeding. The bleeding may originate from veins, arteries or capillaries.

**Hernia:** The protrusion or projection of an organ or part of an organ through the wall of supporting tissue that normally contains it.

**Hydrocephalus:** An increased accumulation of cerebrospinal fluid within the ventricles of the brain. This subsequently causes swelling, hinders blood flow, and may cause brain tumors.

**Hypertension:** A condition when the patient has a higher than normal blood pressure.

**Hypoglycemia:** A condition in which the glucose (sugar) in the blood is abnormally low. A deficiency of blood sugar.

**Incontinence:** The inability to control urinary and bowel functions.

**Lactose Intolerance:** Intolerance to milk and dairy products characterized by gastrointestinal (stomach and intestinal) problems.

**Meningitis:** Inflammation of the membranes of the spinal cord or brain. Can cause paralysis and/or brain damage if not treated with antibiotics.



**Myocardial Infection:** A condition caused by the obstruction of one or more coronary arteries. The symptoms include prolonged heavy pressure or squeezing pain in the chest. Heart muscles may die (along with the patient) if medical help is not obtained to dilate the blood vessels.

**Organic Brain Syndromes (OBS):** A large group of acute or chronic mental disorders associated with brain damage or impairment. Most senior patients with this diagnosis acquired it by circulatory disturbance of blood to the brain.

**Osteoarthritis:** A chronic disease involving inflammation of the joints, especially those bearing weight. This usually occurs in the older person, as the disease is a result of a worn out joint.

**Osteoporosis:** A softening of the bones through increased porosity of the bones. This is most commonly seen in the elderly.

**Peptic Ulcer:** An ulcer occurring in the lower end of the esophagus or in the upper stomach. This is characterized by a gnawing pain, which starts three to four hours after a meal.

**Pleurisy:** Inflammation of the membranes, which surround the lungs. May make breathing painful due to the lungs expanding against the rib cage.

**Pneumonia:** Inflammation of the lungs caused primarily by bacteria, viruses, or chemical irritants. There are more than 50 causes of pneumonia. Most are treated successfully with antibiotics.

**Quadriplegia:** Paralysis of all four extremities and usually the trunk. The paralysis cause by injury to the spinal cord usually around the upper neck area.

**Rash:** A general diagnosis applied to any blemish or eruption of the skin. The rashes are usually a shade of red, which vary with the disease.

**Renal Failure:** Failure of the kidney to perform its essential functions. Usually seen in the elderly due to impaired blood flow to the kidney organ. Because the kidney is having difficulties eliminating fluids from the body, fluid intake should be restricted.

**Scoliosis:** A curvature of the spine. Can occur in the elderly population, especially in females, as the spinal structure becomes weaker due to lack of calcium

**Stroke:** Sudden loss of consciousness followed by paralysis caused by a hemorrhage within the brain.



**Syncope:** A reoccurring condition where consciousness is temporarily lost due to lack of blood flow to the brain. The person usually regains consciousness once the head is lowered and blood flow is increased back to the brain.

**Total Hip Replacement:** A surgical procedure used in treating severe arthritis of the hip. Both the top of the femur and the acetabulum (the ball shaped protrusion which rotates within the pelvic girdle) are replaced with metal components.

**Tracheotomy:** An operation where an incision is made in the trachea to create a permanent breathing orifice. A person having received this operation will need a voice box in order to communicate.

**Urinary Tract Infection (U.T.I.):** Infection of urinary tract usually characterized by a feeling of needing to urinate frequently. This infection frequently occurs in the elderly who have a catheter.







## ABBREVIATIONS

Abbreviations	Definitions
1:1	one to one
2 <sup>o</sup>	secondary to
A.D.L.'s	activities of daily living
A.K.A	above knee amputation
ac	before meals
ACC	Activity Consultant Certified
act's	activities
ad lib.	as desired
adto:	up to
ADC	Activity Director Certified
AEB	as evidenced by
ALS	Amyotrophic lateral sclerosis
amb	ambulatory
ASHD	arteriosclerotic heart disease
B & B	bowel and bladder
B/P	Blood pressure
bid	two times a day
μ	with
c/o	complains of
CA	cancer
CAD	coronary artery disease
CBC	complete blood count
CHF	congestive heart failure
CNA	Certified Nursing Assistant
CNS	central nervous system
COPD	chronic obstructive pulmonary disease
CPR	cardiopulmonary resuscitation
CTRS	Certified Therapeutic Recreation Specialist
CVA	cerebrovascular accident
CVD	cardiovascular disease
d	day
DM	diabetes mellitus
DOB	date of birth
DON	Director of Nursing
DJD	degenerative joint disease
dx	diagnosis
EMT	emergency medical technician
EPS	extrapyramidal side effects
fx	fractured
G-tube	gastrointestinal tube



h  
H & P  
HOH  
HS  
Hx  
I & O  
IV  
IBW  
inj.  
lb.  
liq.  
MD  
MI  
meds  
mos  
N  
N G-Tube  
NAS  
NCS  
NPO  
NWB  
NIDbM  
OOB  
OT  
Oz  
PCC  
PCP  
PT  
pc  
pm  
pt  
qd  
qh  
qid  
qod  
r/t  
ROM  
RBC  
Rsd't  
RTC  
S/P  
.  
sc  
sob  
SSD  
ST

hour  
history and physical  
hard of hearing  
at night  
history  
intake and output  
intravenously  
ideal body weight  
injection  
pound  
liquid  
physician  
myocardial infection  
medications  
months  
nursing  
nasal gastrointestinal tube  
no added salt  
no concentrated salt  
nothing by mouth (nothing per oral)  
non weight bearing  
non-insulin dependent diabetes mellitus  
out of bed  
occupational therapy  
ounce  
patient care conference  
patient care plan  
physical therapy  
after meals  
as needed  
patient  
every day  
every hour  
four times a day  
every other day  
related to  
range of motion  
red blood cell count  
resident  
Recreation Therapist Certified  
status post  
without  
subcutaneous  
shortness of breath  
social service designee  
speech therapy

stat  
TIA  
tid  
tx  
UTI  
WNL

immediately  
transient ischemic attack  
three times a day  
treatment  
urinary tract infection  
within normal limits





## MEDICATIONS

**Anti-Anxieties:** These medications are given to patients who display anxious behaviors (i.e., wringing hands, frequent crying episodes). A few commonly used anti-anxieties are Haldol, Xanax, Valium, Moban, Ativan, and Serax.

**Antibiotics:** These medications are given to patients who display signs of an infection (high fever, weakness, cough, lethargic movements). A few commonly used antibiotics are Penicillin, Ampicillin, and Amoxicillin.

**Anticonvulsants:** These medications are given to patients who are diagnosed as having convulsions. Patients may have convulsions due to epilepsy, head trauma, and/or severe fevers. A few commonly used anti-convulsants are Dilantin, Tegretol, Luminal, Mysoline and Tridone.

**Antidepressants:** These medications are given to patients who display depressed behaviors (i.e., frequent episodes of crying, lethargic movements, thoughts of suicide). A few commonly used antidepressants are Elavil, Mellaril, Nardil, Aventyl, Pertofane, and Sinéquan.

**Antipsychotic:** These medications are given to patients who are diagnosed as displaying psychotic behavior, and/or thought (i.e. hearing noises, paranoia, ultra-high energy (mania), hallucinations, and delusions). A few commonly used antipsychotics are Thorazine, Mellaril, Trilafon, Proxilin, Haldol, Moban, and Navare.

**Caution:** *Patients on Thorazine acquire very "sun-sensitive" skin.*

**Cardiac Conditions:** Patients who are diagnosed as having cardiac conditions may need the following used medications: Digoxin, to strengthen the heart's contractions; Lasix, a diuretic to eliminate excess fluids from the body; Capoten, to decrease the patient's blood pressure; Nitroglycerin, to dilate the blood vessels to improve blood flow to needed organs; and or Procardia, to increase the blood pressure.

**Pain Pills:** Patients who are determined to be in pain due to a recent fracture of a bone, recent surgery, long term arthritis and/or headache may receive the following medications: Aspirin, Ibuprofen, Motrin, Darvocet, and/or Tylenol #3 = Codeine.



**Treatment Medications:** Patients who are determined to require treatment medications may receive the following: Granulex, sprayed to superficial skin sores to help accelerate healing; Dakin, applied to deeper skin sores to assist with the healing; Milk of Magnesia, to keep patients' bowel movements regular (often the result of decreased motion).

**\*\*NOTE\*\***

*All medication which is given to a patient must first be prescribed by the patient's physician!!!*

## **COMMUNICATION TECHNIQUES**

The following are brief suggestions of how to communicate with residents with the following disorders: hearing impairments, aphasia and disorientation.

**When talking with the hearing impaired resident, it is important to follow these guidelines:**

1. Make sure you have the resident's attention before speaking.
2. Your face should be visible in order for him to watch you when speaking.
3. Do not shout, but speak clearly and slowly.
4. If the resident does not hear you the first time, repeat and/or rephrase what you have said. If he still has difficulty, try writing or pointing.

**Following a stroke, a communication problem called aphasia may occur. A resident with aphasia has a reduction in ability to use words or other symbols. He may also have difficulty understanding speech, reading, and writing. When talking with an aphasic resident, it is important to follow these guidelines:**

1. Make sure all questions are simple and answerable with a "yes" or "no" response. Use gestures to accompany your questions.
2. Systematically point and gesture until he shows you that you have found the subject.
3. If this fails, admit it by saying, "I'm sorry, but I can't understand. Maybe we can try again later."
4. All verbal communication should utilize a main word. Speak slowly and clearly in your natural voice.
5. Do not interrupt the resident when he attempts to tell you something.



**The following are suggestions of how to communicate with the disoriented resident:**

1. Make sure you have the resident's attention before attempting to speak to him. Look at him while conversing.
2. Ask simple and direct questions one at a time since he requires a lot of time to process what is being said to him.
3. Speak slowly and distinctly, but without unnecessary loudness. Speak in a friendly manner, but do not treat the resident as if he were a child.
4. If the resident rambles from the original subject, stop him and bring him back to the topic. If the resident cannot stop rambling, stop communications and tell him that you'll try again later.

## PRECAUTIONS

Related to Activities Programming (List is not all inclusive)

### ALLERGIES

Cosmetics/Lotions (identify)  
Fabric (identify)  
Food (identify)  
Metals (identify)  
Pets  
Smoke  
Sun Sensitive  
Other (i.e., dust, etc.)

### AMBULATION

Bedfast  
G/C Geri Chair  
Potential for Falls  
W/C with Assist  
Walker with Assist  
Walks with Assist

### BEHAVIOR

Agitated  
Anxious  
Bangs  
Combative  
Cries  
Demanding  
Destroys Objects  
Hoards (specify)  
Hostile  
Impatient  
Places Objects in Mouth  
Sexually Abusive  
Sexually Inappropriate  
Takes Objects  
Verbally Abusive  
Wanders  
Yells

### COGNITIVE

Disoriented to Time, Place,  
Person, Routine  
Forgetful (specify)  
Gives Unreliable Information  
Hallucinates  
Limited Short Term Memory  
Paranoid (identify)  
Short Attention Span  
Suspicious (identify)  
Unable to Comprehend  
Unable to Follow Direction

### COMMUNICATION

Aphasic  
Braille  
Foreign Language  
Non-Verbal  
Points/Gestures/Signs  
Reads Printed Word  
Uses Communication Board/  
Chart  
Uses Pen/Paper  
Uses Switch Plate/  
Communication Board

### DIETS

Alcohol with Supervision  
Diabetic  
Low Sodium  
Needs Fluids  
N/G Tube  
No Alcohol  
No Caffeine/Chocolate  
No Spicy Food  
N.P.O.  
Pureed Diet  
Soft

### PHYSICAL

Bowel and Bladder  
Incontinent of Bowels  
Incontinent of Bladder  
Uses Attends/Maxi Pads  
for Outings Only  
Catherter  
Chokes on Liquids, Soft  
Food, Solids  
Dizziness  
Falls  
Fatigue  
Hearing Impaired  
Heart Problem  
Hypertension  
Motion Sickness (outings)  
Pacemaker  
Pain (specify)  
Paralysis  
Paresis  
Restraint with Mitts, Soft  
Vest, Wrist, Other  
Seizures  
Smoking with Supervision  
S.O.B. (shortness of breath)  
Swallowing  
Tires Easily  
Visually Impaired  
Weak

### SOCIAL

Aggressive (verbally)  
No Small/Large Group  
Not Accepted by Others  
Not Considerate of Others  
Outspoken  
Prefers to be Alone with  
- Family/Roommate





## ACTIVITIES EQUIPMENT INVENTORY

## EQUIPMENT DESCRIPTIONS

## LOCATION OR NEEDS

- ☐ Piano
- ☐ Microphone
- ☐ Stereo System
- ☐ Locking Cabiners
- ☐ Portable Cassette Players #
- ☐ With Earphones #

## Records/Cassettes/CD's

- ☐ Big Band
- ☐ Oldies
- ☐ Religious
- ☐ Classical
- ☐ Jazz
- ☐ Country
- ☐ Nature Sounds
- ☐ Holidays
- ☐

## Large Print Books

- ☐ Music Song Books  
☐ Hymnals  
☐ General Reading  
☐

## Parlor Games

- ☐ Bingo (large face/markers)
- ☐ Resident Rights Bingo
- ☐ Board Games
- ☐ Cards (large face)
- ☐ Checkers
- ☐ Dominoes
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## Crafts Supplies

- ☐ Scissors for Cloth
- ☐ Scissors for Paper
- ☐ Glue for Cloth
- ☐ Glue for Paper
- ☐ Colored Paper
- ☐ Yarn
- ☐ Felt/Fabrics
- ☐ Paint Brushes



## EQUIPMENT DESCRIPTIONS

## LOCATION OR NEEDS

### Crafts Supplies (*continued*)

- ☐ Glitter/Beads
- ☐ Wood/Sandpaper

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

### Crafts Kits

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

### Grooming Supplies

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

### Rhythm Instruments

- ☐ \_\_\_\_\_

### Reality Awareness Equipment

- ☐ Clocks
- ☐ Flash Cards
- ☐ R.A. Board
- ☐ Local, U.S. and World Maps
- ☐ \_\_\_\_\_

### Sensory Stimulation Equipment

- ☐ Textured Materials
- ☐ Scented Materials
- ☐ Auditory Materials
- ☐ Colorful Objects
- ☐ \_\_\_\_\_

### Braille Materials

- ☐ Talking Books/Tapes
- ☐ Tape Players
- ☐ Head Phones

### Exercise Equipment

- ☐ Balls (handsize, soft oversize)
- ☐ Bean Bags/Balloons
- ☐ Shuffle Board
- ☐ Parachute/Bowling/Trophy
- ☐ 18" Plastic Pipe Lengths/Scarves/Ropes
- ☐ Tossing Games
- ☐ \_\_\_\_\_

### Seasonal Decorations

- ☐ 8 Major Holidays
- ☐ 3 to 4 Theme Events (luau, western)
- ☐ Helium Tank (with approved secure stand)
- ☐ Assorted Balloons and Ties

## EQUIPMENT DESCRIPTIONS

LOCATION OR NEEDS

## Educational Materials

- ☐ Trivia/Discussion  
☐ X-Word/Word Search  
☐

### Large Equipment

- ☐ TV/VCR
- ☐ Projector (16mm movie, slide, filmstrip)
- ☐ Popcorn Popper
- ☐ Large Chalkboard/Whiteboard
- ☐ Portable Grease Board
- ☐ Shelving/Portable Baskets
- ☐ Room Visir Rolling Cart
- ☐ Camera/Film
- ☐ Overhead Projector
- ☐ Microwave or Toaster Oven

### Other Equipment.

[illegible]This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or printed text on the paper.





## ACTIVITY BUDGET

Month of \_\_\_\_\_

Year \_\_\_\_\_

[illegible]





## OUTING REQUEST FORM

Date Submitted \_\_\_\_\_ Date of Activity \_\_\_\_\_

### Trip Information

Activity and Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Phone No. \_\_\_\_\_

Nature of Activity/Trip and Time \_\_\_\_\_

Depart Facility: Date \_\_\_\_\_ Time \_\_\_\_\_

Arrive Facility: Date \_\_\_\_\_ Time \_\_\_\_\_

Additional Planned Stops \_\_\_\_\_

### Activity Fees and Admissions

- Need money for trip? ☐ Yes ☐ No
- Admission Fee? \$ \_\_\_\_\_
- Parking Fee? \$ \_\_\_\_\_
- Total per individual? \$ \_\_\_\_\_
- Total for trip? \$ \_\_\_\_\_

### Medical

- Medications required? ☐ Yes ☐ No
- Nursing staff necessary? ☐ Yes ☐ No
- Any medical contradictions to any participant? ☐ Yes ☐ No  
Who? \_\_\_\_\_ Why? \_\_\_\_\_

Signed \_\_\_\_\_ (DON)

### Emergency

Nearest Hospital and Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Phone No. \_\_\_\_\_

Routes of travel, departure/return (attach map if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Participating Residents**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Participating Staff**

1. \_\_\_\_\_ (in charge)
- Car \_\_\_\_\_ Total in Car \_\_\_\_\_
- Van \_\_\_\_\_ Type \_\_\_\_\_
- Driver \_\_\_\_\_

**Participating Residents**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Participating Staff**

1. \_\_\_\_\_ (in charge)
- Car \_\_\_\_\_ Total in Car \_\_\_\_\_
- Van \_\_\_\_\_ Type \_\_\_\_\_
- Driver \_\_\_\_\_

**Participating Residents**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Participating Staff**

1. \_\_\_\_\_ (in charge)
- Car \_\_\_\_\_ Total in Car \_\_\_\_\_
- Van \_\_\_\_\_ Type \_\_\_\_\_
- Driver \_\_\_\_\_

**Participating Residents**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Participating Staff**

1. \_\_\_\_\_ (in charge)
- Car \_\_\_\_\_ Total in Car \_\_\_\_\_
- Van \_\_\_\_\_ Type \_\_\_\_\_
- Driver \_\_\_\_\_

Additional Staff/Volunteers:

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Supplies:

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## SPECIAL EVENT REQUEST

To \_\_\_\_\_

From \_\_\_\_\_

Subject \_\_\_\_\_

Short description of function \_\_\_\_\_

Menu requested \_\_\_\_\_

Date to be held \_\_\_\_\_ Time \_\_\_\_\_

Estimated number of people \_\_\_\_\_ Location \_\_\_\_\_

Estimated cost of event \_\_\_\_\_

Cost to be paid by what means \_\_\_\_\_

Additional Requested Inter-Departmental Responsibilities:

### Activities

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Dictary

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Nursing

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Housekeeping/Maintenance

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Social Service

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Other Depts. or Volunteers

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_ (person requesting)





1. \_\_\_\_\_  
Name of Sponsor/Sponsoring Association

## Certificate Of Attendance

This is to document that

2. \_\_\_\_\_  
(Name of Participant)

3. \_\_\_\_\_  
(Title of Education Session)

for 4. \_\_\_\_\_ clock hours on 5. \_\_\_\_\_ at  
(Date)

6. \_\_\_\_\_  
(City and State)

Presented by:

7. \_\_\_\_\_  
(Instructor's name) (Instructor's credentials)

8. Signature of sponsor OR instructor:

\_\_\_\_\_

9. NCCAP Pre-Approval Number:

\_\_\_\_\_  
(optional)

