

George Mason University

Program in Assisted Living/Senior Housing Administration

Community Internship Schedule

Credit hours: 3

Student Time Requirements:

- *On-Site 8-12 hours/week*
- *On-Campus – Class 3 hours/week*

Length of Internship: 16 weeks

Schedule:

Week 1 - Orientation

- Complete required Community orientation, tour, and required staff/Volunteer application information.
- Meet with Field Preceptor for introduction and review of Internship Schedule.
- Review internship goals. IDENTIFY COMMUNITY SPECIFIC PROJECT.

Week 2 - Regulations

- Review State Specific Regulations
- Review Community Licensure File
- Meet with Community Ombudsman

Week 3 & 4 – Operations & Budgeting

- Review Operations Manual/Policies & Procedures
- Meet with Administrator: Review
 - Community Budget and Weekly/Monthly Financial reports
 - Pricing Structure
 - Staff Plan/Labor Reports
- Meet with Business/Office Manager:
 - Review Payroll Process
 - Shadow Accounts Payable/Accounts Receivable Process

Week 5 – Sales Process

- Review relevant Marketing Manual/Policies & Procedures, and Budget.
- Shadow Director of Marketing/Community Relations on Outreach Call(s)
- Review Sales Tracking System/Database and Reports
- Shadow Community Tour. Review Sales materials provided to families/residents.
- Review Resident Agreement
- Review Community Marketing/Advertising/Special Events Plan

Week 6 – Resident Move-in

- Meet with Move-in Coordinator (if applicable)
- Review Move-in packet/Resident Handbook
- Meet with Director of Marketing/Community Relations to review Move-in process and paperwork.
- Shadow Resident Sign-in/Move-in (if available)

Week 7 – Recruiting/Hiring and Training

- Meet/review key functions with Administrator/Director of Resident Care staff
- Review relevant Policies & Procedures and Budget.
- Sit in on Employment Interview (if available)
- Review Employee Handbook and Staff Training Program
- Meet with Director of Resident Care staff to review schedule/staffing model
- Assist in development of 2 week (or 1 month) schedule

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Week 8 – Resident Care

- Shadow a Lead/Supervisor Care staff
- Shadow Medication Administration staff
- Review Resident Record, Individual Service Plans, and Medication Administration Records

Week 9 – Wellness Services and Quality Improvement

- Shadow Resident Assessment
- Shadow Individual Service Plan review/family meeting.
- Review Community Quality Assurance plan
- Review Incident Documentation process and Incident Reports Manual

Week 10 - Dining

- Meet with Dining Services Director – Review relevant Policies & Procedures, and Budget.
- Review food order/supplies purchasing process
- Attend Pre-meal meeting. Observe/assist Meal preparation
- Assist at meal(s) in Main Dining Room and (if available) Alzheimer's program.
 - Assist with Dining Room service, plating food, and food preparation.
 - Assist with meal clean-up in both Dining Room and Kitchen

Week 11 – Program Services (Activities)

- Meet with Activities Coordinator
- Review Activities Policies & Procedures and Budget
- Review Volunteer Policies & Procedures
- Assist in daily/scheduled Activities including minimum of one external outing
- Attend Resident Council Meeting

Week 12 – Environmental Services

- Meet with Director of Environmental Services/Maintenance
- Complete Safety tour of building
- Review Env. Services Policies & Procedures/MDS sheets, and Budget
- Review Safety/Disaster Plan
- Review Fire/Evacuation Plan. Coordinate/assist in Fire Drill.
- Shadow Housekeeper
 - Assist in cleaning of 3-5 Residents Rooms, Common Area and Grounds

Week 13 – Alzheimer's and Dementia (if provided)

- Meet with Program Director/Coordinator
- Review Program Policies & Procedures/Program Plan
- Complete staff orientation/training
- Shadow assist Program staff in daily functions (Activity Program, Dining Services, Family Contact and Communication)

Week 14 – Ancillary Services

- Meet with and/or review (Contract) Service Providers (Pharmacy, Beauty/Barber, Rehab, Medical Supplies). Others as determined.

Week 15 and 16 – Internship Project Completion (As determined)

- Meet with and review with Preceptor Community specific project
- Complete and report status of Project