
ACTIVITY DEPARTMENT POLICY AND PROCEDURE MANUAL

DISTRIBUTION OF DAILY CHRONICLES

Date Approved: 3/1/2018

References: Daily Chronicles, Calendar

Policy:

The department will distribute a daily schedule of activities to the residents in the community each day based on the monthly calendar.

Purpose:

- To ensure that all residents are made aware of the activity programs available to them each day.
- To provide independent activities in which a resident can engage in the comfort of their room.

Definitions:

- Calendar – The Monthly schedule of activities created by the activity director.
- Master Calendar – the monthly schedule of activities which indicates all changes made since the publication of the calendar.
- Daily Chronicle – a document which lists information about each day of every month published by www.activityconnection.com
- Daily Reminder – a document which lists the scheduled activities for each day.

Guidelines:

1. Activity Director will create the daily activity schedule using the master calendar
2. Activity Director will download and print out the appropriate daily chronicle to supplement the day's activities.
3. Activity assistant will make copies of the daily chronicle and schedule and give to the night shift CNAs to distribute to the residents.
4. Night Shift CNAs will distribute the printed copies of the daily chronicles to the residents each night for the next day.

Application

Task Outline: Activity Director

1. Checks the master calendar for any changes which may have occurred since the printing of the calendar and copies the events from the master calendar onto the daily reminder sheet using Microsoft™ Word at the end of each day for the following day.
2. Uses the computer to download the “daily chronicle” document from www.activityconnection.com and print’s the page which contains information for the following day.
3. Places the daily reminder and the daily chronicle into the activity assistant’s mailbox and informs activity assistant that it is ready for copying and distributing.

Task Outline: Activity Assistant

1. Receives the information from the activity director that the daily chronicle and daily reminder sheet are complete and ready for distribution.
2. Takes the two documents to the copy machine and makes front-and-back copies equal to the number of residents currently living in the community.
3. Brings the copies of the daily reminder/daily chronicle to the nursing office and places them in the “Night Shift CNA” mailbox and alerts the supervisor that they are ready for distribution.

Task Outline: Night Shift CNA

1. Upon arrival at the community, retrieves the daily reminder/chronicle from the Night Shift CNA mailbox.
2. Distributes one copy of each document to each resident in their apartment.
3. Returns any remaining copies (extra copies) to the front desk for the next day.

This policy will be reviewed yearly.