NAAP Standards of Practice

Developed by the National Association of Activity Professionals, It is the responsibility of the Activity Professional to implement, supervise, and evaluate all activity programming designed to meet the individual's current interests, choices, preferences, and abilities. These programs should be holistic in nature and include physical, intellectual, social, spiritual, and recreational activities. These activity services shall be provided by professionals who are trained, qualified, and/or certified to provide such programming. Activity Professionals are responsible within long term care communities in the development, implementation, and evaluation of an activity program which meets/exceeds federal, state, and local regulations and facility policy. These standards will assist the Activity Professional in successful application in providing a variety of services to the clients/residents whom they serve.

Standard 1: Process for Quality Programming

- The Activity Professional will provide individualized assessment, therapeutic programs and services – regardless of race, religion, spirituality, ethnic origin, social status, marital status, gender, sexual orientation, age, health status, or payment source – which assists the resident in achieving and maintaining their highest practicable level of physical, intellectual, psychosocial, emotional, and spiritual well-being.
- The Activity Professional assists the resident in maintaining contact and interaction with the community, previous life patterns, and routines.

Standard 2: Resident Programming, Participation and Involvement

- The Activity Professional will implement an ongoing person-centered program that incorporates the resident's interests, hobbies, and cultural preferences which is integral to maintaining and/or improving a resident's physical, mental and psychosocial well-being and independence.
- The Activity Professional will create opportunities for each resident to have meaningful life by supporting their domains of wellness including security, autonomy, growth, connectedness, identity, joy, and meaning.
- The Activity Professional will enable residents to participate in the development and implementation of their own plan of care, as well as making independent decisions.
- The Activity Professional will support residents to maximize their potential in activity participation through adaptation, cues/prompts, protection from undue interruption, and assistance in rescheduling of other events that may interfere with the residents' ability to participate in activities of their choice.

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- The Activity Professional will assist the resident in maintaining contact and interaction with the community to facilitate feelings of connectedness and involvement in life-long interests.

Standard 3: Interventions and Engagement Techniques

- The Activity Professional assists the resident in the transition process of community life by encouraging social interaction through introductions to other residents with common interests.
- The Activity Professional will keep the residents and families connected through special events, newsletters, social media and correspondence per community policy.
- The Activity Professional will offer opportunities for individuals to learn new skills that will allow for resident to be creative and expressive.
- The Activity Professional provides interventions that are individualized and customized based on the resident's previous lifestyle, preferences, and comfort.
- The Activity Professional offers activity programs and services in which the resident can succeed in meeting the physical, mental, social, spiritual, and emotional needs.

Standard 4: Care Planning and Documentation

- The Activity Professional conducts a comprehensive assessment/profile for each resident in an effort to determine their past and present activity related needs, interests, preferences and abilities.
- The Activity Professional develops an individualized, interdisciplinary activity plan for each resident which is based on the assessment/profile designed to enable each resident to achieve and/or maintain their highest practicable level of well-being.
- The Activity Professional continuously evaluates and documents the individual's response to the activity plan and revises the plan as needed.
- The Activity Professional works closely with interdisciplinary team members to design interventions that support the resident's preferences and goals.
- The Activity Professional maintains resident's records in an accurate, confidential and timely manner.
- The Activity Professional follows company policies and procedures in formatting such records. In the absence of a company policy the appropriate state and/or federal guidelines should be followed.
- The Activity Professional will not falsify any documentation pertaining to official clinical records of the resident.

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Standard 5: Qualifications, Credentials, and Professional Development

- The Activity Professional participates in continuing education opportunities, strive for professional competence and excellence in all matters and ensure accurate resumes.
- The Activity Professional will be qualified per the state and federal regulations to direct the programs and services provided.
- The Activity Professional is responsible for directing the development, implementation, supervision and ongoing evaluation of the activities program and services.

Standard 6: Ethics, Confidentiality, Legal

- The Activity Professional treats residents, interdisciplinary team members, and professional peers with regard toward personal dignity at all times.
- The Activity Professional respects and protects the civil, legal and human rights of the individual, interdisciplinary team members and professional peers at all times.
- The Activity Professional reports abuse, neglect, and exploitation per community policy.
- The Activity Professional treats any information about the individual as confidential and is only shared with other staff and volunteers within the scope of their job duties.
- The Activity Professional complies with all applicable federal and state laws regarding the provision of services to the individuals they serve.

Standard 7: Quality Management/Administration

- The Activity Professional maintains policies and procedures based on regulatory requirements, facility/company requirements, and standards established by professional organizations and accrediting agencies.
- The Activity Professional develops and maintains an ongoing quality assurance program which effectively evaluates the programs and services provided.
- The Activity Professional educates and trains staff regularly regarding activity interventions and provides consistent access to activity materials, supplies, and kits for use by other staff, family members and volunteers.
- The Activity Professional ensures that activity department staff are competent to perform their job duties as assigned.
- The Activity Professional (Director) will strive to provide opportunities for continuing education and maintaining credentials as needed for activity department staff.
- The Activity Professional provides education and training as needed for other department staff in order to comply with guidelines set forth by federal and state regulatory agencies.
- The Activity Professional will support professional peers and promote colleagues' leadership roles.
- The Activity Professional will treat persons they supervise with dignity and respect while protecting their rights and providing accurate and fair evaluations.

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- The Activity Professional strives to maintain open channels of communication with administration, interdisciplinary team members, volunteers, families, residents, and professional peers.
- The Activity Professional strives for accurate and truthful communication in all interactions.

Standard 8: Professionalism

- The Activity Professional maintains high standards of personal conduct and professional integrity.
- The Activity Professional treats colleagues with professional courtesy.
- The Activity Professional encourages professional peers and colleagues to participate in professional associations and accept leadership roles.
- The Activity Professional obeys the Code of Ethics governing all professional associations.
- The Activity Professional will not falsify any documents pertaining to their credentials and/or professional associations.

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