Manual M-2, Professional Services. Part XXII, Recreation Service

Previously published in M-1 as Part IX, dated August 14, 1979

Chapter 1, General (Paragraphs 1.01 and 1.02)

This document includes:

Title page and title page verso for M-2, Part XXII, dated **June 20, 1984** Rescissions page for M-2, Part XXII, dated **July 29, 1993** Contents page for M-2, Part XXII, dated **July 29, 1993**

Contents pages for M-2, Part XXII, dated June 20, 1984

Text for Chapter 1, dated June 20, 1984

Transmittal sheet located at the end of the document: Sheet dated **July 29, 1993**

9-26-87



Professional ServicesRecreation Service

Department of Medicine and Surgery Veterans Administration Washington, D.C. 20420

June 20, 1984

Part XXII, "Recreation Service," VA Department of Medicine and Surgery Manual M-2, "Professional Services," is published for the information and compliance of all concerned. This new part to Manual M-2 was previously published in M-1, "Operations," as part IX.

JOHN A. GRONVALL, M.D. Acting Chief Medical Director

John alfronvall, M.D.

Distribution: RPC: 1141

FD

RESCISSIONS

The following material is rescinded:

1. COMPLETE RESCISSIONS

a. Manual

Part IX, M-1 dated August 14, 1979

b. Interim Issues

II 10-74-25

2. LIMITED RESCISSIONS

The following material is rescinded insofar as it pertains to Recreation Service:

a. Paragraphs

4.08 to part VIII of M-2, change 1

CONTENTS

CHAPTERS

- 1. GENERAL
- 2. ADMINISTRATIVE
- 3. MANAGEMENT
- 4. STAFF DEVELOPMENT
- 5. REFERENCES
- 6. VA/VERY SPECIAL ARTS PROGRAM

CONTENTS

PARAC	GRAPH	PAGE
	CHAPTER 1. GENERAL	
1.01 1.02	Statement of Purpose	
	CHAPTER 2. ADMINISTRATION	
2.01	Statement of Purpose	2-1
	Section I. Policy	
2.02 2.03 2.04 2.05	Departmental Manual Recreation Service Mission Recreation Service Philosophy Delivery System	2-1 2-1
	Section II. Organization	
2.06 2.07 2.08 2.09	Administrative Alignment Functions Responsibilities. Eligibility.	2-2 2-3
	CHAPTER 3. MANAGEMENT	
3.01	Statement of Purpose	3-1
	Section I. Planning	
3.02 3.03 3.04 3.05	Policy . Strategic Planning . Operational Planning . Clinical .	3-1 3-1
	Section II. Programming	
3.06 3.07 3.08 3.09 3.10 3.11 3.12	Policy Developing Service Outcomes Determining Program Methodology. Scheduling Committing Resources Fixing Accountability Monitoring.	3-4 3-4 3-4 3-4
	Section III. Organizing	
3.13 3.14 3.15	Policy	3-5

CONTENTS—Continued

PARA	GRAPH	PAGE
	CHAPTER 3. MANAGEMENT—Continued	
	Section III. Organizing-Continued	
3.16	Control	
3.17	Starring	3-3
	Section IV. Operations	
3.18	Policy	3-6
3.19	Coordination	3-6
3.20	Procedures	3-6
3.21	Personnel	3-7
3.22	Terminology	3-7
3.23	Medical Records	3-7
3.24	Patient Privacy	3-9
3.25	Patient Assessments	3-9
3.26	Treatment Plans	3-11
3.27	Clinical Privileges	
3.28	Safety/Sanitation	
3.29	Volunteer Support	
3.30	General Post Funds	
3.31	Canteen Books	3-14
3.32	Alcoholic Beverages	3-14
3.33	Community Affairs	
3.34	Funding	3-14
3.35	Off-Station Activities	3-14
3.36	Supplies and Equipment	3-14
3.37	Areas and Facilities	3-15
3.38	Tour of Duty	3-15
3.39	Program Information Dissemination	3-16
3.40	Patients' Newspapers	3-16
3.41	Patient Entertainers	3-16
3.42	Motion Pictures.	3-16
3.43	Closed Circuit Radio/Television	3-17
3.44	Copyright Material	3-17
3.45	Uniforms	3-17
3.46	Attendance and Admission	
3.47	Gifts and Donations	
3.48	Use of Tobacco Products	3-18
	Section V. Quality Assurance	
3.49	Policy	3-18
3.50	Responsibility	
3.51	Health Services Review Organization.	
3.52	Recreation Service Report, RCS 10-0069 (Old RCS 10-300)	
3,53	Narrative Report of Recreation Service, RCS 10-0721	

CONTENTS—Continued

PARA	GRAPH F	PAGE
	CHAPTER 4. STAFF DEVELOPMENT	
4.01	Statement of Purpose	4-1
	Section I. Continuing Education	
4.02	Policy	
4.03	Responsibility	4-1
4.04	Resources	4-1
4.05	Procedures	4-1
	Section II. Clinical Training	
4.06	Policy	
4.07	Responsibilities	
4.08	Procedures	4-3
	Section III. Recreation Service Management Training	
4.09	Policy	4-3
4.10	Responsibilities	4-3
4.11	Procedures	4-4
	Section IV. Research	
4.12	Policy	4-4
4.13	Responsibilities	
4.14	Procedures	4-4
	CHAPTER 5. REFERENCES	
5.01	Statement of Purpose	5-1
5.02	Resources	5-1

CHAPTER 1. GENERAL

1.01 STATEMENT OF PURPOSE

- a. The purpose of this manual is to identify the three primary functional areas to which all chiefs of recreation activities devote continuing attention and to communicate operational policies and procedures relative to these areas.
- b. The subsequent information is organized to be a useful and practical way of influencing service delivery to patients. The primary classifications are administration, management and staff development functions. Each function is further developed by identifying and presenting the pertinent principles, practices and procedures.
- c. The principles, practices and procedures outlined in this manual apply to the management of every Recreation Service, Independent Staff Function, and/or Recreation Section in all VA medical center operations. They are organized for efficient operations, neoteric professional services and cost-effective attainment of goals. While the type of facility, mission, environment, scope of clinical services, organizations, resources and patient needs may differ, these policies and procedures should be used.
- d. One cannot assume that this material, in its present form, is absolute. It is being published with the intention of leading to further refinements in the delivery of recreation service.

1.02 TERMINOLOGY

For the purpose of clarity and to eliminate repetition, the use of "Recreation Service" will include compliance by organizational alignments of all Recreation Services, Independent Staff Functions and Recreation Sections, unless variances are specifically noted.

July 29, 1993

- 1. Transmitted is a new chapter to Department of Veterans Affairs, Veterans Health Administration Manual M-2, "Clinical Programs," Part XXII, "Recreation Therapy Service," Chapter 6, "VA/Very Special Arts Program."
- 2. The principal purpose is to establish objectives, policies, and guidelines for integrating the arts into the experiences of veteran patients. This includes:
- a. Paragraph 6.01: Defines difference in VA/VSA and the National Veterans Creative Arts Program;
 - b. Paragraph 6.02: Defines purpose/mission of the VA/VSA:
 - c. Paragraph 6.03: States policy and objectives;
 - d. Paragraph 6.04: Cites legislative authority and Memorandum of Understanding;
 - e. Paragraph 6.05: Defines responsibilities;
 - f. Paragraph 6.06: Defines reporting and recordkeeping requirements;
 - g. Paragraph 6.07: Defines funding issues.
- 3. Filing Instructions

Remove pages

iii

Insert pages

iii through iv

6-i

6-1 through 6-5

4. RESCISSIONS: None.

James W. Holsinger, Jr., MA Under Secretary for Health

.

Distribution: RPC: 1158 is assigned

FD

Printing Date: 7/93

FUBLICATIONS AND START (1816)

E6. || II II || 12.40|