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| **Activities Director Qualifications** |
| *Date Implemented:* |  | *Date Reviewed/ Revised:* |  | *Reviewed/ Revised By:* |  |

**Policy:**

This facility’s activities program is directed by a qualified professional.

**Definitions:**

***“Recognized accrediting body”*** refers to those organizations that certify, register, or license therapeutic recreation specialists, activity professionals, or occupational therapists.

**Policy Explanation and Compliance Guidelines:**

1. The Activities Director, at a minimum, shall meet the following qualifications:
	1. Licensed or registered, if applicable, by the State in which practicing; and
	2. One or more of the following:
		1. Eligible for certification as a therapeutic recreation specialist or as an activities professional by a recognized accrediting body on or after October 1, 1990;
		2. Has 2 years of experience in a social or recreational program within the last 5 years, one of which was full-time in a therapeutic activities program;
		3. Is a qualified occupational therapist or occupational therapy assistant; or
		4. Has completed a training course approved by the State.
2. Qualifications shall be verified prior to hire as Activities Director, and verified annually as part of the employee’s performance appraisal process. Documentation of the employee’s qualifications shall be maintained in the employee’s personnel file.
3. It is the responsibility of the employee to fulfill requirements for maintaining licensure or registration and providing the facility with documentation of renewals, revocations, surrenders, or suspensions of such licensure or registration.
4. The facility shall reimburse the employee, in accordance with HR policies, for licensure or registration renewal.

**References**

Centers for Medicare & Medicaid Services, Department of Health and Human Services. State Operations Manual (SOM): Appendix PP Guidance to Surveyors for Long Term Care Facilities. (February 2023 Revision) F680 – Qualifications of Activity Professional.