

## CHTA – Horticultural Therapy (HT) Internship

### *Definition of Internship*

An Internship is an educational and practical experience that integrates previously mastered classroom study and experience in the work place into a planned and supervised HT work setting aimed at fulfilling the educational and professional HT competencies of the Intern as set out by the CHTA.

### *Purpose of Internship*

Although not compulsory for CHTA Professional Registration, the HT Internship is viewed as a major educational component with a practical focus for experience and for achieving point requirements towards professional registration as a HT in Canada. A goal of the HT Internship is to provide an effective and fulfilling experience that will enhance and further develop the skills of the intern, while meeting the needs of the participant within the HT program.

***Components of Internship include an Intern, an Internship Supervisor and an Internship Site.*** The Internship Site may provide a paid or unpaid internship position, or may require a nominal fee to cover costs. The Internship Supervisor may or may not require a nominal fee to cover costs or travel expenses. These agreements are at the discretion of the Internship Site, the Internship Supervisor and the Intern. The duration of the HT Internship will be 1000 hours. This can be continuous or part-time over a longer period of time but not exceeding 3 years. In order for the intern to gain as much experience in HT programming as possible, a combination of sites is acceptable. For consistency and continuity we do however recommend that only one Internship Supervisor monitor the progress of the Intern. The Internship will comprise of

- **Direct contact** with the participants of the HT program either on a one-to-one basis or in a group context. This interaction is considered the most important aspect of the internship.
  - **Planning/Preparation/Carrying out** of HT program including

- Gathering information from the participant and other members of the care team in order to understand the abilities and needs of the participant.
- Scheduling HT session activities
- Documenting HT plan, session and participant outcomes
- **Evaluation**
  - A weekly HT program evaluation with regards to
    - The response of the participants in order to understand the effectiveness of the HT program, session and activities
    - The performance of the Intern in order to build on developing skills
- **Inter-disciplinary** health care team meetings in order to illustrate the part the HT plays in the health care team and the organization.
- **Projects**

The intern is to complete the following projects during the internship period and submit to the internship supervisor. It is expected that the majority of the time spent on these assignments will take place outside of internship hours.

- The intern will keep a *journal* of times, activities and observations during the internship period.
- *One major paper of 2000 words.* At least 2 research papers and 2 general papers both relevant to the population served need to be quoted. This paper will have direct relevance to the population served at the internship site and can focus on
  - The progress one participant made through the intervention of the HT program
  - The effectiveness of the program to its participants and other residents, family and staff
  - On specific and unique program adaptations and interventions.
- *One article of 500 words* to be submitted for publication to the CHTA newsletter with regard to some aspect of the internship ie. the population served, the organization, any uniqueness of the HT program

- *A written evaluation of the internship experience* of 500 words. This evaluation is meant to be a personal reflection on the internship experience including any recommendations.

### *Responsibilities of the Intern*

- Training and/or experience in Horticulture and/or Human Service are a requirement. This will be necessary due to the vulnerability of participants.
- Commitment to continuing education in order to fulfill the balanced requirements for registration as an HT
- Commitment to completing internship as agreed with internship supervisor. Should the Intern be unable to fulfill commitments, the Intern needs to inform the Internship Supervisor and Internship site as soon as possible.
- Retain all documentation pertaining to the internship for submission to CHTA if applying for Professional Registration.
- Membership in the CHTA
- The intern will adhere to the policies and procedures of the internship site.

### *Responsibilities of the Internship Supervisor*

- HTR level of professional registration with the CHTA or AHTA
- Retain copies of all documentation pertaining to the internship
- Membership in the CHTA
- Provide adequate support of intern
  - Together with the intern, the internship supervisor will assess education and experience of the intern and facilitate the goals and objectives of the internship, based on the HT competencies the intern still needs to achieve and based on the HT competencies the internship supervisor and site can provide.
  - Orientation to internship site including
    - Mission statement of organization
    - Policies and procedures of organization
    - Introduction to staff and their responsibilities
    - Introduction to participants, their needs and abilities

- Support and respect both intern and staff of internship site to make the internship a positive experience
- Developing an internship plan
  - The internship supervisor will develop with the intern and internship site, a schedule of activities, which provide the opportunity to actively engage in hands-on application of HT.
  - Meet with intern on a regular basis to monitor and document progress and to provide constructive support and feedback.
  - Read and comment on internship projects

### *Criteria for Internship site*

The term “Horticultural Therapy” refers to a broad range of services, setting and populations served.

### HT programs can fall into 3 types:

- **Therapeutic** programs are based on the medical model and focus on recovery from or managing of illness or injury.
- **Vocational** programs emphasize the (re)habilitation of living and/or employment skills in a supportive setting.
- **Social** programs are based on a wellness model, aim to increase or maintain quality of life and health with emphasis on activity.

The internship site must be an agency/organization/facility where HT is practiced on an ongoing basis during the internship. The site is to provide the intern with a challenging, supportive environment, allowing the intern to become familiar with all aspects of the HT program.

The management of the internship site needs to be supportive of the Intern and Internship Supervisor in order to achieve a positive and fulfilling internship.

The management of the internship site will complete the information required on the HT Internship Site Profile for the use of the Intern and Internship Supervisor. This information is necessary for the Intern

and Internship Supervisor to make an informed decision as to whether this site will meet the needs of the internship.

### ***Internship Process and Documentation***

Once the CHTA member finds a Professionally Registered HT willing to supervise an Internship, they together will complete an *Internship Application Form* and an *Intern Goals and Objectives Form* (see examples).

When the Intern and Internship Supervisor have identified an Internship Site, the intern together with the Internship Site will complete an *Internship Site Profile* (see example)

At the beginning, half way through and at the end of the Internship, the Intern and the Internship Supervisor will complete an *Assessment and Evaluation of Intern Form* (see example based on CHTA HT Competencies). The Intern's goals and objectives can be based on the initial assessment.

Please note that the forms included are examples and that if the Internship Supervisor and/or Internship Site already have established forms or process this is acceptable as long as the necessary information is included and the necessary competencies are achieved.