

**Springfield Hospital Center**

**Recreation Therapy**

**Internship Manual**

**2013**



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**Thank you for your interest in doing your internship with us.**

The Therapeutic Recreation Program at the Springfield Hospital Center (SHC) in Sykesville, MD is offering an TR internship. SHC is a regional psychiatric hospital operated by the State of Maryland, Department of Health and Mental Hygiene. Therapeutic Recreation interns are assigned to one of our CTRS's that are employed with SHC rehabilitation department. Interns would have a variety of experiences and responsibilities including, but not limited to, leading large and small treatments groups, participating in treatment team meetings, documentation of patient's participation in treatment and being an active member in planning groups and activities.

Internships are fourteen weeks long, forty hours a week for a total of 560 hours. This is not a paid internship, but free housing is provided. The following page will provide you more information about SHC , TR internship program, and contact information. We would also enjoy receiving information about your university and its therapeutic recreation program.

# A Brief History of Springfield Hospital Center

*by Bill Ebeling*

In 1894, the Legislature of the State of Maryland addressed the issue of overcrowding of the one state operated psychiatric hospital by creating a search committee charged with finding a site for the erection of the "Second Hospital for the Insane of Maryland." This legislation was proposed by John Hubner of Baltimore County.

After reviewing a number of potential sites, the committee selected Springfield, the estate of the Patterson-Brown family. At the time of this selection, Springfield was owned by Governor Frank Brown, a descendant of the William Patterson family, a wealthy colonial era farmer and merchant. William Patterson's daughter, Elizabeth, or "Betsy", gained international fame and notoriety when she married Jerome Bonaparte, brother of Napoleon Bonaparte. This courtship, and the ill-fated marriage that followed, has been the subject of numerous books and at least one movie. Information about the Patterson and Brown families can be found in the Springfield Hospital Center Museum and the Maryland Historical Society.

The first patients were received at the hospital in July 1896. Existing farm houses were renovated to accommodate those first patients while the hospital buildings were being constructed. The first phase of the building program was the Men's Group, located in the northern section of the hospital grounds. A Women's Group, located at the southern end of the campus was completed in 1900. As the hospital population rapidly expanded, additional buildings were erected, including the John Hubner Psychopathic Building, the Epileptic Colony, and significant expansions to the Men's and Women's Groups.

Other structures were built to support the clinical areas. A powerhouse was constructed to supply domestic water needs as well as steam for heating. A large farm operation supplied most of the food consumed by patients and staff. A railroad line to Sykesville was built, and a small train was acquired to haul fuel and supplies. Additional structures were added to support the needs of the hospital, such as maintenance buildings, central dietary and storeroom, firehouse, and employee housing.

By the late 1940's and early 1950's, the hospital population exceeded 3000. Units were overcrowded and staffing was inadequate to meet the needs of the patients. A series of newspaper articles in *The Baltimore Sun*, entitled "Maryland's Shame," examined these problems at all of the state operated psychiatric hospitals. As a result of these articles and a heightened awareness by the public of the needs of the mentally ill, additional funding for staffing and capital improvements was made by the Maryland Legislature. At Springfield Hospital Center, this effort resulted in the construction of many new buildings, and renovations to all existing buildings to remedy the overcrowding.

It was during this time that Springfield Hospital Center became the nationwide model for a new concept in treating the mentally ill. Under the direction of Miss Henrietta DeWitt, Director of Social Work, the concept of foster care-placing discharged patient in family homes-began and was rapidly adopted by other States.

## **A Brief History of Springfield Hospital Center, *continued***

In the mid 1950's, new medications were introduced which had a profound effect on the future of this and all other psychiatric hospitals. For the first time, many patients were able to return to live in their communities. The trend of increasing census was reversed, and the number of patients requiring inpatient treatment began declining. In the 1960's, there was an effort begun to serve the mentally ill in community-based treatment centers. Springfield was in the forefront of that effort by establishing one of the first outpatient centers in Baltimore City. During the 1960's, the State of Maryland ended the practice of admitting patients to various hospitals based on their race. Springfield Hospital Center became fully integrated during this time period.

During the 1970's, the concept of deinstitutionalization was introduced. A concerted effort was made to provide patients with the skills necessary to reenter the community. Multidisciplinary teams were formed to coordinate these efforts, which resulted in many units becoming vacant for the first time as patients successfully transitioned back to independent or assisted living situations. As the census continued its decline and units were emptied, new construction continued to replace the nearly one hundred year-old buildings. The Muncie Center for Adolescents and the Irene Hitchman Building were constructed, utilizing state of the art treatment concepts in their construction.

In the 1980's, further emphasis was placed on the rapid evaluation and treatment for newly admitted patients and fostering the rehabilitation of the chronically mentally ill. Units were downsized, and long range planning focused on attention to the development of the hospital along Fourth Street. With the opening of the Eva Salomon Building in the late 1980's, this plan was finalized, with all of the major inpatient units clustered on Fourth Street. The result was a smaller hospital with easy access to all services required by our patients in one centralized area. Another "first" for Springfield Hospital Center was the opening of our Deaf Unit, which is the only unit in the State of Maryland for deaf or hard of hearing patients who have mental health issues.

In 1996, Springfield Hospital Center celebrated 100 years of providing mental health services to the citizens of Maryland. Activities were held each month, beginning with the dedication of the Museum in January. As we approached the millennium, Springfield Hospital Center continued its mission of providing comprehensive treatment in an environment that is responsive to all elements of human dignity.

Plans for the future include ongoing performance improvement initiatives for upgrading the already outstanding care that our patients receive. New buildings and programs are in the planning phase to help keep us in the forefront of psychiatric health care services. Springfield Hospital Center is proud to be fully accredited by the Joint Commission on the Accreditation of Healthcare Organizations, as well as being licensed by the State of Maryland, and approved by various federal regulatory agencies.

# Facts about Springfield Hospital Center

## **General Information**

Springfield Hospital Center is a regional psychiatric hospital operated by the State of Maryland, Department of Health and Mental Hygiene, Mental Hygiene Administration. Springfield is accredited by the Joint Commission and is located in Sykesville, Maryland. Springfield Hospital Center was first opened in 1896 and continues to serve the mental health needs of citizens of the State of Maryland.

## **How is someone Admitted to Springfield Hospital Center?**

SHC only admits through direct referrals from hospital emergency rooms, inpatient units in general hospitals, or from state and local courts.

## **How Patients Begin Treatment**

Once admitted, patients receive an in-depth assessment by a multidisciplinary team. An intensive treatment plan tailored to meet each patient's unique needs is developed by the treatment team in cooperation with the patient. Mutual goals are agreed upon and efforts are the focused on assisting patients to meet their goals.

## **Educational Programs with Colleges and Universities**

Springfield Hospital Center serves as an educational site for over 200 mental health professionals annually. In agreement with colleges and universities nation wide, we proudly provide internships: education and training for counselors, dieticians, medical students, recreational therapists, social workers, occupational therapists, nurses, music therapists, psychologists, and psychiatric residents.

**The following are general guidelines for staff dress in the performance of their duties.**

1. It is imperative to be clean, neat, and well groomed at all times.
2. Clothing and footwear should be appropriate for the job duties that are being performed.
3. Each staff member should strive to present him or herself in a manner, which reflects positively on the department and the hospital.

**The following types of clothing are unacceptable and prohibited:**

1. Any garment that is tattered, or tight, or "cut off".
2. Garments made of spandex including leggings.
3. Sweat suits of cotton material with elastic legs.
4. Beach type sandals or flip-flops.
5. Any garment with spaghetti straps or low necklines.
6. Halter tops, tube tops, or garments that expose the midriff.
7. See through clothing or net shirts.
8. Shirts or shorts more than 4" above the mid point of the knees.
9. Gym, mesh, net, soccer, or biker shorts.
10. Undergarments without covering, shirts/blouses without bras, boxer shorts worn over pants.
11. Any garments that have suggestive or offensive sayings/pictures, or those specifically designed for vacation or weekend activities.
12. Any advertisement of alcohol, drugs, or tobacco products.
13. Any advertisement of gambling or criminal behaviors.
14. Any garment that is stained or excessively worn.

**More General Guidelines:**

1. Shorts should be of the "Bermuda" style, longer leg, tailored. Again, shorts cannot be above 4" above the middle of the kneecap.
2. Footwear should always be well fitting, with health, safety, and comfort the primary considerations.
3. If not sure if a certain garment is appropriate, don't wear it. Ask your supervisor for next time. The decision of the supervisor is final.

# Springfield Hospital Center Therapeutic Recreation Intern Program

## Program Requirements

1. Students are assigned to one or two program areas of the hospital, based on availability of staff, intern's needs, and interests. The primary supervisors remain constant. Interns may have an additional supervisor in the secondary area.
2. The intern is expected to devote 32 hours a week in the program area of the primary supervisor. The intern may be assigned to one of the secondary program areas. Such assignments will be for the purpose of broadening the intern's learning experience and will represent a different type of population than the primary assignment. The intern is expected to devote 8 hours each week to the secondary assignment.  
Areas of assignment may include:
  - A. Acute Care Program: Salomon Building
  - B. Recovery Program: Hitchman Building
  - C. Recovery Program: McKeldin Building
3. The intern will complete a minimum of 6 Multi-Disciplinary Assessments. Assessments shall include both Admission Assessment and the Annual Update. The intern's primary supervisor shall determine the combination. The student will complete the assessments based on the Rehabilitation Department policy.
4. The intern will co-lead groups with Rehabilitation Staff, as well as other disciplines. After 4 weeks, the intern will take over the planning of one group.
5. The intern will participate in a minimum of 3 hospital wide events. The intern must inform their primary supervisor prior to attending programs. Hospital wide events may include, but are not limited to, dances, holiday programming, special events, volunteer events, and special community outings. The intern will co-lead one event in collaboration with the event committee chairperson.
6. The intern will complete the Rehabilitation Department orientation schedule by mid-term and submit it to the Fieldwork Coordinator.
7. The intern will participate in the regularly scheduled weekly supervisory sessions with the primary supervisor and with the TR Fieldwork Coordinator that will be scheduled during the course of the internship.
8. The intern will attend and participate in the regular scheduled Activity Therapy staff meetings, Activity Therapy in-service education, Program meetings, Therapeutic Recreation meetings, all intern presentations, and the Rehabilitation Intern Support Group as scheduled.
9. The intern will participate in the Individual Plan of Care meetings (IPOC) that are scheduled weekly.
10. The intern shall utilize other learning opportunities within the hospital and/or community such as conferences, patient and/or medical libraries, grand rounds, etc.

11. The intern will adhere to the personnel policies established by the hospital and department concerning hours worked, absences, call-ins, and dress policy. The intern supervisor and the fieldwork coordinator must approve any deviations from the scheduled working hours.
12. The intern will have a topic selected and basic outline of the presentation by mid-term.
13. The intern will present a case study of a patient at one of the Therapeutic Recreation meetings. Usually the case study is of the patient with whom the intern has been providing individual treatment.
14. The intern will be assigned for 1:1 treatment sessions by the third week and sessions will begin by the fourth week.
15. The intern is required to have CPR training within the first month or present a certificate of current CPR certification. The intern is also required to provide the following prior to the internship: documented proof of MMRV immunity, documented proof of current TB test that doesn't expire during your internship.
16. The intern will complete a total of 560 hours of clinical internship at Springfield Hospital Center by working 14 consecutive weeks. Beginning January 1, 2013, the internship will change to meet new NCTRC standards: 560 hours and 14 consecutive weeks. A week shall consist of at least 20 hours and no more than 45 hours.
17. The intern will attain copies of supervisor's NCTRC certification.



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**Application for Internship in Therapeutic Recreation at  
SHC**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Current Address: \_\_\_\_\_

Phone: \_\_\_\_\_

School Attending: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Will you be needing housing Yes \_\_\_\_\_ No \_\_\_\_\_



10. What facets of therapeutic recreation interest you the least?

11. Please ask two people to write brief letters of reference for you and enclose them with this application. These letters should refer to how long and in what capacity this person has known you.

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**PLEASE SUBMIT WITH THIS APPLICATION:**

- a) A copy of your college transcripts
- b) Two letters of reference as noted above
- c) Your resume
- d) Your College or University's intern packet of information and expectations.

**Mark W. Strube, CTRS**

Send to: [mark.strube@maryland.gov](mailto:mark.strube@maryland.gov)

SHC web site <http://dhmh.maryland.gov/springfield/SitePages/Home.aspx>

Nancy Smouse CTRS, Co-TR Internship Coordinator

Email [nancy.smouse@maryland.gov](mailto:nancy.smouse@maryland.gov)

Phone # 410-970-7000 EX 7191

Mark W. Strube CTRS, Co-TR Internship Coordinator

Email [mark.strube@maryland.gov](mailto:mark.strube@maryland.gov)

Phone # 410-970-7000 EX 3591

Thank you for your interest in SHC.

## Intern Housing

Upon request, there is limited housing available for interns. Interns will reside in the Employee Home, located just down the hill from Rehabilitation Services. This home will be shared by other interns as well as Springfield Hospital Center employees, and therefore is co-ed. Single and double rooms are provided (you may or may not have a roommate, depending on availability). There are 2-3 electrical outlets per room, individual air conditioning, a walk-in closet, 1-2 beds, a sink, dresser, and other assorted furniture: table, chairs, cabinet, and bureau. You will be responsible for providing your own linens (pillows, sheets, towels, etc.), and all other personal belongings. The building doesn't have WFI, and there is no outlet available for cable television in the individual bedrooms. There is a refrigerator and food storage pantry located in the basement of the building, which is reserved solely for interns. These areas are kept locked, but keys to this as well as to your room will be provided upon your arrival. There are assorted pots and pans stored in the pantry, but utensils, silverware, cleaning products, etc. are to be supplied by the tenant. The building in general is cleaned by Housekeeping, but it is up to the intern to keep their room clean. It is advised that any food is to be kept sealed and safely stored. Laundry is also available in the Employee Home and costs \$1 to wash and \$1 to dry (machines only accept quarters and there is no change machine.) The bathrooms are older and shared by other residents, so "shower shoes" may be a worthwhile investment. There is a phone available in the hallway, for calls within hospital.

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