



Able-
SERVICES

Informational Handbook for Interns

Revised August 2017

Forward

This intern handbook has been written to provide general information about Leg Up Farm and its interns' rights, responsibilities, regulations and benefits. As a valued Leg Up Farm team member, your safety is our primary concern. For this reason, we have developed and implemented various safety rules for interns in each department of the facility. In return, we require each intern to read and adhere to the standards set forth.

Leg Up Farm relies heavily on interns like you, and once you have interned here we believe you will get back more than you give. We invite you to contribute as much or as little time as you can commit to. Every minute of time donated to our organization from each intern is greatly appreciated.

Thank you for becoming an informed member of the Leg Up Farm family. We anticipate compliance with our standards in order to provide a safe and rewarding experience for all.

Our Pledge



A set of promises we have made to one another to serve as a foundation for our work and to carry out our mission!

Mission: *To enrich the lives of individuals with special needs and their families through support and customized programs.*

Vision: To become the leader in innovative, therapeutic programs and services for individuals with special needs.

Culture: **Positive Attitude-** An optimistic perspective of life in all situations.

Passion- Loving what you do and sharing that love with those you come contact with to Facilitate change.

Teamwork- When a goal has been established between two or more persons. Working together their goal will be achieved no matter what obstacles come their way.

Respect- Recognizing that all people have unique gifts, skills, concerns and perspectives.

Guiding Principles:

1. We will remember to HAVE FUN!
2. We are supportive and respect everyone we interact with and treat them as family.
3. We are "present" in all interactions.
4. We foster a "can-do" attitude by focusing on the strengths and creativity of each individual.
5. We are committed to continual improvement, both personally and professionally.
6. We are open to change, so we can be innovative.

We believe that by fulfilling these promises each day, we will succeed in all we attempt!

Overview of Leg Up Farm

Description of Services

Leg Up Farm believes every child is special and deserves the opportunity to reach their full potential. Our ability to serve clients with a variety of disabilities makes us the premier outpatient therapeutic center in Central Pennsylvania. We have created the “Circle of Care” program model that brings therapists of different specialties together in one building to create a customized program with a team approach.

Circle of Care - For therapy to be maximally effective, everyone involved in a child's life must work together, from family and friends, to doctors and therapists, to teachers, volunteers/interns and community members. Out-patient services are tailored to meet the needs of each child to help them overcome physical, cognitive, emotional, and social challenges so that they may become integral members of our community.



Leg Up Farm is governed by an elected Board of Directors.

Hours of Operation

- Monday through Thursday, 8am-8pm
- Friday, 8am-5pm
- Saturday and Sunday, CLOSED
 - Saturday Equine Hours only : 8-10am & 2-4pm
 - Sunday Equine Hours only: 8-10am and 3-5pm

Holidays

Leg Up Farm observes the following holidays each year, at which time the facility is officially closed.

New year's Day (January 1)	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Independence Day (July 4)	Christmas Eve (December 24)
Labor Day	Christmas Day (December 25)

When a holiday falls on a Saturday, the preceding Friday shall be observed as a non-working day. When a holiday falls on a Sunday, the following Monday is observed as a non-working day. Leg Up Farm may close the week between Christmas and New Years. You will be notified in advance once a decision has been made. When the Christmas holiday falls on a weekend, the following schedule will be observed:

When Christmas Eve Is On:
The Christmas Holidays will be Observed:

Saturday
Friday and Monday
Sunday
Monday and Tuesday

- communication between campers, staff and parents
- Attend required meetings and trainings

Overview of Interning at Leg Up Farm

Internships – Leg Up Farm works with many colleges and universities to provide students with on the job experience in non-paid internships. Internships must be applied for and approved by a Departmental Manager. Examples of internships are:

- Barn Management Internship
- Clinical Internship (must have a signed contract between University/College and Leg Up Farm)
- Therapeutic Riding Instructor Internship
- Therapeutic Riding Program Internship

Application Process

Every intern is required to complete an application profile. This provides specific information for the or Department Manager to determine if a mutually beneficial relationship exists between Leg Up Farm and the intern candidate. It is important for the intern candidate to be explicitly detailed in their responses. Once the Department Head reviews the application and decides whether the candidate is qualified to continue, the candidate will be contacted through either email or phone.

Clearances

All interns are required to have a current Pennsylvania State Criminal Background Check, Pennsylvania Child Abuse History Clearance, and fingerprinting. Leg Up Farm and the state of Pennsylvania consider results produced within the past three years to be current. The intern candidate must obtain the proper clearances at their own expense. Leg Up Farm will also reference the National Sexual Offenders Registry for each applicant prior to providing clearance to any intern. As a rule, interns will be precluded from service if the any background check shows a court imposed penalty for a violent crime, sex crime, financial crime, drug crime or crime of theft with the past seven years. However, the final decision about internships will be made by the Executive Director in consultation with the head of the Leg Up Farm Human Resources Department and, when necessary, legal counsel.

PPD Testing

Every intern is required to have a 1 step PPD test that is less than 1 year old. Each intern is responsible for the cost of the test.

Access to the Building

Interns will not have immediate access to the building at any time. Upon arrival to Leg Up Farm, all interns must enter the facility through the main entrance and obtain an identification badge at the Front Desk. This badge will grant the intern access to the area of the building in which they are scheduled to intern.

If scheduled to intern after hours of operation (i.e. special events, weekend barn work), interns will be informed by the Department Manager as to how to enter the building.

Reporting Hours

All Leg Up Farm interns are required to sign in and out of the building when serving. This allows staff to know who is in the building at any specific time. It also tracks the hours that you have interned for your purpose and ours. Interns will sign in and out using the laptop provided at the Front Desk. When signing in, interns should ensure they select the activity they are serving hours for that day.

Interns Rights and Responsibilities

Intern Expectations

At Leg Up Farm, we take pride in hiring employees who consistently strengthen our community. This viewpoint extends directly to our interns. While we support and encourage diversity, we firmly ask each intern to adhere to the rules set forth. Not only does this provide a safe and nurturing learning environment for our clients, but it also allows you to create fond memories that you will undoubtedly cherish for a lifetime.

Code Of Conduct –Interns of Leg Up Farm are expected to accept certain responsibilities, adhere to accepted business and professional principles in manner of personal conduct, and exhibit a high degree of personal integrity at all times. This responsibility not only involves sincere respect for the rights and feelings of others, but also demands that both in professional and in personal life, interns refrain from any behavior that might be harmful to the staff, volunteers, interns, animals and/or Leg Up Farm or that might be viewed unfavorably by current clients or by the public at large.

Dress Code – All interns must wear conservative, non-offensive attire while at Leg Up Farm. As a general rule, if you question whether it is appropriate, you should not wear it. Below you will find some guidelines that will help you dress appropriately while serving at Leg Up Farm.

- Attire must be clean and neat.
- Clothes must be modest and well-fitting.
- Excessive jewelry, offensive tattoos, and unsightly body piercings are prohibited.
- Due to the sensitivities of some of our clients, please refrain from using strongly scented perfumes, deodorants, hairsprays or body washes.
- ID Card must be clearly visible at all times.

Any questions regarding appropriate attire and personal conduct should be addressed with your Clinical/Instructional Supervisor. Unacceptable attire or behavior may result in disciplinary action, up to and including termination.

Dependability – It is imperative you prove yourself dependable as an intern. If you are committed to a specific time frame, please make it a priority to report to Leg Up Farm on time. Consistent tardiness may result in cancellation of the internship.

If you are sick or running late, please contact your Clinical Supervisor directly.

Cell Phone Policy – Out of respect and for the safety of our clients, guests, staff, animals and yourself, we ask that you not use your cell phone while performing your duties. Use of cell phone includes, but is not limited to: phone calls, texting, games and social media

Social Networking Policy - Personal web site and web logs (blogs) have become prevalent methods of self-expression in our society. Leg Up Farm respects the right of interns to use these mediums during their personal time. If an intern chooses to identify himself or herself as a Leg up Farm intern on a web site or blog, he or she must adhere to the following guidelines:

- Make it clear to the readers that the views expressed are the intern's alone and that they do not necessarily reflect the views of Leg Up Farm.
- Do not disclose any information that is confidential or proprietary to Leg up Farm or to any third party that has disclosed information to Leg Up Farm. Consult the confidentiality policy for guidance about what constitutes confidential information.
- Uphold Leg Up Farm's value of respect for the individual and avoid making defamatory statements about Leg Up Farm employees, volunteers, interns, clients, donors, partners, affiliates, and others – including competitors.

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If blogging activity is seen as compromising to Leg Up Farm, staff may request a cessation of such commentary and the intern may be subject to counseling and, potentially, disciplinary action. For any questions about these guidelines or any matter related to personal web site or blogs, contact your Clinical Supervisor.

Nametag/Identification

Upon sign-in, each intern is given an identification badge, which also provides access throughout the building. It is specifically marked with the department in which you are scheduled to serve. For this reason, you must obtain a badge from the Front Desk each day you are here. This badge is to be visible at all times and provided upon request to any Leg Up Farm staff member. It must be returned to the Front Desk before leaving the facility. In the event the badge leaves the building, it will be deactivated, rendering it useless.

Confidentiality (including HIPAA)

As an intern of Leg Up Farm, you are responsible for securing confidential information. Information deemed confidential by law or Leg Up Farm policies may include, but is not limited to the following. It may be any form of information including written, electronic, oral, overheard or observed.

- Information on clients
- Information on employees
- Information on volunteers
- Information on donors
- Information on research
- Information on financial and business operations

HIPAA – As a health care provider, Leg Up Farm is dedicated to securing clients’ confidential healthcare information under the HIPAA Privacy and Security Rules. The HIPAA legislation is complex, but the most important area pertinent to interns is the Privacy Rule. The Privacy Rule gives clients rights over their healthcare information and sets rules and limits on who can look at and receive their healthcare information. This translates into a couple rules which interns MUST follow:

- Do not refer to a client, at any time, by their first and last name; instead use their first name and initial of their last name, only if clarification is necessary.
- Do not discuss a client’s diagnosis to anyone other than Leg Up Farm staff. In addition, do not discuss this information in a public location where others may overhear.

Violations of HIPAA are extremely serious and may result in disciplinary action up to and including termination, in addition to potential civil and criminal penalties. On the first day of the internship, the intern will be required to complete a HIPAA training.

Harassment and Discrimination

Respect for the dignity and worth of each individual is a basic tenet of Leg Up Farm and, as such, we are committed to providing a work environment free of discrimination and harassment. In keeping with that commitment, we maintain a strict policy prohibiting discrimination and harassment, including sexual harassment.

Any harassment of an intern or discrimination against an intern, whether by an employee, a supervisor, or a non-employee, will not be tolerated. Any intern who is found, after appropriate investigation, to have engaged in any prohibited harassment or discrimination of another person shall be subject to disciplinary action, up to and including termination.

Harassment: Harassment is defined as any verbal, visual, or physical conduct that has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment on the basis of sex, race, color, religion, national origin, ancestry, sexual orientation, age, physical handicap, disability, marital status, veteran status, or any other basis protected by law.

Sexual Harassment: Sexual harassment is defined as any unwelcomed jokes or comments, sexual attention or advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, when:

- a. submission to such conduct is made an implicit or explicit term or condition of an individual’s employment;
- b. submission to or rejection of such conduct is used as a basis for employment decisions affecting such individuals;
- c. such conduct has the purpose or effect of substantially interfering with an individual’s work performance; or
- d. such conduct has the purpose or effect of creating an intimidating, hostile or offensive work environment.

It is important to note that the response to sexual innuendoes, comments, and actions varies by individuals, and if any person finds them offensive, it may constitute sexual harassment. Therefore, such comments do not belong in the workplace.

No intern will be discharged, terminated, or retaliated against in any manner because he or she complained about prohibited harassment or discrimination, or cooperated in any way with an investigation of a complaint of prohibited harassment or discrimination. Retaliation in any form against a complainant is prohibited and will, in itself, be cause for disciplinary action. However, if after investigating any complaint of unlawful harassment, Leg Up Farm determines that the complaint is not bona fide or that a intern has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave false information.

Health, Safety and Emergency

Safety Rules

Leg Up Farm is committed to providing a safe and healthy environment for employees, volunteers, interns, visitors, clients and their families. Our policy is aimed at minimizing the exposure of anyone in our facility to health or safety risks. To accomplish this objective, Leg Up Farm expects all interns to help maintain safe and healthful working conditions and to adhere to proper operating practices and procedures designed to prevent injury and illness. These responsibilities include, but are not limited to:

- Exercise maximum care and good judgment at all times.
- Report to Department Manager and fill out an Incident Report for all injuries, regardless of severity.
- Report unsafe conditions, equipment, or practices to your Clinical Supervisor.
- Use safety equipment provided by Leg Up Farm at all times.
- Abide by all building evacuation and shelter-in-place plans.
- Observe conscientiously all safety rules and regulations at all times.

Interns working in the barn will be required to follow specific barn rules, in addition to the general safety rules of Leg Up Farm. The barn rules will be covered in the barn training and may be obtained from the Equine Director.

No Smoking Policy

Leg Up Farm promotes good health, including disease prevention and treatment. Not only is smoking bad for the health of our employees and the clients we serve, it's also against the law based on Pennsylvania's Clean Indoor Air Act passed in June 2008. Smoking anywhere on the premises – indoors or out, is strictly forbidden. Interns observed smoking on site are subject to immediate disciplinary action, up to and including immediate termination of the internship.

No Weapons Policy

In order to ensure a safe environment for our interns, LEG UP FARM expressly prohibits the wearing, transporting, storage, or presence of firearms or other dangerous weapons in our facility or on our

property. Weapons include, but are not limited to, guns, knives or swords with blades over four inches in length, explosives, and any chemical whose purpose is to cause harm to another person.

Any intern in possession of a firearm or other weapon may face disciplinary action, up to and including termination. A client or visitor who violates this policy may be removed from the property and reported to police authorities. Possession of a valid concealed weapons permit authorized by the State of Pennsylvania is **not** an exemption under this policy.

Drug and Alcohol Abuse Policy

Leg Up Farm is committed to maintaining a drug and alcohol-free work environment, providing our clients with exceptional quality of care and providing our employees, volunteers and interns with a safe work environment. In keeping with this philosophy and the spirit of the Drug-Free Workplace Act of 1988, all Leg up Farm employees, volunteers and interns must abide by the following conditions:

- Possession and/or sale of all illegal drugs is strictly prohibited on the Leg Up Farm campus. Alcohol may be served at certain official Leg up Farm events, as authorized by the President & CEO and Board of Directors for special events.
- As part of Leg up Farm's employment procedures, an applicant may be required to undergo a post-offer, pre- employment drug and alcohol screening. Any offer of employment that an applicant receives from Leg Up Farm is contingent upon, among other things, satisfactory completion of this screening.
- Leg Up Farm reserves the right to conduct drug and alcohol screenings at any time if management has a good faith reasonable suspicion.
- Results of all drug and alcohol tests will be kept confidential and promptly communicated to the employee.
- Leg Up Farm reserves the right to inspect all parts of its premises for non-prescription drugs, alcohol, or other illegal contraband. All employees and interns are required to cooperate in inspections of their persons, work areas, and property. Employees should not expect privacy with regard to any item brought into the workplace or kept in a Leg up Farm vehicle.
- Employees or interns must notify their supervisor, before the beginning of the workday, of any medication, including over- the-counter and prescription drugs, they are taking that may cause drowsiness or other side effects that could lead to injury to them, their co-workers, or clients. Employees or interns currently taking a medication prescribed by their own physician must carry it in the container labeled by a licensed pharmacist.

Questions about drug and alcohol screenings should be directed to the Clinical Supervisor. Any intern who violates this policy shall be subject to disciplinary action, up to and including termination.

Insurance

Accident – Interns performing supervised and sponsored activities, on our premises or at another location are protected under Leg Up Farm's Accident Insurance Program. This coverage is supplemental to the intern's primary insurance coverage, unless no other health plan or policy exists for the intern. Benefits are payable for injuries that result, directly and independently of all other causes, from a covered accident, while coverage is in effect, up to the maximum benefit selected.

Liability – Leg Up Farm’s Liability Insurance extends to interns in the event of a third party civil suit. The intern is covered to the same limits as Leg Up Farm.

Note: Proof of insurance either through the student or University/College must be on file prior to the initiation of the clinical placement.

Release and Hold Harmless

All interns are required to sign a Release and Hold Harmless agreement. This document states that the intern understands the risk involved when working with or around horses and holds harmless Leg Up Farm, its employees and owner of the horse from any liability arising from accident, injury, theft, or damages. Failure to sign this document will prevent you from serving at Leg Up Farm.

Emergency Preparedness Plan

Every intern is responsible for familiarizing themselves with Leg Up Farm’s Emergency Preparedness Plan. On the first day of the clinical placement, the intern is required to familiarize themselves with the Emergency Preparedness Manual.

Diversity

Leg Up Farm encourages diversity in all aspects of operation. Since diversity refers to the differences between people, it allows Leg Up Farm to combine the individual skills and characteristics of every employee, volunteer, intern, client or family member to create a team that works together to achieve goals for our children.

Discrimination

Leg Up Farm does not discriminate and therefore prohibits any discrimination between employees, volunteers, interns, clients and family members. As an intern, it is your responsibility to report any discrimination you witness at Leg Up Farm to your Clinical Supervisor.

In addition, if you are found engaging in discriminatory acts, the internship may be terminated immediately.

Disciplinary Action

Inappropriate Behavior

Any behavior that portrays Leg Up Farm in an undesirable way will be reported to the Clinical Supervisor and Rehabilitation Services Manager. The behavior will be documented and an incident report will be kept in the intern’s file. Actions unacceptable to Leg Up Farm include, but are not limited to:

- Use of offensive language
- Insubordination to Department Manager
- Wearing attire that is provocative or offensive
- Reporting for duties while under the influence of alcohol, illegal, prescribed or non-prescribed controlled substances.

Inappropriate behavior will be handled on a case-to-case basis and may be cause for verbal or written warnings, immediate termination of the clinical internship.

Service Agreement

My signature below verifies I have read and understand the Leg Up Farm Informational Handbook for Interns. I agree to comply with the guidelines set forth. I also understand my expectations, rights and responsibilities.

Intern Signature

Date

Print Name