

# ST. MARY'S HOSPITAL GENERAL INFORMATION AND GUIDELINES FOR ADULT BEHAVIORAL HEALTH

## **PROGRAM**

Welcome to Adult Behavioral Health Services. Our unit consists of two separate programs. The general adult program is for those who require inpatient care for behavioral health issues. The psychiatric intensive care program or PICP is for those whose behavioral health symptoms require a higher level of nursing care.

Programming is designed to be a balance between groups and rest. Both components are necessary to encourage recovery. Group content is selected and planned to be interesting and helpful. It is important to attend as many activities as possible in order to benefit from your inpatient stay. A variety of groups such as educational, process, recreational, and recovery will be offered throughout the day.

We are a recovery based program.

## **PERSONAL BELONGINGS**

Upon admission, staff will check your belongings for potentially dangerous items. Examples include: glass, pocketknives, shaving razors, or other sharp objects. If any of these items are found in your luggage, they will be sent home, placed in your closet's lock box or placed behind the nurse's station. This is for unit safety.

You may keep up to \$10.00 with you. Additional cash or other valuables are to be sent home or kept in the hospital safe. You may request items from the safe Monday through Friday between 8a.m. and 4p.m. Security will assist in obtaining items from the safe as time permits.

**St Mary's Hospital is not responsible for valuable items not placed in the hospital safe.**

Friends and family may send flowers arranged in a wicker basket or plastic vase. Flower arrangements in glass containers cannot be permitted. Helium balloons are not allowed in rooms.

Patients and visitors may **not** bring videotapes, recording devices, or cameras onto the unit. The hospital provides movies for patient viewing and maintains a small library of DVDs that patients may check out. A list of available movies is located at the nurse's station.

**Personal computers are strongly discouraged on the unit.** Your doctor will need to write a specific order for a laptop to be used during your stay. Personal computers must be stored in your locked closet and can only be used in the dining room when scheduled programming is not taking place. **St. Mary's Hospital is not responsible for lost, stolen or damaged electronics/personal computers.**

You may utilize I-Pods or personal listening devices during free time for relaxation. For safety reasons, personal listening devices must be kept in your locked closet when not in use and checked out during free time. Patients are responsible for providing batteries to power such devices. Staff may further restrict access to listening devices if safety conditions on the unit warrant it. I-Pods or CD's may also be restricted at staff discretion if their content is judged detrimental to the mental health of the patient or disruptive to the unit milieu. **The unit is not responsible for the charging of any listening devices.** Chargers are not allowed in patient rooms or on the unit. I-Pods will need to be sent home to be charged.

## **CLOTHING/PERSONAL ITEMS**

People typically wear street clothes throughout the stay. You will need changes of clothing. **You are responsible for your clothing and making sure you take all of it home with you at discharge.** Clothing should not be gang related, suggestive, revealing, or contain messages or themes that are negative to any group/race/religion. Staff reserves the right to restrict clothing judged inappropriate by these standards. Please use only plastic hangers. Public Health prohibits patients from sharing clothing. Staff will ask that clothing which does not meet standards of safety established by the hazardous items list to be sent home. All clothing must be checked in at the nurse's station. Please remember to bring clothes to sleep in.

Personal hygiene items are allowed from home. Please feel free to bring personal shampoo, toothpaste, soap, deodorant or hair products to the unit. Hygiene items must not contain alcohol or be restricted as directed by the hazardous items list. Others on the unit may have difficulty with asthma or COPD. Please be courteous and refrain from using heavily scented soap, perfume, or cologne. Staff will likely request to be present if you ask to shave. A copy of the hazardous items list is located in this booklet. You will be notified if staff remove an item from your possession during room checks.

## **LAUNDRY**

A laundry area with a washer, dryer, and soap is available for maintaining your clothing. Staff will assist if necessary.

## **MEDICATIONS**

Unless otherwise specified by a doctor, your medication will be dispensed from the hospital pharmacy during your stay. All other meds will need to be sent home.

## **MEALS**

You will be asked to eat with other patients in the dining room.

Your family may bring in food or snacks as permitted by your diet, but there is very limited storage/refrigeration space available. Anything stored in the refrigerator must be labeled with your name and the date it was placed there. **Food and beverages cannot be stored in patient rooms.**

## **SMOKING AND TOBACCO PRODUCTS**

Tobacco products of any type (cigarettes, cigars, chewing tobacco, etc.) and lighters are not allowed on the unit. Visitors are asked to leave these items in their vehicles when they visit. **St. Mary's Hospital is a tobacco free campus.**

Please ask your doctor about nicotine patches or gum. These items can help to curb cravings.

## TELEPHONE

We recognize the importance of keeping in touch with loved ones and supporters during your inpatient stay. Please feel free to have those closest to you call during times programming is not taking place.

Most cell phones, mobile phones or personal communication devices contain cameras and video features. For the protection and confidentiality of others, **CELL PHONES ARE NOT ALLOWED ON THE UNIT.** You will be given time to write down personal contact information from your cell phone. The cell phone or communication device should be sent home. Staff will assist in the making of personal long distance calls as time permits.

**The unit assumes no responsibility for electronic devices/cell phones/mobile phones that may be lost, stolen, or damaged while on the unit.**

Upon admission, and during your inpatient stay, you control whom you wish to receive calls from. Incoming phone calls come through the nurse's station. This is to protect privacy and confidentiality. A phone will be provided to you for personal calls. In consideration of others, we request no incoming calls from family, friends, or supporters after 10pm.

Calls made to patients during programming will be forwarded to the nurse's station and a message taken. You may want to check with your nurse to see when the best time would be to have loved ones call.

Some patients may have their phone usage limited. Should this be necessary, you and your family will be made aware of this restriction of rights. In PICP, patients do not have phones in their rooms. A phone for private use may be requested from staff.

# VISITING

## **Adult Behavioral Health Visiting Hours**

Monday – Friday ..... 7p.m.-8p.m.  
Wednesday..... 1p.m.-2p.m.  
    And..... 7p.m – 8 p.m.  
Saturday,  
Sunday  
And Holidays ..... 2p.m. – 4 p.m  
    And ..... 7p.m. - 8 p.m

Visiting is considered an important part of treatment. Therefore, visitors will be permitted or restricted according to your wishes. All visitors must check in at the nurse's station upon entering the unit. Staff must check any food, drinks or personal items brought to the unit.

**For visitors unable to come at scheduled hours, special arrangements can be made by contacting your nurse or other unit staff. These alternate times should be approved pre-visit.**

**Children under 6 must have the physician's permission to visit. Children under 12 must be accompanied by an adult and visit in a family room.**

Visiting is not allowed in patient rooms. Specific areas for visiting are in the dining room or family rooms.

For safety reasons, some patients may have their visits restricted. Should this be necessary, you and your family will be made aware of this restriction of rights.

Please do not lend money, electronics, clothing or any personal belongings to other people. This is for your protection, privacy, and unit safety.

# **ST. MARYS ADULT BEHAVIORAL HEALTH OUTPATIENT SERVICES:**

## **ADULT PARTIAL HOSPITAL**

### **WHAT IS PARTIAL HOSPITALIZATION?**

The Partial Hospitalization Program at St. Mary's offers a valuable and unique approach to mental health treatment. The program is designed for adults with emotional or behavioral disturbance who require a full range of hospital mental health services but do not need overnight hospital care. For some, this program can prevent an inpatient hospitalization. For others, it can serve as a transitional step between inpatient and outpatient treatment.

The program's concept allows patients to enjoy the comfort of their own homes at night and the opportunity to practice new lifestyle skills, while receiving daily support and treatment from a team of St. Mary's mental health professionals. Treatment goals are designed to help each adult return to productive, daily life. St. Mary's Partial Hospitalization Program is available from 9:00 a.m. to 3 p.m. Monday thru Friday.

### **WHAT TYPE OF CARE IS OFFERED?**

St. Mary's Partial Hospital Program offers a full range of comprehensive and quality services. Treatment is individually tailored to fit the needs of each patient.

A team of mental health professionals assess the patient to establish and implement an individual plan of treatment. Group therapies are designed to provide structure, education, and improved coping skills. Medical and

support services meet the patient's physical, psychological and social needs. Activity therapies help the patient adjust to daily living experiences. With the emphasis on the goal of effective community reintegration, agencies and professionals involved with these patients will be included in the treatment and discharge planning processes.

**For more information about the Adult Partial Hospital program, please call 464-2540.**

## **TREATMENT CENTER**

### **WHAT IS THE TREATMENT CENTER?**

The Treatment Center offers outpatient substance abuse programming to those suffering from addiction disease. We are a 12-Step inspired program staffed with professionals with a wealth of knowledge surrounding chemical dependency issues. Abstinence and recovery from drugs and alcohol is the goal of our treatment. Referrals generally come from individuals, places of employment, doctors, and law enforcement officials.

### **WHAT TYPE OF TREATMENT IS OFFERED?**

Treatment begins with an assessment to determine a level of care appropriate for the individual seeking services. We offer Outpatient Level I and II as well as aftercare services for those leaving a residential treatment facility. A professionals group is also available upon appropriate referral. DUI classes for those requiring 75 hours or more is also available. Family education is a part of treatment.

A treatment plan is created after the initial assessment. Treatment is comprised of educational and treatment groups. Individual and family sessions are also available as directed by the treatment plan.

**For more information on the Treatment Center, please call 464-2500.**

## **HAZARDOUS ITEMS LIST**

1. Items not allowed on any behavioral health unit:
  - belts, scarves, neck ties, and suspenders
  - firearms
  - knife
  - street drugs
  - alcohol
  - steel toed boots
  - straight razors
  - medications/herbal supplements/vitamins not ordered by your doctor.
  - anything made of glass (such as vases, picture frames)
  - aluminum cans
  - plastic bags
  - large jewelry (long necklaces, long chains, large earrings)
  - shoestrings
  - long cords (over 12" and not supervised)
  - cowboy boots or spike-heeled shoes
  - wallet chains
  - metal silverware or sharps
  - aerosol cans
  - any flammable liquid or substances that contain alcohol (including flammable or alcohol containing toiletries)
  - draw stings in pants, shorts or skirts
  
2. Items not allowed on PICP:
  - all items listed in #1
  - spiral notebooks
  - ball point pens
  - paper clips
  - balloons

-flowers with floral wire

3. Box items (items kept at the nurses station)

-small glass mirrors, make-up bottles, compact

-nail file, clippers, knitting needles (plastic only), crochet hooks (items only to be used with staff supervision)

-pump spray bottles

-razors (electric or disposable)

-Polident or denture cleaner

Our ongoing goal is unit safety. The treatment team has the right to remove items they feel are inappropriate or pose a risk to patients.

Original: 4/94

Revised: 12/98, 6/99, 11/02, 11/03, 12/05, 5/09

Reviewed: 5/95, 2/97

Dear Patient and Supporters,

We know this is a difficult time for you. The decision to receive behavioral health treatment is rarely easy. The staff of St. Mary's Behavioral Health is here for you.

It is our goal to provide exceptional treatment for a wide range of issues in a recovery based environment. We promise to do our best to ensure your time with us is worthwhile.

We also recognize that change is hard work and can be painful at times. We are dedicated to providing an atmosphere of hope, compassion, understanding, and communication.

The following guidelines have been developed by staff, patient input and our unit based council. The goal of the guidelines is to provide a safe and confidential environment in which recovery is possible. Please bring any concerns to the attention of staff. We promise to do whatever possible to make you comfortable during your stay with us.

Sincerely,

The staff of Adult Behavioral Services

# **ADULT GENERAL UNIT SCHEDULE**

## **SUNDAY**

8:00 BREAKFAST

9:00 COMMUNITY MEETING

9:30 RELIGIOUS SERVICE

11:00 FOCUS/EDUCATIONAL GROUP:  
UNDERSTANDING MY MEDICATION

12:30 LUNCH

1:00 RECREATIONAL THERAPY

2:00-4:00 VISITING

5:00 DINNER

7:00-8:00 VISITING

8:00 FOCUS/EDUCATIONAL GROUP

# ADULT GENERAL UNIT SCHEDULE

## MONDAY

8:00 BREAKFAST

9:00 COMMUNITY MEETING

10:00 GROUP THERAPY

11:00 OCCUPATIONAL THERAPY

12:30 LUNCH

1:30 RECOVERY PRINCIPALS

2:15 RECREATIONAL THERAPY

5:00 DINNER

7:00-8:00 VISITING

# ADULT GENERAL UNIT SCHEDULE

## TUESDAY

- 8:00 BREAKFAST
- 9:00 COMMUNITY MEETING
- 10:00 GROUP THERAPY
- 11:00 OCCUPATIONAL THERAPY
- 12:30 LUNCH
- 1:00 FOCUS/EDUCATIONAL GROUP:  
CHEMICAL DEPENDANCY  
AWARENESS
- 2:15 RECREATIONAL THERAPY
- 4:00 RECOVERY GROUP: DEVELOPING A  
WELLNESS TOOLBOX
- 5:00 DINNER
- 7:00-8:00 VISITING

ADULT GENERAL UNIT SCHEDULE  
WEDNESDAY

8:00 BREAKFAST

9:00 COMMUNITY MEETING

10:00 GROUP THERAPY

11:00 OCCUPATIONAL THERAPY

12:30 LUNCH

1:00-2:00 VISITING

1:30 FOCUS/EDUCATIONAL GROUP:  
GOING HOME TO STAY

2:15 RECREATIONAL THERAPY

4:00 FOCUS/EDUCATIONAL GROUP:  
UNDERSTANDING MY MEDICATION

5:00 DINNER

6:00 RECOVERY GROUP: FILM

7:00-8:00 VISITING

# ADULT GENERAL UNIT SCHEDULE

## THURSDAY

- 8:00 BREAKFAST
- 9:00 COMMUNITY MEETING
- 10:00 GROUP THERAPY
- 11:00 OCCUPATIONAL THERAPY
- 12:30 LUNCH
- 1:30 RECOVERY PRINCIPALS
- 2:15 RECREATIONAL THERAPY
- 4:00 RECOVERY GROUP: DEVELOPING A WELLNESS TOOLBOX
- 5:00 DINNER
- 6:30 FAMILY SUPPORT GROUP
- 7:00-8:00 VISITING

# ADULT GENERAL UNIT SCHEDULE

## FRIDAY

8:00 BREAKFAST

9:00 COMMUNITY MEETING

10:00 GROUP THERAPY

11:00 OCCUPATIONAL THERAPY

11:30 RECOVERY PRINCIPLES

12:30 LUNCH

2:15 RECREATIONAL THERAPY

3:15 COPING WITH LOSS GROUP

5:00 DINNER

7:00-8:00 VISITING

8:00 MOVIE AND "FRIDAY NIGHT TREAT"

# ADULT GENERAL UNIT SCHEDULE

## SATURDAY

8:00 BREAKFAST

9:00 COMMUNITY MEETING

10:00 RECOVERY FILM

12:30 LUNCH

1:00 RECREATIONAL THERAPY

2:00-4:00 VISITING

4:00 EDUCATIONAL/FOCUS GROUP

5:00 DINNER

7:00-8:00 VISITING

8:00 MOVIE

