Dorothea Dix Psychiatric Center – Inpatient Unit Guidelines

These guidelines have been developed to help you adjust to your hospitalization here at DDPC and to help make you and others as comfortable and safe as possible. Any questions or concerns you may have about these guidelines or any other aspect of your hospitalization should be brought to the attention of unit staff.

**Treatment**

It is expected that you will participate in therapeutic activities that are recommended and chosen after discussion with your treatment team. Treatment can include medications, individual sessions, group education and rehabilitation activities. The hospital day has a structure that includes time for treatment, self-care, leisure and rest. DDPC strives to accommodate the treatment and recovery needs of everyone we serve. Please talk to your treatment team about what you need and how we can help. Please reference your daily schedule throughout the day and advocate for changes to your treatment plan and schedule to best meet your goals.

Based on your individual needs, access to certain areas of the hospital or services may be limited at times and will be reflected in your treatment plan. The level of staff supervision required for off unit passes and therapeutic activities is determined by your psychiatrist and treatment team. Physician’s Orders for passes will include limitations based on the individual’s needs and abilities as assessed by the treatment team. We encourage patients to have as much freedom of movement off the unit as they can exercise safely.

**Valuables/Money**

We strongly encourage you to keep valuable items at home as the hospital will not be responsible for lost or stolen items.

If you keep your valuables with you, you are expected to use reasonable caution for their safekeeping. You may ask that staff arrange for safekeeping of certain items, either on the unit in lockers provided or in the Cashiers Office. We are unable to store large personal items.

You are encouraged to keep no more than $35 on your person. DDPC cannot be responsible for any loss of money. Large amounts of money may also be banked in the Cashiers office for safekeeping. Withdrawal arrangements are made through the Social Worker (obtain a form 106). Access to your funds may be limited if you have a guardian, conservator, or representative payee. Please refer to your daily schedule for current Cashier’s hours.

**Personal Hygiene/Care of Your Living area**

You are expected to be responsible for your own personal hygiene on a regular basis. Shower rooms are available for your use. Shampoo, soap, toothbrushes, nail clippers, deodorant, and combs, are available and may or may not require staff supervision for use. Shaving supplies are available for use; this requires a doctor’s order and you will need to be supervised while shaving. Offensive body odor, oily hair, and the wearing of dirty clothing are indications that more attention needs to be spent on your personal hygiene. Your treatment team may make hygiene a focus of treatment if this needs attention.

A beautician/hairdresser is available at no cost. Please ask staff to assist you in making an appointment that won’t conflict with your active treatment schedule.

DDPC does have a fragrance free policy. We ask that perfume or scented products not be used.

You are expected to keep your personal living area clean and neat. Bedding is changed at least once a week on different days on different units. (Please feel free to ask your direct care staff what day room cleaning takes place on your unit.) Please make sure that everything is off the floor, so the housekeeper may sweep and mop. For infection control and safety purposes, please do not keep food, beverages or empty containers in your room. Each day, it is expected your living area will be neat and tidy before leaving the unit. This is a health and safety issue, and your cooperation is greatly appreciated.
Clothing and Laundry
You are encouraged to wear only your own clothing. You will not need more than 5 changes of clothes. We do ask that you dress appropriately for the weather and the social setting you are in. Please, do not go barefoot or in your stocking feet. Your clothing should be kept in your wardrobe and cleaned as needed. Laundry should be kept in a provided laundry basket in your bedroom. Laundry facilities are available for your use under staff supervision. If you are unable to use the machines, staff will help you. All clothing should be labeled to prevent loss.

Staff must be made aware of any clothing or personal items that may be brought in for you, to ensure that they are added to your clothing list. You are responsible for your clothing.

Some clothing items may not be permitted due to potential safety concerns for you or others in the environment. A couple examples are: anything with strings such as sweatshirts or sweatpants, and scarves. Please refer to the contraband / approved items list for more details.

Confidentiality and Privacy
Please respect others’ right to privacy by not sharing their names or personal information with anyone outside your treatment team and unit. To protect the privacy of everyone hospitalized here, no personal electronics are allowed to be used in the hospital. If you brought personal electronics with you such as a cell phone, tablet, or computer, you may designate someone you trust to pick it up to store for you until you are discharged; or it may be stored here in the hospital if unable to be picked up.

Electronic and Media Devices
Radios: Battery operated am/fm headset radios are available for your use while at DDPC. Please let staff know if you are interested in loaning one of these items for use while on the unit.
Television and video media devices: There are two televisions on each unit available for entertainment, current events and symptom management. It is expected that the television in the dining room will be shut off between 8 am-4pm Monday – Friday and between 10:00 pm and 6:00 am daily. The television in the day room may be used at any time EXCEPT between the hours of 8am-4pm Monday - Friday, however the doors to the day room must be closed and the volume at a moderate level so not to disturb others when in use between the hours of 10:00 p.m. and 6 a.m.
Hand held gaming devices without camera or internet connection are allowed as approved by your treatment team.

Phone Use
A patient phone and room are available for your use. You may call your attorney, the DDPC patient advocate, clergy, or personal representative (as listed in your medical record) at any time. Please plan your phone use around your individual treatment time. It is asked that all calls be limited to 10 minutes to allow equal access to the phone.
Please Note: Access to the phone may be limited if another individual makes a complaint about receiving unwanted calls or if you make obscene or threatening calls, or if it is necessary for treatment purposes.

Mail
Writing materials and postage will be provided for you to mail up to seven letters per week. Computers are available in the computer lab to access the internet or email.

Food and Meals
Nutritionally balanced meals and snacks are provided by DDPC. Since there is limited space available for patient’s personal food items on each unit, individual’s personal food items will be stored as space allows and according to the patient food policy. Patient food stored on the unit must be in factory sealed, individual
packages that require no refrigeration. Glass or metal containers are not allowed. All individual patient food that requires refrigeration must be eaten by 11pm or it will be discarded. No caffeinated beverages are allowed onto the unit. Please refer to the patient food policy and contraband / approved items list for more details.

Visitors--Visiting Hours are: 8:30am to 8:00pm 7 days a week

Visitor’s Rules are necessary to protect the safety, rights and privacy of all visitors and patients. All visitors are required to check in at the switchboard prior to coming to the unit, show a valid picture ID, and consent to a search of person and belongings. Visitors will be asked to sign the unit visitor’s log. Visitors guidelines are available at the switchboard, and are also posted in the visitor area. Visitors will be considered as appropriate based on their ability to maintain patient rights, safety, confidentiality and not be medically or therapeutically contraindicated. You will be asked to provide staff a list of people you approve to accept as visitors.

We ask that visits in the visitor’s room last no more than 1 hour if another visitor is waiting. If you wish to extend your visit please let staff know and we will make efforts to find an alternative visiting area. Visits are expected to be arranged around your individual treatment schedule. For safety and treatment purposes, staff must check all items brought in by visitors. Plastic bags, soda cans, unsealed food, items with a cord, tobacco and caffeine are some items that are not allowed on the unit.

Please refer to the patient food policy and contraband / approved items list for more details.

Prohibited Items
For everyone’s safety, dangerous or illegal items are not allowed in the hospital. These include such things as weapons, street drugs, alcohol, sharp and breakable objects, aluminum cans, harmful chemicals or cleaning materials, or medications that are not prescribed by your DDPC physician.

Safety Screening
To prevent any dangerous and contraband items from entering the unit, whenever you return to the building, you will be screened by security staff at the main entrance. In the interest of safety, the staff performing the screening will use a handheld metal detector. If reasonable suspicion exists, a physician may order a search.

Contraband items used in off unit treatment areas will be monitored by staff; you will be expected to return the item at the end of the program. Prior to entering the unit, you will be asked to provide staff with any contraband items you may have.

Seclusion and Restraint / Management of Dangerous Behaviors
DDPC recognizes that symptoms of mental illness or extremely stressful situations may put a person at risk to be unable to manage their behavior and become a threat to themselves or others. Our staff has been trained to observe behaviors and the unit environment to detect early warning signals of this and to prevent dangerous situations from occurring. Our staff is committed to providing individualized, active, psychiatric treatment in the least restrictive environment. In the event a person’s behavior should escalate into a situation where there is immediate danger to that patient or to others (other patients, family members, or staff), seclusion or restraint may be used when all other interventions have failed. Your physical and emotional safety is very important to us, and we will do our best to protect your dignity and self-respect. In the event such interventions become necessary, our staff has been trained to observe your behaviors and release you as soon as your safety and that of others can be assured. After the event, you will be provided with an opportunity to discuss the event with the Nursing Supervisor/Designee and with your Treatment Team.