



Dominion Hospital

HCA Virginia Health System

An HCA affiliate

ADOLESCENT INPATIENT

**2960 SLEEPY HOLLOW ROAD
FALLS CHURCH, VA 22044**

703-531-6130

Adolescent Inpatient Direct Line

703-538-2872

Assessment & Referral

703-536-2000

Hospital Main Line

TELEPHONE TIMES

Monday - Friday 6:30- 8:30pm

INPATIENT PHILOSOPHY

The goal of inpatient treatment is to provide quality care in a safe and nurturing environment. Using best evidence practice rooted in the principles of recovery and trauma informed care, Dominion Hospital supports each individual in taking an active role in their treatment. Various members of the staff help guide individuals through the continuum of care. The purpose of this handbook is to help guide a therapeutic stay at Dominion Hospital.

For some, this may be their first admission to a behavioral health facility, while others may have had previous admissions here or elsewhere. The structure and activities on the unit are deliberately designed to imitate life outside of the hospital. That means that while there are various types of therapy, there is also structured leisure and free time to emulate daily life outside of the hospital.

Please know that the hospital is in a constant state of quality improvement and strives to provide the best care possible. Any feedback is welcomed.

While here, we invite you to envision yourself or your loved one as “*well*”. We hope that we can provide the guidance necessary to restore each individual to a state of recovery. It is not an easy journey, but the reward is great.

BILLING

Individuals who are currently enrolled in Dominion Hospital’s inpatient program, Partial Hospitalization Program (PHP) or Intensive Outpatient Program (IOP) should contact the Billing Manager at 703-531-6103 with billing inquiries.

For individuals who are no longer enrolled in any program, billing inquiries should be directed to RPAS at 866-823-7612.

CONCERNS OR COMPLAINTS

Dominion Hospital complies with applicable Federal civil rights laws and does not discriminate on the basis of age, gender, disability, race, color, ancestry, citizenship, religion, pregnancy, sexual orientation, gender identity or expression, national origin, medical condition, marital status, veteran status, payment source or ability, or any other basis prohibited by federal, state, or local law.

We are in a constant state of quality improvement and strive to provide the best care possible. Feedback is always welcome regarding individual patient experience.

Should a concern arise, staff will attempt to solve the problem at the program level. If you feel your concern is not resolved or you would like to voice your concern directly, please feel free to contact the Behavioral health Director/ Adolescent Program, 703-531-6162 or Hospital Patient Advocate at 703-538-2882. After hours, a nursing supervisor is on duty to assist with concerns and issues and can be reached by calling 703-538-2875. Each adolescent’s family should receive a copy of the Patient Rights form at admission. Please see the unit staff if another copy is needed.

Additionally, The Joint Commission (TJC) accredits Dominion Hospital. If you have any concerns about individual care or safety, which have not been addressed by the hospital, you may contact the TJC for general questions at 800-994-6610 or for complaints:

Mail: Office of Quality Monitoring • **Email:** complaint@jointcommission.org • **Fax:** 630-792-5636
The Joint Commission
One Renaissance Boulevard
Oakbrook Terrace, Illinois 60181

OUTSIDE THERAPISTS OR PSYCHIATRISTS

If it would be of benefit for an individual’s treatment that their Dominion Psychiatrist or Clinical Therapist speak with their outside treatment provider, the individual or family member should provide the outside provider’s name and phone number as well as a signed written release allowing the Dominion Hospital treatment team to speak with the outside provider.

CONTRABAND

At Dominion Hospital, safety and comfort are important to us. All items not allowed on the unit reflect items that are safety issues and/or items that could potentially cause a breach of privacy.

Please note that this is not an all-inclusive list.

The following items are not allowed on the units:

- Items made from glass or ceramic (i.e. mirrors, vases)
- Metal items such as aluminum cans, metal lids, metal hair clips, metal barrettes, bobby pins, paper clips, pens with metal caps, etc.
- Toiletries with metal pieces (i.e. lotion pumps)
- Floral arrangements
- Blankets, towels, pillows, or other linens from home
- Disposable/straight razors
- Spiral notebooks or 3 ring binders
- Aerosol products (i.e. hairspray or spray on deodorant)
- Plastic bags and plastic shower caps
- Strings, shoe laces, cords
- Knives or weapons of any kind

- Electrical devices such as MP3 players, CD players, stereos, computers/laptops, cameras, etc. unless otherwise a part of treatment and part of the plan of care
- DVDs/movies
- Musical instruments
- Belts, necklaces or scarves
- Thumbtacks, safety pins, sewing/crochet needles
- Tweezers or nail clippers
- Nail polish or nail polish remover
- Feminine products from home
- Lighters and matches
- Toxic materials including spray paint and markers not labeled erasable non-toxic
- Alcohol or narcotics including street drugs or drug paraphernalia
- Pornography
- Reading material about substance abuse, sexual activity, Satanism, or violence (books and puzzle books are normally allowed but content must be reviewed by staff)
- Valuables such as wallet or cell phone
- Luggage
- Medications from home, including “over the counter” (OTC) medications (unless requested by staff)
- Any item deemed unsafe/hazardous by the charge nurse or the unit director
- Caffeinated beverages/sodas or fountain drinks
- Snacks with NUTS of any kind - includes candy, protein bars, cookies, baked goods - due to allergies
- Unsealed plastic bottles or drinks of any kind

DISCHARGE

Prior to discharge, each individual will receive a discharge packet that includes his or her individual discharge plan and a patient satisfaction survey. The survey will provide an opportunity for you to express your honest feedback regarding what went well and what opportunities for improvement may exist.

The individual's Clinical Therapist will help each individual make their discharge appointments and complete the necessary elements of the discharge packet. Based on the complexity of the individual's discharge, a Discharge Planner may become involved in the process. Outpatient appointments must be made before discharge. The date and time of the next appointment as well as the provider and their telephone number will be included in the discharge packet.

On the day of discharge, staff will return all personal belongings, including sharps and valuables. Individuals will be asked to review each item returned to them and inform staff if any items are missing. Individuals are responsible for packing up their rooms for departure; however, staff can assist if needed.

Individuals must arrange for transportation on the day of discharge. Individuals should remain on the unit while waiting for their transportation.

DRESS CODE

Individuals are expected to wear comfortable clothing while in the hospital. Shoes (without laces) or hospital socks must be worn outside of the individual's rooms. Nightgowns and robes are limited to the individual's room only.

Clothing that interferes with the therapeutic environment is not permitted on the unit and may include: violent, graphic inappropriate images or words, low cut tops, shirts, shorts or skirts etc. or high cut shorts and skirts etc. Nudity or partial nudity.

Please consult with a staff member regarding any questionable clothing or if you feel you are unable to comply with the dress code.

EDUCATION SERVICES

School-age patients will receive education services 5 days a week, year-round (except on major holidays). With a signed *Responsible Use of Computing Agreement*, a patient has access to an individual computer station with internet access and printing capabilities. Patients can access their school's E-learning websites and parents/guardians are encouraged to bring in textbooks and paper school/classwork. If the patient is unable to access their schoolwork, Education Services will provide work or activities. It is our goal to provide a learning environment where students are encouraged to engage in schoolwork thus aiding their transition back to school. Three-ring binders, spiral notebooks, paperclips, and staples are not allowed (see *Contraband* list). Please make sure that the patient's name is in all of the textbooks and on other materials brought to the hospital. It is the responsibility of the patient/parent or guardian to collect all work and materials upon discharge.

Education Services' staff will complete an Initial Education Assessment (IEA) after admission, to document patient's school performance. *Parent/guardians must sign authorization for Release of Protected Health Information for Psychoeducational Reports and school information* before staff will contact the patient's school. After discharge, Education Services will complete a *Final Report*, which includes recommendations and information about the patient's participation during Learning Lab time. The Final Report also includes Dates of admission and a request for medical absences to be excused. The Final Report will be mailed, faxed, or emailed directly to Education Services' point of contact at the school. Parents/guardians are encouraged to make and maintain contact with school upon admission and upon discharge, and schedule a re-entry with the school for school transition days and before returning to school full-time.

FAMILY THERAPY

Individuals often benefit when their families are involved in their care. The individual's assigned Clinical Therapist will contact their family to set up an initial appointment with 24 business hours of admission. All Dominion Hospital Youth will be offered two family meetings per week. The individual's Psychiatrist may specify to substitute one family meeting with one individual session. All psychotherapy interventions rendered by clinical staff must be evidenced-based and time limited.

LEISURE ACTIVITIES

The daily schedule on the unit is designed to attempt to parallel that of the daily lives of adolescents outside of hospital. The program includes periods of leisure time in the evenings and on the weekends. During these times, individuals will be permitted to engage in such supervised activities as watching movies selected by staff, reading, playing games or going to the gym.

All leisure activities are monitored by staff to ensure appropriateness to the therapeutic milieu. Televisions are monitored and restricted by SMART TVs in an effort to protect individuals from exposure to content that is harmful or explicit. The intention is to maintain a therapeutic milieu and demonstrate a trauma-informed approach to care delivery.

LINENS AND LAUNDRY

Sheets, blankets, washcloths, and towels are kept by nursing staff and will be provided to individuals upon request. Individuals are responsible for making their own beds and keeping their areas organized. Assistance can and will be offered for those who require it. There is a laundry room located on the unit. Staff can provide laundry detergent and accompany individuals to the laundry room. Soiled hospital linens, such as bed sheets and towels, are to be placed in the hampers. Please see staff regarding the hamper's location.

MAIL/PACKAGES/FLOWERS

Individuals are free to send and receive mail. **Stamps will not be provided by the hospital.** Mail must be opened in front of a staff member but can be read privately.

The mailing address for patients is:

Dominion Hospital
C/O 3 North, Adolescent Unit
Individual's Name, Patient ID #
2960 Sleepy Hollow Road
Falls Church, VA 22044

Due to privacy concerns, Dominion Hospital will not forward individual mail after discharge. It is the individual's responsibility to advise family, friends and business contacts of their forwarding address. Packages received during an individual's stay must be opened in the presence of staff. Floral arrangements are not allowed on the unit.

MEALS

All meals will be eaten in the cafeteria, located on the 1st floor, unless their treatment plan indicates otherwise. In order to go to the cafeteria, individuals must be appropriately dressed, wear shoes and be ready at the nurses' station at the designated times.

If it is deemed a safety concern or deemed best that an individual eat meals on the unit, a tray will be delivered to the unit and will be handed out by staff. Meals on the unit will be eaten in a lounge area designated by staff. For safety purposes, use of plastic utensils will be monitored.

On the weekends, a continental breakfast is served on the unit for all patients. No food is allowed in individual's rooms. Light snacks, ice, water, milk, and juice are available on the units. Individuals with allergies, or in need of a special menu, will have designated trays that will either be delivered to the unit, or be available in the cafeteria. Individuals should consult their doctor if they require further dietary needs.

MEDICAL RECORDS/RELEASE OF INFORMATION

Continuing care is important to us and we will be happy to provide an individual's Healthcare Providers with copies of their medical record. Individuals may also need copies for insurance purposes, legal purposes, and for their own individual use. Unit staff will provide an "Authorization for Release of Written Protected Health Information." This form must be completed in its entirety and signed by the individual (for ages 14 or older) and parent (unless individuals are 18 or older).

The request will be processed by the Health Information Management (HIM) Department according to the instructions on the form. Under law, the HIM department has 15 days to comply with a request for records but we make every effort to have the requests completed within one week. If you have any questions about your records and obtaining copies, please call the HIM Department at 703-531-6105.

MEDICATIONS

If the psychiatrist feels an individual needs to be treated with medications, he or she will contact the individual's parents/guardians for permission. If an individual was on medications prior to admission, parents/guardians can provide consent to those medications at time of admission. If there is a psychiatric emergency, and an individual is

a danger to one's self or others, their psychiatrist may order emergency medications to help them during this crisis and will inform parents/guardians

Antibiotics or pain medication can be ordered by the Internist. The same process will be followed for medications for asthma, seasonal allergies, or other problems of a medical nature. These types of medications do not require consent from parents/guardians.

All medications brought from home must be given to nursing staff prior to distribution to admitted individuals. This includes medicated creams, over-the-counter vitamins or herbal remedies, lotions, inhalers or prescribed medications taken prior to their admission.

PATIENT IDENTIFICATION PASSCODE

The privacy of individual information is second only in importance to individual care itself. All information about individuals is confidential. In order to better protect each individual's privacy, a four (4)- digit passcode will be assigned for individuals to provide to family members or friends with whom the Hospital can share personal health information (PHI).

Family or friends seeking information will need to provide this passcode to the nurse or other hospital employee that they are speaking with, in order to receive any information.

The passcode will serve as authorization to disclose PHI for purposes such as communication results, findings and care decisions to family or friends. The facility is not responsible for distribution of this passcode and will assume that the individual is taking reasonable measures to protect their passcode. For more information, please contact the Facility Privacy Officer at 703-531-6106.

PATIENT SAFETY/OBSERVATION

One of Dominion Hospital's most important goals is to ensure that all individuals receive treatment in an environment that is safe and secure. Upon admission and during the course of hospitalization, there will be ongoing assessments of an individual's safety. All individuals require varying levels of structure and support in order to maintain safety. The following precautions are instituted for safety:

- Unit Restriction (UR): when deemed necessary for safety and assessment from the team See description below.
- Sharps Restriction (SR): May not check out items on the sharps list. All patients are on sharps restriction for at least 24 hours after admission but may require more time due to various treatment reasons.
- Falls Risk (FR): The treatment team will determine if an individual is a falls risk. An individual may require a falls alarm at night or additional interventions as ordered by the treatment team.

Patient Safety Rounding

One of the main components of safety precautions on the inpatient units are 15 minute checks. A staff member must observe each individual every 15 minutes during their stay.

More frequent monitoring may be instituted if an individual is assessed to have the potential to harm themselves or others or if their behavior is such that it may potentially be harmful or disruptive to others.

Unit Restriction

When a new individual arrives on an inpatient unit, they will be restricted to the unit until cleared by their attending psychiatrist. This is normally accomplished within the first 24 hours. If an individual engages in self-injurious behaviors (cutting, scratching, burning, etc.), that individual will be on unit restriction for the next 24 hours. To be able to leave the unit again, the individual will need to demonstrate that they can remain safe by processing the event with staff and by assisting to develop a safety plan for themselves. If an individual engages in threatening or aggressive behavior, demonstrates that they are a danger to themselves or others, or poses a severe elopement risk, that individual will not be able to leave the unit until the attending psychiatrist clears them.

RELATIONSHIPS

Hospitalization is a vulnerable time and discretion is strongly advised in developing relationships. Individuals may not visit in another individual's room, even if they are of the same gender. Sexual relations are prohibited.

Staff encourages individuals not to give out personal information to other patients, including telephone numbers.

ROOM ASSIGNMENTS/UNIT LAYOUT

Individual Rooms

Individuals may share a room with one or two other individuals. Individuals cannot be guaranteed a private room. Only members of the same sex and gender identity will share a room. Toilet and bathing facilities are located in each individual room. Admissions and discharges may require reassignment of rooms.

Individuals are expected to keep their areas organized. Self-care is the responsibility of each individual. Individuals will be responsible for attending to their own personal needs, such as hygiene, laundry, and storing their belongings in the drawers and closets provided. No items may be taped to the walls, doors, windows or furniture in the room.

Common Rooms/Lounges

There are common areas/lounges on each unit for use. Individuals are responsible for straightening up the lounges after use. Tables and chairs should be neatly arranged. Papers, food containers, and other garbage must be disposed of in garbage containers provided.

Environmental Rounds

Environmental rounds are completed daily by staff to check on cleanliness and overall room condition including the need for maintenance repairs or attention from housekeeping. Individuals are encouraged to report to staff any needed maintenance repairs they observe.

Room Checks

A room check is a more thorough check of individual's rooms and personal belongings. Room checks are done randomly. Room checks include the search for food or beverages as well as unsafe items. It is important to note that individuals may not store any food or beverages besides water. This is done to maintain the safety of the unit as well as for infection control purposes.

Alcohol, Drugs, Drug Paraphernalia

Any alcohol, drugs, or drug paraphernalia found during a room or belongings search will be immediately confiscated and the individual's physician will be notified.

Bed Times

Individuals are expected to be in their rooms preparing for sleep at the following time by 10:00pm.

SAFETY LEVELS

Throughout the day, individuals will be asked to provide their safety level. A safety level is a number from 1 to 10 that is a self-assessment around how safe the individual feels at the time. Below is a guide to help individuals understand the safety level system. Honesty in reporting safety levels allow staff to better cater to individual treatment needs.

- 1-2** Constant suicidal/homicidal/self-harm thoughts, a plan to hurt self/others, intent to carry out the plan, not committed to safety, not agreeing to come to staff before acting on unsafe thoughts. *Safety levels under 5 require individuals to complete a safety contract and may need additional staff interventions.*
- 3-4** Constant suicidal/homicidal/self-harm thoughts, a plan to hurt self/others, no intent to carry out the plan, not committed to safety, but agreeing to come to staff before acting on unsafe thoughts. *Safety levels under 5 require individuals to complete a safety contract and may need additional staff interventions.*
- 5-6** Frequent suicidal/homicidal/self-harm thoughts, no plan to hurt self/others, **committed to safety** and agreeing to come to staff before acting out unsafe thoughts.
- 7-8** Some suicidal/homicidal/self-harm thoughts, no plan to hurt self/others, **committed to safety** and agreeing to come to staff before acting out unsafe thoughts.
- 9-10** No suicidal/homicidal/self-harm thoughts, no plan to hurt self/others, **committed to safety** and agreeing to come to staff before acting out unsafe thoughts. *Considered completely safe.*

SEARCHES

Safety Searches occur on admission or if a staff member suspects possession of contraband (see "Contraband" list). Individuals will be asked to remove their clothing in a bathroom and change into hospital gowns ("double gown search"). Individuals will then pass clothing to a staff member of the same sex who will inspect them, the clothing and the bathroom for contraband. If an individual refuses to consent to the admission safety search, the individual will be kept in a safe place until safety for the individual and unit has been determined.

SERVICES FOR THE HEARING IMPAIRED

To ensure effective communication with individuals and their companions who are deaf or hard-of-hearing, we provide appropriate auxiliary aids and services free of charge, such as: sign language and oral interpreters, video remote interpreting services, TTYs, written materials, telephone handset amplifiers, assistive listening devices and systems, telephones compatible with hearing aids, and televisions with caption capability. Please ask your nurse or other hospital staff for assistance.

Should there be a concern or complaint about any services related to ensuring effective communication for individuals with special needs, please contact the Patient Advocate at 703-538-2882 during business hours or anytime to leave a message. After hours, a Nursing Supervisor is on duty to assist with concerns and issues and can be reached at 703-538-2875.

SHARPS

Many items are restricted in the hospital because of safety concerns (see "Contraband" section). A few "sharps" items may be stored on the unit and used after the individual's treatment team advances the individual off of Sharps Restriction (SR).

Those items include:

- Use of the unit hair dryer
- Nail clippers
- Electric razor-battery operated only without a cord. Razors may not be shared with anyone else.
- Emery boards
- Dental floss, which must be thrown away at the Nurses' Station
- Q-tips, which must be thrown away at the Nurses' Station

SMOKING

Because we care about the health of our patients, staff and guests, Dominion Hospital has created a tobacco-free environment effective April 1, 2014. This applies to all areas of our campus-inside and out.

TELEPHONE/TELEPHONE TIMES

Cellphones are not allowed on the units at any time. Individuals will have access to the telephone at designated times. The purpose in designating specific telephone times is to reduce the number of interruptions during groups and activities. Additionally, limiting the time on the telephone allows other Individuals to make or receive calls.

During telephone time, individuals will be allowed to receive 2 incoming calls that are no more than 10 minutes each and also allowed to make 1 outgoing call that is not more than 10 minutes long.

To make an outside call, please dial "9" prior to the number. If you need assistance with making a call, please see a staff member.

Individual phones are unable to be used for long distance calls so to make a long distance call, please discuss this with a staff member.

Outgoing calls can be made between 6:30-7:30pm. Incoming calls can be received between 7:30-8:30pm.

TREATMENT TEAM

During an individual's first days at Dominion Hospital, a team of professionals, including a psychiatrist, registered nurses, a licensed Clinical Therapist, activity therapists, and other specialists will meet. Family members may be asked many questions at the beginning of an individual's stay to assist the team in understanding an individual's particular situation and the best way to help. The Treatment Team meets Monday through Friday. The Treatment Team is also responsible for making decisions around restrictions (Unit, Sharps, or Falls) based on an individual's behavior.

Clinical Therapists will review the treatment plan with the individual and incorporate individual preferences into the treatment plan. The members of the Treatment Team include:

Psychiatrist: Directs the treatment team, provides individual therapy, prescribes medication, and develops a discharge plan.

HEAL Behavior Staff: Provides assessments for participation in HEAL groups, conducts groups.

Licensed Clinical Therapist: Provides individual, group and family therapy, case management and arranges for family meetings to address discharge-planning goals. An individual's Clinical Therapist will normally be assigned the morning after an individual's admission. If an individual is assigned at the end of the week, an individual will work with a weekend Clinical Therapist. An individual's assigned Clinical Therapist will contact a family at the beginning of the following week.

Discharge Planner: Ensures continuum of care and assists with complex discharge planning.

Nursing Staff: Provides around the clock nursing care, monitors safety and behavior, coordinates treatment activities, administers medications and provides medication education, assists in the development of goals and achievement skills and individualizes the treatment plan within the guidelines established by the treatment team.

Art and Activity Therapists: Provides arts and crafts, fitness, and leisure education groups and activities.

Utilization Review Coordinators: Works with an individual's insurance company or managed care company to ensure that each individual receives the maximum benefits from treatment.

Staff Nutritionist: Provides nutrition consults and nutrition education groups and conducts eating disorder groups.

Dual Diagnosis Counselor: Provides Dual Diagnosis assessments for individuals with substance abuse issues, conducts Dual Diagnosis and recovery groups, coordinates for Alcoholics & Narcotics Anonymous sessions and assists with follow-on chemical dependency/substance abuse treatment programs.

VISITING

Due to the relatively short duration of hospital stays, it is essential to focus energy on relationships with close family members. Therefore, visiting is restricted to immediate family only (parents/guardians, siblings and grandparents). Visiting outside of the scheduled times is generally not allowed.

Members of the clergy may visit. Dominion Hospital asks that a call be placed first to the unit to arrange the appropriate time to visit.

Outside therapists or psychiatrists may call or visit only with written consent from the parents and a written order from the attending psychiatrist.

Please help us ensure unit safety and comfort by observing the procedures below:

- Visitors must register at the front desk in the main lobby and obtain a Visitors' Pass, which they must wear during the visit. Our security staff will conduct a search of items to be taken to the Unit at this time.
- Lockers are available for visitors to leave such items as cellphones, jackets and personal medications etc.
- When arriving on the unit, visitors must sign in at the nursing station. All belongings brought onto the unit for individuals will be inspected by Unit Staff. *Staff will not accept any restricted items from visitors.*
- Due to the limited amount of space, two visitors per person will be permitted at one time (immediate family only). If more than two immediate family members come to visit, turns will need to be taken so all visitors can spend time with the patient.

- We ask that visitation take place in the lounge, not in the patient's room. This ensures that all our patients have a "safe place" to be during visiting.
- An approved adult visitor must accompany family members under the age of 18 and remain with them throughout the visit.
- If the individual requires intense supervision, visiting arrangements will be organized and monitored by nursing staff.
- Visitors and individuals must say goodbye on the unit. Individuals will not be permitted to accompany visitors to the front desk or the door.
- Visitors may be asked to show their badge when exiting secure areas of the hospital.

Visitor Conduct

Please leave valuables and electronic devices (cellphones, pagers, etc.) in your vehicle. Our Security Staff will ask you to return these items to your car before leaving the Lobby area to the Units. Do not bring bulky coats or bags on to the unit and do not leave personal belongings unattended.

- Visitors may not bring any food or drinks onto the unit to be stored after visitation. Health and storage concerns necessitate this restriction.
- Any visitor appearing to be under the influence of alcohol or drugs will not be allowed to visit and may be directed off the premises.

Visiting for Discharged Patients

Visits to current patients by discharged patients will be permitted under the following circumstances:

- The former patient must have been discharged from all levels of care for at least 60 days.
- The current patient is agreeable to the visit.
- All other program and unit visiting guidelines are met and maintained.
- The visit is neither disruptive nor detrimental to the current patient, nor to the management of the treatment milieu, as determined by nursing staff.

Visiting on Holidays

Certain holidays are observed and will require result in different visiting hours. Those holidays include: Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Day, and New Year's Day. Please inquire with unit or front desk staff around changes in the visiting hours for these holidays.

POST DISCHARGE WELLNESS CALLS

To support each individual's discharge transition, Dominion Hospital offers a supportive telephone follow-up service in the days after they leave the hospital. This service is offered to each individual for their consent (via a signature) at the time of discharge. With an individual's consent, a discharge coordinator will make telephone contact with them at the number they provide within the first three days after discharge. The purpose of the calls is to ensure that each individual understands the medications they are prescribed, when and where their follow-up appointments are to occur, and generally how they are doing. Many individuals take advantage of this valuable service that is provided free of charge. To take advantage of this service, please let a nurse know at the time of discharge.

WHAT TO BRING

Personal items and bags brought in upon admission and during visiting hours will be inspected by staff. Dominion Hospital discourages bringing any personal valuables to the hospital such as wallets, credit cards, money, cell-phones, etc. All jewelry must be removed at admission. If these items are brought to the hospital, the items will either be sent home with a family member or friend of the individual's choosing or locked in the hospital safe. No valuables will be stored on the unit. On admission, staff will take an inventory of everything that the individual has brought with them. Individuals will be allowed to keep all unrestricted items with them and those items will become their responsibility.

Individuals are encouraged to bring the following:

- Three to four changes of casual, comfortable clothes (storage is limited)
- Pajamas or nightgowns, without draw strings
- One pair of comfortable shoes or slippers with no laces for walking around the unit
- One pair of outdoor sports shoes (laces are not allowed) to be kept in a closet.
- Jacket or sweater based on the weather

Patient belongings left onsite will be discarded one week after discharge.