

# Adult Psychiatric Services

## *Patient Guidebook*



## **Introduction**

The goal of treatment is to allow you to manage life's stresses so that you can reach your own personal goals. This handbook was developed as a resource to provide you with important information. If the information you need is not addressed in the following information, please do not hesitate to ask a staff member.



## **Adult Psychiatric Services**

The vision of Fairfax is to be the Center of Excellence for high quality and cost effective behavioral health care in the Pacific Northwest.

At Fairfax, we are committed to providing a broad range of high quality psychiatric services to people in emotional distress. Our inpatient units use medications and group therapy to help people in acute psychiatric distress find emotional stability. In addition to general psychiatric services, we provide specialized treatment for people who have a co-occurring addiction and mental illness. Patients who experience auditory and/or visual hallucinations, delusions, and/or mania, are treated on a separate unit. Dual and general psychiatric patients are on the same unit, which is called the south unit.

We also provide two outpatient services—a Partial Hospitalization Program and a Chemical Dependency Intensive Outpatient Treatment Program. Patients whose distress may not warrant a hospital stay, can be admitted to our partial hospitalization program. Patients come into the hospital for psycho-education groups, short-term group therapy, and addictions group therapy during the day, returning home each evening.

Insurance coverage for Partial Hospitalization is limited, so please talk with our intake department to see if your insurance covers this service. The Intensive Outpatient Program meets three evenings per week to help you continue to work and live at home as you maintain your sobriety.

The philosophy of treatment at Fairfax is to consider individual strengths, areas of difficulty and situational factors which contribute to your current crisis. The interdisciplinary team of treatment specialists targets those areas that are going to help you stabilize. The clinical program staff works closely with you, your family, and community professionals to plan an aggressive course of treatment which allows transition into a less restrictive level of treatment as quickly as possible.

### Treatment Team

A team of treatment specialists works together to assist you in your stabilization process at Fairfax. These include the following individuals:

A **Psychiatrist** works closely with the treatment team in providing quality care for you as he or she directs your medical management. You will be seen by your psychiatrist within the first 24 hours after admission. Your Fairfax psychiatrists will see you 6 out of the 7 days in a week. You must be seen by your physician prior to discharge.



**Registered Nurses** are responsible for your daily activities and medical/emotional needs. The RNs participate in your behavior management and administer medications as ordered by your physician. They also supervise the unit.

The **Program Specialists** assist you with your daily activities. They supervise program groups and activities, including recreation therapy and skill building.

Your **Case Manager** works with you, your psychiatrist, your entire treatment team, your family, and your outpatient providers to coordinate your care. Your Case Manager organizes your discharge plan with you, your family, your psychiatrist and your community.

The **Chemical Dependency Professionals** provide education and lead groups focused on chemical dependency issues for mental health, dual diagnosis and CD patients. They also complete Chemical Dependency assessments.

The **Partial Hospital Coordinator** specializes in the care of patients in the Partial Hospital Program. They also lead psycho-educational groups as well as a variety of other groups.

### Your treatment team includes:

Psychiatrist: \_\_\_\_\_

Office # \_\_\_\_\_

Case Manager: \_\_\_\_\_ Ext. # \_\_\_\_\_

CDP Case Manager: \_\_\_\_\_ Ext. # \_\_\_\_\_

Patient Four Digit Security Code    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_

## Treatment Tracks

Treatment is tailored to the level of functioning and degree of illness of each patient. There are four group therapy "tracks" on the Adult Psychiatric Unit. The treatment team will consult with you before choosing the most appropriate track for your individual needs.



The **Interpersonal Track**, also called the **Cognitive Track**, focuses on social issues that you face in life: relationships, bonding, boundaries, anger, etc; and teaches you skills to deal with those difficulties.

The **Dual Diagnosis Track** focuses on people who are dealing with both mental illness and chemical dependency problems. This track identifies how these two diseases have been affecting your life and relationships. The clinicians

help you develop coping skills and the ability to express your emotions in a constructive manner.

The **Chemical Dependency Track** offers a group setting that focuses on addiction and recovery and helps you achieve abstinence & maintain successful recovery.

The **Focus Track** offers a discussion group with a variety of topics. You may attend this group if it is difficult for you to focus, if you are not feeling safe, or if you are stabilizing on your medications.

## Level System

The Levels System" encourages you to engage in treatment. Each level allows you access to specific activities. Levels are reviewed on a daily basis. Criteria for changing levels include: feeling safe, attending groups, and stabilizing on your medications.

### Level 1

While at this Level you must stay on the unit to eat your meals. You may go off the unit for group, if appropriate. You are welcome to attend smoke breaks or periodic outdoor times in a secure area, weather permitting. This level is automatically in effect for the first 24 hours of your stay.

### Level 2

In addition to all Level 1 activities, Level 2 entitles you to go to the cafeteria for meals. This is the highest level an involuntary (court ordered) patient can attain.

### Level 3

At Level 3 you can do all Level 1 and 2 activities plus you may also go off the unit for walks (which are sometimes incorporated into the afternoon schedule at 4:15 PM).

## Unit Guidelines

The following guidelines were developed with your safety in mind. Patient safety is a hallmark of care at Fairfax. The surveillance cameras located throughout the hospital are for your safety and protection. As an added safety measure, all rooms are searched on a daily basis.

The safety guidelines include the following.

1. Not to harm myself or others. To seek out and speak to staff if I feel I cannot abide by this.
2. Attend program activities.
3. Use respectful language to both patients and staff. Violence directed toward other patients or staff is not acceptable.
4. Agree to have my luggage and packages searched by staff at the time of admission. I understand that for safety purposes, sharp objects, cords, belts, shoestrings, glass, medications (vitamins included), lighter and matches, or other potentially dangerous items are not allowed in my room. Further, gang related, drug related, sexually provocative or other clothing judged unacceptable must be put away or sent home.
5. Take responsibility for personal items kept on the unit. Valuable objects and medications need to be sent home and I will keep no more than 10 dollars cash on the unit.
6. Agree not use alcohol or drugs.
7. Take only medications prescribed by my physician.
8. Agree not to touch other patients.
9. Talk to staff if I am having difficulty on the unit for any reason.
10. Agree not enter another patient's room.
11. Abide by the smoking policy, visitor policy, cell phones policy.

### Adult Focus Track Schedule

<b>Weekdays (Monday – Friday)</b>	<b>Weekends &amp; Holidays</b>
8:00 Breakfast	8:00 Breakfast
8:35 Smoke Break	8:35 Smoke Break
9:00 Community Meeting	9:00 Community Meeting
9:15 Goals Group / Coffee Klatch`	9:15 Goals Group / Coffee Klatch
10:00 Daily Living Skills	10:00 Arts & Crafts
11:00 Psycho-education Group	11:00 Recreation Therapy
12:00 Lunch	12:00 Lunch
12:40 Smoke Break	12:40 Smoke Break
1:00 Process Group	1:00 Process Group
2:00 Afternoon Activity	2:00 Afternoon Activity
3:00 Free Time / Art Therapy	3:00 Free Time
3:45 Smoke Break	3:45 Smoke Break
4:15 Recreation Therapy	4:15 Recreation Therapy
5:00 Evening Check-in	5:00 Evening Check-in
5:30 Dinner	5:30 Dinner
6:30 Smoke Break	6:30 Smoke Break
7:00 Evening Activity	7:00 Ice Cream Social
9:00 Daily Wrap-up	7:30 Movie
9:30 Smoke Break	9:00 Evening Wrap-up
11:00 Lights Out	9:30 Smoke Break
	11:00 Lights Out

## Adult South Schedule

<b>Weekdays (Monday – Friday)</b>	<b>Weekends &amp; Holidays</b>
8:00 Breakfast	8:00 Breakfast
8:35 Smoke Break	8:35 Smoke Break
8:50 Community Meeting	9:00 Arts / Crafts Group
9:00 Orientation Group	10:00 Community Meeting
9:15 Goals Group	10:30 Goals Group
10:00 Cognitive Group	11:30 Recreation Therapy
Interpersonal Group	12:00 Lunch
Dual Diagnosis Group	12:40 Smoke Break
11:00 Cognitive Group	1:00 Skills Building Group
Interpersonal Group	Dual Diagnosis Group
Dual Diagnosis Group	2:00 Activity Group
11:15 Focus Group	3:00 Free Time
12:00 Lunch	Ice Cream Social (Sundays)
12:40 Smoke Break	4:00 Smoke Break
1:00 Cognitive Group	4:15 Recreational Therapy
Interpersonal Group	5:00 Big Room Study Group
Skills Building Group	5:45 Dinner
Dual Diagnosis Group	6:30 Smoke Break
2:00 Art Therapy	7:00 Movie Night
Dual Diagnosis Group	9:00 Wrap-up Community Meeting
3:00 Free Time	9:15 Smoke Break
4:00 Smoke Break	11:00 Lights Out
4:15 Walk / Gym	
Individual Sessions	
5:00 Check-In Group	
5:45 Dinner	
6:30 Smoke Break	
7:00 Acupuncture (Tues & Thurs)	
8:00 Skills Building Group	
Free Time	
9:00 Wrap-up Community Meeting	
9:15 Smoke Break	
10:00 Phones Off	
Lights Out	

### **Smoking**

1. You may smoke at scheduled times and in assigned areas only.
2. Two cigarettes are allowed during smoke breaks.
3. A lighter is provided by staff. You are not allowed to have matches, lighters, or other tobacco products in your possession on the unit

### **Smoking Schedule**

Breakfast Break:..... 8:35 A.M.-8:50 A.M.  
Lunch Break: ..... 12:40 P.M.-12:55 P.M.  
Afternoon Break: ..... 3:45 P.M. -3:55 P.M.  
Dinner Break: ..... 6:15 P.M.-6:30 P.M.  
Bedtime Break: ..... 9:15 P.M.-9:30 P.M.

### **Visitors**

1. Visitors must know your four digit security code to gain access to the unit.
2. Please note that your visitors must remain in the public areas, including the day room and group room.
3. For safety and insurance reasons, children under 16 may visit with you in the cafeteria. Children age 16 and 17 may visit on the unit if accompanied by another adult family member. Please notify staff if you are expecting visitors under the age of 16.
4. Since your health and safety are our first concern, if visitors become excessively loud or upsetting to you or others, staff may ask them to leave.

### **Visiting Hours for the Adult Unit**

Monday, Thursday and Saturday:.....12:00 P.M. to 1:00 P.M.  
Monday: .....5:30 P.M. to 6:00 P.M.  
Tuesday, Friday and Sunday: .....5:30 P.M. to 7:00 P.M.

*No visitors on Wednesdays*

## Private Possessions

On the inpatient units, safety is our number one priority. Therefore, there are certain items **not allowed** at Fairfax. They include the following.

1. Clothing containing strings shoelaces, scarves, and other rope-like material.
2. Glass, metal, and other materials that can be made into sharp edges.
3. Alcohol and non-prescription drugs.
4. We ask that you leave laptops and expensive music devices at home.

We encourage you to **bring the following** items to make your stay at Fairfax more comfortable.

1. Comfortable clothes, slippers, nightclothes.
2. Safe items that will help you stabilize such as lavender sachets, a favorite pillow or blanket, pictures of loved ones—no glass in frames.
3. Your own toothbrush and comb/brush.
4. A journal, no metal rings please.

If you have any questions, or are unsure about a certain item, staff can let you know whether or not it is an acceptable choice.

## Other Information

1. Night shift staff makes room checks (or rounds) on all patients every 15 minutes during the night.
2. If you are having difficulty sleeping, please get up and let staff know. If you are lying still they will assume you are sleeping.
3. If your vital signs (i.e., blood pressure and temperature) need to be monitored because of withdrawal, they may be taken throughout the night.
4. You may use the hospital washer and dryer. Please use the laundry list posted on the door of the unit laundry room. If there is no list, please notify staff.
5. After discharge, a patient may not visit the unit for three months.



### **Cell Phones**

Many of today's cell phones are camera equipped. In order to protect the confidentiality of all patients Fairfax does not allow cell phones on the unit. Public phones are available to make and receive calls on the unit.

### **Public Phones**

There are two phones available for your use on each unit. Please limit calls to 10 minutes.

1. Adult Focus: Payphone numbers: 425-825-9901 and 425-825-9903.
2. Adult South: Payphone numbers: 425-823-4050 and 425-814-6371.

These phones are turned off during group time and each evening at 10 p.m. Messages are posted on a community board.

3. The main Hospital phone number: 425-821-2000.
4. To encourage good sleep habits, unit phones may not be used between 10:00 p.m. and 7:00 a.m.
5. We do not interrupt groups when you get a call. Instead, we write down a message and post it on the message board.

### **Hospital address and main number:**

10200 N.E. 132nd Street  
Kirkland, WA 98034  
425-821-2000

