



Dominion Hospital

HCA Virginia Health System

Child Unit HANDBOOK

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

703-536-2000

Hospital Main Line

703-531-6131

Child Unit Direct Line

703-531-6181

Child Unit Fax

703-538-2872

Assessment & Referral

VISITING HOURS

Monday - Friday: 10:00-11:00am

Saturday/Sunday: 1:00-2:00pm

Everyday: 6:30-8:00pm

TELEPHONE TIMES

Saturday/Sunday: 1:00-2:00pm

Everyday: 6:30-8:00pm

Introduction

When children need help with emotional, behavioral or mental health issues, the children's unit at Dominion Hospital is the best choice in the region. We specialize in effective interventions to stabilize crisis situations, build social skills and support individual progress towards recovery. Our multispecialty team approach consistently leads to successful outcomes for those between the ages of 5 and thirteen years old.

The staff at Dominion Hospital is dedicated to the following:

- Providing a safe and therapeutic environment where children are active participants in their own treatment
- Maintaining a culture of compassion that is evident in every interaction and incorporates the principles of trauma-informed care whenever possible
- Empowering individuals to reach their full potential, keeping in mind that success looks different for each patient
- Working with families—key factors in recovery—to design comprehensive treatment plans and provide effective care using evidence-based practices

We understand that this can be a stressful time and may result in questions or concerns about the program. The purpose of this handbook is to provide the guidance necessary to ensure a therapeutic hospital stay.

Multiple Levels of Care to Meet Individual Needs

Our highly structured programs—both inpatient and partial— feature psychological and expressive therapy groups, family meetings and education services. Supportive peer group communities promote personal growth and understanding.

Inpatient Program

When round-the-clock monitoring is needed, our pediatric inpatient program offers 24-hour nursing care and full psychiatric services in a safe and structured environment. Medical supervision by highly qualified mental health professionals, including physicians who are all fellowship-trained in child psychiatry, means children receive appropriate individual assessment, intervention, education, supportive therapies and discharge planning.

Partial Program

Dominion Hospital's Partial Hospitalization Program for children combines a highly structured environment at the hospital each day from 8:00am - 2:30pm, with the opportunity for your child to spend evenings at home. Suitable for children who need assessment to identify and treat issues beyond the scope of outpatient services, our partial program offers a productive mix of personalized treatment, supportive therapies and individual development.

BILLING

Parents of individuals who are currently enrolled in Dominion Hospital's inpatient program or Partial Hospitalization Program (PHP) should contact the Billing Manager at 703-531-6155 with billing inquiries.

For individuals who are no longer enrolled at Dominion Hospital, billing inquiries should be directed to RPAS at 866823-7612.

CONCERNS OR COMPLAINTS

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 Child director, 703-531-6162, 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 child's family should receive a copy of the Patient Rights form at admission. Please see the unit staff if another copy is needed.

Additionally, Dominion Hospital is accredited by The Joint Commission (TJC). 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

CONSULT WITH OUTSIDE THERAPISTS OR PSYCHIATRISTS

If it would be beneficial for a child's psychiatrist or social worker at Dominion to speak with the individual's outside treatment providers, a family member should provide the outside provider's name/phone number and sign a written release allowing for communication. Please see the charge nurse to request a copy of this form if necessary.

CONTRABAND

At Dominion Hospital, we are committed to maintaining an environment that is safe and comfortable for all patients. Any items that are not allowed on the unit reflect potential safety or privacy issues.

Please note that this is not an all-inclusive list. All items brought to the unit must be checked in and approved by staff before being given to patients.

***Also note that individuals in the Partial Hospitalization Program must also adhere to these guidelines and may not bring these items in from home.**

The following items are **never** allowed on the unit:

- ANY electronic devices such as cell phones, MP3 players, CD players, stereos, computers/laptops, cameras, etc.
- Fidget spinners (break too easily, can have sharp edges, etc)
- Battery operated toys
- Trading cards of any kind (including Pokémon cards)
- Items made from glass or ceramic (i.e. mirrors, vases)
- Metal items such as aluminum cans, metal lids, metal hair accessories, pins, paper clips, metal cars, etc.
- Toiletries with metal pieces (i.e. lotion pumps)
- Floral arrangements
- Blankets, towels, pillows, and any other linens from home
- Disposable/straight razors
- Spiral notebooks or 3 ring binders
- Art supplies (pencils, colored pencils, pens, markers, etc.)
 - Coloring books from home are allowed, but cannot be bound with staples/metal spirals
- Aerosol products (i.e. hairspray or spray on deodorant)
- Plastic or Ziploc bags and plastic shower caps
- Strings, shoe laces, cords
- Knives or weapons of any kind
- DVDs/movies
- Musical instruments
- Belts/scarves
- Thumbtacks, safety pins, sewing/crochet needles
- Tweezers or nail clippers
- Nail polish or nail polish remover
- Lighters and matches
- Alcohol or narcotics including street drugs or drug paraphernalia
- Weapons or potential weapons
- Reading material about substance abuse, sexual activity, or violence
 - Books are typically allowed but content must be reviewed by staff
- Valuables (such as wallets, cash, credit cards)

Jewelry of any kind

- This includes earrings—spacers may be brought in for recent piercings
- Luggage
- Pets
- Medications from home, including “over the counter” medications (unless requested by staff, in which case it should be given to the charge nurse)
- Any item deemed unsafe/hazardous by the charge nurse or the unit director

DISCHARGE

Prior to discharge, the individual’s Clinical Therapist will help parents/guardians to make outpatient appointments and complete the necessary elements of the discharge packet. Outpatient appointments **must** be made before discharge. The date and time of the next appointment, as well as the provider and their telephone number, must be included on the form.

On the day of discharge, the individual will work with staff to complete a safety plan that outlines triggers, coping skills, resources, and ways to stay safe outside of the hospital. Prior to leaving, staff will return all personal belongings to the individual’s family. Parents/guardians will be asked to review each item returned to them and inform staff of any missing items. Individuals are responsible for packing up their rooms for departure; however, staff will assist if needed.

Parents/guardians must arrange for transportation on the day of discharge. Individuals will remain on the unit while waiting for their transportation.

DRESS CODE

Individuals are expected to wear comfortable clothing that is appropriate for the setting. Shoes (without laces) or hospital socks must always be worn outside of the individual’s rooms. Clothing that interferes with the therapeutic environment is unacceptable.

- Nightgowns and robes are limited to the individual’s room only
- Clothing with violent, graphic, or otherwise inappropriate images/words will not be allowed
- Nudity or partial nudity is strictly prohibited. Shoulders must be covered at all times—no tank tops or shirts/dresses with spaghetti straps
- Shorts, skirts, and dresses must be knee length or longer. Shorter dresses and skirts may be worn with leggings underneath
- Belts, scarves, jewelry, and other accessories are not allowed (for safety reasons)

If clothing is deemed inappropriate, staff will address the issue with the individual in private and review hospital expectations.

EDUCATION SERVICES

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/pencil school/classwork. If the patient is unable to access their school work, Education Services will provide work or activities. It is our goal to provide a learning environment where students are encouraged to engage in school work 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 parent/guardian to collect all work and materials upon discharge.

An Initial Education Assessment (IEA) will be completed by Education Services' staff, after admission, to document patient's school performance. *Authorization for Release of Protected Health Information for Psychoeducational Reports* and school information must be signed by parent/guardians 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.

Parents/guardians are encouraged to make and maintain contact with school upon admission and discharge. It is also recommended that parents/guardians schedule a re-entry with the school for school transition days and before returning to school full-time.

Unit Staff will not force patients to do homework as this may provoke the patient and hamper their healing.

FAMILY THERAPY

Individuals make better progress when their families are involved. The individual's assigned Clinical Therapist will contact his or her family to set up an initial appointment with 72 hours of admission. Normally, there will be two family meetings during the week for about an hour per session. Family members that are integral to the individual's presenting issues will be required to attend family meetings.

During family meetings:

- Share your expectations for after your child returns home
- Inform your child of any major life changes outside the hospital (school, divorce, marriage, recent deaths, etc.)
- Confront negative behaviors in a supportive way
- Provide encouragement and acknowledge progress or positive changes with your child
- Discuss tentative discharge dates with clinical therapist
- Seek information as to what the treatment team is looking for in order for your child to discharge
- Follow the clinical therapist's directives regarding setting after care appointments

HYGIENE

Each patient is responsible for taking care of individual hygiene needs. In the mornings, this includes brushing teeth, washing face, using deodorant, putting on clean clothes, combing hair, and doing anything else necessary to get ready for the day. In the evenings, each individual will shower during the designated shower time (between 6:00 and 6:30pm). This is **not** optional, as it is especially important to maintain self-care during hospitalization.

If an individual is struggling with hygiene or grooming, staff is always available to provide guidance and help with basic tasks (doing hair, picking out clean clothes, etc.). We understand that this may be a child's first time away from home and will try to help them develop self-care skills while offering support whenever necessary. Please let us know if hygiene has been an issue for your child so we can help them to manage this and prevent potentially embarrassing situations.

IDENTIFICATION PASSCODE

The privacy of individual information is second only in importance to individual care itself. All information about individuals is kept confidential. In order to better ensure privacy, a 4-digit passcode will be assigned to each patient and given to parents/guardians upon admission. **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 protected health information (PHI). The facility is not responsible for distribution of this passcode and will assume that parents/guardians will share it only with trusted individuals relevant to their child's treatment. For more information, please contact the Facility Privacy Officer at 703-531-6106.

LEISURE ACTIVITIES

The daily schedule on the unit is designed to parallel the normal daily lives of school-age children. The program includes periods of leisure time in the evenings and on the weekends. During these times, individuals will be permitted to engage in supervised recreational activities such as watching movies, reading, playing games, going to the gym, or going to the courtyard. All leisure activities are monitored by staff to ensure appropriateness to the therapeutic milieu. Staff members will also select/approve all movies. No horror movies or movies with excessive violence, foul language, sexual content or drug related themes will be shown.

LEVELS OF PATIENT OBSERVATION

Dominion Hospital's most important goal 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.

15-Minute Checks

15-Minute checks are a major component of unit safety precautions. This means that a staff member will check on and observe each individual every 15 minutes, 24 hours a day.

More frequent monitoring may be instituted if individuals are 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 Orientation

When new individuals arrive, they will be kept up on the unit until cleared by their attending psychiatrist, the internist, charge nurse and other members of the treatment team. This is normally accomplished within the first 24 hours.

If an individual engages in self-injurious behaviors (cutting, scratching, head banging, etc.), that individual will remain on the unit until the individual can demonstrate safety by processing the event with staff and by using safe, effective coping skills in lieu of self-injury.

If an individual is unable to follow basic staff instructions, engages in threatening/aggressive behavior, demonstrates that they are a danger to themselves or others, or poses a severe elopement risk, that individual will remain on the unit until the treatment team determines that the individual is safe again.

LINENS AND LAUNDRY

All linens (sheets, blankets, washcloths, and towels) are provided by the hospital—**linens from home are not permitted.**

There is a laundry room located on the unit. Staff will provide laundry detergent and help children to wash their clothes whenever necessary. Soiled hospital linens, such as bed sheets and towels, are to be placed in the hamper (located in the halls during morning and evening hygiene times).

***PLEASE** let us know if bedwetting is or has been an issue. You may bring in pull-ups (or something similar) for your child to wear if necessary.

MAIL/PACKAGES

Individuals are free to send and receive mail. Any mail that is received must be opened in front of a staff member but can be read privately. Stamps will not be provided by the hospital. The mailing address for patients is:

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

Due to privacy concerns, Dominion Hospital cannot forward individual mail after discharge.

Packages received during an individual's stay must be opened in the presence of staff. The contents of packages received must also be reviewed by staff to ensure they are appropriate. Any items that are not allowed on the unit will be set aside and returned during discharge (or sent home with the individual's family).

Floral arrangements are not allowed on the unit.

MEALS

Most meals will be eaten in the cafeteria, located on the 1st floor, unless an individual's treatment plan indicates otherwise. In order to go to the cafeteria, individuals must be assessed for safety and appropriately dressed.

If it is 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 the front lounge. For safety purposes, use of plastic utensils will be monitored and all utensils will be thrown away after eating.

On the weekends, a continental breakfast is served on the unit.

No food is allowed in individual's rooms and will be disposed of if found by staff during room checks.

Light snacks and juice are available on the units during designated snack times (10am, 2pm, and 7pm). Water is available at all times. Individuals with allergies or a need for special menus will have designated trays that will either be delivered to the unit or handed out by staff in the cafeteria.

In the event that an individual is here on his or her birthday, the hospital will provide a cake to be shared with peers.

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 a parent/guardian.

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 consent. If an individual was on medications prior to admission, parents/guardians will normally consent to those medications at admission. If there is a psychiatric emergency and an individual is a danger to one's self or others, the psychiatrist may order emergency medications to help them calm down. Parents/guardians will be informed immediately after the crisis is resolved.

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.

***Medications for individuals in the Partial Hospitalization Program (PHP):** all medications MUST be given at home before individuals attend the partial program each day. With a doctor's order, midday medications may be administered here at the hospital. Please send any midday medication in the original, labeled container/bottle.

PATIENT RESPONSIBILITIES

All individuals are expected to:

- Cooperate with all hospital personnel caring for them during their stay
- Ask questions if they do not understand directions or education that is provided
- Be considerate of other individuals and keep personal information private
- Be respectful of other people's property and of the hospital's property
- Abide by hospital rules and regulations
- Store items in their cubbies for safe keeping

In addition, all parents/guardians are expected to:

- Provide hospital staff with any legal documents such as custody agreements
- Disclose all medications that patients are (or were) taking at home to hospital staff and physicians
- Maintain the treatments recommended with medications, safety plans, and after care appointments upon discharge

PATIENT SATISFACTION SURVEY

At the time of discharge, parents/guardians will be provided with an opportunity to complete the hospital's Patient Satisfaction Survey. Individuals are encouraged to take a few moments to rate the services that they received at Dominion Hospital during their stay so that the hospital can continue to enhance and improve the care we provide. All responses are voluntary and confidential.

RELATIONSHIPS

On the unit, individuals are expected to get along and be respectful to one another. However, hospitalization is a vulnerable time and individuals are always encouraged to stay focused on themselves (rather than peers) in order to obtain maximum benefits from treatment. Individuals may not visit in another individual's room, even if they are of the same gender. No hugging or handholding is permitted. Sexual relations are prohibited at all times, under all circumstances.

Staff also prohibits individuals from giving their personal contact information to other patients, including telephone numbers and social media info.

ROOM ASSIGNMENTS/UNIT LAYOUT

Individual Rooms

Individuals may share a room with one or two other patients. Individuals cannot be guaranteed a private room. Each room has two or three single beds, built-in closets, and drawer space. Only members of the same sex will share a room. Toilet and bathing facilities are located in each individual room. Admissions and discharges on the unit may require reassignment of rooms.

Individuals are expected to keep their areas organized and their beds made. Staff will remind individuals to straighten up their rooms each morning before group and each evening before visiting. Items may not be taped to bedroom walls, doors, windows, or furniture.

Lounges/Common Rooms

There are two lounges on the unit for patient use during designated times. Individuals are responsible for cleaning up after themselves and should avoid leaving personal belongings in common areas. Papers, food containers, and other garbage must be disposed of properly.

Environmental Rounds

Environmental rounds are completed throughout the day by staff to check cleanliness and overall room condition, including the need for maintenance or repairs. Individuals are encouraged to report any environmental issues to staff immediately.

Room Checks

A room check is a more thorough check of individual's rooms and personal belongings. Room checks are done each morning or when staff has a reason to believe there may be restricted items or that safety may be compromised. It is important to note that individuals may not store any food or beverages (besides water) for infection control purposes. Items found and deemed unsafe will be automatically returned to the nurses' station or disposed of appropriately. This is done to maintain the safety of the unit.

Bed Time

Individuals are expected to be in their rooms preparing to go to sleep at 8:30 each night.

SAFETY LEVEL SYSTEM

Throughout the day, individuals will be asked to report their safety levels. A safety level is a number from 1 to 10 that reflects how safe individuals feel. Factors affecting individual safety levels include presence of thoughts to hurt themselves or others, commitment to staying safe, and ability to ask for help if necessary. This is a simple way for children to describe how they feel in the hospital and how they would feel if they were at home.

Safety Level Explanations

- 1-2**
- I have a plan to hurt myself or others
 - I intend to carry out my plan
 - I am **not** committed to staying safe **do not** feel comfortable coming to an adult for help before I act
- 3-4**
- I am constantly thinking about hurting myself or others
 - I have a plan to hurt myself or others
 - I am **not** committed to staying safe
 - I will come to an adult for help before I act.
- 5-6**
- I have some thoughts about hurting myself or others
 - No plan to hurt myself or others
 - I am committed to staying safe
 - I will come to an adult for help if I need it
- 7-8**
- I have a few thoughts about hurting myself or others
 - No plan to hurt myself or others
 - I am committed to staying safe
 - I will come to an adult for help if I need it
- 9-10**
- I feel completely safe—not thinking about hurting myself or others
 - No plan to hurt myself or others
 - I am committed to staying safe
 - I will come to an adult for help if I need it

SAFETY MEASURES & PRECAUTIONS

If an individual's behavior is disruptive to other's rights to treatment, or results in an unsafe situation, staff may intervene in one of the following ways:

Redirection: Staff will request that the individual stop a specific unacceptable behavior.

Restriction from the Cafeteria: Individuals will be restricted from eating in the dining room if their behavior is unsafe or disruptive

Specific Activity Restriction: Individuals who disrupt a therapeutic group, activity or outing may be restricted from the next activity. A therapeutic assignment may be given that focuses on the nature of the behavior and alternative response.

Therapeutic Assignments: Individuals may be assigned a verbal, written or expressive assignment (journaling, drawing, etc.) that addresses a specific therapeutic concern.

Individual Behavioral Contracts: Individuals who need more frequent feedback due to impulse control issues or developmental concerns may be placed on an Individual Behavioral Contract. The contract will focus on their specific treatment issues and incorporate more frequent reinforcement or structure to encourage and promote positive behavior.

Time Outs: Individuals may require a brief separation from activities until they regain control. Time outs may be in a chair, the individual's room, or the quiet room. After the time out has been completed, staff will talk to the individual to ensure he or she has calmed down and is ready to return to the activity.

Quiet Room: If an individual's behavior is dangerous, severely disruptive, or out of control, the quiet room may be used to assist the individual in regaining control. Dominion Hospital's policy is to always use the least restrictive intervention for the shortest length of time possible. Staff will try every intervention possible before resorting to a locked door, but occasionally it becomes necessary for safety. If an individual should ever require locked seclusion, parents/guardians will be notified as soon as possible.

Comfort Room: The unit has a designated space where individuals may spend time quietly drawing, reflecting or calming down if feeling anxious, depressed, or overwhelmed. The comfort room is equipped with sensory items to help individuals deescalate and practice self-regulation.

Physical Restraint: Physical restraint may be used for safety in a severely dangerous situation. Should an individual require such physical restraint, their parents/guardians will be notified as soon as possible.

These behavioral management techniques are used to create an environment of reassuring consistency and to assist individuals in learning more appropriate coping skills.

SERVICES FOR THE HEARING IMPAIRED

To ensure effective communication with individuals and visitors 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.

TELEPHONE TIMES

Cell phones are not allowed on the unit at any time. Individuals will have access to the unit telephones only 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 phone time, individuals will be allowed to receive 2 incoming calls that are no more than 10 minutes each and also allowed to make one outgoing call that is not more than 10 minutes long.

TELEVISION/MOVIES/BOOKS

The unit has a television in the front lounge for use only during designated leisure times. Staff will choose the shows or movies to ensure that inappropriate content is not shown—all movies will be rated G or PG.

Books are available on the unit for individuals to borrow during their time in the hospital and must be returned before discharge. Individuals may also bring their own books, which can be kept in their bedrooms after staff has approved the content. Please write the individual's name inside any books brought to the unit to avoid mix-ups.

TREATMENT TEAM

During an individual's first days at Dominion Hospital, a team of professionals will meet to develop a treatment plan. Family members may be asked several questions at the beginning of their child's stay to help the team understand the individual's situation and determine the most effective ways to help. The Treatment Team meets Monday through Friday. The Treatment Team is also responsible for making decisions regarding levels of observation/restriction based on an individual's behavior.

A clinical therapist will review the treatment plan with the individual and incorporate individual preferences into the treatment plan.

Members of the Treatment Team include:

Physician: Works with you and your child to assess the need for medication and decides when your child is stable enough to move to the next level of care.

Clinical Therapist: Provides individual, group and family therapy, case management and arranges for family meetings to address discharge planning goals. Clinical therapists will normally be assigned the morning after admission. If an individual is assigned at the end of the week, the individual will work with a weekend social worker until the beginning of the next week.

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.

Activity/Expressive Art Therapists: Provide art therapy, dance/movement therapy, music therapy, recreational therapy and therapeutic yoga on a rotating basis daily and provides the opportunity to explore and express feelings through the different creative arts while learning new coping skills that can be brought home.

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

Staff Nutritionists: Provide nutrition consults and nutrition education groups.

Educators: Provide individualized learning programs, educational assessment, grade reporting and recommendations (pending a signed release of information permitting the hospital to communicate with the school).

TREATMENT TRACKS

To ensure the highest quality of services, age-specific treatment tracks will be utilized. Age specific treatment tracks provide focused treatment that is developmentally and emotionally supportive. These tracks utilize evidence based practices that target improvement in social skills, life skills, and mental health symptoms.

A discussion will occur with the treatment team and psychiatrist if staff feels like a change in individual treatment track is necessary in the middle of one's stay. The treatment tracks utilized on the child unit are:

Building Blocks: Individuals between the ages of five and nine years old

Stepping Stones: Individuals between the ages of 10 and 13 years old

Please note that staff considers a child's maturity and level of cognitive/social development in addition to age when determining the treatment track.

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.

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 brief search of items to be taken to the unit at this time.
- 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, only two visitors per person will be permitted at one time. If more than two immediate family members come to visit they are encouraged to take turns so all visitors can spend time with the patient.
- No cell phones, iPads, cameras, or recording devices are permitted on the unit.
- We ask that visitation take place in the lounge, not in the individual's room. This ensures that all individuals 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.

Visiting on Holidays

Certain holidays will result in special visiting hours, including Thanksgiving, Christmas Day, and New Year's Day. These are typically held from 1-2pm and 6:30-7:30pm. Please inquire with staff about changes in the visiting hours for any upcoming holidays.

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 coming up to the unit. Do not bring bulky coats or bags on to the unit and do not leave personal belongings unattended.
- 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.
- Profanity or aggressiveness of any kind will not be tolerated.

Tips for Communication during Visiting

- Keep topics of conversation light—the individual may look ok, but remember that inside they may be struggling during this time of healing and change.
- Use this time to be supportive; let your child know you are there for them and try to engage in fun activities.
- Bring pictures from home to share of family, pets, and positive changes to their home environment.
- Refrain from being confrontational during this time or telling them about potential life changes that could impact them directly (moving, changing schools, etc.). This information is best shared during family therapy sessions.
- Allow the treatment team to share when individuals will discharge, avoid making promises or giving "false hope"

Outside Food (During Visiting)

While the hospital provides three meals and three snacks each day, you may bring a healthy snack for the individual to eat *during visiting hours* if you would like.

Please note, these items are not allowed:

- Snacks with NUTS of any kind
- Open beverages (drinks must be sealed/unopened—no open containers from restaurants)
- Caffeinated beverages/sodas or drinks in cans/glass bottles
- Candy bars
- Utensils (they will be provided)

We also have the following guidelines in order to maintain safety:

- Food must be checked in at the nurse's station and eaten in the lounges, not patient bedrooms
- Food cannot be brought outside of visiting hours
- Anything not consumed during visiting must be thrown away or taken home with you—we are not able to store it on the unit or in cubbies.

These guidelines help keep all individuals safe—if they are violated, your child will lose the privilege to have outside food or drinks brought in.

WHAT TO BRING

Personal items and bags brought in upon admission and during visiting hours will be inspected by staff. Dominion Hospital prohibits individuals from bringing any valuables to the hospital such as wallets, money, cellphones, etc. All jewelry must be removed at admission. If any of these items are brought to the hospital, they will be sent home with parents/guardians. 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 in their bedrooms or cubbies and those items will become their responsibility.

Individuals are encouraged to bring the following:

Clothes/Shoes

- Three to four changes of casual, comfortable clothes (storage is limited).
- Several pairs of underwear
 - May also bring pull-ups if necessary
- Pajamas without draw strings
- Coat, jacket or sweater based on the weather
- Shoes
 - One pair of comfortable shoes or slippers without laces for on the unit
 - One pair of outdoor/sports shoes (laces are allowed) to be kept in a closet and worn in the courtyard only

Other Items to Bring

- One small comfort item/stuffed animal—no blankets
- Toothpaste and deodorant
- **If the individual has special appliances (hearing aids, retainers, glasses/contacts, orthotics, braces, etc.) please notify staff immediately.**
- Individuals can also bring puzzles containing less than 250 pieces, word searches, crossword puzzles, Sudoku, a small set of Legos, playing cards, or one or two books.
 - Toys brought from home must be able to fit inside of a clear plastic box (provided by staff) that is the size of a standard shoebox.
 - No toys with sharp points or metal parts will be allowed. No battery operated or electronic devices are allowed. Toys should also be valued at no more than \$20.

***PLEASE LABEL** all items if possible! Also note that staff reserves the right to determine appropriateness of any personal items brought to the unit.

Dominion Hospital Child Unit

Mission Statement: DreamWork take Teamwork!

Our Vision: To provide a safe and therapeutic environment where all children can recover, grow, and actively engage in treatment

Our Mission: We recognize the value of each individual and are guided by our commitment to providing the highest quality care. We demonstrate this by:

- Fostering a culture of compassion that is sensitive and responsive to patient needs
- Empowering patients and their families to make positive changes through support and education
- Embracing the diversity of our patients, their families, staff, and the community
- Improving the mental and emotional well-being of the patients we serve, while maintaining the belief that success is possible for all.

Thank-you, for entrusting us to provide care for your child.
If you have concerns you may contact the child unit director.

Shirley Berry-Yates, 703-531-6162