

# Adult Care Unit Guidelines

Please review the following information to assist you in becoming familiar with our unit and its policies.

- Telephones are provided for patients to use daily from 7:00AM to 11:00 PM. Phone calls should be limited to ten minutes each call to permit all patients' access. Any calls that come into the unit via the patient phones will not be the responsibility of staff to protect patient confidentiality.
- Housekeeping staff are on the unit daily. You are requested to assist in keeping the unit clean by picking up after yourself.
- Drawing papers, games, and puzzles are available upon request. Please return the supplies to staff after use.
- Detergent is available upon request.
- Radios and sound machines for relaxation are available at the nurse's station and must be returned prior to leaving.
- Phone messages are taped on your room door.
- Flowers must be in plastic vases (no potted plants, please).
- Visitors are requested to check in at the nurse's station each visit.
- Any new belongings or articles brought to the unit must be left with the front desk and checked by staff members prior to being given to patients.
- Visitors must be appropriately dressed, including having their feet covered.
- Visitors are prohibited from bringing purses, bags, and cell phones onto the unit.
- Patients of opposite sex are not permitted to visit with each other in patient rooms. Please conduct your socialization in the recreation rooms, group room or dining room.
- Patients are to have NO physical contact with each other, while on the unit.
- The doors to patients' rooms are generally left open unless you are getting dressed, sleeping or bathing.
- During the night, doors are to remain ajar to facilitate the nurses making rounds as quietly as possible.