

Welcome

- INTENSIVE REHABILITATION PROGRAM CPC 3
- WELCOME GUIDE

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Welcome guide

WELCOME

● INTENSIVE REHABILITATION PROGRAM

On behalf of the entire treatment team, welcome to the Intensive Rehabilitation Program on CPC 3. The goal of this program is to improve your quality of life; to help you live a more satisfying and productive life.

The members of the treating team will work directly with you to develop a personalized rehabilitation plan. This rehabilitation plan is based on a thorough assessment of your skills and strengths and serves as a blueprint enabling you to have a successful return to the community.

This manual is yours to keep. It contains valuable information that you will find useful during your stay on CPC 3.

We are committed to providing a safe, non-threatening environment that is conducive to change, where you will learn/re-learn the skills necessary to prepare you for reintegration into the community.

Welcome

TREATING TEAM

When you arrive on CPC 3 and throughout your stay, you will undergo a process of assessment. The assessments serve to develop your rehabilitation plan, to monitor your progress, and to determine when you are ready to reintegrate into the community. These evaluations take many forms; staff observations, data from individual and group meetings, and questionnaires completed by both you and staff members.

The treating team responsible for managing the services you will receive while on CPC 3 is made up of:

- A primary nurse or primary nursing assistant
- A psychologist
- A social worker
- A rehabilitation assistant
- A psychiatrist
- A behaviour modification agent
- Staff members from other disciplines, based on your needs

The treating team will meet with you regularly to discuss your rehabilitation plan, review progress, and discuss any changes.

The primary nurse or nursing assistant has a very specific role. This person is responsible for ensuring that your Individualized Intervention Plan (IIP) is developed, carried out, and revised regularly. Additionally, this person is available throughout your stay on CPC 3 to answer any questions or concerns you may have about your rehabilitation plan.

guide

PROGRAM COMPONENTS

● DAILY LIVING SKILLS

- Budgeting (individual)
- Focus on you
- Hygiene and room care
- Cooking classes
- Classes on washing and maintaining clothes
- Travel training using public transit
- Scheduled community outings
- Exercise group (Monday thru Friday, on request)

● RECREATIONAL AND LEISURE ACTIVITIES

- Movie group
- Bingo

● PSYCHOSOCIAL THERAPY

- Cognitive behavioural therapy group
- Community reinsertion group
- Symptom management group
- Medication management group
- Substance abuse group
- Interpersonal problem solving group
- Self esteem group
- Cognitive remediation group
- Motivational interviewing
- Educational group (on request)

● WEEKLY COMMUNITY MEETING

- Every Friday from 9:45 to 10:15 a.m.
- Your attendance is essential

● INDIVIDUAL SESSIONS

In addition to the groups and classes offered, you will participate in individual sessions.

These individual sessions may take many forms (based on your needs) including psychological counselling, specific therapies or interviews with your primary nurse or nursing assistant.

Welcome

GENERAL UNIT RULES

● HYGIENE AND ROOM CARE

Taking care of your personal hygiene and room are very important. Staff will ensure that these tasks are fulfilled by making use of the Personal Hygiene form, a checklist that is completed daily. Given the number of clients on the unit, and the limited facilities, you will be assigned to either a morning or evening bath/shower time. It is important to respect your schedule.

● MEDICATION

Medication is generally dispensed at the following times:

8:30 - 9:00 a.m.

11:30 a.m. - 12:00 noon

4:30 - 5:00 p.m.

8:30 - 9:15 p.m.

It is possible that you will be approached to participate in the self medication program.

● BEHAVIOUR MANAGEMENT PROGRAM

As needed, a behaviour management program will be used to help you develop, maintain and practice appropriate behaviours and

skills that will enable you to return to the community.

● MEALS

Breakfast	8:15 - 8:45 a.m.
Lunch	12:00 noon - 12:45 p.m.
Dinner	5:00 - 6:00 p.m.
Snacks	10:00 - 10:15 a.m. 3:00 - 3:15 p.m. 8:00 - 8:30 p.m.

It is important to arrive on time.

● FOOD AND DRINKS

No type of drinks or food is accepted anywhere other than the dining room.

Food or drinks stored in the kitchen should be of the type that is to be consumed the same day. Food or drinks stored will be served at meal or snack times only (2-litre bottles or chips will not be stored).

The unit reserves the right to refuse to store food and drinks brought by visitors if there is a shortage of space.

● CURFEW

For those who have the right to go off the unit on hospital grounds or in the city, the curfew is 9:00 p.m. If you have

guide

GENERAL UNIT RULES

to return after 9:00 p.m. (special outings) you must discuss this with your nurse beforehand. This will be documented on the appropriate form.

● BEDTIME

Bedtime is 11:00 p.m. Appropriate nightwear must be worn.

● SMOKING

On the unit, smoking is permitted in the designated area (smoking room) only (room A-3143).

For those requiring management of their cigarettes, they are given out every two hours between 7:00 a.m. - 9:00 p.m. Please respect the posted hours.

Self management of cigarettes is a decision that will be taken in collaboration with your treating team.

Matches and lighters MUST be handed in to the nursing station before bedtime. This is a security measure required by the Institute.

By law, when you smoke outside, you must be at least 9 meters from the Institute buildings.

By law, smoking is not permitted inside the Institute (including Café Oasis and Dalse Snack Bar), unless you use the designated area (smoking room) on the unit.

The smoking room is reserved for clients of CPC 3 only. Visitors and staff members are not permitted to use the smoking room.

Please use the smoking room for smoking only, food and beverages are not permitted.

Please keep the smoking room clean and use the ashtrays at your disposal.

● MONEY

Your funds will be safeguarded in an account at the Douglas Institute Cashier Services, located in Perry Pavilion, Room E-1152.

You will work in collaboration with your primary nurse to establish a budget contingent upon the funds you have available, and your rehabilitation plan. The goal is not to control your money, but rather to assist you in learning to effectively manage your funds.

The purchase of special items (other than your usual expenditures) must be planned in collaboration with your primary nurse or primary nursing assistant.

Welcome

GENERAL UNIT RULES

● VISITING HOURS

Monday - Friday	8:00 a.m. - 8:00 p.m.
Saturday and Sunday	10:00 a.m. - 8:00 p.m.

You must plan your visits with your family and friends based on your scheduled activities.

Please advise your visitors that they must check in at the nursing station (extension 2861) upon their arrival.

Please be advised that staff reserve the right to ask visitors to leave the unit should circumstances justify it.

Exceptions to these hours can be made in collaboration with your primary nurse or primary nursing assistant.

● TELEPHONE

There is a telephone available for the clients. It is in function 7 days a week, from 8:00 a.m. - 9:00 p.m. It is located in a small room (room A-3101) opposite the nursing station. This telephone is equipped to make and receive calls.

The telephone number is: 514 761-6131, extension 3860.

People wanting to communicate with you must use this number and not the nursing station number.

Please keep your calls brief, as this is the only telephone available to the clients on the unit.

If you answer the telephone, please assist the other clients by finding them and advising them they have a call.

Please note that there is no charge for making local calls.

If you want to make a long distance call, arrangements can be made with your primary nurse or primary nursing assistant, or a member of your treating team. You will be charged (funds debited from your account) for long distance calls.

guide

R-E-S-P-E-C-T

Living in an environment with 31 clients and the presence of staff members can present certain challenges. By applying the principal of "do unto others as you would have them do unto you" helps make the environment more pleasurable for all.

For example, verbal and physical abuse will not be tolerated.

We ask you to respect the physical environment and to keep it clean and orderly.

The Douglas Institute Code of Ethics is posted opposite the nursing station. This document talks about client rights and responsibilities and the code of conduct that must be respected by the staff. We encourage you to read this document.

Another document entitled Restrictive Measures and

Exceptional Measures is posted alongside the Code of Ethics.

Please take the time to familiarise yourself with these two documents.

If you require any further information about your rights and responsibilities, please contact:

The Institute Ombudsperson, Francine Bourassa.

Ms. Bourassa can be contacted at 514 761-6131, extension 3287.

The Beneficiaries Committee may also provide you with helpful information. They can be reached at 514 761-6131, extension 2273.

CPC 3 CODE OF CIVILITY

We will not accept the lack of:

- Respect
- Collaboration
- Politeness
- Courtesy
- Good manners

Abusive language, gestures and actions seen as degrading or done with intent to harm will not be tolerated.

**Once again, on behalf of the entire treatment team,
welcome to CPC 3.**

It is our pleasure to work side by side with you through your rehabilitation plan and successful re-integration into the community.

● NOTES

This image shows a full page of blank handwriting practice paper. It features approximately 20 evenly spaced, horizontal blue lines across the entire page, providing a guide for letter height and placement. The background is plain white, and there are no margins, text, or other markings present.This image shows a full page of blank, lined paper. It features approximately 28 horizontal blue lines spaced evenly across the page, typical of standard notebook paper. The lines are thin and light blue, set against a plain white background. There are no margins, text, or other markings on the page.