

**More important answers....**

**How should I dress?**

We recommend you bring three changes of comfortable clothing. Hospital gowns are also available, if needed. To prevent clothing from being a distraction during treatment, we ask that you observe the following dress standards:

1. Flip flops, boots and steel-toed shoes are not worn on the unit. If you are on suicide precautions, you may be required to wear slippers or shoes without laces.
2. Patients must wear undergarments.
3. Please do not wear clothing that is ripped or torn.
4. We ask that you sleep in pajamas or boxers and a shirt. Please do not wear day clothing to bed or pajamas in the common areas.
5. Please do not wear clothing with drug, alcohol, satanic, gang-related, or sexually-related themes.
6. Please do not wear sagging pants.
7. Please do not share, borrow, trade, or sell clothing or other items.
8. Please dress modestly. Shorts are permitted. Tube tops, low-cut shirts, or bare midriffs are not allowed.
9. Please do not wear sunglasses, hats, jackets, or coats.
10. Please leave jewelry and other valuables at home. Parkside is not responsible for lost possessions.

We encourage you to shower daily and take time for your personal grooming before leaving your room in the morning. We will provide all personal care items like soap, shampoo, deodorant, etc.

**Can I send and receive mail?**

Cards and letters allow you to remain in contact with friends and family, and there is not a limit on the amount of mail you can send or receive. You will be asked to open your mail in the presence of a staff person to ensure it doesn't contain restricted items. The content of incoming and outgoing mail is not screened. On rare occasions, mail may be restricted by order of the court or by doctor's order. If so, the reason for this will be discussed with you. An option is available for family/friends to send greetings via e-mail. Go to [www.parksideinc.org](http://www.parksideinc.org)

**Can I have visitors?**

Visitation occurs on the first floor of the hospital with staff supervision. You may have up to two visitors at a time.

**Visiting Hours:**  
**Tuesday, Thursday, Saturday: 6:15–7:15 p.m.**  
**Sunday and Holidays: 1–2 p.m.**  
 Exceptions: Clergymen, case workers, and attorneys may visit by appointment and should phone the unit in advance to make arrangements.

Children must be age five or older and accompanied by an adult. If supervision is not adequate, the visit may not be permitted. If anyone becomes out of control during a visit, visitors will be asked to leave. Occasionally, visitation may be restricted by court or physician orders. If this should occur, you will be notified and provided with an explanation. Please remember:

- Visitors are required to show a photo id and sign the guest book upon arrival.
- Respect the confidentiality of the other patients and do not discuss their issues with anyone.
- Visitors should leave purses in the car.
- Visitors cannot bring food, beverages, or chewing gum to visitation.

**What if I smoke?**

You are allowed to smoke if your psychiatrist has written an order, and if you have cigarettes. We don't provide cigarettes, and we don't allow sharing cigarettes. Pipes, cigars, e-cigarettes, chewing tobacco and loose tobacco are not allowed. Specific times are scheduled for smoking and it is permitted in the designated room on the first floor. Staff will accompany you to the area and light your cigarettes.

**Important Numbers:**

Unit Phone / Nursing Station  
 918-588-8890

Patient Phone  
 918-588-8840

Psychiatrist:  
 Marvin Jin, M.D



Therapist:  
 Debra Beasley, LPC  
 918-588-8821



Therapist:  
 Don Blevins, LPC  
 918-588-8838



Unit Director:  
 Claude Mary Whiteshirt, LPC  
 918-586-4263



We encourage your feedback about your experience at Parkside. After discharging, please visit us on-line and share your thoughts.

[www.parksideinc.org/aboutus/contactus](http://www.parksideinc.org/aboutus/contactus)

Thank you!

Need to access medical records?  
 Please call 918-588-2804.

Parkside is licensed by the State of Oklahoma, Department of Health and is accredited by the Joint Commission.

If you have concerns about safety or quality of care provided at Parkside, please talk to the Unit Director at 918-586-4263.

If, after sharing your concerns, you feel your problem has not been properly addressed, you may contact

The Joint Commission at 1-800-994-6610 or

[complaint@jointcommission.org](mailto:complaint@jointcommission.org).



**Welcome to the Adult Unit at Parkside.**

By coming to Parkside, you have taken a positive step in improving your mental health. We will provide you with the highest quality care to help you move past the difficulties of your current life.

This handbook has answers to many of your questions and will help you to understand what to expect during your treatment stay.

While in treatment, you will be involved in individual, family, and recreational therapy. Your care will be coordinated by a psychiatrist. In addition, you will be encouraged to participate in group sessions.



**What about family participation?**

Family participation is encouraged and is a very important part of your treatment. We encourage family participation also through visitation, phone calls, and mail.

Your first family therapy session is scheduled first family therapy session is scheduled for:

**Day / Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Therapist:** \_\_\_\_\_

918-588-8890  
 Parkside Adult Unit  
 1619 E. 13th St.  
 Tulsa, OK 74120  
[www.parksideinc.org](http://www.parksideinc.org)



**Adult Inpatient Treatment Program**

**What can I expect?**

**Intake Evaluation & Admission**—You will receive an initial assessment by a therapist in Assessment and Referral. The evaluation is to determine your current mental status and the type of treatment that will best meet your needs. The therapist will consult with a psychiatrist who will decide if you should be admitted to the hospital. If admitted you are escorted to the Adult Unit, your belongings will be inventoried for your protection and that of others. Valuables or restricted items should be sent home with family, but if that is not possible, we will keep them in a safe area and return them to you when you leave. Your picture will be taken for identification. After an orientation to the unit, we encourage you to begin participating in the program as soon as possible. Within three days, you will receive the following:

1. Nursing assessment
2. Evaluation by a psychiatrist
3. History and physical exam
4. Psychosocial assessment by a therapist
5. Activities assessment by a recreational therapist
6. Nutritional consult by a dietitian, if needed
7. Family therapy (with your consent)
8. For your safety and the safety of others, body checks are completed at the time of admission or transfer.

**Therapy and Treatment**—During your stay, you will be involved in individual, group, family, and recreational therapy. Medications may be ordered by your psychiatrist. You will be offered a variety of group sessions that will provide education about your mental illness and / or chemical dependency. Programming includes sessions on daily living skills, general health issues like nutrition and communicable diseases, medications, coping skills, stress and anger management, communication, problem solving skills, and relaxation methods. We encourage you to practice your newly learned skills during your stay with us.



**Treatment Plans**—Your treatment team—made up of psychiatrists, therapists, nurses, mental health techs, and recreational therapists—will consult with you and each other to develop an individualized treatment plan. The plan identifies problems, goals, objectives, and interventions. It is important that you offer your ideas and suggestions to the plan.

**Family Involvement**—We encourage you to involve your family in your treatment as we believe it is an important component of your overall mental health care. If you do not have family available, a friend, pastor, or neighbor may be included. We will ask for your consent to involve them in your therapy.

## How will you track my progress?

You will hear us talk about stages of care, which simply helps us determine what activities are safe for you. There are three different stages:

### Serenity Stage

Serenity is your initial stage, which necessitates that you remain on the unit for all programming. Serenity generally lasts for 24 hours or until your psychiatrist determines you are safe to progress to the next level. During this time, you may only have visits from your attorney or clergy. If at any time during your stay, your mental status becomes more threatening to yourself or others, you may return to Serenity stage.

### Healing Stage

During the healing stage, we believe it is safe for you to have visitors at the regularly scheduled visiting times. You may also attend activities off the unit within the hospital building.

### Integrative Stage

When you reach the integrative stage, you may have visitors and enjoy additional privileges or benefits. Activities are always supervised by staff and dependent upon staff availability.

### Discharge Planning and Aftercare

We believe it is important to have follow-up care when you leave the hospital, so we will make referrals according to your needs. We will arrange outpatient appointments and assist you in becoming familiar with available community resources. If your psychiatrist prescribed medications for you, we will review them with you at discharge to be sure your questions are answered. In addition, we will arrange appointments with your psychiatrist and a therapist for you as part of your aftercare plan.

*“Healing takes courage, and we all have courage, even if we have to dig a little to find it.”—Tori Amos*

## What if I have setbacks?

We understand you might encounter obstacles. In fact, sometimes you might get frustrated and act in unhealthy or unsafe ways. If this happens, we will try to help you regain your composure. Please keep in mind our goal is your safety, and we will strive to protect you while also preserving your dignity, rights, and wellbeing.

Please refer to the Seclusion and Restraint Policy you were given at admission



Confidentiality is important to us, please help protect the privacy of yourself and others.

Please do not throw anything in the trash cans that has your name or other personal information written on it.

More Information can be found at Parkside's website:

[www.parksideinc.org](http://www.parksideinc.org)

including how to send a free personal greeting to a patient, links to our facebook, forms for release of information and more.



## How can I get the most benefit?

### Be Involved

We believe you will benefit the most from your treatment if you participate in all of the groups and activities; therefore, we will remind you of what is being offered throughout the day and evening. A schedule is also posted on the unit to help you know what is provided on each day. If you choose not to participate in the program, you may be dropped back to Serenity Stage.

### Limit Distractions

Because we want your focus to be on your treatment, watching TV and listening to the radio is limited to specially designated times. Staff will monitor program viewing and may use their discretion in changing channels. TV, radios, and telephone will be turned off during scheduled activities and at night.

### Avoid Personal Involvements

Romantic involvements with other patients can also take your focus away from treatment, so they are strongly discouraged. We ask you to refrain from any physical contact with other patients. We discourage trading of phone numbers with other patients as this may interfere with your treatment. If sexual activity is suspected, both parties may be sent to the emergency room for a physical examination.

*When discharging from the hospital, talk to a Parkside staff member about the Food Pantry.*

*To further your well being and to ease your transition back home, we have groceries to share with you.*

## Will you help keep me safe?

Your safety is always a priority, and we do not want you or others harmed in any way. Therefore, we have identified a variety of items that are not allowed on the unit.

- Boots or steel-toed shoes
  - Alcohol, drugs, drug paraphernalia, tobacco
  - Lighters, matches
  - Medication that is not prescribed by Parkside
  - Body piercings
  - Chains
  - Metal rat-tail combs
  - Weapons and pocket knives
  - Any type of corded electronic item
  - CD players, tape players, Walkmans, iPods
  - Personal televisions or stereos
  - Sexually explicit or gang-related magazines, books, posters drawings or other materials deemed inappropriate by staff
  - Cameras or video games
  - Cosmetics or artificial nails
  - Mousse or hair spray
  - Underwire bras
  - Dental floss
  - Perfume, cologne, or aftershave
  - Food, gum, or beverages
  - Metal or glass containers
  - Spiral notebooks
  - Shoe laces
  - Flip flops
- Hairdryers and electric shavers are available on the unit. Razors are not permitted.

For your safety, the following behaviors are not allowed:

1. Using physical force or threats against others.
2. Compelling another, through fear or force, to participate in any activity against his/her will.
3. Disrupting program or activities purposefully.
4. Destroying property. Patients will be held responsible for any destruction on the unit.
5. Wrestling, running, or horse playing.
6. Using profane language or obscene gestures.
7. Participating in gang talk or signs.
8. Possessing or using drugs, alcohol, tobacco or other intoxicating or harmful substances.
9. Tattooing, piercing, or mutilating the body, including eraser burns.
10. Supporting others in efforts to harm themselves or others (includes failure to report same).
11. Lying or making false statements.
12. Gambling or betting.
13. Possessing or concealing restricted items.
14. Note writing or passing notes between patients.
15. Writing or drawing on your body or clothing.
16. Leaving the facility without permission or discussing a plan to help another patient leave.
17. Entering the room of another patient or being in any "off limits" area without permission..
18. Interacting with peers who are in a quiet room.
19. Engaging in sexual activity or talk with others.
20. Injuring or attempting to injure yourself or another person. Parkside associates and patients may pursue legal actions against any patient who is assaultive.

## What about meals, meds & more?

### What about medications?

All medications are ordered by your psychiatrist or medical staff and will be given to you by a nurse at designated times. Personal medications you bring to the hospital will be removed by a nurse and kept in a locked area. If ordered, a nurse will give them to you at the required times. We will return the medications to you at discharge if your psychiatrist orders.

### What about meals?

Your meals will be served at scheduled times each day. We offer snacks during the morning, afternoon and evening hours. Please consume food and drinks in the day-room. Outside food and drinks are prohibited. All Parkside patients and associates are encouraged to wash their hands frequently, particularly after using the restroom and before eating. In between hand washings, anti-bacterial hand sanitizer is available. Hand washing is the number one way to prevent the spread of colds and flu.

### What if I feel ill?

If you feel ill, inform a staff member of your symptoms. The nurse will evaluate your condition and determine the appropriate medical personnel to contact.

### What about rest?

Sleep is an important part of your treatment. We believe you will gain more from your program when you have adequate rest each night. On Sunday through Thursday, bedtime is set at 10 p.m. On Friday and Saturday, it is 10:30 p.m.

On weekdays (except holidays), you will be awakened at 6:30 a.m. (You may be awakened earlier if you need special treatment procedures like vital signs or glucose testing.) On holidays and weekends, you will be awakened at 7:30 a.m. Prior to breakfast, please attend to activities of daily living (wash face and hands, brush teeth, comb hair, dress in clean clothing, make bed, straighten room).

### What about laundry?

Linens are provided, including towels, washcloths, and bed sheets. A washer and dryer are available for laundering your personal clothing, and detergent is provided.

### Can I use the phone?

Personal phone calls are allowed between 8 a.m. and 10 p.m. when there are no scheduled activities or therapy programs being offered. The receiver is removed from the phone during scheduled programming and after 10 p.m.

- We ask that you please limit calls to ten minutes and wait at least ten minutes between calls to allow others to use the phone.
- Please respect the confidentiality of other patients.
- Please do not discuss the names and issues of other patients
- Phone calls are private; however, if you become loud and abusive, we will ask you to end the call.
- If you use the phone inappropriately (such as calling 911, using profanity, threatening others, overusing the phone), your phone privileges may be discontinued.