

CENTRAL STATE HOSPITAL
PROCEDURE

SUBJECT: CLIENT ORIENTATION

ANNUAL REVIEW MONTH: May

RESPONSIBLE FOR REVIEW: Co-Chair Rights and Ethics Team

LAST REVISION DATE: May 2009

The objective of this procedure is to ensure that clients are oriented to the hospital and advised of their rights and responsibilities.

Participants: Chief, Psychiatric Services
Chief, Forensic Services
Co-Chairperson, Rights and
Ethics Team
Clinical Director, Psychiatric
Services
Clinical Director, Forensic
Services
Chief Executive Officer (CEO)

RESPONSIBLE PERSON

RESPONSIBILITY

**Chiefs, Psychiatric
Services, Forensic
Services and
Admissions Office**

1. Ensure implementation of orientation plan so that each client received in the Admissions Office is provided information relative to his/her admission process, legal status and client rights and responsibilities.
2. Forward a copy of the Client Orientation Plan during the third quarter of each year, to the chairpersons, CSH Rights and Ethics Team for review.

Service Chiefs

1. Ensure implementation of orientation plan so that each client receives an appropriate orientation to the treatment area and is informed of his/her rights as outlined in CSH Policies and Procedures #4.00/4.00A, Client Rights and Organizational Ethics, #4.07 - Non-Discrimination in Services and if necessary #1.06- Limited English Proficiency/Sensory Impaired (LEP/SI) Guidelines and CSH compliance with HIPAA.
2. Forward a copy of the Client Orientation Plan to the Chairpersons, CSH Rights and Ethics Team for review.
3. Ensure that the client's orientation is documented by the Team Leader in the Integrated Progress Notes.
4. Ensure that the designated representatives are informed of the clients' rights and responsibilities as appropriate.

Co-Chair, CSH Rights and Ethics Team

Have the organizational Client Orientation Plans reviewed each year by committee and return comments to the admissions office, service chief and clinical directors for Psychiatric Services and Forensic Services as appropriate.

Chief Executive Officer

Forward current copy of the Client Orientation Plans to the Regional Coordinator's office.

**Clinical Directors
Psychiatric Services
and Forensic Services**

Ensure that each client is informed of his/her treatment regime, unless medically contraindicated or client is incapable of understanding. This information must be documented in the client's medical record by the attending physician.

Approved:

This procedure was approved by the CEO and CMO on October, 2009.