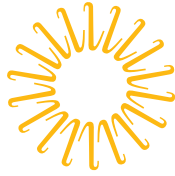


**Bradley Hospital**

*Lifespan. Delivering health with care.®*

*Adolescent Program*  
**Handbook**

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## Bradley Hospital

*Lifespan. Delivering health with care.®*

Welcome to Bradley Hospital's adolescent inpatient units. We realize that admitting your adolescent to the hospital is difficult and stressful for adolescents and families. It is our earnest wish that despite the current difficulty your adolescent may be facing, we can help get things back on track and create a renewed sense of hope for your adolescent's future.

We have prepared this handbook to help you become better acquainted with the program, the staff and the services we provide so you understand what you can expect from your adolescent's treatment here. We also want to invite you, as the person who knows your adolescent the best, to actively work with our team in helping your adolescent.

You are our partner in your adolescent's treatment and we look to you for suggestions and feedback on how we can do better. We want your help in improving the experience that you and your adolescent have with us. Please do not hesitate to call us with your questions or concerns.

Sincerely,

*Sibel A. Algon, MD*

**Sibel A. Algon, MD**

Chief of Adolescent Inpatient Services

401-432-1250

*Lauren Sullivan*

**Lauren Sullivan, RN**

Clinical Nurse Manager, Adolescent Services

401-432-1011

*Ashley Oxely RN*

**Ashley Oxely, RN**

Clinical Nurse Manager, Adolescent Services

401-432-1323



**All of us at Bradley Hospital are pleased to have the opportunity to care for your child during this difficult time. We fully realize that the decision to trust us to care for your child was not an easy one, and the days leading up to today can be long and confusing.**

**Here are some important things to know.**

- Admission to inpatient treatment is the highest level of care. The Adolescent Inpatient Program is the psychiatric equivalent of a pediatric admission to a general hospital. It means your child is in need of 24-hour support and treatment.
- The usual length of stay is 10 to 14 days.
- A clear understanding of what you hope will improve during this time will help us provide the best care for your child. Our job is to help you and your child come out of this crisis feeling safe and well enough to continue care and treatment outside the hospital.
- You and your child are the most important members of the team, and we are here to support you so future crises and hospitalizations can be avoided. We want to help you move forward to the next level of care.
- When your child is admitted to any kind of hospital, it is because he or she needs care 24 hours a day from professional staff. Admission to a psychiatric hospital can bring about even more questions and worries. We are here to provide the best answers to your questions and to help you to work through the issues that are causing your worry. Your questions and needs are important to us, and we will do our best to support you.
- Keep in mind that the goals of inpatient hospitalization are to settle the crisis and move forward to the next level of care.

The inpatient program at Bradley Hospital is designed to offer a safe, secure environment for stabilization and treatment. We are committed to working with and providing care for families from diverse backgrounds. During this time, your adolescent will receive state-of-the-art assessments and treatment from a team of mental health professionals.

## *The Admission Process*

**When your adolescent is admitted to the unit, we initiate a thorough intake process to gather information regarding your adolescent's psychological symptoms, social history and physical health.**

**Initial Interview** – You and your adolescent will be asked a number of questions about their history and symptoms. Once your adolescent is admitted and assigned to a unit and treatment team, additional interviews and assessments will take place.

**Physical Exam** – All patients undergo a routine physical examination, including obtaining blood and urine samples. The purpose of this exam is to assess the health and safety of your adolescent, including a thorough evaluation of possible self-harm, abuse, injury, or substance use. This information will be used to establish immediate health needs and contribute to treatment planning.

**Assessment** – Our comprehensive assessment process includes specialized diagnostic interviews, self-report questionnaires, family assessments and observations from the unit. The assessment information gathered by psychiatrists, psychologists, social workers, nurses, and other professional staff will allow the team to design a specialized treatment plan that is unique for each patient.

**Items your adolescent needs during hospitalization** – While in the hospital, your adolescent will need the following items brought in from home:

- Casual, non-revealing clothes (jeans, shorts, shirts)
- Underwear
- Sleepwear – sweats and T-shirts
- Sneakers
- Socks
- Jacket/sweatshirt (no hoodies, no strings)
- Additional items that may help your adolescent feel more comfortable include pictures from home, books, magazines or journals
- Patients bringing in more than five days of personal belongings are asked to keep only those things needed for an acute hospital stay. Extra belongings should be taken home by a family member/guardian, or placed in the Patient Belongings Storage Room
- Patients are strongly encouraged to send valuables home, including jewelry, money and credit cards

## Treatment

**The assessment information we gather will be used to develop a specialized treatment plan that includes empirically supported individual, family and group therapy. Medication treatment may also be considered after careful discussion with parents or guardians.**

**The Treatment Team:** Your adolescent will be treated by a team of professionals, including psychiatrists, social workers, psychologists, nurses and milieu associates. We also have specialists such as pediatricians, nurse practitioners, neuropsychologists, speech and language specialists, nutritionists and occupational therapists who may be consulted for other issues during the hospitalization.

**The Milieu:** The treatment unit where your adolescent stays is called a milieu. Our milieu provides the structure needed for intensive treatment. The unit is staffed 24-hours a day by nurses and milieu associates (usually one staff member for every three patients). The behavioral health specialist (BHS) creates a supportive and nurturing interpersonal environment that allows for the teaching, modeling and reinforcement of skills. Nurses and the BHS focus on helping teens practice these therapeutic skills to reduce symptoms, increase healthy behavior and practice treatment goals.

**Treatment Tracks:** Based on assessment information, your adolescent will be assigned to a treatment track that is specifically designed for patients dealing with a primary mental health issue such as depression, trauma, mood instability or aggression. Each track provides empirically supported treatments such as cognitive behavioral therapy (CBT), dialectical behavior therapy (DBT) or trauma-focused treatment. Patients will receive education to gain awareness and learn about the behaviors and symptoms associated with their diagnosis. Education regarding the importance of self-care, coping skills and problem solving will be provided to help patients get better and stay better. These same skills and safety plans will be reviewed in family sessions.

**Individual Therapy:** Individual therapy may be provided by various members of the treatment team including psychiatrists, psychologists, nurses and milieu associates. One-on-one sessions begin by teaching core cognitive behavioral skills and expanding on these over the course of your adolescent's stay.

**Group Therapy:** Patients will attend a variety of groups that introduce psychoeducation and skills based on cognitive behavioral therapy, dialectical behavior therapy and life skills. Topics covered typically include problem solving, coping skills, emotion regulation, distress tolerance, relaxation, medication education and other topics.

**Family Meetings:** During your adolescent's hospitalization, the treatment team will remain in close contact with you. In family meetings, the treatment team (e.g., social workers, psychiatrists, psychologists, nurses) will work with you to gather additional information, define treatment goals, and plan for discharge.

**Medication:** Research suggests that the combination of therapy and medication provides the best opportunity for positive results. Medications are recommended only when appropriate, and every effort is made to prescribe the fewest medications possible. Medications will not be given without parental consent unless there is an emergency situation.

**Daily Schedule:** Your adolescent will meet regularly with the treatment team to discuss treatment and provide psychotherapy. Milieu activities are planned throughout the week including multiple therapeutic groups such as skills training, nursing psychoeducation, life skills, health and wellness, art therapy and relaxation. Your adolescent will also have opportunities to participate in activities such as art, fitness, and recreational activities. Bedtime begins around 9 p.m. **A copy of the schedule will be provided to you.**

**Discharge:** The duration of your adolescent's stay will depend upon the circumstances of the admission and response to treatment. Before discharge, your adolescent will develop a safety plan, and specific recommendations will be given regarding follow-up care. Social workers will help patients formulate a plan for continued treatment and make referrals to the appropriate mental health professionals.

## *Safety*

The safety of our patients, residents, families, visitors and staff, in a relaxed and healing environment, is our highest priority. Since adolescents in our program are experiencing significant stressors or are having difficulty with unsafe behaviors and impulsivity, we closely monitor all children and enact appropriate safeguards. We understand that children in crisis can exhibit dangerous behaviors toward themselves or others. The staff on the adolescent inpatient unit has been trained to safely manage these behaviors and to follow strict hospital policy and national guidelines regarding seclusion and restraint. We make every attempt to avoid seclusion and restraint and will work with your adolescent to maintain safety. If we need to use seclusion or restraint, we will notify you each time it occurs.

**Property searches:** To help minimize the presence of unsafe items on the units, all patient clothing and personal items will be searched by staff within 24 hours of admission/visit. Any unsafe items that are discovered will be maintained by staff to be sent home with parents/guardians.

In addition to searches at admission, searches to ensure patient safety will be conducted as needed. Searches of a patient's room and belongings are made twice a day, first and second shift, to maintain the safest possible environment.

### **Items that may not be in patient possession at any time include:**

- **Inappropriate clothing:** clothing with drug or alcohol content, violent themes, hats, hooded sweatshirts, revealing clothing, and crop tops.
- **Sharp objects:** razors, knives, scissors, manicure sets, pins, sewing and knitting needles, thumbtacks, screws, paperclips, ceramics, and pencil sharpeners.
- **Substances or chemicals:** drugs, alcohol, tobacco products, prescription medications, alcohol-based liquids, aerosols, mouthwash, perfumes, white-out, colognes, toxic markers, lighters and matches, toxic substances, nail polish and remover, laundry soap, bleach, fabric softener.
- **Electronic and technical items:** cell phones, computers, cameras, curling irons, hair dryers, flat irons, heating pads, headphones, music players.
- **Other self-harm hazards:** cords, straps, wires, plastic bags, wire coat hangers, spiral binders, musical instruments with wire or strings, detachable luggage straps, yarn, dental floss, ACE or Kling bandages, erasers.
- **Jewelry (including piercings):** jewelry is to be removed before the patient comes to the unit or confiscated as part of the safety search done on unit. Exceptions may be made if the patient can voice a safety plan around piercings and an MD order is obtained.
- **Additional safety steps for all patients:** shoelaces, strings in clothing, any clothing with a drawstring, underwire from bras, extra linen, stretch clothing and any clothing that could potentially be used to harm oneself, and cords, e.g., lamps, radio cords, heating pads, fans, etc. are not permitted on the program.
- Other items considered unsafe by staff will occasionally be identified and parents/guardians will be informed.

**Peer Relationships:** Adolescents from across the region are admitted to Bradley Hospital. Although patients have diverse backgrounds and needs for treatment, most of our patients have been admitted because of behavior that was considered dangerous to themselves or to others.

- We ask that patients focus on their own treatment and respect the confidentiality of others.
- No physical contact is permitted between peers.
- Adolescents should refrain from borrowing or lending personal items.
- We ask that children on the unit not share contact information with each other. Our experience has shown if friendships continue after discharge, when a friend from the unit has difficulty in the future, there is an increased risk of your own adolescent having a setback. If there are questions about this, please let us know.

## *Contacting and Visiting Your Adolescent*

**Visiting:** We strive to provide suitable times and places for your adolescent to visit with you. Visiting hours are Monday - Friday 9 a.m. - 11 a.m. and 4 p.m. - 7 p.m.; Saturday and Sunday 9 a.m. - 2 p.m. and 4 p.m. - 7 p.m. We ask that you limit visits to an hour to allow your adolescent to participate in the therapeutic milieu and treatment program. Parents are encouraged to schedule visits around therapy times when possible.

# Adolescent Inpatient Units Daily Schedule

## HARBOR WEEKDAY SCHEDULE

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:30 - 8:00	WAKE UP, HYGIENE, MEDS				
8:00 - 9:00	BREAKFAST: 1 HALLWAY AT A TIME				
9:00 - 10:30	EDUCATION TIME				
10:30 - 11:30	ART THERAPY	JOURNALING	LATIN DANCE	OT LIFE SKILLS	NUTRITION GROUPS
11:30 - 12:15	CBT/DBT SKILLS	CBT/DBT SKILLS	CBT/DBT SKILLS	CHECK IN	CBT/DBT SKILLS
12:15 - 1:00	COURTYARD / MOVEMENT	MOVEMENT	OT SPEECH & LANGUAGE	MOVEMENT <i>(Long Term Art Therapy)</i>	ART THERAPY
1:00 - 2:00	LUNCH: 1 HALLWAY AT A TIME				
2:00 - 3:00	SELF AWARENESS <i>(Long Term Large Sensory)</i>	TRANSITION GROUP (2:00 - 2:45p)	MOVEMENT	INDIVIDUAL WORK, CLEAN ROOMS	OT SENSORY
3:00 - 3:30	INDIVIDUAL WORK, CLEAN ROOMS	MUSIC THERAPY (3:00 - 4:00p)	INDIVIDUAL WORK, CLEAN ROOMS	TRINITY REP IMPROV (2:40 - 3:45p)	INDIVIDUAL WORK, CLEAN ROOMS
3:30 - 4:00	CHECK IN	CHECK IN	CHECK IN	TRANSITION GROUP Active Skills (3:30 - 4:15p)	COMMUNITY CHECK IN <i>w/all disciplines</i>
4:00 - 5:00	MOVEMENT	WRITING WORKSHOP (Week 1 only)	COURTYARD / MOVEMENT	CHECK IN	TAPE ART (4:30 - 5:30p)
5:00 - 6:00	DINNER: 1 HALLWAY AT A TIME				
6:00 - 6:30	DIVERSITY: CULTURAL ED.	GYM / FITNESS	GYM / FITNESS	MOVEMENT	DIVERSITY: COOKING
6:30 - 7:00	CREATIVE EXPRESSIONS	DIVERSITY: ARTS AND CRAFTS	CREATIVE EXPRESSIONS	DIVERSITY: MENTAL HEALTH ED.	DIVERSITY: CINEMATHERAPY
7:00 - 7:30	SELF CARE TIME (ADL's, laundry, meds, etc)	SELF CARE TIME (ADL's, laundry, meds, etc)	SELF CARE TIME (ADL's, laundry, meds, etc)	SELF CARE TIME (ADL's, laundry, meds, etc)	BOOK CLUB (7:00 - 8:15p)
7:30 - 8:15	WRAP UP MEETING & CLEAN ROOMS				
8:15 - 8:45	WIND DOWN TIME (TV Series or educational show, reading, writing & sensory room time)				
8:45 - 9:00	BEDTIME (calming sounds, weighted blankets, self-sensory techniques)				

Updated 06/24



# Adolescent Inpatient Units Daily Schedule

## BAY WEEKDAY SCHEDULE

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:30 - 8:00	WAKE UP, HYGIENE, MEDS				
8:00 - 9:00	BREAKFAST: 1 HALLWAY AT A TIME				
9:00 - 10:30	EDUCATION TIME				
10:30 - 11:30	CBT/DBT SKILLS	CBT/DBT SKILLS	CBT/DBT SKILLS	COMMUNITY CHECK IN	CBT/DBT SKILLS
11:30 - 12:15	MOVEMENT	JOURNALING (Long term cooking)	COMMUNITY CHECK IN	GYM / MOVEMENT (Long Term Art Therapy)	JOURNALING (Long term large sensory)
12:15 - 1:00	OT LIFE SKILLS	LATIN DANCE	COURTYARD / MOVEMENT	OT SENSORY	NUTRITION GROUP
1:00 - 2:00	LUNCH: 1 HALLWAY AT A TIME				
2:00 - 3:00	ART THERAPY	MUSIC THERAPY	OT SPEECH & LANGUAGE	TRANSITION GROUP Active skills	ART THERAPY
3:00 - 3:30	INDIVIDUAL WORK, CLEAN ROOMS	TRANSITION GROUP (3:00 - 3:45p)	TRANSITION TIME: INDIVIDUAL WORK, CLEAN ROOMS		
3:30 - 4:00	CHECK IN	WRITING WORKSHOP (Week 1 only)	CHECK IN	TRINITY REP IMPROV (3:35 - 4:20p)	TAPE ART (3:00 - 4:00p)
4:00 - 5:00	MOVEMENT / COURTYARD	MOVEMENT / COURTYARD	MOVEMENT	CHECK IN	COMMUNITY CHECK IN w/ all disciplines (4:00 - 4:30p)
5:00 - 6:00	DINNER: 1 HALLWAY AT A TIME				
6:00 - 6:30	GYM / FITNESS.	TEAM BUILDING	DIVERSITY: MUSIC / MOVEMENT	DIVERSITY: MENTAL HEALTH ED..	DIVERSITY: COOKING
6:30 - 7:00	DIVERSITY: CULTURAL ED.	DIVERSITY: ARTS AND CRAFTS	CREATIVE EXPRESSIONS	CREATIVE EXPRESSIONS	DIVERSITY: CINEMATHERAPY
7:00 - 7:30	SELF CARE TIME (ADL's, laundry, meds, etc)	SELF CARE TIME (ADL's, laundry, meds, etc)	SELF CARE TIME (ADL's, laundry, meds, etc)	SELF CARE TIME (ADL's, laundry, meds, etc)	BOOK CLUB (7:00 - 8:15p)
7:30 - 8:15	WRAP UP MEETING & CLEAN ROOMS				
8:15 - 8:45	WIND DOWN TIME (TV Series or educational show, reading, writing & sensory room time)				
8:45 - 9:00	BEDTIME (calming sounds, weighted blankets, self-sensory techniques)				

Updated 06/24

# Adolescent Inpatient Units Daily Schedule

## HARBOR WEEKEND SCHEDULE

	Saturday	Sunday
Time	* CHANGE SHEETS *	
7:45 - 8:00	WAKE UP, HYGIENE, MEDS	
8:00 - 9:00	BREAKFAST: 1 HALLWAY AT A TIME	
9:00 - 10:00	COMMUNITY CHECK-IN	
10:00 - 10:45	TEAM BUILDING	
10:45 - 11:00	SNACK & DOWNTIME	
11:00 - 12:00	OFF UNIT: GYM & ON UNIT: GAMES/FITNESS	OFF UNIT: COURTYARD & ON UNIT: GAMES/FITNESS
12:00 - 1:00	ART GROUP	
1:00 - 2:00	LUNCH: 1 HALLWAY AT A TIME	
2:00 - 3:00	CINEMATHERAPY & DISCUSSION	
3:00 - 3:30	SNACK & DOWNTIME	
3:30 - 4:00	TRANSITION CHECK-IN	
4:00 - 5:00	OFF UNIT: COURTYARD & ON UNIT: GAMES/FITNESS	OFF UNIT: OUTSIDE & ON UNIT: GAMES/FITNESS
5:00 - 6:00	DINNER: 1 HALLWAY AT A TIME	
6:00 - 7:00	PSYCH ED	WRAP-UP MEETING & CLEAN ROOMS
7:00 - 8:30	GROUP MOVIE	
8:30 - 9:00	BEDTIME (calming sounds, weighted blankets, self-sensory techniques)	

Updated 06/24

# Adolescent Inpatient Units Daily Schedule

## HARBOR WEEKEND SCHEDULE

	Saturday	Sunday
Time	* CHANGE SHEETS *	
7:45 - 8:00	WAKE UP, HYGIENE, MEDS	
8:00 - 9:00	BREAKFAST: 1 HALLWAY AT A TIME	
9:00 - 10:00	COMMUNITY CHECK-IN	
10:00 - 10:45	TEAM BUILDING	
10:45 - 11:00	SNACK & DOWNTIME	
11:00 - 12:00	OFF UNIT: COURTYARD & ON UNIT: GAMES/FITNESS	OFF UNIT: OUTSIDE & ON UNIT: GAMES/FITNESS
12:00 - 1:00	ART GROUP	
1:00 - 2:00	LUNCH: 1 HALLWAY AT A TIME	
2:00 - 3:00	CINEMATHERAPY & DISCUSSION	
3:00 - 3:30	SNACK & DOWNTIME	
3:30 - 4:00	TRANSITION CHECK-IN	
4:00 - 5:00	PSYCH ED	PROMPTED JOURNALING
5:00 - 6:00	DINNER: 1 HALLWAY AT A TIME	
6:00 - 7:00	OFF UNIT: GYM & ON UNIT: GAMES/FITNESS	OFF UNIT: COURTYARD & ON UNIT: GAMES/FITNESS
7:00 - 8:30	GROUP MOVIE	
8:30 - 8:45	WRAP-UP MEETING & CLEAN ROOMS	
8:45 - 9:00	BEDTIME (calming sounds, weighted blankets, self-sensory techniques)	

Updated 06/24

You may bring in food for your adolescent including individually wrapped gum or hard candy (no nuts). All food and drink must be consumed during the visit. Please take home any perishable food (including chocolate) not finished on your visit.

To ensure a safe environment for your adolescent and others, it is necessary that all items be checked on arrival to the program. For your convenience, lockers are available for safe storage of all items that will not be used during the visit. No prohibited items (listed above) should be brought on the unit at any time.

Please respect the confidentiality of other patients on the unit and let us know if you have any questions or concerns at any time.

### **Telephone Calls:**

- You may call your adolescent using the patient direct lines (see below). These phones are answered exclusively by patients.
  - Bay Unit: 432-1006, and 432-1008
  - Harbor Unit: 432-1030, and 432-1135
- Your adolescent is allowed to make phone calls. As much as possible, phone calls are made between scheduled activities so that they do not interfere with treatment and are not allowed during therapeutic groups. In some cases, phone privileges may be restricted or supervised to limit contact with particular individuals.
- Due to confidentiality reasons and HIPAA law, please understand that when you call a hospital number to obtain information or to speak with your child, you may be asked to verify your identity or receive a call back.
- All patients have the right to call their clinicians, case workers, lawyers, clergy, child advocate or mental health advocate at any time.

**Mail:** All packages must be opened by staff in front of the patient who receives them. Patients have the right to send and receive mail to and from whomever they choose. Postage for outgoing mail is paid for by the hospital.

Our mailing address is:

**Adolescent Program  
Bradley Hospital  
1011 Veterans Memorial Parkway  
East Providence, RI 02915**

**Contacting Us:** You may contact hospital staff at 401-432-1250.

Nurses will contact you daily by phone, or in person during visits, to provide updates on your adolescent. If you have any questions/concerns, you may contact the nursing stations directly:

- Bay Unit: 432-1252, and 432-1269
- Harbor Unit: 432-1047, and 432-1004

The primary contact person for each discipline is listed below.

**Psychiatry:** Sibel A. Algon, MD, 432-1250 and April Cambre, MD, 432-1398

**Psychology:** Katelyn Affleck, PhD, 432-1418

**Social Work:** Michele Gessman, LICSW, 432-1389 and Nicholas Kendrick, LICSW, 432-1551

**Nursing:** Ashley Oxley, RN, 432-1323 and Lauren Sullivan, RN, 432-1011



## *Research and Training*

Bradley Hospital is committed to improving treatment for children and adolescents. You and your adolescent may be asked to participate in specific research studies that are ongoing on our unit. The studies have been fully reviewed by hospital research committees for appropriateness and safety. They are conducted through our affiliation with The Warren Alpert Medical School of Brown University. Your decision regarding participation in a study will not affect your adolescent's care. You always have the right to refuse participation without question.

Because Bradley Hospital is a major teaching affiliate of The Warren Alpert Medical School of Brown University, your adolescent may see psychiatry and psychology residents and trainees. These members of the treatment team have already received intensive training and are supervised by a licensed psychiatrist or psychologist.



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