



SUPERINTENDENT'S MESSAGE

Special points of interest:

* In the Spotlight

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As I write this on Thursday, the 3rd, the staff and patients from 417C will be moving into 421B tomorrow which finalizes a series of moves as all of you know that has been going on over the last 2-3 weeks. There has been a tremendous amount of work that has involved a great deal of teamwork and coordination by a multitude of individuals and departments. The moves have gone very smoothly, and I can't thank everyone enough for their cooperation and patience during this time of transition. At the end of this month, we should be really close to completing the transfers from Logansport. Over the next two weeks, we will also be admitting our last patients into the substance abuse program as we phase that program down.

I want to again thank all of the staff who has contributed so much to that program over the years. Organizations that survive are willing to change, and we are closing one chapter in the history of Richmond State Hospital and opening another chapter as we move forward. There is some exciting talk among many of the staff about the Integrated Dual Diagnosis Treatment Model that we will be implementing over the course of the next few weeks and months. I look forward to the changes as I hope you will do as well.

Jeff Butler

The Joint Commission Follow-up

As part of The Joint Commission survey process from last August, we had 7 Elements of Performance that we were required to track for four months then submit our compliance. That report was sent yesterday to The Joint Commission. We received notice this morning that they accepted our follow-up measures and have awarded us Full Accreditation for up to the next 36 months!

Congratulations and Thank You to all the staff for your hard work!
Kay Stephan, Quality Management

Payroll News

Hoosier Start

There will be a representative here from Hoosier Start on March 17th to talk about the deferred comp plan.

A-4 In-Service

The A-4 In-service should have already been completed by the end of February. If you have not done so, please do the in-service and send your signed sheet stating that you have done it to Human Resources.



In the Spotlight

Pam Tibbs, Activity Therapy

By Mary Chaney



Pam Tibbs works in Activity Therapy and has been employed at RSH for 33 years. She enjoys working with patients and teaching them that they too have skills; and that they too can be creative, they just need correct instruction and patience to learn. Pam also

does pet therapy four times a day, twice a week, and has been doing this for 12 years. The guys Barkley (9 years) and Ben (3 years) are here on Thursdays, and the girls Angel (10 years), Tilly (7 years), Nottia (2 years), and Bo-Kay (9 months) are here on Mondays. Sometimes they come to do individual therapy. Pam is a certified AKC CGC Canine Good Citizen Evaluator. All the dogs are golden retrievers, obedience trained and certified pet therapy dogs. The patients have taken great ownership in the dogs, bringing them treats. They have two baskets of toys from the patients including their washed old socks that they made toys out of for them. They want to know where they are if they're not here, and what they are doing at home. They tell them they miss them when they are on vacation and asked if they will be working the next rotation of classes. Pam has found we can reach therapeutic goals much faster with the use of animals; their calling is at the core of helping patients sort through their problems. Rapport – building is much faster when animals are part of the process. Not only is their presence soothing, but when they are around, patients are much more willing to get to the problem and will

relax and feel happiness and self acceptance by speaking to or about the animal. Great joy happens with them and the patients. It is really something to see. It's very rewarding. The dogs also do therapy in the community. Pam loves all she does with her dogs and has a dog grooming shop and is self taught with most of her skills.

Pam has been married 43 years to John who is the love of her life and has 8 children. She has a son John, and a daughter Jennifer, son-in-law Chris and a grandson Sam, and her 6 four legged children. Her human children live in Pittsburgh and Connecticut. Pam and John have been in dogs for 40 years starting with Irish Setters in obedience and then went to English Cocker. She always wanted a golden retriever, but with raising children she could not afford a golden as they were expensive. So when her daughter went off to college, her husband bought her a golden retriever and the rest is history. Chyloe was her first golden, and he was here for therapy before he died at the young age of 4 years old. She and her husband like to travel with the dogs to shows, search and rescue, and go on vacation to see her children and grandson. Pam and her husband are members of St. Andrew's Catholic Church. Pam's favorite food is chocolate.

Pam states she loves her job - what better thing to be able to do daily than to show and help others to be creative and know their self worth. Every day is another accomplishment. The patients here give me far more than I will ever be able to give back to them. They help me be complete as I hope I do for them.

Please send us some suggestions for whom you would like to see featured in the Spotlight!

March Madness Shopping Spree at HH Gregg

\$400 gift card could be yours! Chances are 1 for \$10 & 3 for \$25



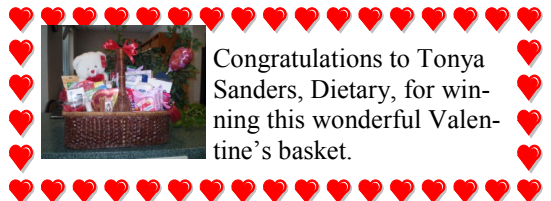
Tickets are available through Grass-roots members, at the Switchboard and the Credit Union.

The drawing will be held March 31st.

Community Relations News

On Saturday, March 19th, Senior Opportunity will provide several volunteers in the CTC training center to help prepare taxes for our patients who have worked in our patient payroll program.

RSH participated in the Statewide Hoosier Helping Hoosiers food drive in February sponsored by the First Lady Daniels. The RTC Community Service Project group helped with posters, food boxes and collection of the items. Donations were given to the Living Faith Church of God.



Congratulations to Tonya Sanders, Dietary, for winning this wonderful Valentine's basket.

Staff Development News

Recertification in Bridge Building

Dates: March 10 & 24
 Time: 7:30 a.m. to 11:30 a.m.
 Location: Staff Development

Recertification in One-man CPR

Dates: March 10 and 24
 Time: 12:15 p.m. to 3:45 p.m.
 Location: Staff Development

Recertification in Professional CPR

Dates: March 10 and 24
 Time: 12:15 to 3:45 p.m.
 Location: Staff Development

*Annual recerts are scheduled during your birth-month.

Psychiatric Attendant Search Classes

There will be a series of classes for Psychiatric Attendants on searching patients and units beginning Monday, March 7, in Staff Development. The timekeepers will be scheduling attendants.

***A list of dates/times for day shift:

Monday, March 7
 9 to 11 a.m.
 12:30 to 2:30 p.m.

Tuesday, March 8
 12:30 to 2:30 p.m.

Wednesday, March 9
 12:30 to 2:30 p.m.

Psychiatric Attendant Search Classes

Friday, March 11
 9 to 11 a.m.

***A list of dates/times for evening shift:

Tuesday, March 8
 3 to 5 p.m.

Wednesday, March 9
 3 to 5 p.m.

Friday, March 11
 3 to 5 p.m.

Recert Dates for Day Shift for the next three months:

April 8 and April 21
 May 5 and May 20
 June 3 and June 16

Lunch 'n Learn Program

Friday, March 25
 11:30 a.m. to 12:30 p.m.
 CTC Conference Center

"Schizophrenia Treatment Options" with speaker Dr. Henry Nasrallah

... details will be forthcoming

Quarterly Supervisors Meeting

Thursday, March 31
 8:00 a.m. to noon
 CTC Conference Center

Hospital Policies

Revised: (summary of change in italics following the name of the policy)

Table of Contents – Numeric and Alphabetical

- 150.25 **Confidentiality of Patient Medical Records** - *Replaced legitimate business purposes with HIPAA language "treatment, payment or hospital operations." Added procedure when family members request copies of treatment plans during team meeting.*
- 150.09 **Patient's Filing Charges** - *Added legal guardian wherever patient is listed. Also, under Procedure 6, removed case manager. It is the social worker who will assist the patient.*
- 150.45 **Mental Health Records, Patient Access** - *Added in: Documentation from other facilities is not to be re-released; simplified procedure and documentation for when a current patient requests access or copies of their medical record.*
- 160.01 **Medical Record Documentation** - *Revised purpose statement and included Medical Staff Executive Committee as a body to authorize inclusion into the record.*
- 160.02 **Inpatient Chart Order and Retention Schedule** - *Updated with current chart order and current forms.*
- 160.04 **Removing Medical Records from the Patient Unit** - *Under purpose, replaced legitimate business purposes with treatment, payment or hospital operations (to match HIPAA language); removed subpoena from Policy B (4) (c).*
- 160.06 **Abbreviations – Approved** - *Added ANC, ANSA, Hep A,B,C; Removed ADD, WAIS, WISC, CAFAS, CANS. All staff abbreviations and credentials were removed for inclusion into staff policy.*
- 170.01 **Infection Control & Control** - *Removed reference of paper manuals in the Health Clinic and Timekeepers office; Changed Infection Control to Infection Prevention and Control.*
- 200.09 **Staff Transfers** - *Renamed Staff Internal Transfers; removed preference will be given to RSH candidates under Policy. Added job family anywhere it references classification. Removed candidate will have proper job knowledge, skills and ability, which will get assessed during the interview.*
- 200.11 **Pre-Employment** - *Changed all references of Employee Health to Health Clinic; included procedure about verifying licenses and/or educational requirements; updated steps that new employees take to get fingerprints, ID badge, etc. completed.*
- 200.14 **Discipline** - *Replaced alcohol-impaired condition definition (.02 or higher) with any measurable amount.*
- 1200.01 **Academic/Clinical Training Experiences** - *Added Substance Abuse Counselors as a field placement option, deleted reference to the Adolescent population, added the PPDs will be responsible for designing a program for orientation.*
- 1200.03 **Administrator on Duty** - *Added specific incidents that require notification to the AOD.*
- 1220.03 **Motor Vehicle, Traffic and Parking Regulations** - *Deleted requirement to register bicycles and where permits should specifically be displayed on motorcycles, just that the requirement exists that all registration tags be displayed.*

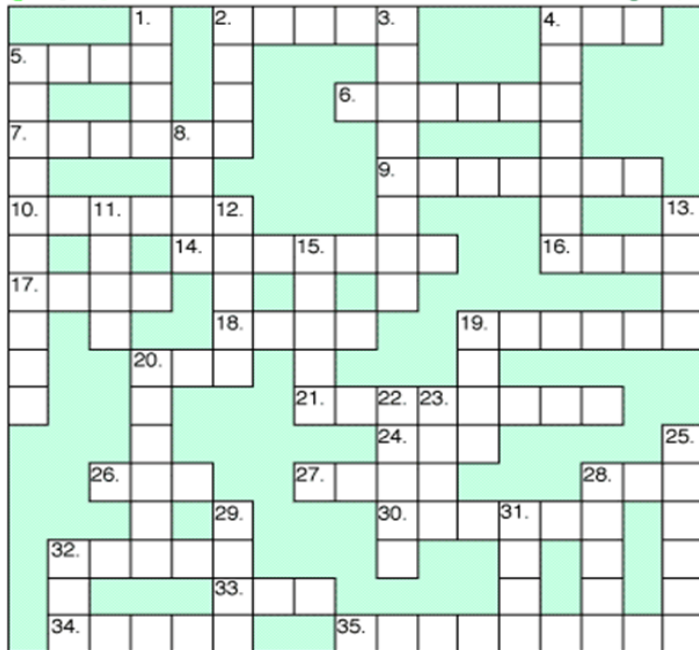
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- 1220.17 **Use of State Owned Vehicles** - Entries on the log sheet for each trip must indicate beginning and ending mileage, trips cannot be lumped together. For uncommon destinations, addresses must be entered as well. Logs are sent to the Asst Supt.
- 1220.20 **Forms Management** - Revisions include sending an electronic copy of a new or revised form when requesting, as well as the Print Requisition is now available on the Intranet.
- 1220.31 **Resolution of Goods Not Meeting Specifications** - Streamlined policy to reflect current process.
- 1220.32 **Request for Repairs** - Clarified that the web link to request repairs is only located on certain PCs. Eliminated a phone extension that is no longer in service.
- 1220.37 **Furniture & Equipment, Identification, Assignment and Movement** - Replaced all references to Cost Accounting with Assistant Superintendent
- 1220.43 **Equipment to be Declared Surplus** - Replaced all references to Cost Accounting with Assistant Superintendent

Reviewed – No Changes:

- 150.55 Personal Communication
- 160.09 Legibility of Medical Record Entries
- 200.06 Damage to Employees Clothing, etc.
- 200.18 Inappropriate Interaction with or in the Presence of Patients
- 1210.01 Audit, State Board of Accounts
- 1210.02 Procurement
- 1210.03 Accounting
- 1220.16 State Vehicle Safety

Crossword



- Down**
- 1. Body covering?
 - 2. Heal
 - 3. 3 leaved clover
 - 4. St. Patrick was a missionary there
 - 5. Mystical being
 - 8. Short form for corporal
 - 11. Actor's part
 - 12. _____ Patrick
 - 13. X marks the _____
 - 15. Peels of fruits
 - 19. Layer
 - 20. Procession or march
 - 22. To arrive at a final destination
 - 23. Walkway
 - 25. Wrist or ankle injury
 - 28. Household task
 - 29. Measurement
 - 31. Destroy
 - 32. Valuable stone

- Across**
- 2. Loose change
 - 4. Pens need this
 - 5. Good _____
 - 6. Conditional release
 - 7. King's son
 - 9. Let go
 - 10. Mistakes
 - 14. Saint _____
 - 16. Let fall, rain _____
 - 17. Give aid
 - 18. Number less than 10
 - 19. Leprechaun's head wear
 - 20. _____ of gold
 - 21. St. Patrick rid Ireland of these
 - 24. Hearing organ
 - 26. Opposite of good
 - 27. One of the food groups
 - 28. Drink container
 - 30. God's house
 - 32. St. Patrick's Day colour
 - 33. Feline
 - 34. St. Patrick's month
 - 35. St. Patrick's day #



Why Saint Patrick's Day?

Saint Patrick's Day has come to be associated with everything Irish: anything green and gold, shamrocks and luck. Most importantly, to those who celebrate its intended meaning, St. Patrick's Day is a traditional day for spiritual renewal and offering prayers for missionaries worldwide.

So, why is it celebrated on March 17th? One theory is that that is the day that St. Patrick died. Since the holiday began in Ireland, it is believed that as the Irish spread out around the world, they took with them their history and celebrations. The biggest observance of all is, of course, in Ireland. With the exception of restaurants and pubs, almost all businesses close on March 17th. Being a religious holiday as well, many Irish attend mass, where March 17th is the traditional day for offering prayers for missionaries worldwide before the serious celebrating begins.

In American cities with a large Irish population, St. Patrick's Day is a very big deal. Big cities and small towns alike celebrate with parades, "wearing of the green," music and songs, Irish food and drink, and activities for kids such as crafts, coloring and games. Some communities even go so far as to dye rivers or streams green!

