



**MONTANA STATE HOSPITAL
MENTAL HEALTH GROUP HOME
POLICY AND PROCEDURE**

**STAFF ORIENTATION FOR THE
MONTANA STATE HOSPITAL MENTAL HEALTH GROUP HOMES**

Effective Date: December 15, 2015

Policy #: MSH MHGH-08

Page 1 of 2

- I. PURPOSE:** To define orientation for staff members assigned to the Montana State Hospital (MSH) Mental Health Group Home (MHGH).
- II. POLICY:** All staff members assigned to work on the MSH MHGH will be oriented to the essential elements and routines of the care environment. Documentation of orientation will be maintained in the continuing education record for each employee.
- III. DEFINITIONS:** None
- IV. RESPONSIBILITIES:**
 - A. Program Manager: Ensures MSH MHGH orientation is provided to each staff member assigned to work on the MSH MHGH.
 - B. Human Resources Department: Ensures personnel records reflect MSH MHGH orientation has been completed.
- V. PROCEDURE:**
 - A. The MSH MHGH Program Manager, or their designee, will review all vital elements of the MSH MHGH with each staff member working in this area and provide them with opportunities to have their questions answered.
 - B. The attached orientation checklist will be completed and initialed by the employee, then signed by the MSH MHGH Program Manager or designee.
 - C. The Human Resources Department will maintain records of the MSH MHGH Staff Orientation Checklist.
 - D. The Staffing Office will assign only staff members who have completed the MSH MHGH orientation to work in that area.
- VI. REFERENCES:** Administrative Rules of Montana, Mental Health Center: Organizational Structure 37.106.1907

Staff Being Oriented _____ . Date: ___/___/___.

MSH Mental Health Group Home
Staff Orientation Check List

_____ Unit Rules:

- * No Threatening or Committing Acts of Self Harm
- * No Threatening or Committing Acts of Harm to Others
- * No Leaving The Campus Of MSH Without Permission
- * No Dangerous Items Including Drugs or Alcohol in Possession

_____ Potential Consequences for rule violations:

- * Immediate restriction to the MSH MHGH until treatment team review
- * Treatment team review of continued eligibility for MSH MHGH
- * Possible return to hospital setting

_____ Staff Responsibilities in event of a Rule Violation:

- * Restrict resident to unit (to maintain safety)
- * Notify (1) House Supervisor, (2) Program Manager, (3) others as may be appropriate

_____ Treatment Expectations:

- * personal space upkeep
- * personal hygiene maintenance
- * personal laundry upkeep
- * unit chores
- * personal schedule maintenance
- * appointment setting
- * cooking
- * continuation of treatment and recovery
- * observe and record medication self-administration
- * observe for and report side effects, adverse reactions and compliancy

_____ Patient Grievance Procedures

_____ Patient Rights:

- * Give resident a copy of their patient rights
- * Discuss patient rights and have resident sign off

_____ Unit Routines:

- * Wake up call at 8:00 AM.
- * Breakfast prepared individually
- * House shut down 10:00 AM till 11:30 AM, (Monday thru Friday)
- * Either report in face-to-face or by phone hourly
- * Dinner preparation
- * Completion of chores
- * Sign out when leaving house, list destination(s) and estimate time of return, and inform staff when leaving

_____ Safety and Emergency Procedures

_____ Treatment Team Responsibilities:

- * Orientation of residents
- * Treatment Plan Review with resident
- * Weekly documentation of resident progress
- * Communication with (1) treatment teams, (2) program manager.

Person Conducting the Orientation _____.