

MINNESOTA DEPARTMENT OF PUBLIC WELFARE

Revised Suggested Policies and Procedures of the Patients Program Department, (Patient Activities, Occupational Therapy, Industrial Placement.)
(To be utilized in the eleven Minnesota State Hospitals)

September 10, 1953

- I For maximum operating efficiency, the Patient Activities Occupational Therapy and Industrial Placement divisions (in the Patients Program Department) shall maintain a set of procedures and regulations regarding local hospital procedure as relates directly to these departments or divisions.
- II Activities and programs of this department shall be supervised and coordinated by a Patient Program Supervisor I or similarly acting supervisor if said position has not been authorized on the hospital roster.
- III For most effective treatment purposes, all activities of this department shall be prescribed, cleared, or approved in writing by a physician.
 1. Schedules of recreational group activities for patients shall be approved in writing on the schedule by the Superintendent.
 2. In individually prescribed activities for patients, a written prescription form shall be used.
- IV There shall be in view and use an organizational chart showing names, job titles, and supervisory relationships of all department members.
- V A written schedule of group activities for patients (as supervised by the patients activities staff) shall be posted and made available for hospital personnel and patients.
- VI All statistical forms relating to the areas of Patients Activities, Occupational Therapy and Industrial Placement, as requested by the Department of Public Welfare, St. Paul office, shall be transmitted accordingly.
- VII A practical plan of supervision and in-service education shall be practiced within each of these hospital departments. This will include regular departmental staff meetings, individual and group conferences, evaluation and other

modern supervisory devices. A departmental library of professional books and journals shall be maintained in the department office or made available in an adjacent area.

1. It is suggested that the supervisory process include regularly conducted activities such as staff meetings, individual and group conferences, assigned readings, films, clinic participation, observations, visitations, evaluation, and other similar devices.
2. Consultations, assembly meetings, films, books, and other resources of the Department of Public Welfare central office are to be used in the in-service education program.

- VIII Schedules of time (prepared in advance) spent by staff members on duty shall be kept up to date and used for clear determination of assignment of staff personnel to professional tasks.
- IX Records and files of patients' progress in activities program should be maintained by the department or in conjunction with other medical records departments.
- X All activities of this department for patients must be planned, scheduled, and executed in accordance with local medical directive and the statewide approved operational medical policies.
- XI Files are to be maintained covering program, correspondence and other administrative procedure.
- XII A well balanced program of a variety of therapeutic and diversional activities shall be available under professional leadership on a seven day week basis which includes morning, afternoons, and evenings, with Sunday activities at the discretion of the hospital superintendent or clinical director. The completeness of coverage of activities for individuals and groups will be dependent upon the size of staff and its ratio to patients in the hospital.
- XIII Time shall not be expended by department personnel in extrinsic miscellaneous activities (to wit: religious activities, farming, canning, picking, gardening, custodial functions, etc.) not directly related to staff members' particular professional fields, except when such activity with patients is a regularly scheduled departmental activity for therapeutic purposes. ~~Exception~~ Exception may be made in the case of extreme emergency or epidemic and upon specified orders of the hospital superintendent.

- XIV All personnel should be guided in the performance of their duties by the State Civil Service Job specifications for their particular job specialities.
- XV Supplies, equipment, areas and facilities will be available for patients' use under supervision and will be purchased within budget allotments and professional judgment of the Patient Program Supervisor I and the Patient Program Supervisor II. Before any requisitions submitted for the Patient Program Department are cut or not recommended by the Patient Program Supervisor II, there shall be discussion and explanation regarding the action.
1. Supplies and equipment requested shall be in accordance with the following guides:
 - a. Serviceability, durability, economy, safety
 - b. Economy, according to priority of needs.
 - c. According to needs and interest of majority as it is deemed feasible.
 - d. Advance planning and submission of requisitions
 - e. ~~through proper~~ channels.
 - e. Only serviceable items that cannot be secured through voluntary sources.
 - f. Multiple use equipment that serves several functions.
- XVI Before any major requisitioned items in these fields are cut or eliminated by the hospital business manager or employees in the business department, the said items should be brought to the attention of the Patient Program Supervisor I with explanation for the proposed cut.
- XVII The supervision of volunteers that participate in the activities of this department shall be done by delegated personnel of this department.
- XVIII Supplies and equipment shall not be ordered in surplus quantities that the department does not have use for within the fiscal quarter or similar fixed period as is deemed to be reasonable.
- XIX The Patient Program Supervisor I or similar acting supervisor shall be included as regards his or her opinion related to definite changes, additions or depletions of a staff, equipment, facility or area item.
- XX Responsibility for professional adjunctive treatment and adjustment programs within the department's range shall be invested in the Patient Program Supervisor I or similar acting supervisor and Patient Program Supervisor II.

- XXI** Educational, consultative and administrative services of the Department of Public Welfare St. Paul central office staff shall be utilized by the state hospitals.
- XXII** A patients' newspaper containing newsworthy and informational material shall be conducted as a patients' activity under the general direction of this department and with the cooperation of other selected departments.
1. Participation of patients is to be included in the newspaper activities as affects the gathering of news and other appropriate journalistic activities that can be engaged in by the patients.
 2. Selected department personnel shall give direction and supervision to the patients' newspaper with judicious attention given to not spending excessive time on this activity.
- XXIII** Programming and scheduling shall consistently include activities and work with disturbed and regressed patients.
- XXIV** Funds accrued as a result of the Diversified Labor Fund as redefined in Minnesota Laws of 1951 shall be retained and utilized in accordance with the specified law. Articles and items of a handicraft nature made by patients, the original materials which have been purchased by the hospital, shall be sold through usual sale channels, used in the maintenance, upkeep and improvement of the hospital buildings or grounds, or dispensed with in accordance with judgements of the local hospital occupational therapy division. Profits accrued as a result of sales of any such articles that are sold are to be returned to the Diversified Labor Fund.
1. Where such articles are used in the maintenance, upkeep, and improvement of the hospital buildings or grounds, the hospital (not Diversified Labor Fund or Patient Program Department) shall pay for the materials so used.
- XXV** The Patient Program Supervisor I or smaller acting supervisor shall have a knowledge of funds available for the purchase of supplies, equipment and facilities within his departmental scope.

XXVI Recreational supplies and equipment on hand shall be made available to wards and grades for their use with patients under ward leadership. Such dispensing of items shall be accomplished in accordance with an established schedule or routine.

XXVII As readily as possible, and as soon as medically feasible, patients shall be referred to pre-vocational classes and/or work assignments within the hospital.

XXVIII The patients Program Department shall be under the direct supervision of the Superintendent or similar medical authority. The Patient Program Supervisor II in the central office shall render consultant and supervisory functions to the program of these departments. Hospital personnel classes included in this department are as follows:

- Patient Program Supervisor I
- Patient Activities Leader II
- Patient Activities Leader I
- Patient Activities Worker
- Occupational Therapist II
- Occupational Therapist I
- Handicraft Instructor
- Patient Placement Agent
- Cosmetic Therapist..... (Departmental relationships may
- Barber..... (vary depending upon hospital

XXIX The total ratio of department staff members to patients in the eleven state hospitals should average one staff member (this department) to every 105 patients.

1. This total ratio applies to the hospitals as a whole and not to individual units. It is recognized that individual hospitals may have ratios that differ markedly from this figure depending upon the type of patients and the hospital facilities.
2. This ratio includes all job titles specified in Policy XXVIII