

71-6566-D9W
State Inst Gen

WARD LIVING CONDITIONS QUESTIONNAIRE
Revised 1971

Research Section
Medical Services Division
Department of Public Welfare
State of Minnesota

Instructions:

This questionnaire has two kinds of items, (1) those which describe the patients and staff on your ward, and (2) those which describe specific characteristics of the ward itself and its treatment or management. Please answer all questions which apply to your ward, leave blank any questions which do not apply.

Please use a red pencil; if a red pencil is not available, please use a soft black pencil. Erasing is permitted.

Except where otherwise indicated, your answers should reflect the situation as of the date you fill out the questionnaire. You will note that some items call for additional written information. If you wish to comment on any other items please write in the spaces provided, or on the back of the sheet.

You will note that each blank is numbered in some way (under the blank, or after the "Yes" or "No"). These numbers are for tabulating purposes and should be ignored by the rater.

For those questions which ask for specific numbers, there is a blank for each digit. Be sure the last digit in any two or three digit number is in the right-hand blank. For example; if there are three available blanks (___) for your answer, and your answer is four write "___4"; if your answer is 12, write "_1_2", and if your answer is 163, write "1_6_3".

For those questions which ask for a "Yes" or "No" response, circle the one best answer.

CARD 1
1
1

2 3 Hospital: _____

4 5 Ward/Cottage: _____

6 7 Year: _____

Rater's Name _____

8 9 Rater's Civil Service Job Classification (psychiatric technician, social worker, etc.): _____

10 11 Indicate here if the rater has a working title other than or in addition to the above (unit director, program coordinator, patient, etc.): _____

1. How many patients presently residing on this ward are in each of the following age categories?

<u>AGE GROUP</u>	<u>NO. MALES</u>	<u>NO. FEMALES</u>
0 - 12	<u>15 16</u>	<u>27 28</u>
13 - 18	<u>17 18</u>	<u>29 30</u>
19 - 25	<u>19 20</u>	<u>31 32</u>
26 - 45	<u>21 22</u>	<u>33 34</u>
46 - 64	<u>23 24</u>	<u>35 36</u>
65 + over	<u>25 26</u>	<u>37 38</u>

2. How many patients on this ward are in each of the following disability categories?

NO.

39 40 Mentally Ill

41 42 Mentally Retarded

43 44 Inebriate

3. How many patients on this ward fall into each of the following categories?
NO.

45 46 a) Usually ambulatory

47 48 b) Usually bedridden

49 50 c) Usually toilet selves

51 52 d) Usually dress selves

- 53 54 e) Usually feed selves
- 55 56 f) Usually groom selves
- 57 58 g) Usually communicative
- 59 60 h) Usually management problems (i.e., suicidal, steals, sets fires, bangs head, etc.)
- 61 62 i) Usually take care of own feminine hygiene
- 63 64 j) Have sensory handicaps (i.e., deaf, blind, etc.)
- 65 66 k) Have seizures

4. 67 68 How many technicians (other than registered nurses) are assigned to your ward?
5. How many nursing department personnel (other than registered nurses) work on each shift on an average day?

<u>SHIFT</u>	<u>NO. ON WEEKDAYS</u>	<u>NO. ON WEEKENDS</u>
Morning	69 70	75 76
Afternoon	71 72	77 78
Night	73 74	79 80

END OF CARD 1
Card 2

6. On the average, how many hours per week are each of the following available to your ward? (For example: If there are two full time persons in house-keeping, add their hours together (40+40=80). If there is one full time person plus one person working half-time, add forty and twenty together (40+20=60).)

$\frac{2}{1}$
Hours Per Week

- 15 16 17 a. Housekeeping Personnel
- 18 19 20 b. Industrial Therapists

- 21 22 23 c. Music Therapists
- 24 25 26 d. Occupational Therapists
- 27 28 29 e. Physical Therapists
- 30 31 32 f. Physicians
- 33 34 35 g. Psychiatrists
- 36 37 38 h. Psychologists
- 39 40 41 i. Recreational Therapists
- 42 43 44 j. Registered Nurses
- 45 46 47 k. Social Workers
- 48 49 50 l. Special Teachers
- 51 52 53 m. Speech and Hearing Therapists
- 54 55 56 n. Vocational Rehabilitation Counselors
- 57 58 59 o. Volunteers
- 60 61 62 p. Counselors on Alcoholism and Drug Dependency

63 64 7. How many patients participated in regularly scheduled group therapeutic activities (other than work) this past week?

65 66 8. How many patients participated in regularly scheduled work or industrial therapy this past week?

67 68 9. How many patients have an individual written treatment plan in their charts?

(69) Yes=1 No=2 10. Does the ward have a bulletin board easily seen by all patients? (Circle your answer)

(70) Yes=1 No=2 11. Is there a large calendar easily seen by all patients?

- (71) Yes=1 No=2 12. Is there a clock easily seen by all patients?
- (72) Yes=1 No=2 13. Are there musical instruments on the ward?
List the instruments _____

- (73) Yes=1 No=2 14. Is there a radio for patients on your ward?
- (74) Yes=1 No=2 Do you regulate listening hours?
How and When? _____

- (75) Yes=1 No=2 15. Is there a record player on your ward?
- (76) Yes=1 No=2 Do you regulate listening hours?
How and When? _____

- (77) Yes=1 No=2 16. Is there a television set on your ward?
- (78) Yes=1 No=2 Do you regulate listening hours?
How and When? _____

END OF CARD 2

Card 3

$\frac{3}{1}$

15

17. How many dressing tables with mirrors are there where patients can sit and apply makeup, shave, etc.?
- (16) Yes=1 No=2 18. Are there games, toys, or play equipment on hand?
- (17) Yes=1 No=2 Are they geared to the level of the patients?
Comment _____

- 18 19 19. How many live plants are there on the ward including those in patients' rooms?
- 20 21 20. How many artificial plants are there on the ward including those in patients' rooms?
- (22) Yes=1 No=2 21. Do patients have pets?
What kinds of pets _____

- 23 24 22. How many toilet bowls are on the ward?
- 25 26 a. How many are on the same floor as the sleeping areas?
- 27 28 b. How many have seats?
- 29 30 c. How many have full partitions?
- 31 32 d. How many have doors to partitions?
- 33 34 23. How many showers?
- 35 36 24. How many bathtubs?
- (37) Yes=1 No=2 25. Is there privacy in bathing?
Comment _____

- (38) Yes=1 No=2 26. Is there nonskid flooring in bathroom and shower areas?
- (39) Yes=1 No=2 27. Do you need more bathing facilities?
What do you need? _____

- (40) Yes=1 No=2 28. Are all patients required to go to bed at night at the same time?
If so, at what time? _____

- (41) Yes=1 No=2 29. Are all patients required to get up in the morning at the same time?
If so, at what time? _____

- (42) Morning=1 Noon=2 Evening=3 30. When is the principal meal of the day?
(Encircle one)
_____ 31. What time is Breakfast?
_____ 32. What time is Lunch?
_____ 33. What time is Supper?
- (43) Yes=1 No=2 34. Are snacks available on the ward?
Comment _____

- (44) Yes=1 No=2 35. Are snacks available off the ward?
Comment _____

- (45) Yes=1 No=2 36. Is there a pop machine on the ward?
- (46) Yes=1 No=2 37. Is there a water cooler on the ward? (This refers to a water cooler as distinct from a water fountain).
_____ 38. How many pictures in dayrooms and halls?
47 48
_____ 39. How many pictures in patients' rooms or dormitories that patients put up (this includes photographs on bedside stands, pictures of movie stars, etc. on walls etc.)?
49 50
- (51) Yes=1 No=2 40. Are patients allowed to smoke after bedtime (in dayrooms, etc.)?
Comment _____

- (52) Yes=1 No=2 41. Are patients allowed to carry matches?
Comment _____

- 53 54 42. How many patients have a place to keep personal possessions?
- 55 56 43. How many places for personal possessions have a lock to which the patient has a key?
- (57) Yes=1 No=2 44. Do all windows have curtains (other than bathrooms, etc.)? If not, explain: _____

- (58) Yes=1 No=2 45. Are cooking facilities available for patients' use on the ward? What Kind? _____

- 59 46. How many irons on the ward?
- (60) Yes=1 No=2 a) Is their use regulated? If yes, explain _____

- (61) Yes=1 No=2 47. Is there a clothes washer on the ward?
- (62) Yes=1 No=2 48. Is there a clothes dryer on the ward?
49. Are the following telephone facilities freely available to patients; indicate if private (enclosed):
- (63) Yes=1 No=2 Private=3 a) Free telephone on the ward (not counting telephone in nursing station, offices, etc.)
- (64) Yes=1 No=2 Private=3 b) Free telephone elsewhere in the hospital (not counting telephones in nursing stations, offices, etc.)
- (65) Yes=1 No=2 Private=3 c) Pay telephone on the ward
- (66) Yes=1 No=2 Private=3 d) Pay telephone elsewhere in the hospital
- (67) Yes=1 No=2 Private=3 e) Hospital WATS line
- (68) Yes=1 No=2 50. Do patients on your ward have ready access to writing paper?
- (69) Yes=1 No=2 Stamps?
- (70) Yes=1 No=2 Pens and Pencils?

- (71) Yes=1 No=2 51. Does your ward have an appropriate place where patients can write letters (with desk, light, privacy, etc.)?
Comment _____

- 72 73 52. For how many patients is mail opened before it is sent out?
- 74 75 53. For how many patients is incoming mail opened before they receive it?
- (76) Yes=1 No=2 54. Are there private areas available for those who wish or need to be alone when they want to?
Comment _____

- (77) Yes=1 No=2 55. Does your ward have adequate provisions for privacy during physical examinations?
- END OF CARD 3
Card 4
4
1
15 16 56. How many patients have ready access to their own toiletries (lipstick, shaving lotion, toothpaste, etc.)?
- (17) Yes=1 No=2 57. Is there a full length mirror on the ward (other than in the bathroom)?
- (18) Yes=1 No=2 58. Is there a current daily newspaper regularly subscribed to for the ward as a whole?
- (19) Yes=1 No=2 59. Are there current magazines regularly subscribed to for the ward as a whole?
- (20) Yes=1 No=2 60. Are any patient ward activities coeducational?
Describe _____

- (21) Yes=1 No=2 61. Are male and female patients allowed to mix during leisure time?

62. Does the staff interfere with patients engaging in the following behaviors?

<u>ACTIVITY</u>	<u>IN PUBLIC</u>	<u>IN PRIVATE</u>
Walking together	(22) Yes=1 No=2	(30) Yes=1 No=2
Sitting close together	(23) Yes=1 No=2	(31) Yes=1 No=2
Holding Hands	(24) Yes=1 No=2	(32) Yes=1 No=2
Kissing	(25) Yes=1 No=2	(33) Yes=1 No=2
Fondling	(26) Yes=1 No=2	(34) Yes=1 No=2
Masturbation	(27) Yes=1 No=2	(35) Yes=1 No=2
Sexual intercourse	(28) Yes=1 No=2	(36) Yes=1 No=2
Homosexual behavior	(29) Yes=1 No=2	(37) Yes=1 No=2

Comment _____

(38) Yes=1 No=2 63. Is sex education routinely offered?
 Explain _____

(39) Yes=1 No=2 64. If they wish, do female patients receive contraceptive counseling and prescriptions?
 Explain _____

(40) Yes=1 No=2 65. Where there is a danger of illegitimate pregnancy, are contraceptives prescribed?
 Explain _____

(41) Yes=1 No=2 66. Are there ornaments, decorations, toys, etc. hung from the walls or ceilings for bedridden patients?
 List: _____

(42) Yes=1 No=2 67. Is the temperature in living and sleeping areas reasonably comfortable in extreme weather, both winter and summer?
 Comment _____

(43) Yes=1 No=2 68. Do you have comfortable chairs and sofas in your dayroom?

44 45 69. How many patients have had injuries requiring nursing or medical attention in the past month?

70. How and by whom are families notified in case of:

Sickness? _____

Accident? _____

Death? _____

Transfer to another ward? _____

Transfer to another facility? _____

Discharge? _____

(46) Yes=1 No=2 71. Do patients' relatives ordinarily participate in the on-going treatment planning?
Explain _____

(47) Yes=1 No=2 72. Are patients asked for suggestions or opinions concerning their treatment or handling?

(48) Yes=1 No=2 73. Are patients on this ward informed about the Hospital Humane Practices Committee?

(49) Yes=1 No=2 74. Are patients on this ward informed about the hospital Review Board?

(50) Yes=1 No=2 75. Is there a patient council on your ward?

(51) Yes=1 No=2 76. Has the patient council (for the ward or for the hospital) been helpful to your ward?
Comment _____

- (52) Yes=1 No=2 77. Does your ward have facilities for the deaf, blind, or physically handicapped?
Explain _____

- (53) Yes=1 No=2 78. Do patients choose their own hair styles?
- (54) Yes=1 No=2 79. Do the patients have an opportunity to participate in religious activities of their own choosing?
- (55) Yes=1 No=2 80. May technicians and nurses choose whether they wear uniforms or street attire?
- 56 57 81. How many technicians and nurses on your ward usually wear street clothes on duty?
82. How are patients on this ward informed about institution and ward rules? _____

83. How are patients on this ward informed about significant events or occurrences on the ward and in the institution (employee changes, patients' and employees' deaths and injuries, transfers or closing of wards, important changes in policy, etc.)? _____

- 58 59 84. How many patients ordinarily wear their own clothes?
- (60) Yes=1 No=2 85. Is state clothing well fitting and pleasing in appearance?
If not, comment _____

- (61) Yes=1 No=2 86. Is personal clothing automatically labeled at admission?
- 62 63 87. How many of your patients are responsible for maintaining their own clothing?
- (64) Yes=1 No=2 88. Do patients have a personal storage place for clothing?
- (65) Yes=1 No=2 89. Does each patient have sufficient winter clothing?

- 66 67 90. In the past month, how many patients were isolated or locked in their own rooms for other than physical sickness?
- 68 69 91. In the past month, how many patients were isolated or locked in ward seclusion rooms for other than physical sickness?
- 70 71 92. In the past month, how many patients were isolated or locked in rooms on other wards for other than physical sickness?
- 72 93. How many rooms do you have on the ward that are used only for seclusion for other than physical sickness?

- (73) Yes=1 No=2 94. Do you use seclusion rooms on another ward?
- (74) Yes=1 No=2 95. Is the seclusion room temperature usually the same as the ward temperature?
- (75) Yes=1 No=2 96. Is food served warm to patients in seclusion?
- (76) Yes=1 No=2 97. Is there a toilet in each seclusion room?

98. How is your seclusion room furnished? _____

99. When are the sleeping rooms and dorms locked? _____

END OF CARD 4

Card 5

$\frac{5}{1}$

- (15) Yes=1 No=2 100. Is your ward usually locked during daytime hours?
If yes, when is your ward open? _____

- (16) Yes=1 No=2 101. Are patients allowed to take naps during the day in their own beds?

- (17) Yes=1 No=2 102. During mealtimes, do patients and staff usually eat together?
Explain _____

(18) Yes=1 No=2 103. Do most patients go when they choose to the dining area,
within the hours that the dining area is open?
Comment _____

19 20 104. How many patients go by themselves to the canteen (store)?

21 22 105. For how many patients are store orders made up?

(23) Yes=1 No=2 106. Do patients and employees sit together in the canteen?

(24) Yes=1 No=2 107. Is there more than one private room where patients can
visit with visitors?

(25) Yes=1 No=2 108. Can patients from other wards visit patients on the ward?
Explain _____

(26) Yes=1 No=2 109. Is there a large enclosed area outside the cottage so that
patients who are otherwise unable to do so can obtain fresh
air and exercise?

a. When is it used in summer? _____

b. When is it used in winter? _____

110. What are the conditions under which grounds permits are awarded or taken away?

(27) Yes=1 No=2 111. Patients who are physically able frequently go by themselves
on trips (picnics, walks, visits, etc.) outside of the hospital.

(28) Yes=1 No=2 112. Patients who are physically able are often taken on trips
outside of the hospital, either individually or in groups.

- (29) Yes=1 No=2 113. When a patient is granted a ground permit or refused one, the reasons for doing so are always discussed with him.
- (30) Yes=1 No=2 114. Patients are escorted by a member of the staff whenever they leave the ward.
- (31) Yes=1 No=2 115. Patients' behavior is controlled by the staff by letting patients have certain privileges or taking them away from them.
- (32) Yes=1 No=2 116. Patients from the ward often participate in activities on some other ward.
- (33) Yes=1 No=2 117. Members of the staff try to make the atmosphere of the ward more like the outside community.
- (34) Yes=1 No=2 118. Members of the staff are constantly seeking ways of expanding patients' freedom of movement (about the hospital, grounds, and community).
- (35) Yes=1 No=2 119. Patients are often allowed off the ward in the evening to participate in outside activities.
- (36) Yes=1 No=2 120. Patients are usually asked about what activities they would like to engage in or how they want to spend their time each day.
- (37) Yes=1 No=2 121. Patients usually have the opportunity to start activities themselves.
- (38) Yes=1 No=2 122. The staff permits patients to "try out" new situations before they really get involved in them.
- (39) Yes=1 No=2 123. Patients often engage in activities together without staff participation.
- (40) Yes=1 No=2 124. Patients are encouraged to take a great deal of responsibility for maintaining their own physical cleanliness and grooming.
- (41) Yes=1 No=2 125. Patients are encouraged to make changes in the ward which they think will increase its attractiveness or convenience.
- (42) Yes=1 No=2 126. When a patient is transferred from one unit of the hospital to another, the reasons for making the change are always explained to him.
- (43) Yes=1 No=2 127. The feelings and wishes of patients are taken into consideration in making decisions about transferring them, by discussing the proposed changes with them beforehand.
- (44) Yes=1 No=2 128. The staff lets most of the patients work out their own problems with one another without staff involvement.
- (45) Yes=1 No=2 129. Patients take much responsibility for maintaining their own quarters.

- (46) Yes=1 No=2 130. Patients' opinions about the staff are considered seriously.
- (47) Yes=1 No=2 131. Members of the staff almost always explain to patients why particular behaviors are appropriate or inappropriate (good or bad).
- (48) Yes=1 No=2 132. Staff encourages patients to help one another in taking care of themselves.
- (49) Yes=1 No=2 133. The feelings and wishes of patients involved are often taken into consideration by discussing with them proposed transfers of personnel and other administrative changes.
- (50) Yes=1 No=2 134. Staff members other than doctors discuss patients' behavior and problems with them.
- (51) Yes=1 No=2 135. Ward staff spend most of their day interacting with patients.
- (52) Yes=1 No=2 136. Parties or other special social activities are often held on the ward.
- (53) Yes=1 No=2 137. Members of the staff attempt to get withdrawn, difficult, or stubborn patients to participate in ward activities.
- (54) Yes=1 No=2 138. When a patient is admitted, any funds he has with him are automatically put in safekeeping.
Explain _____

- (55) Yes=1 No=2 139. It's up to a patient how much money he keeps on his person or in his room.
Comment _____

- (56) Yes=1 No=2 140. Patients are allowed to set up savings and checking accounts in local banks if they so desire.
- (57) Yes=1 No=2 141. The amount of money a patient can spend at one time is set by hospital administration.
Explain _____

- (58) Yes=1 No=2 142. Patients can shop in town.
- (59) Yes=1 No=2 143. It is all right in most instances for relatives to send money directly to the patients.

- [illegible]