

PATIENT INFORMATION DIAMOND HEADACHE INPATIENT TREATMENT PROGRAM

PROGRAM GUIDELINES

These guidelines are provided to acquaint you with the Headache Treatment Program (HTP). The program includes coordinated services from the following health care professionals: physicians, clinical manager, nursing staff, psychologists, biofeedback therapists, recreational therapists, dieticians, pharmacists, physical therapists and counselors. The program is designed for patient participation. Family members, visitors and/or friends are permitted to attend sessions unless so noted.

FOR INPATIENTS ONLY

Included in your room charges are: Introduction to the Headache Treatment Program, Stress Management, Posture Classes, Diet Class, Relaxation Classes, Pharmacy Classes, Spirituality Group, and the Art Therapies. Not included in standard room charges—and billed separately—will be clinical charges relating to biofeedback and psychological assessment and group treatments, including team conferences held by the physicians of the Diamond Headache Clinic with the interdisciplinary team of health professionals. These important conferences coordinate hospital care and post-discharge treatment as well as any individual psychological or psychiatric treatment.

PROGRAM OBJECTIVES

The inpatient pain program is carefully designed to enlist the patient's cooperation combined with experience in treating pain in order to bring desired relief. It is essential that family members cooperate to achieve the objectives as outlined below:

- The development of an individualized regimen of pain prevention and pain management.
- The discontinuation of drugs that either aggravate the pain process or are known to be injurious when taken regularly.
- To enhance the ability to understand and overcome chronic pain and the many factors that often accompany it including emotional distress.
- An understanding of pain mechanisms and behaviors, how a person in pain is affected by and influences family interactions, as well as nutritional issues, coping methods, and various treatment modalities.

CHARTING

Documentation is important in assessing progress; therefore, the staff is involved in charting the headache pattern and activities of the patient.

DRESS

Patients in the HTP are encouraged to be dressed in modest, appropriate street attire unless confined to bed for medical reasons. No short-shorts or abbreviated tops please. Shoes or slippers should be worn at all times.

FOOD AND NUTRITIONAL SERVICES

Patients are responsible for picking up and returning meal trays from and to the cart that is delivered by Dietary staff. We encourage patients to eat lunch and dinner in the designated eating area, the Point Room. Patients are responsible for cleaning their dishes and trays from the tables. You are responsible for following the low-tyramine diet. Beverages and staple foods will be placed in the patient kitchen refrigerator. To maintain a sanitary environment, food and beverages cannot be kept in patient rooms. Due to public health regulations individual patient food items cannot be stored in the refrigerator.

IV PROTOCOL

For safety reasons, patients on IV fluids CANNOT leave the floor to visit the Gift Shop, Lobby, or Cafeteria while attached to an IV.

LENGTH OF HOSPITALIZATION

Typically, it takes 4-7 days in the HTP to achieve the objectives and benefits of the program. This is the beginning phase in developing or modifying an on-going program for headache management.

LETTER

At the time of discharge, we will provide an opportunity for you to write a letter to your referring physician, internist, or family physician. This letter will give you the opportunity to review your learning experience while in the Diamond Headache Treatment Program.

MEDICATIONS

All medication must be left at home, sent home, or turned in to your nurse upon admission. You cannot possess medication of any kind except for those specifically prescribed during hospitalization. Medications left for safekeeping at the Nurses' Station will be destroyed if not claimed within 14 days after discharge.

BHI-2 QUESTIONNAIRE

At the time of your admission to the HTP, you will be given a BHI-2 questionnaire to complete. Children will be given the MMPI-A. This questionnaire is to be completed early in the hospitalization and will be scheduled by the Psychology Department. It is administered to provide us with information concerning the nature of your pain and its management. If you have any further questions, please feel free to direct your inquiries to the Psychology Department.

PHYSICIAN ROUNDS

The Diamond Headache Clinic physicians will be on the hospital unit daily making their rounds. Rounds occur in the morning and physicians are on call during non-office hours. Inpatients are not allowed to call directly to the clinic but are encouraged to work with their assigned nurse who can contact the physician as necessary.



STAFF ROUNDS

Periodically, throughout the night, the staff will make rounds. Your door may be left ajar, and you will not be disturbed.

SMOKING

Saint Joseph Hospital is a smoke-free campus. Please inform your doctor if you are a smoker so that the appropriate Nicotine patch and / or gum can be ordered. Smoking cessation information and education is available from staff as well. **SECURITY/VALUABLES**

For your safety, our security officers are on duty 24 hours a day, seven days a week. If you need assistance, please contact your nurse or call Security at extension 5-1111. Saint Joseph Hospital does not accept responsibility for the loss of personal belongings or valuables. Please contact your nurse to make arrangements with a Security Officer to secure your valuables if they cannot be sent home with a family member or friend. Valuables are defined as cash, checks, credit cards, jewelry, keys, airline tickets, portable electronic devices such as cellular phones, and personal IDs.

The safe in your room should be used only for the convenience of minor items needed on a day-to-day basis. The hospital does not accept responsibility for the loss of any items in your room's safe.

PERSONAL POSSESSIONS

Please remember to take all personal possessions with you when you leave the hospital and to collect any valuables you may have deposited in the safe. Unfortunately, the hospital cannot assume responsibility for lost belongings.

TREATMENT AFTER

The completion of your hospital program is an important beginning toward headache control and management. It is expected that many patients will need to continue some form of on-going treatment after discharge. When returning to the Diamond Headache Clinic for your follow-up visit with your physician, you will be scheduled for a Biofeedback Session. The staff will assist you in finding the on-going treatment program best suited to your needs. You will receive prescriptions for your medications on the day of discharge. Any questions regarding the medications will be answered at this time.

OVERNIGHT STAYS

Please note that family members or visitors are NOT allowed to stay overnight anywhere on the Unit, including inpatient rooms.

HOTELS

For the convenience of family members there are several hotels within walking distance of the hospital. Please ask a staff member for this listing.

CLASSES

CLASS ATTENDANCE IS MANDATORY UNLESS OTHERWISE NOTED. PLEASE MAKE THESE CLASSES A PRIORITY IF YOU HAVE NOT PREVIOUSLY ATTENDED A SESSION.

A variety of classes are offered. They include:

ART THERAPIES

Art Therapy will provide you with an opportunity to explore feelings and thoughts in a non-verbal experience. Craft sessions will provide you with a variety of projects designed for both men and women to enhance leisure experiences (at a nominal charge).

BIOFEEDBACK

Biofeedback Training uses instrumentation to monitor body temperature, muscle tension, and/or other body responses. It allows individuals to self-regulate the desired body response in a controlled fashion. Research indicates that those who receive biofeedback training (i.e., learn to warm extremities and reduce muscle tension) report decreases in the frequency, severity, and duration of their headaches. Biofeedback will be prescribed by your physician. Daily appointments will be scheduled at your initial session.

DIAPHRAGMATIC BREATHING AND RELAXATION GROUP

This is a presentation on psychophysiology which includes:

- An overview of the psychophysiology associated with biofeedback training.
- The application of biofeedback and relaxation techniques to headache management with emphasis on applying the techniques in daily situations.
- Diaphragmatic breathing explanation and demonstration.
- Demonstration of daily stretches, tensing and relaxing techniques, imagery

in relaxation and progressive relaxation.

BEHAVIORAL MEDICINE

Several group meetings are conducted by psychologists to provide patients with an overview of general and specific features relevant to etiology, course, treatment, and outcome of headache treatment on the inpatient unit. Information provided in these meetings is designed to supplement pharmacological interventions prescribed by your primary physician.

SUPPORT GROUP

Discussions revolve around themes of central concern to patients and headache management: contributing factors to pain, stressors, activities implicated in headache onset and reinforcement, effective non-drug strategies to combat pain, and a general range of headache experiences that patients can anticipate while participating in the Headache Treatment Program.

DIET INSTRUCTION CLASS

To better understand how tyramine and related foods interact when disorders of tyramine metabolism occur. Headache provoking agents are discussed, as well as preparation and/or storage of food. The diet class is held once a week.

CLASSES (cont'd)

CLINICAL MANAGER

The Clinical Manager will hold a meeting two times per week to provide patients an overview of what to expect and what is expected of them while they are in the Diamond Headache Treatment Program. Any questions regarding their on-going treatment while on the unit are welcome. The Clinical Manager also has the overall 24 hour responsibility of the unit. Please introduce yourself to her and bring any problems or concerns to her attention.

PHARMACY CLASSES

A pharmacy class is presented twice weekly by a registered pharmacist. The pharmacist will discuss the various kinds of drugs used for the treatment of headache—explaining precautions and side effects. The importance of patient compliance with the physician's orders and of not interrupting drug therapy without the approval of a physician is stressed.

PHYSICAL THERAPY

Physical therapy is available for those persons who might benefit from it. Your nurse and the physician will discuss it with you. It is the physician's responsibility to prescribe the specific type of physical therapy needed. You will be informed of scheduled appointments and escorted to the first session. On the day of your discharge, physical therapy is not scheduled.

STRESS MANAGEMENT

In this group, you will learn what stress is and its interrelationship to your physical, mental, and emotional health. The group will also assist you in identifying those specific factors in your life that produce the ill effects of stress and contribute to your headache condition. While stress factors are primarily viewed as being the result of conflict, they can also be the result of 'eustress' or 'good stress' (enjoying your stressful job, a joyous occasion, etc.). You will be introduced to a variety of different techniques that will not only provide you with the ability to monitor and measure the effect of stress in your life, but will aid you in reducing its effects.

VIDEOS

Should you miss participating in a class or group, you may ask the staff to provide a video for your viewing. Videos available are: Biofeedback Overview, Relaxation and Breathing, Diet Instruction Class, Pharmacy Class, Stress Management and Unit Orientation. There will be a charge for unreturned media. Movies are available for your weekend entertainment.

HOSPITAL RULES

- Under NO circumstances are patients allowed to leave the hospital premises.
- Patients leaving the building will be discharged and run the risk of losing insurance benefits for their hospital stay.
- A staff-supervised outside activity will occur during good weather to provide you with walking exercise.
- Patients must be on the Diamond Headache Unit between 3:30 PM to 4:30 PM (unless you are in Biofeedback, diagnostic testing, or physical therapy) and 8:00 PM to 8:00AM.

- Patients are not to call the Clinic or physicians directly while hospitalized. All communication will take place through the hospital nurses.
- Patients are not allowed to take any medication other than that given by nurses under the physician's orders.
- Patients are to sign in and out when leaving or returning to their rooms. Sign Out/In sheets are located at the nurses' station. Patients are not permitted off the unit for more than 30 minutes at a time unless they are attending a scheduled activity.
- Patients may only go to the following designated areas of the hospital: Lobby, Gift Shop, Cafeteria and Chapel. Patients are not permitted to use lounges other than those on the 9th floor.
- When leaving the Unit, patients are to be fully dressed, including wearing shoes.
- Vending machines are located on the 1st floor. They are available to you and your family or visitors. If you make use of the vending machines and/or the cafeteria, please be mindful of your diet restrictions.
- Smoking is NOT allowed in the hospital or on the hospital grounds.
- Family or visitors are not allowed to stay in patient's rooms over night unless the patient is under the age of 16. No children under 12 are permitted on the Unit but patients may visit children downstairs in the lobby. **Visitors must follow the hospital visiting hours which are 10:00am-8:30pm.**

PATIENT INFORMATION

For your assistance, the following information is provided to ensure your comfort and to assist in your adjustment to the hospital and this program.

Whenever you leave the floor to visit other parts of the hospital, you will be required to wear street clothes. Before leaving the floor—for any reason—stop for medications at the nurses' station. Please remember to sign out when you leave and in when you return. Patients with an IV are not allowed to leave the floor. Please consult with your nurse.

BIOFEEDBACK LAB

The lab is located on the Unit. You will be accompanied for your first Biofeedback session. The telephone extension is 5-4834 or 5-4833.

PASTORAL CARE

There is a chaplain on duty 24 hours a day. The Spiritual Services Department provides pastoral care as needed for patients and families of all faiths. The Chapel is located on the 11th floor and is open 7 days a week from 6:00 AM to 8:00 PM. .

CAFETERIA

The Cafeteria is located on the 1st floor and is available to family and visitors. Hours: Breakfast is served Monday-Friday, 6:30 AM to 9:30 AM, and weekends from 6:30 AM to 8:30 AM. Lunch is served from 11:00 AM to 2:00 PM daily, with hot food being served only to 1:30 PM daily. Dinner is served daily from 4:30-7:00 PM.

GIFT SHOP

The Gift Shop is located on the 1st floor off of the lobby and is open every day from 9:30 AM to 6:00 PM. The Gift Shop accepts American Express, Visa, and Mastercard.

LAUNDRY

Washing machine and dryer units are available on the unit for your convenience at no additional charge. Laundry soap is provided. Laundry may only be done between 7:00 AM and 9:00 PM. Please be courteous of others using the machines and complete your laundry washing and drying in a timely fashion.

LINENS

Fresh linens are provided by the staff. Towels, washcloths, and extra blankets are located in the linen closet. Ask staff for assistance.

PATIENT TIME SCHEDULE

Before leaving the Unit, you are required to sign out at the nurses' station and return within a 30-minute period. Plan to be on the unit between 3:30 PM and 4:30 PM—during the shift change—unless you are in Biofeedback, diagnostic testing, class, or Physical Therapy. Patients must remain within the hospital and are required to return to the unit no later than 8:00 PM. A unit schedule is located at the nurses' station – please refer to this schedule for any class changes.

WALKS

As weather permits (no snow or ice and only during moderate temperatures), a supervised walk will take place outside the hospital. Nursing approval is necessary for any patient going on the walk.

THE POINT ROOM

Classes will take place in the Point Room. The following classes/therapies will NOT take place in the lounge: Biofeedback, and any Physical Therapy appointments or diagnostic treatments.

STAIRWELLS

For your safety, stairwells are off limits to all patients. They are only to be used during an emergency. There will be NO SMOKING in the stairwell, or anywhere in the hospital.

TELEPHONE

There is no charge for any incoming calls that you receive or for any local calling. If you expect to be placing only long-distance calls, contact the Operator (Dial "O") who can assist you with your long-distance calls. Report any problems with your phone to the Unit Secretary. Cell phones may be used in the solarium (add where), and the hospital is not responsible for their loss.

TELEVISION

There is no charge for the television in your room.

Wi-Fi Access

AMITA St. Joseph's Guest Network lets you stay connected during your visit with us by offering free Wi-Fi access. You can browse the web, check e-mail and send or receive instant messages on your personal laptop.

VISITING HOURS

Visiting hours on the Unit are from 10:00 AM to 8:30 PM and children 12 and under are not allowed on the Unit. The Unit is a dedicated milieu and patient participation in the program is expected and encouraged. The presence of those who are neither staff nor patients does indeed prevent interaction and participation in the program. Visiting hours are strictly enforced in



order to reach maximum benefit for all patients. Please be reminded that visitors should be courteous of the privacy of a patient's roommate.

DIAMOND HEADACHE CLINIC BOOKS

Books are available for you sign out in the Biofeedback Lab between 8:00 AM and 4:00 PM. You may sign out these books based on availability. Please return the books within two days. If you are interested in purchasing any of these books, you may do so by contacting the Biofeedback Department.

We hope that you will find your stay enriching and rewarding. Please feel free to ask any staff member questions. Thank you and have a great stay!