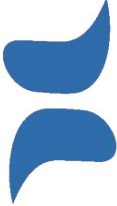


Fundació  GALATEA



Hospital Unit Regulations

Fundació GALATEA

The GALATEA Foundation was created by the Catalan Medical Association to improve the health, wellbeing and quality of life of the medical profession and by extension to all professionals in the field of health.

The GALATEA Foundation welcomes you to these facilities and thanks you for putting your trust in the **PAIMM** (Integral Care Programme for Sick Physicians) or in the **RETORN** (Integral Care Programme for Nursing Staff).

We hope that your stay with us will be useful, satisfactory and pleasant.

The Management

You are in the Hospital Unit of the **PAIMM** and **RETORN** Programmes.

In order to make the initial contact easier we would like to explain the *working regulations*.

These regulations are made to ensure your stay here will be harmonious and comfortable and should therefore be followed.

Confidentiality:

- During your stay in this Unit, you will be known by your real first name, but your surnames will be substituted for the pseudonym agreed on by the programme, thus guaranteeing confidentiality.
- You should let us know which people may receive information about your progress. No information will be given to anybody who you have not previously authorized.
- Visits to the room should be limited solely to family and close friends of the patient.

During your stay in this Unit

All items of daily personal hygiene (including razors and the hairdryer) will be kept by the nursing staff. You may ask for them when necessary. You should avoid cologne or any other product containing alcohol. Sharp instruments, glass containers or any object which might constitute a risk for yourself or others when handled are not allowed.

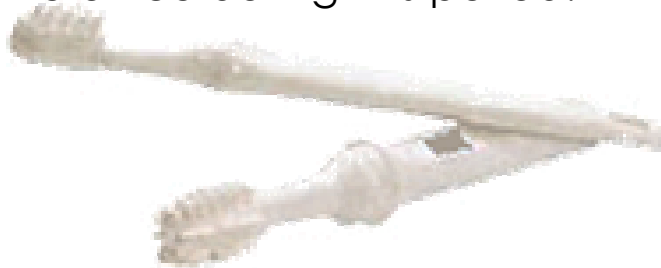
Within the hospitalization ward the use of photographic cameras, video cameras or mobile phones with camera incorporated is not allowed.

A safe is available for keeping your valuable objects (cash, credit cards, jewellery, etc.).

During your stay comfortable clothing (tracksuit or other sports clothes) should be worn. Comfortable shoes are also advisable.

No other food can be added to the diet provided, neither can food be kept in the rooms.

In order to ease your admission and adaptation to the Unit, visits and telephone contact will be limited during the first 48 hours or depending on your clinical condition. If you own a mobile phone, you should leave it in the office during this period.



If you are taking any medication ...

If you habitually take medication, please let us know and hand this over to the nursing staff. In this Unit the use of substances or any medication not prescribed by the doctors on this programme are not allowed.

.Regarding this point, the nursing staff will check your belongings in your presence in order to confirm this. Spot checks may be done at any time during your stay.

If you are a smoker, you should know that ...

Smoking is strictly limited to the smoking room. It is not allowed in bedrooms or in any other part of this Unit.

Alcohol and other ...

If any kind of drug is found in your belongings, this will be eliminated in your presence.

Whatever the main reason for your admission and during the time you are here, it is essential that you abstain from consuming alcoholic drinks (including beer and other "alcohol free" drinks), drugs or any other pharmacological product not indicated by your doctor in the Unit.

Drug control tests...

Throughout your stay drug checks may be carried out and always after you have had a therapeutic leave. These checks may also be carried out randomly, at any moment during your stay in the Unit.

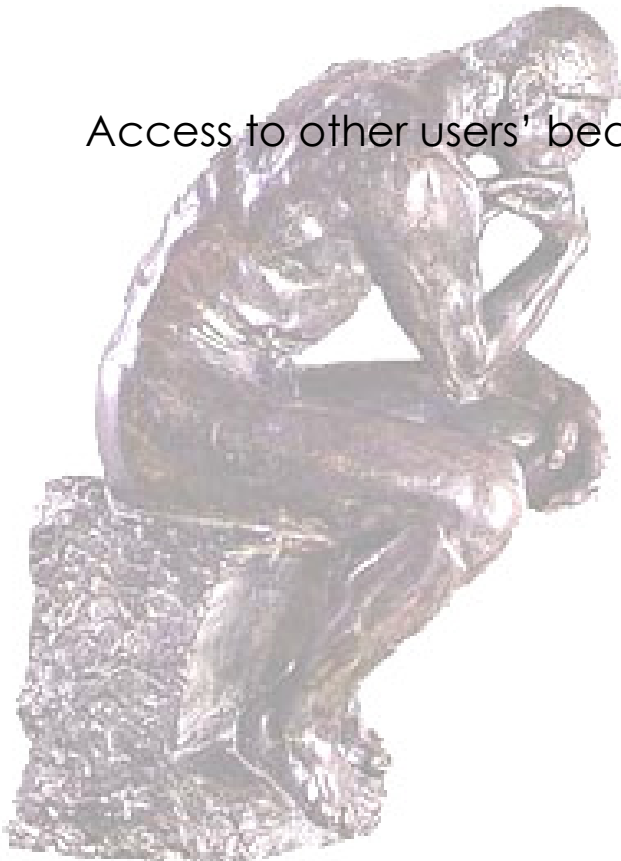
Living in Harmony

It is essential to maintain an atmosphere of calm and respect between yourself, the other users and the team of professionals. This will contribute to making your stay more positive and beneficial.

Serenity, respect, communication and reflexion are some of the factors which together will make your stay a healthier one.

Timetables set out for therapeutic activities and also for complementary leisure activities, outings or "leave", meals, gym, the daily shower and visits from family, should be respected.

Access to other users' bedrooms is not allowed.



Outings from the unit and therapeutic leave...

While you are in hospital you may have therapeutic leave. To begin with, this will have to be done in the company of someone close to you (a relative, a friend, etc.). Later you can do this on your own.

The time tables are:

- Working days: from 16h. to 19 h.
- Saturdays, Sundays and holidays: from 11 h. to 13 h. and from 16 h. to 20 h.

Outings will also be organized by the nursing team for those persons who do not yet have permission (as long as circumstances on the ward permit this).

The time tables are:

- Wednesdays: from 12h. to 13.30h.
- Saturdays, Sundays and holidays: from 12h. to 13.30 h. and from 17h. to 18.30 h. (according to availability of the service).

The time tables set for these outings and permitted leave must be adhered to. Any delay should be notified by phone to the Unit.

The following healthcare and therapeutic activities will be available:

- Psychiatric Consultation
- Psychological Consultation
- Medical Consultation
- Attention from Nursing Staff
- Periodic Individual Psychotherapy
- Group Therapy
- Specific Complementary Tests
- Psychiatric assistance...on call and at hand.
- Help for the family
- Physical exercise



The Team of Professionals...

- Dr. Antoni Arteman, Manager of the Programme
- Dr. Miguel Casas, Director of the Programme
- Dr. Eugeni Bruguera, Head of the Out-of-Hospital Unit
- Dr. Pilar Lusilla, Head Clinician of the Unit

- Dr. Blanca Navarro, Psychiatrist
- Dr. Francisco Collazos, Psychiatrist
- Dr. Carlos Roncero, Psychiatrist
- Dr. Pilar Duro, Psychiatrist

- Dr. Josep Comas, Internist

- Mrs. Victoria Marcos, Psychologist
- Mrs. Meritxell Heredia, Psychologist
- Mr. Enric Llavayol, Psychologist

- Dr. Carlos Jacas, Neuropsychologist

- Mrs. Montserrat Martínez, Coordinator of Nursing Staff

- Nursing Team:
 - o Morning shift: Mrs. Pilar Villalaz
Mrs. Veronica Lorente
Mr. David Pérez
Mrs. Antonia Grau

 - o Afternoon shift: Mrs. Ariadna Rodríguez
Mrs. Maria del Mar Vilanova
Mrs. Ana Racero
Mrs. Isabel Prieto

 - o Night shift: Mrs. Merche Arroyo
Mrs. Alba Pérez
Mrs. Marta Baquez
Mr. Carles López

Causes for interrupting admission to this Unit (administrative discharge):

Failure to comply with the working regulations described incurs the interruption of one's stay in the Unit.

On this point, the following are considered especially serious:

- The consumption of any drug.
- Taking medication or other substances not prescribed by your doctor in this Unit.
- Bringing any drug, medication or other substance into the Unit.



