



How you want to be treated.

Eating Disorders Program

Patient Handbook for Inpatient Treatment

St. Paul's Hospital

A program for people who struggle with:

- Anorexia Nervosa
- Bulimia Nervosa

This booklet belongs to:

Please bring these guidelines into hospital with you.

4NW - Fourth Floor, Burrard Building, St. Paul's Hospital
1081 Burrard Street, Vancouver, BC
604.682.2344
Intake Coordinator: local 68654

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Welcome

Welcome to 4NW, the home of the inpatient Eating Disorders Program.
Our unit is dedicated to caring for people with eating disorders.

Our program assesses, stabilizes, and treats people with nutritional,
medical, and mental health problems.

You are admitted under the care of a psychiatrist.
The psychiatrist is the one who will oversee and coordinate your care.

Generally, people in our program stay for at least three weeks. However, this depends
on your health, your treatment, and your response to treatment.

Before you leave the hospital, we will review your transition plan and
further treatment options.

Coming in to the hospital

We will give you as much notice as possible of the date and time when you
will be admitted to the hospital. Unfortunately, sometimes it is only
possible for us to give you a day or so notice.

This is discussed in your 'pre-care' appointment.

If you have any questions or concerns that we did not answer during your
pre-care session, please contact our Intake Coordinator at 604-682-2344,
local 68654.

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What to Bring to the Hospital

What you need to bring

You will be expected to get dressed every day unless you are not well enough to do so.

Please bring the following:

- ✓ Comfortable, warm clothing including sweaters
- ✓ Shoes and slippers
- ✓ Activities to do during rest periods (Example: books to read, music, drawing supplies, and materials to do needlework such as knitting or crocheting)
- ✓ Soap
- ✓ Shampoo
- ✓ Deodorant
- ✓ Toothbrush and toothpaste
- ✓ Brush or comb
- ✓ Journal
- ✓ Plastic or metal travel mug – for use at snack times
- ✓ Radio, CD, MP3, DVD player (optional)
- ✓ Birth Control Pills (if taking)
- ✓ Any special medicines, inhalers or prescription creams that may not be available from our hospital pharmacy
- ✓ _____
- ✓ _____

There are laundry facilities here so you do not need to bring a lot of clothes with you.

Please limit the amount of belongings you bring to hospital with you. We will search your belongings for items that are not allowed.

What *not* to bring into hospital

For your safety and the safety of others, do not bring:

- ✗ Valuables (example - jewellery)
- ✗ Money (more than \$20.00)
- ✗ Glass items, including vases, picture frames, and mirrors
- ✗ Ceramic or glass mug
- ✗ Razors, scissors, or similar sharp items
- ✗ Medicines, including vitamins, herbal medicines, and over-the-counter medicines (except for those listed on the 'bring' list)
- ✗ Cameras
- ✗ Heating pads, heating blankets, or hot water bottles
- ✗ Fashion, exercise, or food magazines
- ✗ Food
- ✗ Drinks (You may bring in your own tea or coffee but it must not be caffeinated. Before you can use it, it must be approved by our dietitian.)
- ✗ Gum or candy
- ✗ T-shirts or other clothing with logos or phrases about dieting, food, exercise, alcohol, or drugs

If you bring a cell phone, it will be locked up at the main desk. You may only use your cell phone when you are on a pass.

You may bring personal computers, book readers, or similar electronic devices to hospital with you.

It is your responsibility to keep your electronic devices safe. The 4NW staff cannot be responsible for any devices you bring into hospital.

Personal computers and other electronic devices may be used for watching movies, listening to music, journaling, or similar activities. We ask that you disable any internet access on your personal computers and use the main patient computers on the unit for activities on the internet.

Please use headphones when watching movies or listening to music so you don't disturb other patients who may be trying to rest.

The use of electronic devices must not interfere with your treatment, for example you may not bring electronic devices to groups.

Electronic devices must not be used for communicating with other patients.

What You Can Expect

Your room

We have a mix of rooms. Some have a single bed. Other rooms are shared with the beds separated by a curtain. We assign beds at the time you are admitted. We may need to change your assigned bed during your stay. You or another patient may need to be moved for health or safety reasons.

Treatment plans and treatment contracts

We develop a treatment plan for you when we are planning your admission. We update your treatment plan as you progress through the program. Your treatment plan supports both you and your treatment team in dealing with different treatment situations that may occur during your time in the program. If you have certain behaviours that become a problem and barrier to treatment, we will draw up a treatment contract. The treatment contract is between you and your treatment team. A treatment contract outlines behaviour expectations and what we will do to support you with controlling the problem behaviour.

Examples of behaviours where a treatment contract would be developed include:

- ✗ Behaviours intended to hurt yourself.
- ✗ Behaviours which create a hostile environment within the program.

Therapy

While in hospital, you take part in both individual and group therapy.

1) Group therapy

Group therapy sessions can have an education, therapeutic, or leisure focus. Most groups take place directly after your meals. The main purpose of the groups is to give you support and supervision during that one hour after your meals. We call this 'post-meal time'.

You are expected to:

- attend all groups, unless we have directed you to do something different.
- stay for the full duration of each group.
- remain awake and alert during the group.
- share your thoughts and feelings.
- actively listen to other group members.
 - do not do any activity during the group that prevents you from being fully present (such as filling out your meal plans, knitting, crosswords, doodling).
- Follow the group guidelines that are posted in the 4NW group room. We give you a schedule of groups that you are to take part in while here.

2) Individual (one-on-one) therapy

Members of your treatment team meet with you individually, at variable times throughout the day. These sessions help you explore the many different areas of

health. You will learn more about the factors that contribute to your eating disorder. Throughout your stay, we encourage you to explore your readiness and desire for more treatment after you leave the hospital.

Helping yourself

While in hospital, you have a lot of opportunities to learn more about yourself and your eating disorder. We want you to take time to explore and learn. Most importantly, we want you to make a plan for life after leaving the hospital.

We give you the workbook - '*I can climb a mountain...one step at a time*'. This workbook will help you begin to sort out the things you feel ready to change and those things you are not yet ready to give up.

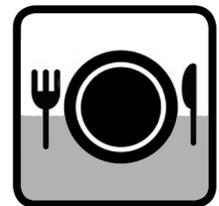
Meal support

What is meal support?

The focus of meal support is to help you establish more normal eating habits. We do this by:

- Asking you to finish your meal within the allotted time frame
- Getting you to take part in appropriate conversation
- Helping you to stop unhealthy eating rituals and behaviours

We give you support during meals by having a staff member eat with you. Our staff tries their best to be consistent when



we give you meal support. However, be prepared for slight variations. Each staff member can have their own unique style of supporting you.

The bathrooms are locked during meals and snacks and for one hour after meals and snacks finish.

If you are being fed by a nasogastric tube, the dietitian will talk to you about taking part in meal support.

For meal support specifics, see the section on 'Meal Support and Nutrition', page 14.

Family involvement

Your family is an important part of your treatment. Early on in your admission, with your consent, your family will be contacted by a member of your treatment team. We will provide an overview of the program and answer any questions they may have. If you agree, your family can be involved in your treatment throughout your stay. They can assist you in making decisions about your care, provide emotional support and safety, and can help plan for when you return home.

There may also be an opportunity for one or more family meetings with members of your treatment team during your stay. This can be done in person or over the phone.

Family and Friends Education Day

Three times a year we offer an Education Day specifically designed for families and friends. These sessions provide education about eating disorders, including how eating disorders are

treated and ways families can support you.

Members of your treatment team can provide the dates and further information about the Family and Friends Education Day.

Confidentiality and privacy

Everyone in our program is entitled to confidentiality and privacy. We ask that you read and sign a 'Confidentiality/Social Contract'. In this contract, you agree to keep information about other patients private and confidential. This means you do not share information about other patients with your family or friends. This contract helps us maintain a safe and supportive hospital environment for everyone.

We give you the contract in your pre-care session or on your first day in the hospital. We review with you what the contract says, and explain anything you don't understand.

Our staff is also entitled to privacy and confidentiality. Staff will not tell you certain personal information about themselves. We do this so we can have a professional relationship with you.

Photographs of the unit, staff, or other patients are not allowed. **Do not** bring a camera with you.

Remember...

What you see,
What you hear,
What you say, and
What you do,
...remains with the Program.

Rest and activity

To promote rest and recovery, we give you a daily activity and rest plan. We expect you to follow this plan. If you have any concerns about your plan, talk to us.

Rest

There will be time during the day to rest.

During rest periods, you may sleep, meditate, watch a movie, or listen to music.

If you bring in your own media player or computer, you must use it safely. You must place the player on your bedside table or another flat surface so that there is proper ventilation. Please keep the volume down, or use earphones so you do not disturb others.

You will have to spend more time resting on your bed if:

- your medical health is a concern
- you are not putting on weight
- other medical reasons that will benefit from more rest

Your team decides when it is safe for you to increase your activity.

To support you in getting enough sleep, you must turn your lights out by 11:00 pm (12:00 pm on Fridays and Saturdays). If you have trouble sleeping, please talk to your nurse.



Activity

While you are in the hospital, *you are not allowed to do any exercise*, even while on passes. Our occupational therapist can help you to set goals for healthy levels of activity and exercise after you are at home, if it is safe to do so.

'Exercise' includes:

- Standing for long periods of time
- Excessive walking (for example: up and down the halls all the time)
- General 'busyness' – busy doing nothing

If you are not steady on your feet, you may need to use a wheelchair when you are off the unit. This allows you to conserve your energy and reduces the physical stress on your body. It also reduces your risk of falling and hurting yourself.

Phone calls and cell phones

Each patient room has a telephone. You can use this phone to make and receive calls. Please ask family members to call you directly, and not to call the main desk on the unit.

Please note that the patient phones do not accept incoming calls after 8 pm.

Your phone number is posted on the telephone in your room. If you plan on making long distance calls, you will need to bring a calling card in to hospital with you.

When you cannot use the telephone:

- ✗ During meal times
- ✗ During group sessions
- ✗ The time between meals and group sessions
- ✗ Before 7:00 am
- ✗ After 11:00 pm



Cell phones are locked up at the main desk on the unit when you are admitted. You may only use your cell phone on passes.

Remember - Talking on the telephone may disturb other patients on the unit and may interfere with your need for sleep and rest. Please respect our supportive environment when you are on the phone. Do not use bad language, yelling, or using inappropriate or disrespectful styles of communicating.

Family presence on 4NW

4NW welcomes the participation of your family in your care. Family is defined by you, and we encourage you to share your definition with us.



During your stay on 4NW you will be participating in a structured program. This includes meal support, groups, and individual appointments with various team members.

Your family is welcome on 4NW at any time. However, due to the program structure, these are times that you are most likely to be available to visit with family:

- 7:00 am until 8:00 am
- 10:30 am until 12:00 pm
- 2:00 pm until 3:00 pm
- 3:30 pm until 5:00 pm
- 7:00 pm until 9:00 pm
- 9:30 pm until 11:00 pm

Quiet time on the unit starts at 11:00 pm. Visits may be interrupted if a team member needs to see you. Ask your family/visitors to call you before they come, in case you are going to be busy with a medical test or an appointment with one of the staff.

Ask your family/visitors to check-in with the staff at the main desk on the unit before going to patient areas. Any items brought to you by family/visitors must be checked by your nurse in case they are bringing items not allowed on the unit.

To help us maintain a supportive environment for everyone admitted to 4NW, ask your family/visitors not to bring food for you or themselves to the unit.

We ask that family/visitors do not lie on your bed.

No sexual activity is allowed on the unit.

We will not share any personal information about you or your treatment with your family unless we have your permission. The only time we may need to share information with your family is if your safety or the safety of someone else is at risk.

Pets are not allowed to visit the unit.

Outside health professionals as visitors

Your relationships with community health professionals are important. We understand that you may want to keep in touch with outside therapists while you are in the hospital. They are welcome to visit you, but are not allowed to provide therapy. Our approach to treatment may be different from your therapists. Different approaches can be confusing.

Members of your treatment team, with your consent, will have regular contact with your community health providers.

Socializing with other patients

Visiting or socializing between patients on 4NW must take place in common areas such as the lounge. You are not allowed to visit with another patient in each other's bedrooms.

Passes

Passes are an important part of your treatment. You need a doctor's order to leave the unit. We give passes only when we feel it is safe for you to leave the unit. By 'safe', we mean that your mental and physical health is stable. Your doctor may say it is okay for you to go on a pass, but your nurse decides at the time if you can go, based on their assessment.

We do not give passes during your first week in the hospital. We give passes so that you can practice the skills you are learning.

For example, you will go on a pass to practice having snacks and meals with your support person or by yourself. Your first few passes are short (½ hour to 1 hour long), and you may need someone to go with you.

Usually, we only give one pass each day. As you progress and move closer to your planned date to go home, your passes gradually increase in length and difficulty.

Passes must support the goals you are working on. When planning your passes, ask yourself "How will this pass help me in my work towards recovery?" You must be able to articulate this to your treatment team.

You attend a weekly pass planning group and work daily with your treatment team to:

- Plan your passes
- Talk about any problems you had while on a pass
- Explore ways to solve these problems before your next pass

All one-on-one appointments with members of your treatment team take priority over passes.

Before you leave on a pass, you must check-in with your nurse and answer a few questions. Check in again with your nurse when you return from your pass.

Together with your nurse, reflect on your pass and identify where you were successful and where you felt challenged.

We will search any items you bring back to the unit (such as backpacks or bags). You must not bring back items that are not allowed on the unit, such as food, drinks, and medications.

If you have been unable to complete your meals while on a pass or have purged, you will be expected to replace the equivalent amount of food with Boost Plus® when you return to the unit. This is to ensure that you get 100% of your meal plan in.

Doing your part

It is everyone's responsibility to keep our community neat and tidy.

Housekeeping comes in and does daily cleaning on our unit. However, please do your part to keep our unit neat and tidy:

- Wipe the counters in the bathroom and kitchen after you use them.
- Rinse the bathtub after you bath or shower.
- Keep common areas free of clutter: Take blankets and other items back to your room with you.
- Put movies, games, etc. away after using them.

Please limit the amount of linen you use. If you take a blanket, please keep it with you or keep it in your room. Do not leave blankets in common areas. Use the blanket the whole time you are here unless it becomes soiled.

We are smoke-free!

Like all government buildings in British Columbia, St. Paul's Hospital and surrounding property are smoke-free.



If you smoke, we offer you nicotine patches, nicotine inhalers, or nicotine gum to keep you comfortable while in the hospital.

You can not have a pass just so you can leave the building to smoke.

We are scent-free!

Many people are sensitive or have allergies to fragrances. Because of this, the unit is scent-free.

Please avoid using any scented products and perfumes. Please ask your family and friends to do the same.



Preventing illness

Help us stop the spread of germs. The best way to stop the spread of germs is to clean your hands. When you clean your hands well, you kill many of the germs on your hands. It takes less than a minute!



To protect you and others, please wash your hands after using the toilet and before eating.

Please ask those around you to clean their hands as well. Ask your visitors to clean their hands when they arrive, before and after the activities listed above, and when leaving.

continued on next page

Preventing illness, *continued*

Other ways to stop the spread of germs...

- Do not share these with other patients
 - personal care items such as combs, or brushes.
 - food
 - cigarettes
- Cover your cough or sneeze with a tissue. If you do not have a tissue, cough or sneeze into your elbow. Do not cough or sneeze into your hand.

If you begin to get a cold or feel any flu-like symptoms such as chills, fever, aches, and sore throat, tell your nurse. If a family member or friend has a cold, the flu, or diarrhea, ask them not to visit until they are feeling better. This is to protect you and others from infection.

To learn more about preventing infections, see the pamphlet *'Stop the spread of germs – It takes less than a minute to protect yourself and others'*.

Fire safety

If the fire bell goes off at any time:

- Return to your room.
- Shut the door to your room.

Stay in your room until one of us tells you what to do or tells you it is all clear.



Community meetings

Think of the unit as a “community” of people living and working together. We create a therapeutic (or healing) community by:

- ✓ Creating a sense of belonging
- ✓ Creating a culture of safety with rules and boundaries .
- ✓ Encouraging open communication (honesty and acceptance of feelings) .
- ✓ Encouraging everyone to take part in creating a supportive community
- ✓ Creating a sense of empowerment (ownership and responsibility for the environment)

Community meetings help to create a therapeutic community. Each week, you attend a community meeting with members of your treatment team and other patients. The community meeting is a place to discuss things that are happening on the unit.

Use the community meeting to discuss any ideas or concerns about the living space, the hospital environment, and the overall sense of support. This is not a place to raise any conflicts or concerns you may have with individual patients or staff members.

Any patient or staff member can add items to the community meeting agenda. If you add something to the agenda, make sure you come to community meeting and are ready to discuss your item.

Talking about concerns

If you have any specific concerns about other patients, staff, or the program, please let us know right away. We do our best to see that your concerns are addressed as quickly as possible. Do not discuss your concerns with other patients.

If you have concerns about your daily care, please talk with your nurse first. If your concern cannot be resolved by speaking with your nurse, ask to speak with the nurse in charge.

If you have concerns that are not related to your care, ask to speak with the manager of the unit or social worker. If you do not feel comfortable talking about your concerns with any of the staff in the Eating Disorders Program, please contact our Patient Relations office (604-806-8284).

Teaching and research

We are a place of learning for you, your family, our staff, and future professionals (students). We want to share what we learn with others. At times, we have learners join our team to both observe and take part in your treatment. Like all staff, learners from outside Providence Health Care are bound by the same rules for privacy and confidentiality.

As professionals, we are always seeking to learn more about the nature of eating disorders as well as best treatments. Research studies are done in our program to add new knowledge about eating disorders. You will be invited to take part in a research study when admitted to 4NW.

We want to hear how we are doing in caring for our patients. At the end of your stay in the hospital, we ask you to complete a 'satisfaction survey'. This survey gives us important information about how our program is doing, and if there is anything that we could improve. We hope you will take the time to complete the survey before you leave.

Creating a Safe and Supportive Environment

Values

To encourage an environment that is safe and supportive for all patients and staff, we ask you to respect the following values:

- ✓ We value and encourage the belief that recovery from an eating disorder is possible.
- ✓ We value consistency and fairness in individual treatment.
- ✓ We value openness about the challenges of living in a shared space. We try to remember that individual behaviours can affect other community members.
- ✓ We value meaningful relationships and respect for individual boundaries.
- ✓ We value genuineness and honesty.
- ✓ We value direct, respectful communication.
- ✓ We value the strengths of each individual, and we recognize each other's talents in a supportive way.
- ✓ We value an environment that is emotionally and physically safe.
- ✓ We value a balance between solitary time and group time.
- ✓ We value self-nurturing of one's physical, psychological, emotional, and spiritual well-being.

Compensatory behaviours

Our unit (4NW) is a binge-free and purge-free environment.

We ask you not to do any of the following while in the hospital:

- ✗ Do not try to throw up (vomit).
- ✗ Do not use laxatives (other than those medicines ordered by your treatment team).
- ✗ Do not take weight altering products such as diuretics, diet pills, or cleansing drinks
- ✗ Limit your caffeine use on passes to the equivalent of 1 regular coffee/tea
- ✗ Do not engage in exercise, including excessive walking.

These are important rules. They help us maintain a safe and supportive environment for everyone.

If you are engaging in these behaviors you will be asked to work on activities to help you understand them. If these behaviors continue to interfere with treatment you may be asked to leave the program.

If you are aware of another patient doing any of these behaviours, do not ignore that behaviour. Speak to the staff and raise it in community meeting.

Verbal and physical abuse

A safe and supportive environment is essential. It allows everyone in the program to focus on their recovery. This means it is not acceptable for any patient to abuse other patients or staff, either verbally or physically. If you become verbally abusive, we will talk with you about why this happened so you can learn from the incident and stop this behaviour. If you continue to be verbally abusive, you will be asked to leave the program.

If you use threatening gestures or verbal threats of physical harm, we will ask you to discuss why this happened. Then we will decide whether you should attend group sessions.

If you hurt anyone or damage property, we will arrange for you to leave the program. We may move you to another unit in the hospital or send you home.

Resolving conflict

Conflict is a natural part of any relationship. We cannot always be aware of another person's needs. Personal opinions can lead to disagreements. When conflict is discussed in an open and respectful manner, it can lead to greater understanding and improved relationships.

With the support of the treatment team, we want you to practice healthy ways to resolve conflict while you are in hospital. This will help you learn to handle the conflict situations you will come across in your day to day life.

Self-harm

We ask that you do not engage in self-harm while in the program. It is important to talk to staff when you have urges to hurt yourself rather than act on these urges. We will give you options for how to continue taking part in the program while not harming yourself.

Your safety

We respect your need for privacy, but want to make sure you are safe and not struggling with behaviours such as exercise or self-harm.

To keep you safe, you must keep your bedroom door or curtain, if you are in a shared room, open at all times except when changing.

Rooms need to be free from clutter so that everyone can move around the room easily in case of an emergency. If you have too much stuff in your room, we may send items home with family members.

We keep all personal medicines in our medication room. Your nurse gives you your medicines when you need them.

We may take away and dispose of any medicines you bring in with you if your doctor feels it is not safe for you to continue taking them.

We will return any medications to you that you have brought to hospital at the time of your discharge and as long as your doctor feels it is safe for you to have them. Your doctor will need to review these medications with you before they are returned.

Dress code

You must wear appropriate clothing while on the unit. Revealing clothes, such as tank tops or tops that bare your midriff, are not acceptable. Do not bring t-shirts or other clothing with you that have logos or phrases about dieting, food, exercise, alcohol, or drugs.

You are not allowed to wear pajamas or robes during the day. For your safety, you must wear shoes or slippers when you are not in bed. No bare feet or wearing only socks.

Boundaries

You will spend a lot of time with other patients who are also struggling with an eating disorder. During group sessions, we ask you to share personal information about yourself and give feedback to other patients who are struggling with similar issues. Through this process, it is common for patients to feel quite connected to other patients. Some patients form friendships that they want to continue after they leave the hospital.

It is very important to have healthy supportive people in your life. However, it can sometimes be hard for patients to support each other when their problems are too similar. Think about whether it would be helpful (or not) to make friends with another patient. Talk to us if you are not sure whether a friendship with that person is helpful.

While you are a patient, you are not allowed to go on passes with other 4NW patients.

You are not allowed to email, send text messages, or use social media with other 4NW patients.

Once you go home from the hospital, you are not allowed to return to the unit to visit patients or staff.

Alcohol and drug use

You are not allowed to drink alcohol or use drugs while you are a patient on 4NW.

Your belongings

Please limit the amount of belongings you bring into the hospital. We search your belongings when you first come into the hospital. We take away any items that are not allowed. If you are not sure what you are not allowed to bring, check the section on 'What to bring to the hospital' on page 2.

We either send the items home or store them for you. If we store any items that we take away, we put them in a safe area. We will return them to you when you are ready to go home.

We do not have a lot of storage space on the unit for valuables. We can lock up wallets at the main desk on the unit. You are responsible for other valuables you bring with you, such as DVD player or computers.

Remember that the only medicines you can bring with you to the hospital are birth control pills, and any special

medicines not available through the hospital's pharmacy such as inhalers or prescription creams. You still need our doctor to order these medicines and our pharmacist to check them.

Room searches

If at any time we are concerned that you might have items in your room that you are not supposed to have, we will search your room and belongings. We check for food, sharp objects, other items you are not allowed to have. We let you know when we need to do a room search and tell you why we feel we need to do this. We ask you to be present in the room when we are doing the search.

Remember that you are not allowed to have any fashion, exercise, or food magazines with you.



Meal Support and Nutrition

Meal plan

Our dietitian meets with you in-person or over the phone before you come into the hospital. The purpose of the meeting is to discuss nutritional goals and develop a meal plan. Most meal plans contain three (3) balanced meals and 2 to 3 snacks. We design your meal plan to meet your nutrition needs.

If your body mass index (BMI) is less than 20, you will need a meal plan to help you gain weight. If you are on a 'weight-gain' meal plan, we expect you to gain 1 to 2 kilograms each week.

If your BMI is in the normal range (20 to 25), your meal plan will be focused on maintaining your weight.

It is important to remember that weight will change with fluid gains or losses. We monitor your weight once a week. Our dietitian measures skin folds as another way to check your nutrition progress. Weight loss is not a goal of our program.

Meal schedule

All meals and snacks are eaten as a group in the kitchen. (If you are being tube fed, you may not be taking part in Meal Support.) You eat all your meals and snacks with a staff member (your meal support person). Your meal support person supports you to finish your meal within the time allotted. Your meal support person is there to support you in having appropriate conversations, as well as help you to keep from doing any unhealthy eating rituals and behaviours.

Approximate meal times are:

Breakfast. . . . 8:00 am
Lunch 12:00 pm
Dinner. 5:00 pm

Snack times are:

Morning . . . 10:00 am
Afternoon . . 3:00 pm
Evening 9:00 pm

Meal schedule, *continued*

Meals sometimes arrive late because of problems in the kitchen. When this happens, you may have less time to complete your meal because post-meal group sessions must start on time. Post-meal group sessions begin at 9:00 am, 1:00 pm, and 6:00 pm.

No matter what time you start to eat, meals always finish 10 minutes to the hour. This is so that you are ready to start the post-meal group on time.

Maximum time to complete:

Breakfast	30 minutes
Lunch and dinner	40 minutes
A meal replacement . .	10 minutes
Snacks	15 minutes

Meal guidelines

At the beginning of each meal, your meal support person compares your tray with your meal plan. We do this because sometimes errors are made with meal trays. If there are mistakes, we try to find something to replace it if possible.

Food portions can never be exact and there will be small differences from meal to meal. Your meal support person makes the final decision about portion sizes.

Your meal support person is the only one who can do any toasting of bread or make any 'reasonable' food substitutions (for example, changing apple juice for orange juice).

This can only be done at the beginning of each meal.

Your meal support person lets you know when the meal can begin. Please do not start any meal preparation (such as spreading margarine on your bread) until your support person is ready.

You are not allowed to exchange food with other patients.

You must remain seated at the table for the whole meal. We will encourage you to have healthy, social conversations. Your meal support person will stop any talk about weight, body shape, calories, fat, etc.

No hats, scarves, jackets, coats, or pajamas are allowed to be worn at the table. You can bring a pen or pencil and your workbook to the table at breakfast only so that you can mark your menu for the following day after you have completed your meal.

You cannot bring anything to the table for lunch, dinner or snacks.

We do not store any leftover food items. Snacks can be ordered with your meal trays. To avoid wasting food, order only what you need for the day.

You cannot bring in your own food and you cannot have any food brought in by family or friends. We may make exceptions to this if you have a specific food allergy and the dietitian gives you permission to bring the food in. The dietitian checks and approves any outside food that is part of your treatment plan.

We have a 'No Diet Foods' policy on the unit. This includes:

- ✗ fat-reduced products
- ✗ artificially sweetened products
- ✗ sweeteners such as Splenda®

Do not bring blankets and pillows to the meal table or to post-meal group sessions.

Personal mugs/cups are not allowed at the table during meals but may be used at snack time when making non-caffeinated coffee or tea.

You cannot bring any beverages to groups, including water.

Always wash your hands before and after eating.

Sometimes the team will implement temporary guidelines to support patients who are struggling. The team will let you know about these guidelines.

Returning to normal eating patterns

To help you return to normal eating behaviours, you are not allowed to excessively cut, tear, or mix your food.

- ✓ Cut food items into no more than 4 pieces. The only exceptions:
 - Rolls, muffins, and scones can only be cut into halves.
 - Oranges can be eaten in sections, but not cut into small pieces.
 - Other fruits can be cut into slices.

- ✓ You may only order sandwiches listed on the menu marking guide. Sandwiches must be ordered as a whole sandwich rather than separate sandwich ingredients (such as ordering bread, margarine, and turkey separately). The only exceptions:
 - Lettuce and tomato slices can be ordered and added to sandwiches.
 - Scrambled eggs can be eaten with toast as a sandwich at breakfast.

Food mixing

Some food combinations are considered healthy and are allowed. The guidelines below do not include every possible food combination. Your meal support person will give you feedback on any unusual food combinations and decide whether you are allowed to combine those foods.

- ✓ You can add fruit slices to yogurt, cottage cheese, cold and hot cereals.
- ✓ All bread, toast, rolls, pancakes, and waffles must have a spread. You can use margarine, butter, jam, honey, peanut butter, or cream cheese.
- ✓ You can use syrup for pancakes or waffles.
- ✓ You must eat cereal with milk or yogurt.
- ✓ You can mix vegetarian entrées such as curried chick peas, vegetarian stew, and vegetarian chilli with rice and/or cooked vegetables.
- ✓ You must eat salads with a dressing.
- ✓ Cheese can be added to meat sandwiches or burgers.

continued on next page

Food mixing, *continued*

- ✗ You cannot use cottage cheese as a spread or dip for any foods.
- ✗ You are not allowed to eat prune products (such as stewed prunes or prune juice) with meals or snacks. Instead, prune delight is available with meals and evening snack.
- ✗ You cannot spread or mix prune delight with other foods. It is a medical product that helps relieve constipation.

Condiment use

You are allowed up to six (6) condiments at each meal; no more than two (2) condiments per item.

You must use condiments in a healthy manner. For instance, it is not acceptable to put two salts, two peppers, and two Mrs. Dash on one egg, even though the total number of condiments is within the guideline. Your meal support person will remove condiments from your tray if you are using them in an unhealthy way.

If you have questions about condiment use, please ask your dietitian or meal support person before you add a condiment to your food.

Caffeine

You are allowed one cup of caffeinated coffee or tea at each meal.

If you wish to bring in your own decaffeinated instant coffee or caffeine-free tea, please bring in a sealed, unopened package. Once our dietitian has approved what you have brought, we store it in the kitchen.

If you choose to bring your own travel mug, it must be plastic or metal. Do not bring ceramic or glass mugs into hospital. You can only use your own mug at snack times for decaf coffee or tea.

Meal replacements

If you are not able to eat all (100%) of your meal within the meal time, you must replace the uneaten items with Boost Plus®. How much you need to replace varies with different food items.

Your meal support person checks your tray to confirm you have eaten 100% of your meal.

- Leave all empty wrappers and containers on your tray
- Fold container lids back.
- Do not stack containers.

We only give meal replacements at the end of the meal time. If you are not able to complete your entire meal plan or drink the replacements, you may need tube feeding. Sometimes the safest way to renourish you is to use a tube feed if you are medically unwell. If you need tube feeding, we will talk with you about it and explain how it is done.

Going Home

We work with you to plan for going home. Before you leave, you will make a meal plan, a plan for your leisure time, a plan for activity and exercise, and a plan for building supports through friends and family.

If you need support in the community, we will help you identify resources.

The week before you leave, please organize how you will get home.

The day you leave, make sure you have everything packed up and be ready to leave your room by 9:00 am.

If you have more belongings than you will be able to carry when you leave, please ask friends or family to help you bring your things home. If you are not able to arrange this, please talk to your nurse before the day you are to leave.



**'I can climb a mountain...
one step at a time.'**

Refer to your workbook often.

Keep it handy.

Revisit your plan often.



How you want to be treated.

www.providencehealthcare.org

This material has been reviewed and approved by patients, families and staff.

