

4. Individual records of each patient's response and progress in activity therapy shall be written regularly but at least every 6 months, and such records shall be included in the patient's treatment chart.

5. It is recommended that when feasible, men and women patients attend activities in mixed groups.

(3) **INDUSTRIAL THERAPY.** The assignment of patients to work within the institution shall be made on the basis of what is considered therapeutically valuable to the patient rather than to suit the work needs of the institution. Patient industrial therapy assignments shall be evaluated as often as necessary and at least annually.

(4) **REMOTIVATION.** No person shall be assigned to work with remotivation unless they have been trained in the use of the technique. It is recommended that each hospital consider having attendants trained in the use of remotivation techniques and inaugurate this program as soon as it is feasible.

(5) **ORGANIZED VOLUNTEER SERVICES PROGRAM.** (a) Each hospital shall develop and maintain an organized volunteer services program integrated with the total program.

(b) The superintendent shall delegate a member of his staff to coordinate the volunteer program.

(c) An organized orientation shall be provided by the hospital for volunteers each year. The orientation shall be repeated periodically as new volunteers come into the program.

(d) The hospital shall arrange for organized workshops to be provided for volunteers at least once each year.

(6) **RELIGIOUS FACILITIES.** If clergymen are available, and arrangements can be made, all patients shall have available to them weekly religious services of their faith.

(7) **PERSONAL PRIVILEGES FOR PATIENTS.** The superintendent shall see that patients have personal privileges which, unless otherwise ordered by the medical director, shall include:

(a) Religious services of his or her faith, weekly if possible.

(b) Privacy and freedom within the confines of the hospital insofar as it is possible to grant such privacy and freedom without losing sight of the patient's well-being.

(c) An opportunity to write letters, subject to necessary restriction.

(d) Social entertainment and occupational and recreational therapy, consistent with the treatment program.

(e) Patients shall receive kind, considerate care and treatment. Abuse or inhumane treatment is not permitted.

**History:** Cr. Register, December, 1965, No. 120, eff. 1-1-66.

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