

SECTION - THERAPY SERVICES
ADMINISTRATIVE DIRECTIVE NO. 410
(Replaces AD 410 dated 1/19/06)

Effective Date: January 19, 2007

SUBJECT: RESIDENT POLICY ADVISORY COUNCIL (RPAC)

I. PURPOSE:

The RPAC is an organization structured to promote open communication between the hospital staff and Individual population. This process is intended to assist and educate Individuals in developing a sense of community responsibility, establish and maintain ongoing communication with administrative, clinical and support staff, increase positive social interactions, and promote collaborative problem-solving between staff and Individual. This organization operates within guidelines developed by the program consistent with hospital policy and procedures.

II. AUTHORITY

By Order of the Hospital Executive Director.

III. POLICY

Assist the Individuals to develop and practice skills related to functioning as a responsible member of his community. Provide opportunities to:

- A. Develop an understanding of representative decision making with a focus on responsibility for self and others.
- B. Participate directly in the organization's decision-making process.
- C. Provide a setting for Individual/staff communication and communication and collaboration that permits information exchange between the resident population and administration regarding hospital policies and procedures, delivery of recovery-oriented services, hospital activities, health/safety issues, and Individuals' rights.
- D. Discuss, create, and work together to maintain a norm of non-violence.
- E. Provide an environment which fosters innovative, creative problem-solving and mutual community respect and teamwork.

IV. METHOD

RPAC includes three different bodies that meet regularly:

- A. RPAC: Comprised of Unit Council Chairman from each unit in the hospital who acts as the unit's representative in advocating for Individuals' issues/complaints/ performance improvement recommendations and activity scheduling.
- B. Program Council: Comprised of one (1) Unit Council Chairman from each unit in the Program who acts as the representatives for Individuals' issues/complaints/ performance improvement and activities.
- C. Unit Council: Comprised of all Individuals on a unit and led by the elected Unit Council Chairman and assisted by five (5) other elected unit officers.

V. RESPONSIBILITIES (Refer to the RPAC Guidelines for membership list)

A. Administration and Department Heads:

Hospital-wide RPAC Meeting (Monthly): Meet monthly with representatives of the RPAC to address Individuals' proposals unresolved at the program level; report on in-progress proposals from those staff members assigned and review completion date; and review new proposals, assign staff contact person and set a completion date. This meeting is run on a strictly set agenda established at the RPAC.

B. Membership: Chaired by RPAC Chairperson

- 1. RPAC Officers
- 2. Chief of Central Program Services
- 3. Clinical Administrator, Program Directors
- 4. Hospital Administrator
- 5. Assistant to the Hospital Administrator
- 6. Staff Liaison Officer and Department of Police Services Chief.

C. Program Directors:

- 1. Ensure each unit in the program has a functioning Unit Council.
- 2. Provide direction for the operations of Unit and Program Councils.
- 3. Participate with the Unit, Program and RPAC process.
- 4. Provide support for RPAC functions and activities.

5. Assure program representation at Monthly RPAC Preparation and RPAC and Program-Advisory meetings.

D. Wellness and Recovery Team:

1. Provide recommendation to the Staff Liaison Officer concerning the appropriateness of each candidate for Unit Advisory Council officers.
2. Determine appropriate level of participation of each Individual.
3. Develop and include in the Individual's Wellness and Recovery Plan the nature and benefits of participation.
4. Participate in Unit and Program Councils.
5. Encourage Individual participation and attendance at the various council meetings.

E. Central Program Services:

1. Provide staff members to guide and assist the RPAC in coordinating, planning, and implementing hospital-wide activities and projects, facilitate the opportunity to come together in an administrative and collaborative group setting to discuss issues/concerns of their environment and provide input into policies and procedures which affect the living situation.
2. Appoint a staff member to serve as the Staff Liaison Officer to work directly with the RPAC, and as requested by a Program Director, be a consultant to Unit and Program Councils. The Staff Liaison officer chairs/oversees the RPAC Preparation, RPAC and the Hospital-wide RPAC meetings.
3. Provide supervision and support for activities, meetings, and hospital events.
4. Keep the residential body, through the RPAC, informed of proposed policy changes and/or issues affecting the Individuals.

VI. RULES AND REGULATIONS

The rules and regulations are outlined in the RPAC Guidelines. The guidelines contain detailed directions for the establishment and operation of the Unit and Program Councils, and shall in no way conflict with any Coalinga State Hospital administrative directive.



W. T. VOSS
Executive Director