



N.J.
DEPARTMENT OF INSTITUTIONS AND AGENCIES
BUREAU OF COMMUNITY INSTITUTIONS,
TRENTON

MANUAL OF STANDARDS
FOR
PRIVATE MENTAL HOSPITALS

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INTRODUCTION

The Department of Institutions and Agencies has responsibility for licensing private mental hospitals in New Jersey and under the provisions of Title 30, Chapter 10, is empowered to establish such basic standards for the care and treatment of individuals in private mental hospitals and for the construction, maintenance and operation of such institutions in a manner to insure safe and adequate treatment of all such individuals in private mental hospitals.

The intent of these standards is to establish basic principles of administration, construction and operation which in the light of existing knowledge will assure safe and adequate care for patients.

In the preparation of this manual, reference has been made to existing standards of Medical and Hospital groups, Central Neuropsychiatric Hospital Associations, the American Psychiatric Association and other authoritative texts.

These standards serve in many ways as an operating guide and a copy should be kept on the premises of all licensed private mental hospitals since they shall be construed as binding upon all such institutions.

It is the policy of this Department to be as helpful as possible and due consideration will be given to the special problems of individual institutions.

The Department reserves the right to change or modify these standards as may be necessary from time to time in order to protect the public interest and to insure the health, welfare and safety of patients.

SECTION ONE

DEFINITIONS AND METHOD OF APPLICATION FOR LICENSE FOR MENTAL HOSPITALS

A. DEFINITIONS

1. A Patient

For the purpose of these standards a patient is described as a person suffering from mental or nervous illness of a degree making advisable treatment in an institution.

2. Hospital Definition

A private mental hospital is any institution whether operated for profit or not, which is not maintained, supervised or controlled by an agency of the government, of the state or any county or municipality and which maintains and operates facilities for the diagnosis, care and treatment of two or more non-related mentally ill persons for periods exceeding 24 hours.

B. APPLICATION PROCEDURE--CHAPTER 10, TITLE 30

1. Application must be made on form supplied by this Department. It shall be accompanied by a plot plan of the building and grounds.
2. Written local approvals of the local zoning, fire, building and health departments shall accompany the application.
3. Floor plans of the building, drawn to scale shall be submitted for review and approval.
4. Upon receipt of the application, authorized representatives of the Department will inspect the property and equipment and facilities for care and treatment.

C. SUPERVISION AND LICENSE

1. The Commissioner will issue the license to the institution which in his judgment meets the full requirements of the Chapter.
2. The license will be issued for one year and is good for one year from the date of issue.
3. The institution is subject to inspection at least twice yearly to inquire into the facilities, equipment and sanitary conditions, accommodations and management.

4. The license fee is \$25.00 for each year.
5. The license shall be conspicuously posted on the premises.
6. The Commissioner may revoke the license whenever the licensee shall be found to be violating the law regulating private institutions into which persons who are suffering from mental diseases are admitted, cared for and treated or whenever such institutions shall fall below acceptable standards established by the Department of Institutions and Agencies.
7. The institution should give notice to the Department of Institutions and Agencies of at least 30 days, of any intention to close or transfer ownership of the institution.

SECTION TWO

ADMINISTRATIVE REGULATIONS

A. NON-PROPRIETARY

1. Governing Board

There shall be a Board of Directors, Board of Trustees or other similar body in each institution which shall be the supreme authority in the hospital responsible for its management, control and operation including the appointment of a qualified medical staff, the conservation and use of hospital monies and the formulation of administrative policy.

- a. It shall be composed of at least five representative residents in the area served by the institution and as many more additional members, who need not be such residents, as are required to effect efficient direction, provided, however, that any hospital operated by a religious body or organization may have a governing body as its supreme authority which may be composed and organized of officials or members of such religious bodies or organizations and in accordance with the practice or rule thereof notwithstanding lack of residence in the area served by the institution.
- b. The governing body shall consist of, at least, a president or chairman, vice president, secretary and treasurer. It shall have the power to appoint such officers and committees as it may require to assist in carrying out its functions.
- c. It shall conduct regular meetings at such intervals and frequencies as may be determined necessary to properly manage the institution and such special meetings as are required.
- d. Minutes shall be recorded and readily available.

2. Administrative Officer

- a. There shall be a qualified administrative officer, who shall be directly responsible for carrying out the policies of the Board or owner as well as the overall administration of the institution and be responsible for providing the necessary medical care.
- b. All institutions shall certify under their corporate seal, to the Department of Institutions and Agencies, the name and address of their administrative officer within 15 days after his or her appointment.

B. PROPRIETARY AND PROFIT

1. Ownership and Control

The owner, partners, or in the case of private corporations, the board of trustees of a proprietary hospital shall carry out the same functions reserved for the governing body of a non-profit proprietary institution. Such person or board shall be the ultimate authority in the hospital responsible for the formulation of its policies, management, control and operation including the appointment of its medical staff, the establishment of rules and regulations required for the proper care of patients and such other duties and responsibilities as are necessary to carry out the purpose of the institution.

a. The owner, partners or the board of trustees of any privately incorporated hospital shall certify to the Department of Institutions and Agencies the names, addresses, occupations or professions of the owners.

(1) In the case of a privately incorporated hospital the same information shall be certified for the persons acting as incorporators and the board of trustees.

(2) Any change in the ownership or the identity of the person or persons acting as the ultimate authority in an institution shall be reported to the Department of Institutions and Agencies within 30 days of the date on which such change occurred.

2. Administrative Officer

a. There shall be a qualified administrative officer who shall be directly responsible for carrying out the policies of the owner or owners as well as the overall administration of the institution and be responsible for providing the necessary medical care.

b. All institutions shall certify to the Department of Institutions and Agencies the name and address of their administrative officer within 15 days following the date of appointment.

3. Business Name, Partnership, Charter

Every proprietary hospital shall have a copy of its business name, partnership arrangement or charter and corporation papers certified from the public records, together with all by-laws and amendments thereto and shall file them with the Department of Institutions and Agencies.

C. CODE OF ETHICS

Each hospital shall be expected to operate within existing and recognized codes of ethics.

ADMISSION AND DISCHARGE POLICIES

Patients shall be admitted either on voluntary application or on Court certification.

Voluntary admission shall be limited to women over 18 years of age and men over 21 years of age whose mental condition does not preclude their understanding of the nature of the instrument they are signing.

Since there is no authority in the law for a private mental hospital to detain a patient in confinement for treatment except on commitment by a court of competent jurisdiction or by voluntary application, no patient shall be admitted except by these means.

Application for commitment must be made on forms approved by the Department of Institutions and Agencies and furnished by the institution.

Every patient shall be permitted free access to the courts of the State, to an attorney of his choice, and no obstacle shall be placed in the way of any patient who shall wish to secure legal advice.

No voluntary patient shall be restrained against his will and no abuse of commitment will be tolerated.

Visits shall be permitted to patients by relatives, attorneys, representatives of the Department of Institutions and Agencies or other persons having a bona fide interest in the patient's welfare.

Discharge of all voluntary applicants shall be in accord with the provisions of section 30:4-48 of this Title which reads:

A person admitted to any institution under section 30:4-46 of this Title may be discharged therefrom upon the certificate of the medical director, made to the chief executive officer stating either that the said patient is cured or that further treatment in the institution is unnecessary or undesirable, and such person, not so discharged, who desires to leave such institution, shall be released therefrom, when, he or some one acting in his behalf, shall give ten days' written notice to the medical director of such institution of his intention to leave, and such person shall be released at the expiration of said ten days. As amended L. 1940, c. 144, p. 309.

No patient shall be held beyond the time of his recovery.

SECTION THREE

MEDICAL DIRECTOR

The Medical Director shall be a physician licensed to practice in New Jersey.

It is desirable that he have special experience and qualifications for treatment of the mentally ill and membership in the American Medical Association and the American Psychiatric Association shall be construed as an indication of special aptitudes and abilities in the treatment of the mentally ill.

Each institution licensed under section 30:10-3 of this Title shall have at least one resident physician, regularly graduated from a reputable medical college or university, who shall live in the institution or devote as much as four hours each day to the care and treatment of the patients of the institution.

MEDICAL PROGRAM

There shall be adequate diagnostic, therapeutic and rehabilitation facilities with efficient technical services under competent medical supervision.

Consultants in the various specialties shall be available and records of consultations shall be kept. This shall include x-ray, laboratory, dental, etc. If these services are not provided on the premises, formal arrangements shall be made with community hospitals offering these facilities.

There shall be an organized plan for regular staff meetings. These meetings should be held at quarterly intervals or oftener as indicated by the volume of work and the number of patients involved.

THERAPIES

Recreational and Occupational

Each institution shall provide adequate facilities and personnel for such programs.

SHOCK

Any form of shock therapy shall be administered by a physician licensed to practice in New Jersey under the direction of a qualified psychiatrist.

RECORDS AND RECORDING

A. Medical Records

There shall be adequate and complete medical records properly written and filed.

1. These records shall include history (medical and social), physical, descriptive mental examination, and diagnosis.
2. Progress reports shall be made periodically by the physician and progress of mental condition shall be recorded at not less than 7 day intervals.
3. There shall be records of examinations such as x-ray findings, laboratory results, specimen examinations, etc.
4. All orders shall be in writing and signed by the physician. This shall include all orders for mechanical restraint and isolation of patients.
5. Orders for mechanical restraint and isolation shall be effective for no longer than twenty-four hours.
6. There shall be a record of the original admission form or copy thereof.

B. Hospital Records and Special Reports

These shall include:

1. Chronological records of all admissions, transfers, discharges, deaths, placements or convalescent status of patients.
2. All serious accidents, injuries, suicides, escapes or other unusual events shall be immediately investigated and a report submitted to the Department of Institutions and Agencies and when indicated to the appropriate law enforcement agency within twenty-four hours after the occurrence.
3. The control and administration of hypnotic and narcotic drugs shall be recorded in conformity with State and Federal regulations.
4. Reports to the Department of Institutions and Agencies within five days after patient is received:
 - a. A copy of order and commitment or copy of application for voluntary commitment shall be sent within the first week of each quarter.
 - b. The name, residence and physical and mental condition of every patient and the date and cause of death or discharge of every patient who died or was discharged since the last report.

- c. The monthly census report for private sanitariums for mental disease shall be submitted to the Department of Institutions and Agencies.

C. Nurses' Records

1. There shall be sufficient data regarding patients available to the nursing staff to insure intelligent care of patients.
2. Adequate nursing notes shall be kept.
3. It is suggested that the accepted ward journal be kept.

SECTION FOUR

NURSING SERVICE

All nursing service, both that provided by the professional registered nurse group and that provided by practical nurses, nurses' aides, technicians, attendants and other auxiliary nursing personnel, shall be under the direction of a Director of Nursing who has the personal and professional maturity necessary for such responsibility.

The Director of Nursing shall be a professional registered nurse eligible for registration in New Jersey. She shall have had special training in psychiatric nursing or in lieu of such special training equivalent practical experience in psychiatric nursing. A minimum experience of two years is suggested.

The Director of Nursing shall be responsible for the selection and training of nursing personnel.

There shall be a sufficient number of nursing personnel to give safe and adequate nursing care to patients. It is recommended that the ratio of personnel as endorsed by the American Psychiatric Association be used as a guide.

The training and experience required of such personnel shall be determined on the basis of:

1. Type of patients cared for and
2. Scope of treatment provided.

NURSING FACILITIES

There shall be adequate facilities available to insure safe and efficient nursing care.

A nursing unit shall consist of at least:

1. A nurse's station with medicine unit, sufficient lighting and running water.
2. Sufficient bedpans, toilets, showers and bathrooms.
3. Linen and supply storage.
4. There shall be the kind of treatment and examination rooms available consistent with the need of the type patient treated and the scope of treatment provided.

PATIENT UNIT SHALL PROVIDE FOR

1. A suitable bed for each patient.
2. An adequate supply of blankets, linens, bedding and such hygienic and personal equipment as to provide safe and reasonable comfort for the patient.

3. A centrally located patients' locker room is desirable.
4. Toilet facilities not less than one to eight.

NURSING PROCEDURES

1. All drugs shall be kept in locked cabinets.

Narcotics shall be kept under double lock. The keys to these cabinets shall be available only to supervisory personnel.

2. A patient placed in mechanical restraint or in isolation shall be regularly checked during the day and night.

SECTION FIVE

PHYSICAL PLANT

A. SITE

It is desirable that the site of any hospital be reasonably accessible to the center of community activities.

1. Public transportation should be available within a reasonable distance.
2. The site should not be near insect breeding areas and should be relatively free from unusual noise, smoke, dust and unpleasant odors.
3. Grounds shall provide ample space for recreation and exercise compatible with the type of patient treated.

B. BUILDINGS

1. Security Measures

- a. The principles of psychiatric safety shall be followed throughout; taking care to provide every reasonable precaution for the security of patients and personnel.
- b. Materials and details of construction shall be such that patients will not be afforded opportunity for escape, suicide, injury to self or others.
- c. Care must be taken to avoid sharp projections of corners of structure, exposed piping, heating elements, fixtures, hardware, etc.

2. Fire Protection

- a. For institutions already in operation, the standards for fire protection as outlined in the Manual of Building Standards shall be met.
- b. All premises hereafter proposed to be used for the purpose of housing mental patients shall be of fireproof construction.
- c. All premises hereafter proposed for use as a mental hospital shall be designed 1) for this purpose, or 2) shall be approved by the Department of Institutions and Agencies as being readily adaptable for such purposes. Plans shall be drawn by a registered architect or a professional engineer and shall be approved by the Department of Institutions and Agencies.

- d. It is in line with present-day care and treatment that the surroundings of the sick and invalid be colorful and attractive. Thought should be given to making the surroundings as cheerful and homelike as possible.

3. Sleeping Quarters

- a. Sixty-five feet of floor space shall be the minimum allowance per bed, and adequate day room space shall be available. Bed capacity shall not be increased without the approval of the Department.

4. Patients' Rooms

- a. All patients' rooms shall be located in areas providing direct natural light and ventilation.
- b. All rooms occupied by patients shall have direct access to corridors and toilet facilities without the necessity of passage through rooms of other patients, kitchen or dining areas, reception, recreational rooms, etc.
- c. There shall be provision for reasonable segregation of sexes.

5. Heating

The hospital shall be equipped with heating appliances of a capacity sufficient to maintain in all rooms of the building used for patients a temperature of 70 degrees Fahrenheit during the coldest weather.

Radiators shall be properly protected.

6. Ventilation

The physical plant shall be ventilated adequately at all times.

7. Lighting

- a. Artificial lighting shall be by electricity unless special permission is granted by the Department of Institutions and Agencies for the use of some other kind of illumination.
- b. There shall be adequate and satisfactory lighting provided at all times.

8. Sanitation

a. Sewage

Where municipal sewage disposal is not available this service shall be approved by the State Department of Health.

b. Garbage Disposal

Suitable facilities shall be provided for collection and disposal of garbage.

c. Water Supply

Water supply shall be adequate in quantity and of safe and sanitary quality suitable for drinking purposes. Where municipal water supply is not available, approval shall be secured from the State Department of Health.

Hot water temperature shall be controlled by thermostat.

d. Screens

The building must be adequately supplied with screens, and fly control maintained.

e. Vermin and insect control shall be maintained.

SECTION SIX

FOOD AND FOOD PREPARATION

A. FOOD AND FOOD SERVICE

The preparation of food, planning of menus, supervision of food service and other related activities shall be under the direction of a qualified dietitian or other competent person.

1. Preparation

- a. A nutritionally adequate diet shall be provided in sufficient quantity and in a form and texture that will meet the minimum nutritional needs of each patient.
- b. The diet for each patient should include the following:

Milk - 1 pint or its equivalent daily

Meat, poultry or fish - one serving (at least three ounces) daily.

Eggs - 4 to 5 per week

Enriched bread or whole grain cereals - one serving at each meal.

Vegetables - One serving ($\frac{1}{3}$ - $\frac{1}{2}$ cup) leafy green or yellow vegetables daily plus one serving of potatoes or other vegetable daily.

Fruit - One serving ($\frac{1}{2}$ cup) citrus fruit, tomatoes, daily plus one serving of another fruit.

Dry beans or peas - One serving weekly.

Fats - Butter or fortified margarine at least two normal servings daily.

- c. The equipment shall include such facilities as are needed to prepare hot, well balanced meals in sufficient quantity to serve as many patients and personnel as the institution accommodates.

2. Storage, Handling and Serving

- a. Food and foodstuffs at institutions shall be stored, handled and served in compliance with accepted sanitary standards.

B. GENERAL REGULATIONS

In addition to the above provisions the following general regulations shall be complied with:

1. There shall be recognition of and provisions for the physical ability of the patients to eat regular food. (For example, patients without teeth or dentures or who are otherwise physically handicapped.)
2. Menus shall be planned in advance and a record of the menus served during the past six months shall be available to representatives of the Department of Institutions and Agencies.
3. Milk supply shall be from an approved sanitary source, and the handling of milk shall be in conformity with accepted sanitary standards.
4. All utensils used in the preparation and serving of food shall be maintained in a sanitary manner and all dishes and glassware shall be free from breaks and cracks.
5. All readily perishable food or drink shall be kept at or below 50°F, except when being prepared or served.
6. An accurate thermometer shall be kept in any refrigerator not equipped with an automatic temperature control.

SECTION SEVEN

LAUNDRY

If laundry is done on the premises, enclosed space shall be set aside for the purpose and suitable equipment provided. All institutions shall be equipped to handle daily laundry.

HOUSEKEEPING AND MAINTENANCE

Enough personnel shall be provided to assure cleanliness of building and equipment, attractive and adequate food service and acceptable repair and condition of building and grounds at all times.