*WHEN YOU ARRIVE ON THE WARD, CHECK IN AT THE NURSES’ STATION.*

If you have questions or concerns about the patient, staff, or you have any issues arise while interpreting, ask to speak with the charge nurse.

**Eastern State Hospital is made up of three units:**

- **The Adult Psychiatric Unit (APU)** is for people who are between the ages of 18 and 50 who are court ordered to have treatment after being found as a danger to themselves, others, or not able to care for their basic needs due to their mental illness. They are transferred from community hospitals. They will return to their homes or assisted living facilities. Interpreters are used on the patient wards to assist nursing staff in communicating with patients and for treatment planning as well as at the Treatment Mall for interpretation during groups and activities.

- **The Geriatric Psychiatric Unit (GPU)** is for people age 50 and above hospitalized for the same reasons as APU. They are also transferred from community hospitals. Interpreters are used on the patient wards to assist nursing staff in communication with patients and during treatment planning as well as at the Treatment Mall for interpretation during groups and activities.

- **The Forensic Services Unit (FSU)** serves people who have been charged with a crime and the court has ordered an evaluation to determine if they are competent to take part in a trial or if they can become competent if treated for mental illness. In most cases they are transferred here from jail and will return there when discharged. **That is why you will notice more security procedures on FSU wards and in patient groups.** You may interpret on this ward for both meetings with treatment providers, and for groups.

In order to provide a safe environment for patients, staff and interpreters, ESH staff asks you to follow these guidelines, in addition to the Professional Code of Conduct (WAC 388-03-050) provided by DSHS:

- **Never be alone with a patient.** If the patient leaves the place you are providing service, stay with the staff member.
- Follow all staff directives for safety and security.
- Do not bring your purse, phone or other electronic devices to patient areas. Secure lockers are available at the ward entrances and at the switchboard.
- Do not engage with patients (beyond courtesy exchanges) other than the patient to whom you are providing service.
- Do not engage in social conversations or activities with the patient or group of patients to whom you are assigned other than interpreting or translating. A brief introduction and courtesy exchanges with the patient are fine.
- Do not engage in social conversations with other interpreters while on the ward or in group areas. Brief communication to clarify understanding is fine.
- **Do not provide** any personal care or physical assistance to patients.
• Except for ESH staff, do not contact anyone on behalf of or upon the patient’s request, unless specifically approved and supervised/overseen by the ESH staff person.
• Never give an item to a patient without staff permission or purchase an item on a patient’s behalf. This includes money, food, pens, pencils, candy, or gum.
• Alert staff if you notice a potentially dangerous situation, if a patient expresses thoughts of harming self or others, or mentions escape plans. Use your professional discretion – if you believe the patient or others are in danger, notify staff immediately.
• When interpreting during groups, please strive to interpret the entire content of the active treatment discussions, including staff and other patient communication. If you have concerns about this expectation, please speak with the staff member leading the group activity.
• If you have questions or concerns about the patient, staff, or any issues that arise while interpreting, ask to speak to the charge nurse.