

CONNECTICUT VALLEY HOSPITAL OPERATIONAL PROCEDURE MANUAL

SECTION I:	PATIENT FOCUSED FUNCTIONS
CHAPTER 1:	Ethics, Rights and Responsibilities
PROCEDURE 1.13:	Donated Clothing
REVISED:	12/26/06; 02/26/07; 10/29/09; 11/9/09; 04/27/15; 02/18
Governing Body Approval:	11/19/09; 05/14/15; 04/18

PURPOSE: To provide a method to donate clothing for patients of Connecticut Valley Hospital (CVH). To abide by the Department of Mental Health and Addiction Services (DMHAS) Work Rule #15 that “personal errands, favors, or exchanging of personal items, including money between clients and employees are prohibited.” To meet patient care needs without violating patient-staff boundaries.

PROCEDURE:

Clothing may be donated to CVH for the use of any patient through the following process.

Location of Drop-Off:

Donations of clean clothing or other items may be brought and deposited into the blue donation bin in the CVH Greenhouse parking area. A call should be made to a Page Hall Vocational Rehabilitation Counselor if other arrangements need to be made for a drop off.

Cleaning:

All donated clothing will be inspected for future use. Clothing will be discarded if torn or inappropriate or unusable. All donated clothing that will be on sale at the boutique will be washed and dried. Clothing will be placed for sale based on seasonal appropriateness. Clothing that will not be used immediately will be stored in a suitable storage area in Page Hall.

Abundance of Clothing:

If an over-abundance of clothing exists, unit programs will be notified if they would be interested in offering the clothing to their patients.