



Narcotics Anonymous[®]

**Tar-Roanoke Area of Narcotics Anonymous
Hospitals and Institutions
Guidelines**



"It is through the unity of members in their service efforts, and a cooperative attitude toward the public, that helps the NA message of recovery grow."



Tar-Roanoke Area H&I SUBCOMMITTEE

Public Relations

What does "public relations" mean for NA members? For our purposes in Narcotics Anonymous, the term "public relations" refers to all of the relationships we create and maintain with the general public, professionals, potential members, and each other in our groups and service communities. We have been establishing relationships with the public all along, whether we have made a choice to be aware of those relationships or not. It is time to look more closely to how we relate to the rest of society as well as to other members. It is time to gather our collective experience, and improve our service efforts so NA can continue to become a more reliable and recognizable program of recovery. The actions we take in forming relationships with the public can have a profound effect on whether or not addicts can find NA.

Orientation

H&I orientation is a period that allows NA members to become familiar with H&I work so they aren't rushed into it without any preparation for this service. Many people are quite apprehensive about getting into H&I for a variety of reasons. Don't be put off, everyone has something to offer. This packet has been compiled by the Tar-Roanoke Area H&I Subcommittee to give a brief outline of some of the specifics that will be important for you as a panel member. The *H&I Handbook* gives a much more in-depth look at H&I work in Narcotics Anonymous if you decide you want to learn more about this rewarding type of service. Many areas as a part of orientation bring those that are new to H&I to their first H&I meeting/presentation or two as an observer. This will give you a chance to just listen at first and see how an H&I meeting/presentation really works. Also this helps many feel more comfortable when they come join the panel.

The Meeting/Presentation Format

There are a variety of formats that we use when carrying the message into facilities, but there are some key points to keep in mind about all of them. The format of any particular H&I meeting/presentation may vary from meeting to meeting depending on the type of facility. In short-term facilities, the format will be more focused on the panel members carrying a message in to the residents, while at a long-term facility we may encourage more participation from the residents. In H&I we are carrying the message into the facility. At an H&I meeting we are not there to dump our problems, but rather to help these addicts become aware of what NA is and how it works in our lives. In effect, an H&I meeting is an introduction to our fellowship for addicts.

The panel leader should let you know what the format is before the meeting/presentation and should be able to answer any questions you may have about it. If you would like to see samples of a variety of formats, there is an explanation of several of them in the *H&I Handbook*.

Whatever format is chosen, we normally get the residents involved with a question and answer session at some point in the meeting/presentation. Also, you may be asked to stay after the meeting for a while to talk with the residents if that is allowed. Alumni and staff of the facility may participate on the panel, if NA H&I orientated. A staff member may be present at all panels.

Personal Commitments

Please **DO NOT** volunteer for an H&I meeting/presentation if:

1. You are not sure that you want to attend, or
2. You are not sure you will be able to attend the meeting. If something comes up and you will be unable to make it, try to give the panel leader at least **2 days** notice so that he/she can invite someone to fill your spot. **DO NOT** ask someone to take your place or even to come along with you to the meeting. The panel leader is the only one that is allowed to invite people to the meeting.

Questions and Answers

This a good idea to encourage questions concerning what was presented at the meeting or other general questions about NA, but there are a few things you should keep in mind.

Please remember that NA has no opinion on outside issues. Occasionally during the question and answer period or when talking after the meeting/presentation, the residents will ask us to give an opinion on outside issues such as:

1. Other recovery programs or fellowships.
2. The facility, i.e., "Do I need to stay in treatment?"
3. Many other issues that do not pertain to recovery from addiction in the

Narcotics Anonymous Fellowship.

It is very important that we are not drawn into these types of discussions! Always remember to only share experience, strength, and hope about **YOUR** recovery in Narcotics Anonymous.

Working with Others: Men with Men, Women with Women

Some facilities house only men or only women. Other facilities house both men and women, but keep them separate. In these facilities, where your meetings/presentations will consist of only men or only women, we feel strongly that only same-sex Narcotics Anonymous members should participate. Remember, our primary purpose is to carry the message of recovery, not to make our meetings more popular with the addicts we are trying to help. Problems that arise in this area have the potential to seriously damage the credibility of Narcotics Anonymous. Experience has taught us that we can avoid these problems if we follow this simple guideline.

Adolescents

When adolescents are referred to in this handbook, we are referring to anyone under the legal age of majority in your state or country. We need to remember that adolescents are prospective members and should be treated with respect. When sharing in an H&I meeting/presentation, we need to remember that to an adolescent, the stress experienced due to peer pressure or the relationship with their parents and/or teacher may be just as much a crisis to them as losing a job, marriage, or house may be to others. In NA, we learn to deal with our feelings and emotions, and share with others how we have been able to work through them by utilizing the Twelve Steps of Narcotics Anonymous.

Due to the governmental statutes regarding adolescents, we need to be especially aware of facilities' rules and regulations as they relate to our interaction with these prospective members. For example, some facilities may require a staff member to be present during meetings/presentations. One suggestion we may make to administrators of facilities for adolescents is that they make attendance at the H&I meeting voluntary. We have found this reduces distraction, increasing the opportunity for recovery in the Narcotics Anonymous Fellowship. While some people maintain that adolescents respond better to people closer to their own age, the bulk of our experience suggests that the age of the person sharing at an adolescent H&I meeting is secondary to their ability to share a strong, clear message of recovery. Adolescents seem to respond more to the message than to the messenger. All H&I meetings are highly structured and should be geared towards recovery through the Twelve Steps of Narcotics Anonymous. Our experience has shown that we do not need to use a special format when carrying the message to adolescents.

H&I Requirements

You have been invited to carry the message of recovery through H&I meetings/presentations because:

1. Panel members must be free from any use of, or other involvement with alcohol, marijuana, hallucinogens, stimulants, non-prescribed tranquilizers or opiates, any drug used without prescription or in excess of prescribed amounts for a minimum of 90 days prior to participating on a panel.
2. Panel members must not be on any mood or mind altering chemicals that effect their behavior such as medical medicines and/or drug replacement therapy like Methadone or Suboxone etc.
 - A. You have at least 90 days abstinence from all drugs, to sit on panel.
 - B. You have at least 6 Month abstinence from all drugs, to share on panel.
 - C. You have at least 1 year abstinence from all drugs, to chair panel.
3. You have a strong NA message of recovery from addiction.
4. You seem willing to comply with all of the H&I subcommittee's and the facility's requirements.
5. You are willing to carry the message in a responsible way.
6. You are willing to treat all others as persons of worth. Discrimination or prejudice based on race, gender, age, etc. will not be tolerated.
7. You must keep the confidentiality and anonymity of residents is highly important. Who you see here and what you hear here stays here.

Familiarize yourself with the Do's and Don'ts.

Remember at all times that you have a responsibility to the facility, to the residents, and to NA.

Do's

- Do** Remember that this is a "we" program. No addict should feel that he/she is being preached to.
- Do** Remember that an addict is an addict, regardless of age.
- Do** Tell them that there is fun in recovery, i.e., social events, fellowship, etc.
- Do** Acknowledge and validate their feelings and emotions.
- Do** Make directories of outside meetings available to residents.
- Do** Clarify the facility's rules with anyone you bring in.
- Do** Start and end on time!
- Do** Briefly explain what H&I is.
- Do** Make it clear that NA is separate and distinct from the facility as well as other fellowships.
- Do** Try to get residents involved, especially those in long-term facilities (i.e., literature person, coffee maker, readings, etc.)
- Do** Obey all dress codes. Exercise common sense and dress appropriately.
- Do** Keep staff aware of your whereabouts at all times.
- Do** Stamp all literature you bring into a facility with the local helpline number.
- Do** Screen all panel members carefully, especially regarding the clean time or other requirements.

Don'ts

Don't Glorify your past.

Don't Say, "I feel like I'm talking to my kids."

Don't Compare your bottom to theirs.

Don't Patronize adolescents.

Don't Use profanity.

Don't Dump your problems

Don't Break another person's anonymity, or tell his or her story.

Don't Debate any issues involving facility rules or regulations.

Don't Get involved in discussions on outside issues; remember why we are there.

Don't While sharing, put too much focus on what it was like. They already know .

Don't Debate which drugs are acceptable. NA is a program of complete abstinence from all drugs.

Don't Discuss conditions within the facility, or opinions about staff members.

Don't Carry excessive cash, or wear expensive or flashy jewelry.

Don't Show favoritism to any resident(s).

Don't Take messages in or out of the facility.

Don't Give out any other person's address or phone number.

Don't Do not bring contraband. Contraband is defined as:

- a. Knives of any kind or size.
- b. Tobacco products of any kind.
- c. Vaping devices of any kind
- d. Any kind of weapon.

Don't Make threatening behavior (verbal, physical, or emotional actions or comments which could cause others to feel unsafe).

Don't Make No racial, ethnic, or religiously based jokes or slurs.

Don't Make Sexual harassment in any form. No sexually suggestive statements, jokes or gestures.

Don't Give financial transactions with patients or staff.

Don't Enter into dormitory areas. Panel members must remain in common areas.

Don't Smoke or Vape.

Don't Participate in gambling activities.

Don't give out your phone number to a resident. If they want to get in touch with you, share the meetings you attend.

Don't Bring in food or drink

Don't Leave phone on: its best left in car.

Dress Code

Panel members will avoid wearing offensive clothing. The H&I subcommittee has defined offensive clothing to mean:

1. Exposing excessive cleavage. No low cut tops.
2. Exposing parts of the bottom that are meant to be covered including when the panel member is bending, stooping, etc.
3. Exposing clothing generally intended to be "underwear" including tops of thongs, panties, boxers, sports bras, etc.
4. No halter, tank or tube tops.
5. No short skirts or shorts.
6. No See through clothing.
7. No Half shirts or shirts that expose greater than one (1) inch of belly. No bare midriffs
8. Do Not Wearing clothing that:
 - a. Advertises drugs including alcohol and tobacco.
 - b. Is associated with gang affiliation.
 - c. Is foul, derogatory or suggestive..
9. No Hats or sunglasses in the building or facility
10. Bras must be worn.
11. Shoes must be worn.

Above all remember, we are examples of recovery. You may be the only NA text these people ever see.

Have fun ☺.



Hospitals and Institutions Orientation Certificate of Completion

Completed training

for Hospitals and Institutions Subcommittee

H and I Orientation

- | | | | |
|----|-------------------------------------|-----|----|
| 1. | Was this orientation interesting? | Yes | No |
| 2. | Was it informative? | Yes | No |
| 3. | Did the content fit the guidelines? | Yes | No |
| 4. | What would you change? | | |

Please circle where you would be interested in speaking?

Coastal Plains

Jail _____ -enter name

Prison_____ -enter name

Other_____ -enter name/location

Would you serve as a

Panel Leader

Speaker

Sub-committee member

Name

Clean Date

Are you currently in a treatment program?

H&I MEETING FORMAT

Hi, my name is _____, and I'm a recovering addict. I would like to welcome you to the _____ H&I meeting.

H&I stands for Hospitals and Institutions, which is a subcommittee of the Tar-Roanoke Area of Narcotics Anonymous. We bring the message of recovery from addiction to hospitals, jails, and institutions where people are unable to attend outside meetings of NA.

This is not a regular NA meeting; rather it is meant to be an introduction to Narcotics Anonymous and to our suggested way of recovering from addiction. The only requirement for becoming a member of our fellowship is the desire to stop using.

We are here as volunteers, and as members of H&I. As such, we are not connected with the staff of this facility in any way, shape or form; thus, we have no opinions concerning the staff or this facility, or any other outside issues. We are simply recovering addicts sharing our experience, strength and hope in the recovery process from the disease of addiction.

We have only a few simple rules. NA is for addicts addicted to any drug and alcohol is a drug. Instead of comparing specific drugs, we focus on how our addiction has affected us and on recovery in NA. We also try not to interrupt each other or give advice. We share our own experience, strength and hope.

We are not here to tell you that you are an addict; that is something for each of us to decide on our own. However, if there is one thing more than anything else we would like to leave you with today, it is that Narcotics Anonymous has worked for hundreds of thousands of recovering addicts, and it can work for you, also.

We would like to open this meeting with a moment of silence to use as you see fit, followed by the serenity prayer.

We are going to read the group readings that are passed around. You do not have to read if you don't want to, but we ask that you please introduce yourself by your first name only so we can get to know you.