

Dayton Area Service Committee of Narcotics Anonymous

HOSPITALS & INSTITUTIONS
REVISION, DRAFT

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Service Prayer

"GOD, grant us knowledge that we may serve according to Your Divine precepts. Instill in us a sense of Your Purpose. Make us servant of Your will and grant us a bond of selflessness, that this may truly be Your work, not ours- in order that no addict, anywhere, need die from the horrors of addiction."

Twelve Steps of Narcotics Anonymous

1. We admitted that we were powerless over our addiction, that our lives had become unmanageable.
2. We came to believe that a Power greater than ourselves could restore us to sanity.
3. We made a decision to turn our will and our lives over to the care of God as we understood Him.
4. We made a searching and fearless moral inventory of ourselves.
5. We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. We were entirely ready to have God remove all these defects of character.
7. We humbly asked Him to remove our shortcomings.
8. We made a list of all persons we had harmed, and became willing to make amends to them all.
9. We made direct amends to such people wherever possible, except when to do so would injure them or others.
10. We continued to take personal inventory and when we were wrong promptly admitted it.
11. We sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as a result of these steps, we tried to carry this message to addicts, and to practice these principles in all our affairs.

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Purpose

The DASCNA Hospitals and Institutions Subcommittee is responsible to carry the Narcotics Anonymous message of recovery into hospitals and institutions whose residents have restricted access to regular NA meetings. A hospitals and institutions meeting/presentation may also be held where such a meeting better suits the needs of the addicts within the facility. The Hospitals and Institutions subcommittee initiates, coordinates, and conducts all H&I meetings/presentations in the area but may use other methods, such as distributing literature and meeting lists, to make recovery more available to the addicts in these facilities.

General Requirements for Trusted Servants

Nomination for Chairperson require approval by the ASC. All other Trusted Servants are elected by a majority vote of the subcommittee at large. The elected Trusted Servants will be nominated in June and voted for in July. All Trusted Servants are elected for a term of one year and must be re-elected each year to serve an additional term. No trusted Servant will be permitted to serve more than TWO consecutive Terms. In the event of an emergency, deviations can be acceptable but must be voted on by the subcommittee in a group conscience.

If you are participating in H&I you must be completely abstinent from all mood and mind altering substances. We encourage those who are participating in a drug replacement program, or are taking prescribed narcotic medication, to attend our subcommittee meetings until you have completed your treatment plan, but will not be allowed to enter any facility while taking the medication (refer to bulletin 29 for the World Service Committees' interpretation of this matter for a clearer understanding of this decision).

All members of the H&I subcommittee are encouraged to vote but must meet certain requirements. Voting members are required to attend the two previous regular subcommittee meetings to ensure an effective vote.

Chairperson

The H&I chairperson is elected by the area service committee as outlined in DASCNA Policy. The requirements are 2 years clean and 1 year of continuous experience in DASCNA H&I Subcommittee. The H&I subcommittee is directly responsible to the ASC through the H&I chairperson.

The H&I chairperson must attend all H&I subcommittee meetings and ASC meetings. The H&I chairperson is a voting member of the Regional H&I subcommittee and should attend all of its meetings (when feasible). The Chairperson should also have a working knowledge of the 12 Steps and 12 Traditions. Should have a clear NA message of recovery.

- He/she acts as a link of communication between the subcommittee, the ASC and the Regional H&I subcommittee.
- He/she also makes sure that a link of communication is maintained between the subcommittee and the individual facilities.
- This communication is done by the facilitator, but the chair should ensure that it is taking place.
- The H&I Chairperson should attempt clearance for all of the current facilities.
- The H&I chairperson is responsible to ensure that all panel leaders and panel members comply with the H&I subcommittee and ASC policies, as well as the rules of the individual facilities.
- The Chairperson should periodically review the atmosphere of recovery in each facility.
- The chairperson is responsible for giving a monthly report of all budget expenditures.
- H & I Chairperson only votes in the case of a tie vote.
- H & I Chair is responsible all funds of the Subcommittee. The chairperson should be aware of all matters that affect H&I in the Dayton Area.

Vice Chairperson

The H&I vice chairperson is elected by the area H&I subcommittee. Requirements are 1 year clean, a minimum of 6 months experience doing H&I work and a clear NA message of recovery. The vice chair assumes the duties of the chairperson if the chairperson is unable to serve, or until a new chair is elected.). The Vice Chairperson should also have a working knowledge of the 12 Steps and 12 Traditions. Should have a clear NA message of recovery.

- The vice chair works with the chairperson to maintain the smooth operation of this subcommittee.
- The vice chair must attend all H&I subcommittee meetings as well as the ASC meetings. It is suggested that the vice chair attend Regional H&I subcommittee meetings if possible.
- He/she acts as a link of communication between the subcommittee, the ASC and the Regional H&I subcommittee.
- He/she also makes sure that a link of communication is maintained between the subcommittee and the individual facilities.
- The H&I Vice Chairperson should attempt clearance for all of the current facilities.

Secretary

The H&I subcommittee elects its own secretary. The secretary must have 1 year continuous abstinence from all drugs. The position's responsibilities include keeping an accurate set of minutes of all subcommittee meetings. These minutes are to be properly typed, approved by the chairperson, and distributed to all subcommittee members within two weeks following the subcommittee meeting. The secretary is also responsible to keep these records:

- A file of all correspondence to and from the subcommittee.
- An ongoing file of all subcommittee minutes and the policies of the various facilities the subcommittee works with.
- An updated list of all subcommittee members.
- An updated list of all members willing and eligible to be panel members.

Vice Secretary

The H&I subcommittee elects their own Vice Secretary. The Vice Secretary should have at least 6 months of continuous clean time and a desire to do service. The Vice Secretary is responsible for:

- Keeping updated guidelines regarding the requirements for each facility.
- Keeping updated forms required for each facility that members need to complete to obtain clearance.
- Keeping updated contact list for each facility
- Provide secretary and facilitators with a copy of the guidelines and forms needed for clearance at each facility.
- Keep a record of all H&I members who have been cleared and the facilities they are cleared for.
- Getting monthly status reports from each facility regarding clearance for new members, and renewal clearance for existing members.

Literature Distribution Chair

The Literature Chairperson must have at least 1 year continuous abstinence from all drugs and 6 months continuous H&I Subcommittee involvement. The Literature Distribution Chair is elected by the Subcommittee.

- The literature Distribution Chair is responsible for providing literature to the panel leaders.
- Literature Distribution Chair may approve request depending on the availability of literature.
- The Literature Distribution Chair is responsible for picking up the literature from the ASC Literature Chairperson once per quarter.

Panel Coordinator

The Panel Coordinator is elected by the subcommittee. The requirements are 1 year clean and 6 months experience in the DASCNA H&I Subcommittee. Should have a clear NA message of recovery.

- The Panel Coordinator must attend all regular H&I subcommittee meetings, and is responsible for maintaining a regular and ongoing link of communication with all of the facilities we take H&I meetings into.
- The Panel Coordinator must keep an open line of communication with all Panel Leaders in the area.
- The H&I Panel Coordinator should attempt clearance for all of the current facilities.
- He/she also makes sure that a link of communication is maintained between the subcommittee and the individual facilities.
- The Panel Coordinator will orientate Panel Leaders to ensure that they know to abide by the facilities code of conduct and that they are familiar with the H&I guidelines.
- The Panel Coordinator will submit a monthly report to the subcommittee on the status of the meetings and panel leaders in the area.
- The Panel Coordinator will request and collect literature for Panel Leaders that are not able to attend the Subcommittee Meeting. The Panel Coordinator is the only subcommittee member that should distribute literature outside of the regular H&I subcommittee meeting.
- The Panel Coordinator shall meet with the administrators of facilities in the interest of harmony.

Panel Leader

Panel Leaders are required to have 1 year of abstinence from all drugs, a clear NA message of recovery, and 6 months experience in DASCNA H&I subcommittee.

- They should attend all regular H&I subcommittee meetings.
- The Panel Leader is responsible to ensure panel members comply with the H & I subcommittee and ASC policies, as well as the rules of each individual facility.
- The panel leaders are responsible for all aspects of the meeting/ presentation such as keeping supplies (literature, serial publications, etc.), and making sure the meeting begins and ends on time.
- Panel Leaders are to maintain a link of communication, keeping the Panel Coordinator aware of any problems that affect the meeting/presentation.
- Panel Leaders should have regular communication with the Panel Coordinator.
- The Panel Leader is to submit a group report to the Panel Coordinator monthly. If they are unable to do so, a trusted representative that is able to effectively communicate the needs and concerns of the meeting/presentation for the panel leader that is unable to submit.

Panel Member

The panel consists of members of Narcotics Anonymous who are willing to carry the NA message into hospitals and institutions. Should have a clear NA message of recovery.

The panel also includes members who are currently in the H&I panel orientation process (this member is there to observe and learn only). No panel member that shares during the H&I meeting/presentation is to have less than 6 months continuous abstinence from all drugs. The orientation of a panel member must take a minimum

of 6 months. The panel should never consist of less than two, nor more than five members. These panel members should be made aware of all their responsibilities by the Panel Leader during the orientation.

Resignation and Removal of Trusted Servants

Any Subcommittee Trusted Servant or member who relapses HAS automatically removed him/herself from the Subcommittee. This is not a Punishment. We should always encourage members who have relapsed to rejoin the Subcommittee when they are able to meet the minimum qualifications for participation in H & I service. Being clean for the purposes of this H & I Subcommittee shall be defined as complete abstinence from all drugs.

1. Trusted Servants may resign at any time during their term. It is suggested that a written letter of resignation be submitted to the DASCNA H & I Chairperson prior to or at the time of resignation.
2. Any elected Area Trusted Servant is allowed two consecutive absences per term, except in the case of an emergency. A replacement or written report should be supplied in the case of an absence.
3. If a trusted servant is placed on medication prescribed by a doctor temporarily for a medical concern (refer to pages 102-103 of the NA Basic Text 6th addition), you will be asked to discontinue participating in the meeting/presentation until you have completed your narcotic medication treatment.
4. H & I Sub Committee Trusted Servants may be removed from office by vote of H & I Sub Committee members present for any of the following reasons:
 - Relapse
 - Excessive absence without notification
 - Neglect of duties
 - Disregard of Sub Committee Conscience
 - Disrespect of the Twelve Traditions of Narcotics Anonymous
 - Misuse of funds
 - Falsification of financial reports
 - Any act of violence or theft in Committee or toward Committee members
 - If a facility reports any form of negligent/inappropriate behavior to the subcommittee.
 - If you are banned from a facility
 - i. Exceptions; alumni status, facility requirements not meet, or any other liabilities outside of an individual's actions or decisions.
5. Upon removal from the subcommittee and return, you will be required to go through the complete orientation process, and possibly extended depending on the conscience of the subcommittee.

Procedures for Removal of a Trusted Servant:

1. Request for resignation or notice of impending removal from office must be presented to the H & I Sub Committee Chairperson in the form of a motion and accompanied by an explanation.
2. The individual in question will be notified by the H & I Sub Committee Chair at least 21 days prior to impending action.
3. The individual must be given the opportunity for rebuttal of the motion.
4. The motion will be voted on at the next H & I Sub Committee Meeting
5. In the event that a second request for resignation or notice of impending removal from office is introduced against a Trusted Servant in the same term, the notice called for is waived and the motion may be voted on immediately.
6. In the event of resignation or removal of the H & I Sub-Committee Chairperson, the Vice Chairperson of the Sub-Committee or the ASC Vice-Chairperson shall assume the duties and responsibilities of the Chair until such time as scheduled elections are held, or re-elections are held with nominations from the NA Fellowship of the Dayton Area.

7. Anyone elected mid-term (with the exception of Temporary Ad- Hoc Committee Chairs) will serve the remainder of the term office. Should a Trusted Servant Position become vacant? The H&I Chair and H & I Vice- Chair shall assume the responsibilities of the open position until a new person is elected to that Trusted Servant Position.

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. Men with Men and Women with Women.

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.

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.

H&I Requirements

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

1. You may begin the H&I orientation process, by being placed into a facility as an observer and listener only, once you have 90 days of complete abstinence from all mood or mind altering substances.
2. You must have at least 6 months of complete abstinence from all mood or mind altering substances in order to carry the message into one of our H&I facilities.
3. You have a clear NA message of recovery from addiction.
4. You must have a NA sponsor, and be actively working the 12 Steps of NA with that sponsor, and have a desire to follow direction and be of service.
5. You seem willing to comply with all of the H&I subcommittee's and the facility's requirements.
6. You are willing to carry the message in a responsible way.

Do's and Don'ts for H&I Participation

Do's

- 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 Screen all panel members carefully, especially regarding the clean time or other requirements.

Don'ts

- 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 Carry in any contraband items, such as cigarettes (if applicable) or weapons.

Remember at all times that you have a responsibility to the facility, to the residents, and to NA. If you observe the above suggestions, and follow the Twelve Traditions, you will uphold your responsibilities to all three.

CONCLUSION

It is our hope that the collective experience of these guidelines will be an aid to all of you in your efforts to carry the NA message of recovery to those who cannot attend regular NA meetings. Through our literature, Reaching Out, and maintaining communication within various committees, our efforts will be successful. Let this be our promise: "Freedom from Active Addiction."

Our ultimate goal is that no resident of any Hospital or Institution who has a need of our message of recovery be denied the opportunity to receive it. Through our collective efforts we develop the resources, willingness and energy to effectively carry that message. The message is that "Freedom of Recovery Today Can Be Theirs Also." And that is how We keep it, by caring and sharing the spirit of recovery, The NA Way.

Twelve Traditions of Narcotics Anonymous

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority - a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose - to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.

8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

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Twelve Concepts for Narcotics Anonymous

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rest with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed Responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should Always be one of service, never of government.

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