

Narcotics Anonymous

Hospitals and Institutions

Co-ordinators

What is H&I (Hospitals and Institutions)?

H&I service gives addicts a chance to give back and demonstrate their gratitude by sharing the NA message to addicts that are in hospitals or institutions.

Service helps keeps you clean.

What is a H&I Co-Ordinator?

A H&I Co-ordinator position has a 12-month duration. 12-month clean time is required for this role.

The co-ordinator will help organise speakers and have direct contact with the facility they are co-ordinating. They will work closely with the HNI chair/s of that GSF as well as the Victorian H&I subcommittee.

Co-Ordinator Role and Responsibilities

Roster List

- Establish or inherit list of presenters. Both male and female phone numbers. Presenters are familiar with H&I Guidelines.
- Find a group of presenters that you would consider reliable and willing to follow the H&I guidelines and create a pool of presenters that you can then reuse as you see fit.
- Its important to educate the presenters on the guidelines regardless of weather or not they have presented for H&I before.

H&I Guidelines

- You are representing Narcotics Anonymous at all times.
- Remember where you are, your boundaries and our reputation.
- If you are unable to make your commitment for any reason, please notify your venue coordinator or the H&I chair of your GSF.
- Minimum two (2) people at a time per facility
- Volunteers should be unknown to clients.
- Presenters' minimum six (6) months clean time. Sit-ins minimum three (3) months clean time.
- Have current meetings lists - Check literature stock.
- Presentations should never exceed one (1) hour.
- Never give out your personal phone number during a presentation.
- Do not discuss your opinions of the facility or staff.

H&I Guidelines

- Never ask “What are you in for?” etc.
- Do not make promises you can’t deliver to staff or clients.
- Do not agree to pass information, notes or anything else in or out.
- Anonymity must always be maintained, yours, theirs, the staffs etc.
- Do NOT use the word GOD and try not to discuss Higher Power
- Stay away from explicit using storied
- Share stories about how the NA program has helped you to recover from the damaging aspects of this disease.
- Do NOT talk about Drugs and alcohol as separate things.
- Do not refer to the steps rather the “program” is preferred.
- We are not councillors or Doctors we do not know or affiliate ourselves with outside issues e.g drug replacement.

Co-Ordinator Role and Responsibilities

Roster Management

- At the start of the month send a group text to your pool of presenters to see who is available for that month and the dates. Let members pick dates that suit them and try to fit them into those dates. The best practice is to have a male and female presenter per session.

Co-Ordinator Role and Responsibilities

Records

- Keep records in phone notes or whatever is easy for you to access so you can record and refer when needed.

Co-Ordinator Role and Responsibilities

Reminders

- Each week send a reminder text preferably two days prior to the rostered presenters asking for their confirmation in a message.
- If presenters cancel at the last minute, it is important to try and find another presenter. If you are struggling speak to the chair/s of you GSF they can help you.

Co-Ordinator Role and Responsibilities

Venue Relationship

- Ring venue to confirm our attendance. If the presentation is online, you can also email venue for confirmation.
- Confirmation is important to ensure everyone is on board and we can confirm they will be attending.
- Ensure you check in with the venue to see if they are satisfied with our presentations or if they have any concerns or feedback.

Co-Ordinator Role and Responsibilities

Literature Order

- Check in with presenters to see if literature, pamphlets or meetings lists are needed at venue and order this through their H&I subcommittee.

Zoom H&I

- A facilitator is needed to screen share the reading cards that have been put in a PowerPoint presentation and Host the Session.
- Co-ordinators can Host or Co-host the meeting. The H&I Chair/s can also help with this.
- You will have a permanent Zoom ID and Password which you can login 15 - 30 mins prior to session starting. This will automatically make you Host. The H&I chair/s and Subcommittee can assist you with how to use zoom.
- Although H&I is currently being done through Zoom, we will also be doing in person H&I at some stage. The co-ordinators role will be exactly the same, so you don't need to learn anything extra.

Important!

- This role provides a lot of support you will never be alone.
- We encourage you to attend the H&I Subcommittee meetings held every third Sunday of each month so you have the most accurate up to date information and contribute to decision making. The subcommittee is also there to help you with any issues you had over the last month.
- This role is extremely rewarding and will help your own recovery as well as others.