# CAVAN MONAGHAN Hospital

# PATIENT INFORMATION BOOKLET

Feidhmeannacht na Seirbhíse Sláinte Health Service Executive

# **Useful Contact Numbers**

# **Cavan General Hospital**

Main Hospital Number Cavan	049 437 6000
Patient Accounts Cavan	049 437 6408
Free-phone Accounts	1800 585 500
Emergency Department Cavan	049 437 6183
Medical 1	049 437 6605
Medical 2	049 437 6604
Medical Assessment Unit	049 437 0004
Short Stay Unit	049 437 6621
Paediatric Assessment Unit	049 437 6895
Paediatric Ward	049 437 6616
Surgical 1	049 437 6618
Surgical 2 (Medical Ward)	049 437 6617
Day Services Cavan	049 437 6914
Maternity Ward	049 437 6613
Midwifery Led Unit	049 437 6059
Intensive Care Unit	049 437 6622
Coronary Care Unit	049 437 6608
Special Care Baby Unit	049 437 6623
Oncology	049 437 6112
Endoscopy Unit	049 437 6189
Renal Dialysis Unit	049 437 6032
Physiotherapy	049 437 6538
Acute Psychiatry	049 437 6252
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# Monaghan Hospital

Main Hospital Number Monaghan	047 38 800
Day Services Monaghan	<b>047 38 8</b> 31
Patient Accounts Monaghan	047 38 806
<b>Rehabilitation Unit Monaghan</b>	047 38 820
Step-down Unit Monaghan	<b>047 38 819</b>
Minor Injury Unit Monaghan	047 38 835

Please try to ring the direct number of the Department you require and avoid using the main hospital number; where possible.

# Contents

Introduction	4
Coming into Hospital	5
Your Admission to Hospital	6
What to Bring	7
Your Care in Hospital	8
Hospital Activity	10
Visiting	12
Patient Safety	13
National Healthcare Charter	15
Hospital Facilities	16
Shuttle Bus Service	19
Going Home	20
Hospital Charges	21
Consumer Services	23
Locations	26

Cavan Monaghan Hospital currently provides services to the population of both counties and its catchment area extends to counties Meath, Longford and Leitrim. All acute inpatient services are based in Cavan General Hospital. Monaghan Hospital's primary role includes the continuing care for medically discharged patients requiring inpatient stepdown and rehabilitation care. Both Hospital sites provide extensive outpatient, theatre and day services with a Minor Injuries Unit located on the Monaghan Hospital site.

Cavan Site L	evel	Monaghan Site Level
Intensive Care Emergency Department (A&E) Coronary Care Unit	1 0 0 0+1 -1 1 1 1 1 1 0 -1	Minor Injuries Unit0Rehabilitation1Step-down Convalescence0Endoscopy0Day Services0Day Surgery (including General, ENT, Urology Diagnostics)0Outpatients:6Genitourinary Medicine Orthopaedics Surgery ENT UrologyNurse Led Services PaediatricsPaediatrics- Heart Failure Gynaecology Obstetrics- Smoking Cessation Palliative Care Stoma Care

Cavan Monaghan Hospital also provides a wide range of support services, including: pathology; radiology; pharmacy; physiotherapy; speech therapy and occupational therapy. Cavan General Hospital is a teaching hospital with links to the Royal College of Surgeons, Royal College of Physicians and the Dundalk Institute of Technology, etc. Students working under the supervision of qualified healthcare professionals may be in-volved in your care.

Both sites are actively engaged with HIQA (Health Information & Quality Authority) in meeting their standards to ensure we continually strive to provide a high quality service.

# **Coming into Hospital**

Welcome to Cavan Monaghan Hospital. We are committed to the delivery of a high quality patient centred service in a safe, equitable and efficient manner.

<mark>It is our aim to provide a wide ranging, high quality service for all patients, be it for in-patient or out-patient services.</mark>

It is important to us that you understand all aspects of your care so we encourage you to ask as many questions as you need to. Our staff are always happy to talk to you about your condition and treatment.

The purpose of this booklet is to provide information which we hope will assist you during your stay. It provides details about the services and facilities which are available.

# **Our Hospital Mission Statement**

The overall aim of Cavan Monaghan Hospital is:

"To assure patients, the public, HSE and external regulators that the services provided in Cavan Monaghan Hospital are safe, efficient and effective and are designed and delivered to meet the needs of the population we serve."

# Your Admission to Hospital

If you have a planned admission you will usually receive a letter, which will let you know the date and time you should come to the hospital. We will try to give you as much notice as possible. It is important that you follow any advice that you have been given, which may refer to fasting or medication. It is advisable to call ahead before attending the hospital to ensure a bed is available.



The contact telephone number for admissions will be at the bottom of your letter.

If you are unable to attend on this date because of illness or personal reasons it is important that you contact the hospital as soon as possible to re-schedule, so that your appointment can be offered to someone else. When you arrive please go to the ward reception.



# What to Bring

- Admission letter.
- Medical card/health insurance details.
- Toiletries/toothbrush, soap, razor, etc.
- Towel and face cloth.
- Pyjamas/nightdress/dressing gown and non-slip footwear.
- Underwear
- Bring an up to date list of ALL your medication.



- If this is not possible, bring in all medication you are currently taking in the original packaging (This should include eye drops, patches, inhalers, creams, injections and any 'over the counter ' medications). Please ensure that these are sent home after they have been reviewed by staff.
- Details of any allergies you may have to certain medications (including how they affected you).
- Details/name/telephone number etc. of your GP, community pharmacist and Public Health Nurse.
- A contact number for one person we can contact regarding your care (usually next-of-kin).
- Small amount of cash only.
- Patients must retain and be responsible for dentures and glasses during their hospital stay.
- Patients should send personal property including valuables, jewellery, and important documents home with relatives.
- If you have been admitted through the Emergency Department, you should call your family or a friend and ask them to bring in any clothing and toiletries you may need for your hospital stay.

\*Please note that we cannot provide a laundry service for patients and therefore night-clothes must be sent home to be laundered.



# Your Care in Hospital

Your care is provided by a team made up of doctors, nurses, health care professionals and health care assistants.

Your doctors' team consists of a consultant, registrars and senior house officers.

Nursing care is divided into teams where nurses are assigned specific patients to look after during the shift. This is why a nurse might ask a colleague to deal with enquiries or attend to you. Healthcare assistants assist nurses with care of patients on the ward.



The nurse in charge of the ward (Clinical Nurse Manager) has an over view of the care of all patients in the ward.

Healthcare professionals such as physiotherapists, occupational therapists, dieticians, speech and language therapists are referred to you by a doctor or nurse as appropriate.

A person with a disability can have their Personal Assistant present to attend to their specific needs while a patient in hospital.

Specialist nurses for example cardiac rehabilitation, heart failure, diabetes, pain management or palliative care may be referred to you to provide specialist advice dependant on your condition.

You can see the specialist smoking cessation nurse and continence promotion nurse at your own request or by referral from a nurse, doctor or other health care employee.

# Your Care in Hospital

### **Identity Bracelet**

For your personal safety, you will be asked to wear an identity bracelet during your stay. Please check that the details on your bracelet are correct. This is used to confirm the right patient receives the right treatment (medicines, procedures etc.). Additional bracelets are also used to remind staff of patient safety issues e.g. if you have an allergy you will be provided with an red alert bracelet.

### **Staff Identity**

Staff at Cavan Monaghan Hospital are required to wear an identity card, with their photograph on it. As well as the doctors and nurses there may be other members of staff in your care team, for example, Healthcare Assistants, Physiotherapist, Occupational Therapist, Dietician or Porter. Feel free to ask any staff member to explain their role.

### Single Rooms/ Private Accommodation

If you have private health insurance and a private room becomes available, you will be required to avail of it. There are a limited number of semi-private rooms also available in the hospital.

If you are a private patient in a single room, you may be asked to move if the room is urgently needed for a patient who is very sick or who requires isolation. Every effort will be made to avoid this, but if this situation occurs we would appreciate your co-operation.

### Transfer of ward / bed during your stay

During your stay you may be required to transfer to another ward. This can be for a variety of reasons including an improvement in your condition or to facilitate the admission of an acutely ill patient.

### **Interpretation Services**

We provide an interpretation service to ensure effective communication with patients of non-English speaking backgrounds and/or with hearing problems. Please let staff know if you need an interpreter. Sign language interpretation is also available on request.

# Hospital Activity

Each ward has a daily routine that has been planned to allow the nursing and medical staff to care for you and the other patients.

### Nurse Call System

When you require the help of a nurse / midwife you can make contact by pressing the call bell beside your bed.

### Communication

If you would like to speak to your doctor about your care, you can do this during the ward round or by asking the nurse caring for you to organise a meeting with your medical team.

### **Tobacco Free Policy**

In line with the European Smoke-Free Hospital Initiative and tobacco control legislation, smoking is prohibited in this hospital and outside all entrances to the hospital. A Smoking Cessation Service is available on site. Please ask your nurse about this service. This service is also available to the community 049 437 6527 or 047 38800



# Hospital Activity

### Nutrition

Our aim is to provide an environment that allows patients to eat their meals without interruption. Visiting is restricted during these periods. However, visiting is permitted for those who wish to assist patients with their meals or in exceptional circumstances.

### **Meal Times**

Breakfast	8:00am
Mid Morning	10:30am
Dinner	12:30pm
Evening Tea	4:30pm
Tea/Coffee	8:00pm

### Leaving the Ward

We would advise patients not to leave the ward as this can disrupt your care. If, however, you have to leave for any reason, you must notify the nurse / midwife in charge. Patients are not permitted to leave the hospital grounds in the interests of their own health and safety.



# Visiting

We know that you look forward to visiting times. It is important that your visitors respect the visiting times as proper rest and a peaceful environment are an essential part of treatment for all our patients. We ask that the visiting times are adhered to, in order to ensure that interruptions to care are kept to a minimum.

### **Visiting Times**

### **Cavan Hospital Site**

General Visiting Times Monday – Friday 6.30pm – 8.30pm Saturday / Sunday / Bank Holiday 2.00pm – 4.00pm & 6.30pm – 8.30pm

### Maternity Visiting Times Monday – Sunday 6.30pm – 8.30pm

Children of the woman and partner may visit within these hours. One designated partner will have unlimited access during waking hours, excluding mealtimes.

### Monaghan Hospital Site Step Down Unit

Monday to Sunday 3.00 to 4.00pm and 6.30 to 8.30pm Rehab Unit Mon to Fri 6.30 to 8.30 p.m. Sat/Sun/Bank Holiday 3pm to 4pm and 6.30pm to 8.30pm

### **Guidelines for Visitors**

- Only two visitors are allowed at a bed at any time.
- Children under 12 should only visit the hospital when absolutely necessary.
- If you are particularly unwell, relatives may be permitted to visit outside of the above times by speaking with the Clinical Nurse Manager
- If relatives/friends visit the ward outside of visiting hours they may be asked to leave the ward or to wait in the day room.
- Visitors may not smoke in the hospital and are not permitted to bring alcohol to patients.
- Hand gels must be used when entering the hospital, before going into the ward and on leaving.
- No one should visit the hospital if they are suffering from any infectious illnesses such as the flu or Winter Vomiting Bug (Norovirus)
- Visiting may be restricted in certain circumstances i.e. if there is an outbreak of the Winter Vomiting Bug.
- Please do not bring flowers to the hospital as they may pose a risk to some of our patients.



To allow us to spend more time to care for all our patients, we ask that you arrange for only one designated family member to phone the ward to enquire.

Whilst we understand that your relative may be concerned about your condition we do ask that they phone the ward after 2pm, when most patients have been seen on ward rounds. We will contact your next of kin if we need to tell them important information before this time. It is imperative that relatives do not phone the ward before this designated time, for example in the early morning as this can interrupt communication between staff about patient care and can affect the time available to provide essential patient care.

To ensure patient confidentiality we are limited in the amount of information that we can give to relatives without the consent of the patient. Calls should be made directly to the ward using the phone numbers at the front of this book.

# **Patient Safety**

We aim to provide a safe environment for all patients, visitors and staff within Cavan Monaghan Hospital.

### Health and Safety

In recognition of our responsibilities under the Safety, Health and Welfare at Work Act, 2005, Cavan Monaghan Hospital is committed to providing and maintaining a safe and healthy environment for staff, service users, visitors and others.

Health and safety is a priority matter for all in Cavan Monaghan Hospital. If you become aware of any hazard or risk which could adversely lead to an incident, please report to any staff member. Patients and visitors must not enter areas marked "staff only" or "restricted access" e.g. ward kitchens

### **Violence and Aggression**

It is an offence to assault or threaten to assault or to impede personnel in this hospital. Abusive language will not be tolerated and the Gardai will be called upon in any difficult situation.

# **Patient Safety**

### **Fire Safety**

The hospital has a fire alarm system and smoke detectors throughout the building. You need to check where the fire exits are on your ward. In the event of a fire follow the instructions which will be given to you by the nurse / midwife in charge who will evacuate the ward if necessary and direct you to a safe place via the nearest emergency exit. If you discover or suspect a fire you should raise the alarm and inform a member of staff immediately.

### Hand Hygiene

• Ensure you and your visitors use the hand gel provided when entering the hospital, at the bedside, after going to the toilet, before eating and when leaving the hospital.



- Any staff member wishing to examine you should first wash their hands or decontaminate their hands with a hand gel. Do not be afraid to ask them to do so.
- If you are unable to reach the alcohol hand gel dispenser, please ask staff for assistance.

### **General Infection Control Requirements**

Within the hospital the prevention and control of infection is vital.

- Avoid touching your wounds, drips, drains or catheters.
- Relatives should not sit on your bed or use any patient toilet and washing facilities.
- Visitors should always contact the nurse in charge before entering single rooms
- Any friend or relative who is unwell should postpone their visit until they are better.
- If you are unhappy with any hygiene practices you see in hospital, please discuss this with staff at the time so that we can deal with it immediately.
- Flowers should not be brought to the hospital

# National Healthcare Charter

# Cavan Monaghan Hospital

	What you can expect	What you can do to help
Access	Our services are organised to ensure equity of access to public health and social care services.	Keep appointments and let us know if you cannot attend, let us know if you have any special needs such as alternative methods of communication.
Dignity and Respect	We treat people with dignity, respect and compassion. We respect diversity of culture, beliefs and values in line with clinical decision making.	Treat staff and other patients with dignity, respect and consideration.
Safe and Effective Services	We provide services with competence, skill and care in a safe environment, delivered by trusted professionals.	Support us to deliver safe and effective services, e.g. if you think that a member of a healthcare team has forgotten to wash their hands, give them a gentle reminder.
Communication and Information	We listen carefully and communicate openly and honestly, and provide clear, comprehensive and understandable health information and advice.	Help us to promote clear communication and information, if there is something that you do not understand, let us know and we will explain better.
Participation	We involve people and their families and carers in shared decision making about their healthcare. We take account of people's preferences and values.	Ask questions and become more actively involved in decision making about your care.
Privacy	We will do our best to ensure that you have adequate personal space and privacy when you use our health services We maintain strict confidentiality of personal information.	Support health services to safeguard patient confidentiality and privacy.
Improving Health	Our services promote health, prevent disease and support and empower those with chronic conditions to self-manage their condition.	Learn more about what you can do to improve your health, ask your healthcare provider for information about healthy living and about what support services are available in your community, ask your healthcare professional to help you to set goals for improving your health.
Accountability	We welcome your complaints and feedback about care and services, we wil investigate your complaints and work to address your concerns.	Your feedback matters – tell us about your experience so that we can have your concerns addressed.

# Hospital Facilities

# **Mobile Phones**

Signs throughout the hospital indicate where mobile phones may not be used. Please be courteous when using your phone so that you do not disturb other patients, staff or visitors. The use of camera / picture phones is strictly prohibited.

### Security

There are security staff on duty on the Cavan site 24 hours a day. There is a comprehensive CCTV system. For the safety of patients and staff all wards and departments are secured using an access control system.

# **Dining Room**

The Hospital Restaurant provides a variety of hot and cold food, tea/coffee and snacks to staff, patients and visitors. Opening times are displayed at the Dining Room. Visitors can use this area but are asked not to do so between 12:30hrs and 13:30hrs to allow for staff lunches.

## Vending Machines

There are vending machines located throughout the hospital.

### Wheelchair Access

Wheelchairs are available at the main entrance and Emergency Department /Minor Injuries Unit entrances for patients requiring this facility.

## **Chaplaincy Service**

A Chaplaincy Service is available to all patients. Please inform a member of staff which denomination you require.

# Hospital Facilities

## Car Parking

Please do not obstruct hospital roadways when parking your car and park only in the designated areas.

The Hospital operates a pay parking system, there is a current fee of ¤3 per stay in the Hospital car park.

<mark>A change machine is located in the main foyer of the hospital All proceeds from car parking fees are used solely for, Cavan Monaghan Hospital.</mark>

Car park permits can be issued to parents of sick children who need long term care, the next of kin of critically ill patients or patients who require longer term care.

Disabled parking is located at the following places, hospital main entrance, emergency department/minor injuries unit. People with designated and appropriately issued Disabled Person Parking Permits only are allowed to use these spaces.

As wheelchair accessible spaces are limited, we encourage permit holders who are passengers to use the "set down" area to enter/exit the vehicle thus leaving the disabled parking bays for drivers with mobility issues.



# Hospital Facilities Cavan Site

# ATM / Change Machine

ATM and change machine is available at the main foyer on the ground floor of the hospital.

# **Hospital Shop**

The hospital shop is located at the main foyer on the ground floor of the hospital. The shop provides a newspaper round to patients on the wards. Opening hours are displayed outside the shop.

### **Postal Service**

There is a postal delivery service Monday to Friday throughout the hospital. Internal and external post is delivered and sent via this service. There is a post box in the main foyer. Stamps are available from the hospital shop.

### **Visitor Accommodation**

While there is no dedicated visitor accommodation available at the hospital for relatives, parents or guardians of patients in the Paediatric Department can avail of a shake down bed if they need to stay overnight.



# Shuttle Bus Service

There is a shuttle bus available between Cavan and Monaghan Hospital sites, Monday – Friday, times are as follows:

Monday to Thursday Bus Schedule			
Depart Cavan General Hospital	Arrive Monaghan General Hospital	Depart Monaghan General Hospital	Arrive Cavan General Hospital
8.00am	8.45am	9.00am	9.45am
9.45am	10.30am	11.00am	11.45am
1.00pm	1.45pm	2.00pm	2.45pm
3.45pm	4.30pm	4.45pm	5.30pm

Friday Bus Schedule - Departing at 7.00am			
Depart Cavan General Hospital	Arrive Monaghan General Hospital	Depart Monaghan General Hospital	Arrive Cavan General Hospital
7.00am	7.45am	9.00am	9.45am
9.45am	10.30am	11.00am	11.45am
1.00pm	1.45pm	2.00pm	2.45pm
3.45pm	4.30pm	4.45pm	5.30pm

# **Going Home**

When you are advised you are going home you should make arrangements to be collected from the hospital before 11 am. This is because Cavan Monaghan Hospital is a busy hospital and the bed may be needed for someone who is waiting in the Emergency Department. You may be asked to vacate your bed and wait in the ward day room or transit lounge to make way for patients who may have spent the night on a trolley. Thank you for your co-operation.

The following checklist may be helpful –

- Have you transport to your home?
- If you have a wound, what care is needed? Have you stitches or clips that need to be removed?
- Do you feel you have been given enough information regarding your discharge medication?
- Do you know if there are any changes to your medicines and what they are?
- Medication is not routinely supplied by the hospital. Have you someone who can get the medication for you? Do you know what the medication is for, and how often and, for how long you should take it?
- Can you bathe and shower when you go home?
- Do you have house keys and clothes?
- If you are already receiving care at home, does your carer know you are being discharged?
- If there are any problems when you are discharged, who will you contact?
- Have you got your prescription?
- Have you got all your belongings?
- Do you need to get a letter for your doctor or public health nurse?
- Ask when you can return to work and normal activities?
- Do you need a medical certificate for your employer?
- Do you have a follow-up appointment in the Out-patient Department? This is usually posted to your home address after you are discharged.

Some patients need convalescence or rehabilitation between leaving the acute hospital and going home. This will be discussed with you prior to your discharge. If you are being transferred to a Nursing Home or for convalescence you may be transferred by a relative, taxi or ambulance depending on your condition.

# Hospital Charges

# In-patient/ Day Service charges in public hospitals

If you are in a public ward under the care of a consultant for treatment and you remain overnight, you are receiving in-patient services.

In order to deal with liability for charges for your hospital stay, you should bring details of the following (if applicable):

- Medical Card Number
- VHI/ BUPA/ VIVAS/ or other health insurance details
- Relevant documentation re Army Cover

The charge for in-patient/day services is ¤75 per day up to a maximum of ¤750 in any 12 consecutive months (correct at Jan 2012). The charge does not apply to the following groups:

- Medical card holders
- People receiving treatment for prescribed infectious diseases
- People who are subject to "long stay" charges
- Children up to six weeks of age, children suffering from prescribed diseases and disabilities and children referred for treatment from child health clinics and school board examinations
- People who are entitled to hospital services because of EU Regulations
- Women receiving maternity services.

# Private patients in public hospitals

The following charges are in addition to the public hospital in-patient charges, as above.

Day-care ¤586

Rates from January 2012 are:

Private	Semi-private	
¤819	¤730	

# Hospital Charges

# Other Hospital Charges

If you are a private patient, you must pay for the services of the consultant who is treating you. You must also pay for the services of any other consultant who is involved in caring for you (i.e., oncologist, anaesthetist, etc.)

If you are a private patient you are liable for all hospital charges i.e. room charges, consultant, radiology, pathology and anaesthetic fees. If you are a private patient of the consultant you will be charged as a private patient in the hospital.

If you are admitted or treated as a result of a road traffic accident and are pursuing a legal claim for compensation, you will be liable for additional inpatient/ out-patient charges.

<mark>If you are a visitor from a country outside</mark> the European Union (EU), you will be charged separately for any treatment provided.

### Patient Accounts

If you have any further queries or require further clarification on any of the above you can contact Patient Accounts Department on FREEFONE 1800 585 800, or you can call to the patient accounts department which is situated behind the reception area in the main foyer. Opening hours Monday – Friday 9.30am – 5.00pm closed for lunch 1.00pm – 2.00pm daily.





# Consumer Services

# Compliments/ Concerns/ Complaints

If you are satisfied with the service provided to you please let the staff know. If you are unhappy with any aspect of your care or treatment at Cavan Monaghan Hospital please tell us. You should speak to the doctor or nurse / midwife in charge who will try to deal, at ward level, with your issue when it arises. However, if the matter remains unresolved you should contact the Complaints Officer. Your complaint will then be fully investigated and you will be informed of the outcome as soon as possible.

### Patient Satisfaction Survey

So that we can improve and develop our services, we would appreciate if you would take the time to complete the Patient Satisfaction Survey, which may be given to you on admission. This is a strictly confidential document and will greatly help us to assess our service and make appropriate changes.

You can ask the Nurse in Charge for a Patient Satisfaction Survey or Comment/ Complaint card at any time.



# Consumer Services

# Data Protection

Cavan Monaghan Hospital is committed to protecting your right to privacy and confidentiality. We do this by protecting your personal information in accordance with the Data Protection Act. This means your information will only be accessed by staff within the hospital who need it for your care and treatment.

Cavan Monaghan Hospital is subject to the Freedom of Information Act. This act gives you rights as a member of the public to obtain access to official information to the greatest extent possible consistent with the public interest and the right to privacy.

The Act gives you three statutory legal rights which are to:

- Access your information which is held by Cavan Monaghan Hospital.
- Have official information relating to you amended where it is incomplete, incorrect or misleading.
- Obtain reasons for decisions which affect you.

If you are seeking access to the healthcare records or case notes of a deceased member of your family you must apply under the Freedom of Information Act.

# Accessing your Medical Records

You do not need to use the Freedom of Information Act to obtain your own medical records. You have a right to access your own records. This will be arranged for you by the Administration Department at Cavan Monaghan Hospital.

# Consumer Services

### Service User Panel

Cavan Monaghan Hospital has a Service User Panel which meets every two months, (usually on a Tuesday evening at 6.30 p.m.).

The Forum is comprised of consumer representatives (who advocate on behalf of patients and their families) and senior hospital staff including the General Manager and Director of Nursing. The Service User Panel has been responsible for making a number of improvements within the hospital including producing this Patient Information Booklet. If you are interested in joining the Panel or want to find out more about it contact the Administration Department.



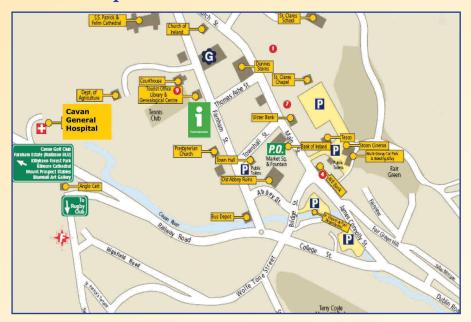
# Location

# **Monaghan Hospital**



# Location

# **Cavan Hospital**



# Cavan Monaghan Hospital operates a No Smoking Policy



# **Further Information**

If you require further information on HSE Services locally and/or nationally you can access the website www.hse.ie or contact the HSE Information Line 1850 24 1850.