

THE NATIONAL SPINAL INJURIES CENTRE COMMUNITY RULES AND GUIDELINES

It is important to recognise that whilst great emphasis is placed on treating everyone as an individual and in allowing you the maximum amount of freedom, there have to be certain rules and guidelines in order to ensure that the rights of others are not infringed. We retain the right to search patient's belongings if an infringement of the rules is suspected.

Drug Use

Use of drugs which have not been prescribed or authorised by your doctor is not permitted. Use of illegal substances will be reported to the police and appropriate action taken.

Smoking Policy

The Trust is a smoke free site and smoking is strictly prohibited everywhere on site including the outside grounds. Nicotine patches and gum are available on request.

Alcohol Policy

The consumption of alcohol within the NSIC is not permitted.

Security of Patients' Property

Hospitals are public places and many people come in and out for all sorts of reasons each day. Not all of them may be as honest as we would like and property is sometimes stolen. It is rarely recovered and you should always take care of your own property by employing the following basic common sense rules of security.

Wheelchairs

Make sure that wheelchairs and accessories are clearly marked. Sometimes arms or footrests are misplaced and if not marked individually these items may be used on other wheelchairs, and it is extremely difficult to prove ownership.

Personal Electrical Equipment

The NSIC is equipped with televisions, radios etc. If there is a special reason for a patient to use a piece of personal equipment e.g. portable television, DVD player, laptop or audio equipment, etc; he/she should ask the Ward Sister to check with the Sodexo electrician to see if this is acceptable as all items of electrical equipment must be checked prior to use in the Centre.

Headphones should be used so as to limit noise disturbance to other patients.

Clothing

Mark personal clothing and do not leave it for longer than necessary in drying rooms or elsewhere. Please see separate leaflet on 'Advice for Laundering Patients Soiled Clothing' in the Policies Section.

Cash and Valuables

Keep only sufficient cash for your needs and try not to leave it lying around on bedside lockers or other easily accessible areas. Similarly look after watches, pens, jewellery etc. and pay particular attention to chequebooks, bank and credit cards.

Lockers

Each patient has a lockable bedside cabinet and wardrobe in which personal effects may be stored. You should ensure that it is properly locked and that the key is kept in a safe place. If you cannot find the keys please ask for one from the Ward Sister/Charge Nurse.

Media Interest

Occasionally patients may want their 'journey' through rehab filmed or reported by local or national news departments. All media enquiries and filming or photography requests should be made to the press office. Please contact a member of the communications team by telephoning 01494 734840, or send an email to communications@buckshosp.nhs.uk

Motor Vehicles

If you are being readmitted we strongly advise that you arrange to be driven to the Centre rather than leave your car here as parking is currently at a premium. If you have to leave a motor vehicle parked in the NSIC car park ensure that it is properly locked up and that no valuable property is visible through the windows. Try to arrange for someone to move the car to an alternative car park or address if you are likely to be staying in the hospital for an indefinite period.

Dogs and Other Pets

It is regretted that unauthorised animals may not be brought into the Spinal Centre. Although many of them are perfectly well behaved and could give pleasure to some patients and staff, it is necessary to make this request in order to avoid unwelcome animals being brought in.

Policies and Procedures

The policies and procedures listed below can be found in Section 5 of this folder.

Admission Agreement
Privacy and Dignity Leaflet
Alcohol Policy
Smoking Free Site
Yellow and Red Cards
Summary of Procedure for Care of Individuals who are Violent or Abusive (age 18 and over)
Ward Curfew Procedure
Hand Hygiene Leaflet
Advice for Laundering Patients Soiled Clothing
Why You Should Wear a Wristband When You Are Staying in Hospital
You and Your Medical Record
Changing Allocated Consultant

PLEASE REMEMBER

Buckinghamshire Hospitals NHS Trust does not accept responsibility for the loss or theft of patients' property. DON'T BE CAUGHT OUT!