What is this leaflet about?

This leaflet is about Sheffield Teaching Hospitals. It will tell you how we can help you and your family when you move to the adult hospitals.

You can find out more about Sheffield Teaching Hospitals on our website.

www.sth.nhs.uk

What does the word 'transition' mean?

Transition is another word for change and 'moving on'. This can include you moving to an adult hospital where you will see a different doctor, nurse for your care.
If you have a:

- Communication passport
- Hospital passport
- Emergency care plan
- One page profile

Please bring this with you. It will help us to help you.

You can get a blank copy from:
www.signpostsheffield.org.uk/Stay inghealthy/my-health/hospital.html

A hospital passport can be downloaded from:
www.sheffielddirectory.org.uk
Just type in hospital passport in the keyword search box.

Please give your passport or care plan to the person looking after you.
Outpatient Clinic

The hospital staff will try to help and support you in many different ways. This may include:

- A tour of the outpatient area or ward

Ask .................................................
to plan this before your first visit to the hospital.

You should have a card or letter to bring with you.

Give the card to the receptionist in the outpatient clinic.

The receptionist may ask you to wait in the waiting room until it is your turn.
When you see your doctor

Your relative, carer or friend can be with you when you see the doctor.

Please ask if you want to know something.

You might want to write down any questions and bring them with you to the appointment.

Confidentiality

We will keep information about you and your care confidential.

This means we will not tell anyone else about your care who doesn't need to know.

If we need to talk to someone else about your care, we will always tell you first.
You can speak to the nurse or doctor on your own if you want to.
Please tell us and we will arrange this for you.

**Safeguarding**

The staff at the hospital will look after you. If you have anything you are worried about please tell them.

If you tell us something that affects your safety we may need to tell someone else. This is called **Safeguarding Children and Young People**.

Someone will talk to you and explain what they will do if this happens.

**Who makes decisions when I am 16?**

When you are 16 a law called the **Mental Capacity Act** says we must give you help to make decisions yourself.
If you find it difficult to make decisions yourself someone else may need to make decisions for you.

If someone has to make a decision for you, they must decide what is best for you.

To work out what is best for you they must:
- Listen to what you want
- Ask people who know you
- Make sure you are involved

What is it like on the ward?
Each ward has a poster on display. This tells you about the different staff and their uniforms.
If you need help please ask the nurse. Their names are on the poster.

What happens if I need to stay in hospital?
In some wards you may be able to have a single room.
If you cannot have a single room there are rooms with 4 or 6 beds.
Can someone stay with me on the ward?

Please talk to the nurse and we can plan for your relative or carer to stay. They may not be able to stay in the room with you.

The nurse will explain what will happen.

Washing and bathing

The nurse will show you where the shower, the bathroom and the toilets are for you to use.

Is there a telephone available?

There is a payphone on the ward and a phone by your bed.

You will need to pay to use both of these.

Can I use my mobile phone?

Yes you can though please remember:

- Don’t have a loud ring tone that disturbs other patients.
- Please keep your phone safe.

If it is lost or damaged the hospital will not replace it.
Television and internet access

Most beds have a television provided by Hospedia for your use.

Hospedia charges for this service. There is another leaflet that tells you about Hospedia.

Some wards have free television and internet. These include:

- Teenage Cancer Unit
- Haematology ward
- Osborn wards
- Cystic Fibrosis Centre
- Renal wards (only television)

Magazines/Trolley Service

There is a trolley service on some wards that sells:

- magazines
- toiletries
- a selection of refreshments

Smoking

You are not allowed to smoke inside hospital buildings.

If you need to smoke, there are special smoking shelters outside.
Meals

If you are staying in hospital we will give you breakfast, lunch and an evening meal.

Meals times are usually:

- 8.30am  Breakfast
- 12.15pm  Lunch
- 5.30pm  Tea

If you miss a meal, someone will fetch a meal for you.

Hot drinks are served at meal times and at:

- 10.00am
- 2.00pm
- 9.00pm

Snacks

If you are having medical treatment at mealtime you may miss your meal. If this happens we can give you a snack box instead.
What are the visiting times?

Hospital visiting times are:

- 2.00pm to 3.30pm and
- 6.00pm to 8.00pm

You can have visitors more often if you talk to the nurse.

Do I need clothes in hospital?

We do like you to get dressed if you can.

Each bed has a locker where you can keep any personal items.

Where can my parents get something to eat or drink?

In each hospital there is a dining room. The ward staff can tell you when it will be open.

There are also snack bars which are open from 9.00am to 5.00pm.

There are vending machines which sell snacks and sandwiches. These machines are in, or near each dining room.
Shops and cafes

There are shops and cafes at all our hospitals. Some of the main ones are listed here. Please ask the ward staff for directions.

### Northern General Hospital
- Herries Road Drive
  - Newsagent
- Huntsman Entrance
  - AMT Cafe
  - Boots
  - Cash machine

### Royal Hallamshire Hospital
- B Floor
  - WRVS cafe (and A Floor)
  - Newsagent
- C Floor
  - Boots

### Weston Park Hospital
- Ground floor
  - WRVS cafe
  - WRVS shop
Contact numbers

If you know the ward that you want to call just ring **0114 226 9696** and then say the name of the ward when asked.

Hospital telephone numbers

- **0114 271 7800** Charles Clifford
- **0114 271 1900** Jessop Wing
- **0114 243 4343** Northern General
- **0114 271 1900** Royal Hallamshire
- **0114 226 5000** Weston Park
Before you leave the hospital, make sure you know what you need to do next.

Questions to ask

When you are in hospital, it is important you understand what the doctors and nurses say to you.

Don't be afraid to ask if you don't understand.

You could say:

"Can you explain it again please?"

"What should I do if things get worse?"

or

"Who should I talk to if things get worse?"
Other Easy Read leaflets available

- Coming into hospital for an operation
- Coming to the Metabolic Bone Centre
- Getting ready to leave hospital
- Going to the Emergency Department (A&E)
- Having an x-ray
- Having a blood test
- Having a bronchoscopy
- Having a CT scan
- Having a flexible sigmoidoscopy or colonoscopy
- Having a gastroscopy
- Having your photograph taken
- Staying in hospital

Hospital videos

We also have some videos about moving to the adult hospitals on our website which you may find useful to watch. Just type in this website address to see them:


To see all of our videos go to this page on our website:
