What is leave and how can you use it?

Leave is the word we use to refer to your time away from the ward. Most people don’t have leave when they first arrive at hospital. This is to give us time to assess your mental and physical health to make sure that when you have leave, you are safe to do so.

We can work with you to make sure you feel supported while out on leave.

Usually your doctor will give you escorted leave first. This means you must be accompanied by staff or a person chosen by your doctor.

When the doctor feels it is safe for you to leave the ward on your own they will usually grant you unescorted leave. You can then go out from the ward by yourself for the allocated time, to do things that are meaningful to you.

Usually it will be for a short amount of time and will gradually increase with more time off the ward until you are discharged.

If you would like to discuss leave, please speak to your contact nurse or doctor.

We hope your stay with us has been supportive for you on your journey, and we wish you all the very best for the future.

Any questions you may have

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Interpreter or AUSLAN

If you need an interpreter, ask staff or call TIS 131 450

Aboriginal Hospital Liaison Officer (AHLO)

Call 03 9076 3026

Alfred Mental and Addiction Health Inpatient Unit

An essential guide for consumers, families and friends
Welcome. We are here to support you.

Some people feel relieved when they arrive at the Inpatient Unit, but sometimes it can feel scary too. Our team includes many skilled and caring people. We will do our best to make your stay with us as helpful and respectful as possible.

Contact nurse

You will always have a contact nurse. This is the first person you should talk to if you need help or information.

Visiting Hours

7am-9pm. Visiting outside of these hours can be arranged.

Talk to your contact nurse if you have any questions

Bedrooms

You will get either a single or twin room. You will not have to share a room with someone of the opposite sex. On the ground floor ward we have rooms available in a women’s only wing.

If you have concerns with who you are sharing a room with and feel you may need to swap rooms, please talk to your contact nurse.

Personal lockers

We strongly encourage you not to bring valuable items onto the ward - ideally you should keep these items at home. All items not stored in the lockers are your responsibility for safe keeping.

Meals

Each day you will get a menu to complete, but if you are not up to it, a nurse can do this with you. Meal times are (approximately):

- **Breakfast** 8.30am
- **Lunch** 12.30pm
- **Dinner** 5.30pm
- **Evening snack** 8.30pm

If you have any special dietary requirements, such as kosher, halal, vegan or allergies, please speak to your contact nurse.

Phones

Your friends and family can call on these numbers and ask to be put through to you

**Ground floor:** 9076 3914  **First floor:** 9076 3925

There are also public phones on the ward for you to make and receive calls:

- **Ground floor:** 9076 5370  **First floor:** 9076 5706

If you answer the public phone and the call is not for you, please let a contact nurse know so they can find the person concerned.

For international calls please ask your contact nurse to assist you.

Drugs, alcohol and cigarettes

Drugs, alcohol and cigarettes are banned from the wards. If you are suffering from withdrawal, discuss this with your contact nurse and doctor as we can help. If you, a family member or other visitor supplies illicit substances to patients on the ward this will be reported to the police.

Cultural, religious and spiritual needs

All people are welcome at Alfred Psychiatry regardless of culture, race, religion, spirituality, gender, language, age or sexual orientation.

We have face-to-face and telephone interpreters to maintain your privacy (free of charge).

The Alfred has a chapel available for your use and we also have a Pastoral Care Coordinator.

If you have any particular needs (e.g. an interpreter, prayer space, or staff of the same gender) talk to your contact nurse or the team.

Locked safe

We have a safe on the ward to store any personal belongings of value (including up to $100 cash). We also have small patient lockers.

We encourage you to leave valuable items at home, as the ward is not responsible if you lose your personal property. If you have your passport on you we will also keep this in the locked safe.

Medication

You may receive a number of different medications on the ward. Please tell us if you have any allergies or bad reactions to any medications.

You have a right to be given information about all medications you are given, including what it is prescribed for and any possible side effects.

Please ask as many questions as you like about the medication we are providing you.