

# WELCOME!

## TO THE INPATIENT NURSING UNIT NAVAL HOSPITAL, OAK HARBOR

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This form contains General Information about our unit to make your stay here more pleasant.  
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### VISITING HOURS

Visiting hours are from 1000 (10 A.M.) until 2100 (9 P.M.). All visitors need to check in at the Nurses' Station before they visit any patients. Only siblings are allowed to visit newborns. Visitors should be limited to two at a time and children under 12 years of age must be accompanied by an adult at all times. If space permits, parents are encouraged to stay overnight with pediatric patients under the age of 12 years. Please check with the Charge Nurse for additional questions about visiting hours.

### NAPTIME POLICY

Post-partum families have the opportunity to participate in "Naptime". The purpose of the policy is to allow new moms and dads an opportunity to have quiet time with their new baby. This allows for bonding, breastfeeding, and rest. From 1400-1600 (2-4pm), signs will be posted outside of the rooms restricting visitors and staff member interruptions. This is a completely voluntary evolution. Please check one of these boxes to accept or decline participation in "Naptime".

**Accept:**  **Decline:**  (Please place an "X" in one box only).

### YOUR ROOM

**CALL LIGHT:** A call light has been provided at your bedside to contact the nurse. By pushing NURSE on the call light a voice may respond over the intercom in your room or a staff member will come into your room to address your needs.

**STORAGE:** There is an unlocked night stand in each room to store personal items. Small items are recommended due to limited storage space. We recommend that you do not bring valuable items with you to the hospital. If possible, please send anything of value home with a family member or friend. We are able to inventory small items (e.g. cash, credit cards, check books, jewelry) and place them in a safe. If you choose to maintain items of value at your bedside, the hospital cannot be held responsible for their security. All electrical items (e.g. razors, hair dryers, curler, radio, etc.) need to be checked by our hospital for safety before using.

**TELEPHONES:** Telephones are available for LOCAL CALLS from each bedside. To dial off base: press 9, wait for a dial tone, then dial the remainder of the numbers; to dial on base: press 7 and the last four digits of the number. You will need to use a calling card or phone card for long distance calls. Your family may call directly into your room. Please ask the staff for the telephone number for your room. The number for our Nurses' Station is 257-9458 or 257-9447.

### WAITING AREA

A patient / visitor waiting area is available on the ward. Drinks are allowed in the waiting area but we ask that food be eaten in the snack bar area to help maintain cleanliness. The waiting area is open 24 hours a day with a TV and VCR for your convenience.

### SNACK BAR

There is a small snack bar with grill open Monday through Friday (except for holidays), from 0700 (7 A.M.) until 1300 (1 P.M.). This area has vending and change machines and a seating area available 24 hours. Patients should consult with the ward staff about diet restrictions before purchasing items from the snack bar. NAS Food Service (Galley) provides three meals a day for inpatients. If your diet permits, you may have food brought in from other sources, but please check with ward personnel prior to making arrangements.

## SHOES

For safety reasons, shoes/slippers are required when walking on the unit. We can supply you with disposable slippers, if necessary.

## SMOKING

**SMOKING IS NOT PERMITTED INSIDE THE HOSPITAL.** The hospital does have designated smoking areas. You must have a doctor's order to smoke, and you may need an escort. Please check with the Inpatient Ward staff before leaving the unit to smoke.

## BED CLOTHES & TOILETRIES

YOU MAY BRING YOUR OWN. If you are admitted to the hospital unexpectedly, the hospital will provide you with hygiene items until either a family member or friend is able to bring your own. There are soap dispensers in all showers and you will be provided with a hospital gown, robe, and towels throughout your hospital stay.

**Please don't hesitate to let us know if we can be of further assistance.**

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## Adult, Pediatric, and Neonatal Patient Rights and Responsibilities

### RIGHTS

1. **Medical Care.** The right to quality care and treatment consistent with available resources and generally accepted standards. The patient has the right to refuse treatment to the extent permitted by law and Government regulations, and to be informed of the consequences of his or her refusal.
2. **Respectful Treatment.** The right to considerate and respectful care, with recognition of his or her personal dignity and cultural beliefs.
3. **Privacy and Confidentiality.**
4. **Identity.** The right to know, at all times, the identity, professional status, and professional credentials of health care personnel.
5. **Explanation of Care.** The right to be involved in all aspects of care.
6. **Informed Consent.** The right to be advised in non-clinical terms of information needed to make knowledgeable decisions on consent or refusal for treatments.
7. **Safe Environment.** The right to care and treatment in a safe environment.
8. **Minimal Separation.** Infants have the right to minimal separation from parent(s) from the time of birth through discharge from the hospital.
9. **Pastoral/ Protective Services.** The right to pastoral counseling and access to protective services.
10. **Pain Management.** Patients have the right to appropriate assessment and management of pain.

### RESPONSIBILITIES

1. **Providing Information.** The responsibility to provide, to the best of his or her knowledge, accurate and complete information about complaints, past illness, hospitalizations, medication, and other matters relating to his or her health.
2. **Respect and Consideration.** The responsibility for being considerate of the rights of other patients and health care personnel and for assisting in the control of noise, smoking, and the number of visitors.
3. **Compliance with Medical Care.** The responsibility for complying with the medical and nursing treatment plan, including follow-up care, recommended by health care providers.
4. **Rules and Regulations.** The responsibility for following the rules and regulations affecting patient care conduct. All patients must comply with regulations prohibiting smoking except in designated areas.
5. **Visitation.** Parents/legal guardians are expected to visit their infant / child regularly and to ensure that the hospital staff is aware of how to contact them in the event of an emergency.

**I have read and understand this information.**

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Signature

\_\_\_\_\_  
Date