This booklet is both for outpatients, who need to visit hospital for an appointment, and for inpatients, who will be staying overnight in hospital.

Information is correct at time of going to press. You can find updates at www.ouh.nhs.uk as well as other information about our hospitals, or contact our Patient Advice and Liaison Service (PALS) office on 01295 229 259.

CONTENTS

The Horton General Hospital 3
Your hospital visit 4
Staying in hospital 5
Getting to the Horton General Hospital 7
Hospital map 8
Contacts 11
Leaving hospital 12
Information about you and how we use it 12

For a copy of this information leaflet in large print please call 01865 231 471.
THE HORTON GENERAL HOSPITAL

The Horton General Hospital in Banbury is an acute general hospital providing a wide range of services, including:

- emergency department
- general surgery
- acute general medicine
- trauma and orthopaedics
- maternity (midwifery-led unit) and gynaecology
- paediatrics
- critical care unit (used flexibly for intensive care)
- coronary care
- cancer resource centre
- renal dialysis.

Please check carefully where you need to go so that you can choose the nearest car park or bus stop (see map on page 8).

Disabled access

All our car parks have disabled spaces and spaces close to the entrances. All our public areas have disabled access and disabled toilets are available in public areas and on all wards. To request a wheelchair, if needed, dial ‘0’ for Reception from the telephone just inside the main entrances.

Patients with hearing difficulties

If you wear a hearing aid or have hearing difficulties, please tell the staff. Some wards have listening devices on loan or a loop system for use with hearing aids when watching television.

Interpreter services

If your first language is not English and you need an interpreter to help you speak to doctors and nurses, ask a relative or friend to tell your nurse as soon as possible. (Your GP may already have told us that you need an interpreter.)

Smoking

For the health and safety of all patients and staff, smoking is not allowed within the hospital or its grounds.
YOUR HOSPITAL VISIT

Consent to treatment
We may ask you to sign a consent form before certain treatments. You can withdraw consent even after signing. Ask any questions you like, and tell us about anything which may affect your general health. We may also ask to use your surplus tissue for medical research: please ask for a leaflet explaining this.

Personal information
You may be asked to give information about yourself, including 24 hour contact details for the person you would like to be contacted in an emergency, e.g. your wife, husband, partner, friend or relative. If you change your GP or your home address, please contact us so that we can update our records.

Presence of students at patient appointments
Students may be present when you have an appointment: if you would prefer students not to be present, please tell the nurse or the doctor.

Hand washing (infection control)
Healthcare workers clean their hands with soap and water or by using a special hand rub. Please ask all healthcare workers to clean their hands before carrying out any care.

Cultural / religious needs
Your cultural and religious beliefs will be respected in hospital. Members of the Chaplaincy team are available to visit you, and visits from local leaders of other faiths can be arranged; please ask a member of staff. There is also a chapel in the hospital.

Support for carers
Do you look after someone? Carers Oxfordshire listens to carers and provides information and advice. It also aims to help carers get the support they may need. Telephone 0845 050 7666 or email carersoxfordshire@oxfordshire.gov.uk

Shop, restaurant and cashpoint
There is a League of Friends shop, a ‘Cup and Saucer’ tea / coffee bar in the Outpatients Department, a restaurant and a cashpoint, as well as vending machines around the site.
STAYING IN HOSPITAL

When you arrive on your ward we will give you a printed wristband to wear. We use the wristband to check your identity before we give you any treatment. If you notice a mistake on your wristband or are not given one, please tell a member of staff.

Personal property
You will have a bedside cabinet, but it cannot be locked. Please give anything valuable to your nurse, who will give you a receipt.

Pensions / benefits
If you receive a pension or benefits please ask a friend to deal with these during your stay. If this is not possible, bring your pension book with you and give it to your nurse. Pensions and benefits may be reduced while you are in hospital: please contact the Department for Work and Pensions on 0845 606 0265 if you are in any doubt.

What to bring
• Medicines
  Please bring with you all medicines you are taking, in their original containers, and any special cards that give details of your current treatment (e.g. steroid card). Please also bring any non-prescription medicines, ointment or supplements that you use regularly. Put all these things in the green medicines bag (supplied with your admission letter).

• Nightdress / pyjamas, dressing-gown and slippers
  If you are having a foot operation, please bring suitable open footwear as your normal slippers may not fit after your operation.

• Comfortable day clothes (if needed, but not too many)

• Toiletries, towels and tissues

• Walking or dressing aid (if used)

• Denture cleaner / bowl (if used)

• Books, magazines, stationery, stamps and pens

• Loose change for newspapers etc.
What not to bring

- **Television / radio.** Television is available in all day rooms and all beds have a radio service. Most wards also have a pay-per-view system (Hospedia) at the bedside. Pre-payment cards can be bought by credit / debit card from machines near the wards.

- **Alcohol.** Alcohol is not allowed anywhere in the hospital.

- **Jewellery or large sums of money**

### Hospital radio

Radio Horton is a free service to all patients and can be accessed via Hospedia. Requests and dedications can be made by calling 01295 229 211. Alternatively dial *800 (free on Hospedia).

### Telephones / mobile phones / WiFi

Please ask staff on your ward if you may use a mobile phone, and if so, where. Reception varies greatly throughout the hospital buildings. There are public phones on some wards and a bedside service provided by Hospedia. We also offer free WiFi: ‘OUH-Guest’.

### Meals

You will be offered three meals a day, and snacks mid morning and afternoon. Snacks are available 24 hours a day, so tell your nurse if you are hungry or have missed a meal. All ward menus cover all dietary needs and include vegetarian, vegan, halal and kosher options.

### Visitors

Your ward will have set visiting times and limits on the number of visitors at each bed at any one time. Please ask your visitors to observe these. If a friend, or a member of your family, has a cold, cough, stomach upset or condition that may be infectious, please ask them not to visit until they are well again. Visitors should use the hand rub provided.

### Flowers

Some wards do not allow flowers for infection control reasons. Please ask your visitors to check first.

### Same-sex accommodation

We provide same-sex accommodation where it is clinically safe and appropriate to do so. If the only bed available is in a mixed-sex area we will explain this to you and move you to a same-sex area as soon as possible.
GETTING TO THE HORTON GENERAL HOSPITAL, BANBURY

Correct at time of print: for more information visit www.ouh.nhs.uk

By bus (call Traveline: 0871 200 22 33 / www.traveline.info)

S4 (Stagecoach)
Please check timetables: www.stagecoachbus.com

B1 (Go Ride)
Easington / Horton / Banbury Centre.
Please check timetables: www.goridebus.co.uk

499 (Heyfordian)
Banbury Centre / Horton / Adderbury / Aynho / Kings Sutton.
Please check timetables: www.heyfordian.travel/timetables

81 (Heyfordian)
Bicester / Bucknell / Ardley Somerton / Aynho / Horton / Banbury Centre.
Please check timetables: www.heyfordian.travel/timetables

You can reach Banbury town centre from a number of different places both within the Banbury area and further afield. Take your local bus into the town centre and change onto services S4 or 499.

By train
The hospital is a 20 minute walk (uphill) from Banbury railway station. There are taxis available at the station.

Parking
Car Park 1: left of Hightown Road entrance, by Oak and Juniper wards.
Car Park 2: right of Hightown Road entrance, opposite the Maternity Unit.
Car Park 3: in front of Maternity Unit (Maternity entrance).
Car Park 4: next to Ramsay Healthcare Horton NHS Treatment Centre.
Car Park 5: short stay car park in front of the Emergency Department.
Car Park 6: left of Oxford Road entrance, near Outpatients Department and Brodey Cancer Centre.
Daily Pay & Display parking charges (no change given)

There is a change machine in the hospital main entrance by the Children’s Ward lift.

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 30 minutes</td>
<td>Free</td>
</tr>
<tr>
<td>30 minutes to 1 hour</td>
<td>£1.40</td>
</tr>
<tr>
<td>1 - 2 hours</td>
<td>£2.80</td>
</tr>
<tr>
<td>2 - 3 hours</td>
<td>£4.20</td>
</tr>
<tr>
<td>3 - 4 hours</td>
<td>£5.60</td>
</tr>
<tr>
<td>Over 4 hours</td>
<td>£7.00</td>
</tr>
<tr>
<td>Lost ticket charge</td>
<td>£7.00</td>
</tr>
</tbody>
</table>

Parking is free overnight if you arrive after 8.00pm and leave before 8.00am.

There are extra-wide parking bays for Blue Badge holders only, which allow for wheelchair use. There are 24 disabled spaces available, but if these spaces are full you can park free of charge in any Pay & Display car park if you display your Blue Badge. There is a £25 penalty for inappropriate parking in disabled spaces (£50 if not paid within 14 days).

Patients who attend regularly for treatment over a prolonged period of time, and visitors to long-stay patients or relatives of patients in critical care, may be entitled to discounted or free parking. Please see the posters on site or call the Parking Office on 01295 229 250.

If you cannot access other transport, community transport may help. Check www.ctonline.org.uk for services. Oxfordshire County Council also has information about local transport at www.oxfordshire.gov.uk/cms/public-site/public-transport

Patients who meet strict medical criteria may request ambulance transport to attend hospital. Please call 0300 100 0015 Monday to Friday 8.00am - 6.00pm.

Patients on certain benefits may claim all or part of the cost of travel to and from hospital. Please call the Cashiers Office on 01295 229 044.
CONTACTS

Feedback
When you visit hospital you may be asked “How likely are you to recommend our department to friends and family if they needed similar care or treatment?” We welcome your feedback. You can also leave feedback via our website www.ouh.nhs.uk

Patient Advice and Liaison Service (PALS)
PALS is a confidential service for patients, relatives and carers. 01295 229 259 Monday to Friday 9.00am - 5.00pm or email PALS@ouh.nhs.uk

Complaints Office
The Trust is committed to providing the very highest standards of care. If staff or PALS are unable to resolve your concerns, you can submit a complaint in writing to the Trust. Please write to:

The Chief Executive, Oxford University Hospitals NHS Foundation Trust
Headley Way, Headington, Oxford OX3 9DU.

Support Empower Advocate Promote (SEAP)
SEAP can help you complain about NHS services: www.seap.org.uk / 0330 440 9000

Foundation Trust membership
Join us as a member and help us make our patients’ experience the best it can be. If you are over 16, live in England and would like to find out more, please visit www.ouh.nhs.uk/ft

Charitable involvement
Patients and families who would like to support or get involved with the work of the Trust are encouraged to visit:
www.ouh.nhs.uk/charity

For donations to the Horton General Hospital Charitable Fund, please contact Mrs Yolanda Jacob on 01295 229 058 or 07775 850 119.

Making contact with you
From time to time, the Trust would like to update you about the services we provide.
If you would prefer not to receive further updates from the Trust please email charity@ouh.nhs.uk, call 01865 743 444 or write to:
Charitable Funds, OUH Cowley, Unipart House Business Centre, Garsington Road, Oxford OX4 2PG.
LEAVING HOSPITAL

We will aim to get you ‘Home for Lunch’ on your day of discharge wherever possible. We will ask you to move from your bed space to the Transfer Lounge or day room early in the day; here you can wait in comfort for your medication and your transport home.

Most patients go back home when they leave hospital; if you need community support services these can be arranged.

If your care needs can best be met in a community hospital, we will find and transfer you to the first available bed. There are a number of community hospitals in Oxfordshire, so the first available bed may not be the one closest to where you live.

For more information please visit www.ouh.nhs.uk/leavinghospital

INFORMATION ABOUT YOU AND HOW WE USE IT

Trust Privacy Notice

When you come into hospital, information about you, your medical treatment and family background may be recorded, on paper and computer, to help us care for you. The information is part of your health record and will be kept in case we need to see you again.

Members of the clinical teams looking after you may share your personal health information with each other. This team may include healthcare professionals, support staff and students. All NHS staff are bound by law and a strict code of confidentiality, and are monitored by the Trust’s Caldicott Guardian, who is responsible for ensuring patients’ confidentiality is respected. Your confidentiality is very important to us, and we have strict controls in place to protect your information.

How your records are used to help you

Accurate, up-to-date information about you:
• helps staff to assess your health and care for you
• will help staff to treat you in future, in hospital or elsewhere
• allows staff to monitor and if necessary investigate the care you have received.
How your records help us

Accurate, up-to-date information about you:
- helps us provide high quality care and meet all our patients’ needs
- helps us train healthcare professionals and support research and development
- is necessary for the hospital to be paid for your treatment
- supports audits of NHS services and accounts
- supports investigation of any incidents or issues that arise
- contributes to national NHS statistics.

Sharing your information

Sometimes we have to pass on information by law:
- to notify a birth
- when an infectious disease such as meningitis or measles may endanger the safety of others
- where a formal court order has been issued
- when sharing information with the police may prevent a serious crime, or prevent harm to you or other people.

We may have to share information about you with non-NHS staff (for example Social Services): we will only do this if it is necessary, and if we need your consent we will ask you for it. The main NHS organisations which may need your information are Clinical Commissioning Groups, Commissioning Support Units, other NHS trusts, GP practices and ambulance services. If we have to share information about you, we will remove your personal details where possible.

We may arrange for external companies to type dictated correspondence. This typing may be done overseas. Your name and address is not added until the typed correspondence has been returned to us, so it is not possible for anyone outside the Trust to identify you.

In addition, information may be used for approved research projects. In most instances the information will be made anonymous so that you cannot be identified. If this is not possible, we will ask your permission or request approval from the Health Research Authority’s Confidentiality Advisory Group. Should you not wish information about you to be used for research you may let us know in writing by contacting the Research and Development Team by email at ouhtma@nhs.net or in writing to:
Your information rights
• You have the right to know how we will use your personal information.
• You have the right to see your health record (your medical notes). This is known as Right of Subject Access.
• You have the right to object to us making use of your information.
• You can ask us to change or restrict the way we use your information and we have to agree if possible.
• You have the right to ask for your information to be changed, blocked or erased if it is incorrect.

If you would like to speak to us about your rights, or ask us any other questions about how we use your information, please contact the Information Governance Department on 01865 226 912 / 572 470 or by email at information.governance@ouh.nhs.uk or in writing to:

Information Governance
Oxford University Hospitals NHS Foundation Trust
Headley Way, Oxford OX3 9DU

Accessing your Health Record (a ‘Subject Access’ request)
While you are in hospital, you may ask to look at your health record folder. Your notes will be prepared for you and a qualified member of staff will talk you through the content. Your right to see some information may be limited – for example, if it includes details about other people.

To see your health record after you leave hospital, or if you want copies of your health record, please send a written request to:

Subject Access Manager
Data Quality Department, Level 3 West Wing
John Radcliffe Hospital, Oxford OX3 9DU

Email: subject.accessrequest@ouh.nhs.uk
If you have a specific requirement, need an interpreter, a document in Easy Read, another language, large print, Braille or audio version, please call 01865 221 473 or email PALS@ouh.nhs.uk

Albanian
Nëse keni nevojë për një përkthyes ose doni një dokument në një gjërë që të jetë, me shkonja të mëdhë, Braille (alphabet për të verbërit) ose kasetë me zë, j'u lutemi telefononi në 01865 221473 ose e-mail PALSJR@ouh.nhs.uk

Arabic
إذا كنت بحاجة إلى ترجمة قصيرة أو إلى ترجمة إحدى مستنداتك إلى لغة أخرى، أو بالحروف الطبيعية الكبيرة أو بطريقة برaille للمنكوسين أو بالصوت، يرجى الاتصال بالرقم 01865 221473 أو بالبريد الإلكتروني على العنوان: PALSJR@ouh.nhs.uk

Bengali
আপনার ব্যাপারের ইন্টারভিউরা প্রয়োজন হয় অথবা অন্য কোন ভাষায়, বড় ভাষায়, ব্রেইলে বাংলা অথবা অন্য কোন ভাষায় ডকুমেন্টের প্রয়োজন হয়, তাহলে অনুরূপ কর্ম 01865 221473 নম্বরে কোন কর্ম অথবা এই PALSJR@ouh.nhs.uk ইমেইল পাঠানো করুন।

Mandarin
如果您需要安排口译，或需要某文件翻译成另一种语言，或依大字体、盲文或音频格式提供，请致电：01865 221473，或发送电子邮件至：PALSJR@ouh.nhs.uk。

Pashtu
که ته یوه ترجمه که ارتیا آره یا یوه بله لیکه، یه غظه فرعتول، برول (د رئیس لیکه) یا سمعی بینه یو سند غواړي هیله ده چې PALSJR@ouh.nhs.uk

Polish
Jeśli potrzebne byłyby Państwo tłumaczenie ustne lub chcieliby Państwo otrzymać dokument w innym języku, w formacie dużym drukiem, w alfabetie Braille’a lub w postaci nagrania dźwiękowego prosimy zadzwonić pod numer telefonu 01865 221473 lub napisać na adres e-mail: PALSJR@ouh.nhs.uk.

Portuguese
Se precisar de um intérprete ou de um documento noutra língua, num formato ampliado, em Braille ou em áudio, deverá ligar para o 01865 221473 ou enviar um e-mail para PALSJR@ouh.nhs.uk.

Kurdish Sorani
ئەگەر بپێیستی بە وەرکردنی زارماکی حەیە بەکەوتە بایندەکەیە بە زەمانیکی ترە بەنی چاوە بە دەنیا ڕێپۆرتری بە پەیتکەن (پەیکەیەکەوە ەوە تەوە بە زەمارەی 01865 221473) یا یەوە بە پەیتکەن بە پەیەنە بو PALSJR@ouh.nhs.uk

Urdu
اکثر کو ترجمان (انتقالیات) چابی پیا کوئی دستاورده کی دیگر بیان، بر پس سیف توکو کان چته، بیلی پیا ہو یا پردرکار بیوٹولیکی PALSJR@ouh.nhs.uk

Mehri نمی 221473 01865 221473 بکار کردنی ای میل پیامی: PALSJR@ouh.nhs.uk
YOUR NOTES

Please do not film or take photographs on our hospital sites.

Media and Communications Unit
Version 12, March 2017
Review date March 2018
Oxford University Hospitals NHS Foundation Trust
Oxford OX3 9DU
www.ouh.nhs.uk