



# GINESA SUITE

Information handbook  
for young people





## CONTACT INFORMATION

**Ginesa Suite Administrator**

**Tel: 01 2771544**

**Fax: 01 2771637**

**Ginesa Suite Nursing Office**

**Tel: 01 2771545 / 01 2771534**





# CONTENTS

## WELCOME

About us .....	5
Values .....	5

## YOUR VISIT

What to bring.....	6
When you arrive .....	7
First few days.....	7
Safe keeping .....	7
Personal property.....	7
Medication .....	8
Accommodation .....	8
Mobile phones.....	9
Internet.....	9
Electronic devices.....	9
Privacy & dignity .....	9
Closed circuit television.....	9

## YOUR TEAM

The staff Involved in your care .....	10-13
---------------------------------------	-------

## FACILITIES

Hospital facilities.....	14
The Ginesa Programme .....	14
Recreation facilities .....	15
Dining facilities.....	15
The Pomegranate Café.....	15
Seomra Eolais .....	16
Pharmacy .....	16
Darro family room .....	16
Chapel .....	16

## USEFUL INFORMATION

Your rights .....	18
Independent Advocacy Service .....	18
Investing in Children Membership Award .....	18
Observation levels .....	18
Periods of leave.....	18
Searches.....	19
What we expect of you during your stay.....	19
Visiting Times .....	19
Pets .....	20
Post .....	20
Fire drills and alarm testing .....	20
Data protection .....	20
Satisfaction questionnaire.....	21
On your discharge .....	21
How to find St. John of God Hospital.....	21
Notes .....	22



# WELCOME

to Ginesa Suite in Saint John of God Hospital.

This booklet is designed to give you an idea of what to expect during your stay at Ginesa Suite. If you have any questions you can talk to any member of staff and we will answer them as best we can.







## WE RECOGNISE THE UNIQUENESS OF EACH YOUNG PERSON



### About Us

Ginesa Suite is an adolescent inpatient mental health service that can cater for 12 young people aged from 14 years up to 18 years old who are experiencing mental health difficulties.

Our philosophy of care is to provide assessment and therapeutic care in partnership with the young person and their families/guardians. We aim to do this by:

- Respecting the dignity and rights of each young person.
- Providing a comprehensive and multidisciplinary approach to assessment, treatment and care.
- Working jointly with each young person and their families/guardians.
- Creating an environment where each young person feels welcome, valued and safe.
- Striving to provide a specialist and professional service at all times.

Saint John of God Hospital is committed to training healthcare professionals and to conducting clinical research designed to enhance treatment programmes to improve our services.

### Values

Our core values are Hospitality, Compassion, Respect, Justice and Excellence. We believe that each young person admitted to Ginesa Suite requires and deserves a comprehensive approach to treatment. This includes availing of all medical, psychiatric, psychological, social and educational opportunities available to them. We recognise the uniqueness of each young person through the treatment and welcoming environment we extend to all who enter our hospital.





# YOUR VISIT



## PREPARING FOR ADMISSION

### WHAT TO BRING WITH YOU

When preparing for admission you should bring the following with you:

- ✓ Several changes of comfortable, casual clothes including a jacket
- ✓ Gym clothes and runners
- ✓ Sleep wear
- ✓ Toiletries including towels
- ✓ Current medication or a list of your current medication (if applicable)

You can also bring the following items if you wish:

- ✓ Books/magazines you enjoy reading.
- ✓ Personal music player (without a camera or internet access).
- ✓ Some items to personalize your bedroom.
- ✓ A small amount of money for use in the coffee shop, weekend takeaways and occasional outings.
- ✓ A folder for storing information or documents in.







### When you arrive

On arrival, you will be met by a member of the nursing team at reception and they will accompany you and your parent/guardian to Ginesa Suite. You will be introduced to the nursing team and familiarised with the Ginesa Suite environment. Shortly afterwards a nurse and a doctor will meet with you to get to know you by having a conversation about how things have been going for you at home, in school and with your friends.

### Your first few days

The first few days of your hospital admission are usually a time to assess your mental and physical health. The multidisciplinary team will speak with

your parents and/or guardian to help with this assessment. Once the assessment is complete you will be involved in the development of a written care plan for you; this will help you reach goals of recovery.

### Safe keeping

Anything that has a lot of sentimental value or is high in value such as expensive jewellery and large sums of money, credit/debit cards should be returned to your home or immediately deposited in the hospital's Cash Office for safe keeping. Nursing staff can advise you regarding the Cash Office opening times for access to your valuables. The hospital is not responsible for valuables that you keep in your room.

### Personal Property

During your stay in Ginesa Suite there are certain items that are not allowed due to health and safety reasons. These are unprescribed medication, illicit drugs, alcohol, sharp items, glass/mirror items, crockery, plastic bags, lighters, items





## YOUR VISIT

with an electrical flex, stimulant drinks, beverages in cans and inappropriate reading materials, games or DVDs designated 15 or over.

You can bring the following items and they will be stored in a personal property box when not being used:

- Compact mirrors
- Razors
- Nail clippers/nail files/ tweezers

On arrival to the Suite a nurse will go through and record the personal belongings that you bring with you. If you have brought any of the listed items these will be returned home.

During your stay in hospital, there may be times when items of your property are

retained or returned home for health and safety reasons. Where this is necessary, a member of nursing staff will explain the reason/s as to why this is the case. If you have any questions about this matter, please do not hesitate to discuss this with a member of your multidisciplinary team.

### Medication

If you are taking medication when you are admitted, every effort will be made to ensure that your medication is prescribed correctly. This may involve contacting your local pharmacy and/ or your GP to get a list of your current medication. For the duration of your stay however, your medication will be provided by the hospital pharmacy and must be prescribed and administered by hospital staff.







## Accommodation

Ginesa Suite's facilities include lounge areas, a family room, a classroom, an activities room, a dining room and both single and double bedrooms.

## Mobile Phones

Mobile phones are permitted on Ginesa Suite. However, mobiles must be internet and camera free. Smart phones are not permitted and will be returned home with your parents or guardians if they are brought to the suite. You are asked to switch off mobile phones when in the dining room and when participating in group or therapy sessions.

## Internet

Internet access is available on Ginesa Suite and in the Ginesa classroom. In the main hospital it is available from Seomra Eolais (information centre) and the Pomegranate café. If you need any further information regarding internet access please do not hesitate to ask a member of staff.

## Electronic Devices

The use of personal electronic devices (such as TV sets, tablets, laptops, portable DVD players) are not allowed on Ginesa Suite.

## Privacy and dignity

The hospital is committed to respecting your privacy and dignity and we will do everything we can to ensure this is achieved. To protect the privacy of other young people the use of cameras and camera phones is not allowed.

## Closed-Circuit Television

CCTV cameras are used for the sole purpose of ensuring your health, safety and well-being and are clearly identified by prominent signage throughout the hospital. You can ask a member of staff to show you where they are situated.





# YOUR TEAM



## The Staff Involved in your Care

**You will be under the care of a multidisciplinary team comprising of a Consultant Psychiatrist, a medical Registrar, Nursing Staff, a Social Worker, an Occupational Therapist, a Psychologist, a Clinical Nurse Specialist, a Teacher, a Speech and Language Therapist, a Pharmacist, a Dietician and a Chaplain. Your level of interaction with relevant members of your multidisciplinary team will depend on your clinical needs. Not every young person will need input from every member of the team.**

## The Consultant Psychiatrist

A Consultant Psychiatrist is a medically trained doctor who has completed comprehensive training in psychiatry. The Consultant Psychiatrist is the leader of the team involved in your care and will coordinate your treatment and recovery plan.

## The Registrar

A Registrar is a medically trained doctor: Most Registrars in Saint John of God Hospital are training to become psychiatrists but some are in training to become general practitioners.

## The Nurse

A Nurse is a registered professional whose

name is maintained with The Nursing and Midwifery Board of Ireland as a competent clinical practitioner: all Ginesa Suite nursing staff are registered mental health nurses who provide a variety of therapeutic interventions.

## The Social Worker

The Social Worker will meet with you and your family, individually and together, teasing apart issues important to your family functioning. The Social Worker assists you and your family in planning for discharge and accessing supports in your local community to further your recovery process. Your parents or guardians will be invited to attend group sessions for support and education with our team.

## The Occupational Therapist

The Occupational Therapist is involved in running group activities which build skills and understanding in lifestyle balance, goal setting, sensory regulation and recovery. Occupational Therapy is a 'doing things' kind of therapy. It will







create a therapeutic space which will help you to increase your confidence, improve task based skills such as concentration, problem solving and decision making, along with learning new skills.

### The Psychologist

The Psychologist specialises in the understanding, assessment and treatment of your personality development and related mental health challenges. S/he provides a range of evidence-based psychological and therapeutic interventions. This therapy offers a starting point for you to feel better about yourself and to improve the overall quality of your mental, emotional, physical and social well-being.

### The Clinical Nurse Specialist (CNS)

The Clinical Nurse Specialist is a nurse who has developed specialist skills and knowledge in the area of adolescent psychiatry and provides a variety of therapeutic interventions.

### The Teacher

The Teacher is a fully trained teacher, registered with the Teaching Council, who provides a daily education programme. The programme aims to provide an opportunity for learning and keeping up with school work in both an individual and group setting. The Teacher will liaise with the individual students' schools where appropriate and also help to facilitate the transition back to school when planning for discharge.





## YOUR TEAM

### The Dietician

The Dietician gives advice on diet and nutrition to those diagnosed with different conditions. S/he visits Ginesa Suite once per week. If you are assessed by the Dietician you may be provided with dietary intervention and nutritional support. This will aid your recovery and meet your nutritional requirements as your condition evolves.

### The Speech & Language Therapist (SLT)

The Speech and Language Therapist assesses young people of all ages with speech, language and communication difficulties. The SLT visits Ginesa Suite once per week. The ultimate aim of speech and language therapy is to optimise language and communication skills, to enable increased participation in daily life. The SLT will discuss communication goals you would like to work on, to improve your communication skills.

### The Pharmacist

Pharmacists specialise in the field of medicines and work closely with medical and nursing staff to ensure you get the most out of your medicines. Pharmacists can provide advice and information on all aspects of your medicines through individual or at medicine information groups.

Mental health medicines information may also be obtained from the Choice and Medication website: **[www.choiceandmedication.org/stjohnofgodhospital](http://www.choiceandmedication.org/stjohnofgodhospital)**. This may be accessed during your stay on the Ginesa Suite computer. The website may also be accessed outside of the hospital via the hospital homepage.

### The Chaplain

The Chaplain's specific role is to provide specialist pastoral and spiritual services to young people and their family members irrespective of their beliefs. There are resident Catholic Chaplains and a Chaplaincy Team available in the hospital for support. Arrangements can be made for young people of other denominations by their clergy. Mass is celebrated daily in the Chapel if you wish to attend.









# FACILITIES



## Hospital Facilities

**The hospital layout with its indoor and outdoor recreational facilities and grounds, combine to make Saint John of God Hospital a tranquil and healing environment. In this section you will find information on the facilities available in the hospital and in Ginesa Suite. Your team will decide in consultation with you if/when it is suitable for you to use these facilities.**

## The Ginesa Programme

Ginesa Suite provides a wide range of therapeutic services and programmes including continued access to education, which aims to aid and support you on your journey of recovery. These services are available on a group and individual basis and take place Monday to Friday from 9.30am - 4.00pm. A copy of the programme is displayed on the Suite.

If you have any questions about the type of therapeutic services available to you please discuss this with any member of your multidisciplinary team.





### Recreational Activities:

During your stay in Ginesa Suite there are a variety of leisure activities available to you. The Suite has access to television, books, daily newspaper, games and arts and crafts. Additionally the following activities are available to you:

- yoga
- music group
- exercise group
- gym
- outdoor gym
- walking
- pitch and putt
- basketball
- soccer pitch
- tennis
- cycling
- pool table
- table tennis
- gardening
- going to the movies
- cooking/baking

### Dining Facilities

Ginesa Suite has an allocated area for dining. The meal times are as follows:

- Breakfast – 8:30am  
Weekend Breakfast – 9.30am
- Lunch – 12:30pm  
Weekend Lunch – 1.00pm
- Tea – 5.30pm

In addition you will be provided with snacks at 3.30pm and 8.00pm. The hospital caters for a wide variety of dietary needs (i.e. vegetarian, vegan, coeliac, diabetic)

### The Pomegranate Café

Our spacious Pomegranate Café is frequently used by young people and visitors alike. On offer is a variety of teas, coffees, cold beverages, sandwiches and cakes and hot and cold snacks. Newspapers, greeting cards and vending machine services are also available.

Opening times:

- Monday to Friday: 9.15am to 8.30pm
- Saturday and Sunday: 10.00am to 8.30pm



## FACILITIES

### Seomra Eolais

Seomra Eolais is the information room in Saint John of God Hospital, open to everyone. It is located on the ground floor beside Reception. Seomra Eolais contains information on mental health and related matters. Tablets with internet access are available for use. Seomra Eolais is run by volunteers and is open weekdays usually from 10.00am - 4.00pm if a volunteer is available.

### Pharmacy

The pharmacy, located on the ground floor, stocks a range of toiletries. Medicines, including over-the-counter items, must be prescribed by your doctor. The pharmacy can dispense prescriptions for young people to their parent or guardian on discharge.

### Darro family room

The Darro family room is located on the ground floor and provides a family friendly space in which young people can meet with members of their family in a secure setting. Access to the Darro family room can be made via the nurse on duty.

### Chapel

Mass is celebrated in the hospital Chapel each day except Friday. Various liturgical services are held in the Chapel throughout the year. Information regarding Mass times and liturgical services is available on each suite. Mass is also available to young people through local cable TV. Access to ministers from various faiths is possible and the hospital has a multi-faith prayer room that can be used where necessary.









## USEFUL INFORMATION



### Your Rights

The Saint John of God Hospital Patient Charter outlines your rights while you are receiving care as a young person in the hospital. If you wish to have further information on your rights, please read the Patient Charter. The Patient Charter is outlined in full in the leaflet entitled "Your service... your say" which is included in your welcome pack and is also publicly displayed in Ginesa Suite.

### Independent Advocacy Service

The aim of this service is to allow young people access an independent advocate. This service will help you understand the service provided in Ginesa Suite, empower you to use your voice and participate so that you feel involved and have a say in the decisions that are made during your stay in Ginesa Suite. The advocate visits the suite one day per week; please ask the advocate for further information on this service.

### Investing in Children Membership Award

Ginesa Suite is a member of the Investing in Children Membership Award™ scheme. The Investing in Children Membership Award™ gives organisations national recognition for the good practice and active inclusion of young people in dialogue resulting in change. In a nutshell - The Investing in Children Membership Award™ recognises

and celebrates examples of imaginative and inclusive practice.

### Observation Levels

Saint John of God Hospital operates a policy of creating a positive therapeutic environment. We aim to have an open and recovery based model of treatment and care which is person centred and empowers those seeking care in our hospital. Each young person is assessed by their multidisciplinary team regarding which approach to observation is appropriate to their specific needs. If you would like further information on this issue please talk to a member of your team.

### Periods of Leave

When a young person is admitted to Ginesa Suite they are routinely required to remain in hospital for the first weekend. After this, hours out and overnight leave with your parents or guardian will be reviewed by the team on a weekly basis. You should notify nursing staff on Ginesa Suite of your planned leaving time and immediately prior to leaving. You are also asked to complete the sign-in/sign-out sheet on the suite. Nursing staff will inform you of the location of this sheet.

Pharmacy staff will dispense any medication needed before your leave. It



will be available for collection by your parent/Guardian on Ginesa Suite. When you return to the hospital please contact the nursing staff on Ginesa Suite to let them know.

If you need support while on leave, it is important that you or your parent or guardian contact the nurse on duty in Ginesa Suite. You can also return to hospital if necessary where a doctor is available at all times.

### Searches

On occasion it may be necessary to search a young person, his or her belongings and/or the environment in which he or she is accommodated. A search will only be initiated for the purpose of creating and maintaining a safe and therapeutic environment for the young people and staff of Saint John of God Hospital. If a search is necessary, you will always be informed of the reasons for the search and of what will happen during the search. Staff will make every effort to gain a written consent for a search. However, if there is deemed to be a serious risk to the safety of you or others, staff can proceed without consent. Any search that is carried out will pay due regard to the young person's privacy, dignity and gender. If you require any further information on this issue, please discuss this with a member of your multidisciplinary team.

### What we expect of you during your stay

We are dedicated to providing a safe, friendly and comfortable environment for all.



We respect one another's differences and therefore bullying will not be tolerated in any way. Racism and offensive remarks of any kind aimed at a young person's or a staff member's religion, race, ethnicity, age, sexuality, appearance or beliefs are unacceptable. Violence of any kind including threatening others, swearing or aggressive language, hitting or throwing things will not be tolerated on Ginesa Suite.

### Visiting Times

Family and friends play an important role in your recovery. Visitors are welcome and encouraged to visit you in Ginesa Suite during the following times:

- Monday to Friday: 4.30pm-5.00pm and 6.30pm-8.30pm
- Saturday and Sunday: 10.30am-8.30pm

All visitors must be approved by your parents and individually named on a list of your agreed visitors. Any visitor under the age of 18 must be accompanied by an adult already named on your visitor list.





## USEFUL INFORMATION

All visitors must sign the visiting register on entrance to the hospital and a sign in/out book must be signed if a young person is being accompanied to and from the suite. No more than three nominated people are permitted to visit at any one time, as this can cause the suite to become very busy and may prove difficult for some young people.

### Pets

Approved pet therapy dogs are permitted into the hospital. Your pets may be permitted to the Hospital. For health and safety reasons, the visit with your pet should take place in the gardens at the back of the hospital. If you wish to receive a visit from your pet please discuss this with your multidisciplinary team.



Ginesa Suite has pets that you will be able to interact with and look after on a daily basis. In addition, an Irish Therapy Dog visits Ginesa Suite on a regular basis.

### Post

Incoming post for young people is delivered to Ginesa Suite. Outgoing post can be deposited in the post box in the lobby of the accounts office or consult the nursing staff. Stamps are available from the cash office.

### Fire Drills and Alarm Testing

Fire drills are conducted regularly. If one is scheduled during your stay, you will be advised on the proper safety procedure including evacuation of the suite or hospital. Your attention is drawn to the Evacuation Procedure displayed on the suite.

The fire alarms in the hospital are tested every week at which point the alarms will sound. The test is carried out to ensure the alarms are operating correctly and that all automatic fire doors close properly. Young people on Ginesa Suite are not expected to evacuate the building during this time. Staff will indicate if, for any reason, evacuation is necessary.

### Data Protection

The hospital has an electronic patient information system which meets the requirements of the Data Protection Act, 2018. It can only be accessed by hospital personnel.



### Satisfaction Questionnaire

To assist us in maintaining a high level of service, you may be asked to complete a satisfaction questionnaire, on your discharge.

### On Your Discharge

The date for your discharge from Ginesa Suite is decided in consultation with you, your multidisciplinary team and your parents or guardian. The medical staff will give your parent or guardian any prescription which may be necessary, together with instructions regarding follow-up care. A medical report will be sent to your referring team or doctor.



### How to find Saint John of God Hospital

The hospital is located in Stillorgan on the Dublin-Bray Road (N11), five miles from the city centre. There is ample parking throughout the grounds. The hospital is easily accessible by:

- Bus numbers 46A, 75, 155 84x (limited service) and 145 pass the entrance.
- The DART station at Blackrock is just one mile away and is served by a feeder bus which passes White's Cross, a few minutes' walk from the hospital.
- Access to the hospital can also be made via the M50 (Exit 14 Dun Laoghaire Southbound and Exit 13 Sandyford/ Dundrum Northbound) and the LUAS terminus at Sandyford.





Handwriting practice area with 20 horizontal dotted lines.









## Saint John of God Hospital

Saint John of God Hospital

Stillorgan

County Dublin

t + 353 1 277 1400

f + 353 1 288 1034

[www.stjohnofgodhospital.ie](http://www.stjohnofgodhospital.ie)

