

I have
someone
who
supports
me, please
involve them

My name is:

I prefer to be known as:

NHS number:

HOSPITAL PASSPORT

Definition of a carer:

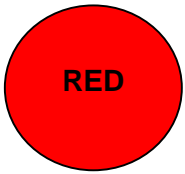
'A carer is someone who provides unpaid, often intensive, support to family or friends who could not manage without that support. This could be caring for a relative, partner, friend or neighbour who is ill, frail, disabled or has mental health or substance misuse problems.'

Hospital Passport

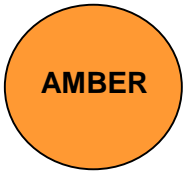
This passport contains important information that hospital staff need to know about a patient. It has been created using your invaluable input as a carer who supports the patient. Where possible the person being supported should agree with the content of the passport and to it being shared with hospital staff. It is a snapshot of a person at the time of going into hospital intended to prevent misunderstandings and ensure the wellbeing of the patient.

Make sure that all the nurses and medical staff who look after you read it.

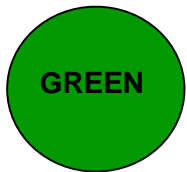
Keep the passport on hand so it is easily accessible in an emergency.



The **RED** section is for 'must know information'.



The **AMBER** section is for 'important information'



The **GREEN** section is for 'helpful information'

The passport is not expected to hold all the available information about a person however it should contain enough detail to enable staff within the health services to understand the everyday needs of the patient. It empowers the carer to tell staff about the person they support and any help the patient needs. It gives the carer the opportunity to inform staff of information they feel is important, so that the staff can ensure the right help is given. This passport enables a carer to document any additional / complex / communication needs if they themselves cannot communicate with staff.

The passport is intended to offer additional support to hospital staff at the point of admission and the patient's journey during the hospital stay so ensuring a person centred outcome.

Please take this passport with you if the person you care for has to go into hospital. Staff should know of the hospital passport. Ask a member of staff to make sure it is placed at the end of the patient's bed with their medical records.

When the person you care for is ready to go home, make sure the passport is returned to you (the carer). If this is overlooked, don't forget to ask for it.

As needs change the passport can be reviewed and updated to reflect how a person's situation has evolved.

Carers Joint Agreement

This agreement is to support you in maintaining your role as a carer while the person you support is a patient in this hospital. This agreement recognises that as a carer you are an expert in providing day to day support to the person and that you can help staff in looking after the patient and meeting their needs.

This is a written agreement drawn up between the nursing staff and you as the patient's carer. Where the patient is able to exercise choice it also includes the agreement and wishes of the patient. It describes how we can work in partnership for the benefit of the patient and specifies which responsibilities we as a hospital staff undertake to provide and those aspect of care that you will be continuing to provide.

This agreement does **NOT** apply to care workers, personal assistants or support workers.

When you are on the ward what personal care would you like support with (if any)?

When you are on the ward would you like to support the patient at meal times?

How you will be involved in decision-making regarding the patient's care, treatment and discharge.

Do you need 24 hour's notice of a discharge?

Yes

No

At what times would you be able to accommodate a discharge?

.....
.....
.....

If you have any concerns about the patient or your own treatment as a carer speak to the
Ward Manager.

Are you aware of the hospitals discharge policy? Ask for a copy of the discharge plan to ensure that you have all the support you need.

Do you have a copy of the patient's hospital's discharge plan? **ASK** for a copy at time of admission. Make sure you have a copy **BEFORE** you leave for when the patient goes home.

If you do not have a plan or have any questions contact:

Carers Lancashire on 0345 688 7113

Name of Carer (PRINTED).....

Signature of Carer.....

Signature on behalf of Trust.....

Signature of Patient (where appropriate).....

RED ALERT -Things you must know about me

Eating and swallowing (Food cut up, choking, help with feeding)



Drinking and swallowing (Small amounts, choking)



Keeping safe (Bedrails, sitting, controlling behaviour, absconding)



Level of Support (Who needs to stay and how often)



Allergies:



Current Medication:



Brief Medical History:



RED ALERT - Things you must know about me

Level of communication/comprehension/capacity to make decisions and understand what is happening to me:



Medical Interventions (How to take my blood, give injections, medication, blood pressure etc.)



Other things you must know about me:

I am on an End of Life Pathway

I have a Do Not Resuscitate / DNR in place

There is a Lasting Power of Attorney in place for:

Personal Welfare

Finance

I have an advance directive in place / preferred priorities for care (PPC)

Other legal status

If you need to contact someone who knows me really well please contact my carer:

Name: Relationship:

Contact Number:



AMBER -Things that are really important to me

Communication/Information Sharing (How to communicate with me and help me understand)



Seeing/Hearing (How to communicate with me, how to help me understand things)



Going to the Toilet (Continence aids, help to get to the toilet)



Moving Around (Posture in bed, walking aids)



Taking Medication (Crushed tablets, injections, syrup)



Pain (How you know I am in pain)



AMBER -Things that are really important to me

Not feeling myself (If I am bored, upset, worried, lonely or need some attention)



Sleeping (Sleep pattern/routine)



Personal care (Dressing, washing, dentures, glasses, hearing aid etc.)



Other things that are really important to me:

If you are in doubt about who to talk to

Call Carers Lancashire on:



0345 688 7113