

# Patient Information

**CONSUMER  
ENDORSED**

2025



Updated November 2025  
[nowraprivate.com.au](http://nowraprivate.com.au)



**Nowra  
Private Hospital**  
Part of Ramsay Health Care

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# Welcome

Nowra Private Hospital operates on the traditional lands of the Wodi Wodi people.

We acknowledge the Wodi Wodi people, as the traditional custodians of the Nowra region and pay our respects to the Elders today and those that walked this land in the past and those that grace their footsteps to walk in Nowra Private Hospital in the present.

We are committed to a positive future for all the Aboriginal community.



*Painting by Lorraine Brown and Narelle Thomas*





## Welcome

The staff and doctors of Nowra Private Hospital would like to extend a warm welcome to you and your family. Our aim is to provide you with the best possible hospital experience and to make your stay as pleasant as possible.

We recognise that admission to hospital and surgery can be a daunting experience.

It is a time when a lot of information is given verbally, so we are here for any questions or concerns you may have. This booklet assists you in providing information relating to our hospital's facilities and services, and your admission and stay here.

We would like to take this opportunity to thank you for choosing Nowra Private Hospital and wish you all the best for a speedy recovery.

### **The Executive Team**

Nowra Private Hospital





# About Nowra Private Hospital



## About Nowra Private Hospital

Nowra Private Hospital opened in 1980 and is owned and operated by global hospital group, Ramsay Health Care. We cater for a broad range of health care needs from day surgery procedures through to highly complex surgery.

Our 62 bed private hospital encompasses highly respected surgeons who work with our team of skilled nurses and allied health professionals to provide the highest standard of personalised care to all our patients. The team work together to ensure your needs are met prior to admission, whilst in hospital and following discharge.

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### Our hospital encompasses:

- 4 Operating Theatres
- Day Surgery Unit
- Medical/Surgical/Rehabilitation Ward
- 9 bed Paediatric Ward

### The hospital's specialties include:

- Bariatric Surgery
- Breast Surgery
- Colorectal Surgery
- Cosmetics and Plastic Surgery
- Ear, Nose & Throat Surgery
- Dental Surgery
- Gastroenterology
- General Physician
- General Surgery
- Gynaecology
- Hand Surgery
- Musculoskeletal Surgery
- Neurology
- Ophthalmology
- Orthopaedic Surgery
- Paediatric Surgery
- Plastic & Reconstructive Surgery
- Robotic Surgery
- Spinal Surgery
- Urology

We are committed to meeting all your needs through quality healthcare and teamwork. This booklet provides details about your room, the hospital and services available. We encourage you to ask as many questions as you need to fully understand your care.

## Values

The Ramsay values of “People Caring for People” recognizes that we operate in an industry where “care” is not just a value statement, but a critical part of the way we must go about our daily operations in order to meet the expectations of our customers, our patients and our staff. success over short term financial gains because we care about our people, our community and our planet.

## The Ramsay Way

**People are at the heart of our success. As ‘people caring for people’ there are three key ways we approach our work every day.**

### We value strong relationships

Healthy working relationships lead to positive outcomes for all. We look out for the people we work with, and we respect and recognise them. Strong healthy relationships are the foundation of our stakeholder loyalty.

### We aim to constantly improve

We do things the right way. We enjoy our work and take pride in our achievements. We are not afraid to challenge the status quo to find better ways.

### We seek to grow sustainably

Maintaining sustainable levels of profitability are only part of our success. We prioritise long term success over short term financial gains because we care about our people, our community and our planet.



# Your Room



## Your Room

### The call bell

Your room's call bell system allows you to contact nursing staff 24 hours a day. A button is located on the white handset by your bed, which your nurse will place within your reach. Once the button is pressed, it will remain on until cancelled by your attending nurse. Additional buttons are located in the bathroom. Please don't hesitate to call staff to help you in any way.

### Television & radio

Your room's in-house entertainment includes free-to-air television and a range of Foxtel Channels. The system is remote-controlled and located on your white handset. The speakers are located in the handset.

### Bed adjustment

Beds are adjustable and can be repositioned using the up/down arrows located on the handset. In some cases, the bed's position is set by the nursing staff to facilitate your recovery. If you feel uncomfortable, please press the call bell and staff will assist you.

### Telephone

- Local Calls: Dial 0 to access an outside line. Local calls to land lines are free.
- No calls to STD or mobile telephone numbers can be made from your room phone. Please contact our switchboard operator on \*9 who will connect you.

### Your direct telephone number to give to family & friends

You may receive calls directly to your inpatient room or alternatively, calls can be received and transferred to you from our main switchboard 02 4421 5855.

Please confirm the direct phone number with the ward staff.



# Meal Services



## Meal Services

We understand how important your meals are to you during your stay. We strive to ensure the consistent delivery of high quality food and food services to patients every day.

Our Diet Aide will visit you each day and take your meal order with our computerised meal ordering system. Our meals have been created to meet the specific needs of

patients in a healthcare environment and are therefore lower in fat and salt content which may affect the taste that you are used to.

We offer menu options which are suitable for patients on a diabetic, low fat, low salt or restricted diet as ordered by the dietician or your doctor. Kosher & Halal meals are also available on request. If you have special dietary needs please advise our Diet Aides.

Due to your medical condition you may be on a special diet. In some cases your meal option may be changed as a result

of changes in your health requirements. A suitable alternative

will be chosen. Should you require further information regarding the type of diet you are on please discuss with the nurse caring for you or one of our experienced Diet Aides. An information leaflet is also available for further clarification.

## Meal service times

Breakfast	08:00 to 8:30
Morning Tea	10:00 to 10:30
Lunch	12:00 to 12:30
Afternoon Tea	14:45 to 15:30
Dinner	17:00 to 17:30





# Patient Services & Facilities





## Patient Services & Facilities

### On Site Coffee Van

The cafe is located at the front of the hospital for patients and visitors, offering delicious

beverages, cakes, sandwiches, and hot snack options.

Opening hours are:

<b>Monday to Friday</b>	7:30am to 3:00pm
<b>Saturday</b>	Closed
<b>Sunday</b>	Closed

Please note that the coffee service finishes 30 minutes prior to closing time. Public Holidays will have reduced operating hours.

### Bringing in food for patients

We understand that family and friends may like to bring in food for their loved ones, unfortunately Nowra Private Hospital cannot accept responsibility for food that

is prepared outside of the hospital and is brought in for patients by relatives and visitors. Our hospital has a legal obligation to comply with Food Safety Standards.

### Clergy and Religious Representation

You are welcome to make arrangements to have clergy or spiritual/religious representatives visit. If you need support with this, please speak to your nurse.

### Department of Veterans Affairs

A Social Worker is available from 8:30am-5pm Tuesday, Wednesday and Friday.

### Housekeeping services

Your room will be cleaned daily. Please notify a member of the nursing staff if you have concerns about any aspect of the housekeeping service.

Internet access

**Free WiFi** is available to inpatients & visitors.

# Welcome to Ramsay WiFi



Ensure your device has its wireless signal/switch activated, go to the available wireless network connection list and select 'Connect' underneath 'Ramsay Guest WiFi'.



#### ASSISTANCE AND SUPPORT

If you are having issues connecting, please speak to the ward staff or the ward reception desk. Should you still have problems, let the ward staff know and they will reach out to Ramsay IT to assist where possible.



**Ramsay**  
Health Care

## Interpreter services

The Translating and Interpreter Service (TIS) is available and provides a free interpreting service for doctors and specialists. If you would like an interpreter at any stage of your hospitalisation, please speak with your doctor or nurse. Nowra Private Hospital is happy to assist with these arrangements. Please be aware, there are a small number of exceptions to the provision of free services. Compensation case patients, non-permanent residents and services not booked under the doctor are not eligible for free services. In these cases, charges apply. We do also have a number of staff who speak different languages and are available to provide assistance with non-medical translation. Please request from the nurse caring for you.

## Pathology & Radiology

Private specialist pathology and radiology services provide 24 hour cover to hospital inpatients. If you have a pathology or radiology service performed whilst you are in hospital, a separate account may be sent to you which can be claimed from Medicare and your health fund.

## Pharmacy

Ramsay Pharmacy Services provide off-site pharmaceutical services to our patients. Pharmacists will attend daily rounds of each ward. They will dispense medications as requested by your Specialist. Some medications are additional to your hospital charges. If applicable, these will be added to your hospital account and payable on discharge. You will need to collect and pay for your discharge medications prior to leaving the hospital.

There is also a retail pharmacy located at Stockland Nowra. Open 7 Days a Week, the Ramsay Pharmacy provides a range of items for you to purchase for all your needs.

### Hours of Operation:

#### Monday, Tuesday, Wednesday and Friday:

9am – 5:30pm

#### Thursday:

9am – 7pm

#### Saturday:

9am – 4pm

#### Sunday:

9am – 2pm

## Physiotherapy

Ramsay Professional Services provides comprehensive assessment and treatment to hospital inpatients and outpatients.

Physiotherapy is often a routine part of certain procedures or may be ordered by your treating doctor.

## Reception hours

### Monday to Friday

6:30am to 5:30pm

After hours all enquiries will be diverted to the After Hours Supervisors for assistance.

## Volunteers

The hospital has volunteers who attend throughout the week assisting the hospital staff and our patients with small tasks such as tending to your flowers.

## Internal phone directory extensions

Non-Medical	Ext
Front Reception	200
Hotel Services Manager	768
EA to Executive Team	864

Managers	Ext
Ward	796
Day Surgery	757
Hospital After Hours Supervisor	760
Allied Health	797





# Important Information For All Patients



## Important Information For All Patients

### Your nursing care

During your stay nurses will be allocated to care for you 24 hours a day. These nurses may comprise a team of Registered Nurses, Enrolled Nurses, Assistant in Nursing and sometimes students and trainees.

We understand the importance of continuity of care and try to allocate the same nurse each day, however sometimes this may not be possible.

### RAISE the Ramsay Rule

The Ramsay Rule is our commitment to patient safety and partnering with you and your family and allows us to provide excellent care.

If you are worried about a patient in hospital, first talk to your nurse or doctor. If you are still worried, ask to speak to the nurse in charge. If you are still worried, call the number below (whether in facility or outside) and ask to speak to a 'Ramsay Rule Clinician'.

Initially concerns are raised with the nursing staff and the Nurse in Charge of the ward. If you or your family are still concerned about your clinical condition, the final step is to ring a dedicated hospital phone number which alerts a senior clinical staff member. This call initiates a timely clinical review by an experienced clinician.

In addition, the objective of the program is also to acknowledge you and your family's concerns and take appropriate action. (Step by step instructions can be found on page 19.)

### Partnering with consumers

As a patient you will notice that the staff will include you and your family / carers in your treatment by seeking information from you and giving information to you to ensure that we are providing the right treatment to the right patient and regularly monitoring your care.

Patient Centered Care (PCC) is an important part of your care. It is a broad term used to describe healthcare that is respectful of and responsive to the preferences, needs and values of you, as patients and consumers. PCC is an important measure of healthcare safety and quality.

This patient centred care approach is supported by Ramsay's "Hello my name is" and "What matters to you today?" programs. We are committed to all staff having personal, interactive introductions which lead to a friendlier, more connected experience for patients.

PCC is more than customer service, in that it involves actively consulting, collaborating and partnering with patients, carers and families to not only improve your perceptions and experience of healthcare, but to also support your healthcare rights and responsibilities, improve your health literacy and the quality and safety of the wider system of healthcare.

We may at times seek input from patients regarding patient information publications, new processes or equipment to ensure that they are either easy to understand and informative, or what patients are needing in hospital.

### Preventing & controlling healthcare associated infections

Strategies and education are in place to dramatically reduce your risk of acquiring an infection from your hospital stay. The nursing staff will provide education to you regarding your role in participating in our infection control program. Please ask should you have any questions.

#### Hand Hygiene

Hand hygiene is the single most important factor in reducing hospital acquired infections. Everyone plays an important role in stopping the spread of infection by ensuring they regularly sanitise their hands. Please ask your visitors to sanitise their hands on entering and exiting your room. All staff should also always perform hand hygiene in front of you. Please feel free to remind staff if you are concerned this has not been done. Alcohol hand rub is available in every room and throughout the hospital.





## Clinical handover

As part of the management of your progress it is important that all members of the healthcare team communicate to you about your treatment and care effectively. There may be many situations where you will hear staff talking about you or your care. These discussions will generally take place with you in attendance. If you hear information that is incorrect or that you don't understand we encourage you to speak up to staff to explain or repeat the information. Within the rooms there is a white board which will be used by the staff who will be looking after you to write their names and any other significant information including goals for the day.

## Medications

Please inform nursing staff about any medication you are currently taking, including any herbal or complimentary medications.

For safety reasons these will be securely locked in your bedside cabinet and made available for use during your stay with us. For your safety, the nursing staff will administer ALL your medications whilst you are in the hospital from their original labelled pharmacy containers. Legally we are unable to use any alternative containers, such as webster packs and dosette boxes as we may be unable to identify the medications. We suggest these be left at home.

If however, you believe an error has been made in regards to your medications please speak up and talk to the nurse caring for you.

Additionally it is likely that you will be prescribed extra medication whilst in hospital. Should you have any

questions or concerns please discuss these with a staff member or request to speak to a Pharmacist.

## Medication Safety

Our staff that administer medications are qualified to do so and are assessed regularly to ensure they remain competent. We utilise systems that ensure that we match you to your intended treatment. Each time the nurses administer medication to you they will ask you to identify yourself, or check your identification band, and ask you about any allergies that you may have. Any medication errors that may occur are reported, thoroughly investigated and analysed to learn from them.

## Patient identification

We are committed to the delivery of safe patient care by adopting the Australian Commission for Safety and Quality in Health Care's National Specification for patient identification. The hospital has developed and implemented an organisation wide system for patient identification using key identifiers and questions to correctly identify you and match your procedure. These include:

- What is your name?
- When were you born?
- Why are you here?



## Identification

it's your right to a healthier life

**Ramsay Health Care staff must ask you the question, we cannot assume based on appearance.**

**Are you of Aboriginal and / or Torres Strait Islander origin?**

- ✓ Receive culturally appropriate care and support
- ✓ Receive the right health care and services
- ✓ Health Service staff must ask you the question
- ✓ Ramsay Health Care are here to help with your health care journey



**ARE YOU WORRIED?**

# **RAISE** **the** **Ramsay** **Rule**



## **WHAT TO DO:**

- 1.** Speak to your nurse about your concerns.
- 2.** If you are not happy with their response, you can ask to speak with the nurse in charge.
- 3.** If you remain concerned you can **RAISE the Ramsay Rule** by calling **02 4424 4845**

The Ramsay Rule is one of the ways Ramsay is working hard to protect our patients' safety.



Scan the QR code for more info on how to **RAISE the Ramsay Rule.**



## Pressure injury prevention

A pressure injury (also known as a pressure sore or bed sore) is an area of skin that has been damaged due to prolonged or unrelieved pressure. Pressure injuries may look minor, such as redness on the skin, but they can hide more damage under the skin surface.

Pressure injuries usually occur over bony areas – especially heels, buttocks and toes. Anyone confined to bed or a chair, who is unable to move, has loss of sensation, loss of bowel or bladder control, poor nutrition or is unwell is at risk of developing a pressure injury.

The best thing that can be done is relieve the pressure by keeping active, and changing your position frequently, whether you are lying in bed or sitting in a chair.

If you are unable to move yourself, the staff will help to change your position regularly. Special equipment such as air mattresses, cushions and booties may be used to reduce the pressure in particular places following assessment. If you are at an increased risk, your staff will develop an individualised care plan with you. Staff will also inspect your skin daily to identify if a pressure injury is developing. Tell staff if you have any tenderness or soreness over a bony area or if you notice any reddened, blistered or broken skin.

Keeping your skin and bedding dry helps to keep the skin in good condition. It is important to let staff know if your clothes or bedding are damp. Avoid massaging your skin over bony parts of the body. Use a mild soap and moisturise dry skin.

For more information, speak with the nursing staff caring for you, or ask for a patient information pamphlet.

## Falls prevention

It's surprisingly easy to fall or slip whilst having treatment. Medication or fatigue may affect your balance, or you may not be as fit or as steady on your feet as you normally are. That's why we ask you to take particular care when standing or moving about because your safety and well-being are important to us. On admission we will assess your risk of having a fall and will implement strategies to reduce your risk of falling. The following describes a few ways you can reduce the risk of a fall.

### Medication

Pain-relieving drugs or other medication can make you feel dizzy, as can changes to your medication. Always take special care when walking or getting to your feet.

### Unfamiliar surroundings

Make sure you know the layout of your room and where the furniture is. Take particular care if moving around at night and ensure you have the lights on.

### Flooring

Tiled floors, lino or other hard surfaces can be slippery, particularly if wet or when you are wearing certain kinds of footwear. Check the floors in your area and avoid using talcum powder whenever possible.

### Your condition

Ask your doctor or nursing staff to fully explain your condition so you know if you should ask for help with standing or walking. Your physiotherapist can also give you advice with balance or mobility.

### Visiting the bathroom

You may need to use the toilet unexpectedly or more often than usual whilst having treatment. If you need help, or think you may need to visit the toilet more frequently, please ask the nurses, they are here to help you feel as comfortable as possible.

### Clothing

Loose or full-length clothing like pyjamas or dressing gowns can cause you to trip. Make sure these are the right length for you.

### Footwear

Check that your slippers or other footwear fit securely.

Our Falls Management Program aims to ensure that minimal, if any falls occur, however if they do the frequency and severity of injuries from falls is decreased.





## Why would I need a blood or blood product transfusion?

Some patients may need a single or emergency transfusion after major surgery, childbirth or a major accident/illness.

### Potential risks

Although Australia's blood supply is safe; blood and blood component transfusions are not risk free. Complications can occur, as with all medical procedures. Severe reactions to blood transfusions are very uncommon.

### Is there anything I need to do during the transfusion?

- During the transfusion you will be closely observed.
- Your physiological observations and general condition will be monitored by the nurse caring for you.
- Report to the nurse as soon as possible if you notice any chills, fever, problems with breathing, rash, if you are worried or feeling unwell in any way during the transfusion.
- Before any procedure is carried out, you will be asked to give your permission or consent. You should make sure you understand the reasons, risk and benefits when you are asked to give consent for a transfusion.

In some cases alternatives to blood product transfusion may be suitable. Ask your doctor if this may be so in your case.

Should you wish to read further about blood product transfusions please ask the staff caring for you for an information booklet.

If you have objections to blood transfusions, it is extremely important to discuss this with your doctor.

## Patient Manual Handling System (PMHS)

We aim to optimise patient quality care as part of our ongoing quality improvement process. We have implemented patient handling work practices for staff that eliminates lifting of a patient's full body weight when handling, transferring and mobilising our patients. Your nurse will assess you in relation to your ability to move yourself in bed, sit up, stand and walk. The nurses will encourage you to be as independent as possible. If you need assistance the staff may use equipment or aides that will facilitate your movement, making it more comfortable and safe for you, whilst reducing the risk of injury to staff assisting.

## Electrical safety

All electrical equipment, including laptop computers, electric shavers, hair dryers, radio/stereos and clocks, have the potential to affect our electrical network. Please consult with ward staff to have your electrical items checked prior to use in the hospital.

## Medical records

A medical record will be kept of your admission and treatment. This will be confidential with access being limited only to the healthcare professionals directly involved in your treatment. This record will remain the property of the hospital. The contents of your medical record will be divulged only with your written consent, or where required by the law. You may request to review your medical record at any time. Please contact the Nurse Unit Manager to organise this.

## Medical staff

The doctor who admits you is responsible for your medical care whilst you are a patient in Nowra Private Hospital. Each doctor will have a different time of the day that they will visit the hospital.

### Resident Medical Officer

The hospital provides 24-hour Resident Medical Officer coverage in liaison with your VMO to assist with your care in hospital.

We have a system in place to flag changes in your condition. If you or your visitors are concerned about your condition, we ask that you inform your nurse immediately. They will assess you and inform the senior nurse or medical officer of your condition as necessary.

## Students in training

As a teaching hospital of a number of local universities, we are involved in the training of medical, nursing and other health care students. We hope you appreciate the importance of their training. However, if at any time you do not wish to be seen by students, please let the Nurse Unit Manager or nurse caring for you know.

## Stop the clot

As you may be restricted to bed or have limited mobility, you are at risk of complications of blood clots. The nursing team will assess you daily and your doctor will decide your treatment. To reduce the risk of clots you are encouraged to keep your fluids up and get moving as soon as possible - remember to do gentle exercises for your feet and legs while you are in bed.

Your doctor may prescribe some or all of the following:

- Mechanical devices such as graduated compression stockings - these are elastic stockings over the calf of your leg and should be worn until fully mobile, or intermittent pneumatic compression - which involves a garment around the leg that is regularly inflated and deflated to squeeze the leg.
- Anti-clotting medicines work by reducing the blood's tendency to clot. They can also increase the risk of bleeding so your doctor will aim to get the dose right for you.

## Security

Surveillance cameras are positioned in common areas within the hospital providing 24 hour security as well as on-site security guards.

## Smoke-free environment

In accordance with the Department of Health Policy, smoking is not permitted at Nowra Private Hospital. It is recommended that you do not smoke before and after your procedure.

## Staff identification

All staff wear name badges as a means of identification and internal security. The badge shows the staff member's name and position.

## Valuables

We strongly recommend that you do not bring any valuables to hospital. Nowra Private Hospital does not accept responsibility for patient's valuables. A small safe is available in each room, however valuables remain your responsibility.

**Should you wish to view our latest safety and quality data please head to our website [www.nowraprivate.com.au](http://www.nowraprivate.com.au) and view information under the clinical quality & safety tab.**

**Alternatively this can be viewed on the My hospitals website at <https://www.aihw.gov.au/reports-data/myhospitals/hospital/h5190>**



# Preparing to Leave Hospital





## Preparing to Leave Hospital

### Discharge time

The discharge time is 10.00am. Please arrange your transport home by 10.00am.

### Important information on discharge day

Before you leave hospital, please make sure you have the following:

- a discharge letter
- all personal belongings
- all personal x-rays
- all current medications
- follow-up appointment requirements

As you leave please see staff at the Nurses Station on your ward to ensure you have completed the discharge process.

### Discharge planning services

Please consider who will be taking you home on discharge and confirm your plans with your nurse. Any discharge services that may be required such as rehabilitation will be confirmed with you, if this has been arranged by the Hospital. Please confirm with your nurse if you are uncertain.

You may receive a follow up phone call after discharge from the staff to discuss your progress at home.

# Information for Your Visitors



## Information for Your Visitors

### Visiting Hours

Your visitors are welcome to Nowra Private Hospital during visiting hours. Please respect the rest period scheduled to ensure the optimal recuperation for you and other patients. Our general hours for visiting are listed below, however flexible visiting can be arranged. Please check with your nurse to confirm the visiting hours for your ward.

**General Visiting Hours:**

Morning: 10.00am – 12 noon

Rest Period: 12 noon – 3.00pm

Afternoon / Evening: 3.00pm – 8.00pm

To help your recovery, it is a good idea to nominate a close relative/friend to coordinate your visitors in the first few days following major surgery. At this time your care is usually more intensive and your rest and recuperation must take priority

**Visitors who are unwell should not visit the hospital. This includes flu like symptoms, diarrhoea and fever.**

### Limited parking available

For your convenience we have designated parking areas for visitors onsite and on the street. Parking for disabled and less mobile visitors is also available onsite.

Please observe restricted parking spaces for doctors and other designated areas.

### Accommodation for relatives and friends

Nowra Private Hospital is unable to accommodate relatives or friends on-site. A list of local accommodation options is available for download from our website

<http://www.nowraprivate.com.au.com.au>.

Parents are welcome to be with their child during admission to hospital and one parent can be accommodated overnight with their child.

**Children who are not patients must always be under the direct supervision of a responsible adult. The responsible adult must not be a patient of the hospital.**



# Ten Tips For Better Health





## Eight Tips for Better Health

Australia has one of the best health care systems in the world. This means when you visit a health care service you can expect the highest standards of health care available.

With your help, systems in health care can continue to be improved so that problems are less likely to occur.

No single person or group can improve health care systems on their own. Improving safety in health care is not only the business of doctors, nurses or other health care professionals. Everyone has a part to play - especially you, the patient receiving care.

### Be actively involved in your own health care

- Taking part in decisions about your treatment is the single most important way to help prevent things from going wrong and to ensure the best possible care for yourself.

### Speak up if you have any questions or concerns

- You have the right to ask questions and to expect answers you understand, however, your health care professional can only answer your questions if you ask them. You have the right to ask for another professional opinion. A family member, carer or interpreter can be present if this will help you.

You may wish to say:

- I'm not sure I understand what you said
- I'm worried that...
- Could you please explain that to me again?
- Can I come back with my family to talk about this again?

### Learn more about your condition or treatments by asking your doctor, nurse or other health care professional and by using other reliable sources of information

You may wish to ask:

- Can you please tell me more about my condition?
- What can I do to help myself? When should I come back to see you?

### Make sure you understand the medicines that you are taking

- Make sure the medicine you have been given is exactly what your doctor ordered for you. If you are starting on a new medication, or told to stop taking your medication be sure you understand what side effects may occur and if or when to restart.

You may wish to ask:

- What do the directions on the label mean?
- Do you have any written information about this medicine?
- How much should I take, and when is the best time to take it?
- What are the common side effects?
- What should I look out for?
- How long before it starts to work?
- Will this medicine interact with the other medicines that I am taking?
- Are there any foods or other things that I should avoid while I'm on this medicine?
- How long do I need to take this medicine?
- Do I restart taking the medication and when?

### Make sure you get the results of any test or investigation

- If you don't get your results when expected, don't assume that everything is automatically alright. Call your doctor to find out your results and ask what they mean for your care.

### Make sure you, your doctor and your surgeon all agree on what course of action will be taken during your operation

- Although carrying out the wrong operation or on the wrong side is extremely rare, even once is too often. Examples include operating on the left knee rather than the right knee, or removal of the appendix instead of the gall bladder. Ensure you confirm the operation details with the surgical team, just prior to the operation.

### Before you leave hospital, ask your doctor or another health care professional to explain your future treatment plan

- When people are discharged from hospital, doctors can sometimes think their patients understand more than they really do about their continuing treatment and follow-up.

You may wish to ask:

- Who will be following up on my care and when do I need to see them?
- How long will I be taking this medicine?
- Will I require physiotherapy or other rehabilitation services?
- When can I return to work?
- When can I play sport?
- When can I drive?
- Will I be given a written summary of my care to give to my doctor?
- Remember to visit your doctor after you are discharged.

**In hospital you can expect your health care professional to:**

- Actively involve you in your own health care
- Set aside time to allow you to talk about your concerns
- Provide information for you in a language and format that is easy to understand
- Complete a medication history that takes into account over-the-counter medicines, herbs, vitamins, alcohol and recreational drugs that you use
- Provide verbal and written information about medicines in plain language
- Make sure that you get the results of your tests and investigations
- Provide you with complete information about your treatment if you are to have surgery or a procedure
- Make sure you know exactly what is going to happen to you in surgery and that you have consented in full
- Discuss discharge planning. Start planning as early as practical, if possible, before the time of hospital admission



## Policies

### Privacy policy

Ramsay Health Care Australia (Ramsay) is bound by the Australian Privacy Principles under the Privacy Act 1988 (Cth) and other relevant laws about how private health service providers handle personal information (including but not limited to patient health information).

We are committed to complying with all applicable privacy laws which govern how Ramsay collects, uses, discloses and stores your personal information.

This Privacy Statement sets out in brief how Ramsay will handle your personal information.

For further information or to receive a copy of our full Privacy Policy, please ask a staff

member, visit our website: [www.ramsayhealth.com](http://www.ramsayhealth.com) or telephone the Hospital and ask to speak with our Privacy Officer. You can also write to our Privacy Officer to request more information.

In respect of Patients, Ramsay will collect your personal information for the purpose of providing you with health care and for directly related purposes. For example, Ramsay may collect, use or disclose personal information:

- For use by a multidisciplinary treating team;
- Assessment for provision of health care services;
- To liaise with health professionals, Medicare or your health fund;
- In an emergency where your life is at risk and you cannot consent;
- To manage our hospitals, including for processes relating to risk management, safety and security activities and quality assurance and accreditation activities;
- For the education of health care workers or the placement of students or trainees at Ramsay facilities;
- To maintain medical records as required under our policies and by law; or
- For other purposes required or permitted by law.

In respect of other individuals, Ramsay will collect your personal information in order to engage with you in your dealings with Ramsay and for other related purposes. Personal information may be shared between Ramsay facilities to coordinate your care.

We also outsource some of our services. This may involve us sharing your personal information with third parties. For example, we outsource the conduct of our patient satisfaction surveys to a contractor who may write to you seeking feedback about your experience with Ramsay.

We may outsource information and data storage services (including archiving of medical records), which may involve storing that information outside of Australia. Where we outsource our services we take reasonable steps in the circumstances to ensure that

third parties, including organisations outside of Australia, have obligations under their contracts with Ramsay to comply with all laws relating to the privacy (including security) and confidentiality of your personal information.

Ramsay will usually collect your personal information directly from you, but sometimes may need to collect it from a third party. We will only do this if you have consented or where it is not reasonable or practical for us to collect this information directly from you (for example, in relation to a patient, your life is at risk and we need to provide emergency treatment).

We will not use or disclose your personal information to any other persons or organisations for any other purpose unless:

- You have consented;
- For patients, the use or disclosure is for a purpose directly related to providing you with health care and you would reasonably expect us to use or disclose your personal information in this way;
- For other individuals, the use or disclosure is for a purpose related to providing you with services and you would reasonably expect us to use or disclose your personal information in this way;
- We have told you that we will disclose your personal information to other organisations or persons; or
- We are permitted or required to do so by law.

You have the right to access your personal information that we hold about you (for patients, this includes health information contained in your health record). You can also request an amendment to personal information that we hold about you should you believe that it contains inaccurate information.



## Compliments, concerns & complaints

We welcome compliments and feedback relating to your stay with us. This enables us to evaluate and improve our services to our patients. Feedback can be anonymous, however if you wish to write a specific

and signed letter, your points will be acknowledged and dealt with appropriately.

If you are concerned about your care or the hospital services we encourage you to speak to the Nurse Unit Manager on the Ward, the Director Clinical Services or the Chief Executive Officer during the day and

the Hospital Duty Manager out of hours. It is important that you endeavour to resolve any matter with the hospital.

**Mail:** Attn: CEO  
Nowra Private Hospital  
PO BOX 1016  
NOWRA 2541

**Email:** [Preadmission.nwp@ramsayhealth.com.au](mailto:Preadmission.nwp@ramsayhealth.com.au)

**Phone:** (02) 4421 5855

Whilst an inpatient, please be assured that:

- we want to resolve your concerns to your satisfaction
- you can expect any complaint to be dealt with quickly and confidentially
- your complaint will not adversely affect the treatment / service you receive

Should you feel that the matter requires independent hearing, feel free to write to:

**The Director General**

NSW Ministry of Health  
73 Miller Street  
North Sydney NSW 2060

or

**The Commissioner**

Health Care Complaints Commission  
Level 13, 323 Castlereagh Street  
Sydney NSW 2000

# My healthcare rights

## This is the **Australian Charter of Healthcare Rights.**

These rights apply to all people in all places where health care is provided in Australia.

The Charter describes what you, or someone you care for, can expect when receiving health care.

## I have a right to:

### Access

- Healthcare services and treatment that meets my needs

### Safety

- Receive safe and high quality health care that meets national standards
- Be cared for in an environment that is safe and makes me feel safe

### Respect

- Be treated as an individual, and with dignity and respect
- Have my culture, identity, beliefs and choices recognised and respected

### Partnership

- Ask questions and be involved in open and honest communication
- Make decisions with my healthcare provider, to the extent that I choose and am able to
- Include the people that I want in planning and decision-making

### Information

- Clear information about my condition, the possible benefits and risks of different tests and treatments, so I can give my informed consent
- Receive information about services, waiting times and costs
- Be given assistance, when I need it, to help me to understand and use health information
- Request access to my health information
- Be told if something has gone wrong during my health care, how it happened, how it may affect me and what is being done to make care safe

### Privacy

- Have my personal privacy respected
- Have information about me and my health kept secure and confidential

### Give feedback

- Provide feedback or make a complaint without it affecting the way that I am treated
- Have my concerns addressed in a transparent and timely way
- Share my experience and participate to improve the quality of care and health services





# Why do we keep asking who you are?



It is very important that we confirm you are the right person and that you receive the right care, treatment and results.

At Ramsay Health Care facilities many people are involved in your care.

It is vital that your safety and confidentiality is maintained e.g. when you receive test results.

**Do not be worried if from time to time staff ask for your:**

- Name
- Date of birth
- Address
- Reason for your visit
- What test you are expecting to have

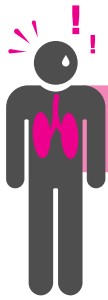
**Staff might ask when you are:**

- Making and/or attending an appointment
- Entering the hospital/healthcare setting
- Receiving medication or treatment
- At times of staff shift changes (handover)
- Having a procedure e.g. X-ray or blood test
- Being visited or contacted in your home

# SEPSIS

THE LIFE-THREATENING  
RESPONSE TO INFECTION

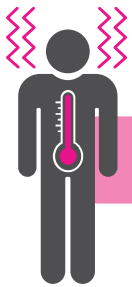
## KNOW THE SIGNS!



RAPID BREATHING OR HEART RATE



CONFUSION, SLURRED SPEECH  
OR DISORIENTATION



FEVER OR SHIVERING



WEAKNESS OR MUSCLE PAIN



NOT PASSING URINE



NEW RASH OR DISCOLOURED SKIN



FEELING LIKE YOU'RE GOING TO DIE

**SEEK URGENT MEDICAL CARE! ASK COULD IT BE SEPSIS?**





Nowra Private Hospital staff are committed to providing  
compassionate, professional & high standard health care

@NowraPrivateHospital

Updated November 2023



**Nowra  
Private Hospital**

Part of Ramsay Health Care

Weeroona Place

Nowra NSW 2517

Ph: 02 4421 5855

[nowraprivate.com.au](http://nowraprivate.com.au)