



Forensic services

# Welcome to Glyme Ward

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# Welcome to Glyme Ward

This leaflet aims to provide you with answers to the common questions that people ask when they arrive at an inpatient forensic mental health ward.

Glyme Ward is at the Oxford Clinic, which is part of Oxford Health NHS Foundation Trust Secure Services. It is a rehabilitation ward that aims to assist patients in their recovery. Glyme Ward has facilities for 17 male residents. It is part of Littlemore Hospital.

Glyme Ward is located on the edge of Oxford, four miles from the city centre and one and a half miles from the suburb of Cowley.



## What to expect on arrival

When you arrive on the ward you will be welcomed by a member of the nursing team and you will be shown around the ward to help you settle in. The nurse will check through your personal belongings with you to remove any banned items (see list overleaf).

You are responsible for your own belongings and you are advised not to bring items of value with you. If you cannot avoid bringing valuables with you, please hand them in to one of the nurses for safekeeping. You should receive a receipt for valuables. The trust cannot accept liability for any valuable items that you have not handed in for safe-keeping.

Please tell the staff if you have been taking any medication and hand over any unused medication that you have brought with you to one of the nurses. The doctor will be contacted when you arrive and will come and interview you and complete a physical examination.

The doctor may also prescribe you medication if needed. At this point your team will start assessing your needs and will develop a care/ recovery plan with you.

**What is not allowed on the ward:**

- matches and lighters
- drugs and medicines
- sharp implements, for example knives, scissors, razors
- solvents and aerosols
- cameras, camcorders and tape recorders
- alcohol
- plastic bags
- metal drink cans and food cans
- glassware
- keys
- any other items that staff assess to be potentially hazardous
- mobile telephones \*

*\* Mobile telephones may be permitted for patients' use, however they can only be used whilst on leave.*

Please note that videotapes, DVDs, CD-ROMs, memory sticks and floppy discs will need to be checked by staff.

## Smoking

All Oxford Health NHS Foundation Trust sites operate a smoke-free policy. This means smoking is not permitted anywhere in buildings or on grounds owned by the trust. For further information please talk to a member of staff or visit [www.oxfordhealth.nhs.uk/about-us/smoke-free-policy/](http://www.oxfordhealth.nhs.uk/about-us/smoke-free-policy/).

## Telephones

The ward has a public payphone and the use of a portable phone for patients to take to their rooms to receive personal calls. The telephone numbers are provided on back page of this leaflet. Family and friends are welcome to ring you on these numbers.

## Staff on the ward

We aim to provide complete care and support in a safe and pleasant environment to help facilitate active recovery.

The care is provided by a multi-disciplinary team of people who between them have the knowledge and skills to support you.

### **The team consists of the following:**

#### **Nursing team**

This consists of your key nurse, associate nurse and team worker. The key nurse, a registered mental health nurse, will be responsible for coordinating your care on the ward for the duration of your stay. The role of the associate nurse is to act in the absence of your key nurse. The team worker is a support

worker who is part of the team providing your care while on Glyme. However, all members of the nursing team are available to you for support.

### **Ward manager**

The ward manager is responsible for running the ward and for dealing with any concerns that may have about your care. The ward manager is in charge of all the nursing and care staff on the ward.

### **Consultant forensic psychiatrist (responsible clinician)**

This person will be responsible of your treatment whilst you are in hospital. They will discuss your diagnosis, the range of treatments available, and any medication with you. You will also see junior medical staff who work under the consultant psychiatrist's supervision.

### **Occupational therapist (OT)**



The occupational therapists support you to develop the skills needed to start your rehabilitation into the community. They will support you to develop a meaningful and satisfying lifestyle that promotes wellbeing and recovery.

Soon after admission to Glyme Ward the OT will meet with you to discuss your recovery goals and develop a daily routine that helps you meet these goals. On the ward there is also a therapy worker who can facilitate a range of activities based on-site. Glyme Ward also benefits from the input of a health and fitness instructor.

## **Clinical psychologist**

The psychology department consists of three clinical psychologists, an assistant psychologist and an offending behaviour specialist.

If you transfer from Kennet Ward, your psychologist will remain the same. If you are new to the Oxford Clinic, a member of the psychology team will meet with you. This initial meeting will inform us of how you think you are doing and identify what is important to further explore.

Some areas clinical psychologist tend to work on include:

- emotional difficulties (for example anger, anxiety, depression)
- relationship difficulties
- problematic behaviours (for example violence, self-harm, substance misuse)
- relapse prevention work
- transitional and moving on work
- group psycho-education and therapy

## **Dual diagnosis team**

The dual diagnosis team may meet with you to assess and explore addictive behaviours either one-to-one or as part of a group work programme.

Addictive behaviours can include substance-use, alcohol and gambling.

If you have used historically or are a current user, dual diagnosis will develop a care plan about any further assessment and treatment needs you may have; as well as planning for screening as needed.

This allows us to protect your health and that of others, as well as offer you a treatment package designed specifically for your needs. If treatment is indicated you will normally be seen by one of the dual diagnosis team.

## **Community mental health team (CMHT)**

This team is made up of community psychiatric nurses (CPNs), social workers, occupational therapists and other people including your consultant forensic psychiatrist. They are based in the community but also link to the inpatient ward to support you throughout your stay. When you are discharged from the ward your care in the community will be planned and delivered by a member of the CMHT.

## **Other staff**

You will meet lots of other staff on the ward during your stay. They may include housekeeping staff, pastoral staff, pharmacists and GP.



## **Other support available to you:**

### **Advocates**

Advocates provide independent services to help resolve issues or concerns you may have about your health and wellbeing or your health and social care services.



Please ask your key nurse for more information.

### **Welfare benefits advice**

If you need to apply for or need help to sort out your benefits your key nurse can arrange for you to see someone who can discuss this with you.

## **Ward facilities**

### **En suite bedrooms**

You will be allocated your own bedroom with private bathroom. You will be responsible for the cleanliness and tidiness of your room and furniture (which includes a single bed, wardrobe, bedside table, desk and chair). Use of electrical equipment is permitted as agreed by your key nurse and ward manager.

### **Kitchen**

The ward has a fully equipped kitchen which patients have access to in order to make hot drinks, eat meals and socialise

with peers. You will also have the opportunity to develop your cooking skills during one-to-one sessions with OT and nursing staff.

### Living area



The ward has two lounges, with use of satellite television and a play station, in order to promote social interaction. These rooms are also used as venues for community meeting and CTM and CPA meetings.

### Pool table

The ward has a pool table situated in the centre of the ward



which you will be able to use during recreational times. It is often used during weekend activities to facilitate pool competitions and promotes social interaction and development of relationship skills.

### Laundry

The ward has a laundry room, with washing machines and a tumble dryer that you can use during your stay. You will need to check with your key nurse regarding any of the above issues if you remain unclear or uncertain about anything.

## Garden

You will have access to the ward garden for fresh air every day, to be able to sit and socialise with staff and fellow patients.



Smoking when on the ward is only permitted in the garden and access for smoking is at specified times. It is also used to facilitate ward barbeques during the summer months and other activities.

## Flat

Glyme ward contains a patient Independent Living Skills flat, consisting of a foyer, two en suite bedrooms, a sitting room and a fully equipped kitchen.

This is situated in a wing by the nursing office, separate from the main ward area with access via its own lockable door.

The purpose of the flat is to assess and develop independent



living skills prior to discharge. Patients in the flat are expected to plan, shop for and cook their own meals most days; and budget accordingly with ongoing occupational therapy and nursing support.

## Family and friends

Family and friends are welcome to visit you, but all visits need to be pre-booked with the ward 24 hours in advance. Please ask your key nurse or one of the other nurses for details.

If your visitors are not able to come during normal visiting hours, please discuss this with the ward team and special arrangements may be made.

### **Visiting hours are usually:**

**Monday to Friday:** 6.30pm to 8pm

**Weekends:** 9.30am to 11.30am, 2.30pm to 4.30pm and 6.30pm to 8pm

Visits are usually of one hour duration and only two visitors are allowed at any one time. Visitors are welcome to sit with you in the allocated visiting areas; however, they will not be allowed to visit you in the bedrooms or patient-only areas. This is to ensure that everyone's privacy is considered.

Children or those under the age of 18 will not be allowed on the ward, however will be allowed to visit patients in specially allocated areas. It must be noted that permission must first be granted for such visits by your RC and the ward given prior information as these visits will require special arrangements to be made.

The ward staff may refuse a visitor entry if they feel that the visit is not in your best interests or if it is outside of visiting hours.

# Planning for the future and supporting your recovery

## **Clinical team meeting (CTM)**

This is a monthly meeting in which your care and progress will be discussed, and you can talk about any needs, goals or concerns you may have. You will be an important part of the meeting. Your key nurse will inform you when the CTM will happen and involve you in the process of preparing your CTM report.

Members of the clinical team will attend, including your responsible clinician (RC), clinical psychologist, occupational therapist (OT), social worker, community psychiatric nurse (CPN) and your key nurse.

## **Care programme approach (CPA)**

The CPA will look at identifying your needs and planning outcomes and how you are going to meet them in order to progress towards discharge.

Your CPA meeting will take place every six months. Your clinical team will develop a care plan with you based on your individual needs.

Your 'My Shared Pathway' goals will be discussed, as these are important for your recovery and ensuring the length of time in our service is kept to a minimum.

You can invite your relatives, carers or your solicitor to your CPA.

The care plan will be an active programme of treatment and rehabilitation, designed to empower you to achieve as much responsibility and independence as possible, while avoiding relapse or other setbacks.

Please ask your key nurse for a copy of the trust's guide 'Care programme approach: advice for service users and carers.'

### **Confidentiality**

Hospital staff must keep your details of care confidential. However, they also have a duty to share information related to your mental health with the team looking after you.

Information is likely to be passed between people directly involved in your care and treatment when you leave the hospital.

## **Mental Health Act**

If you are detained under a section of the Mental Health Act (2007) a member of the nursing team will give you a written and verbal explanation of your rights.

You have the right of appeal to the hospital managers and to a mental health review tribunal. A member of the nursing team will explain this to you when helping you to understand your rights under the section of the Mental Health Act on which you are detained.

If you would like the advice of a solicitor, a member of staff can help you to contact a suitable representative if you do not already have one. Or, if you prefer, you can use the advocacy service to help you arrange this.

You can also contact the Mental Health Act Commission, an independent organisation set up by the Government to help people held under the Mental Health Act.

If you want to contact them, their address is:

The Mental Health Act Commission  
Maid Marian House  
56 Hounds Gate  
Nottingham  
NG1 6BG  
  
Tel: 0115 943 7100

## If you are unhappy with your care and treatment

The first thing you should try and do if you are unhappy with your care or you have a complaint is speak to the nurse in charge of the shift or to the ward manager, who will try to resolve the problem straight away.

Alternatively, if you feel unable to speak to the nursing staff, you can speak to the local Patient Advice and Liaison Service (PALS) link worker. Your named nurse can give you their contact details or you will find the information advertised on notice boards in the ward.

You, or your carer with your agreement, can complain about any of our services.

## **Making a formal complaint**

If you are not satisfied with the outcome from an informal complaint or you can write to our complaints department at the address below:

Complaints and PALS  
Oxford Health NHS Foundation Trust  
Warneford Hospital  
Warneford Lane  
Headington  
Oxford  
OX3 7JX

Tel: 0800 328 7971



These are the members of staff who have been allocated to your care:

<b>Your key nurse:</b>
<b>Your associated nurse(s):</b>
<b>Your team worker:</b>
<b>Your consultant psychiatrist:</b>
<b>Your occupational therapist:</b>
<b>Your clinical psychologist:</b>

## Key information

**Address:**

Glyme Ward  
Oxford Clinic  
Littlemore Mental Health Centre  
Sandford Road  
Littlemore  
Oxford  
OX4 4XN

**Ward telephone number:** 01865 902 508 / 902 457

**Patient's portable number:** 01865 902 303

# Notes

If you need the information in another language or format please ask us

Nëse ky informacion ju nevojitet në një gjuhë apo format tjetër, ju lutem na kontaktoni

আপনি যদি এই তথ্যাদি অন্য কোন ভাষায় বা মাধ্যমে (ফরমেট) পেতে চান তবে দয়া করে আমাদেরকে বলুন

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若您需要本信息的另一种语言或格式的版本文本，请与我们联系

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