

Brockfield House

Patient Information Booklet

A booklet designed by patients for patients to help you understand where you are and what is available to you.



Contents

Welcome to Brockfield House	4
What is Brockfield House?	4
What happens when I first arrive?	4
The ward routine	5
Ward Mealtimes	5
Business/Ward Meeting	5
Medication Times	5
Ward Rounds	5
Laundry Times.....	5
Earning and Spending Money.....	6
Welfare	6
Incentive Job	6
The Shop	6
Ordering Items	6
Socialising and Activities	7
The Canteen.....	7
Gym and Sports Hall.....	7
Occupational Therapy Groups	7
Therapies Suites.....	7
Grounds	8
Perimeter	8
Visiting Times	8
Meet the staff	10
Security Arrangements	13
Prohibited and Restricted Items	13
Room searches.....	13
Blanket rules	14

Room access	14
Observations	15
Level 1 General observations	15
Level 2 observations	15
Level 3 observations	15
Discharge Planning	16
Care Plan	16
Leave	17
Ground Leave	17
Perimeter Leave	17
Area Leave- Escorted	17
Area Leave- Unescorted	17
Home leave	18
Returning to Brockfield	18
What your Section means	19
Patient Opportunities	22
Joining Meetings	23
Interviews	23
Recovery College	23
Mental Health Translator	25
Your Information Pack	29

Welcome to Brockfield House

We realise this is a new and often scary experience for you and will do all we can to make your stay here as comfortable and stress free as possible.

In order to help with this patients and staff have worked together to produce this booklet, which we hope will help you understand your new environment better to make the experience less daunting.

What is Brockfield House?

Brockfield House is a secure mental health hospital located in Wickford, Essex.

There are 7 different wards at Brockfield House - 4 male wards (Lagoon, Alpine, Forest and Dune), 2 female wards (Fuji and Causeway), and a mixed pre-discharge ward (Aurora).

What happens when I first arrive?

When you first arrive staff will do their best to ensure you are relaxed and at ease in your new surroundings.

Staff will discuss with you, very informally, why you are here and how we can help you get better. They will try to establish some common goals we can all work towards during your stay.

During this time you may be with a member of staff at all times – this is known as “Level 3 Observations”. These observations are in place for safety reasons, it is not a punishment.

Your observation level will change during your stay at the hospital and this is discussed and agreed by your clinical team.

From the very beginning of your stay you should be discussing what needs to happen to help you get well and planning for your discharge. Within your first 12 weeks of your stay you should be given an estimated date of discharge.

The ward routine

All the wards have a routine; this is to help both patients and staff. This routine may be different from ward to ward - in your information pack you will find a leaflet with information about your ward; however the general schedule for the hospital is below.

Ward Mealtimes

Each ward has three main meal times a day; to find these times look in your ward booklet.

Business/Ward Meeting

After breakfast there is a business/ward meeting to plan the day. This meeting is attended by patients and staff and is an opportunity to discuss any ward issues. A patient leads this meeting and everything discussed is written down so staff can follow up on what has been raised.

Medication Times

There are four set medication times; however you might not be given medication during each time slot. This will be discussed and agreed in your Ward Round with your doctor and your team. Medication times are as follows:

Morning	8am – 8.30am
Lunchtime	1pm – 1.30pm
Teatime	6pm – 6.30pm
Night-time	9pm – 9.30pm

Ward Rounds

Your ward round happens once every two weeks, it includes a summary of your progress over the past two weeks and gives you an opportunity to ask the team any questions or discuss requests that you have regarding your care. If you wish to have a family member attend the ward round this may be possible following discussion with your clinical team.

Laundry Times

You will have a time where you can do your laundry. You can discuss with ward staff when there is an available slot.

Earning and Spending Money

Welfare

Welfare is a place where you can decide to keep your money. It is also where you can go to ask questions about money, including information about benefits. Welfare is open from 11 am to 12 pm for the medium secure side and 10 am to 11 am for the low secure side.

Incentive Job

You can request an incentive job on the ward, which will mean that you will have to do a task daily for £5 a week. This may include things such as cleaning tables, collecting glasses and cleaning windows etc. Please speak to your keyworker/ ward manager if you are interested in an incentive job.

The Shop

The shop is a place where you can buy refreshments such as: drinks, ice cream, chocolate and crisps. You can also buy newspapers and toiletries such as; shower gel, roll on deodorant and hair gel.

The shop is open from 10.45 am to 11.45 am for the medium secure side and 9.45 am to 10.45 am for the low secure side.

Ordering Items

If you need items that aren't in the shop you may be able to order them. You will then be required to complete a form known as an EPROC form. The form will then be discussed by your team, and needs to be signed off by your doctor before the order is placed. You can ask staff to support you with this.

Socialising and Activities

The Canteen

The canteen is a place where you can socialise with other patients and buy refreshments such as cold/ hot drinks and snacks. Groups also take part in the canteen such as Bingo and Open Mic Night.

The canteen is open at different times for both sides of the hospital. For the medium secure side the canteen is open from 3.30 pm to 4.30 pm and 6 pm to 6.30 pm and for the low secure side the canteen is open from 2pm to 3pm and 5pm to 6pm.

Gym and Sports Hall

The gym and sports hall offer a range of different sports and physical activities. The gym is open to all the wards for at least one day a week, but you are able to attend the gym more times if you wish. There is a range of sports available every day for patients to attend such as football, basketball, volleyball and badminton. These sports groups are available for anyone to attend and enjoy from all the wards.

Occupational Therapy Groups

Each ward has an Occupational Therapist and Activity Co-ordinator and there will be an activity timetable. This may include a variety of groups including creative activities, games, sports, cooking and relaxation. Speak with the OT or AC on your ward for more information.

Therapies Suites

There are different rooms in the therapies corridor in which you can go to a range of activities;

- There is an art room, and a kitchen where patients from can cook a meal of their choice under supervision.
- A workshop where activities such as wood work are carried out.
- The IT room is where patients can used the computers under staff supervision.
- We also have a Multi-faith Room which is used for relaxation groups, while also providing a place for patients to practice their faith if they chooseto.
- There are also some large rooms where psychology groups may takeplace.

Psychology Sessions and Groups

Each ward has a psychologist who is assisted, sometimes, by an assistant psychologist. The psychologist will meet with you and arrange individual psychology sessions with you if this would be helpful for you, and can arrange for you to attend psychology groups.

These therapy groups are run by the psychologists and assistant psychologists and are trained to support you with a range of difficulties or problems. There are some psychology groups that you can choose to go to yourself without a referral - the details of these will be on your ward timetable.

Grounds

The grounds (courtyards) is where patients from across different wards can talk and socialise with each other. It is also where you will find the canteen, shop and the welfare office.

The grounds are open at certain times for both sides of Brockfield House.

Perimeter

The perimeter is an area which runs outside the wards and grounds; it can be used for escorted and unescorted patients to walk round the hospital and to get a bit of fresh air.

We have outside gym equipment and bikes within the perimeter that you are allowed to use when on perimeter leave.

Visiting Times

You are allowed to have family/friends visit you whilst you are in hospital. Visitors are not allowed to visit the unit during medication time or during meal times.

There is a family room available if you have young children, which is off the ward and in a separate part of the unit. All visits must be discussed and agreed with your team and organised via the social worker before the visit takes place. If a visitor turns up and it has not been pre-arranged, they will not be allowed into the unit.

Visitors can bring items into the unit for you, however all food must be sealed (so no home cooked meals) and any packaging must not contain glass, foil or cans. Any electrical items must be discussed and agreed with your team before you are allowed to have them in your bedroom. If a visitor brings an electrical item this will need to be PAT tested for safety prior to them being given to you.

Meet the staff

Responsible Clinician *I am an NHS Consultant psychiatrist and will be your primary doctor. In association with your multidisciplinary care team I will make decisions regarding your diagnosis, medication and your treatment but will always involve you in these as much as possible.*

Senior / Junior Doctor *I am another doctor that will be involved in your care. I will often be involved in physical health checks and reviewing medication. Also if your Responsible Clinician is away I will be available to support with your requests.*

Integrated Clinical Lead *I am a professional member of staff involved in your care and stay at Brockfield House. I oversee the management of the ward where you are being care for, with the support of the ward sister/charge nurse.*

Psychologist *As your Psychologist, I will help with delivering the psychological input that you need. This can mean that I help with running psychology groups that you attend, and may support you with tasks such as updating your psychology care plans or meeting with you for individual sessions if you need extra help with some of your group work.*

Social Worker *As your Social Worker I will liaise with your family and arrange visits. I can support you with applying for and managing your benefits. I will play a role in your discharge from hospital by supporting in finding suitable accommodation to meet your needs.*

Occupational Therapist (OT) *As your Occupational Therapist I can support you to engage in meaningful activities. There will be a group timetable on your ward consisting of various activities in which you can participate. Please speak to your OT regarding the timetable for your ward. I can also work with you in one to one sessions to develop your independent living skills e.g. cooking, budgeting, and using a computer.*

Nurse / Support Worker	<i>I am your first point of contact on the ward. I am able to help you with your daily living needs, administer medication and offer support and someone to talk to. Once you have been granted leave I will escort you both around Brockfield House and within the community on area leave.</i>
Keyworker	<i>I am a nurse and I will support you in preparing for your ward round including requests. I will support you in understanding your care plan and developing your behaviour support plan. I am available to offer support and guidance.</i>
Ward Manager	<i>As your ward manager, I am responsible for overseeing the staff and patients on the ward. I will also be involved in your care.</i>
Activity Coordinator	<i>As your activity co-ordinator I will offer various activities for you to attend both on and off the ward. This will also include accessing the gym and sports activities. I will also be involved in organising social events on the unit.</i>
Housekeeper	<i>I am responsible for maintaining the ward. I will be involved in cleaning the bedrooms, bathrooms, lounge, kitchen and dining room. I also organise the food.</i>
Spirituality	<i>Various spiritual leaders can come to the unit to offer support and guidance around your religious and spiritual needs. Nursing staff will be able to advise you on how to access this contact.</i>
Vocational and Employment Specialist	<i>I can support you with things related to education and work. We offer several educational courses at the unit including English, Maths and IT and you can gain a recognised qualification. I can also support you with accessing educational courses in the community or voluntary work in the community when you are ready. If you are interested in any of this please speak with OT.</i>

Interpreter	<i>If you have difficulties with English you are entitled to an interpreter to support you during meetings and appointments with Therapy staff.</i>
Advocate	<i>Advocates are independent of the hospital. As your advocate I can support you during ward rounds and I can be a voice for you. I can also explain your rights under the Mental Health Act. I can support you around any issues with medication and accessing tribunals. Our conversations are confidential as long as there is considered no risk to yourself or others.</i>
Pharmacist	<i>As your pharmacist I will regularly review your medication.</i>
Medical Secretary	<i>As medical secretary you will often find me in Ward Rounds and Meetings. I will take minutes of things discussed during these meetings.</i>
Student	<i>There are many of us. I may be a student nurse, psychologist or OT. I am here for my learning. Students are limited with what they can support you with but will always try their best or feedback to the team.</i>
Welfare Staff	I can help you with any enquires regarding your benefits. You can access your money every Monday – Friday. You are allowed to withdraw up to £40 a week, however if you require more you must complete a green form and discuss during ward round

Security Arrangements

There are a number of security arrangements at our hospital which is important to adhere to. These are in place for the safety of all patients and staff.

We are keen to make your stay as least restrictive as possible, and so rules are continually being reviewed and updated to ensure they are in place for valid reasons.

Prohibited and Restricted Items

You will find a list of Prohibited and Restricted Items displayed within the ward. This list is sometimes updated, as it often changes – you should be notified of any changes in the ward business/morning meeting.

This list will include contraband items, such as Tobacco, or items that could be used to harm yourself or others.

Room searches

Rooms will be searched monthly. However, if there is suspicion that you may be hiding some contraband items or items that you may be using to harm yourself or others, your room could be randomly searched.

Signing in and out of the ward

Every time you go onto the ward and off the ward, staff must sign you in or out. This usually happens in the airlock on the ward.

Searches at reception

Searches are in place to ensure that all patients and staff are safe. You will be searched when you return from leave to the community. This is to ensure that items that are restricted or prohibited do not enter the unit as it could cause serious harm to yourself or others.

Usually there will be two staff searching you, please speak to staff if you have any concerns about the search.

Rules and Restrictions

What about these?

You may find that when you are on the ward there is discussion about restrictions and rules. Please do not worry about this and ask staff to clarify things for you when you feel this is needed. There have to be a routine on the ward to make sure all patients and staff are safe at all times. Some rules and procedures may feel restrictive but they are in place in order to protect patients and staff to make them feel safe.

The MDT will make sure that any restriction on you will be risk assessed individually and noted in your care plan. There are times when it is necessary to have universal restrictions that apply to all patients, when this happens staff will speak to you to make sure you and the other patients know why and you will have the opportunity to ask questions about the restriction.

Why bedrooms are sometimes unavailable

You will have a bedroom allocated to you on the ward. Some wards may have set times when you have to vacate your room, for specific reasons such as to allow it to be cleaned. If so, this will be communicated to you by staff.

Why there is a medication time routine

You will be informed when you have to take your medication, and there are specific times designated to medication administration. This is to make sure that patients get medication as prescribed, i.e. morning, lunchtime, evening, to help with their mental health recovery.

If you need medication outside these designated medication times please speak to the ward staff, who will help you.

Why cigarettes aren't allowed

Legally all NHS organisations cannot allow smoking in any of their buildings. EPUT have recently agreed, however, to patients having VAPES and these are available to all patients in the shop.

Support is available to enable you to quit smoking if you wish, as is nicotine replacement therapy.

Observations

When on the ward it is still important for staff to observe your behaviour and engage with you in order to be sure you are ok.

This is for your health and wellbeing, ensuring you are coping well with being on the ward, that you are not stressed or upset. If staff observe any difficulties you are having it is easier for them to offer advice and support.

Your observation level will change during your stay at the hospital and this is discussed and agreed by your clinical team.

There are various levels of observation that staff adhere to as a minimum, and you will be placed on one of these levels depending on how well you are progressing with your treatment.

Level 1 General observations

This is where staff will check on you once an hour even through the night.

Level 2 observations

This is where a member of staff will check on you five times an hour even through the night.

Level 3 observations

A member of staff is with you all the time. This will include when you are using the bathroom, sleeping and in the communal areas

Level 4 observations

A member of staff will be with you at all times. This member of staff will be within arm's length to make sure you are safe.

There may be times when you will be nursed by a combination of observation levels. This will be explained to you - please make sure you ask staff if you are unsure.

Discharge Planning

From the day that you arrive planning for your discharge will start. This will include practical elements, such as where you will live, but the key element is ensuring you are well enough to be discharged. This is achieved through your treatment plan.

Care Plan

A care plan will be devised and discussed with you. This plan will be unique to you and will discuss what help and support you need to get well.

Using this treatment plan an Estimated Discharge Date (EDD) will be calculated. This is the date when you will either move into a lower security level or be discharged from this hospital.

However, this date is not definite. There are many reasons why the date may be delayed, such as:

- Persistent non-attendance to treatment programmes
- Slower response to treatment than anticipated
- Non-concordance with the medication consultant prescribed
- Use of illicit substances or alcohol
- Going absent without leave (absconding)
- Aggression and violence towards staff, other patients or yourself

So please do work with the staff to help them help you get better!

Your treatment will be regularly reviewed and you are vital to ensuring it works – don't be afraid to speak up and say what you want to achieve from your treatment.

Leave

There are many types of leave here.

Regardless of the type of leave initially you will be escorted by a member of staff to ensure you are aware of your boundaries, know how to return to Brockfield House and will be safe while on leave.

Following Ground Leave, all leave will have to be agreed by your multi-disciplinary team and/or the Ministry of Justice (depending on which section you are under).

Ground (Courtyard) Leave

You will start with ground (courtyard) leave. This is when you are able to leave the ward and go to the shop, canteen or welfare.

Perimeter Leave

Perimeter Leave means that you can walk around the perimeter of the hospital and also do activities on the perimeter like CROP or Cycling.

Area Leave - Escorted

This is where you are allowed outside the perimeter gates. Initially you will be escorted at all times – which means you will be with a member of staff at all times. You cannot smoke while you are being escorted.

When you are ready for unescorted leave this will happen gradually, initially with embedded unescorted. This is where you will be left alone for 15 to 30 minutes, or even an hour, while you are on Area Leave.

Area Leave - Unescorted

This means you can leave the Brockfield House perimeter by yourself.

First of all you will start with leave to Wickford then after you have had leave to Wickford for a while you will be able to venture further afield such as Basildon, Southend or even London in some cases.

Nearer the end of your stay in hospital you will probably be venturing out every day and possibly doing some volunteer work.

Home leave

In some cases service users will get special leaves such as home leave.

This is where you will be able to go home and see your family for a day. Home leave is given to patients who have permission from either the MDT or the Ministry of Justice again.

Returning to Brockfield

You must always be back on time this includes escorted and unescorted leave.

You are allowed to smoke only on **unescorted** area leave, but no alcohol or drugs are to be consumed.

Even on escorted leave there will be random searches and drug testing when you arrive back at the hospital. You will always be searched when arriving back from your unescorted leave.

What does your Section mean?

Sometimes things happen so quickly it is hard to keep track. You may have been told why you are here, but may not fully understand.

You will only have been admitted here if you have been “sectioned”. This refers to the section of the 1983 Mental Health Act under which you are detained. The section gives the hospital the legal authority to keep you here. A list of the different types of sections is given below:

Section	Description
3	If you are on a Section 3, you will have been admitted to hospital for treatment following a Mental Health Act assessment by a social worker and two doctors (one of whom must be a specialist in psychiatry). This will be for up to 6 months but can be renewed for a further period of 6 months. You can appeal against your section to an independent Tribunal (Mental Health) and to the hospital managers. Your consultant can discharge you from hospital upon completion of your treatment but a Tribunal (Mental Health) can also order your discharge.
37	If you are on a Section 37, this means that a court of law has, at the time of sentencing, ordered your detainment within hospital to receive treatment. Under this section it is up to your consultant at the hospital, in discussion with your care team, to decide when it will be safe for you to have access to ground or perimeter leaves from the ward or into the community, and any conditions to the leave (e.g. if you will need to be escorted by a member of staff). Your consultant can discharge you from hospital upon completion of your treatment but a Tribunal (Mental Health) can also order your discharge.
37/41	If you are on a Section 37/41, this means that you will be detained in hospital for treatment as for section 37. The section 41 is an added ‘Restriction Order’. This will have been imposed by the Judge at the time of sentencing and means that it is for the Ministry of Justice (MOJ) to decide whether and when you are allowed to have leave from hospital (and any attached

conditions), whether you can be transferred to another hospital and when you may be discharged. However, an independent Tribunal (Mental Health) can also order your discharge. The Tribunal can also make recommendations to the Ministry of Justice for you to have leave or be transferred to another hospital.

45A If you are on a Section 45A, this is sometimes known as a “hybrid order”. It is ordered by the Court at the time of your sentencing and means that you have been directed to hospital to receive treatment but when your mental health improves, you will be transferred to prison in order to serve the remainder of your sentence. As for other sections made by the Court you have a right to appeal to a Mental Health Review Tribunal and, successful, you will be transferred to prison to continue your sentence.

47 If you are on a Section 47, it means that, as a convicted prisoner, serving a sentence, you have developed a mental disorder that necessitates your transfer to hospital for treatment by Order of the Secretary of State. Your transfer or leave from hospital is controlled by the Ministry of Justice but you can appeal to the Mental Health Review Tribunal to be returned to prison.

48 If you are on a Section 48, it means that you are a prisoner on remand who has not yet been sentenced and who requires urgent transfer to hospital for treatment of your mental disorder. As for section 47, you have the right to appeal to a Tribunal to be returned to prison. Unlike section 47 it is most unlikely you will be allowed any leave from hospital during your stay (except for medical reasons).

49 If you are on a Section 47 or 48 this will be, in the majority of cases restricted like a section 41 but the restriction is numbered as section 49 in the Mental Health Act. Like a section 41 it means that you cannot be transferred or go on leave from the hospital or be discharged without the consent of the Ministry of Justice (Secretary of State).

A consequence of being sectioned is that you are able to be treated against your will. However, you have the right to express your opinions about your treatment to your clinical team or your doctor at all times. You will also be involved in treatment planning decisions at all stages and can provide advance choices (sometimes known as advance decisions) about any future treatment. These choices must be taken into account if you lose the capacity (as a result of your mental illness) to fully involve yourself in important treatment decisions at that time.

You also have the right to access an Independent Mental Health Advocate and to have Legal Representation for a Tribunal if you wish to challenge your section.

Your ward nurses can provide you with a list of local solicitors who specialise in mental health matters.

Patient Opportunities

There are many opportunities during your stay at Brockfield House that will assist with your recovery and also develop your skills and gain experience that could prove useful after you are discharged.

Therapeutic Activity

At Brockfield House you will have the opportunity to engage in a variety of therapies.

You can engage with psychology sessions and psychological groups to aid with recovery and to prevent relapse.

You will have the opportunity to engage with Occupational Therapy who will provide a variety of meaningful activities and groups, both at Brockfield House, and eventually within the community.

Horticultural/Gardening Opportunities

We have an allotment/poly-tunnel within the perimeter; speak to staff if you are interested in this type of opportunity.

Educational Opportunities

At Brockfield House we offer educational courses in Maths, English and Information Technology. Through attending you can receive a functional skills qualification, which you can add to your CV to support with future employment opportunities.

Vocational Opportunities

At Brockfield House we can support you in sourcing voluntary employment as part of your rehabilitation. Voluntary Jobs are varied but can include things such as working in a café, working in a charity shop, gardening and landscaping, working at the food bank, dog walking and being involved in furniture restoration.

Further Education

At Brockfield House we can support you in applying for community college courses and apprenticeships. We have an excellent education and employment co-ordinator who makes it her mission to support patients to achieve their goals.

We have patients who have successfully enrolled on plumbing and journalism courses, and commenced apprenticeships in gardening and sports coaching.

Meetings with Service User Involvement

A number of the schemes running at Brockfield House have regular meetings, usually known as Steering Groups, where the projects are discussed. Patients input and perspective is very useful in such meetings, as there is nobody better to ensure that the services developed are useful for patients.

If you would like to sit on any meetings ask a member of staff what projects are currently running and if any of them are of interest to you, ask to be a patient representative.

Interviews

When interviewing for new staff members, we like to ensure candidates meet the requirements of our patients as well as our staff.

If you would like to be on an interview panel please let a member of staff know.

Recovery College

Recovery College is an educational style programme offering various educational courses to patients. The courses offered are co-planned and delivered by both patients and staff.

The college works similar to the way a college would work in the community. You will be given a prospectus and get an idea for what courses are available and enrol on ones which you find interesting.

This scheme has a Steering Group of its own, and will always welcome new patient representation.

There should be some Recovery College prospectus' on your ward, but if you can't find one ask a member of staff to get one for you.

This will tell you lots more about the college, including feedback from past students. There are also descriptions of courses that have been run and may run again.

The timetable changes each term – this should be on your ward noticeboard, but again if you can't find it ask a member of staff to get you a copy.

Some of the courses that we have offered have international cooking, first aid, food hygiene, pet therapy, cv writing and interview techniques, football coaching by Chelsea football foundation, swimming and sports. We have also had the Fire Brigade deliver a week long "FireBreak" course, and educational one off sessions, including an educational talk about reptiles and spiders.

Also like other colleges two graduations are held each year, where certificates are awarded to all those who complete the course, as well as specialist certificates awarded to all those patients who act as a patient tutor.



If you have a special skill that you would like to share with others and would like to deliver a Recovery College course speak with the Occupational Therapist or Activity Co-ordinator.

Mental Health Jargon

CPA	This stands for Care Program Approach. Every patient will have CPA's they are basically six month reviews of your care, where your progress will be discussed. You can invite your carers/family members and solicitor to these meetings.
Ward Round	Every fortnight you have a meeting with the MDT where you discuss how you are doing and bring up any requests you have.
MDT	Stands for Multi-Disciplinary Team is made up of a psychologist, social worker, doctor and Occupational Therapist.
16.9 Form	Before you have a Ward Round you will be given a form where you write any requests you have so the MDT can discuss it.
Key Nurse	You will be allocated a key nurse, this will be a qualified nurse who will be in charge of your care on the ward.
RC	Responsible Clinician) is the primary doctor in charge of your care
Support Worker	Support workers are staff that can support your care on the ward.
OT	Stands for Occupational Therapist. OT's run groups, all patients can attend these groups once agreed by the MDT. Groups include: Maths, English, I.T, Crop group, cooking groups and many others, speak to your ward O.T to find out more.
AC	Stands for Activities Coordinators. Like OTs, ACs also runs groups, as well as the gym and sports activities.
Advocate	Advocates are independent of the hospital and are there to deal with any complaints or issues you have, you can ask them to attend your ward rounds for support if you wish.

MOJ	Stands for Ministry of Justice. If you are a sentenced prisoner or on a section 37/41 any decisions about leave or your progression must be agreed by the M.O.J.
PRN	If a patient is unwell and needs something to help calm their distress PRN can be issued. PRN is a Latin term that stands for “pro re nata” which means “as the thing is needed.”
IM	Sometimes it may be necessary for medication to be given through an injection if your behaviour poses a risk to you, another patient or a member of staff.
Seclusion	Patients whose behaviour poses a risk to themselves, another patient or a member of staff may be placed into Seclusion or into the Long-Term Segregation. This will be for the shortest amount of time.
ICS	This stands for Intensive Care Suite which is a room on some ward specifically used to help patients for a short time until the team feel it is safe for you to come out.
Section 17	This refers to leave. Whenever you go on perimeter leave or leave outside of the grounds you must have a section 17 signed by a doctor. This includes conditions of your leave.
Green Form	When you wish to take money out of welfare over the £40 you are allowed, a green form must be completed and signed by a doctor.
Business Meeting	Every morning (Monday - Friday) after medication there is a short meeting where you say what you want to do for the day and will be told about any meetings or groups you have that day.
Recovery College	This is a scheme where groups are run by a member of staff and a patient together, this gives patients a chance to do interesting groups and gives the patient running it confidence and valuable experience.
Phlebotomist	Some medications will require you to have your blood sample taken; this is to check the level of medication in your blood.
CQC	Stands for Care Quality Commissioners. These are independent of the hospital; they are in charge of making

sure everything is running as it should. You can make complaints to them anonymously.

- Ground Leave** Low and Medium secure wards have different times they can go on ground leave where you can socialise with patients from other wards and visit welfare and the canteen.
- Welfare** This is where your money is kept, this includes your benefits or commissioners pay and any money sent to you, you can go there Monday to Friday to collect your money.
- Benefits** When you are detained in hospital, unless you are a transferred prisoner, you will be entitled to benefits, the amount you receive will differ from patient to patient.
- Commissioners Allowance** If you have been transferred from prison as a sentenced prisoner you will not be entitled to benefits but instead will receive commissioners pay which is £20.15 a week.
- Incentive Job** If you speak with staff you can get an incentive job to earn an extra £5 a week; it will be a small job such as wiping tables or cleaning windows.
- Canteen** The canteen is somewhere you can socialise with other patients from other wards. The low and medium wards have different times they can access the canteen. They sell drinks, chocolates, sandwiches and crisps. Sometimes activities are held in the canteen such as open mic nights, bingo and O.T groups.
- Perimeter Leave** Around the outside of the hospital there is a perimeter that once agreed by the MDT you can walk around, there is also cycling groups around the perimeter available.
- Area Leave** If the MDT (and Ministry of Justice if necessary) agrees, you can go out of the hospital. This will be escorted first but can build up to unescorted.
- Embedded Leave** When you go out on escorted leave, before you get unescorted leave it is common practice for patients to have embedded leave where the staff will leave them alone for a short time, this gives patients the chance to prove they are ready for unescorted. Those patients who wish to smoke can do so during their embedded leave.

Care Plan	Your care plan is something you will be involved in making, it is basically about deciding what support you need and how best to progress with your care.
Vitals	Every week your vitals are taken, this includes your weight, blood pressure, pulse, and temperature.
Tribunal	If you wish to apply for discharge you must have a tribunal. This will be run by the tribunal board made up of a judge, a psychiatrist and a Lay member who has knowledge of the Mental Health Act. There are certain waiting times for when you can apply for a tribunal.
Managers Hearing	As well as applying to a Tribunal for a review of your care you can also apply for a hearing by the hospital managers to review this. (Unless you are on a restriction i.e.: section 41 or section 49)
117 Meeting	Once your discharge has been agreed you will have a section 117 meeting. This will be attended by your community care team and there will be a discussion about the support you might need in the community.

Your Information Pack

We hope you have found your information pack and this booklet useful.

If you think there is anything missing or unclear please let a member of staff know so we can continue to improve the information we give to our patients.

We hope this booklet will be helpful in settling you into your stay at Brockfield House, and help you make the most of the opportunities while under our care.