A picture containing text, sky, outdoor, road

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**Steps 2 recovery – in-patient rehabilitation**

Information you may find useful during your stay

# **wELCOME PACK**

### **dAVID bROMLEY & Dan mooney house**

DAVID BROMLEY HOUSE

[Type the sender company name]

[Type the sender company address] ⦁ [Type the sender phone number]⦁ [Type the sender e-mail address]

2,3,4 WOODSIDE

DOWNING CLOSE

KNOWLE

SOLIHULL B93 0QA

TEL: 0121 678 4935

***This pack belongs to ………………………………………..***

***Your Named Nurse is……………………………………….***

***Your Consultant is ………………………………………....***

***Your Care Co-ordinator is ……………………………….***

***Your Occupational Therapist is…………………………***

***OTHERS WHO MAY BE INVOLVED IN YOUR CARE***

***Psychologist ………………………………………………………………***

***Social Worker…………………………………………………………….***

***CPN…………………………………………………………………………***

***Health Care Assistants………………………………………………..***

***Advocate……………………………………………………………………***

**INTRODUCTION**

This Welcome Pack provides information about your stay at the long-term rehabilitation site in Knowle, comprising David Bromley House (female patients) and Dan Mooney House (male patients).

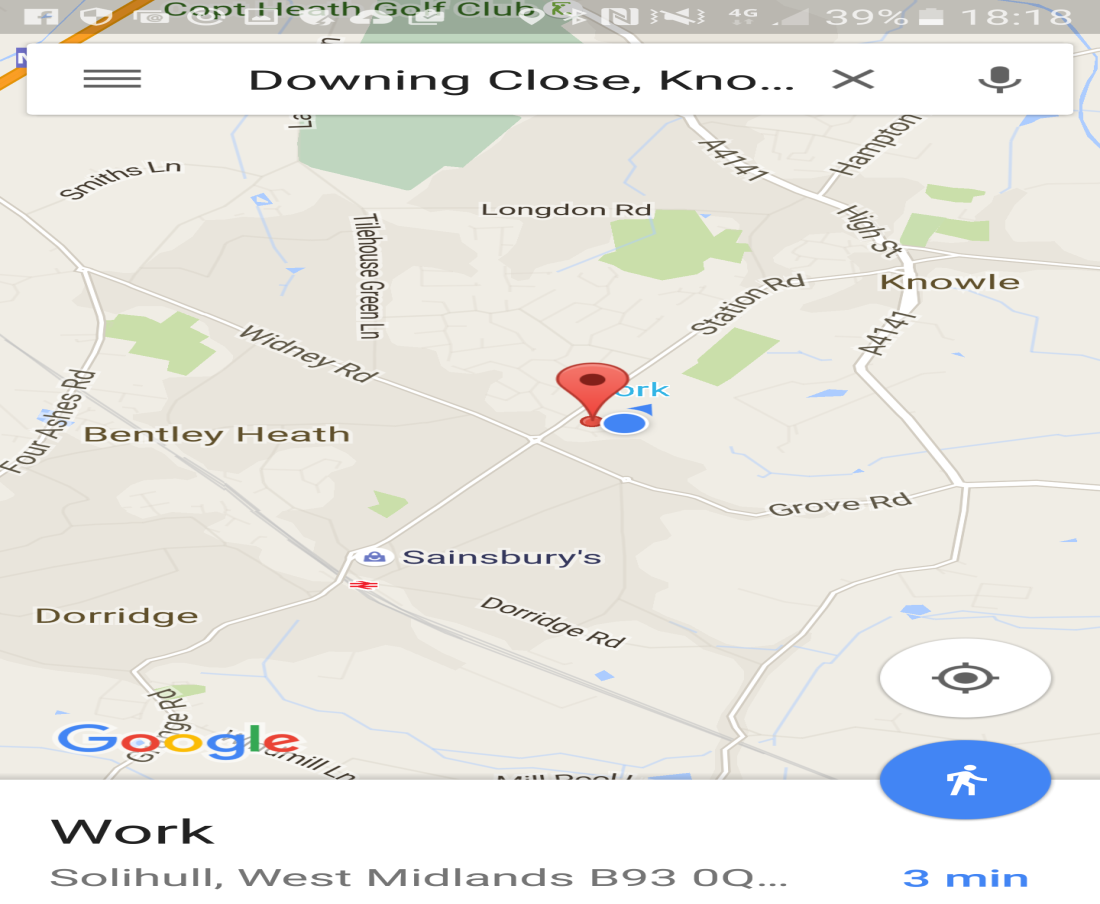
It will explain what your stay will be like, what professionals you will meet along your journey, our expectations of you, your rights and general information.

This pack is also a good place to store your important documents such as care plans and leave forms. We recommend that you keep this in your safe.

**YOUR LOCATION**

Both David Bromley House and Dan Mooney House are situated between two villages namely Knowle and Dorridge in the suburbs of Solihull.

There is an hourly bus service into Solihull, the bus stop is located at the end of Downing Close on Station Road. There is also a regular train service from Dorridge (10-15 minutes’ walk) into Solihull and Birmingham Moor Street Station. Please note both units and Downing Close are Smoke Free areas.

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LOCAL AMENITIES

There are several retail outlets just a short walk away from both units. Go to the main road (Station Road) cross over the road, turn left briefly. Turn right at the corner. Walk for approximately 10 minutes and you will come to a petrol station – here you can purchase cigarettes, sweets etc. and also post a letter or use the cash point. Carry on further and you will come to a row of shops – there is a Co-Op, Indian restaurant/takeaway and opposite there is a post office, butchers and vegetable grocers.

If you go to Station Road and turn left, keep walking for 1 mile you will come to Dorridge village, where you will find a fish and chip shop, Chinese restaurant, Indian takeaway, Sainsbury’s, Tesco’s, pharmacy, Timpson’s, Costa Coffee.

If you turn right at Station Road, and walk for a mile and a half you will come to Knowle where there are banks, Tesco’s, lots of takeaways and restaurants, charity shops, clothes shops, jewellers, gift and card shops and a church.

David Bromley and Dan Mooney House work closely together and share resources and activities. Both units have large gardens and David Bromley House has a summer house, raised beds, lawned areas and seating areas for relaxation. These facilities are available for use by all residents under supervision.

Each unit also has an Occupational Therapy (OT) area which has a kitchen for practical cooking sessions, relaxation room, art/craft room/music room, computer facilities, multi-faith room, and large meeting room. David Bromley House is a 14-bedded female complex care unit focussed on supporting individuals with their rehabilitation needs as part of their recovery journey. Dan Mooney House is an equivalent unit for male residents.

WHAT WILL MY STAY INVOLVE?

You will have been assessed by our team prior to your admission to ensure that we treat you as an individual. By coming into this service we hope to be able to give you opportunities and guidance to build your skills and develop the confidence you require to support you on your journey of recovery, however long that may take.

**What will happen when I arrive?**

* You will be introduced to the staff on duty and given the name of your named nurse.
* We will show you around the unit and help you settle in and unpack your things, and try to help you feel welcome
* We will give you this welcome pack to keep

**Where can I store my things?**

You will have storage in your room where you can keep your clothes and personal belongings. There is also a safe in your room but if you have any valuables please discuss with staff the best option for their safe keeping.

|  |  |
| --- | --- |
| **What can I bring with me?** | **What can’t I bring on the ward?** |
| * TV, radio/CD player * A few ornaments * Hairdryer, straighteners * Toiletries * Watch/alarm clock * Sweets/snacks * Books/magazines * Diary * Address book * Mobile phone/charger * Laptop/table | (not exhaustive list)   * Weapons * Sharps – knives, scissors of any kind, razor blades * Rechargeable E-cigarettes, vapes * Any non-prescribed/illicit drugs * Legal highs   Staff will inform you of any other items not allowed on the unit |

**What happens next?**

You will be shown around the unit and shown to your room.

* Bedroom – you will be shown your room. We will try and keep your bedroom the same throughout your stay, however there may be circumstances when we have to ask you to move rooms.
* Personal belongings – a member of staff will also show you where you can leave your things.
* Toilet, bathroom TV and telephone – we will show you where these are.
* Lounge/dining areas – you will be shown where you can sit and relax, watch TV, eat your meals or have some quiet time. If you feel ready we will introduce you to some of our other residents.
* You will be advised who your named nurse/OT is.
* We will supply your towels and bed linen

**What should I bring with me?**

There is limited storage but you will need things that you require on a day to day basis:

* Nightwear, dressing gown and slippers
* Inside and outside day clothing (laundry facilities are available)
* Toiletries
* Watch/alarm clock
* Telephone numbers, address book, writing materials
* Sweets, snacks
* Books, magazines, reading glasses
* Personal music player
* Hairdryer

Please note all electrical items need to be safety tested before use on the ward. Please give the items to nursing staff who will arrange this for you.

**HOW WILL THE TEAM WORK WITH ME?**

From our initial assessment we will already know a little about you, but to make sure you get the best possible help from us we will need to continuously assess your needs and progress. This process might include the following:

* Talking to you and maybe your family/friends/carers (if you are happy for us to do so)
* The view of your previous care teams
* Some specialist assessments
* Physical health checks

**Care Plans**

From our assessments we will work together with you to develop a care plan.

A care plan is a form which states your needs, the range of services/interventions required and who will provide this. It may include information about your medication/treatment, physical health needs, your likes and dislikes, goals for the future, financial needs. You can keep a copy of this care plan in this welcome pack. These are reviewed monthly or more.

**One to one sessions**

These are meetings with your named nurse or other team members where you may discuss a range of things, and express ideas, concerns and plans for the future.

**Ward rounds/multi-disciplinary team (MDT) meetings**

These are held weekly. Ward round for David Bromley House is currently on Tuesday afternoons in the meeting room in the day unit. Ward round for Dan Mooney House is held on Thursday mornings. Most residents are seen a minimum of every 4-weeks, although those detained under section of MHA are entitled to see their Consultant weekly if required.

There are often lots of people in ward round such as yourself, your Consultant, Junior Doctor, GP, Nurse, Occupational Therapist (OT), Psychologist, Pharmacist, Social Worker, Community Psychiatric Nurse (CPN), your family and sometimes students (if you don’t mind).

Although these people are all here for you, we understand that sometimes it can feel somewhat overwhelming, so it is fine to request for fewer people in the room.

During ward round we will look at how things are going with your treatment and recovery and work with you to make plans for your future. This is also where you and your Dr will plan your leave away from the unit.

**Sharing Information**

We understand that your family and carers play an important part in your life. We will therefore work with them to provide the information and support they need to support you. We will aim to meet them and get to know them. We will provide them with information about their caring role, and what needs they may have to carry out this role. We will inform them of local services that can give them support and advice.

There may be things that you do not want to share. You should discuss these first with your care team so that you can understand the impact this might have on your relationships. Usually we would recommend that your family/carers are fully involved and informed in your care.

**Medication**

Your psychiatric medication will be reviewed with your Consultant Psychiatrist and your physical medication with be reviewed by your GP.

The pharmacy regularly attend ward rounds and will also be available to discuss your medication with you. Staff are able to provide leaflets should you wish to learn more about your medication/side effects.

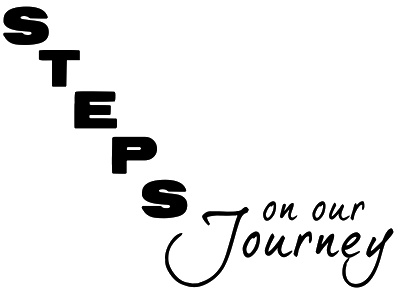
**What does the Mental Health Act (MHA) 1983 mean to me**

Some people here are subject to the MHA (1983) – this is called ‘sectioned’. If this applies to you, your rights will be explained to you by your nursing team and any restrictions such as being unable to freely leave the unit will be detailed in your care plan and discussed with you.

**Mental Capacity Act 2005**

Sometimes people are so unwell that they are unable to make some decsions for themselves; this is called ‘lacking capacity’. We will always assume that you have capacity to make decisions unless an assessment has been carried out to establish that you have not go capacity. Where people ‘lack capacity’ we will always act in their best interests



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**Practical things to think about**

* Let your nearest and dearest know you have moved. We will support you in giving change of address details
* You are responsible for letting the DWP know of any change of circumstances in relation to your benefits/living arrangements

**What is life like at David Bromley and Dan Mooney House?**

Weekly timetable

Activities that are meaningful to you are essential to your recovery. You may feel like staying in bed and resting, and your motivation may be low, but this is not the best or healthiest choice to make. We encourage people not to stay in bed or isolated in their own rooms. We will encourage you to participate in activities that keep you focused and well, that you enjoy doing and that will help develop your skills. We offer a range of activities both on and off the unit, a weekly planner is put up in the dining area, some are specific 1:1 activities and others are group activities that all are welcome to attend.

**Resident meetings**

These take place usually on a Wednesday afternoon, at 2.00pm. They give you an opportunity to meet with staff and other residents to discuss and resolve issues on the ward, and allow you to contribute to the development of activities that are meaningful to you. There is also an opportunity for residents and staff to thank each other for something they may have done.

**Domestic services**

A house keeping service is provided to keep the ward clean and tidy. You will be assisted on a weekly basis to clean your room and change your beds. There are laundry facilities for you to wash your own clothes and staff will support you with this if required.

**Telephones**

There is a payphone on the ward that can be used for personal calls. You can also use your own mobile phone if you have one; however this remains your responsibility. Photographs are not allowed to be taken on phones or cameras.

**Visitors**

Your family, friends and carers are welcome to visit you. There is a room available where you can spend time with your family. Children are not permitted on the ward, however a pre-arranged room in the day centre can be arranged for children visiting. Please make visitors aware of protected meal times, and it is advisable that visitors phone to arrange visits beforehand in case you are on a community activity.

**Meals on the unit**

Please note these times are protected so that you can relax and enjoy your food. Visitors are not allowed on the unit at these times; please make your family and friends aware of this.

**Breakfast** – when you get out of bed you have access to the residents’ kitchen where you can help yourself to cereal, fruits and toast, fruit juice, tea/coffee. OT also run a breakfast club where you can cook your own hot breakfast items (of your choice), with OT support.

On Saturdays, staff often provide a full English breakfast.

**Lunch** – 12.00 – 1.00pm

Residents are encouraged to make their own lunch such as sandwiches, jacket potatoes, soups, items on toast (with OT support). Staff can also provide lunch for those unable to prepare their own.

**Dinner** - 5.00pm-6.00pm

A choice of hot, nutritious balanced meals are provided, please make staff aware of any specific dietary requirements/allergies as food will need to be ordered in advance.

You are able to order takeaways from registered suppliers as an alternative, at your own expense. We do however occasionally provide a takeaway free of charge as a therapeutic activity.

Residents are requested to lay/clear the tables on a rota basis and asked to be responsible for cleaning their own plate/cutlery if able.

**Sundays**

A traditional Sunday roast dinner is served at 12.00pm.

You will also be assessed by OT staff and can cook some of your own meals in the OT kitchen supported by staff.

**STAFF I MAY MEET ON THE WARD** 

**NURSING**

* **Unit Managers** – Samantha Beavan (Ward Manager: David Bromley) and Adrian Thompson (Ward Manager: Dan Mooney) are both qualified nurses and provide both managerial and clinical leadership to all staff on the ward
* **Deputy Managers –** Manjit Sahota, Dale Ricketts (David Bromley), Debbie Roberts and Amanda Butler (Dan Mooney) are involved in the day-to-day planning and co-ordination of the ward, whilst supporting the manager and staff team. They are all qualified nurses and provide extensive clinical knowledge
* **Nurse in Charge –** Each shift will have an identified nurse who co-ordinates all activities for that shift. The nurse will wear a red badge and their name will appear on the board in the entrance hallway
* **Staff nurse –** A qualified and registered mental health nurse. They are responsible for all your care needs and administration medication.
* **Named nurse –** one of the staff nurses will be allocated as your named nurse.
* **Healthcare assistants –** work alongside the nursing staff to care for you and assist you with your personal and domestic activities of daily living and social activities. There are several HCAs on shift at a time and they are available to talk and listen to you.

**MEDICAL**

* **Consultant Psychiatrist –** Dr Robert Evans is the Consultant for this unit. He has overall responsibility for your care. He leads on important decisions about your treatment and discharge. You will be introduced to your consultant when you transfer to the unit and continue to meet regularly. In his absence you might see one of his junior Doctors.
* **General Practitioner (GP)** – Dr Julia Markham is the visiting GP for the unit, and is based at Dorridge surgery. She usually attends ward rounds and also comes into the unit on a regular basis. She will be available with regard to your physical health needs and liaises with Dr Evans regarding your mental health.
* **Pharmacist** – the pharmacy team ensures that you receive your medication in a safe and effective manner whilst you are on the ward. The team can offer advice on medicines and any side effects. If you would like to speak to a member of the pharmacy team whilst on the ward, ask one of the nursing staff who will let the team know.

**ALLIED HEALTH PROFESSIONALS**

**Occupational Therapists** – (OT) Andrea Javadian is a Senior OT and use activity to help develop skills that you use in your everyday life such as shopping, cooking, budgeting, confidence building with community activities. This may be on a group or individual basis. Andrea can also offer Mindfulness as an intervention.

**OT Support** - Mandy O’Connor is a Health Care Assistant designated to the OT department. After the OTs have assessed your needs and made an intervention plan for you, Mandy will spend time practicing these skills with you.

**VISITING STAFF**

**Chiropodist** – Should you have any problems with your feet i.e. hard skin, nail care, verrucae we can refer you to a Chiropodist

**Speech and Language Therapists** – assess and treat speech, language, communication, eating and swallowing difficulties

**Dieticians** – provide dietary advice, promote healthy eating habits and well balanced diets based on individual needs.

**Social Workers** – you will be allocated a Social Worker, they will assist you with financial matters getting particularly involved in getting funding if you move into the community. They can also act as your Care Co-ordinator.

**Community Psychiatric Nurses (CPNs)** – They can also act as your Care Co-ordinator, they work in the community and are allocated to help support you with your mental health needs in the community.

**Advocates**  - they are independent people who are available to support you to help you express your views and wishes and to help make sure your voice is heard. They can also give you information to help you make informed decisions, accompany and support you in meetings or appointments, help you contact relevant people or contact them on your behalf. You are entitled to statutory advocacy from an IMHA (Independent Mental Health Advocate support people who are being assessed or receiving treatment under the Mental Health Act 1983) or an IMCA (Independent Mental Capacity Advocate supports people who lack capacity to make certain decisions and are provided under the Mental Capacity Act 2005)

**OTHER STAFF**

**Secretary –** Sandra Cooksey is our Secretary and responsible for administration.

**Domestic** – Thomas Grabowski

**Students** – This unit is a learning environment so you will often see nursing, medical or OT students who will be on placement here

**WORDS & PHRASES**

You might hear the following words and phrases when you are on the unit.

**Care Co-ordination** – this is a way of helping and supporting people with mental health problems. It starts as soon as you come into contact with mental health services. It is the system that ensures that you receive help and support from the health service, social or voluntary sector.

**Care Plan** – this is a way of recording the help and support you need and explains how this will be done.

**CPA Review** – Care Programme Approach. Held every 6 months to review your progress, attended by your team.

**Multidisciplinary Team Meeting (MDT) or Ward Reviews** – this is when all of the professionals involved in your care meet to discuss your progress with you and your carers if appropriate. This meeting takes place in the meeting room.

**NAIPS Assessment Suite** – A variety of assessment tools used to measure your progress such as the recovery star.

**Observation** – this is an important tool nurses use which helps us to get to know you and to help us maintain your safety whilst you are on the ward. You will always be fully informed if you are being observed and given the reasons why.

**Patient Advice and Liaison Service (PALS)** – this service provides help, advice and guidance to users of the NHS and their families.

**Person Centred Care** – staff are committed to person centred care which ensures that you are the focus of all activity concerning you and you are fully involved in all aspects of your care.

**RIO** – this is the system that the Trust uses to securely store electronic patient records.

**S2R –** Steps to Recovery. David Bromley and Dan Mooney House belong to a group of rehabilitation units given the umbrella term Steps to Recovery.

**User Voice –** Promote service users’ involvement to develop patient experience of mental health services.

**Wellness Recovery Action Plan (WRAP)** – is a structured system for monitoring and managing your mental health through planned responses that work for you. It also informs services and carers on how to respond should you find it difficult to make decisions for yourself should you become unwell.

**WHAT TREATMENT WILL BE AVAILABLE**

Your care will compromise of a number of different treatments/interventions. The main ones on offer are outlined below:

**Medication**

Your doctor may prescribe medication to help treat your illness. A ward doctor can usually answer any questions you have about your medication, how it works and any side effects.

**Psychological**

When appropriate you will be offered psychological therapies. These approaches are offered by appropriately trained staff who will assess and tailor the intervention to suit you.

**Physical Health**

Your physical health is very important. We will regularly assess your physical health needs and work with GP to provide you with appropriate advice and treatments.

**Occupational Therapy**

The main aim of occupational therapy is to assist your recovery by encouraging you to take part in activities that have meaning and value for you. During your stay, Occupational Therapists (OTs) will assess your strengths and needs. An individual treatment plan will be developed and reviewed with you, which may be a mixture of one-to-one sessions and group activities. These take place on the ward, in the day unit or in the community.

The following list gives examples of some of the activities that are available:

* Daily living skills to develop or improve your skills in areas like cooking, shopping budgeting and other day to day activities
* Health promotion
* Work, training and or education to help you develop the skills and confidence to take part in paid or unpaid work, courses or training you might be interested in
* Leisure activities such as pursuing a hobby or sport that builds on your self-esteem, social networks and gives enjoyment.
* Confidence and self-esteem development
* Activities that encourage you to be part of your local community and help you build links with other people.
* Travel training – confidence development to use public transport
* Arts and crafts, knitting, sewing, jewellery making
* Shabby Chic furniture group

The weekly programme will be displayed on the unit

 **RELIGIOUS, SPIRITUAL AND**

**CULTURAL**

**NEEDS**

We understand the important role that spirituality and religion can play in some people’s lives and recovery. This will be very individual to you so we will work with you to understand and support your specific needs.

The trust has a spiritual team who can be referred to for pastoral care.

A weekly visit to a local church is held on a Thursday morning.

We have a multi faith room available on request for private reflective time



The trust has a no smoking policy which covers buildings, grounds and car park. All smoking materials are treated as contraband and can only be in your possession when you are off the premises.

Disposable electric cigarettes are for use in the garden only.

Nicotine replacement therapies are available on prescription.

**MOVING**

**ON!**

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How long am I expected to stay?

You are not expected to stay here forever. We will be working with you to help you meet your goals. We aim to find you the most appropriate place to move onto such as independent living, supported housing, or residential care.

We have a Transition Team headed by OTs who will help and support your journey whilst at DBH and as you move into the community. This process will take as long as you need and is individualised to you.

A picture containing tree, outdoor, giraffe, grass

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**The back garden at David Bromley House**