

# After Hours Hospital Visitors



Calvary

Mater Newcastle

Continuing the Mission of the Sisters of the Little Company of Mary

Calvary Mater Newcastle recognises that when a patient is very ill, relatives and carers may wish to remain with them after hours when normal visiting hours have finished.

Wherever possible, we will try to accommodate these requests, although on occasions this may not be possible, or we may have to limit the number of visitors in consideration of other patients' well being.

The security of our patients, staff and visitors is important to us. We have a procedure to record who is in the hospital after hours when the hospital is locked.

Should you wish to stay after hours:

1. You must first speak with the Nurse in Charge of the ward to formalise the arrangement.
2. You will be asked to sign a register which is located at the Emergency Reception Desk, either when you enter the hospital or during the course of the evening. The administrative staff will ask you for proof of identification, and your name and address will be recorded, together with the date and time of your stay. The information is maintained for security reasons and will not be used for any other purpose.
3. You will then be issued with a security badge which you are asked to wear at all times whilst you remain in the hospital.
4. When you leave the hospital, you are asked to return your security badge to the Information Desk, after 7am Monday to Friday, or Emergency Reception when the Information Desk is closed.

### **You will need to do this each time you leave or enter the building.**

The Hospice has a similar arrangement in place and maintains its own register for its guests. You do not have to go to the Emergency Reception if you wish to stay in the Hospice.

A security officer or staff member will escort you to and from the ward whenever the hospital is locked and you wish to enter or leave. If you would like a security officer to escort you to your car, both onsite or off campus, please ask nursing staff to contact security on your behalf.

We appreciate your assistance in helping us to maintain a safe hospital environment for all.

Thank you  
Management of Calvary Mater Newcastle

### **Visiting hours and visitor access:**

#### **General wards**

8am - 8pm

Patient rest period 1pm - 3pm

#### **Intensive Care Unit**

11am - 8pm

Patient rest period 1pm - 3pm

#### **Hospice**

Unrestricted visiting hours