

Preparing for Hospital Checklist

No one wants to go into hospital, but sometimes it is unavoidable. Whether the admission to hospital is planned or not, there are some simple things you can do now, to try and make the experience less stressful for everyone.

Here is a list of things to think about. You may want to talk with family, friends or someone who supports you about these things and ask them to help complete any forms. Once you have completed the form or have the information needed you can tick it off the list. **Remember to keep a copy of any of this information in a safe place and let others know where it is.**

Document	
<p>Medication List</p> <p>If you are on regular medication then a copy of your last prescription would be helpful. We should also have this information on our systems.</p>	<input type="checkbox"/>
<p>A Hospital Packing List</p> <p>A simple list of items to bring with you to hospital to make sure you have everything you need (e.g. clothes, appropriate footwear, glasses, hearing aids and device chargers)</p>	<input type="checkbox"/>
<p>A Plan to Get You Home</p> <p>This information may be in a Future Care Plan and will mention possible support available at home, best time of day to get you home, who should be included in discussions etc. You can also complete a form which is available on our website (www.nhsggc.scot/planningcare)</p>	<input type="checkbox"/>
<p>Getting to Know Me Form</p> <p>This document helps staff understand what is important to you and how best to involve you and the people who support you with your care. It can be used by anyone, not just those living with Dementia. Visit www.alzscot.org for more information.</p>	<input type="checkbox"/>
<p>Future Care Plan (sometimes called an Anticipatory Care Plan or ACP)</p> <p>This is a document which describes your wishes and preference about different care and treatment. Visit www.nhsggc.scot/planningcare for more information.</p>	<input type="checkbox"/>
<p>Power of Attorney (POA) or Guardianship</p> <p>This is a legal document which gives someone else the power to make decisions on your behalf. Depending on the situation you may need to apply for Guardianship instead of POA. Visit www.mypowerofattorney.org.uk for more information.</p>	<input type="checkbox"/>

Many people are supported by unpaid carers. This could be a friend, family or neighbour who provides physical or emotional support. This can range from small tasks like picking up the shopping to providing round the clock care for someone. If you have a carer you may want to think about asking them to make a Carers Emergency Plan.

<p>Carers Emergency Plan</p> <p>This give instruction and emergency contact information if the person who usually supports you is unavailable to provide care. Visit www.nhsggc.scot/carers for more information.</p>	<input type="checkbox"/>
--	--------------------------

Some of this information can be store on our systems so that different services can access the information. You can speak with your GP or other members of the Health and Social Care Team who support you about saving this information on our systems.

Useful Services and Contact Numbers

Anywhere in the Health Board

Support and Information Services	0141 452 2387 (Monday- Friday 10am – 4pm)
Care Information Scotland	0800 011 3200 (Monday to Friday 9am – 5.00pm)
NHS 24	111 (open 24 hours)
NHS Inform	https://www.nhsinform.scot/
Scottish Water	0800 0778 778 (open 24 hours)
National Gas Emergency Number	0800 111 999 (open 24 hours)

Each HSCP has their own process to access social work. Here are some suggested teams that might be useful. These phone lines are open Monday – Thursday, 9:00am - 4:30pm and Friday, 9:00am - 3:30pm. Some lines may be open a little longer.

If you need to contact Social Work Out of Hours in an emergency please call 0300 343 1505.

East Dunbartonshire

Social Work (Homecare and Response Team) 0141 578 2101

East Renfrewshire

Social Work (Initial Contact Team – Adult Services) 0141 800 7850

Glasgow City

Social Work (Health and Social Care Connect Service) 0141 287 0555

Inverclyde

Social Work (Access 1st Service) 01475 714 646

Renfrewshire

Social Work (Adult Services Referral Team - ASeRT) 0300 300 1380

West Dunbartonshire

Social Work (Adult Community Team - Dumbarton/Alexandria) 01389 776499

Social Work (Adult Community Team - Clydebank) 01389 811760

You can use the space below to add in any other useful contact numbers you have. We have suggested some important contacts.

GP Name and Phone Number	
Emergency Contact (next of kin, friend or carer)	
Local HSCP Service (e.g. Social Worker or Homecare)	

If you would like to know more about planning for the future please visit our website www.nhsggc.scot/planningcare or scan this QR code.

