**My duties while in hospital**

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|  | This easy read information sheet is about your duties while you are in hospital.  Duties meansthings that you should do and rules you should follow. |
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|  | **Treat other people well**  Other people who stay in the hospital may tell you personal things.  Do not repeat what they tell you to other people. |
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|  | Do not take photos of other people staying or working in the hospital. |
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|  | Do not put information on social media or the internet about people who are staying or working in the hospital. |
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|  | **Getting along with others**  Everyone in this hospital should feel comfortable and safe. |
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|  | Do not say hurtful things to other people. |
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|  | Do not physically hurt other people. |
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|  | Do not touch or use other people’s things unless they have said you can. |
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|  | Give people their personal space.  This means do not go into other people’s bedrooms. |
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|  | It also means do not touch other people.  <Insert any other rules e.g. no borrowing etc> |
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|  | When someone is on the phone you should not stand too close to them.  You should not listen to what they are saying. |
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|  | **Personal and sexual safety**  Be careful giving your phone number or address to other people.  You can talk to someone you trust about this if you want. |
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|  | Sexual relationships are <not allowed/not suggested- insert rules> at <hospital/unit>.  You should tell a hospital worker if another person touches you or makes you feel uncomfortable.  You should tell a hospital worker straight away if anyone wants you to take part in sexual activity.  The hospital worker can help you. |
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|  | **Safety**  <Insert procedure and who to talk to> if you do not feel safe at any time. |
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|  | You can lock your personal items away in <insert location> so they do not get taken. |
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|  | **Drugs and alcohol**  You are not allowed to bring drugs or alcohol into <hospital/unit name>.  If you have drugs or alcohol with you <insert measures>.  We will need to tell the police if you have any **illegal drugs** with you.  **Illegal drugs** are ones that the law does not allow you to have. |
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|  | Talk to your <health care team> if you usually use alcohol or drugs.  Your <health care team> will work out a plan with you to help you feel comfortable. |
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|  | **Smoking**  Smoking is not allowed in this hospital.  If you smoke, please talk to <insert appropriate person>. |
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|  | **Mobile phones and cameras**  You <can/cannot> bring your mobile phone into this <hospital/unit>.  [If allowed]  You must take care of your phone. |
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|  | You cannot use the camera on your phone in this <hospital/unit>. |
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|  | You cannot use your phone to record conversations. |
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|  | There is a list of what some **words** mean in this information sheet [**here**](https://www.3dn.unsw.edu.au/sites/default/files/documents/3DN_Wordlist_ERv1.pdf)or go to[**www.3dn.unsw.edu.au/projects/easyread**](http://www.3dn.unsw.edu.au/projects/easyread) |

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This information sheet is part of a series of easy read resources explaining

* how people can access public mental health services in New South Wales and
* what they can expect.

For information on how to support people to use easy read see [**Making mental health information accessible for people with intellectual disability****– A Toolkit**](https://www.3dn.unsw.edu.au/sites/default/files/documents/3DN_AccessibleInformation_Toolkit_ERv1.pdf)

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