

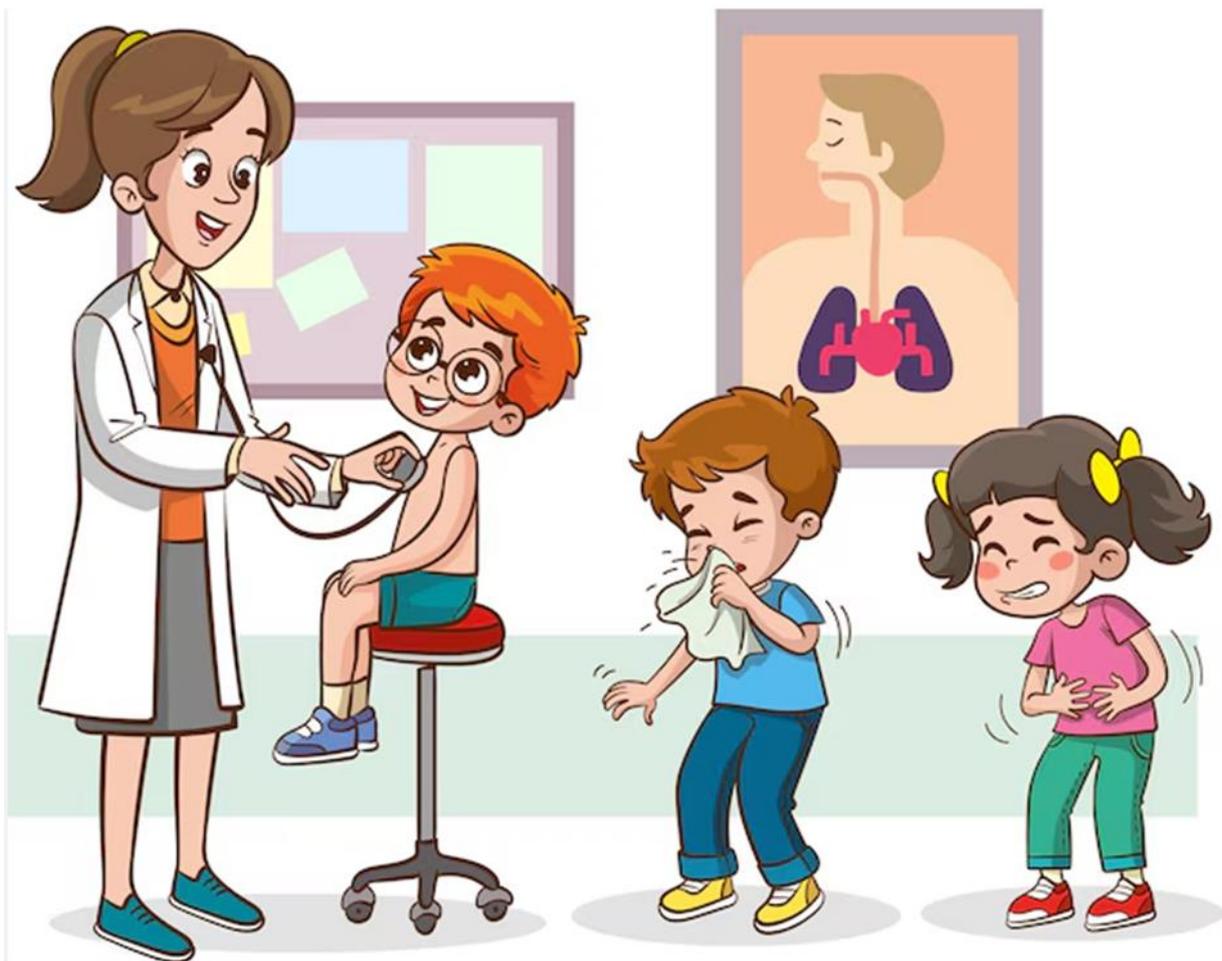


**Dear patients,**

We warmly welcome you to Ward 4F of the Clinic for Pediatric and Adolescent Medicine.

We want to make your stay as pleasant as possible.

First and foremost, this means successful treatment with a speedy recovery, and we are always available to assist you with our expertise. Numerous other measures are also designed to aid your recovery.



Please follow the instructions given by our ward doctors, nursing staff, and therapists.



**Our range of services at Station 4F includes:**

- Care for children with burn injuries
- Patients with endocrine disorders
- Patients with diabetes mellitus for manifestation or readjustment with intensive training
- Patients with kidney disease and blood disorders
- Monitoring patients after falls or trauma
- Care for surgical patients

The ward manager is Nurse Mandy.

The senior physicians in charge are Dr. Keister for general pediatrics and Dr. Ibbeken for surgical patients.

You will always have a nurse as your contact person, who will introduce themselves to you at the start of their shift.

In order to better coordinate examinations and upcoming doctor's appointments, we ask that you sign out and sign back in with your nurse when you leave the ward.



## **Insight into the daily routine**

The nursing staff begins work in the patient rooms at 6:30 a.m. Daily rounds take place at 8:30 a.m., with surgical rounds at approximately 7:45 a.m.

On Thursdays, the chief physician conducts rounds during the morning. The handover from the early shift to the late shift begins at 1:45 p.m.

We kindly ask that you refrain from asking for any information during this handover.

Meals for your child and you as an accompanying person will be brought to your room at the following times:

Breakfast: around 7:30 a.m.

Lunch: around 11:30 a.m.

Dinner: around 5:30 p.m.

Please note that meal trays must be returned independently at the times listed below.

Breakfast by 8:30 a.m.

Lunch by 12:30 p.m.

Dinner by 6:30 p.m.



## **Admission day**

The procedure on the day of admission is as follows:

The nursing admission includes a nursing history interview, taking your child's measurements, and showing you around the ward and your child's room. The medical admission includes an admission interview, an examination of your child, and determining the diagnosis and treatment.

When leaving the room, please store your personal belongings/valuables in the lockable patient cabinet. You can obtain the key for this from the nursing staff on request and in exchange for a deposit of €10.00. For your own safety, please avoid bringing valuables with you to the hospital.

## **Discharge day**

On the day of discharge, the ward physician will conduct the medical discharge interview and final examination during the ward round. You will receive your discharge letter, certificate of stay, and any necessary medication from the physicians in a timely manner. Upon receipt of the discharge papers, the patient is considered discharged!

Further information about our hospital can be found in the brochure "Patient Information & House Rules."

The doctors and nursing staff of Ward 4F wish you a pleasant stay and a speedy recovery.

Ward 4F



## **Room cleaning**

To ensure that your room can be cleaned, we kindly ask you to fold up any extra beds by 7:00 a.m.

## **Wi-Fi access**

Wi-Fi access is available free of charge via the Sana Lichtenberg hotspot.

## **Playroom**

Opening hours: Mon-Fri 12:00 p.m.-6:00 p.m.

Sat+Sun 10:00 a.m.-6:00 p.m.

A refrigerator is available for storing food. Please label your food with your name to avoid confusion.

A small selection of flower vases is also available.

Please take your food with you at the end of your stay.

There is a water dispenser in the hallway next to the ward kitchen.

## **TV and telephone**

Use of the TV is free of charge. Remote controls are available from the nursing staff.

## **Sockets**

The sockets in the patient rooms are internally secured!



## **Doctor's office hours**

Medical information is available at the following times:

Monday–Friday

-in person after rounds from around 11:30 a.m.

-between 3:00 p.m. and 4:00 p.m. or by telephone appointment

## **On weekends**

-in person during rounds until 2:00 p.m.

-You can reach us at 030 – 55 18 5202

## **Visiting hours**

Please keep in mind that your child needs time and rest for treatment and recovery.

If an accompanying person is also admitted, we would like to remind you that, due to current circumstances, two additional visitors per day are permitted between 3:00 p.m. and 7:00 p.m.

Nevertheless, we kindly ask you to be considerate of your fellow patients and the ward routine when planning your visiting hours.



## **Accompanying persons**

You are welcome to accompany your child during their stay in hospital. To do so, you must sign a treatment contract at reception. You will be provided with an extra bed in the patient's room and will not be required to pay any additional fees for children under the age of 9.

In certain exceptional situations (in consultation with the doctor), an accompanying person over the age of 9 can also be accommodated free of charge.

## **Ordering meals**

We are happy to take your preferences into account when ordering meals. Please fill out the enclosed form in the room folder accordingly. You can choose between 3 different menus.

In some cases, a special diet may be necessary. We ask for your understanding regarding this medical decision.

In addition to water and tea, we offer a small selection of juices, fruit, and vegetables for your child. For hygiene reasons, we ask that you do not help yourself in the kitchen. Please speak to your room nurse if you require anything.