



**Třebíč Hospital, contributory  
organisation**  
Purkyňovo nám. 133/2, 674 01 Třebíč  
www.nem-tr.cz

**Document type  
REGULATIONS  
č. RAD-PŘI-NTR-05  
Version no: 03**

## Internal Regulations of the Třebíč Hospital

### Regulations

<b>Prepared by:</b> JUDr. Jana Plotová <b>Function:</b> Lawyer <b>Signature:</b>	<b>Issued by:</b> Ing. Eva Tomášová <b>Function:</b> Director <b>Date:</b> <b>Signature:</b>
<b>Expert guarantor:</b> JUDr. Jana Plotová <b>Function:</b> Lawyer <b>Signature:</b>	<b>Effective:</b> <b>from:</b> 01. 03. 2025 <b>to:</b> indefinite period
<b>Owner of the original:</b> Documentation Manager – Quality Manager	<b>Scope of document validity:</b> This regulation is binding for all employees, patients and visitors of Třebíč Hospital.

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## 1 PURPOSE OF ISSUE AND BINDING FORCE

The Internal Regulations set out the **rules** for the operation of medical and non-medical facilities of the Třebíč Hospital, a contributory organisation, hereinafter referred to as "Hospital".

In addition, the **home or operating rules** of workplaces shall apply to the individual workplaces, which may lay down more detailed or different conditions for their operation.

**The Internal Regulations are binding for all persons using the services or premises of the Hospital.**

## 2 TERMS AND ABBREVIATIONS

Explanation of terms and abbreviations for the purposes of the Internal Regulations:

patient	a person using the health services of the Hospital
child patient	a person under 18 years of age
Hospital premises	premises of medical and non-medical facilities of the Hospital, including outdoor areas (around buildings, roads, parking lots, etc.)
medical facility	Hospital premises intended for the provision of health services. Outside the Hospital premises, these also include the premises of the detached workplaces (the long-term care facility / LDN building of the Hospital in Moravské Budějovice, specialised outpatient clinics, etc.).
non-medical facilities	Hospital premises intended for purposes other than the provision of health services (e.g. technical facilities, administration, roads, etc.)
medical workplace	a particular department, or the station of a Hospital department
Hospital premises	territory demarcated from the west side by the outer boundaries of land parcel no. 984/7, st. 1763, st. 1762, 1511/5, 985/4, 2416, 985/1, 985/3, 977/7, 995/1, 995/5, 977/30, 984/2 and 994 in the land cadastre and municipality of Třebíč, comprising buildings C, D, G, E, K, L, M1, M2, N, O1, O2, P, S, T and U.
building C	Surgical Pavilion
building D	PPP and SPC Vysočina, Purkyňovo nám. 239, 674 01 Třebíč, building in use and administration of another organisation of the Vysočina Region
building G	long-term care facility (LDN) and dialysis building
building E1	energy centre 1
building E2	energy centre 2
building K	food services building
building L	laboratory building
building M1	infection, skin, pulmonary
building M2	pharmacy, rehabilitation, children's, gynaecology and obstetrics department
building N	administration and ambulance building
building O1	operating room building 1
building O2	operating room building 2
building P	pathology building
building S	warehouse 0, archive
building U	long-term care facility (LDN), eye, internal, neurological department, ICU, out-patient
building LDN MB	long-term care facility building, Moravské Budějovice operation

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NTR	Třebíč Hospital, contributory organisation
MF (ZZ)	medical facility
LDN	long-term care facility
RHS (KHS)	Regional Hygiene Station

### 3 GENERAL PART

#### 3.1 INTRODUCTION

The Hospital is a **contributory organisation** of the Vysočina Region, which is responsible for the operation of its main and supplementary activities. The main activity of the Hospital is the provision of health services. The Hospital operates on the land and in the buildings of the founder and/or other legal entities.

The Hospital is registered in the **Commercial Register** kept by the Regional Court in Brno under the file number Pr 1441. The documents of the Commercial Register include the Hospital's charter of incorporation and amendments thereto, annual reports and financial statements.

The Hospital monitors the **quality and safety** of the health services provided and is regularly evaluated by an independent person with the Ministry of Health's Quality and Safety Assessment Certificate.

The Hospital creates conditions for a safe environment for the provision of health services for patients, visitors, and employees of the Hospital, either independently or in cooperation with the founder, public health authorities, fire protection, transport authority, police and other entities.

The Hospital conducts questionnaire surveys of satisfaction with the services provided, in which patients can participate.

**The premises of the Hospital** are intended only for the operation of the main or additional activities of the Hospital, i.e. as medical facilities or service facilities (technical facilities, administration, etc.).

The Hospital premises are not intended for solving the housing needs of individuals, storage of materials or items, safekeeping of money, securities, or other property with a value of € 10,000 or more, or for parking of vehicles not related to the use of services in the Hospital or the performance of work in the Hospital.

If the Hospital discovers that a particular person is violating the conditions of use of the Hospital premises, it is entitled to ask that person to remedy the situation (to leave the Hospital, to remove or take away materials or items, vehicles, etc.) or to request assistance from the Municipal Police or the Police of the Czech Republic.

#### 3.2 ANIMALS AND DANGEROUS ITEMS

It is forbidden to bring, release, or lead animals on the premises of the Hospital, with the exception of guide or assistance dogs that are used by a patient of the Hospital with regard to his/her current health condition in accordance with the conditions of specific medical departments.

It is forbidden to bring weapons onto the premises of the Hospital unless the possession thereof is associated with the exercise of a profession in one of the armed forces of the Czech Republic or the Municipal Police.

It is also forbidden to bring items of a dangerous nature into the premises of the Hospital, unless it is associated with the treatment of the patient or the performance of work in the Hospital.

Mobile phones and other electronic devices may not be brought or used in places where they could interfere with the operation of medical equipment; in the Anaesthesiology and Resuscitation

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Department (ARO) and the Intensive Care Unit (JIP/ICU), their use is only possible with the consent of medical staff.

The making of any visual or audio recordings of persons in any buildings or areas of the Hospital or during the provision of health services is only possible with the consent of the persons who should be so recorded. Similarly, the consent of the recorded person is required before sharing the captured video and audio recordings on social networks or any other form of sharing or transmission to others.

### 3.3 SMOKING

Smoking and the use of open flames are prohibited in all indoor areas of the Hospital. Outdoor smoking is only allowed in designated areas, namely:

- in the fenced area next to the entrance to building K (food services),
- in the shelter next to the sidewalk in front of building L (laboratory).

### 3.4 TRANSPORT

**The rules of operation on publicly accessible special purpose roads approved by the Police of the Czech Republic and the relevant municipal authority on the Hospital premises are governed by generally binding legal regulations<sup>1</sup>.** The Hospital is entitled to request the intervention of the Municipal Police or the Police of the Czech Republic in case of suspected violation of traffic rules.

Entrance to the Hospital premises is subject to a fee, unless otherwise specified below. Parking fee information is available on the Hospital's website.

The main entrance from the Bráfova třída street near the courthouse is designated for the entry and exit of Hospital patients and visitors. Vehicle entrance to the Hospital's emergency room is separate.

The driver must pick up a parking ticket when entering the Hospital premises. Drivers of vehicles whose entry is enabled by the automated system or remote control (e.g. ambulances or staff vehicles with pre-paid entry) do not need to pick up a parking ticket.

There is no charge to enter the Hospital premises for the following:

- a) vehicles that remain on the Hospital premises for less than 15 minutes;
- b) vehicles of the medical emergency service, Police of the Czech Republic, Municipal Police, fire brigade, administrative authorities and other public authorities, and holders of a postal licence,
- c) vehicles of persons with a parking permit carrying a severely disabled person (ZTP or ZTP/P),
- d) blood or plasma donor vehicles on the day of donation.

The driver is obliged to place the parking ticket in a visible place in the vehicle.

When exiting, the driver can open the gate with a paid parking ticket or a parking ticket within 30 minutes of entry (free entry within 15 minutes). Parking fees can be paid via a machine near the exit gate.

Drivers of vehicles with free entry shall present a **document** authorizing free entry **and a parking ticket at the Reception** before leaving the Hospital premises. Reception will provide a parking ticket for free entry. The driver may then open the gate with the parking ticket and leave the Hospital premises within 15 minutes.

<sup>1</sup> § 77 of Art. 361/2000 Coll., and Decree No. 294/2015 Coll., implementing the rules of operation on roads, as amended

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### 3.5 WASTE

All persons inside the Hospital premises are obliged to handle waste generated in accordance with the conditions of the individual workplaces, in particular to sort waste and deposit it in places designated for this purpose.

## 4 HEALTH SERVICES

### 4.1 INTRODUCTION

The Hospital provides health services pursuant to Act No.372/2011 Coll., on Health Services and Conditions of their Provision (**Health Services Act**), as amended, and **Act No.373/2011 Coll., on Specific Health Services** (as amended).

In terms of reimbursement of health services, health services **covered** or partially covered by **public health insurance** and health services not covered by public health insurance may be provided (**paid by the patient**). The conditions for reimbursement of health services from public health insurance are set out in Act No.48/1997 Coll., on Public Health Insurance and on Amendments and Supplements to Certain Related Acts, as amended.

In accordance with the Public Health Insurance Act, the Hospital is obliged to collect a **regulatory fee of CZK 90** from patients / insured persons **for the use of emergency medical services**. Exemption from the fee is provided for in the Public Health Insurance Act.

The Hospital is a **training site** for persons preparing for the health care profession who practice under the direct supervision of a Hospital health care professional with competence to practice the health care profession independently.

The Hospital uses the services of **volunteers or non-profit organisations** for leisure activities to maintain the psychological well-being of patients (e.g. reading, conversations, communal games).

### 4.2 PATIENT RIGHTS

1. Health services may be provided to a patient **only with his or her free and informed consent**, unless otherwise provided for (urgent health services) in the Health Services Act (hereinafter as "**Act**"). **A written form of consent** is required if another legal regulation so provides (e.g. for specific procedures under the Specific Health Services Act) or if the Hospital has so determined with regard to the nature of the health services provided. **A list of procedures** for which written informed consent is required is available on the Hospital's website. A copy of the written consent form is provided to the patient upon request.
2. The patient has the right to the provision of health services **at the appropriate professional level**, i.e. according to the rules of science and accepted medical practices, respecting the individuality of the patient and taking into account the specific conditions and objective possibilities.
3. In addition, the patient has the right:
  - a) **to be respected, to be treated with dignity, to be treated with consideration, and to have their privacy respected,**
  - b) **to choose his or her health care provider** and health care facility, unless otherwise provided by law or other legislation (patient choice does not apply e.g. in the provision of emergency care, protective treatment, ordered isolation or detention),
  - c) **to request consultative services** from a provider or health professional other than the provider of the health services; this does not apply to the provision of urgent care or to persons under detention, imprisonment or pre-trial detention,
  - d) **to be familiarized with the internal rules of the Hospital,**

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e) to

- i. **the continuous presence** of a legal guardian or a person designated by the legal guardian, a foster parent or another person to whose care the patient has been entrusted by a court or other authority, if the patient is a minor,
- ii. **the continuous presence** of a guardian, or a person designated by the guardian if the person's legal capacity is limited in such a way that he or she is incapable of assessing the provision of health services or the consequences of their provision (hereinafter referred to as "patient with limited legal capacity"),
- iii. **the presence of a close relative or a person designated by the patient**, in accordance with other legal provisions and internal regulations, and if the presence of such persons does not interfere with the provision of health services; this shall not apply to persons in custody, imprisonment or pre-trial detention.

***The mere presence of the persons referred to in paragraphs i. to iii. (hereinafter also referred to as "Present Persons") does not entitle one to the provision of accommodation, meals and other services. These services can be ordered according to capacity and for a fee according to the valid price list of the Hospital. The conditions for the stay of an insured person's guide (e.g. of a child patient) are governed by generally binding legislation.<sup>2</sup>***

***The presence of the persons referred to in paragraphs i. to iii. may be restricted:***

- ***with regard to the current epidemiological situation;***
- ***due to the capacity conditions of individual health centres;***
- ***for patients in isolation, protective treatment, detention, imprisonment or protective custody;***
- ***for reasons of preserving the rights of other patients (in particular the right to quiet, privacy and dignity for patients in 2 or more bedded rooms);***
- ***in cases of persons suspected of abuse, abuse or neglect within the meaning of Section 32(3) of the Health Services Act,***
- ***for persons showing signs of infectious disease, intoxication, aggressive or violent behaviour.***

***The presence of persons referred to in paragraphs i. to iii. is not permitted in operating rooms. The continuous presence of persons referred to in paragraphs i. to iii. is not permitted in intensive care and day surgery beds, unless they are child patients.***

***In the case of child patients, the continuous presence of the persons referred to in paragraphs i. to iii. in intensive care and one-day surgical care beds shall be allowed if the capacity conditions of the health care facility so permit.***

***The rules on the presence of persons under paragraphs i. to iii. are set out in the Annex to the Internal Regulations.***

- f) to be informed in advance of **the cost of health services not covered or partially covered** by public health insurance and how they will be paid for, if his or her health allows it,
- g) **to know the name and surname, if applicable**, of health professionals and other professionals directly involved in the provision of health services and of persons

<sup>2</sup> E.g. Act No. 48/1997 Coll., on Public Health Insurance and on Amendments and Additions to Certain Related Acts, as amended.



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training with the provider for the health profession who are present during the provision of health services or who carry out activities that are part of the training,

- h) **to refuse the presence of** persons who are not directly involved in the provision of health services and of persons preparing to become health professionals,
- i) **to receive visits** in an inpatient or day-care facility, taking into account his/her state of health and in accordance with internal regulations and in a manner that does not violate the rights of other patients, unless otherwise provided by law or other legal regulation.

**Visiting hours for receiving visitors:**

**MONDAY – FRIDAY 15:00 – 17:00**

**SATURDAYS, SUNDAYS, PUBLIC HOLIDAYS 13:30 – 16:30.**

***After agreement with the attending physician or the head of the ward, terminally ill patients in the terminal stage may receive visitors even outside these visiting hours.***

***The right to receive visitors may be restricted or prohibited in view of the current epidemiological situation or for other compelling reasons. Restriction or prohibition of visits is decided by the Hospital director or his/her representative on the basis of:***

- ***a recommendation from the founder, or***
- ***a recommendation from a public health authority (RHS, Ministry of Health), or***
- ***recommendation of the Hospital director's advisory body (crisis staff, Hospital pandemic group), or***
- ***a nurse's recommendations for Hospital hygiene.***

- j) to receive **spiritual care and spiritual support** in an inpatient or one-day facility from clergy of churches and religious societies registered in the Czech Republic or from persons authorised to carry out spiritual activities (hereinafter referred to as "clergy") in accordance with internal regulations and in a manner that does not violate the rights of other patients, and with regard to his/her state of health, unless other legislation provides otherwise; a visit from clergy cannot be denied to a patient in cases of threat to his/her life or serious damage to his/her health, unless other legislation provides otherwise.

***An inquiry on the desire to receive spiritual support / spiritual needs is part of the patient's admission to the Hospital; there is a Hospital deacon who can be contacted by non-medical staff at the patient's request.***

- k) to the provision of health services **in the least restrictive environment** while ensuring the quality and safety of the health services provided.
4. A patient **with limited capacity** or who is a **minor** may request that a **legal guardian**, foster parent or guardian **not be present** during the provision of health care services if he or she states that the person is abusive or otherwise abusive or neglectful.
  5. The patient's rights referred to in paragraph 3(c), (e), (i) and (j) may not be exercised by a patient who is provided with a detention service or who is obliged to undergo a professional medical examination pursuant to the Act on the Protection of Health against the Harmful Effects of Addictive Substances. This patient may also not, when exercising the right under paragraph 3(h), refuse the presence of a member of the Police of the Czech Republic, a member of the Military Police, a Municipal Police officer or a member of the Prison Service of the Czech Republic (hereinafter referred to as the "Prison Service") who, at the request



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of the provider, provides assistance in the provision of the detention service or in the examination referred to in the first sentence.

6. **A patient with a sensory impairment or with severe communication problems** caused by health reasons shall have the right to communicate in a way that is comprehensible to him or her and by means of communication that he or she chooses, including methods based on interpretation by another person. In the case of persons in custody, imprisonment or pre-trial detention, the Prison Service shall appoint an interpreter; a similar procedure shall be followed in the case of **interpretation from a foreign language**, with the exception of Slovak. The cost of interpreting from a foreign language is covered by the patient according to the price list of the interpreting service provider.
7. A patient with a sensory or physical disability who uses a **dog with special training** shall have the right, with regard to his/her current state of health, to be accompanied and to have the dog with him/her in the health care facility in the manner prescribed by the internal regulations so that the rights of other patients are not violated, unless another legal regulation provides otherwise; this does not apply to persons in custody, imprisonment or protective custody. For the purposes of the first sentence, a specially trained dog means a guide dog or assistance dog.

***For hygienic and organisational reasons, the presence of a dog is not allowed in operating rooms, anaesthetic-resuscitation beds, intensive care, and one-day surgery. The patient is accompanied by a healthcare professional when providing healthcare services, so the assistance/use of a dog is not necessary. The presence of a dog in standard inpatient wards will be dealt with individually according to the current possibilities of the specific department with the patient's attending physician. Care for the dog present at the patient is the complete responsibility of the patient (bed for the dog, feeding, walking and other needs of the dog). The Hospital does not provide these services or mediate their provision. In the event that the patient's companion provides for the dog's care, the cost of the stay of the companion is covered by the patient according to the Hospital's valid "Price list of services".***

8. The patient has the right to be informed in a comprehensible manner and to a sufficient extent about his/her state of health and about the proposed individual treatment and any changes thereto (hereinafter referred to as "**health information**"), **including answers to additional questions.**
9. The patient has the right **to inspect** and make copies or extracts of the medical **records maintained about himself/herself** in the presence of a health care professional.  
*The patient can obtain copies by his/her own technical means (mobile phone photos, etc.) or request that the Hospital make copies. In such a case, the patient will pay the costs according to the Hospital's "Price list of services" for making copies and sending them to the address indicated by the patient.*
10. The patient may, on admission to care, **designate the persons who may be informed** about his or her health condition and may also **designate whether these persons may consult the medical records** kept about him or her, or other records relating to his or her health condition, take extracts or copies of these documents, **and whether they may consent or oppose** the provision of health services **in the cases provided for by law** (if the patient cannot consent to the provision of health services because of his or her health condition and if the health services are not services that may be provided without consent).

The patient **may designate persons or prohibit the** provision of health information or access to health records to any person at any time after admission to care, and may **revoke the designation or prohibition of** health information at any time. A record of the

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patient's statement shall be part of the medical record kept on the patient; the record shall be signed by the patient and the healthcare professional. The record also includes a disclosure to the patient about how information about his or her condition may be communicated.

11. **Hospitalization of a patient** is possible only with his/her **written consent**, unless otherwise provided by law (in the case of protective treatment, isolation, quarantine, treatment under the order of examination of the state of health, if the patient poses an imminent and serious threat to himself or his surroundings and shows signs of mental disorder or is suffering from such disorder or is under the influence of an addictive substance, if the threat to the patient or his surroundings cannot be otherwise averted, or if his/her state of health requires the provision of urgent care and does not allow for the provision of consent.

A copy of the written consent form shall be provided to the patient upon request.

12. **Refusal to consent to the provision of health services.** A patient who has been provided with information about his or her health condition, or who has declined the provision of information, and who refuses to consent to the provision of health services unless in the case where health services can be provided without consent, shall be repeatedly provided with information about his or her health condition to an extent and in a manner that makes it clear that failure to provide health services may seriously harm his or her health or endanger his or her life. If the patient continues to refuse to consent, he or she shall make a written statement to that effect (**reversal**).
13. **Withdrawal of consent to the provision of health services.** The patient may withdraw his or her consent to the provision of health services. Withdrawal of consent is not effective if a medical procedure has already been started, the interruption of which may cause serious damage to the health or life of the patient.
14. **Minor patient / patient with limited legal capacity.** When providing health services to a minor patient, his/her opinion on the provision of the intended health services shall be ascertained if it is appropriate to the patient's mental and voluntary maturity. This opinion must be taken into account as a factor whose severity increases in proportion to the age and degree of intellectual and voluntary maturity of the minor patient. The legal provisions governing the legal capacity of natural persons shall apply to the consent to the provision of health services to a minor patient, provided that the intended health services may be provided to a minor patient on the basis of his or her consent if the performance of the act is appropriate to his or her mental and voluntary maturity in accordance with his or her age. This is without prejudice to the possibility of providing health services without consent.
15. The provision of health services on the basis of the consent of a minor patient does not prevent the attending health professional from providing the legal representative with information about the health services provided or the health condition of the minor patient.
16. In the case of health services to a minor patient or a patient with limited legal capacity, which consist of the provision of:
  - i. emergency care (which is not treatment for a serious mental disorder or a health service necessary to save life or prevent serious harm to health) or
  - ii. acute care, and

the consent of the legal representative cannot be obtained without undue delay, the attending healthcare professional shall decide on their provision. This does not apply if health services can be provided on the basis of the consent of a minor patient.

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17. The patient may, in the event that he or she becomes in a state of health in which he or she is unable to consent or object to the provision of health services and the manner of their provision, express such consent or objection in advance (hereinafter referred to as "**previously expressed wish**").

The previously expressed wish must be **in writing and bear the patient's certified signature**. The previously expressed wish shall be accompanied by **written instructions to the patient by the doctor** about the consequences of his/her decision; the doctor shall be the general practitioner with whom the patient is registered or another attending doctor in the field of health care to which the previously expressed wish relates.

The patient may also make a previously expressed wish **during the hospitalisation** for the provision of health services provided by the Hospital. The expressed wish shall be recorded in the patient's medical record; the record shall be signed by the patient, the health professional, and a witness.

A previously expressed wish:

- a) **need not be respected** if, since the time of its expression, **there has been such a development** in the provision of the health services to which the wish relates that it can reasonably be assumed that the patient would have consented to their provision; the decision not to respect the patient's previously expressed wish and the reasons for it shall be recorded in the patient's medical record,
- b) **can not be respected** if it encourages practices that result in the active infliction of death,
- c) **can not be respected** if its fulfilment could endanger other persons,
- d) **can not be respected** if, at the time when the provider did not have the previously expressed wish, **medical procedures were initiated which**, if interrupted, would actively cause death.

Previously expressed wishes **can not be exercised if the patients are minors or patients with limited legal capacity**.

#### 4.3 PATIENT RESPONSIBILITIES

The patient is obliged to cooperate with the medical staff of the Hospital in the provision of health services, in particular:

- a) to follow the instructions of the medical staff,
- b) to wear the identification bracelet fitted or assigned by medical personnel,
- c) to comply with the hygiene and anti-epidemic measures of the medical operation, including the conditions of isolation,
- d) to adhere to the recommended diet and drinking regime,
- e) to inform the ward staff of any (even short-term) departure from the ward.

The patient is further obliged:

- a) to wear respiratory protective equipment when specified by the Hospital or its specific workplace as a measure to prevent the spread of respiratory diseases,
- b) to not consume alcohol or abuse other addictive substances in the health care facility or during hospitalization,
- c) to observe nightly quiet from the hours of 22:00 to 6:00, in the children's ward from 20:00 to 6:00,
- d) to respect the privacy and freedoms of other persons, in particular not to take photographs, video recordings, or audio recordings of other persons, including other patients, staff, or visitors to the Hospital, during their stay or movement in the Hospital.

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#### 4.4 SUPERIOR ROOMS

The patient may be admitted to a single-person room in a ward of the Hospital whose capacity and furnishings allow it. Information about the possibility of using a superior room, the price of this service, and the method of arranging it (ordering) are published on the Hospital's website.

#### 4.5 SAFEKEEPING OF THE PATIENT'S BELONGINGS AND VALUABLES

The Hospital **is not intended for the safekeeping** of money or other valuables of the patient **not normally associated with hospitalization** (such as patient savings, artwork, and/or collections of an artistic or historical nature).

Furniture in individual wards, including the possibility of lockable lockers, is used to store the patient's **common belongings** (clothing, shoes, hygiene items, etc.).

**If requested by a hospitalized patient**, the Hospital may take custody of **money or other valuables** from the patient for the duration of the hospitalization (except) unless the money or valuables have an aggregate value of €10,000 or are disproportionate in size (or dimensions) to the Hospital's operating conditions.

The Hospital has the right to ask the patient to hand over money or valuables for safekeeping in a closed or sealed box and to allow the Hospital to inspect the box before it is closed. If this requirement is not met, the Hospital may refuse the patient's request for safekeeping of money or valuables.

Valuables and money shall be stored in the Hospital vault on the basis of a **Custody Agreement** between the Hospital and the patient or handed over by the ward staff **with written confirmation from the ward** and the Hospital reception in the case of belongings of a patient who is unable to conclude a Custody Agreement due to his/her health condition.

**The Hospital is not liable for the loss of valuables and money that the Hospital has not taken into custody and that the hospitalized patient has retained in his/her custody.**

The Hospital is entitled to claim reimbursement of the costs it incurs in storing the patient's belongings, in particular the costs of setting up or securing a safe, renting a safe deposit box, transporting belongings and accompanying staff, and insurance. The Hospital is entitled to set a lump sum cost through the price list for services.

Valuables and money of a deceased patient will be handed over by the Main Cashier's Office to a person who proves that he/she is a person entitled to receive them (e.g. a decision on inheritance), by prior arrangement **during the operating hours of the Main Cashier's Office.**

### 5 FINAL PROVISIONS

These Internal Regulations shall be effective from the date indicated on the first page of the document.

This document cancels **RAD-PŘI-NTR-05, version 02, effective from 1. 9. 2024.**

### 6 RELATED DOCUMENTS

- Act No. 372/2011 Coll., on health services and conditions of their provision (Health Services Act), as amended
- Act No. 89/2012 Coll., Civil Code, as amended
- SME-062 **NTR Crisis Preparedness Plan**
- SME-094 **NTR Pandemic Plan**
- SME-052 **NTR Trauma Plan**
- SME-PŘI-NTR-051 **NTR Evacuation Plan**
- SME-PŘI-NTR-050 Handling Patients' Money and Belongings
- SME-PŘI-NTR-072 Waste Management Operating Rules

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- Traumatology plans of individual medical workplaces
- House rules of individual medical workplaces
- Operating rules of individual medical workplaces
- Operating rules of individual non-medical workplaces

## 7 ATTACHMENTS

Annex No. 1.: Rules for the presence of parents, legal guardians, and close relatives in medical proceedings at Třebíč Hospital

Annex No. 1 to the Internal Regulations of Třebíč Hospital RAD-PŘI-NTR-05-01

### Rules for the presence of parents, legal guardians, and close relatives in medical proceedings at Třebíč Hospital

1. **ARRIVAL AND DEPARTURE** Those present shall verbally announce each arrival and departure to the ward nurse, including accompanying the patient to another ward for examination.
2. **IDENTIFICATION** On arrival, the persons present shall produce their ID card or other proof of identity for inspection when requested by the medical staff.
3. **INSTRUCTIONS** If those present wish to participate in the care of a child patient, they must follow the instructions of the medical staff. The persons present shall undergo training for this purpose by the medical staff, if requested to do so.
4. **COOPERATION** Those present shall cooperate with the medical staff and shall not take any action that conflicts with the medical staff's instructions (e.g. patient diet, exercise, etc.).
5. **HYGIENE** Persons present are obliged to comply with the hygiene and epidemiological regime of the respective health care facility, for example, to observe hand hygiene, wear protective clothing and/or respiratory protection, gloves, etc. Persons present shall leave the health facility if they show signs of infectious disease.
6. **COMMUNICATION** Questions or concerns about the care of a child patient will be addressed between those present and the medical staff.
7. **PREMISES** Persons present shall stay in the place (room) of the child's hospitalization and may use the common areas of the ward to the extent necessary and appropriate.
8. **PRIVACY** Persons present shall be mindful of protecting the privacy of other patients and the services provided to them. Persons present shall observe the nightly quiet of the ward. During this time, they shall keep movement around the ward to the minimum necessary, refrain from loud talking and other loud or luminous displays, including the use of devices.
9. **SIBLINGS** The possible presence of a minor sibling of the patient is subject to continuous supervision by an adult present (escort).
10. **CHILD'S WISHES** Persons present shall respect the wishes of the child patient that specific persons not be present for a specific period of time or examination.