

Frequently asked questions about my move

Where can I get boxes to pack my things?

Packing boxes, crates and labels will be provided and supplied closer to the move date. The LHAP team will schedule information sessions for each department ahead of the move.

Will we still have the same phone number and fax number?

Yes, for existing phones and faxes you will keep the same phone/fax number. For new phones and faxes, a new phone number will be assigned.

Will there be training and orientation around the new building?

Yes, there will be building orientation and new equipment training for all wards moving across to Stage 1. The schedule is currently being finalised and you will be updated once it's completed.

Will we have a locker for our belongings?

Yes, hot lockers will be provided. They will be accessed via your swipe card, so no padlock is required. These lockers are timed for daily use only and not for long-term storage. Training will be provided where required.

How will we know where to go on our first day?

Orientation to your new department or space will be provided prior to moving. Managers and super users will help you become accustomed to your new department and the building layout.

What is happening with our current area once we move?

Current departments will be demolished or refurbished.

Will our patients and carers know how to get to our new location?

Work is being done with department super users to ensure that patients and carers are informed of the new department locations. This will form part of the communications strategy. Please speak to your super user.

Who is transferring patients to the new building?

On the day of the move, patients will undergo a clinical assessment and then be transferred by clinical staff or the Central Ward Orderlies Service.

Do we need new swipe cards?

Staff will require the new Integriti swipe card to access the new building. Please check your emails as more information will be circulated from the General Manager's Unit regarding swipe card replacement.

How will we know our way around the new building?

Each department will receive a communications pack with information sheets, signs, and maps to help navigate the new building.

How will we know where to go from the car park to our destination/service?

All staff will receive advance notice and regular updates regarding the new hospital changes. Regular updates will be provided via super users and the project team. Information sheets, signs, and maps will be distributed to help staff navigate the new building. The latest updates will be available on the [LHAP website](https://www.lhap.health.nsw.gov.au) and via all staff emails.