

Site regulations for the University Hospital of Regensburg (UKR)

Part 1 – General terms and conditions

Art. 1 – Scope

(1) The general terms and conditions of these site regulations apply to all persons who are present in the buildings and on the grounds of the UKR.

(2) The respective special terms and conditions shall be applicable for patients, accompanying persons and visitors (Part 2) as well as for employees and persons authorised to stay who are working in the UKR on behalf of the Executive Board or with its approval - e.g. craftsmen - (Part 3).

Art. 2 – Behaviour in the premises of UKR

(1) In the interests of all patients, a stay at the UKR requires special consideration and understanding. Therefore, everyone must behave in such a way as to prevent any impediment to patient care, persons or property.

(2) Medical orders and instructions from the nursing staff or the hospital administration must be followed.

(3) The provisions of the road traffic regulations apply on the premises of the UKR, in particular the no stopping and no parking signs must be observed. Section 22 of the Ordinance on the Prevention of Fires (Rescue Routes) applies to fire service access routes.

(4) Waste may only be disposed of on the UKR premises in the containers provided for this purpose. Waste separation must be observed.

(5) The parking of private bicycles (including e-bikes), mopeds, e-scooters etc. is prohibited in the buildings of the UKR. Rollerblades, skateboards, scooters etc. may not be used in the UKR buildings. Charging Li-ion batteries is generally prohibited in the UKR. For reasons of flight safety, any use of airspace (e.g. by model aeroplanes, drones, kites) is prohibited on the UKR site.

(6) Dogs must be kept on a leash on the entire premises of the UKR. Dogs (with the exception of guide dogs, assistance dogs and therapy dogs) and other pets are not permitted in the UKR building.

Art. 3 – Hospital property

(1) The rooms and equipment of the UKR must be kept as clean as possible and handled with care to maintain hygiene. The hospital's property may not be disposed of without authorisation. In particular, it is not permitted to take items from the wards, the cafeteria or other areas to other areas or outside the building.

(2) Structural changes or unauthorised repairs may not be carried out.

Art. 4 – Safety and protective measures

(1) Special care must be taken when handling fire and open flames. Section 11 applies to smoking. Open fires are not allowed under any circumstances in the vicinity of specially labelled storage locations for flammable materials. Open fires are prohibited on the entire premises of the UKR.

(2) Incidents and conditions that could jeopardise security must be reported immediately to the control room (telephone: 6666), the building management (telephone: 5865 and 5872) or the gate without delay.

(3) Instructions from the fire brigade and police, from members of the Management Board and from employees of the property management or other authorised representatives serving to ensure compliance with safety and protective measures must be followed at all times.

(4) For security reasons, various areas of the UKR are under video surveillance. This serves to protect patients, visitors, employees and property.

Art. 5 – Use of space

If UKR premises are to be used for purposes other than business, this must be requested in writing from the property management in good time. The responsible event organiser must be named.

Art. 6 – Using the telephone system

Patients can make private calls from the patient room using the card system. The letter from the Management Board dated 9 November 2007 applies to employees.

Art. 7 – Collecting and hawking

Soliciting, hawking, begging and the holding of collections as well as the offering of goods and services for private purposes are prohibited in the entire hospital area.

Art. 8 – Political activity

Political party activity in speech and writing is not permitted in the buildings and on the premises of the UKR.

Art. 9 – Photo and film shoots

Film, television, audio, video and photo recordings require the approval of the Corporate Communications department.

Art. 10 – Alcohol

Excessive consumption of alcoholic beverages is not permitted in the UKR.

Art. 11 – Smoking

There is a general smoking ban on all smoking products (including e-cigarettes, refill containers for e-cigarettes, etc.) in the buildings and on the premises of the UKR. Outside the buildings, smoking is only permitted in the designated smoking areas. Smoking waste must be disposed of in waste containers. At the UKR, the consumption of cannabis is prohibited both indoors and on the entire outdoor area.

Art. 12 – Liability, lost property

(1) The UKR is only liable for theft, accidents and damage within the framework of the statutory provisions, unless explicitly regulated otherwise in these site regulations.

(2) The use of the playhouses set up in the UKR is at your own risk and is only permitted if the children are supervised by their legal guardians.

(3) Items found in the premises of the UKR must be handed in at the gate.

Art. 13 – Putting up posters

Posters and other notices may only be displayed in the designated areas with the prior authorisation of the property management. Posters and other notices put up without authorisation will be removed immediately. Free posting is permitted on the notice board in front of the staff canteen (these notices will be removed at the end of each month).

Art. 14 – Punishment for violations

(1) Violations of the site regulations may result in the premature discharge of patients, a ban from the premises for all other authorised residents and disciplinary measures for staff.

(2) The Medical Director is responsible for domiciliary rights in the UKR. If the latter is unable to attend and immediate intervention is necessary to safeguard the safety interests of the hospital, this authorisation may also be exercised in individual cases by the Commercial Director and, if the latter is unable to attend, by the Head of the Legal Department. Outside of weekday working hours, the First Anaesthesia Service is responsible for housekeeping.

Part 2 – Special terms and conditions for patients, accompanying persons and visitors

Art. 15 – Stay of patients

(1) Patients should not leave their rooms during medical rounds or during meal, treatment and care times.

(2) The patients should leave the rooms only in suitable clothing.

(3) Night-time quiet is observed from 10 p.m.

(4) Patients in closed areas may only leave these areas with the doctor's authorisation.

(5) The patients are allowed to leave the hospital premises only with medical authorisation.

Art. 16 – Medical prescriptions, medicines

During your stay at the UKR, you may only take your own medication with your doctor's consent. The nursing staff is authorised to take custody of any medicines brought in or not used.

Art. 17 – Catering

(1) Patient catering is provided according to a general menu or on special medical orders (in the case of diet).

(2) Leftover food must not be stored and must be returned via the tray to maintain hygiene.

Art. 18 – Items brought in by patients

(1) Only those items of clothing and articles of daily use necessary for the hospital stay should be brought into the UKR.

(2) Upon request, money and valuables shall be stored with the administration in a manner that is reasonable for the UKR.

(3) In the case of incapacitated persons, money and valuables shall be ascertained in the presence of a witness and handed over to the administration for safekeeping.

(4) Items left behind shall become the property of the UKR if they are not collected within twelve weeks of being requested to do so.

(5) In the case of paragraph 4, the request shall expressly state that the claim to surrender is waived with the consequence that the items left behind shall become the property of the UKR after expiry of the deadline.

(6) Paragraph 4 shall not apply to items of the estate or to money and valuables held in safekeeping by the administration. The storage, surrender and utilisation of these items shall take place in compliance with the statutory provisions.

Art. 19 – Limitation of liability

(1) The UKR is only liable for the loss of or damage to items brought into the hospital that remain in the care of patients and for patients' vehicles that are parked on the hospital premises or in a car park provided by the UKR and the liability shall be applicable only in cases of intent and gross negligence. The same applies to the loss of money and valuables that have not been handed over to the administration for safekeeping.

(2) Liability claims for loss of or damage to money and valuables held in safekeeping by the administration, as well as for estate items that were in the custody of the administration, must be asserted in writing within three months of gaining knowledge of the loss or damage; the period begins at the earliest when the patient is discharged.

Art. 20 – Electrical devices

(1) The use of private electrical devices is not permitted in the UKR. These include in particular small household appliances such as kettles, hobs etc. as well as heaters and fans. The operation of private radio and television sets is also not permitted in the UKR.

(2) Devices for personal hygiene (e.g. shavers and hair dryers) as well as mobile phones and mobile PCs (notebooks, laptops, tablets) are excluded.

(3) If electrical medical devices are brought into the UKR by patients and operated here, the respective ward manager must be notified before the devices are used, as coordination with the Medical Technology Department may be necessary.

(4) The operation of active WLAN devices (in particular access points, WLAN routers, WLAN repeaters and WLAN hotspots) is not permitted. Exceptions to this rule must be authorised in advance by the IT department.

Art. 21 – Restricted areas

Access to operating, service and technical areas and to appropriately labelled rooms is not permitted.

Art. 22 – Visits and visiting hours

(1) The general visiting times specified on the notice board must be followed.

(2) Visits at a different time are only permitted in exceptional cases and only with a doctor's consent.

(3) Following visits are not permitted:

a) for patients with contagious diseases (exceptions require the authorisation of the ward doctor).

b) by persons suffering from contagious diseases or in whose household such diseases are prevalent.

(4) It is not permitted to bring potted plants or pets. It is forbidden to leave pets in front of the hospital buildings. Dogs must be kept on a leash throughout the hospital premises. Pets (with the exception of guide dogs, assistance dogs and therapy dogs) are not permitted in the UKR buildings.



Regensburg, 13 May 2024

The Management Board
Prof. Dr. Oliver Kölbl
Medical Director