



Tallaght  
University  
Hospital

Ospidéal  
Ollscoile  
Thamhlachta

An Academic Partner of Trinity College Dublin

# Tallaght University Hospital Identity Guidelines

Version 1





**Tallaght  
University  
Hospital**

An Academic Partner of Trinity College Dublin

Ospidéal  
Ollscoile  
Thamhlachta

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## Welcome to Tallaght University Hospital Identity Guidelines

These guidelines are a set of rules and regulations which must be strictly adhered to by all employees of Tallaght University Hospital.

These identity guidelines provide the reader with the rules on how to ensure all materials with our Hospital name are used and presented in a professional and consistent way that makes them as accessible as possible to our patients, staff, suppliers and other stakeholders.

Our identity is a combination of many elements including the logo, colour palette, consistent use of space and alignment. The guidelines clearly outline what colours, font and logo design can be used when you are using the Hospital name. It is the responsibility of all staff to ensure that all of your internal and external communication complies with these guidelines.

Healthcare communications are required to reach many types of people and in many different ways, so these guidelines are flexible enough to cater for this variety.

### Department and Service name

To capitalise on the strong Tallaght University Hospital identity, all departments and services as well as research groups and research centres should utilise the Master Tallaght University Hospital logo as the prominent logo.

Departments, and service areas as well as research groups and research centres should not use their own logos in any medium.

The approved layout for identifying any of the above is outlined on page 9. This layout observes the clear zone around the logo and identifies the relevant area using the approved font.

### Abbreviation of the Name 'Tallaght University Hospital'

It is acceptable to abbreviate Tallaght University Hospital to TUH in a document once the full version has been documented initially in text, for example, Tallaght University Hospital (TUH).

### Execution of Contracts / Legal Agreements

The Hospital should continue to use its name under the Charter for legal contracts/ agreements (e.g. employment contracts, contracts with suppliers etc). Therefore the correct name for the contracting entity in all cases is 'The Adelaide & Meath Hospital, Dublin Incorporating The National Children's Hospital'.

### Straplines

In certain public facing communications TUH utilises straplines.

These straplines should reflect our ethos and commitment to both our staff and patients.

Examples of our straplines:

*'People Caring for People'*

and

*'A great hospital is made up of people like you'*

Examples of these straplines in use are on page 24 and 25.

### Downloading files

All TUH logos and templates are available and for approval of use, by emailing

[TUH.IdentityGuidelines@amnch.ie](mailto:TUH.IdentityGuidelines@amnch.ie)

# **Using the Tallaght University Hospital identity**



# Our crest explained

Tallaght University Hospital is the combination of three hospitals, the Adelaide, Meath and National Children's Hospital, bringing together over 600 years of medical and nursing care from different traditions.



Red cross / white background recalls symbols used by both the Meath and National Children's Hospital – red cross represents the order of nursing and the cross is also the supreme Christian symbol



The Rue wreath recalls the crancelin of the Adelaide Shield and Rue represents remembrances in Heraldry



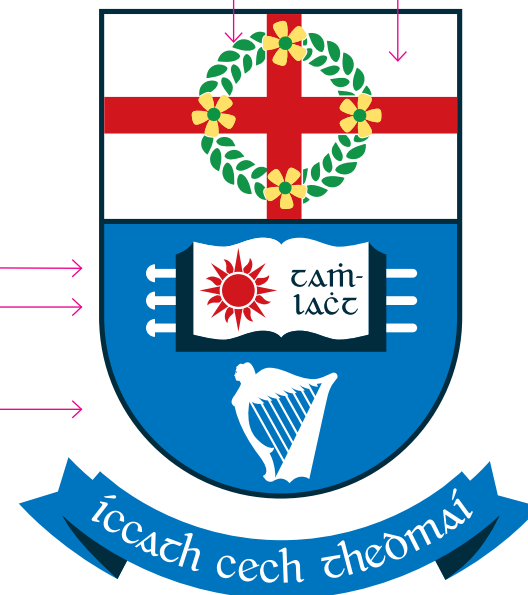
The book represents reaching and research which are key aspects of the campus. It also refers to FillireOengussa – a renowned Martyrology of Aengus Abbot of Tallaght a work written in c 800AD. Tallaght in Irish on the page establishes the site of the monastery where the book was written as well as the location of the hospital



The sun is a powerful symbol of healing



The Harp reflects Trinity College's coat of arms and links the campus to Tallaght and Ireland and our national commitments. A Harp also appears on the Meath Arms



The motto is from the ePilogue of the book, Aengus's Martyrology, where there is a prayer 'lccath cech thedmai' - the healer of every ailment. The Chief Herald has chosen this motto as it describes the ultimate goal of the Hospital to be the healer of every ailment - in mind, body and spirit.

# Key elements of the logo

Tallaght University Hospital primary visual identifier, incorporating;

- Uniquely ascribed crest
- Typography
- Trinity College Academic partnership tagline

Crest



Name (English)

**Tallaght  
University  
Hospital**

Name (Irish)

Ospidéal  
Ollscoile  
Thamhlachta

**An Academic Partner of Trinity College Dublin**

Strapline

# Versions of the logo available

**NOTE:**  
The Master colour version  
of the logo should be used  
whenever possible.

MASTER LOGO



TUH master logo



TUH master logo BLACK



TUH master logo WHITE

LONG LOGO



TUH long logo



TUH long logo BLACK



TUH long logo WHITE

COMPACT LOGO



TUH Compact logo



TUH Compact logo BLACK



TUH Compact logo WHITE

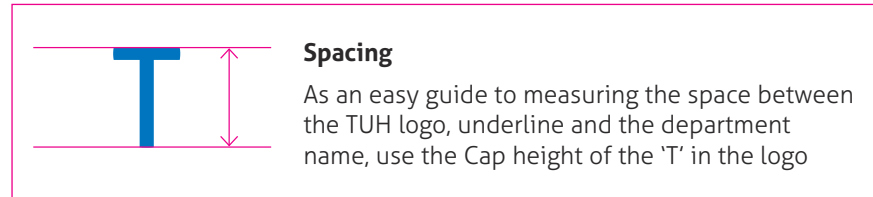


*File formats:*  
JPEG and PNG file formats are for office applications, MS-Word, PowerPoint and Email.  
EPS are for used in Design Studio programmes such as InDesign and Illustrator

# Adding department names to the TUH identity

Departments and service areas, as well as research groups and research centres, should not use their own logos in any medium. The approved layout for identifying any department is shown in the image here.

This layout observes the clear zone around the logo and identifies the relevant area/department using the approved font.



The underline colour is 30% black and is the same thickness as the vertical separator line in the logo

The font used to typeset the department name is Arial Bold

Colour:  
C: 60, M:0, Y:0, K:90  
R:59, G:62, B:66



## Examples of Department name usage

Using the master logo



**Human Resources Directorate**



**Professorial Respiratory Centre**

Using the long logo



**Human Resources Directorate**



**Professorial Respiratory Centre**

Using the compact logo



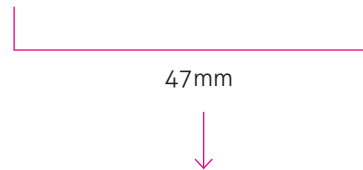
**Human  
Resources  
Directorate**



**Professorial  
Respiratory  
Centre**

# Minimum height for master and compact

Avoid reproducing the master logo below 48mm wide.  
Please use the compact version when going below this size



The recommended minimum size  
for our compact logo is 15mm wide



# Clear space

The space around the logo should be left clear of other elements. Use the height of the red cross as a guide (this is indicated in the diagram as "x").



# Incorrect use of the logo

It is important that the logo is used correctly and consistently in all applications.

The following are some examples of incorrect usage of the Tallaght University Hospital logo.

Tallaght  
University  
Hospital



DO NOT use any of the elements in isolation.



DO NOT distort, skew, stretch the logo.



DO NOT use effects or drop shadows on the logo.



Tallaght  
University  
Hospital

An Academic Partner  
of Trinity College Dublin

DO NOT change the format of the logo



DO NOT change elements in the logo.



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Thamhlachta



Tallaght  
University  
Hospital

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Ollscoile  
Thamhlachta



DO NOT convert the colour logo to greyscale.  
Use the black version.





**Tallaght  
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Whenever possible place the colour master logo on a white background

If the logo is being placed on an image or colour, please use the correct version of the logo in a suitable position to ensure it is clear and legible.



DO NOT use the logo on detailed or patterned backgrounds.



# Co-branding

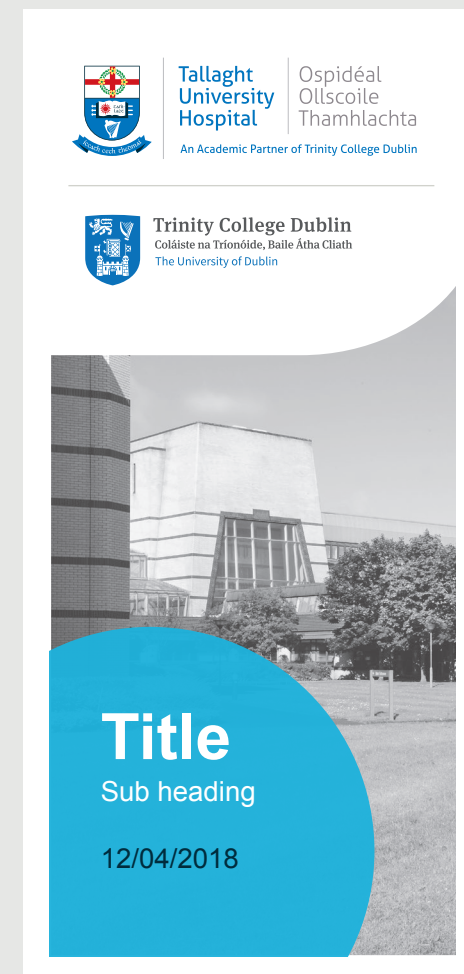
When Tallaght University Hospital is involved with an external organisation, dual identities are required.

The Tallaght University Hospital Master Logo should always be given a position of equal prominence when appearing on printed material with other logos, ideally on the left-hand side.

If space is restricted, for example a DL leaflet, place the partner logo beneath the TUH logo, separated by a 50% gray .5mm line.



Example of co-branding with TUH being the lead partner on a PPT title slide



Example of co-branding with on a Patient information leaflet with TUH being the lead partner.

## Example 2 of co-branding



**MRSA**

**Methicillin-resistant staphylococcus aureus**

MRSA stands for methicillin-resistant Staphylococcus aureus. Staphylococcus aureus (S. aureus or SA) is a bacteria or germ which many people carry in their nose or on their skin.

12/04/2018



 **Tallaght University Hospital** | Ospidéal Ollscoile Thamhlachta  
An Academic Partner of Trinity College Dublin

 THE NATIONAL CHILDREN'S HOSPITAL • TALLAGHT •

Example of co-branding with TUH being the lead partner on a PPT title slide



 **Tallaght University Hospital** | Ospidéal Ollscoile Thamhlachta  
An Academic Partner of Trinity College Dublin

 THE NATIONAL CHILDREN'S HOSPITAL • TALLAGHT •

**MRSA**

**Methicillin-resistant staphylococcus aureus**

MRSA stands for methicillin-resistant Staphylococcus aureus. Staphylococcus aureus (S. aureus or SA) is a bacteria or germ which many people carry in their nose or on their skin.

Example of co-branding with on a Patient information leaflet with TUH being the lead partner.

# Colour

## Primary colours

The two primary colours are an integral part of the TUH identity and should be used in primary branding situations.

## Secondary colours

At the same time, communications can be made more effective and compelling with an expanded palette of supporting colours.

Our secondary palette is designed to complement the primary colours, while providing flexibility in design layouts. Our secondary colour palette provides variety, but please exercise restraint. Limit the number of secondary colours used in a single piece so they do not confuse the message.

Tints of each may be used when necessary to extend the number of colours, for example, in charts, graphs and diagrams.

## TUH Primary colours



**Pantone 2935**

### CMYK

C	100%
M	47%
Y	0%
K	0%

### RGB

R	0
G	117
B	191

**#0075BF**



**Pantone 309**

### CMYK

C	100%
M	47%
Y	12%
K	50%

### RGB

R	0
G	67
B	105

**#565759**

## Secondary colour palette

### Primary colours



Pantone 2935

#### CMYK

C	100%
M	47%
Y	0%
K	0%

#### RGB

R	0
G	117
B	191

#0075BF



Pantone 309

#### CMYK

C	100%
M	47%
Y	12%
K	50%

#### RGB

R	0
G	67
B	105

#565759



#### CMYK

C	60%
M	12%
Y	0%
K	0%

#### RGB

R	85
G	180
B	230

#55B4E6



#### CMYK

C	35%
M	0%
Y	0%
K	0%

#### RGB

R	157
G	220
B	249

#9DDCF9



#### CMYK

C	100%
M	21%
Y	45%
K	9%

#### RGB

R	0
G	145
B	150

#009196



#### CMYK

C	25%
M	0%
Y	100%
K	10%

#### RGB

R	183
G	199
B	38

#B7C726



#### CMYK

C	9%
M	0%
Y	30%
K	10%

#### RGB

R	220
G	225
B	164

#DCE1A4



#### CMYK

C	0%
M	100%
Y	100%
K	30%

#### RGB

R	209
G	24
B	31

#D1181F



#### CMYK

C	0%
M	65%
Y	100%
K	7%

#### RGB

R	277
G	113
B	30

#E3711E



#### CMYK

C	0%
M	23%
Y	76%
K	0%

#### RGB

R	255
G	199
B	88

#FFC758



#### CMYK

C	35%
M	35%
Y	0%
K	44%

#### RGB

R	106
G	103
B	135

#6A6787



#### CMYK

C	30%
M	42%
Y	0%
K	10%

#### RGB

R	164
G	139
B	183

#A48BB7



#### CMYK

C	0%
M	0%
Y	5%
K	18%

#### RGB

R	214
G	214
B	206

#D6D6CE



#### CMYK

C	0%
M	0%
Y	2%
K	10%

#### RGB

R	231
G	231
B	226

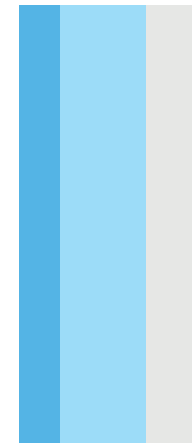
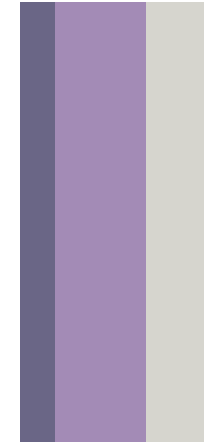
#E7E7E2

## Using the colours

The secondary colours have been chosen to support the primary colours and we recommend the number of secondary colours used should not exceed two or three.

Using white space in layouts helps create a clean legible layout and also increases the effectiveness of the colours when they are used sparingly.

Some combinations of the colour palette are shown here





## Using white space

We encourage the use of white space. Overlaying large white shapes in colours and images as illustrated below create flexible, clean and interesting layouts.

White space is a fundamental element of our brand and should be considered one of the primary colours.

1

Placing text in white shapes can form clean and legible layouts and is part of the look and feel we use throughout our communications

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras placerat orci sit amet neque tristique, at ultrices massa eleifend. Phasellus accumsan nulla id tincidunt imperdiet. Quisque a metus et leo consequat suscipit non vitae dui. Integer suscipit odio quis est commodo viverra. Aliquam feugiat sagittis suscipit. Sed eu sapien eu lacus ullamcorper consequat. Donec ac elit vitae sapien suscipit tristique sed non dui. Ut ut quam nulla. Cras venenatis mauris quis purus fringilla hendrerit. Vivamus dictum tellus nisi, nec convallis lacus imperdiet quis. Proin rhoncus mollis mi id fringilla. Morbi sodales erat sed magna tempus, at ultricies velit aliquam. In ullamcorper ultricies ex.

Quisque consequat quam sed dui congue eleifend. Pellentesque non dignissim lectus, ullamcorper congue enim. Ut et mi ut metus bibendum ultrices non id libero. Vivamus sit amet lacinia ex, sed suscipit erat. Mauris at placerat nunc, id fringilla nibh. Quisque lobortis lacus ac congue egestas. Etiam fermentum aliquet felis, non tempor purus commodo vel. Mauris blandit vitae purus eget viverra.

# Fonts

## Internally produced documents

### Arial



We use the font Arial for internally produced documents and presentations (Word, PowerPoint)

# Arial

Arial Regular

ABCDEFGH123  
abcdefghijklmnopxyz!  
@£\$%^&\*()\_+>?

Arial Regular Italic

*ABCDEFGH123  
abcdefghijklmnopxyz!  
@£\$%^&\*()\_+>?*

Arial Bold

**ABCDEFGH123  
abcdefghijklmnopxyz!  
@£\$%^&\*()\_+>?**

Arial Bold Italic

***ABCDEFGH123  
abcdefghijklmnopxyz!  
@£\$%^&\*()\_+>?***

## Externally produced documents

### Aller



For externally produced documents and signage we use Aller

*This font is freely available on Adobe typekit*

# Aller

Aller Light

ABCDEFGH123  
abcdefghijklmnopxyz!  
@£\$%^&\*()\_+>?

Aller Regular

ABCDEFGH123  
abcdefghijklmnopxyz!  
@£\$%^&\*()\_+>?

Aller Regular Italic

*ABCDEFGH123  
abcdefghijklmnopxyz!  
@£\$%^&\*()\_+>?*

Aller Bold

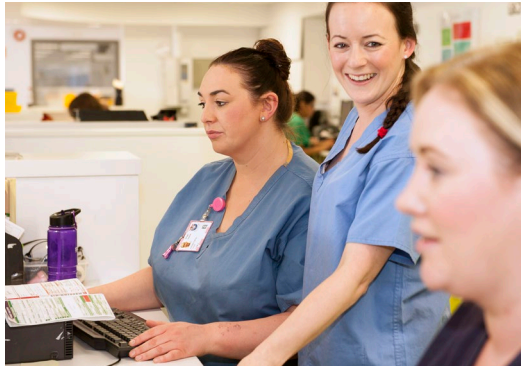
**ABCDEFGH123  
abcdefghijklmnopxyz!  
@£\$%^&\*()\_+>?**



# Photography



The images we use should reflect our primary message of  
*"People Caring for People"*



Using Black and white photographs can add to the effectiveness of an image.

We encourage the use of Images of people in the hospital, home or in public places.

More detailed photos or diagrams can be used where appropriate (eg. a microscope, a flu virus) can also be used if suitable to the subject matter.

Images of people should be:

- real, spontaneous, authentic and appropriate to our location and demographic.
- preferably free of clichés, or themes overused in the past, such as stethoscopes, white coats.

(Exceptions are sector-related reports, where images from that sector should be used).

- Our ethnic diversity should be reflected.
- Photos should never hold up an individual or group to mockery or dislike.
- Where possible, use actual Tallaght University Hospital images.
- When choosing a photograph or illustration please be sensitive as to how and where this image will be used, for example, it may be seen in a waiting room where children or people facing serious health challenges will see it.
- Any photography in a clinical setting must be staff uniform compliant as per hospital uniform policy.

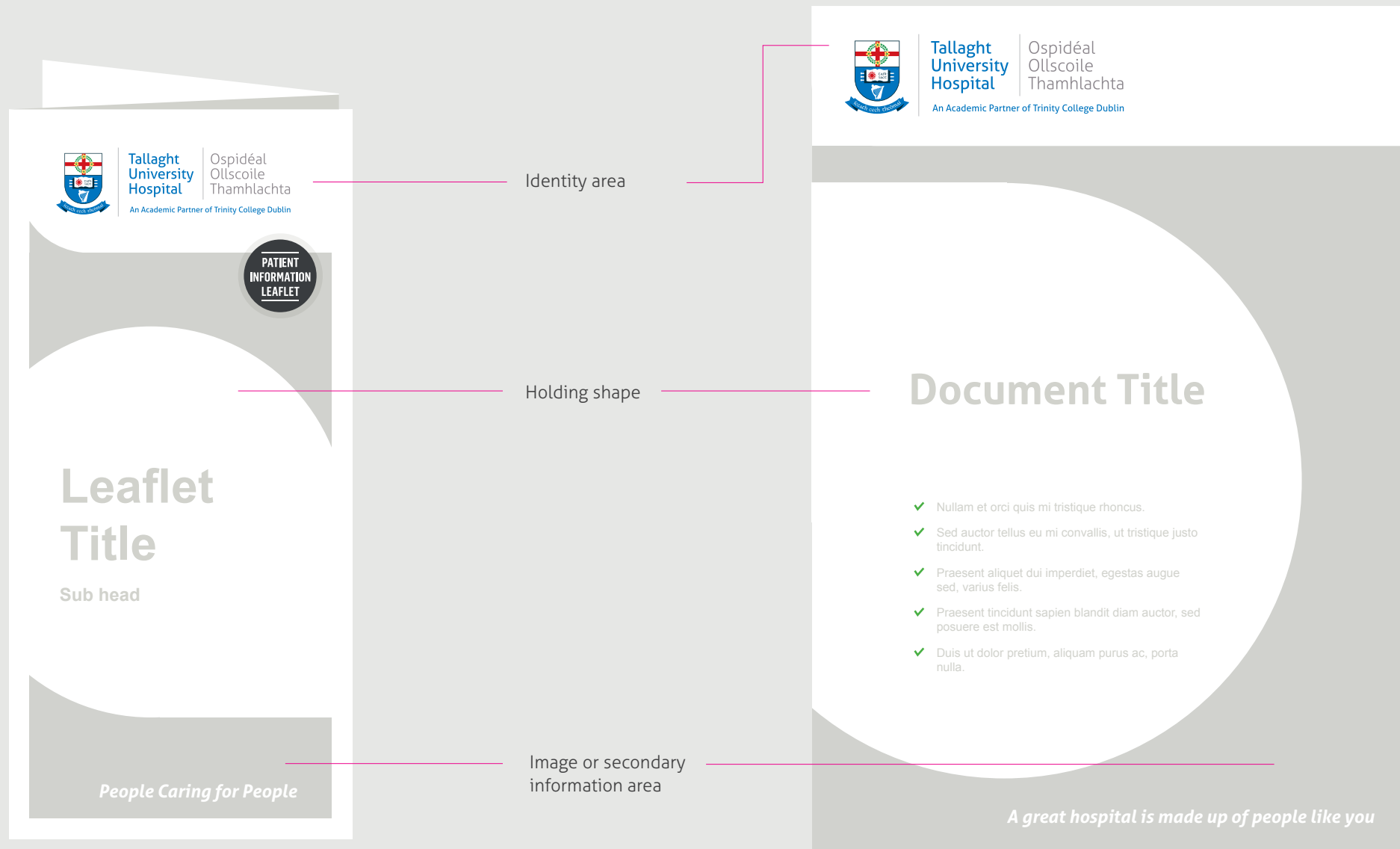
# Templates

**We have a flexible set of templates available in MS word, PowerPoint and inDesign**

These templates can be used with or without imagery.

Examples are shown of these template in use on the following pages

The templates have an fixed area at the top for the identity and a movable holding shape which provides a flexible system for adding text and/or images.



## Holding shape

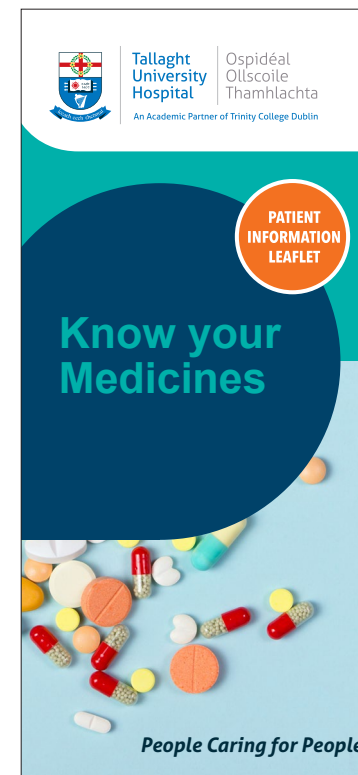
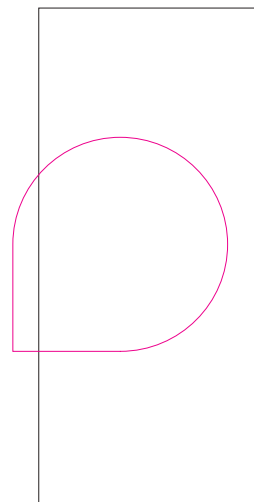
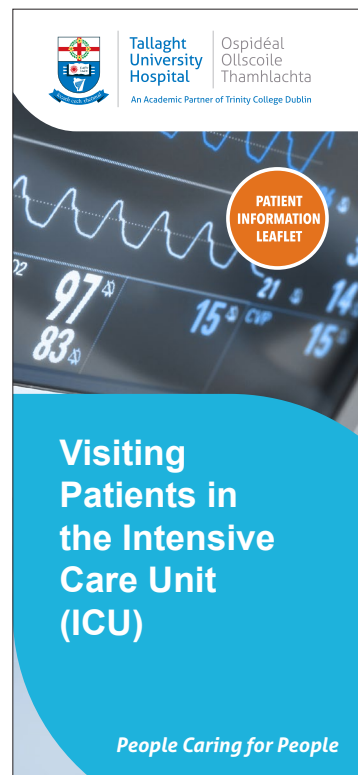
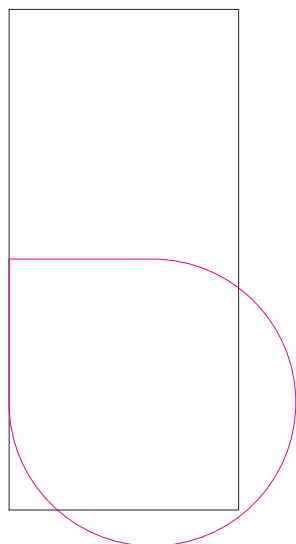


As part of the templates we use a simple holding shape shown here.

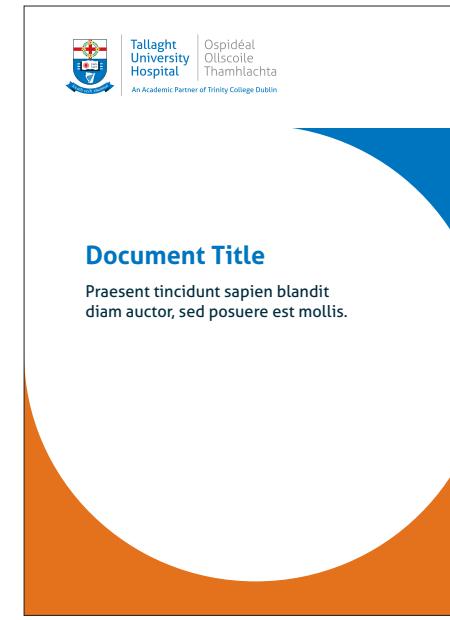
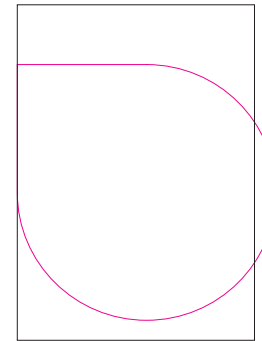
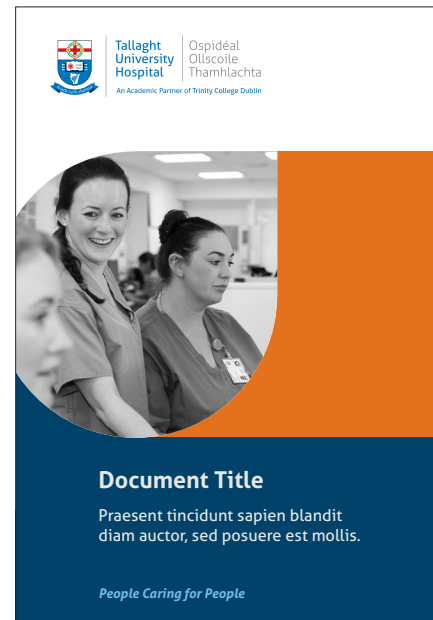
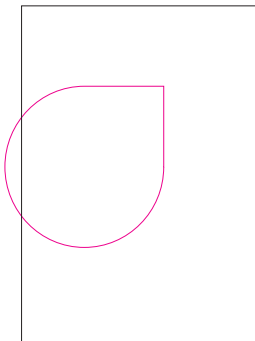
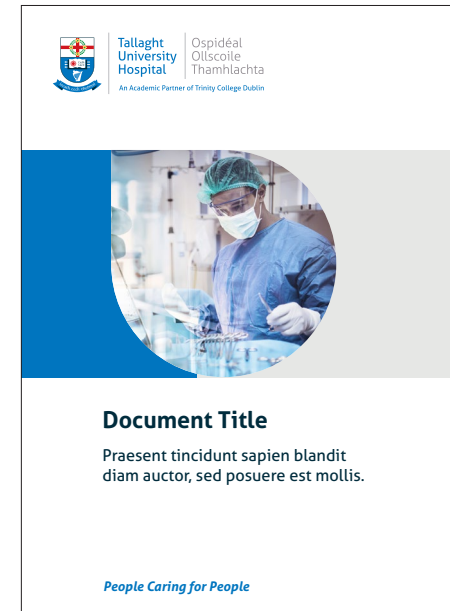
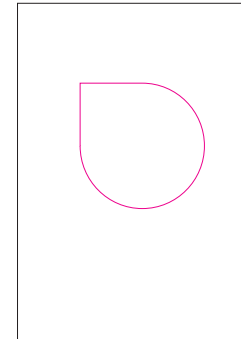
This shape can hold text or images depending of the requirement.

This can be rotated, flipped, reduced or enlarged to create a flexible device to visually link our communications.

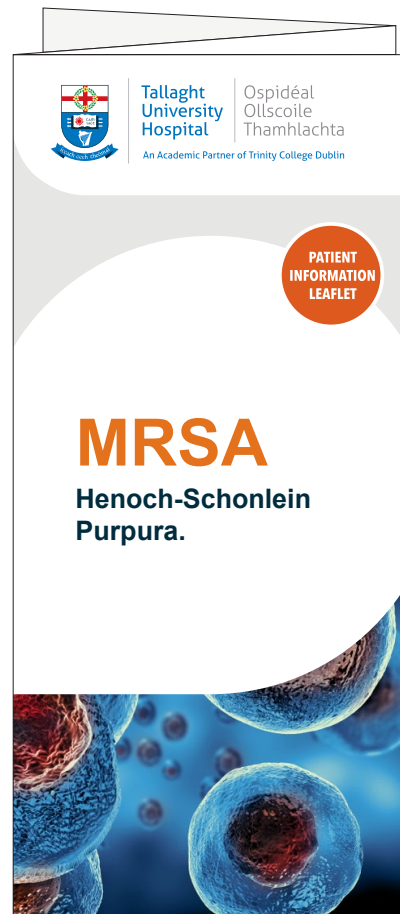
The following pages show examples of it in use.



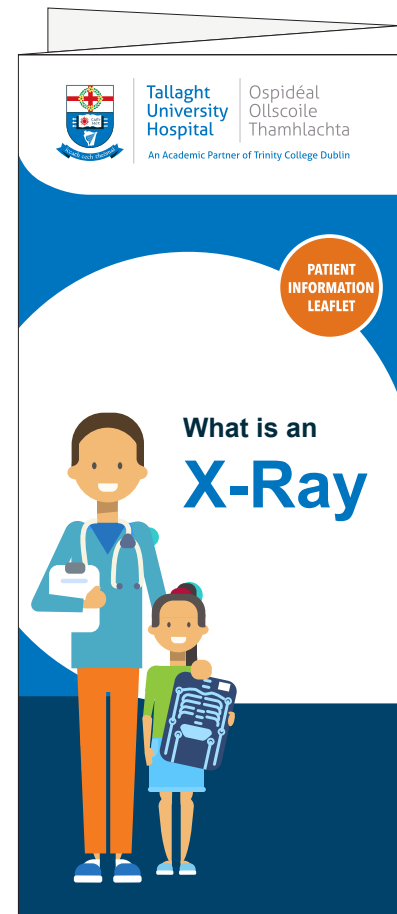
## Examples of the shape on A4 cover designs



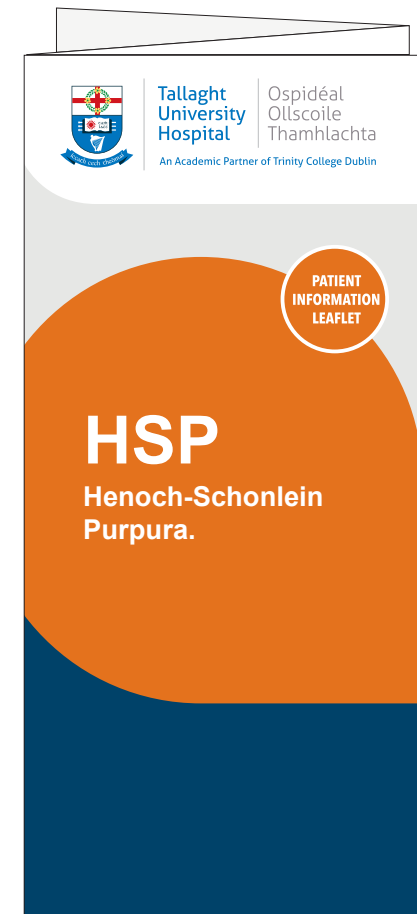
## Patient Information Leaflet cover designs (produced from a PowerPoint template)



Cover example 1



Cover example 2



Cover example 3



## Examples of a the layout of a Patient Information Leaflet

(produced from a PowerPoint template)





FOLLOW UP CHECKS

Weekly review with GP or ED nurse for urine dipstick, weight and blood pressure for 6 weeks. This will help to check for kidney problems.

Then review by a Consultant Paediatrician at 6 weeks.

Final review by your GP or Paediatrician at 6 months from onset. A small number of children will need a check-up yearly.

Return to your Doctor or hospital if your child gets any of the following symptoms :

- increasing stomach pains
- swelling in joints
- blood in poop

**We would like to hear your feedback**

Did you find this leaflet helpful?

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How can we improve?

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Return/email suggestion to  
**Sharon.moran@amnch.ie**



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Ospidéal Ollscoile Thamhlachta  
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PATIENT INFORMATION LEAFLET

# HSP

## Henoch-Schonlein Purpura.



### What is HSP


HSP stand for Henoch-Schonlein Purpura. HSP is a disease where small blood vessels become inflamed, irritated and swollen, producing a rash on the skin called "purpura".

### The cause of HSP

We do not know exactly what causes HSP, but it seems to follow on from some viral or bacterial infections such as a cold or respiratory tract infection. HSP can also be triggered by insect bites, vaccinations or even cold weather.

Henoch-Schonlein Purpura is not a contagious condition.

### The signs of HSP



**Rash**  
The HSP rash looks like purple-red bruises which does not turn white when pressed.  
The rash is usually over the lower limbs and buttocks but may involve arms and face.

**Tummy pain**  
Tummy aches and pains which can be severe and occasionally result in blood in the poop.

**Joints**  
Painful and swollen joints can occur due to inflammation, usually affecting the knees and ankles.

**Swelling**  
Orchitis and/or swelling of the genitalia is relatively common in boys.

**Urine**  
Protein and blood may be found in the urine due to inflammation, in the kidneys.


### Diagnosis

HSP is diagnosed from your child's history of symptoms and their physical examination.  
A bloods test is carried out and a urine test is also necessary.


### Treatment

There is no significant treatment for HSP.

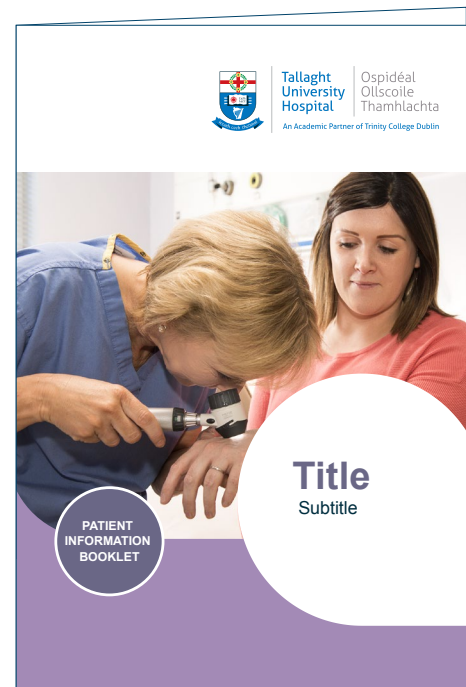
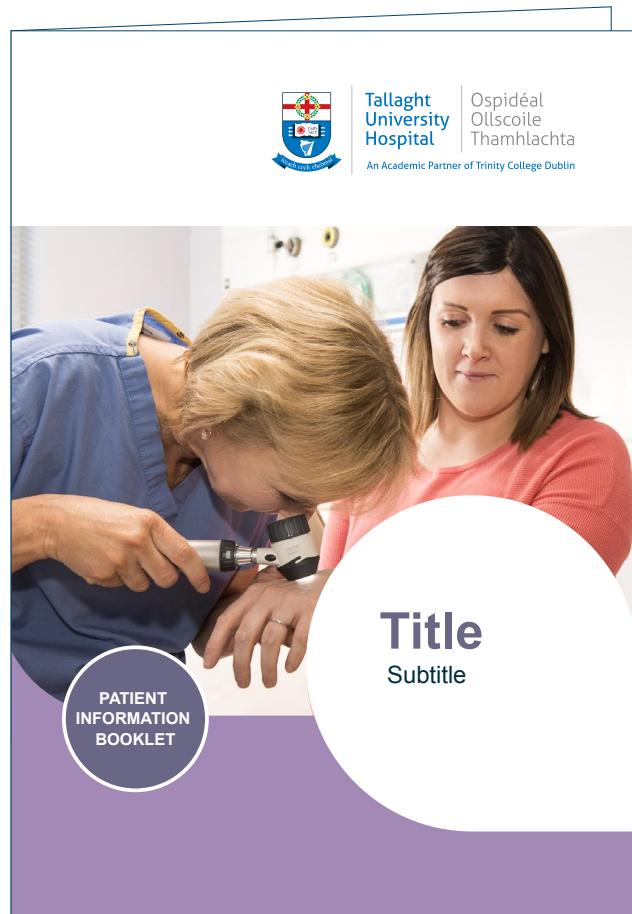
Rest and pain relief is advised for your child's recovery. Overall, HSP does not cause long-term problems and most children make a full recovery, although relapses (usually milder than the first attack) can occur in about half of the children.



Overall, HSP does not cause long-term problems and most children make a full recovery



## A4 / A5 Booklet cover designs (produced from a PowerPoint template)





# PowerPoint templates

## Examples of a PowerPoint templates 1

### Presentation title

Sub heading

12/04/2018

Name of presenter: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_






**Tallaght University Hospital**  
Ospidéal Ollscoile Thamhlachta  
An Academic Partner of Trinity College Dublin

### Heading

#### Sub heading


Praesent tincidunt sapien blandit diam auctor, sed posuere est mollis. tincidunt sapien blandit diam auctor, sed posuere est mollis.




### Heading

#### Sub heading

Praesent tincidunt sapien blandit diam auctor, sed posuere est mollis. tincidunt sapien blandit diam auctor, sed posuere est mollis.






### Heading

#### Sub heading


Praesent tincidunt sapien blandit diam auctor, sed posuere est mollis. tincidunt sapien blandit diam auctor, sed posuere est mollis.




### Heading


#### Sub heading

Praesent tincidunt sapien blandit diam auctor, sed posuere est mollis. tincidunt sapien blandit diam auctor, sed posuere est mollis.





## Examples of a PowerPoint templates 2



**Tallaght University Hospital**  
An Academic Partner of Trinity College Dublin

Ospidéal  
Ollscoile  
Thamhlachta

Name of presenter: \_\_\_\_\_  
Title: \_\_\_\_\_  
Department: \_\_\_\_\_

12/04/2018

# SUPERBUG

**Methicillin-resistant  
staphylococcus aureus**

MRSA stands for methicillin-resistant Staphylococcus aureus. Staphylococcus aureus (S. aureus or SA) is a bacteria or germ which many people carry in their nose or on their skin.

SUPERBUGS | Tallaght University Hospital



## MRSA

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SUPERBUGS | Tallaght University Hospital



## MRSA in Hospitals

**Not only are patients in hospitals at more risk from MRSA infections than the general population, but hospitals also provide an ideal environment for the spread of MRSA.**

This is why there has been so much focus on 'dirty hospitals' and the importance of hygiene in hospitals over the last few years.

**MRSA is like any other bacteria:**

Can easily be transferred from people's hands directly to another person, or also indirectly via surfaces such as door handles, bed rails and linen.



# A0 Poster templates

## NETosis in ANCA Vasculitis

Aisling Morrin<sup>1</sup>, Lovisa Oden<sup>1</sup>, Aisling Rehill<sup>2</sup>, Roger Preston<sup>2</sup>,  
\*Fionnuala Hickey<sup>1</sup> \*Mark A Little<sup>1</sup>.

1 Trinity Health Kidney Centre, Trinity College Dublin  
2 Irish Centre for Vascular Biology, Royal College Of Surgeons Ireland



Tallaght University Hospital  
Ospidéal Ollscoile Thamhlachta  
An Academic Partner of Trinity College Dublin

### Background

Neutrophil extracellular traps (NETs) are drivers of thrombus formation. Histone citrullination causes rupture of neutrophil membranes, releasing mitochondrial DNA (mtDNA) and MPO-DNA complexes (which may be considered as a surrogate blood marker of NETs). mtDNA is recognised as a DAMP by the innate immune system. Using samples derived from the RKD biobank, we investigated if the degree of NETosis is associated with ANCA vasculitis (AAV) disease activity.

### Results

#### 1. Levels of Citrullinated Histone 3 (Cit H3) are moderately elevated in active vasculitis patients.

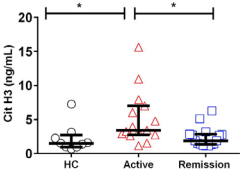


Figure 1: Plasma from AAV patients in active and remission states and healthy controls were included. Citrullinated histone H3 (Cit H3) was detected by ELISA and was found to be significantly elevated in active vasculitis patients, when compared to remission and healthy controls.

#### 2. Levels of Citrullinated Histone 3 (Cit H3) are moderately elevated in active vasculitis patients.

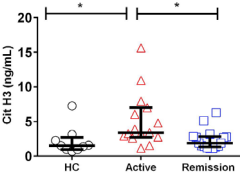


Figure 1: Plasma from AAV patients in active and remission states and healthy controls were included. Citrullinated histone H3 (Cit H3) was detected by ELISA and was found to be significantly elevated in active vasculitis patients, when compared to remission and healthy controls.

#### 3. Levels of nuclear DNA are elevated in active vasculitis patients.

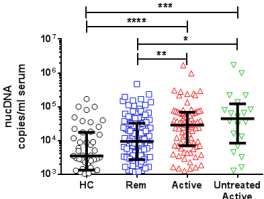
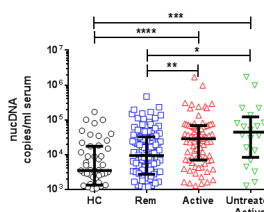


Figure 1: Plasma from AAV patients in active and remission states and healthy controls were included. Citrullinated histone H3 (Cit H3) was detected by ELISA and was found to be significantly elevated in active vasculitis patients, when compared to remission and healthy controls.

#### 4. Levels of nuclear DNA are elevated in active vasculitis patients.



### Conclusion

Cit H3 levels and free nuclear DNA levels are increased in active AAV patients compared to remission and controls. Elevated mtDNA levels do not appear to be associated with active AAV. Further work is required to determine if Cit H3 and cell free DNA are specific markers for thrombotic risk in AAV patients.



## Poster title for A0 posters



Tallaght University Hospital  
Ospidéal Ollscoile Thamhlachta  
An Academic Partner of Trinity College Dublin

Aisling Morrin<sup>1</sup>, Lovisa Oden<sup>1</sup>, Aisling Rehill<sup>2</sup>, Roger Preston<sup>2</sup>, \*Fionnuala Hickey<sup>1</sup> \*Mark A Little<sup>1</sup>.

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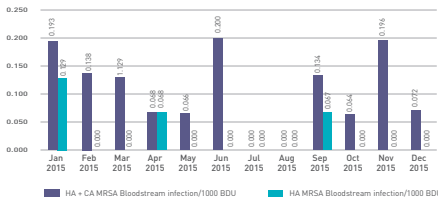


Figure 1: Plasma from AAV patients in active and remission states and healthy controls were included. Citrullinated histone H3 (Cit H3) was detected by ELISA and was found to be significantly elevated in active vasculitis patients, when compared to remission and healthy controls.

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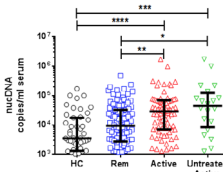


Figure 1: Plasma from AAV patients in active and remission states and healthy controls were included. Citrullinated histone H3 (Cit H3) was detected by ELISA and was found to be significantly elevated in active vasculitis patients, when compared to remission and healthy controls.



Pellentesque dapibus ut metus commodo sagittis. Sed vitae maximus orci, et commodo ante.

- Duis consequat ut nibh id rhoncus.
- Nunc vestibulum vel libero ut semper.
- Duis consequat ut nibh id rhoncus.
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- Duis consequat ut nibh id rhoncus.
- Nunc vestibulum vel libero ut semper.

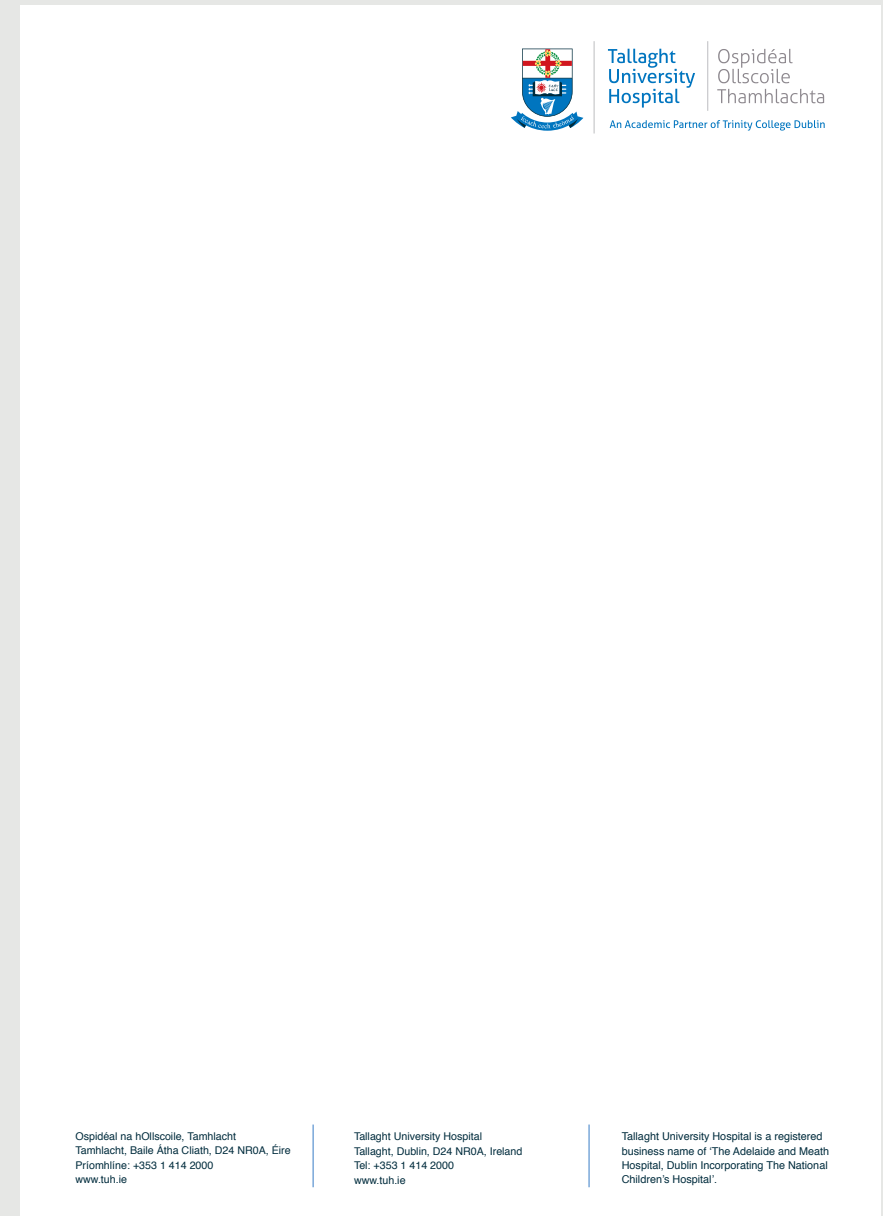
### Conclusion

Pellentesque dapibus ut metus commodo sagittis. Sed vitae maximus orci, et commodo ante. Duis consequat ut nibh id rhoncus. Nunc vestibulum vel libero ut semper.

# Stationery

Our stationery reaches a wide audience, ranging from patients to health professionals and the wider public. Positioning and colour specification should not deviate from the examples shown here and should be produced in co-operation with the TUH communications department and TUH appointed printing company.

In all business letters, circulars and catalogues on or in which the registered business name appears, and which are sent by the Hospital to any person, the full charter name of the corporation must be legibly stated.



Letterhead

## Examples of Departmental Letterhead



**Tallaght University Hospital**  
Ospidéal Ollscoile Thamhlachta  
An Academic Partner of Trinity College Dublin

### Human Resources Directorate

Ospidéal na hOllscoile, Tamhlacht  
Tamhlacht, Baile Átha Cliath, D24 NR0A, Éire  
Príomhlíne: +353 1 414 2000  
www.tuh.ie

Tallaght University Hospital  
Tallaght, Dublin, D24 NR0A, Ireland  
Tel: +353 1 414 2000  
www.tuh.ie

Tallaght University Hospital is a registered  
business name of 'The Adelaide and Meath  
Hospital, Dublin Incorporating The National  
Children's Hospital'.



**Tallaght University Hospital**  
Ospidéal Ollscoile Thamhlachta  
An Academic Partner of Trinity College Dublin

### Office of the Chief Executive

Ospidéal na hOllscoile, Tamhlacht  
Tamhlacht, Baile Átha Cliath, D24 NR0A, Éire  
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Children's Hospital'.

## Compliment Slip



**Tallaght University Hospital**  
Ospidéal Ollscoile Thamhlachta  
An Academic Partner of Trinity College Dublin

With Compliments

Tallaght University Hospital, Tallaght, Dublin, D24 NR0A, Ireland | Tel: +353 1 414 2000 | Web: [www.tuh.ie](http://www.tuh.ie)

# Administration word template



Tallaght  
University  
Hospital  
An Academic Partner of Trinity College Dublin

Ospidéal  
Ollscoile  
Thamhlachta

Centre for Learning  
& Development  
Human Resources  
Directorate

## Memo

Date:

To:

From:

cc:

Re:

Dear Colleagues,

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec ut aliquam lacus. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam non massa aliquet, pretium sem in, ornare arcu. Pellentesque sit amet mi lacinia, blandit ligula vel, scelerisque ex. Vestibulum sodales pulvinar posuere. In ut diam vitae libero dignissim aliquet sit amet non elit. Nullam ut massa ac purus ultrices cursus. Quisque venenatis sapien in ex varius dictum. Vestibulum ac ultrices ante, id semper magna. Aliquam tempus a tellus ut elementum. Duis eget mi a lectus rhoncus placerat eu blandit lectus. Duis congue nisi et ligula congue, et fringilla lorem hendrerit.

“Orci varius natoque penatibus et magnis dis parturient montes”.

Orci varius natoque penatibus et magnis dis parturient montes:

### Step 1

Click on the link below - Ctrl + Click to follow link

<http://www.html>

The Children First E-learning programme takes approximately 90 minutes

Kind regards,

Name Surname,

Title



Tallaght  
University  
Hospital  
An Academic Partner of Trinity College Dublin

Ospidéal  
Ollscoile  
Thamhlachta

Centre for Learning  
& Development  
Human Resources  
Directorate

## Memo

Date:

To:

From:

cc:

Re:

Dear Colleagues,

Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Proin facilisis diam eget luctus aliquet. Donec suscipit justo justo, ac fringilla magna lacinia consequat.

Date	Time
Wednesday 21 <sup>st</sup> September	15.00-16.00
Wednesday 26 <sup>th</sup> October	15.00-16.00
Wednesday 16 <sup>th</sup> November	15.00-16.00

Donec eu fringilla ipsum.

Mauris odio massa, iaculis eu sagittis vel, blandit sit amet ante. Fusce egestas mattis ex vitae ultrices. Maecenas at dolor vel eros lobortis condimentum ultrices at elit. Donec eu fringilla ipsum. Mauris odio massa, iaculis eu sagittis vel, blandit sit amet ante. Fusce egestas mattis ex vitae ultrices. Maecenas at dolor vel eros lobortis condimentum ultrices at elit

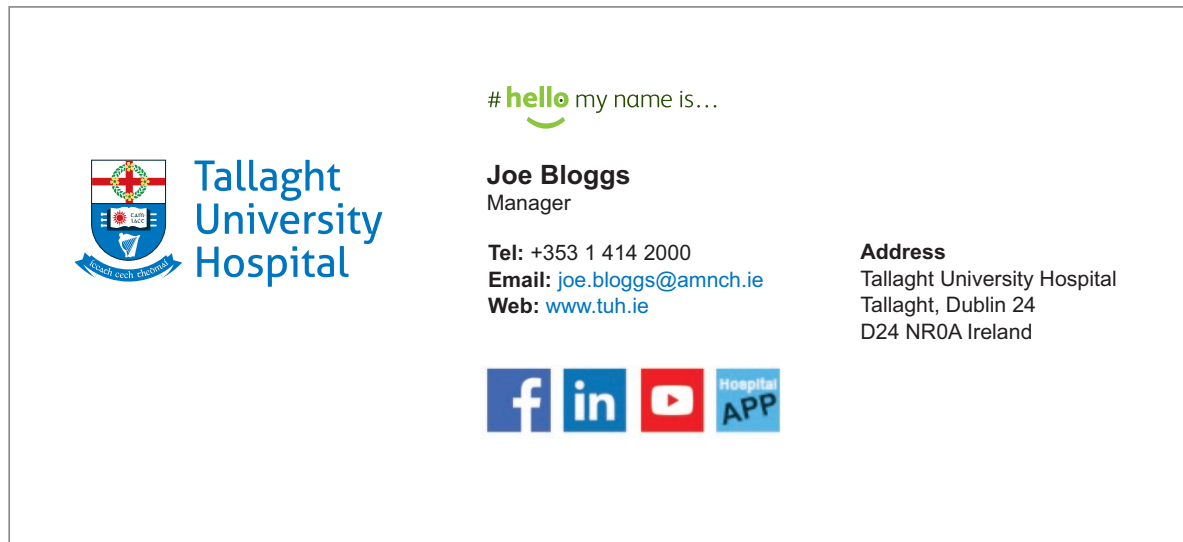
Pellentesque blandit dolor id vulputate facilisis. In hac habitasse platea dictumst.

Kind Regards,

Name, Title

Name, Title

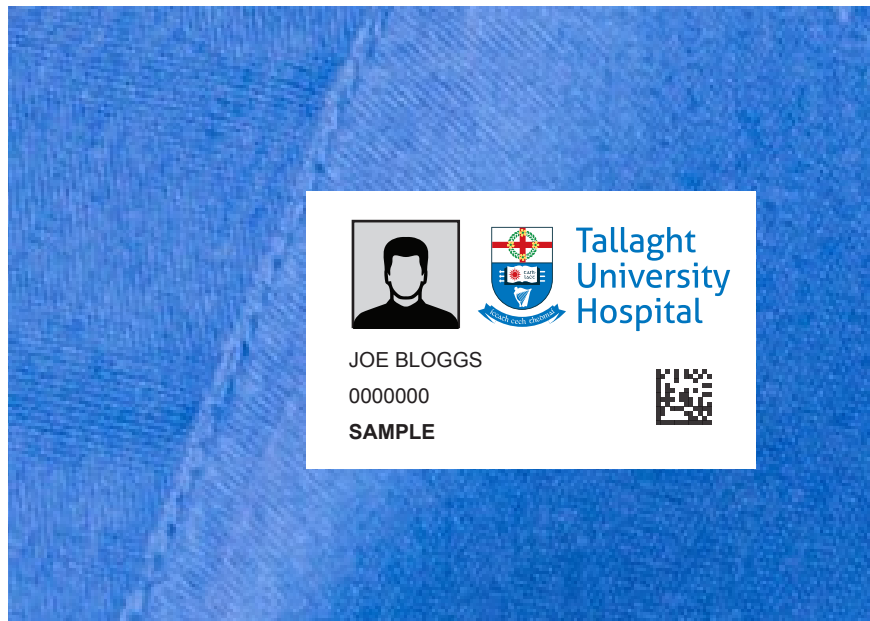
# Email Signature



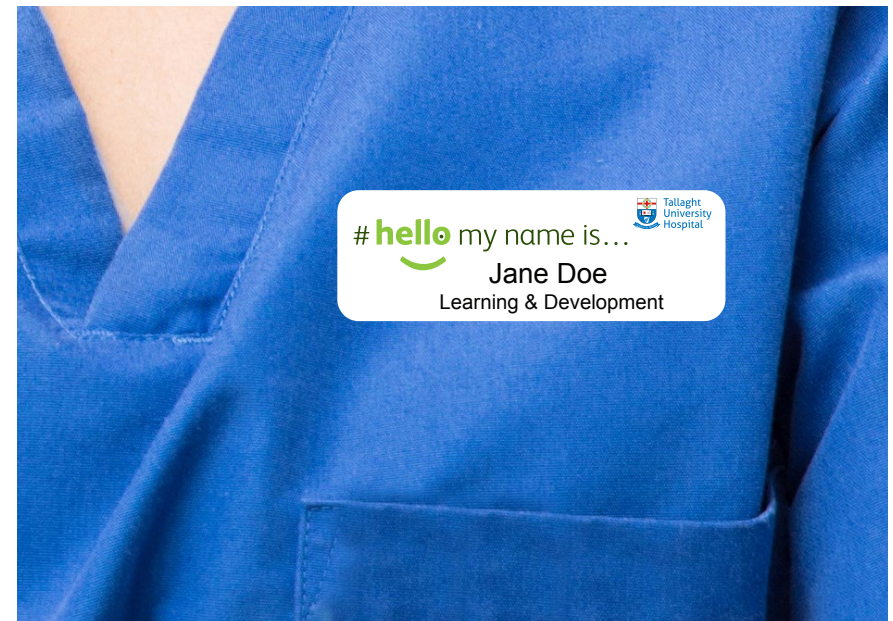
This email signature template is available from [TUH.IdentityGuidelines@amnch.ie](mailto:TUH.IdentityGuidelines@amnch.ie) on request



# Name Badges



Staff ID card TBC



Hello my name is badge



# Signage & Display

# Bannerstands





Tallaght  
University  
Hospital

Ospidéal  
Ollscoile  
Thamhlachta

An Academic Partner of Trinity College Dublin


Welcome to  
**Tallaght  
University  
Hospital**



**Remember**

**Hand hygiene is  
the single most  
important method  
of preventing the  
spread of infection**

Please use the alcohol  
gel dispenser before  
entering the wards



Tallaght  
University  
Hospital

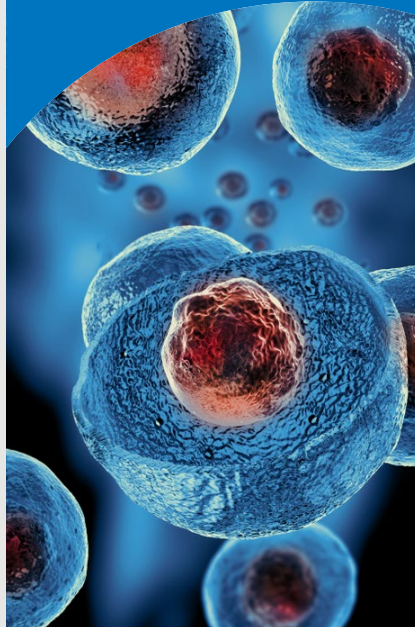
Ospidéal  
Ollscoile  
Thamhlachta

An Academic Partner of Trinity College Dublin

Conference on  
**SUPERBUGS**

Floor 2 / Room 3

25 March 2018



# Signage

Key elements for TUH outdoor signage are

- **White Background**
- **TUH Corporate Blue border**
- **Aller Bold Font**  
Upper and lower case

