



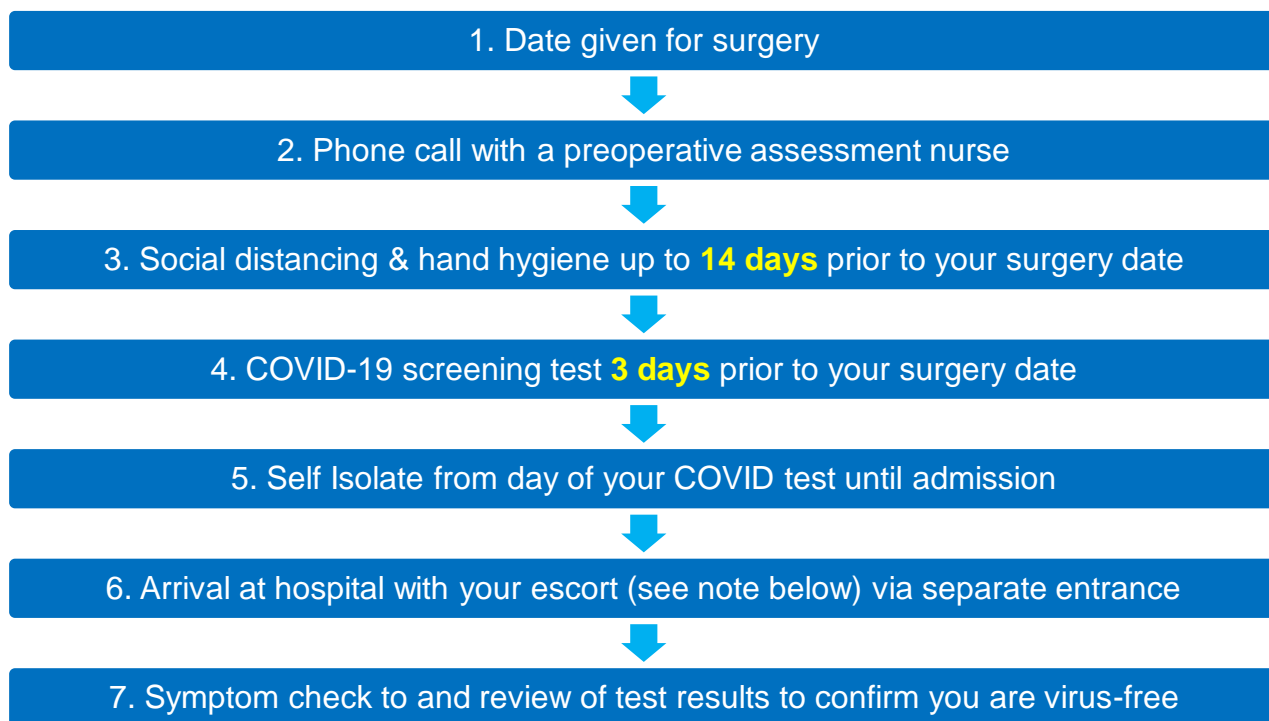
IMPORTANT INFORMATION FOR PATIENTS COMING INTO HOSPITAL FOR A PROCEDURE OR SURGERY

You have been given this leaflet because you are on a wait list for a procedure or surgery. We know that this is a worrying time and we are providing this leaflet to inform you of the measures we have put in place to ensure patient and staff safety during your visit.

The Trust is undertaking stringent precautions to ensure everyone's safety. Our staff are now very experienced in dealing with COVID-19 and other infections and we are confident that we can keep you safe during your visit. To help us do this, it is important that you read this leaflet in full and, if you are unsure of anything or have any questions, please call the phone number in your hospital letter.

Preparing for your hospital procedure or surgery

There are several stages in your preparation before you can come to hospital for your procedure or surgery. This leaflet will go through each of these stages in detail and provide the answers to many of your questions.











Please note: If you require an essential carer to attend and remain with you during your stay, you must communicate this to the department prior to the day of surgery so that special arrangements can be made.

COVID-19 checklist

Complete this checklist every time you visit the hospital, whether for an assessment, test or on the day of your procedure.

- If you answer **YES** to any of the questions, please **stay at home** and contact the hospital to rearrange the appointment
- If you answer **NO** to all the questions, please attend your appointment as planned
- If you are shielding, make sure you let the clinic or department know

In the last **14 days**:

	Do you have, or have you had, a fever (over 37.8°C)?	Yes	No
	Do you have, or have you had, any of the following symptoms: Cough, sore throat, loss of smell or taste, aches and pains, flu-like symptoms, diarrhoea?	Yes	No
	Have you tested positive for COVID-19?	Yes	No
	Have you been contacted by the NHS test and trace service and asked to self-isolate?	Yes	No
	Does anyone in your household or your close contacts have, or have they had, any of the following symptoms: Fever, cough, sore throat, loss of smell or taste, aches and pains, flu-like symptoms, diarrhoea?	Yes	No
	Has anyone in your household or your close contacts tested positive for COVID-19?	Yes	No
	Has anyone in your household or your close contacts been contacted by the NHS test and trace service and asked to self-isolate?	Yes	No
	Have you completed your required social distancing and hand hygiene measures and your self-isolation period post COVID swab?	Yes	No

Preparing for your procedure or surgery

1. Preoperative assessment

Your first assessment for your procedure or surgery will be a telephone call with a specially trained nurse. They will ask you some questions to understand your current health status and any information that they require to get you ready for surgery.

- Once you have had this assessment, the nurse will inform you of the next steps
- When you are ready for surgery, you will be contacted by your consultant, who will book you in for your procedure
- Some patients may be asked to attend the hospital in person for a specific investigation or assessment—this could include:
 - To see the anaesthetist
 - To have blood tests or X-rays
 - To have an ECG or other specific test

You will be **clearly informed** if you are required to attend in person and the reason why. If you are attending for a test or small procedure you may be asked to social distancing & complete hand hygiene measures before you attend. If this applies to you, the hospital team will let you know.

Please make sure you thoroughly read this information leaflet and follow the advice provided at www.chelwest.nhs.uk/covid-prep.

2. Precautions prior to surgery

All patients who are booked to come into hospital for a procedure or surgery are required to **self-isolate between your COVID-19 test and when you are admitted to hospital**. For most patients, this period of self-isolation will be around 3 days although some patients may have their COVID-19 test closer to their surgery date.

- If you are having a general anaesthetic **or** a procedure on your mouth, nose or throat **or** staying overnight, you must social distance and carry out hand hygiene measures for **14 days** prior to your surgery date and then follow self-isolation instructions from the day of your COVID swab.
- If you are having a local anaesthetic (a small procedure while you are awake) **or** an X-ray, scan or tests you must social distance and carry out hand hygiene measures for **7 days** prior to your surgery date and then follow self-isolation instructions from the day of your COVID swab.

This is important to help keep you, other patients and our staff all safe. If you think you will have difficulty with self-isolation, please discuss this with the hospital so that they can help support you or make any necessary adjustments to your care.

3. COVID-19 test

You will be required to have a COVID-19 test **3 days** before your procedure. The team will book you an appointment to attend for a COVID-19 test. This will be at an off-site location to keep you safe. The test is a simple swab of the tonsils and back of the throat. When you come

in for this test, please follow the latest guidance to wear a face covering, socially distance and wash or gel your hands. Avoid public transport if possible.

These tests are a priority for the hospital to ensure you get the procedure or surgery you need. You will be called with your result the day before your procedure. If you test positive, we will delay your procedure and you will need to self-isolate for **7 days** in accordance with government guidance. See www.chelwest.nhs.uk/covid-prep for further information.

From this moment on, you will be required to self-isolate until the moment you are admitted to hospital for your surgery or procedure.

4. Fasting instructions for your surgery or procedure

If you are having a General Anaesthetic, it is very important you follow the instructions below so that you can procedure with your general anaesthesia as safely as possible. Fasting for longer than the recommended times is of no benefit and we would encourage you to eat and drink until the times stated below.

If your operation is in the morning, you can:

- Eat until midnight the night before
- Have a cup of black tea or coffee before you leave for hospital (no milk)
- Sip water until the time of your surgery once you have been admitted so that you are comfortable (still water only, no fizzy/carbonated water)

If your operation is in the afternoon, you can:

- Eat breakfast and finish by 7am
- Have a cup of black tea or coffee before you leave for hospital (no milk)
- Sip water until the time of your surgery once you have been admitted so that you are comfortable (still water only, no fizzy/carbonated water)

5. The day of your hospital procedure or surgery

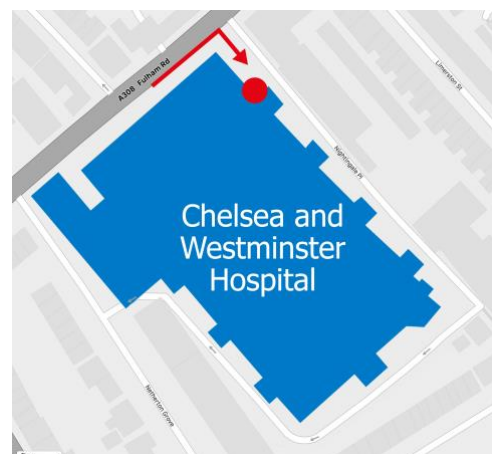
Your clinic letter will include instruction about where you should enter the hospital on the day of surgery.

- At **Chelsea and Westminster Hospital** this will **not** be the main hospital entrance:
 - For **Treatment Centre** day surgery please go to the left-hand side of the hospital. Look out for signs on the pavement directing you to the Treatment Centre. When you arrive, you will be greeted by a member of staff who will look after you.



External entrance for
Treatment Centre admissions

Do not enter via the
main hospital entrance



- For **Main Theatres** surgery please go to the right-hand side of the hospital, following the 'Main Theatres Entrance' signs and proceed down Netherton Grove. Follow the pavement around the hospital and cross the road at the zebra crossing. When you arrive, you will be greeted by a member of staff who will look after you.



External entrance for
Main Theatre admissions
(Edgar Horne Ward)

Do not enter via the
main hospital entrance



- At **West Middlesex University Hospital**, this will **not** be the main hospital entrance. Please follow the markings on the road for 'Elective Surgery' until you see the overhead sign 'Elective surgery patient drop-off'. When you arrive, you will be greeted by a member of staff who will look after you.

Please make sure you use the hand sanitiser as you enter the hospital or wash your hands. Please keep your face covering on, in line with government guidance on public spaces.

On arrival, hospital staff will take your temperature and confirm your COVID-19 checklist. Please see www.chelwest.nhs.uk/covid-prep to watch a video on what to expect on the day of surgery. Please do not enter any other part of the hospital when you come in.

Visitors are allowed but must wear a facemask at all times and will be subject to a temperature check upon entering the hospital.

Only in special cases will essential carers be allowed to remain with you. If you think you may need a carer with you, please discuss this before your visit to the department.

6. When you are ready to go home

You must have an escort before you are discharged from day surgery. They will be required to collect you from the same location that you arrived at the hospital. You will be directed to them by a member of staff.

Depending on the nature of your procedure and recovery, your doctor may advise you to continue to self-isolate for **7 days** after leaving hospital. This additional period of self-isolation is a precaution as your immune system will be working hard to help your body recover from the surgery you have had.

If you need any further information about your planned procedure or surgery, please call the number on your hospital letter.

Frequently asked questions (FAQs)

What do I need to do when I visit the hospital?

For **any** hospital visit you must:

- Wear a face covering and frequently use hand sanitiser
- If possible, travel by private transport—if using public transport, please ensure you wear a face covering
- Review the COVID-19 checklist and alert the hospital if you are unable to attend

Is it safe to come to hospital?

The Trust and its staff are taking the strictest possible precautions to ensure the safety of staff and patients. All processes have been reviewed and updated to account for COVID-19 and we are confident that we can keep you safe. As well as measures to ensure patient safety, all staff will be:

- Tested for COVID-19 every two weeks
- Required to alert us to any signs, symptoms or personal circumstances that might pose a risk to patients

Is it safe to come to hospital while I am shielding?

If you are currently shielding, you may attend your hospital appointments. Please let the department you are visiting know you are shielding—we advise you let them know during your phone assessment and when you arrive at the hospital.

Will the hospital be busy?

There will be fewer people than normal in the hospital. There are social distancing measures in place, including in waiting rooms and main areas, to ensure your safety at all times.

Are visitors allowed with me?

Visitors and escorts are different. You must have an escort to deliver you and collect you from the hospital on the day of surgery. If you require an essential carer with you, please discuss this with the department before your visit. This person can also be your escort.

Visitors are allowed, but facemasks must be worn at all times and they will all receive a temperature check upon entry to the hospital.

Will the hospital be cleaned regularly?

All our hospital areas, including those used for appointments are cleaned regularly.

Do I need to social distance in hospital?

Yes—please follow social distancing rules when you walk through the hospital.

What does self-isolating mean and for how long must I self-isolate?

Self-isolating means that you need to stay at home and that you do not have contact with anyone outside your home during the full period of your self-isolation. Where possible this means that all members of your household should stay at home during this time as well.

If you live with others there are some practical steps to take—these are:

- Staying physically apart as much as possible. Sleep in separate rooms and use different bathrooms if you can. We do recognise that many patients are not able to do this.

- Minimising the amount of time you spend in shared spaces such as the kitchen.
- Trying to stay at least two metres (three steps) apart.
- Regularly cleaning, with disinfectant, any surfaces you use a lot, such as kitchen counters.
- Wash your hands regularly, for 20 seconds each time.
- Make sure to sneeze or cough into tissues, your elbow, or your sleeve, and throw away the tissues straight after using them.

Don't use the same towels or crockery and make sure anything has been washed thoroughly before it's used by someone else.

You are required to self-isolate **from the time of your COVID swab until you are admitted to hospital** if you are:

- Staying overnight
- Having a general anaesthetic (Having surgery while you are not awake)
- Having any procedure on your mouth, nose or throat
- A local anaesthetic
- A small procedure while you are awake (such as an injection, biopsy or investigation)
- Any procedure on your mouth, nose or throat

- An X-ray, scan or specific test—you will be told if you need to self-isolate for a test when you have your initial phone assessment

How do I make a comment about my visit?

We aim to provide the best possible service and staff will be happy to answer any of the questions you may have.

If you have any suggestions or comments about your visit, please either speak to a member of staff or contact the patient advice and liaison service (PALS).

See www.chelwest.nhs.uk/pals for more information.

What happens on the day of surgery?

See www.chelwest.nhs.uk/covid-prep to watch a video on what to expect on the day.

Are there any useful links to me to view?

See www.chelwest.nhs.uk/covid-prep to learn how to wear and make a face covering.

Alternative formats

This leaflet can be provided on request in large print or easy read, as a sound recording, in Braille or in alternative languages.

Please discuss this with your clinician.