

Freedom of Information Office
Press and Communications
Seventh Floor, Salton House
St Mary's Hospital
South Wharf Road
London W2 1NY
020 3312 5585
foi@imperial.nhs.uk

07 August 2013

Our ref: FOI-196-2013

Dear Lee

Information request:

I would like to request the following information on standards, policies and procedures relating to pre- and post-operative instructions for day surgery patients in your Trust. Could you please let me know if there are any policies or procedures covering the following:

1. *What information is to be given to the patient prior to the operation? For example – if there are tailored/specific notes, a sheet or two of A4, describing the specific operation and a sheet or two of general information on the procedures to be followed during the time in hospital.*
2. *The post-operative recovery treatment of patients admitted for day surgery or minor operations and the discharge protocols.*
3. *How communications with and enquiries from relatives are dealt with and what information is kept or provided for families trying to contact patients. (I have asked Information Governance to provide this information)*
4. *What information is provided for a patient covering the effects of the operation that has been carried out and instructions, including a recommended time before returning to work, for the recovery period? For example - general information for the patient describing the outcome of the operation with, if provided, separate tailored/specific information on the operation and the likely recovery plus, possibly, some more general information including recommendations for future activities post discharge.*
5. *What information is supplied to, or carried by the patient, to their GP including the medication prescribed/supplied by the hospital and any recommendations. This is the information supplied to or carried by the patient to their GP.*
6. *If there are any policies or procedures covering the points above, please could you:*
 - a. *provide me with a copy of each.*
 - b. *outline your approach for monitoring adherence to these policies and procedures.*
 - c. *provide me with a summary of the results of this monitoring for the last five years, including rates of compliance with the policies and procedures, and severity of any non-compliance events.*
 - d. *provide me with details of any action taken in respect of any non-compliance identified (e.g. tightening of procedures, disciplinary action – in the latter case, taking care not to disclose any personal information).*



7. *In addition, I would appreciate the general information sheets that will apply across the range of day surgery procedures. My assumption is that the documentation provided for the GPs is standard. Please forward these forms. Indicative list of suitable day surgery procedures:*

Orchidopexy, Circumcision, Inguinal hernia repair, Excision of breast lump, Anal fissure dilatation or excision, Haemorrhoidectomy, Laparoscopic cholecystectomy, Varicose vein stripping or ligation, Transurethral resection of bladder, tumour, Excision of Dupuytren's contracture, Carpal tunnel decompression, Excision of ganglion, Arthroscopy (all arthroscopic examinations of joints), Bunion operations, Removal of metalware, Extraction of cataract with/without implant, Correction of squint, Myringotomy, Tonsillectomy, Sub mucous resection, Reduction of nasal fracture, Operation for bat ears, Dilatation and curettage/hysteroscopy, Laparoscopy, Termination of pregnancy.

Thank you for your information request dated **Tuesday 30th April** and received on the same day.

I am currently reviewing your request and investigating whether there is any information available for disclosure. In accordance with Section 10 of the Freedom of Information Act (2000), Imperial College Healthcare NHS Trust will reply to your request promptly and in any event not later than the twentieth working day following the date of receipt.

The Trust's response to your request will contain information available for disclosure or explain in detail the reasons why we may have been unable to supply all of the information you requested. It may also detail where you can find information that is already publicly available or if the Trust does not hold the information, where you will be able to access it. It will also detail your right of appeal if you feel that the Trust has not treated your request fairly.

Information provided under the Act is generally free, however if the information takes longer than 18 hours of staff time to compile or the cost to the Trust of compiling the information is over £450 a charge may be made for the time/cost above these limits or the request may be subject to an exemption as above the FOI limits. If this situation arises I will contact you to provide assistance in either reducing the request so that it falls within the statutory limits or provide details of the Trust's fees notice.

If after receiving the Trust's reply to your Freedom of Information request you are unhappy with the Trust's actions, you can use the Imperial College Healthcare NHS Trust internal complaints procedure by writing to the FOI manager at the address above.

If you are still not content with the outcome of your complaint after the Trust's internal review, you may apply directly to the Information Commissioner for a decision. Generally the Information Commissioner's Office (ICO) cannot make a decision unless you have already exhausted the internal complaints procedure. Further appeals should be sent to the Information Commissioner for review at:

The Information Commissioner
Wycliffe House, Water Lane
Wilmslow, Cheshire
SK9 5AF
Telephone: 01625 545 700
Facsimile: 01625 545510
E-mail : mail@ico.gsi.gov.uk

Please contact me again, quoting your reference number, if you require any further assistance with your current request and I will do my best to provide the relevant help and advice.

Yours sincerely

Nicholas Loizou
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