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Lee Horwich  
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Dear Lee

**Information request:**

Firstly I would like to express my apologies for not dealing with your initial FOI request and subsequent correspondence in line with our best practice. Every request is important to the Trust and we strive to answer them all in a prompt and efficient manner. In this instance there has been an unacceptable delay in dealing with your request and I regret that you have had to spend your time chasing a response and subsequently liaising with the ICO.

Please find below the Trust's response to your request (Copied to the ICO) taking into account the clarifications that you provided.

*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.*

**Patients are provided with pre-operative information specific to their diagnosis or condition plus a standard admission sheet.**

2. *The post-operative recovery treatment of patients admitted for day surgery or minor operations and the discharge protocols.*

**The post operative recovery treatment of any patient admitted for day surgery mirrors the guidelines laid out by the British Association of Day Surgery to be found at [www.daysurgeryuk.net](http://www.daysurgeryuk.net)**

3. *How communications with and enquiries from relatives are dealt with and what information is kept or provided for families trying to contact patients.*

**All day surgery patients are accompanied by an escort, usually a friend or family member. When the day surgery patient is admitted, they have the option of providing the details of further friends, family members or an appropriate person for staff to liaise with if required.**

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.

**Post operative written information is condition specific. Information regarding outcomes and recovery will be given verbally at the time of consent and again before they leave, depending on the nature of the procedure.**

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.*

**This information is recorded in the patient's electronic discharge communication.**

6. *If there are any policies or procedures covering the points above, please could you:*

*a. provide me with a copy of each.*

**Not applicable.**

*b. outline your approach for monitoring adherence to these policies and procedures.*

**Not applicable.**

*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).*

**Not applicable.**

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:*

**Specialised patient information related to a sample of the procedures below is attached.**

*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.*