



Royal Berkshire
NHS Foundation Trust

Your admission to Hopkins Ward for elective (planned) surgery

Level 4, Eye Block

Useful information for patients

This booklet contains useful information and advice for patients coming in for planned surgery. If you have any queries or concerns, please speak to the relevant clinical admin team (CAT) – see numbers below.

Contacting us

If there is any change in your health between your pre-operative assessment appointment and the date of your surgery, or if you are unsure whether to take any regular medication before you are admitted, please contact Pre-Op Assessment on **0118 322 6546** to discuss this with a nurse.

Please contact the relevant clinical admin team if:

- There is any change in your personal details (address, telephone number, change of GP);
- You decide not to undergo your planned surgery;
- You go for your surgery elsewhere;
- You wish to change the date of your surgery.

Clinical admin teams contact details:

General surgery CAT 3	0118 322 6890	rbb-tr.cat3@nhs.net
Urology CAT 3a	0118 322 8629	rbb-tr.cat3a@nhs.net
ENT/Oral & Maxillofacial CAT 1	0118 322 7139	rbb-tr.cat1@nhs.net
Gynaecology CAT 6	0118 322 8964	rbb-tr.cat6@nhs.net
Pre-op (ENT only)	01865 903273	
Pre-op (Gynae only)	0118 322 5375 / 7191	

Blood tests and medication

- Please have your **blood test** within **1 week*/ 2 weeks*** of your admission date. **(Pre-operative assessment nurse to delete as appropriate).*
Remember to take the request form given to you at pre-op assessment. You can have your blood test done at the Pathology Department in the Royal Berkshire Hospital or by appointment at West Berkshire Community Hospital and some GP surgeries. You can book online via <https://www.royalberkshire.nhs.uk/wards-and-services/blood-tests.htm>.
- The Trust no longer provides basic pain relief medicines, such as Paracetamol or Ibuprofen for patients to take home. Please ensure that you have a supply of these painkillers at home to take following your discharge, if you are able to tolerate them. If stronger pain relief is required, it will be provided.
- You will also need to bring in any medicines that you regularly take, in the original packaging. These will be stored in a lockable cupboard at your bedside. Any remaining medicines that you bring in will be given back to you on discharge.

What to bring with you

Please refer to the 'Quick guide to coming into hospital for surgery' booklet for a detailed list of recommended clothing, toiletries and other personal items to bring into hospital with you. We ask that you have a bath or shower before your admission, and wear loose-fitting clothes and flat, comfortable shoes.

Personal property:

Please leave valuable items at home, i.e. large sums money, expensive jewellery etc. **The Trust is not liable and does not take responsibility for damage to, loss or theft of your private property.**

About Hopkins Ward

- Hopkins Ward and the Greenlands Admission Suite make up the elective surgical area, which is for patients undergoing various types of surgery.
- The Greenlands Admission Suite is for patients who are being admitted on the day of their surgery. The area has comfortable seating and a television (with subtitling facility). Patients are transferred to theatre for their operation and then admitted to Hopkins Ward.
- All patients' privacy must be respected and space in the Greenlands Admission Suite is limited.
- There is a bell system in the lift lobby and at the stairwell entrance to the ward. The ward doors will be locked and you will need to ring the bell to call for assistance. Please bear with us; the nurses or admin staff will answer your call as soon as they are able.
- On entering the department, you will be asked to confirm your name
- Hopkins Ward has a total of 23 beds: There are five bays and eight side rooms. Both men and women are admitted to Hopkins Ward and single sex accommodation is provided by having single sex bays and rooms.
- Nurses work with other healthcare professionals on the unit as a team, striving to provide a high standard of patient care. We all hope to make your stay with us as pleasant as possible.
- Please speak to staff if you have any concerns. If you feel that you cannot speak to staff on your ward, then please follow the advice in the Trust's 'Quick guide to coming in for surgery' booklet; or ask to speak with a member of the Patient Advice and Liaison Service (PALS), tel: 0118 322 8338 or email PALS@royalberkshire.nhs.uk.
- Two **visitors** are allowed per patient at any one time.

- **Flowers** are not allowed on the unit.
- **Mobile phones** may be used but please speak quietly and respect the privacy and confidentiality of others. On occasion, you may be asked to switch your phone off by a member of staff. Silent ring tones such as 'vibration mode' should be used and calls restricted to between 7am and 9pm. A mobile's **camera facility is not to be used at any time** to protect patient confidentiality.

Admission times

Your pre-op team will have told you what time you should arrive on Hopkins Ward. This will either be 7.00am or 11.30am or within 30 minutes of these timings, depending on the specialty.

Getting ready for your operation

A member of the nursing staff will ask you a few routine questions and record your blood pressure, temperature and any other observations that may be needed. Please tell the nurse if you have any special requirements or anxieties about your operation.

You will then be seen by the surgeon or a member of their team, who will discuss the proposed operation with you, including the risks and benefits and ask you to sign a consent form. Signing this form means that you agree to the operation taking place and that you have been informed of any associated risks. The anaesthetist who will be looking after you during your operation will also visit you to discuss your anaesthetic and pain control.

Recovering after your operation

Once your surgery is complete you will be taken to the recovery room, where you will be looked after by a recovery room nurse.

You may be given oxygen to breathe and the nurse will make regular recordings of your blood pressure and oxygen levels. The nurse will also ask you about pain and monitor your wound (if applicable).

When the nurse is satisfied with your progress they will report information about the operation, anaesthetic and observations to a nurse from your ward. You will then be transferred on a bed or trolley back to your ward by a porter, accompanied by a nurse from your ward or from recovery. When you are back on the ward, nursing staff will continue to monitor your progress. If you feel well enough, you may be offered fluids and light foods.

You may also be seen by other healthcare staff, such as physiotherapists, depending on your operation. You will not normally see the surgeon on the day after your operation unless he/she has a particular reason to visit you.

Length of stay

A patient's length of stay will depend on the type of surgery, and an individual's medical condition. This will be discussed with you at your pre-operative assessment and updated during your admission. We will help you to be as independent as physically possible during your stay.

Discharge home

- It is important that you make transport arrangements to take you home on discharge; it may not be possible to drive yourself home, or travel on your own on public transport. Please discuss this with your nurse who will be able to indicate what time you should be ready to leave.
- A letter explaining your care will be emailed to your GP. If for any reason this is not possible, the letter will be forwarded via post. A copy of this letter will be given to you before you leave hospital.
- Any new medication which has been prescribed for you will be given along with written instructions on how to take it. Any remaining medication that you bought in with you will also be returned.
- Your nurse will give you information and advice regarding follow-up appointments.
- If your district nurse is required to continue your care at home, you will be asked to convey a letter, and possibly dressings/equipment to the nurse.

During the first 72 hours following your discharge

If you have any further concerns about your surgery, please call:

Hopkins Ward for urology/general surgery patients: 0118 322 7274

Dorrell Ward for ENT patients: 0118 322 7172

Sonning Ward for gynaecology/breast patients: 0118 322 8204

After 72 hours, please seek advice from your GP or from NHS 111.

Returning to work

This depends on the type of operation you have had and what your job involves, your doctor can advise you.

If you need a medical certificate for your employer, please ask your ward nurse to arrange one; requesting your medical certificate early in your stay will help to ensure it is ready for you on discharge.

To find out more about our Trust visit www.royalberkshire.nhs.uk

Please ask if you need this information in another language or format.

Hopkins Pre-Operative Assessment, November 2022

Review due: November 2024