

General Instructions for Sending Facilities

Dear Care Provider,

Welcome to the Carlo Fidani Regional Cancer Centre at the Credit Valley Hospital Site. This letter outlines general instructions to assist you in preparing your patient/client for their appointment.

All sending facilities are responsible for arranging transportation to and from the appointment. **This is an outpatient facility and care of the patient remains the responsibility of the sending facility for the duration of the visit.** See approximate appointment times listed below.

Patients who are cognitively impaired or do not speak fluent English should be accompanied by a family member for every visit. Please notify the patient &/or family, that patients with an identified language barrier may be provided with an interpreter on their first visit. During the first visit, consent for treatment may be obtained and it would be important for a substitute decision maker to be present if the patient is not able to give informed consent.

Any isolation precautions must be communicated to Credit Valley Hospital Site prior to the visit. See contact information at end of document or listed on the handover tool.

Nurse (Registered Nurse/Registered Practical Nurse) accompaniment mandatory if any of these criteria are met:

- Oxygen
- An intravenous infusion
- Any active intervention such as dialysis
- Medication administration during their visit **any medication a patient is normally scheduled to have during the time that they are at the Cancer Centre should be brought with the patient and administered by the nurse.*
- Non-responsive

Health Care Provider accompaniment mandatory if any of these criteria are met:

- Assistance with activities of daily living (i.e. toileting)
- Cognitive impairment
- Non-ambulatory

*Health Care Provider is an unlicensed paraprofessional who can attend to the health care needs, activities of daily living and provide bedside care — including basic nursing procedures to individuals, and who is not a family member.

Radiation therapy can corrupt electronic pump software and poses a risk to pain pumps (CADD pumps). In order to avoid corruption of the pump software the pump will need to be stopped and capped prior to treatment. On weekends there are no dedicated nursing resources in the radiation department to support this. It is advised that you send a qualified staff member with the patient to perform this function otherwise the pump will require servicing.

Patients must bring the following documents to each visit:

1. Chart & Medication Administration Record (MAR)
2. Ontario Health Insurance Plan card (OHIP Card)
 Note: Red and White OHIP cards also require additional photo ID such as a driver's license, passport, permanent resident card or citizenship card.
3. CD Rom of all diagnostic imaging for new patient consult visit
4. Do Not Resuscitate (DNR) / No Cardio-pulmonary Resuscitation (No CPR) Documentation (if applicable)
5. Carlo Fidani Regional Cancer Centre Patient Hand Over Tool – see attachment
6. Medications required during visit

Meals are *not* provided for outpatient treatment visits. We suggest that a prepared meal specific to the patient's dietary requirements is sent with the patient if appointment times coincide with meal times. Please ensure that diabetic patients have adequate food and drinks for the duration of the transfer time. The hospital does have several food vendors and vending machines where snacks and meals can be purchased.

Listed below are *approximate* times for various appointments:

Type of Appointment	<i>Approximate</i> Time Required *
New Patient Consult	2 hours
Radiation Planning & Treatment	4-6 hours
Radiation Treatment Only (Treat & Return)	15-30 minutes
Radiation Planning Only	30-60 minutes

***Does not include Ambulance Transfer Time**

For questions about the New Patient Consult Booking contact the Referral Office
 (905) 813-1100 Ext. 5643 / Fax # (905)-813-4168

For questions about Radiation Therapy, contact the Radiation Therapy Reception
 (905) 813-4411

Thank you for your assistance