


## Breast Surgery Out of Hours Cover Emergency Admissions & Abscess Protocol

University Hospitals of Leicester   
NHS Trust

CMG: MSS

Trust Reference Number: C31/2022

### **1. Introduction and Who Guideline applies to**

This SOP outlines the process for Breast Surgery patients needing out of hours cover, emergency admissions and the abscess protocol.

### **2. Guideline Standards and Procedures**

#### **Out-of-hours cover arrangements**

Breast surgery is based on Ward 34 (W34) at the Glenfield Hospital (GH). Elective admissions come directly to W34 Monday-Friday and are managed by the ward-based medical and nursing teams. The ward nursing staff is present from 0700 Monday to 1600 Friday. W34 closes to new admissions at 1200 Friday and any remaining in-patients are discharged home or transferred to another GH ward. W34 closes completely when the final patient leaves the ward on a Friday afternoon, or 1600 Friday at the latest. W34 is closed on Bank Holidays.

Depending on bed availability, any remaining breast in-patients will usually be transferred to GH ward 36 to be cared for over the weekend by the ward 36 nursing team with junior medical cover from the junior general surgical on-call team (i.e. HPB junior doctors) supported by the on-call breast consultant. Any remaining breast in-patients should then be repatriated to W34 when it re-opens after the weekend. The breast team provides junior medical cover on W34 from 0800-1700 Monday – Friday. After 1700 Monday-Thursday, junior medical cover for breast in-patients is provided by the junior general surgical on-call team (i.e. HPB junior doctors) supported by the on-call breast consultant.

#### **Emergency referrals to breast surgery**

Emergency referrals to breast surgery arise primarily from ED or primary care.

In working hours (Mon-Thurs 0800-1700, Fri 0800-1200) emergency breast surgery patients can be referred to breast surgery for assessment on Ward 34 GH. This should be done via the breast surgery junior medical team via 07790825574 or to ext.12490 or the breast consultant on-call via switchboard. Out of hours (after 1700 Mon-Thurs or from 1200 Friday until 0800 Monday), referrals should be made to the General Surgical middle grade at GH via Bed Bureau or switchboard or the on-call breast consultant via switchboard.

#### **Breast surgery emergency admissions**

In normal working hours:

Following referral to and assessment by the junior medical team as above, breast emergencies that require admission should be discussed with the admitting breast consultant and the nurse in charge of W34, and will normally be admitted to W34 to be managed by the W34 medical and nursing teams.

Out of hours:

Following referral to and assessment by the junior medical team as above, breast emergencies that require admission should be discussed with the on-call breast consultant. If the admission occurs after 1700 Monday-Thursday, the junior general surgical on-call team (ie HPB junior doctors) will assess, clerk and admit the patient to W34.

If breast surgical emergency patients require admission when W34 is closed to admissions (1200 Friday – 0700 Monday) they will be admitted to the HPB wards at the GH under the care of the on call breast surgeon, supported by HPB teams (as stated in HPB reconfiguration SOP). If there are no beds on the

HPB wards, the duty manager should be informed in order to identify an outlier bed at GH. The patient should be transferred to W34 when the ward re-opens.

HPB triage can be contacted on ext 13664 before 1800 Monday – Friday. After 1800 the HPB emergency ward can be contacted on 14643.

### **Breast abscesses not requiring admission**

Breast abscesses not requiring admission can be managed via the breast abscess protocol which is available on InSite:

<http://insitetogether.xuhltr.nhs.uk/pag/pagdocuments/Primary%20Breast%20Abscess%20Management%20in%20Secondary%20Care%20UHL%20Guideline.pdf>

In Hours (0900-1600 Monday -Friday): Ring Breast Surgery Clinic Co-ordinator on 0116 256 3735 to arrange clinic review on next working day (will usually be 1045 in Breast Care Centre, Glenfield)

Out of Hours: Please discharge patient with instructions to call Breast Surgery Clinic Co-ordinator at 0900 next working day on 0116 256 3735 to arrange clinic review (will usually 1045 in Breast Care Centre, Glenfield)

### **Telephone Advice**

For advice, the Consultant Breast Surgeon On-call and their contact number are listed on Rotamap Overview or can be contacted via switchboard.

## **3. Education and Training**

None

## **4. Monitoring Compliance**

What will be measured to monitor compliance	How will compliance be monitored	Monitoring Lead	Frequency	Reporting arrangements

## **5. Equality Analysis Assessment**

5.1 The Trust recognises the diversity of the staff and local community it serves. Our aim therefore is to provide a safe environment free from discrimination, harassment and victimisation and treat all individuals fairly with dignity and respect and, as far as is reasonably possible, according to their needs.

5.2 As part of its development, an Equality Analysis on this policy have been undertaken and its impact on equality have been reviewed and no detriment was identified.

OR if 5.2 above does not apply seek wording from The Head of Equality on [equality@uhl-tr.nhs.uk](mailto:equality@uhl-tr.nhs.uk)

### **EDI Statement**

We are fully committed to being an inclusive employer and oppose all forms of unlawful or unfair discrimination, bullying, harassment, and victimisation.

It is our legal and moral duty to provide equity in employment and service delivery to all and to prevent and act upon any forms of discrimination to all people of protected characteristic: Age, Disability (physical, mental and long-term health conditions), Sex, Gender reassignment, Marriage and Civil Partnership, Sexual orientation, Pregnancy and Maternity, Race (including nationality, ethnicity and colour), Religion or Belief, and beyond.

We are also committed to the principles in respect of social deprivation and health inequalities.

Our aim is to create an environment where all staff are able to contribute, develop and progress based on their ability, competence and performance. We recognise that some staff may require specific initiatives and/or assistance to progress and develop within the organisation.

We are also committed to delivering services that ensure our patients are cared for, comfortable and as far as possible meet their individual needs.

**6. Supporting References (maximum of 3)**

NONE

**7. Key Words**

None

CONTACT AND REVIEW DETAILS	
<b>Guideline Lead (Name and Title)</b> <b>Simon Pilgrim</b> <b>Consultant Breast Surgeon &amp; Head of Service</b>	<b>Executive Lead</b>
<b>Details of Changes made during review:</b>	