

# Process to follow when a patient is deemed unfit at Gynaecology pre- assessment clinic

## 1. Introduction and who this standard operating procedure applies to

This guideline is for all Gynaecology staff involved in the elective care pathway; the pre-assessment nursing team, clinic co-ordinators, medical secretaries, gynaecology administration managers, Consultants, gynaecology management team, cancer pathway co-ordinators and any other staff groups involved in the elective patient pathway. This guideline sets out the administration process to follow and is not meant to dictate the medical treatment of patients.

This SOP should be used in conjunction with the overarching document - [Gynaecology Pre Assessment by Senior Gynaecology Nurses UHL Gynaecology Guideline](#)

## 2. Standards and Procedures

### Elective Pathway:

All patients scheduled for elective gynaecology surgery should go through a pre-assessment process; whether this is a face to face assessment or through a telephone assessment. The purpose of a pre-assessment consultation is determine that a patient is fit for surgery and to ensure that they are fully informed of the procedure to provide consent. If during a pre-assessment consultation a patient is deemed unfit for surgery the following process must be followed to ensure that:

1. The appropriate staff are informed
2. The patients pathway remains visible (electronically) until fit for surgery

### Temporary Suspension Process:

A discussion that a patient is potentially not fit to proceed with gynaecology surgery is initiated by the pre-assessment Clinical Nurse Specialist (CNS). The CNS will highlight their concerns with the named Consultant and/or the Anaesthetist. The named Consultant / Anaesthetist will make an informed decision to either proceed with the planned surgery or to temporarily suspend to allow further investigations to be performed. Once it is determined that a patient is not **currently** fit for surgery the following management plan is to be commenced:

- Pre-assessment team to email the Consultants secretary (copying in the gynaecology administration manager) to notify of the temporary suspension.
- The secretary (or the gynaecology administration manager in the absence of a secretary) will suspend the patient on the waiting list.
- The clinic co-ordinator will book the patient into the Consultants clinic within a 3 month period - appointment time dependent on why the patient is cancelled and if further investigations are required.

- The patient will be advised of the plan by the pre-assessment team and will be instructed that they can rebook their new appointment if all investigations have not been completed.
- The pre-assessment CNS will document in the pre-assessment pack the reasons for the suspension and what actions have been made.
- The pre-assessment pack and medical notes (if available) must be returned to the Consultants secretary.
- The Consultant will write to the GP (a copy must go to the patient) informing them of the suspension and what plans have been made, i.e. further investigations, follow up appointment. Contact details of the secretary to be provided if clarification is required by the patient/GP)
- When the patient is deemed fit to proceed with surgery the Consultants secretary will reinstate the patient on the waiting list, re-list on the theatre schedule and book a pre-assessment appointment.
- The electronic pre-assessment tool will also be updated when any changes are made to a patient's pathway.
- Data entry should include any changes made, what actions are required and by whom.

### **3. Key Words**

Elective, Gynaecology surgery

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**The Trust recognises the diversity of the local community it serves. Our aim therefore is to provide a safe environment free from discrimination and treat all individuals fairly with dignity and appropriately according to their needs. As part of its development, this policy and its impact on equality have been reviewed and no detriment was identified.**

<b>CONTACT AND REVIEW DETAILS</b>			
<b>Guideline Lead (Name and Title)</b> R Bowden - Matron		<b>Executive Lead</b> Chief Nurse	
<b>Details of Changes made during review:</b>			
<b>Date</b>	<b>Issue Number</b>	<b>Reviewed By</b>	<b>Description Of Changes (If Any)</b>
June 2023	2	R Bowden	Added reference to the electronic pre-assessment tool