

# PRE-ADMISSION BOOKLET

Admission Date: .....

Admission Time: Please phone **9553 9905** the working day before your admission date for the arrival time



## AESTHETIC DAY SURGERY



**PLEASE COMPLETE ATTACHED FORMS AND RETURN TO  
AESTHETIC DAY SURGERY AS SOON AS POSSIBLE**

**Office Hours: Monday to Friday 8.00am till 5.00pm**

14 Kensington Street Kogarah NSW 2217  
Phone: (02) 9553 9905 Fax: (02) 9553 9924

forms are also downloadable from: [www.aestheticdaysurgery.com.au](http://www.aestheticdaysurgery.com.au)

## **WELCOME TO AESTHETIC DAY SURGERY**

This booklet will assist you to prepare for your stay. Please read it carefully as it contains information essential to your admission as well as helpful advice. Please feel free to contact us during office hours with any questions or concerns. Comprehensive information about the day surgery can be found on our website [www.aestheticdaysurgery.com.au](http://www.aestheticdaysurgery.com.au).

### **Our Facility**

Aesthetic Day Surgery is a fully licensed and accredited day surgery facility. We cater for adults and children over 4 years of age. As a day surgery facility there is no overnight accommodation and patients are discharged on the day of surgery.

### **Privacy**

Aesthetic Day Surgery complies with all applicable privacy laws which govern how your personal information is collected, used, disclosed and stored. For a copy of our full Personal Information Management Policy go to [www.aestheticdaysurgery.com.au](http://www.aestheticdaysurgery.com.au).

### **Understanding Your Rights and Responsibilities**

Aesthetic Day Surgery is committed to delivering the highest possible standard of health care. As a patient you have certain rights when seeking medical treatment and care; you also have responsibilities related to that treatment and care.

Please read Page 8 for The Australian Charter of Healthcare Rights which explains your rights and responsibilities. Copies are also available at Aesthetic Day Surgery in multiple languages and can be viewed on our website at [www.aestheticdaysurgery.com.au](http://www.aestheticdaysurgery.com.au).

### **Feedback: Compliments, Suggestions, Concerns, Complaints**

We welcome your feedback. Any compliments, suggestions, complaints or comments can be made in your post-operative survey. Alternatively, you may prefer to speak or write to our Nursing Director. Your concern will be reviewed and you will receive a written response.

An independent organisation that deals with complaints relating to health services can be contacted at:

The Health Care Complaints Commission  
Locked Mail Bag 18, Strawberry Hills NSW 2012  
Telephone: 1800 043 159 Website: [www.hccc.nsw.gov.au](http://www.hccc.nsw.gov.au)

### **Pecuniary Interest**

Dr. Darrell Perkins and Dr. Damian Marucci maintain 100% ownership of Aesthetic Day Surgery.

### **Aesthetic Day Surgery is a smoke free environment**

# PREPARING FOR YOUR ADMISSION

## 1. Forms

**Please complete pages 12 to 16 of this booklet and return to Aesthetic Day Surgery as soon as possible, preferably at least 10 days prior to surgery.**

Return forms either:

- in person to Reception during office hours, or
- by mail to 14 Kensington Street, Kogarah 2217, or
- by fax to (02) 9553 9924, or
- by scanning and emailing to [accounts@aestheticdaysurgery.com.au](mailto:accounts@aestheticdaysurgery.com.au)

**If booked less than 72 hours prior to admission, please fax or email your completed forms.**

**If faxed / emailed, please bring completed original forms with you on the day of surgery.**

## 2. More About Your Forms

If you have an Advance Care Directive, please send a copy with your forms.

An Advance Care Directive refers to written instructions that relate to the provision of health care when a person is unable to make their wishes known. It is sometimes called a "living will".

## 3. Special Transport Needs

Please notify us if you will be travelling by Department of Veterans' Affairs Transport or Community Transport or other special transport.

## 4. Interpreter

Please notify us if you or your carer do not speak English and you require the services of an interpreter.

## 5. Medical Certificates

If you and/or your carer require a medical certificate in relation to your admission, please arrange this with your Surgeon prior to admission.

## 6. Payment

Payment is required on admission for theatre and accommodation charges not covered by your health fund or insurance company, including health fund excess or co-payment. Please note private health insurance does not cover cosmetic surgery.

Available payment methods: MasterCard, Visa, Amex, Eftpos, bank cheque or cash.

You will also receive an account direct from the doctors involved in your treatment (e.g. surgeon, anaesthetist, assistant surgeon, pathologist). You may also require post-operative medications.

## 7. **Blood Thinning Medications**

If you take blood thinning medication, please discuss management with your Surgeon when your booking is made.

## 8. **Diabetic Medications**

If you will need to fast (not eat or drink) prior to surgery, you will need to discuss management of your diabetic medications with your anaesthetist prior to admission.

## 9. **Patient Safety: how you can help**

### **Infection prevention**

- We recommend that any friends or family who are unwell avoid visiting the day surgery
- Please inform us if you have had any recent infections or exposure to infection
- To help decrease your chances of getting an infection, please take a bath or shower the night before and on the morning of your surgery using your normal toiletries
- Patients and visitors are encouraged to clean their hands before and after day surgery visits

### **Falls prevention**

- If you have a past history of falls, please remember to discuss this with our staff on admission to ensure that appropriate strategies are in place to prevent you from falling

### **Pressure injury prevention**

- Maintain good activity levels to help prevent injuries from unrelieved pressure on the skin
- Please advise the staff on admission if you have any wounds or ulcers

### **Blood clot prevention**

- Please advise the staff on admission if you have a past history of blood clots in the leg or lung – Deep Venous Thrombosis (DVT) or Pulmonary Embolism (PE)

## 10. **Pre-Admission**

**Please telephone (02) 9553 9905 the working day before your admission during office hours.** Allow 10 minutes for this call to confirm the details of your admission. You will need to telephone each time you are admitted.

## 11. **Unforeseen Illness**

If you become unwell in the days immediately prior to surgery, please contact both your surgeon and Aesthetic Day Surgery as soon as possible. The surgery may need to be postponed.

## 12. **Discharge Planning**

You will need to consider how you will manage daily living activities such as meals, personal care, shopping and home care following your surgery.

**For a general or sedation anaesthetic: You must arrange for a responsible adult (18+) to escort you home and to stay with you for 24 hours after the surgery.**

**CANCELLATION OF YOUR SURGERY MAY RESULT IF YOU DO NOT HAVE THESE ARRANGEMENTS IN PLACE.**

# DAY OF SURGERY

## 1. What to bring

- Your prescription medications in original boxes but NOT a dosette box or Webster pack
- Diabetic medications and equipment
- Relevant X-rays, scans and/or pathology results
- You may need to bring payment for medications after discharge
- Credit card or Eftpos card, bank cheque or cash for payment of day surgery fees

### Do:

- Shower on the day using your normal toiletries
- For hand surgery, remove any rings and bracelets from that hand before admission
- Wear comfortable, easy to change clothing and shoes (e.g. no long boots)
- Continue your normal medications unless instructed otherwise by your doctor, and bring them on the day of surgery (including puffers and glucometers)

### Don't:

- Wear jewellery or bring valuables with you (we cannot accept responsibility for their security)
- Wear make-up, nail polish (acrylic/artificial nails may remain)
- Wear talcum powder, creams, perfumes or aftershave
- Smoke cigarettes, chew gum or suck lollies

## 2. Parking

- There are three 15 minute parking spaces in front of the building for drop off / pick up
- Please refer to Page 9 for Map showing location of Aesthetic Day Surgery (ADS), parking stations and information on Patient Collection Following Discharge
- There is no parking available on the day surgery premises

## 3. Admission

Our nursing staff will get you ready for your operation. This will include confirming your personal information, checking your consent form and taking your vital signs. You will be gowned for theatre and your belongings placed in a locker.

## 4. Anaesthetic Consultation

If you are having a general or sedation anaesthetic, you will be seen by your specialist anaesthetist on admission.

Your anaesthetist will ask you about your general health, allergies, current medications and any previous surgery or illnesses. All anaesthetic risks will be discussed with you at this time.

Your anaesthetist will discuss and arrange post-operative pain management with you.

During your operation the anaesthetist will closely monitor your health and wellbeing, and help to ensure a smooth and comfortable recovery.

## 5. **Your Operation**

When you enter the operating theatre you will be awake and you will have a nurse as your support person. You may be aware of noises from the equipment, or the voices of the staff, and you will see the nurses setting up the equipment for your surgery. The nurses will introduce themselves to you and make you feel settled, and will answer any questions you may have before your anaesthetic starts.

## 6. **Recovery**

After your operation you will be transferred to the recovery area where you will be monitored by the recovery nurse. You will be provided with light refreshments and the nurse will contact your discharge support person to notify them of your estimated time of discharge.

Once fully recovered you will be given written and verbal instructions regarding pain management, wound care, what to expect after discharge and details of any follow up appointments. This information will also be given to your discharge support person.

## 7. **Discharge**

- If you are having a general or sedation anaesthetic you must arrange for someone to escort you home and have someone with you for 24 hours after your surgery
- You must not drive a vehicle, operate machinery or sign important documents for 24 hours after a general or sedation anaesthetic
- If you are having a local anaesthetic only, you will not necessarily require an escort and most patients are able to drive themselves home or catch public transport
- Before you leave, make sure you and your carer understand your post-operative care
- Check with your nurse/surgeon regarding continuing medications

## 8. **Extending Our Care**

A nurse will contact you at home following your discharge to ensure you are feeling well. However, if you have any concerns please contact Aesthetic Day Surgery on (02) 9553 9905 during office hours or contact the number provided on your post-operative instructions if after-hours.

## 9. **Feedback**

Aesthetic Day Surgery is committed to partnering with consumers to ensure that our policies and procedures meet the needs of our patients and their families. We actively engage with our consumers and welcome their input and feedback to help us provide consumer centred care.

On discharge we provide all patients with a satisfaction survey to take home to complete and return to Aesthetic Day Surgery. This information is important to us and can be compliments, constructive criticism or suggestions.

We also conduct post-operative telephone surveys regarding specific aspects of care and would appreciate your participation as this helps to further improve our service.

## GENERAL INFORMATION ON ANAESTHESIA

### General Anaesthesia

- General anaesthesia produces a drug-induced state of carefully controlled unconsciousness
- During a general anaesthetic the anaesthetist is constantly monitoring the patient to manage the airway, blood circulation and general responses
- Fasting (no food or drink) is required before a general anaesthetic and light refreshments will be provided prior to discharge
- The recovery time at the day surgery will be longer with a general anaesthetic
- The patient will require discharge into the care of a responsible adult for 24 hours following the surgery

### Sedation Anaesthesia

- Sedation anaesthesia is a medication-induced state that reduces the patient's level of consciousness
- A sedated patient does not feel pain but can respond to verbal commands or touch
- The patient is able to walk from the operating room to a recovery chair
- Fasting (no food or drink) is required before a sedation anaesthetic and light refreshments will be provided once in recovery
- The advantage of sedation anaesthesia is a shorter recovery time at the day surgery
- The patient will require discharge into the care of a responsible adult for 24 hours following the surgery

### Local Anaesthesia

- Local anaesthesia involves injecting local anaesthetic into the tissues near the surgical site
- The patient remains fully conscious during the surgery when local anaesthetic is used alone
- No fasting is required for local anaesthesia used alone and the patient may eat and drink
- Local anaesthesia is usually used for minor surgery and is generally administered by the surgeon

### Pain Relief

- The anaesthetist will discuss pain relief medications with the patient prior to the surgery
- Discharge from the day surgery will only occur once adequate pain relief has been achieved

## CHILDREN AT THE DAY SURGERY

- Parents are encouraged to discuss the surgery with their child before admission
- Siblings are not encouraged to attend and are not permitted in clinical areas
- Children should wear comfortable clothing and may like to bring a favourite toy
- It is important to notify the anaesthetist if the child has had food or drink after the fasting time
- A parent may stay with their child until anaesthesia is administered
- Following the surgery, a parent may stay with their child once awake in recovery
- Light refreshments will be provided to your child prior to discharge
- Before discharge, parents will be given instructions about post-operative care
- Please see our website [www.aestheticdaysurgery.com.au](http://www.aestheticdaysurgery.com.au) for other helpful information

# AUSTRALIAN CHARTER OF HEALTHCARE RIGHTS

The Australian Charter of Healthcare Rights describes the rights of patients and other people using the Australian Health System. These rights are essential to make sure that wherever and whenever care is provided, it is of high quality and is safe.

The Charter recognises that people receiving care and people providing care all have important parts to play in achieving health care rights. The Charter allows patients, consumers, families, carers and services providing health care to share an understanding of the rights of people receiving health care. This helps everyone to work together towards a safe and high quality health system.

A genuine partnership between patients, consumers and providers is important so that everyone achieves the best possible outcomes.

## Guiding Principles

**These three principles describe how this Charter applies in the Australian health system**

- 1** Everyone has the right to be able to access health care and this right is essential for the Charter to be meaningful.
- 2** The Australian Government commits to international agreements about human rights which recognise everyone's right to have the highest possible standard of physical and mental health.
- 3** Australia is a society made up of people with different cultures and ways of life, and the Charter acknowledges and respects these differences.

	MY RIGHTS	WHAT THIS MEANS
<b>ACCESS</b>	I have the right to health care	I can access services to address my healthcare needs
<b>SAFETY</b>	I have a right to receive safe and high quality care	I receive safe and high quality health services, provided with professional care, skill and competence
<b>RESPECT</b>	I have a right to be shown respect, dignity and consideration	The care provided shows respect to me and my culture, beliefs, values and personal characteristics
<b>COMMUNICATION</b>	I have a right to be informed about services, treatment, options and costs in a clear and open way	I receive open, timely and appropriate communication about my health care in a way I can understand
<b>PARTICIPATION</b>	I have a right to be included in decisions and choices about my care	I may join in making decisions and choices about my care and about health service planning
<b>PRIVACY</b>	I have a right to privacy and confidentiality of my personal information	My personal privacy is maintained and proper handling of my personal health and other information is assured
<b>COMMENT</b>	I have a right to comment on my care and to have my concerns addressed	I can comment on or complain about my care and have my concerns dealt with properly and promptly



## Patient Collection Following Discharge

Patients having a local anaesthetic may make their own way to their parked vehicle or transport.

Please note there is no parking available at the day surgery and street parking is limited. There are three 15 minute parking spaces in front of the building on Kensington Street as pick up spaces.

Patients undergoing a general or sedation anaesthetic will be escorted to the car in a wheelchair. We are able to provide patient **pick up only** from our garage – **entry is located at the corner of Kensington Street and Wicks Lane.**

**Parking** is available in South Street, Hogben Street, Derby Street and at the TAFE opposite:



**Aesthetic Day Surgery**  
14 Kensington Street Kogarah NSW 2217  
**Phone: (02) 9553 9905**

**YOUR NOTES**

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