

PATIENT INFORMATION LEAFLET

PATIENT ACCESS AND CHOICE PATIENT INFORMATION

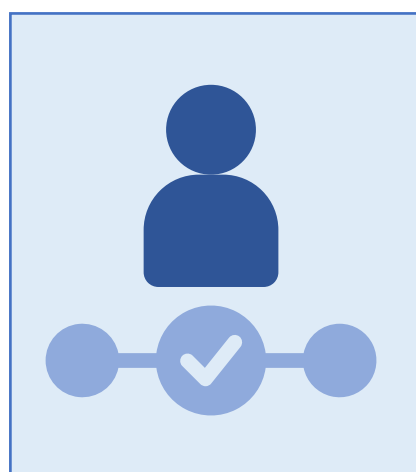
**18 Weeks Referral to Treatment (RTT)
Waiting Times**

If you have any questions or queries,
please contact MSS on **0161 523 8720**

Manchester Surgical Services (MSS) is committed to providing timely access to services and treatment for all patients that are referred into the hospital. The NHS Constitution gives patients the right to access services within maximum waiting times, or for the NHS to take all reasonable steps to offer you a range of suitable alternative providers if this is not possible. We have a patient access policy to ensure that you are aware of your rights and responsibilities when you are referred to MSS. The maximum waiting times are described in the Handbook to the NHS Constitution..

Patient and GP Responsibilities

Everyone has a part to play to ensure that your care is managed appropriately when you are referred to the hospital for treatment. The GP must establish whether you are fit and available to attend appointments. The GP should also inform you that you should be prepared to be seen and treated within 18 weeks (for routine, non-urgent conditions). The GP will also discuss the choice of options available to you. You need to inform us or your GP if treatment and/or appointments are no longer required. You should attend agreed appointments and give sufficient notice in the event you need to change the agreed date or time. The GP should also explain to you that should you fail to keep appointments you may be discharged by the hospital back to the care of your GP if a clinician feels it is appropriate.



We will always take particular care to ensure vulnerable adults are appropriately managed if they do not attend appointments

My Referral

You may be referred by your GP, or other health professional by either the E-Referral Service (formerly Choose and Book) or a paper referral letter. Your GP should have explained that you will need to be ready and available to attend appointments within 18 weeks for a routine appointment. If you have commitments or holidays booked that means you will not be available, please discuss with your GP who may decide to delay the referral until you are available.

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What happens when the hospital receives my referral?

Your 18-week waiting time begins from the date the hospital receives your referral letter into a consultant led service. This is where a consultant will take overall clinical responsibility for the service, team or treatment. The referral will then be checked by a team lead or a doctor to ensure you have been referred to the right doctor or service.

My 18-Week "Clock"

The hospital uses a 'clock' to monitor your pathway from referral to treatment. The 'clock' starts when the hospital receives your referral and will continue to 'tick' until you have received treatment for the condition for which you have been referred.

Treatments that can stop your clock can include advice, prescriptions, physiotherapy, are fitted with a device or surgery.

Are any services exempt from the 18 Week Waiting time?

- Maternity Services
- Non-Consultant Led Services i.e. Nurse led clinics or physiotherapy
- Planned Admissions
- Emergency Services
- Diagnostics Only (direct access)

How will the hospital make my appointment?

Where possible you will be offered a choice of dates. Your GP may book your appointment through the E-referral Service. This service offers GPs direct access to hospital appointments. Some services may choose to send you a letter with an appointment date already made for you, if you need to change this appointment you may do so, and it will not affect your 18-week waiting time. Alternatively, we may send you a letter asking you to contact the hospital to make your appointment. While we aim to offer you a choice of appointments, if you are unable to agree a date within 18 weeks then we may refer you back

to your GP and ask that you contact us nearer the time you will be available.

What if I need to cancel/rearrange my first new outpatient appointment?

You may cancel/rearrange your new appointment once and this cancellation will not change your 18-week waiting time. If you choose to cancel a second appointment you will be referred to your GP who will discuss your referral and treatment options with you.

What if the hospital cancels my appointment?

We are committed to reducing cancellations for clinic or procedures and will take all reasonable steps to avoid cancelling your appointment. We will always try to explore every option available before we decide to cancel your appointment. If we do cancel your appointment, we will do our very best to get your next appointment booked within four weeks of the cancelled appointment. If the hospital cancels your appointment your 18-week clock is not affected and continues to 'tick'.

What happens if I do not attend my agreed appointment?

Although most patients attend all their appointments, unfortunately, some patients do not which can cause delays for you and other patients as well as wasting valuable NHS appointments.

If you miss your first appointment and don't let us know in advance, the clinician will decide whether it is appropriate to refer you back to your GP. The GP may refer you back to us again when appropriate. If the consultant decides to offer you a further appointment your 18 Week clock will be set to zero from the date you are contacted and agree your next appointment.

The hospital will never routinely discharge vulnerable adults if they do not attend an appointment.

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My first outpatient appointment

When you attend your first appointment, your consultant will discuss with you what the best treatment options are for your condition, the most common of these are:

- The consultant informs you that you do not require hospital treatment for your symptoms at this time and will refer you back to your GP.
– **stops your 18-week clock**
- The consultant refers you for some diagnostic tests – **your 18-week clock will continue**
- The consultant/specialist nurse carries out a treatment in the clinic
– **stops your 18-week clock**
- If your condition does not require treatment or surgery and but you are given a prescription or advice for your condition
– **stops your 18-week clock**
- If your condition requires surgery, your 18-week clock will start or continue when the consultant adds you to their surgical waiting list
– **your 18-week clock will stop on the day you are admitted for surgery.**

There are times where it may not be appropriate for you to receive treatment within 18 weeks. This may be because as a patient you:

- need several tests completed in sequence.
- may not be medically fit enough to receive treatment within 18 weeks.
- choose to wait longer than 18 weeks.
- your clinician may need to monitor your condition before they can make a decision on the most appropriate treatment

It may sometimes be more clinically appropriate to monitor your condition rather than actively treating you. In this case, your **18-week clock will stop**. The clinician may decide in the future to offer you treatment for your condition, and a new **18-week clock would start** from the day the new decision to treat was made.

Diagnostic tests/treatments

When you are referred for a diagnostic test or treatment, you will wait no longer than 6 weeks for your appointment. You will either be given a follow-up appointment with your consultant as soon as you know the date of your test, or you will be asked to telephone the department to make an appointment as soon as you are given the date for your test.

If you attend your diagnostic appointment and you have not been given a follow up appointment you must telephone for an appointment. Some consultants may decide to check the result of the test before you attend and may decide not to offer you a further appointment as you will not require treatment. In this case the consultant will inform you and your GP of the result of your test and the reason for your discharge.

My follow up appointments

Please attend your follow up appointments as the clinician will have your test results available and will be able to discuss the results of your tests and the plans for your treatment. If your symptoms improve and you do not feel you need to attend your follow up appointment, please inform us so that your appointment is not wasted. The hospital will then close this treatment episode for you so that your records are kept up to date.

My Pre-Assessment Appointment

Some patients that are added to a waiting list for surgery will be offered a pre assessment appointment. This appointment is to check that you are suitably fit for the surgery you are about to have. When you attend this appointment, the nurse will decide if you are fit for surgery.

- If you are declared as 'fit' the admissions team will be informed and they will contact,

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- you to agree your surgery date and your 18 week clock continues to 'tick'.
- If you are declared as 'unfit' for example; you may be informed that you need a short course of antibiotics or treatment for high blood pressure before your surgery can go ahead, this may be managed by your GP who will inform the admissions department when you are 'fit' for surgery. Your 18 week clock will continue to tick.
- If a more serious condition is discovered which will need treatment prior to surgery going ahead, you will be removed from the waiting list and reviewed in clinic until you are fit and available for surgery. Your condition may require you to be discharged back to your GP and they will inform the admissions team when you have been declared as fit for surgery, you will then be added to the waiting list. Your 18-week clock will stop and will start again when you are added back to the waiting list.
- If you do not attend for your pre-assessment appointment and have been given reasonable notice and this, then means that we cannot treat you within the waiting times target we may refer you back to your GP.
- More than two cancellations of a pre-assessment appointment mean we will refer you back to your GP.

Offering an Admission Date

If you do require surgery, we will make you "reasonable offers" for your admission date. By reasonable we mean that the first offer date will give more than three weeks' notice and offer two different dates.

Patients who have been given treatment options but choose to delay their operation may potentially be putting themselves at risk of harm or compromising the outcome of their treatment. If you choose to delay your treatment for an extended period, then your notes will be reviewed to ensure it is clinically appropriate to do so. The clinician may also decide to that it is more appropriate to discharge you back to your GP until you are ready for treatment.

If you turn-down the reasonable offer and choose a later date, the company has agreed that any patient who chooses to delay their operation for more than 28 days may be potentially putting themselves at harm or compromising the outcome of their treatment. If you choose to delay your appointment / operation after receiving a reasonable offer of a date from us, you may be referred to the care of your GP. Your notes will be reviewed by your consultant to see if this is clinically appropriate, and the Consultant may decide to continue to treat you, or you may be referred back to your GP for them to clinically manage your condition as appropriate.

Attending my admission for Surgery

You must ensure you have followed all the instructions given to you prior to your surgery. These could include fasting instructions, where to attend, time of attendance and transport arrangements. We will make every effort not to cancel dates for surgery but on occasion we may have to. You will be kept fully informed as to the reason for the cancellation and the date when you are likely to have your surgery rebooked. If you are cancelled either before your surgery date or on the date of surgery Your 18-week clock will continue to tick.

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If we cancel your surgery on the day, you are due to have your surgery due to non-clinical reasons e.g. consultant called away due to emergency, the hospital will make every effort to offer you a surgery date within 28 days of your cancelled date.

If you do not attend your date for surgery and have not informed the hospital it is likely you will be discharged back to your GP. The consultant will decide whether you should be given another date for surgery.

Your 18-week clock will stop when you receive your treatment or if you are discharged.

What happens if I feel that I have waited too long?

If you feel that your treatment has not started within 18 weeks since you were referred or that you feel there is a risk that you will not be treated within 18 weeks, then please contact our office who will direct you to the responsible manager.

What we will do

- We will check how long you have been waiting and what is planned to happen to you next.
- We will confirm to you if it is or is not possible to treat you within 18 weeks.

If it is not possible to treat me within 18 weeks

We can offer you the choice of staying under the care of your current consultant and wait longer than 18 weeks for the start of treatment (Note: this will be recorded as a failure on our part). We will investigate and if available we will offer you a clinically appropriate alternative provider who would be able to treat you sooner.

As a patient you have a responsibility to attend all appointment dates you have accepted. If you have cancelled or did not attend appointments, you will wait longer for treatment of your

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condition. If you do not attend appointments, you risk waiting longer than 18 weeks for treatment for your condition, and you will not be offered treatment with alternative providers.

If you would like to speak to somebody about the information contained in this leaflet please use the methods below:

Contact Us:

Manchester Surgical Services
Regional Office
4A Ledson Road
Wythenshawe
Manchester M23 9GP
Tel. No. 0161 523 8720
Email: admin@manchestersurgicalsurgicalservices.co.uk

The office opening hours are between 0900 hours - 1700 hours Monday to Friday.