

## PLEASE CALL US IMMEDIATELY IF YOU...

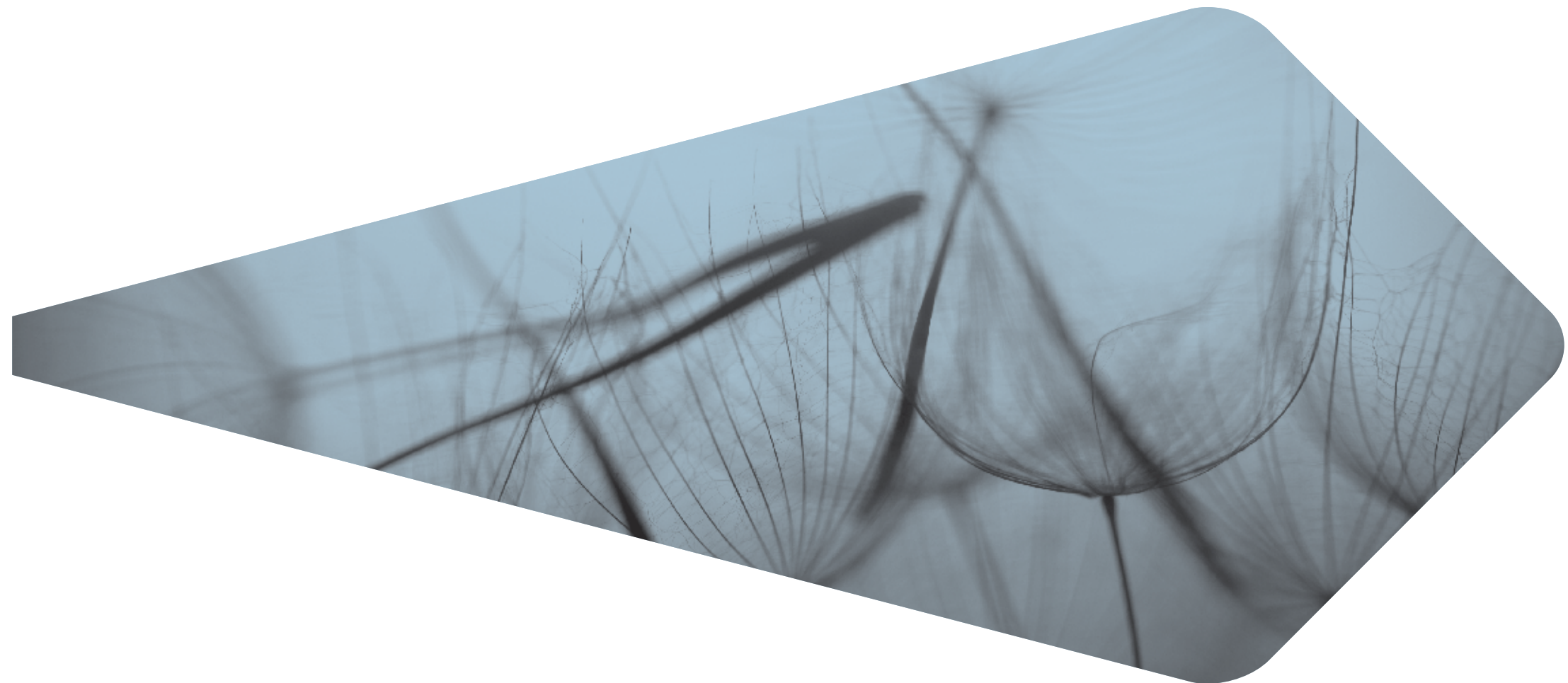
- Have a temperature of 37.5°C or above
- Feel shivery, flu-like or generally unwell
- Experience vomiting or diarrhoea
- Experience shortness of breath
- Develop a rash
- Experience any other uncontrolled symptoms or side effects

## OUT OF HOURS

If you experience any of the above symptoms outside of office hours please call 12 East B Ward and ask to speak to the nurse in charge.

**07960 879635**

You may be asked to attend you nearest Accident and Emergency Department. Please take your purple booklet with you.



If you have any other questions please ask  
a member of staff.

T: +44 (0)20 7317 7751  
F: +44 (0)20 7830 2089  
E: [rf.privateenquiries@nhs.net](mailto:rf.privateenquiries@nhs.net)  
W: [www.royalfreepivatepatients.com](http://www.royalfreepivatepatients.com)  
A: Royal Free London, Private Patients Unit,  
Pond Street, London NW3 2QG

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V1.12.15

Positively **welcoming**   Actively **respectful**   Clearly **communicating**   Visibly **reassuring**

# Private Oncology Outpatients Treatment Suite

The Private Oncology Outpatient Treatment Suite which is known as POTS is situated on the 12th floor of The Royal Free Hospital and has four individual bays furnished with reclining seats for your comfort. A side room with a bed is also available although the priority for this area is for patients who require isolation.



#### OPENING TIMES

POTS is a day-care facility which is open Monday – Friday between the hours of 8am – 8pm.

#### CONTACT NUMBER

**Direct Line:** 020 7472 6453

#### RECEPTION

When you arrive for your treatment at The Royal Free, please go to the reception on the 12th floor just as you come out of the lifts. Our administration staff will need to ask you to fill in a registration form before you go through to POTS.

#### POTS STAFF

There is always a senior nurse available and they are in charge of the overall

running of POTS. We have friendly, highly skilled staff who are trained to administer your treatment under the direction of your consultant.

A Resident Medical Officer and Pharmacist are also part of the team who are on hand to support you through your treatment.

#### CLINICAL NURSES SPECIALIST

A Clinical Nurse Specialist (CNS) in Oncology and Haematology is available for you to see. Their role is to provide help and advice on managing any side effects of treatment, psychological support and can refer you to other services both within The Royal Free and outside organisations.

#### PRE-CHEMOTHERAPY ASSESSMENT VISIT

Following your consultation with your consultant you may be asked to come to POTS prior to starting your treatment. This time on POTS allows the nursing staff to show you around the facilities and talk through your treatment plan. The aim of this visit is for you to get a general understanding of what to expect during your treatment on POTS.

#### MEDICATION TO TAKE HOME

It is really helpful if you can bring with you a list of any medication that you are taking.

As part of the supportive care that you will receive following your treatment, your consultant may prescribe you medication to take home. The medication will be supplied by the pharmacy and a member of staff will go through the medicine instructions with you.

Please let the nursing staff or pharmacist know if you run low on your supportive or regular medication so that it can be re-ordered for you.

#### TREATMENT RECORD

The staff will give you a purple booklet which is a record of the treatment you have received and contains useful contact numbers. Please bring this booklet with you to each visit so that you have an up to date record of your treatment.

#### DURING YOUR VISIT

Each bay has an individual TV and access to Wi-Fi.

Please bring with you books, magazines, IT devices.

There is a selection of newspapers available on request.

You are welcome to bring a member of your family or a friend with you.

#### REFRESHMENTS

Tea, coffee and soft drinks are available on request throughout your visit to POTS, you can also order from our menu for lunch.

#### COMPLEMENTARY THERAPIES

The Complementary Therapy Team can come to POTS to see you. Please ask the staff for a leaflet regarding this service.

#### TREATMENT TIMES

The nursing staff will discuss the schedule for your treatment with you so that you can plan your visit and know how long you will need to be here.

TREATMENT INFORMATION	TREATMENT TIMES
<b>Consent</b> – Your consultant will talk through the plan for your chemotherapy and ask you to sign a consent form outlining any risks or side effects that you may experience.	Written consent will be obtained when you see your consultant in clinic or at the start of your treatment.
<b>Blood test</b> – A blood test will be required to check that your blood levels are within safe limits before your treatment can be ordered.	Your blood test will take a minimum of <b>90 minutes</b> before results will be available. You can discuss with the nursing staff if you would like to have your blood test done the day before your treatment.
<b>Pharmacy checks</b> – An electronic prescription is created by your consultant, this is checked by the pharmacist once the blood test results are available and seen to be within normal limits, the pharmacist can then authorise the treatment and order the chemotherapy to be made.	This process can take a minimum of <b>30 minutes</b> .
<b>Manufacturing of your chemotherapy</b> – Your chemotherapy is made in our Sterile Services Department. Each dose is made individually and following the order that is prescribed by your consultant on your electronic prescription.	Sterile Services Department can take a minimum of <b>2 hours</b> to make your chemotherapy. You can leave POTS if you wish to do so and either arrange with the nurse a suitable time for you to come back or receive a phone call when your treatment has been delivered.
<b>Receiving your chemotherapy</b> – Once your treatment has been delivered to POTS, the nursing staff can administer your chemotherapy.	<b>Treatment time can vary for each individual patient.</b>