



PATIENT INFORMATION

Brochure and admissions forms



SIGHT FOR LIFE
FOUNDATION

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Welcome to the Sight Foundation Theatre.

We are a not for profit day surgery. We specialise in providing a facility that focuses on eye and eyelid surgery. We are part of the Sight for Life Foundation, which also includes the Sight for Life Foundation Training and Research Laboratory. Although we are based in the Sydney Eye Hospital, we are a separate organisation.

We understand that you might be feeling anxious or worried about your upcoming surgery. Please be assured that we have an excellent team that perform these operations regularly and we are experts.

Our patients have given us some terrific feedback which has allowed us to update this booklet. Please let us know if you have any additional feedback, we really value our patient's opinions. You can tell us what you think on the day of your surgery, you can call us on 02 9234 1999, or you can email csm@sightfoundationtheatre.org.au

Some of the main changes include access to videos, using real photos, improved information about how to find us, and a clearer booklet structure. This booklet has been edited by a patient advocate who also represents your interests at staff meetings, and our Medical Advisory Committee.



THIS BOOKLET IS AVAILABLE IN AN AUDIO VERSION

If you would like to listen to it, please head to our website www.sightfoundationtheatre.org.au/infobookletaudio or by using this QR code.



We have information available about safety and quality on our website, in our quarterly newsletter that our receptionist will share with you on the information screen in our waiting room. Please use this QR code to view it.



BEFORE YOUR SURGERY

This is what you need to do:

- 1 Please read this booklet.
- 2 If you didn't fill in the pre-admission forms in your Ophthalmologists office, please make sure you complete them, and send them back to us. They can be scanned and emailed to info@sightfoundationtheatre.org.au, or posted to the Sight Foundation Theatre, GPO Box 2684, Sydney, NSW 2001
- 3 You need to arrange for someone help you on the day of your surgery. They will:
 - Collect you from the Sight Foundation Theatre waiting room on level three, and escort you back to their car or a taxi. We recommend that you do not catch public transport after your surgery.
 - Stay with you on the night of your surgery. It is important that you are supported for by a trusted person. Your support person cannot be someone who is cognitively impaired (e.g. dementia)

or be physically frail. This is because you will probably have an eyepatch on one eye, that will affect your depth perception and increase your risk of falling.

- Ensure that you do not drive, work machinery or sign important documents for 24 hours afterwards. The medication that is used to sedate you during your surgery can impair your judgement.
- They may also need to assist you with your eye drops.
- On page six is a tear off page for support people, please rip out this page, and give it to the person who you have asked to help you on the day of your surgery. Every patient needs a support person, regardless of age.

- 4 If you have private health insurance, please contact your insurer to discuss your surgery. They will be able to confirm if it is covered by your policy and what your excess will be.

This is what you need to know:

- 1 We accept payments by Visa, Mastercard, American Express and EFTPOS. Please contact our office if you are not able to pay electronically. Our team will contact you prior to your surgery to give you an estimate of how much you will need to pay. You will receive a separate bill from your Anaesthetist.
- 2 We will contact you 24 hours before your surgery, to give you specific details about fasting and admission times. If you would prefer that the nurses to speak with someone on your behalf, please let us know so we can contact them directly.
- 3 Please do not consume alcohol or smoke cigarettes, before or immediately after your surgery.
- 4 We recommend that you don't bring any valuable items e.g. jewellery with you, please leave them at home.



THE DAY OF YOUR SURGERY

This is what you need to do:

- 1 If you feel unwell on the day of your surgery, please contact us immediately.
- 2 Follow your fasting instructions exactly.
- 3 Leave all valuable items at home.
- 4 Follow any additional instructions that your Ophthalmologist may have given you. This might include advice about which medications to continue taking.
- 5 Confirm that your support person will be able to collect you and stay with you on the night of your operation.
- 6 Arrive at the waiting room on level 3, at your admission time.
- 7 Have your surgery!
- 8 After your operation you'll spend 30 to 60 minutes in recovery before you're able to go home, we will contact your support person to let them know what time to collect you, please remind them.
- 9 When you're discharged, you'll receive instructions to follow for the next 24 hours. Please follow them exactly.



This is what you need to know:

- 1 Parking is available at the Metro carpark underneath the eye hospital, directions are at the back of this booklet.
- 2 If you are being dropped by a private vehicle, you should go to the patient set down area on Hospital Road. If you are arriving by public transport, you will probably enter from Macquarie Street.
- 3 When you arrive, our reception team will finalise any outstanding paperwork with you.
- 4 Our nursing team will take you through to the admission area and prepare you for your surgery.
- 5 Our staff will frequently confirm your name and date of birth with you. These are patient identification questions, that we use to ensure that we are always talking to the correct patient. We realise it can seem repetitive, but it is important for your safety that we do this.
- 6 The Anaesthetist will see you before your operation. You will have the opportunity to ask them any questions you have. There is more detailed information about anaesthesia on page seven.
- 7 After your operation, we will have food and drinks available. If you have any dietary restrictions, please note them on your admission form.
- 8 Our patients range in age from 18 to 100. Every patient, regardless of their age needs a support person on the day of their eye surgery.



HOW TO FIND US

More information about how to find us, is available on the last page of this booklet, and by going to our website www.sightfoundationtheatre/findus or by using the below QR code:



AFTER YOUR SURGERY

This is what you need to do:

- 1 Attend a follow up appointment with your Ophthalmologist.
- 2 Follow all your post-operative instructions.
- 3 Take any prescribed medication.



This is what you need to know:

- 1 Using your eye drops correctly is a crucial part of your recovery. You may have an ongoing eye drop regime. We have put together a video that will guide you through what to do.
- 3 If you're ever unsure, please talk to your Ophthalmologist, we recommend that you get them to observe your eye drop technique.
- 4 Our day surgery is a not for profit organisation. Any money that is made goes back to support our research and training program, which supports the next generation of young doctors training to be eye surgeons. The foundation welcomes donations and if you would like to make a tax deductible donation, please call us on 02 9234 1999 or visit www.sightfoundationtheatre.org.au/donate



INSTRUCTION VIDEO

It can be found on our website www.sightfoundationtheatre/eyedrops or by using the below QR code:



- 2 Remember to:
 - Wash your hands before you start
 - Put the cap of the bottle on a clean tissue
 - Tip your head back
 - Pull your lower lid down
 - Put one drop in each eye
 - Close your eyes and gently press on the corner of your eyes (near your nose)
 - Wait a few minutes before putting the next drops in.



ANAESTHESIA

This can be an anxious time so we would like to reassure patients that they are in good hands. Anaesthetists in Australia are specialised doctors who are highly trained in administering anaesthesia, as well as pain control, resuscitation and managing any medical emergency.

Your anaesthetist will see you before your procedure, allowing you the opportunity to discuss any concerns. It is important that you disclose everything that you

think is relevant and follow your medical and fasting instructions. Your anaesthetist will monitor you during the procedure and after surgery is finished to ensure a smooth and trouble-free recovery.

Developments in new surgical techniques combined with modern anaesthesia results in a more rapid patient recovery – making day surgery preferable to overnight hospitalisation. The following is an explanation of the various options of anaesthesia that may be used in day surgery:

TOPICAL ANAESTHESIA

Whilst awake, eye drops that numb the surface of the eye may be used.

LOCAL ANAESTHESIA

A local anaesthesia is administered prior to surgery to cause numbness. You will be awake, but comfortable and not feel any pain.

REGIONAL ANAESTHESIA

A nerve block numbs the part of your body where the surgeon operates and this avoids the use of general anaesthetic. You will be awake, comfortable and not feel any pain.

GENERAL ANAESTHESIA

You are put into a state of unconsciousness for the duration of the operation. This is achieved by injecting a drug, or drugs, through a needle placed in a vein and is combined with a mixture of gases that you will breathe. The anaesthetist monitors your condition closely while you remain unaware of your surroundings. Recovery time will be longer with a general anaesthetic.

INTRAVENOUS SEDATION

To make things more pleasant, your anaesthetist may intravenously administer a drug to make you relaxed and drowsy. The advantage of the above methods of anaesthesia is that as soon as the operation is finished the patient is usually ready for something to eat and drink and discharge generally takes place within the hour

! IMPORTANT MESSAGE

Although the drugs administered are given in the smallest effective doses, they may take a while to be eliminated from your body due to different rates of metabolism. It is therefore imperative that you do not drive, work machinery or sign important documents for 24 hours following the procedure.



PATIENT RIGHTS AND RESPONSIBILITIES

MY RIGHTS	WHAT THIS MEANS
ACCESS I have the right to health care.	I can access services to address my healthcare needs.
SAFETY 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.
RESPECT 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.
COMMUNICATION I have a right to be informed about services, treatment, options and costs in a clear way.	I receive open, timely and appropriate communication about my health care in a way I can understand.
PARTICIPATION 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.
PRIVACY I have a right to privacy and confidentiality of my personal information.	My personal privacy is maintained and proper handing of my personal health and other information is assured.

PATIENT’S 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 healthcare 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.

PATIENT’S RESPONSIBILITIES

- Find out about your condition and treatment and ask questions of relevant health service providers
- Know your medical history and provide accurate personal information
- Cooperate with the doctor and nursing staff caring for you
- Provide health fund details prior to admission or alternatively, make full payment on the day of surgery
- Respect the rights of other patients

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.

The Sight Foundation Theatre is committed to providing the best possible patient care. As a patient you have certain rights and responsibilities. This is outlined in the Australian Charter of Healthcare Rights.

For further information please visit:
www.safetyandquality.gov.au

PRIVACY POLICY AND YOUR PERSONAL INFORMATION

The Sight Foundation Theatre has appointed a Privacy Officer to ensure that your information is collected, stored and used in compliance with the Australian Privacy Act 1988 and Privacy Amendment Act 2012.

- The SFT Privacy Policy is located on the website and information is also provided to patients in the Patient Information Brochure. Patients can request a written copy of the SFT Privacy Policy or it can be printed from the website.
- The Centre collects personal information that is necessary to provide an effective service focused on optimum patient outcomes to plan appropriate treatment and care for the individual.
- The information is collected from the individual and/or carer, relative, medical practitioner and other allied health providers.
- Security safeguards are in place in the SFT to protect health information. Such safeguards include care of individual information whilst that individual is receiving treatment and on discharge from the Centre. Comprehensive policies and procedures, in relation to the management of clinical records in accordance with Australian and National Standards, are in place to guide our staff.
- Periodic reviews and audits are undertaken to monitor compliance in standards.
- Personal information may be discussed where legally required, eg: submission of data to the NSW Ministry of Health or Commonwealth Health Department.
- Additional use of information, if consent is obtained from the individual, includes: informing the next of kin of treatment outcomes, to obtain consent for necessary treatment when the individual is unable to provide such consent.
- Personal information about our patients will assist in the development of service delivery and planning of the Centre, undertaking of quality activities, research and development projects or for education purposes.
- The Centre will take reasonable steps to ensure that the information collected, used or disclosed is accurate, complete and up to date. At all times, the SFT will respect and protect the privacy and confidentiality of personal information. Each patient is able to access their personal information and upon request will be provided with a release of information consent form that is retained as a permanent part of the record, relevant to a particular admission.
- Patients are able to contact the Clinical Services Manager if they wish to view or correct their personal information.
- Patient consents include an opportunity for patients to identify persons to whom we can disclose personal information.
- If you have a complaint about the handling of your personal information please write to the Clinical Services Manager. If it is not resolved contact the Office of the Australian Information Commissioner on 1300 363 992.
- All patient records are confidentially stored in line with acceptable standards.

THE SIGHT FOUNDATION TRAINING LAB

WHAT WE DO

The Research and Training Laboratory provides training in microsurgery for eye and hand surgeons and nurses, experience in new technologies in surgery and support for innovative research, in particular research into more effective ways of surgically improving vision.

The Sight for Life Foundation's charitable objectives are to train the next generation of eye surgeons and conduct research innovations directed at new ways of restoring vision.

The Foundation achieves these objectives through funds received from tax deductible donations. The Foundation generates revenue through surgery conducted in the Sight Foundation Theatre, which are offered at lower costs to patients than that of the private sector.

Any surplus supports research and training, fulfilling the purpose of "Sight for Life"

We appreciate your support!



TECHNOLOGY

The Research and Training Lab is one of the best equipped wet labs in the region, equipped with the latest simulation technology to allow trainees and surgeons to practice their skills. Offering opportunities for improving surgical expertise and undertaking innovative research.



ANATOMY LICENSE

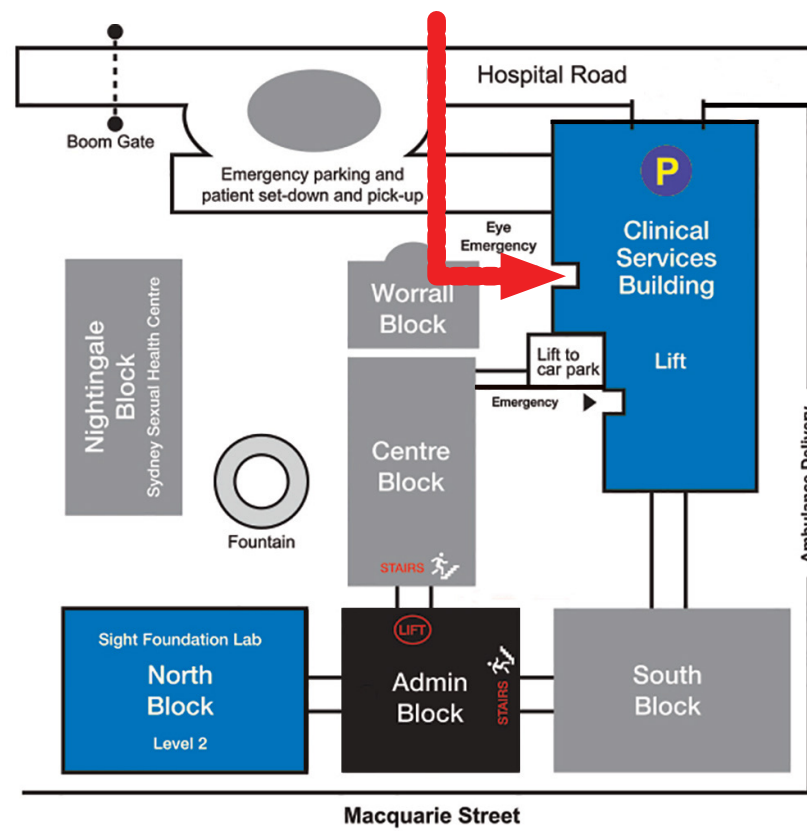
The Training Lab is accredited by RANZCO and has been singled out as for its excellence and uniqueness in possessing a full anatomy license. This license permits research and training to be undertaken on donated human specimens. [Probono training is provided](#) by the Lab for the Sydney Eye Hospital Ophthalmology Training Program for registrars, who provide services at the hospital and in other locations throughout the state.



HOW TO FIND US

www.sightfoundationtheatre.org.au/directions

ENTER HERE



1. Enter from Macquarie Street or Hospital Road
2. Proceed to Clinical Services Building SEH / Sydney Hospital (See building below)
3. Enter through self-opening doors to lifts
4. Take lift to 3rd floor, alight from lift and turn right

OFFICE HOURS:

Monday - Friday 8am - 5pm



VIDEO DIRECTIONS

Please head to our website www.sightfoundationtheatre.org.au/directions to view a how to find us video. Also use this QR code:



REMOVE THIS PAGE AND GIVE IT TO YOUR SUPPORT PERSON

INFORMATION FOR FRIENDS AND FAMILY MEMBERS PROVIDING SUPPORT

Thank you for taking responsibility for your friend or family member. They have entrusted you to care for them on the day of their surgery. If you feel you are not physically or mentally capable of helping them, please let them know so they can find an alternative person. Our patients range in age from 18 to 100. Every patient, regardless of their age needs a support person on the day of their eye surgery.

This is what you need to do:

- 1 Please make sure that you have your mobile phone on, so we can contact you.
- 2 We will discharge your friend or family member into your care. Please collect them from the Sight Foundation Theatre waiting room on level three, and escort them back to your car, or a taxi that you will ride in together. We do not recommend using public transport after surgery.
- 3 Please make sure that you review their post-operative discharge sheet.
- 4 Stay with them on the night of their surgery.
- 5 They may also need help and/or a reminder to put their eye drops in. This video from our website will guide you through what to do. Please make sure you watch it, many people use eyedrops incorrectly and it is an important part of their post-surgical care.

them home, please contact the after hours number on their post-operative instruction sheet, or if it is an emergency, contact 000.

- 3 A support person cannot be someone who is cognitively impaired (e.g. diagnosed with dementia) or who is physically frail. This is because the patient will probably have an eyepatch on one eye, that will affect their depth perception, and increase their risk of falling.
- 4 It is important that your friend or family member are cared for by a capable, trusted person. The medication used to sedate them during the surgery, may also impair their judgment. You need to make sure that they do not drive, work machinery or sign important documents for 24 hours afterwards. Please be aware that they may not realise they're impaired. We have made a video that explains this in more detail.

This is what you need to know:

- 1 They will usually be ready to go home three or four hours after you drop them off. Our nursing team will contact you about 30 minutes before their expected discharge time.
- 2 If you have any concerns about the health of your friend or family member, please let a staff member know immediately. If you think they're deteriorating after you get



INFORMATION VIDEO

It can be found on our website www.sightfoundationtheatre/support or by using the below QR code:



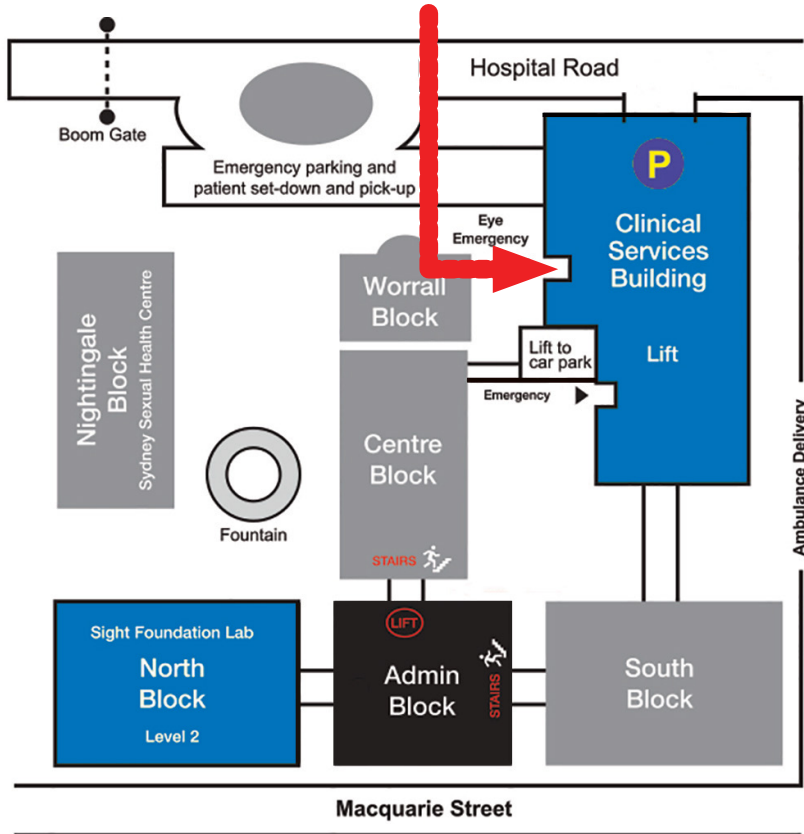
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