

Information for Patients

Welcome to New Patients attending the Manchester Royal Eye Hospital

This information is designed to make your forthcoming outpatient appointment as straightforward as possible.

Your appointment

You have been asked by your doctor or optometrist to come to Manchester Royal Eye Hospital outpatients department to see staff who are specialists in eye problems. Your appointment card or letter gives you the time and date of your appointment.

If you are unable to attend at this time, it is important that you let us know as soon as you can so we can use the appointment slot for someone else. When patients don't attend for their appointments without letting us know it means that clinic time is not used well, waiting lists are longer and public money is wasted.

If you cannot attend your appointment and wish to rearrange it please telephone the clinic you are due to attend. The telephone number you need is shown on your appointment letter or card. Have your appointment letter with you when you call as it will have information on it that you will be asked for.

Please arrive 15 minutes before your appointment time (we understand that this may not be possible if arriving by ambulance). Arriving earlier does not mean that you will be seen by the doctor earlier, patients are seen in the order of their appointment time, not their arrival time.

Cancellations by the Hospital

Whilst we make every effort to make sure that appointments are not cancelled, there are occasions when, due to the unavailability of clinical staff, your appointment may have to be cancelled. If this is the case we will arrange a new appointment for you to be seen as soon as possible.

When you arrive

Follow the signs on site to the Manchester Royal Eye Hospital and enter the hospital via the main entrance. Once inside the hospital please report to the reception staff of the clinic indicated on your appointment letter and they will check you in.

Clinics on the ground floor are arranged into eight modules which are labelled Eye A, B, C, D, E, F, G and H. These clinics are all accessed from the main atrium of the hospital.

The Macular Treatment Centre is on the 1st floor and is labelled Clinic J. There are lifts in the main entrance.

Manchester Royal Eye Hospital is part of Central Manchester Foundation Trust and as the site is very large it can take a considerable amount of time and effort to walk from one part of the hospital to the other.

What to bring with you

When you come to the eye clinic please remember to bring the following items with you to ensure that we can complete all the investigations required so you will not need to return unnecessarily:

- If you wear glasses please bring your reading and distance glasses.
- If you are a contact lens user please bring your contact lens cases and any other equipment that you might need to store your contact lenses, which will need to be removed during your eye examination. Alternatively bring a spare pair of glasses.
- Sun glasses for when you leave. The hospital atrium is very bright and if you need to have drops to dilate the pupil of your eye, sunglasses will help prevent the bright light from hurting your eyes. You should also consider having someone with you to ensure you can get home safely in case your sight is still blurred after your appointment. Due to limited space in the waiting area we ask patients to restrict the number of people accompanying them to one wherever possible.
- All tablets/medicines/insulin that you are taking. Take your tablets/medicines/insulin as normal before your appointment unless advised otherwise by your doctor.
- If you are a diabetic, please inform the nurses in clinic on your arrival. It is advisable to bring a snack with you as refreshment facilities are not always available in the clinic areas.

What to expect

We will do all we can to give you the best possible outcome from your time spent in the eye clinic. In order to minimise the number of visits you have to make to the hospital we try to carry out all the tests you need during one visit. You are therefore likely to be at the hospital for 2-4 hours. You should also be prepared to be longer, as you may have tests arranged in other departments.

The amount of waiting time will vary from patient to patient. We do our best to make sure that each patient is seen as quickly as possible but please remember that there may be some waiting between tests, and then a wait before you see the doctor.

Following your arrival in clinic a nurse will carry out a distance vision test (called a visual acuity eye test). You will be asked to read from a letter board with each eye in turn.

Clinic nursing staff will then look through your medical notes. They look at your referral letter and any previous doctors' entries to see if you require further tests before you see the doctor.

Eye drops may be required to enlarge your pupil (black part of the eye) and these take about 20-30 minutes to take effect. These drops blur your vision for between 6-8 hours, although sometimes the effects may last longer. We advise that you do not drive yourself to the appointment and do not drive until your vision has returned to normal.

Who will you see?

There are a number of doctors in each consultant team so you may not be seen by the consultant personally. However all consultants provide expert supervision and teaching of doctors in their teams and are made aware of the management of all their patients. We always ensure that the doctor you see is competent and capable of providing a good quality of care.

As a national centre of excellence, research and training is an important part of our work and medical students may be present during your consultation. We may also ask you to take part in research studies within the Trust; however, this is voluntary and your decision will not in any way affect your treatment.

You can find out more about our hospital services on the Trust website.

www.cmft.nhs.uk

Possible delays

Every effort is made to make your waiting time at our clinics as short and as comfortable as possible. Sometimes we are really busy and there may be unavoidable delays.

You may also be kept waiting for any of the following reasons:

- The doctor may need to spend more time than was anticipated with some patients.
- Emergency cases may have to be seen.
- Doctors may be delayed or called away.
- Some patients arrive late.
- On occasions, it may be necessary to prioritise patients who are diabetic, are travelling on hospital transport or patients who are unwell.

You may notice that a patient who arrived after you is called forward before you. We make sure that we see each patient in their turn and the only reason that a patient would be seen before you will be because they require different tests from yours. There may be a number of different consultant clinics being held in one clinic area at the same time and again it may seem that patients arriving after you are seen before you. These patients are most likely being seen by a different doctor.

We would ask that you please be patient and we will aim to see you as soon as possible. We will keep you informed of any delays on the day. However, if you feel that you have been waiting for a long time, please tell the nursing staff.

How to get to the Hospital

We have sent an information leaflet and a map with this letter. The map also provides information about public transport and how to get here by road. There are also directions on our website at www.cmft.nhs.uk.

If you require times of public transport telephone: **GM Buses on (0161) 228 7811 or British Rail on 0845 7484950.**

NHS Transport

Ambulance transport can only be authorised by your doctor. If this is your first visit and you need ambulance transport for medical reasons, please contact your family doctor (GP) who will be able to make the necessary arrangements. Please give your GP as much notice as you can.

If you require transport for further visits, this may be arranged by us. We would normally ask whether family or friends are able to arrange transport for you if this is possible.

Car Parking

The Trust has two main multi-storey car parks, one situated on Grafton Street and one on Hathersage Road. Both these car parks operate a Pay on Foot system which means that you pay your car parking fee prior to returning to your vehicle and driving to the exit.

A Fixed Penalty System and wheel clamps are in operation all around the Trust in order to ensure safe parking for all and ensure the Trust maintains full access at all times. The tariffs are as follows:

0 – 30 minutes – Free	6 – 24 hours – £15.00
30 – 3 hours – £2.50	Weekly parking permit – £20.00
3 – 6 hours – £5.00	Monthly parking permit – £40.00

Additional Support

If you do have any special needs please contact the department before your appointment so that we can make appropriate arrangements. There is a Henshaws Eye Clinic Patient Support Officer based at the hospital five days a week. They can offer:

- Someone to talk to in confidence.
- A quiet meeting place in the hospital.
- A link with your consultant if you need to know more, or need something explained further.
- Medical information explained in a clear way that's easy to understand.
- An opportunity to discuss your concerns.
- Information about practical help, advice on local services, equipment and benefits.

To arrange an appointment or find out more, you can contact the service on (0161) 276 5515 Monday – Friday 9.00 am – 4.30 pm or ask during your appointment.

Food, Drinks and Snacks

There are a number of cafés within the hospital where a variety of hot or cold food, drinks and snacks are available.

Infection Control

The prevention and control of infection is a top priority for Central Manchester University Hospitals NHS Foundation Trust.

All NHS organisations must ensure that they have effective systems in place to control healthcare associated infection and we are fully committed to ensuring resources are allocated to effectively protect patients, their relatives, staff and visiting members of the public. Please use the hand gel provided at the entrance and exit of each clinic.

Questions

We encourage you to ask staff if you have any questions about your care. Write down any questions you may have before you attend clinic: don't be afraid to ask if you don't understand. For example, "Can you say that again? I still don't understand." If you don't understand any words, ask for them to be written down and explained.

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