



Nurses • Midwives • Mental Health Nurses

Respect our work.

How to cancel surgery, home visits or clinical appointments

1. **ORGANISE** a meeting in your unit each morning and agree on which operations will be cancelled.
2. **In the case of theatre cancellations make sure 24 hours notice is provided** and it is suggested that clients or patients who have operations, non-urgent visits or appointments cancelled be telephoned to explain why and be sent the ANF (Vic Branch) patient letter. If you require copies of this letter you can obtain a copy from your organiser. Foreign translations are also available through the ANF website.
3. **REFUSE** any new non-urgent referrals or additions to theatre lists.
4. **CANCEL** 1 in 3 booked operations or the equivalent in operating theatre including endoscopy and day surgery. Do not cancel any Category 1 surgery, emergency or priority diagnostic procedures where its primary purpose is to diagnose cancer, cardiac conditions, neurological conditions, or other conditions i.e. termination of pregnancy, in which the timing of the procedure is critical to the patient's treatment regime.

When considering which procedures to postpone, be mindful of the clinically optimum time for surgery – for example a Category 1 procedure should occur within 30 days, a Category 2 procedure within 90 days and 365 days for a Category 3. Unlike normal operating days during our action this should be discussed with bed management committee.

Any patient whose condition would deteriorate significantly if surgery was postponed should be treated as urgent and admitted into an emergency bed in accordance with usual health service practice.

Management regularly closes beds, cancels theatre sessions, visits and appointments. Whether it is for public holidays or as a result of unforeseen events, bed closures and cancellations have always been used as an effective method to ensure patient safety.

NB: If you experience any problems, please contact the ANF immediately on 9275 9333 or contact your unit/ward key member – previously known as a Job Rep.