



General Instructions for Sending Facilities

Dear Care Provider,

Welcome to the Peel Regional Cancer Program at The Credit Valley Hospital. This letter outlines general instructions to assist you in preparing your patient for their appointment.

All patients that require any of the following will require a Registered Nurse (RN) or Registered Practical Nurse (RPN) escort from the sending facility:

- Oxygen
- An intravenous infusion
- Any active intervention such as dialysis
- Medication administration during their visit (**any medication a patient is normally scheduled to have during the time that they are at the Cancer Centre should be brought with the patient and administered by the RN escort*).

An appropriate escort such as a personal support worker is required when the patient is:

- Non-ambulatory and/or non-responsive
- Requires assistance with activities of daily living (i.e. toileting)

Patients who are not accompanied by a RN, RPN or personal support worker as noted above are strongly encouraged to have a family member or support person attend their appointment with them.

Patients must bring the following documents to each visit:

- Ontario Health Insurance Plan card (OHIP Card)
Note: Red and White OHIP cards also require additional photo ID such as a driver's license, passport, permanent resident card or citizenship card.
- Do Not Resuscitate (DNR) / No Cardio-pulmonary Resuscitation (No CPR) documentation (if applicable)
- PRCC Patient Hand Over Tool – see attachment

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Copies of the patient's personal medical information (such as X-ray, MRI or CT films) may also be required. The referral office or the department receiving your patient will request the appropriate information.

A patient on an intravenous infusion with an electronic infusion pump who requires radiation therapy treatment will need to have the line flushed and capped prior to treatment to avoid corruption of the pump software during the treatment.

Meals are *not* provided for outpatient treatment visits and so we suggest that a prepared meal, specific to the patient's dietary requirements, is sent with the patient if appointment times coincide with meal times. Please ensure that diabetic patients have adequate food and drinks for the duration of the transfer time. The hospital does have several food vendors and vending machines where snacks and meals can be purchased.

There are televisions and magazines in the waiting areas. Patients may wish to bring something to occupy their time. Please note that personal belongings are the patient's or visitor's responsibility during their visit.

Listed below are *approximate* times for various appointments:

Type of Appointment	Approximate Time Required *
New Patient Consult	2 hours
Radiation Planning & Treatment	4-6 hours
Radiation Treatment Only (Treat & Return)	15-30 minutes
Radiation Treatment & Review	30-60 minutes
Radiation Planning Only	30-60 minutes
Systemic Therapy	2-8 hours (will vary according to the treatment protocol)
Procedure	2 hours
Follow Up Appointment	1.5 hours

***Does not include Ambulance Transfer time**

If you have any questions about these instructions, please feel free to contact us at:

- Referral Office Fax # (905)-813-4168
- Radiation Oncology Clinic (905) 813-1100 Ext. 4471
- Medical Oncology Clinic (905) 813-1100 Ext. 5650
- Radiation Therapy Reception (905) 813-4411

Thank you for your assistance

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