

Welcome to Ward 6AS

Ward 6AS is located on the 6th Floor of the Ned Hanlon Building Royal Brisbane and Women's Hospital and is part of Metro North Cancer Care Services.

6AS is a ward specialising in the care of people receiving chemotherapy and/or radiation therapy for solid tumour diseases e.g. Lung, Breast and Bowel cancers. Other types of cancers such as Blood cancers and people undergoing a range of cancer related treatments are accommodated in 6AS.

Please do not hesitate to ask questions at any time during your stay. If you have any concerns you can speak with your nurse or if you feel your concerns are not being addressed, the Nurse Unit Manager will assist you.

The address for correspondence to this unit is:

Ward 6AS
Level 6
Ned Hanlon Building
Royal Brisbane and Women's Hospital
Butterfield St
Herston Qld 4029

Ward 6AS Guidelines

Ward guidelines are in place on 6AS, which apply to both patients and their visitors.

These guidelines exist to protect you and all of the wards patients' and to prevent any unnecessary complications with your treatments and well-being during your stay. Please familiarise yourself with them, and ensure that your visitors are also aware of the rules and comply with them at all times.

If you have any queries regarding the guidelines please ask the ward staff.

Visiting Hours

Ward 6AS has an "open" visiting hours policy, although this is only within reason. For example, visitors may be asked to leave the bedside if a procedure is to take place, or if the level of noise is disturbing other patients in the vicinity. Relatives are requested not to sleep at the bedside. Arrangements can be made for a close relative to stay overnight in the visitors lounge if special circumstances arise with prior permission from the Nurse Unit Manager, or the Shift Coordinator if after business hours. All visitors **MUST** comply with the ward guidelines.

After Hours Access to the Ward

The main access doors to the Ned Hanlon Building ground floor are locked by Security between approximately 10pm and 6am. To access the hospital, it is necessary to go through the Emergency Department. Please notify Nursing staff if you anticipate being locked out of the ward or the Ned Hanlon Building, or if you have any family members whom are expected after 10pm, or before 6am.

On Admission

Medical staff, Nursing staff and various Allied Health staff may complete an individual admission assessment. This may feel repetitive; however it is important that each staff group complete these assessments so an individual plan of care can be developed. It is a requirement that nursing staff do a full "skin assessment" or inspect your skin upon admission as part of the assessment process. The assessment aims to highlight areas which may require specific or detailed care.

Medications

Please let Nursing Staff know if you have brought any prescription or non-prescription medications into hospital with you. For legal reasons, Schedule 8 (S8) drugs (such as morphine-based pain killers) must be locked up in the ward's Controlled Drug cupboard or sent home. Where possible, the RBWH will supply your medications during your stay on the unit. Your nurse will let you know which of your medications will not be required during your stay and it is advised that you send them home with a family member. You must tell your nurse, or doctor, everything that you have been taking, including non-prescription and/ or herbal remedies, as these may have harmful interactions with the medications that you are prescribed during your stay. Please print your Medication List template, complete and bring to hospital with you.

Medications will be administered to you according to your doctor's directions by Nursing Staff. At no time should you self-administer any medication while you are an inpatient, without first discussing it with your Nurse or Medical Officer. Tablets are usually given out in the mornings (with breakfast), lunchtime and in the evenings (at dinnertime and before bed). However, there may be some variances, depending on the medication and your Doctor's orders.

Eat, Walk, Engage

The Eat, Walk, Engage (EWE) program is run by volunteers and Oncology Allied Health Assistants. The program offers a morning tea on Wednesdays at 10am to 6AS patients and their family members with the aim of enhancing social interaction and nutritional input.

Infection Control

Hand Washing

Research has demonstrated that the most harmful, infection-causing germs are carried on peoples' hands. Therefore, visitors must either wash or apply antimicrobial hand sanitiser to their hands before entering a patient's room. Hands should then also be washed upon leaving the ward.

No Sitting on Beds

Visitors are advised against sitting on a patients' bed as viruses and other germs may transfer from people's clothes on to the bed increasing the risk of infection to your loved one. Patients are also requested not to sit on other patient's beds during your hospital stay.

Colds, Coughs and other Infections

The patients on 6AS often have depleted immune systems due to their diseases and treatments; therefore they are prone to developing infections. Please do not visit the ward if you have ANY symptoms of infection, think you may have been exposed to an infection or recently recovered from an infective illness.

Visitor Toilet Facilities

Visitors must not use the patient's toilet facilities. Public toilets are located in the main hallway of the 6th floor Ned Hanlon Building near the lifts.

Aggressive Behaviour

Please be aware that violent, threatening, aggressive and intimidating behaviour designed to threaten another person will not be tolerated on ward 6AS nor within the Royal Brisbane and Women's Hospital. The Royal Brisbane and Women's Hospital has a strict "zero tolerance" policy toward any aggressive behaviour and may result in security officers and/or police becoming involved.

Facility Information

Parking

The **Metro Car Park** in Butterfield St is the main parking area for the RBWH. Fees apply.

Cornerstone Car Park is on the corner of Herston Rd and Bowen Bridge Rd. Fees apply.

Limited street parking is available around the RBWH for a period of 2 hours maximum Mon-Fri, and all day Sat/Sun. A taxi rank is located outside the main entrance of the RBWH off Butterfield Street (in front of the Accident & Emergency entrance.)

No Smoking

As of July 1, 2006, Queensland Health has implemented a No-Smoking Policy at all public health care facilities, except in a designated area. The RBWH has no such area provided. Therefore, it is a smoke-free campus. This applies to all staff, visitors and patients. Security staff will provide a warning for a first offence, but they then have the authority to fine any guilty party on the spot. Free nicotine replacement therapy (NRT) patches or gum will be offered where appropriate to all eligible nicotine dependent patients during their stay. Staff can also provide referrals to Quitline for more information and counselling on discharge.

Washing Facilities

Please be aware that there are no patient clothes washing facilities available on the ward. There is a laundry service provided by volunteers every Monday and Wednesday mornings for a small fee. The ward receptionist can organise this service if required. There is a dry-cleaning service available through the Nextra News Agency located on Level 1 of the Ned Hanlon Building. Cotton gowns, bed linen & towels are provided by the hospital, free of charge, which are laundered by the contracted linen service.

If you have soiled clothing with any bodily fluid eg urine, blood, vomit, faeces especially if you have been receiving chemotherapy during your stay, then you or your carer need to handle these while wearing gloves and wash them separately from other household washing and put through the wash cycle twice. You should advise your family member, or visitor, who will be collecting your dirty clothes of these [washing instructions](#).

Interpreter Service

When required, an interpreter service can be arranged for patients, their relatives and carers in all languages.

Aboriginal and Torres Strait Islander Liaison Service

The RBWH provides a liaison service for all clients of Aboriginal and Torres Strait Islander background – to assist patients to access services and ensure all cultural needs and requirements are met with dignity and sensitivity.

Chaplaincy & Religious Services

Chaplains of all faiths and religious denominations are available to provide spiritual support and guidance where requested to all patients, their relatives, carers and friends. Please ask your nurse or ward receptionist, who can organise this for you. Alternatively you can dial "9" on your room phone for the main switchboard, and request for the Chaplaincy appropriate to you be organised. A prayer room is located on the ground floor of the Ned Hanlon Building. It is a multi-denominational space available for quiet prayer and meditation. Religious services of many faiths are held here at certain times of the week - the ward receptionist will have a copy of the times or this can be requested via the switchboard.

Royal Brisbane & Women's Hospital Amenities

Food & Beverage Outlets

Food Court	7am – 7pm	Level 1 – Ned Hanlon Building
Subway	7am – 8pm	Level 1 – Ned Hanlon Building
Metro Café	7am – 4pm	Gr Floor – Ned Hanlon Building
Coffee Cart	7am – 4pm	Level 1 – Ned Hanlon Building
Nextra Newsagency	6am – 7pm	Level 1 – Ned Hanlon Building
Coffee Hub	7am – 1:30pm	Level 6 – Ned Hanlon Building

Chemist

Atrium Pharmacy	9am - 5pm	Level 1 Ned Hanlon Building
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Hairdresser

Hairdresser	9am – 5pm Mon-Fri	Ground floor
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Financial

Commonwealth Bank	9.30am – 4pm Mon-Thurs	Level 1 – Ned Hanlon Building
	9.30am – 5pm Friday	Level 1 – Ned Hanlon Building

Post Office

9am – 5pm	Level 1 – Ned Hanlon Building
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ATMs

Commonwealth Bank	Level 1 Ned Hanlon Building
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	(located within the branch)
	Level 1 Food Court
Suncorp	Ground floor Ned Hanlon Building
Westpac	Ground floor Ned Hanlon Building
Bank of Queensland Rediteller	Ground floor Ned Hanlon Building

STAFF

Nursing Staff

The nurse in charge of the ward is known as the Nurse Unit Manager (NUM). Each shift has a senior nurse called the “Shift Coordinator” who is responsible for running the shift.

Typically, 2 Registered Nurses will be assigned to your care for each shift – this system is referred to as “Team Nursing” You may be also be nursed by agency or RBWH relief pool/casual nurses.

Assistants in Nursing (AIN’s) may assist with showers and personal cares when patients need assistance.

The RBWH is a teaching hospital, so supervised student nurses may also be involved with your care whilst you are an inpatient.

As an inpatient, you may also be visited by your Cancer Care Coordinator who will be notified in the event your admission was unplanned, to provide you with ongoing support.

If you have any questions or comments do not hesitate to talk to a member of nursing staff about them.

Medical Staff

You will have a team of medical doctors caring for you while you are an inpatient on 6AS. This team will be made up of a consultant, a registrar and a resident. Even if you are sent to another ward because there isn’t a bed available in 6AS on your admission these medical officers will remain your treating team. Your registrar and resident will see you daily and keep your Consultant informed of your progress throughout your stay.

Unit Staff

Between the hours of 7am - 8pm 6AS has 2 dedicated ward receptionists, who will endeavour to assist in any way they can. Patient Support Officers will transport you throughout the hospital as required, eg for medical tests and x-rays. This also includes a team of housekeeping staff who are responsible for the daily cleaning of the ward.

Cancer Care Coordinators

Provide support before, during and after your treatment, and are a direct point of contact to co-ordinate care with the cancer care team.

Clinical Trials

Clinical Trials are promoted and active within Cancer Care Services and are essential for access to new therapies for cancer diagnoses. Your medical team will be aware if there is clinical trial likely to be suitable for your disease, and may offer this to you.

Physiotherapist

Physiotherapy services are provided to both inpatients and outpatients who have, or potentially have an underlying dysfunction resulting from disease, injury or life changes. Physiotherapy treatment is directed towards maintaining and restoring normal function, minimising dysfunction and preventing disability by providing non-pharmacological pain relief, enhancing movement patterns by restoring joint range and muscle function, maximising cardio respiratory function and achieving functional independence.

Social Worker

Provide psychological assessment, advocacy and counselling to patients throughout their treatment journey and provide grief, loss and bereavement support for carers and families.

Welfare Worker

Provide support, practical assistance and information relating to travel and accommodation for patients, families and carers. They liaise with the Leukaemia Foundation and other appropriate agencies to ensure ongoing practical needs are met.

Occupational Therapist

Occupational Therapy aims to help people participate in their everyday activities as safely and independently as possible, such as self-care, domestic tasks and work or leisure pursuits. Cancer and its treatments often cause fatigue, weakness, pain, stress and/or other symptoms which can limit the ability to perform these everyday activities. The Occupational Therapist can provide strategies on how to manage these difficulties and improve your function in order to maintain a good quality of life.

Dietician

The dietician may assess and monitor your nutritional status during your treatment. Side effects from your disease and/or treatment may impact upon your ability to maintain adequate dietary intake.

The dietician may implement strategies to help manage these side effects, to optimise your nutritional status. Education to maintain and improve your nutritional status at home can also be provided

Psychologist

Psychologists assist with understanding the psychological impact of diagnosis, treatment, and recovery from cancer for patients and their families.

Other Support Services

Leukaemia Foundation

Support workers attend the ward at least weekly and will introduce themselves to you, if you are a new patient in this hospital with a blood cancer. Information booklets are available on the ward.

The Leukaemia Foundation can help with providing accommodation for patients and families who need to stay close to the hospital.

Cancer Council Queensland

Cancer Council Queensland sponsors volunteers to hold regular "Look Good...Feel Better" workshops for women at the hospital. They also provide information/education booklets which are available in the main ward corridor. Please ask your nurse for more information on how to register for a workshop.

CanTeen

Representatives from this group can meet young people (aged 12-24) who are dealing with cancer, either as patients or as the offspring/siblings of patients.

DAILY ROUTINE CARES

Observations

Nursing staff will check your temperature, pulse rate and blood pressure regularly while you are being treated in ward 6AS, including throughout the night if you're medical team indicates a need. If you have a temperature, or become unwell, these observations will be done more often.

Blood Tests

If you have a temporary device inserted for your treatment called central venous access devices (CVAD), such as a Hickman's catheter, Peripherally Inserted Central Catheter, or Port-o-Cath, your blood will be collected daily at any time after 4am every morning by Nursing Staff for tests ordered by your doctor. If you have no temporary venous access, or cannula (small tube inserted into your arm), Queensland Health Pathology Service (QHPS) staff will visit the ward each day, or as requested by the medical officer, and collect your blood.

Fluid Balance

If you receive chemotherapy during your stay on the unit, or fluids through a CVAD or cannula, your fluid intake and output will need to be monitored very closely by the nursing staff and recorded on a fluid balance chart. You will be asked to urinate into a urinal or pan, so that your urine output can be measured accurately. If you experience any diarrhoea, you must report this to nursing staff as it may need to be measured.

Mouth cares

One of the side effects of some chemotherapy is a sore mouth or mouth ulcers. Good oral hygiene is extremely important. You will be given mouthwashes such as Normal Saline (salty water) and Sodium Bicarbonate. Regular mouth cares 4 times a day, or more regularly if needed, can decrease the severity of your sore mouth. It is also best to clean your teeth with a soft toothbrush. If your blood counts are low you may not be able to use a toothbrush as it will cause bleeding. Please check with your nurse or let her know if this occurs.

Footwear

It is recommended that you never walk around the ward/hospital in bare feet. It is advisable to have a pair of well-fitting shoes or slippers to wear. Cancer treatments especially given to older patients can make you more prone to having a fall so it is best to avoid walking in socks or stockings without the appropriate footwear.

Showering

It is suggested that you shower and change into freshly laundered clothes daily. Nursing Staff will change your bed linen when required. The ward provides liquid soap if you require. You may supply your own hypo-allergenic, aluminium and alcohol free soaps, shampoos and deodorants if you are receiving radiation therapy.

Hair Loss

A common side-effect of a lot of chemotherapy drugs is hair loss. The Cancer Council provide a Wig and Turban service. Contact the Cancer Council on **13 11 20** to book an appointment or for more information regarding the Wig and Turban Service. Further information about hair loss can be found in the Understanding Hair Loss booklet available on the ward.

Food and Drink

A Dietetic Assistant will take menu selections between 6:30am-11:30am and also visit the ward several times a day for newly admitted patients. Ward nursing staff can phone to order late hot meals by phoning the Dietetic Assistant. Food Service staff will come around to the bedside at every mealtime, as well as, for morning and afternoon tea, and offer you a drink or snack. Food Service staff also carry Missed Meal Packs and sandwich packs if you were admitted too

late to order a meal. You may store items in the refrigerator, labelling them clearly with your name. There are also snack and drink vending machines located down the corridor near the lifts and on Level 1 outside the Food Court.

Meal Times

Breakfast 7.00am

Morning Tea 10.00am

Lunch 1.00 pm

Afternoon Tea 3pm

Dinner 6.00pm

Hospital Rooms

You will be admitted to a double room, a single room or a four bed bay for your stay in 6AS. The double rooms have shared bathroom facilities between you and the person sharing the room. The majority of single rooms have their own bathroom. Occasionally there may be particular "precautions" or special care guidelines that can apply to these rooms. These rules are designed to maximise your protection and well-being. It may be necessary for you to be cared for in one of these rooms during your stay. If this happens, you will be made aware of these precautions.

Television

The unit has a simple patient lounge equipped with a television for all patients and visitors. TV sets are installed above each bed. The cost for both free-to-air and Foxtel channels are as per the price list from the Queensland Television Rentals Pty Ltd. Please ask the nursing staff or ward receptionist if you wish to have the television connected. Alternatively, you may ring Qld Television Rentals yourself on **3646 1391** and make arrangements. Please be aware should you wish to have your TV connected for the first time this is limited to 7.00am to 7.00pm daily, and television rental personnel will visit regularly to collect money.

Telephones

Each bed has an individual telephone handset. To receive calls, please advise your family and friends to call the main RBWH switchboard on **07 3646 8111**. The switchboard staff will then connect them to your bedside phone. Individual extension numbers are not disclosed due to privacy reasons, as well as the practicalities of patients needing to be moved to different beds or wards, depending on their health needs. To make calls from your bedside, you will need a Telstra Phone Away Card, which can be purchased from the automatic dispensers in the lobby of the Ned Hanlon Building or from newsagencies.

If you are calling the ward to enquire about a patient's condition where possible please nominate a family member or a friend to call the ward and pass on the information to the rest of the family/friends. This will reduce the amount of time the nursing staff is called away from their patients.

Other Electrical Equipment

Personal TV sets are not permitted in the hospital. Radios, IPAD's, digital clocks, laptops etc may be used however they must be tested and tagged by your electrician before you can use the device within 6AS. Internet access is available if you have your own laptop and wireless flash drive. Please be aware that all personal items you bring onto the unit are **AT YOUR OWN RISK**. Queensland Health accepts **NO** liability if they are lost, stolen or damaged.

Trust Office

If you have any valuables, or a large sum of money, that you are unable to send home with a family member, it is recommended that you notify Nursing Staff or the ward receptionist immediately, and these items will be placed with the RBWH Trust Office, which is located on the ground floor of the Ned Hanlon Building, next to the Admissions and Enquiries desk. Your items will be signed in and locked up securely. These belongings can then be collected back from the Trust Office in normal office hours.

Safe Food Handling

When your blood count is low, either from your condition or chemotherapy, we advise you to take the following steps to ensure that you protect yourself:

- Always wash hands with soap before preparing, handling or eating food.
- Wash fruit and vegetables well, and peel whenever possible.
- Where possible eat freshly cooked and freshly prepared foods.

If you are away from the ward due to a procedure your meals are unable to be kept for you due to the risk of food contamination however, simple meal packs are available eg sandwiches, tea & coffee, Sustagen drinks and other supplements. Please ask the nursing staff as they are able to provide you with something to eat.

Leaving the Ward

Please advise Nursing Staff if you are leaving the ward. There may be procedures or appointments that you are scheduled for, as well as tasks that your nurse may need to perform.

Spills

If you are receiving chemotherapy during your treatment on the unit, and you accidentally spill the drug or any other bodily fluid on the floor, please notify staff immediately. DO NOT attempt to clean it up yourself. It could be potentially hazardous and must be cleaned up by trained nursing staff.

Discharge

Whenever possible, advance notice is given about your discharge. Community support services may be recommended by your doctor, nurse, physiotherapist or occupational therapist. If required, you may meet with our discharge facilitator, who can assist with making these arrangements. The ward receptionist will coordinate with the Outpatient clinics and the Oncology Day Therapy Unit and provide you with notice of your follow-up appointments. Your doctor will send a prescription down to the pharmacy for your medications that he/she wishes you to take at home. Time permitting, they will be sent to the ward prior to discharge, or they may be picked up as you leave the hospital.

After Hours/Emergency Contacts

When you are discharged some important contact numbers you should keep handy in case you have any concerns or complications at home are listed below.

Oncology Outpatient Department Cancer Care Services

During Business Hours

Cancer Care Switchboard
7:30 am – 4:30pm
Phone 3646 7751
(Appointment Enquiries)

Oncology Day Therapy Unit
Opening hours 7am–6pm (Mon – Fri)
8am – 4pm (Sat – Sun)
Phone 3646 8749

Medical Oncology Clinic Nurses
8am – 5pm
Phone 3646 5645

Oncology Procedure Unit
7am – 5pm (Mon- Fri)
Phone 3646 1905

Haematology Clinic Nurses
8am – 5pm
Phone 3646 7390

Radiation Clinic Nurses (Level 4)
8am – 5pm
Phone 3646 2198

After Business Hours

After Hours Contacts
6:30pm-7am Mon-Fri
4:30pm-8am Sat, Sun and Public Holidays

Haematology/Bone Marrow Transplant
Patients – Ward 5C
Phone 36473667

RBWH Switchboard
Phone 36468111

Medical Oncology/ Radiation Oncology
Patients - Ward 6AS
Phone 36473671

If you are currently having chemotherapy treatment, you

may find it useful to keep track of your blood counts on the table below

Date	Hb 115-180	WCC 4.0-110.0	Neut 2.0-8.0	Plat 140-400

Date	Hb 115-180	WCC 4.0-110.0	Neut 2.0-8.0	Plat 140-400

Chemotherapy Protocols

Chemotherapy protocols are single or groups of Cytotoxic medications that are prescribed to work together in order to treat various conditions/ diseases. If you are receiving chemotherapy for your disease, you may find it helpful to record here some details in order to keep track of your treatment:

Disease/Condition:

Chemotherapy protocol:

Names of Cytotoxic Medications in that Protocol:

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Date 1st Cycle Commenced:

Frequency of Cycles:

Date Next Cycle Due:

Radiation Treatment

Radiation Therapy, sometimes called radiotherapy or x-ray therapy, is the use of controlled high-energy radiation (delivered through a Linear Accelerator) such as x-rays to destroy cancer cells and stop them from growing and multiplying. Your treatment will be carefully planned specifically for you by your doctor (Radiation Oncologist). If you are receiving Radiation Therapy you may find it helpful to record here information relating to your treatment.

Disease/Condition:

Date of Radiation treatment planning:

General Radiation treatment area:

Number of Radiation treatments:

Date Treatment is to commence:

Expected date of last Radiation treatment: