

PRIVATE & CONFIDENTIAL

Mrs Ebs TestPatient-TestPatient
Provide HQ
900 The Crescent
Colchester Business Park
Colchester
CO4 9YQ

DATE

Dear Mrs TestPatient-TestPatient
Ref NHS No. 999 014 6365

**Milton Keynes CCG
NHS No Scalpel Vasectomy Service
Appointment Letter**

Please see the enclosed leaflet regarding patient appointments during the Covid-19 Pandemic and the information below which is important for your procedure appointment.

We write to confirm that your Community Vasectomy Service appointments for a 15 minute telephone assessment and 30 minute procedure have been arranged for you.

The first appointment is a **Pre-Op Assessment by Telephone**.

The second appointment is for your procedure. **Please let us know if you decided not to go ahead with the procedure** so that we can cancel the appointment.

Details are as follows:-

Appointments>

Appointment for Pre-Op Telephone Assessment

- Your Pre-Op Telephone Assessment has been scheduled for the time indicated above however please ensure you are available to be contacted by telephone for a period of 1 hour either side of your appointment.
- The clinician will contact you on the telephone number provided with your Referral. We currently hold the following number(s) for you:
 - Primary Number (insert field)
 - Secondary Number (insert field)

Please let us know if you would like us to contact you on a different number.

- If you have a partner, we encourage them to attend this appointment.
- Please ensure you have read all the information in this letter before your Pre-Operative Telephone Assessment Appointment and prepare any questions you may have regarding the procedure.

Appointment for Vasectomy Procedure

- Your appointment for Surgery has been pre-booked however there is no obligation to proceed with the appointment following your pre-op assessment. Please let us know if you would like to cancel this appointment so that it can be offered to someone else.
- Please note that the appointment for your vasectomy will also include a pre-op examination by the operating clinician and you should be aware that there is a small chance that you may not be able to proceed with surgery following the examination if the clinician does not feel that you are suitable for surgery in a community setting.

Information relating to Vasectomy and 'Your Information - Your Rights' is enclosed and also can be found on our website www.tollgateclinic.com in 'Patient information leaflets'

If you have any feedback regarding our service, please let us know by calling us on 01206 987525 or emailing us at tollgateclinic.wellbeing@nhs.net. Our Complaints Policy is available on our website www.tollgateclinic.com.

If you need to cancel or change your appointment then please contact us at least 2 weeks before your appointment.

Yours sincerely
Tollgate Clinic

ARRANGEMENTS FOR YOUR VASECTOMY

Instructions for **BEFORE** your vasectomy procedure

1. Please trim back any **hair** you have on the front of the scrotum. This can be done with scissors. , Shaving the area is not recommended.
2. Please bring tight **underpants** with you because these give much better support to the scrotum. Boxer shorts are not tight enough.
3. You need to make alternative arrangements for travelling home. For legal reasons you **must not drive** yourself. Very occasionally people feel faint.
4. Please ask our clinician during your appointment, for an **off work certificate** if you are going to need one. Patients can self-certify for a week
5. Some patients like to take **pain relief** before the procedure to help with any immediate discomfort post procedure.

Instructions for **AFTER** your vasectomy procedure

1. Please take it easy for **48 hours**, resting at home and doing as little as possible.
2. Applying a **cold compress** to the area (cold flannel to the skin or an ice pack over underpants to prevent skin burn) immediately post operatively may help to reduce swelling and bleeding.
3. For the whole of the first week you will need to **avoid heavy work, vigorous or strenuous movement, sport or intercourse**.
4. You have a very small wound on the front wall of the scrotum and we would like you to keep this **dry for 24 hours**. The wound will normally heal over 7 to 10 days. Occasionally the tiny wound is open during this time but heals on its own. Just keep it clean and dry.
5. A small cotton dressing may have been applied following your procedure. Please remove this before you shower.
6. Touching the area should be avoided to prevent infection.
7. Post-operative pain, swelling and bruising are normal and will usually resolve in a few weeks. Taking over the counter **pain medication** should be adequate to ease this.
8. It is normal for a wound to appear red or pink around the immediate edges of the surgical incision. If the wound appears red beyond the immediate edges and if there is any puss coming from the wound, this may be a sign of infection so please contact our **Patient Helpline** as soon as possible for treatment.
9. Please let us know if you **visit any other health provider** for assessment or treatment after your procedure so that we can **update your medical record** and monitor our clinical outcomes.

Post Vasectomy Semen Analysis

1. It is not possible to tell whether the procedure has been successful until after 16 weeks as live sperm may continue to be present during this period.
2. Patients are required to submit a Semen Sample for Post Vasectomy Semen Analysis at 16 weeks.
3. The sample is sent by post to a laboratory for testing.
4. Patients should continue with their usual forms of contraception until they have been given the 'all clear' in writing. Instructions for the PVSA will be provided at the time of the procedure.
5. If you have lost your sample pot or your form, you will need to contact us for a replacement.

PLEASE DO NOT FORGET TO DO YOUR SAMPLE!

If you develop post procedure complications or infection please contact us on our Patient Helpline or contact 111.

PATIENT HELPLINE
9am to 5pm – 01206 987525
Out of Hours Emergency Patient Helpline – 0300 303 2696

SAMPLE VASECTOMY CONSENT FORM – Page 1 of 2

Statement of Health Professional

I have explained the procedure to the patient. In particular, I have explained:

1. The purpose of the vasectomy is to render the patient sterile and incapable of parenthood. It should be considered as a permanent means of contraception as reversal is often unsuccessful and is not available on the NHS.
2. The patient and his partner should use their usual means of contraception as advised by their doctor until they have been informed otherwise after semen analysis.
3. The early success rate of vasectomy is greater than 99%, but even after clearance has been given there is still the ongoing possibility of spontaneous reversal and pregnancy, with an estimated late failure rate of 1 in 2000.

Possible Complications

I have explained that if a complication occurs, it may be necessary for the patient to be treated via the NHS in secondary care. I have explained the side effects and possible complications of vasectomy as:

Common

1. Some degree of discomfort as the local anaesthetic is injected
2. Some bruising and swelling may occur and the amount is variable
3. Some discomfort/ post-operative pain
4. Some scar tissue at the site on each tube where the vasectomy has been performed

Uncommon

1. Infection which would usually require antibiotics (1%) but occasionally require further surgery
2. Bleeding from damaged blood vessels, sometimes producing a haematoma, (collection of blood in the scrotum), and occasionally requiring further surgery (1%)
3. Inflammation causing discomfort/ post-operative pain lasting more than a week and requiring time off work
4. Sperm Granuloma which is a small swelling at the point where the vas tubes have been divided. It is usually asymptomatic and will resolve on its own over 1 – 2 months. (1%)
5. Ongoing prolonged testicular/ scrotal pain (Chronic Post-Vasectomy Pain 1%) lasting beyond 3 – 6 months from procedure. You may need an assessment with your GP for possible referral to secondary care.

Very rare

1. Scrotal or testicular damage or loss

ADDITIONAL INFORMATION DISCUSSED:

I have provided the patient with written information regarding No-Scalpel Vasectomy and checked with the patient that he has read and understood it. I have had a Montgomery compliant collaborative discussion with the patient.

Clinicians Name.....

Patient Name:

Date of Birth:

NHS Number:

Clinician Signature.....

Date.....

SAMPLE VASECTOMY CONSENT FORM – Page 2 of 2

Statement of patient

I agree to the procedure described above.

I understand that details of my procedure will be shared with my GP and other relevant parties as necessary in line with the 'Your Information-Your Rights' leaflet I have read.

I have received and read to my satisfaction the written patient information provided by the clinic.

I have been given time to ask questions regarding the procedure, its side effects and complications.

I have been reminded about alternative forms of long acting reversible contraceptives and have been provided with information regarding post-operative care and semen analysis.

I am aware that some patients may later regret having had a vasectomy.

I understand that the procedure will involve local anesthetic. I have advised the surgeon if I am on anticoagulants, have any drug allergies or have had previous surgery in the scrotal area.

I have been advised that a trainee may perform my operation under supervision.

Responsibility for Semen Analysis Provision

I understand that it is my responsibility to provide semen samples as explained. **I understand that without providing the necessary semen samples I will NOT know if the vasectomy has been successful.** I will NOT therefore be able to stop using other means of contraception without being at risk of conceiving a pregnancy.

I understand that should I NOT provide the necessary semen samples and I father any children post-vasectomy, I will NOT hold my vasectomy surgeon or Tollgate Clinic responsible for any costs or damages incurred. I am also aware that even after being confirmed as sterile there is a very small chance of my vasectomy failing at some time in the future.

Patient Name:

Date of Birth:

NHS Number:

Signed..... Date.....

Attach instrument ID sticker here

Statement of Interpreter

I have interpreted the information above to the patient to the best of my ability and in a way in which I believe he can understand

Patient Name:

Date of Birth:

Signed.....

Date.....

COVID-19 PATIENT SCREENING, SELF-ISOLATION AND SOCIAL DISTANCING INFORMATION

Patients will be asked to answer the following questions the day prior to any face-to-face appointment and on the day of the appointment.

1) Are you presenting with any COVID-19 Symptoms?

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>

- a) Yes – Please contact the clinic to rearrange your appointment for after a 14-day period.
- b) No – Continue with Q2

The main symptoms of coronavirus are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms.

Additional advice for patients:

- Get a test to check if you have coronavirus as soon as possible.
- Stay at home and do not have visitors until you get your test result – only leave your home to have a test.

2) Are you, or should you be self-isolating?

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

- a) Yes – Do not to attend clinic. Please contact the Clinic and your appointment will be cancelled and will be rebooked for after a 14-day period.
- b) No – continue with Q3

You should self-isolate if:

- *you have any [symptoms of coronavirus](#) (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste)*
- *you have tested positive for coronavirus – this means you have coronavirus*
- *you live with someone who has symptoms or has tested positive*
- *someone in your support bubble has symptoms or has tested positive*
- *[you're told by NHS Test and Trace that you've been in contact with a person with coronavirus](#)*

3) Are you exempt from wearing a face covering?

- a. Yes – Please advise one of our team at your earliest convenience. -continue with Q3
- b. No – Please ensure you wear a face covering before you enter the building. - continue with Q3

Government guidelines are that face coverings must be worn however some people, such as those with respiratory problems, are exempt from the requirement.

4) Are you attending the clinic appointment with a carer?

- a. Yes – Please advise one of our team at earliest convenience.
- b. No – You are required to attend appointment/building on their own.

On Arrival at the Clinic

- Please wait in your car on arrival and Tollgate Clinic will ring you when the clinician is ready to see you.
- Please make sure you are wearing your **face covering**.
- Please use the hand sanitiser on arrival and leaving the building.
- Healthcare professionals will be wearing appropriate Personal Protective Equipment.
- Everyone should maintain social distancing in the building and follow patient flow notices and instructions.
- Please note that there will be limited use of toilets at the clinic however please feel free to ask a member of our team if you would like to use the facilities.
- Should your good health change, or you need to cancel or change your appointment they should contact the Tollgate Clinic as soon as possible.
- If you require any further appointments, please return home and phone the office, where we will be happy to book you in.
- If you need assistance our team will be happy to escort you back to your car after your procedure.

Thank you very much for your support during this time.

“YOUR INFORMATION – YOUR RIGHTS”

What information we hold about you

We ask you for information about yourself so that we can give you appropriate care and treatment. This information is kept together with details of the care you have received because it may be needed if we see you again.

What it is used for

During your diagnosis and/or treatment with us we will record information about your medical condition and any treatment we administer or recommend for you. This information will be communicated in confidence to your GP (General Practitioner), who will add it to your NHS health record. It will also be communicated in confidence to the local NHS service commissioner in order to justify payment to the Clinic for the services we have provided.

We may sometimes use this information for looking at wider issues of public health or planning our

Clinic services including:

- Preparing statistics on our performance for the NHS and making sure our services meet patients’ needs (all of this involving anonymised data)
- Helping staff review the care they provide to make sure it is of the highest standard
- Helping with health research approved by the Local Research Ethics Committee (this will be done on an anonymised basis)

Sharing your information with other people

Everyone working for or on behalf of the NHS has a legal duty to keep your information confidential and anyone who receives that information from Tollgate Clinic is bound by the same legal duty. We only ever use or pass on information about you if people have a genuine need for it in order to act in your interests. Whenever we can we remove details that would identify you.

The sharing of some information is strictly controlled by law. So unless there are exceptional circumstances such as when the safety of others is at risk we will not disclose your information to third parties without your permission. We will only give information to your relatives, friends and carers if you want us to. Sometimes the law requires us to report information to appropriate authorities, for example, to protect the safety of members of the public.

Our aim is to ensure that any records we have about you are accurate, secure, held in confidence and only accessed on a strictly need to know basis.

Data Protection Act

The Data Protection Act 1998 gives you the general right to apply to see or have a copy of any **personal information** in your health record. This is known as the right of ‘subject access’.

If you want to see your records you should make a written request (letter or email) to Tollgate Clinic. Unless we have grounds to believe that seeing your records might put you or someone else at risk, we are obliged to let you see the information and also to explain any part of the record which you do not understand. You are also entitled to receive a copy of the information you have seen. Legally we must respond within 40 working days.

Freedom of Information (FOI) Act

The Freedom of Information (FOI) Act 2000 gives the right of access to **all types** of information held by public authorities including the NHS. It supplements and complements the Data Protection Act 1998, which gives individuals access to personal information held about them. The Freedom of

Information Act does not cover access to personal information.

It seeks to balance three public rights:

- The right to information
- The right to confidentiality
- The right to effective public administration

Some information held by Tollgate Clinic (information not related to the provision of NHS services) is not subject to the FOI Act 2000. The Clinic's 'Publication Scheme', a copy of which is available upon request, outlines which types of information we regularly make available to the public.

Requests for information under the Act should be made in writing (by letter or email) to Tollgate Clinic. The request must state the name and address of the person applying for the information and the required information. By law we will have 20 working days in which to respond to a request.

Information Commissioner

The Information Commissioner enforces and oversees the Data Protection Act 1998 and the Freedom of Information Act 2000. The Commissioner is a UK independent supervisory authority reporting directly to the UK Parliament and has an international role as well as a national one. See www.informationcommissioner.gov.uk for details.

Patient Feedback and Complaints

At Tollgate Clinic we are interested to hear your comments regarding the service you receive. If you feel you would like to make a complaint, please see our Reception Staff at the Clinic or contact our General Manager, Caroline Brock on 01206 987 525 to discuss any concern you might have regarding our service.

If you have any requests or queries relating to your information and your rights, contact us at:

Tollgate Clinic
145 London Road
Stanway
Colchester
CO3 8NZ
Telephone: 01206 987 525
Email: Tollgateclinic.wellbeing@nhs.net
www.tollgateclinic.com

Tollgate Clinic will provide advice and assistance to anyone who has made or is thinking of making a subject access request or request for information.

Literature provided by Tollgate Clinic is also available in other languages and formats.
Please contact us for further information.