

# YOUR PERSONAL FOLDER

## Introduction for Patients

Dear reader

This folder provides details of what is available for you. The folder is for you for reference, for you to pick up and refer to as and when you need to. The folder also provides information including contact names and numbers, and provides space for you to record details such as additional contact names and numbers, the dates of your appointments, your medications and questions you may want to ask. It also has space for your personal notes.

Section 5 of this folder is for hospital and cancer site specific information specific to you. The section may be empty when you receive the folder. A majority of the Clinical Nurse Specialists (CNS) have their own section to add so it is worth asking your CNS if they have a section that you can put into the folder. There is a clear plastic wallet in the back of the folder that can be used to put other information in that your CNS may give you, as well as small pockets in the front and back of the folder.

At your request, the doctors and nurses involved in your care can enter some details in this folder, for instance if medications are changed. You may want to take the folder or just the relevant sheets with you to your appointments. At times you may have frequent appointments and many practical details you want to record. This is your folder and it stays with you; it does not replace medical or nursing records.

The folder is constantly being updated and at the 3 Counties Cancer Network we are keen to hear your views on the folder – whether you found it useful, what could be improved, what could be added, and also whether you found the format acceptable. The folder is available for download on the website – select “Personal Folder” from the main menu from [www.cancernetworkvoice.nhs.uk](http://www.cancernetworkvoice.nhs.uk). We would also be interested to hear if you would have preferred to receive this in a different format – for example electronically by memory stick or CD. Please e-mail [cancer.users@glos.nhs.uk](mailto:cancer.users@glos.nhs.uk)

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## TALKING ABOUT WORRIES AND CONCERNS

If you have worries and concerns concerning your cancer - which is absolutely normal - and you need to talk to someone regarding any issues, it is okay to talk to a healthcare professional. This may be your Clinical Nurse Specialist (Key Worker) or a Clinical Psychologist (please see section 8 of this folder for further details). These issues may include the following:-

Practical problems – including child care, finances, housing, transport, and work/school;

Family problems – discussing with partners and/or children;

Emotional problems – depression, fears, nervousness, sadness, worry, anger;

Spiritual/religious concerns – loss of faith, relating to God, loss of meaning or purpose of life;

Communication problems – amount of information, quality/clarity of information, communicating with staff;

Physical problems – appearance, bathing/dressing, breathing, changes in urine and bowel habits, concentration and memory, eating, fatigue, feeling swollen/bloated, fevers/hot flushes, getting around, indigestion, mouth sores, nausea (feeling sick), vomiting (being sick), nose dry/congested, pain, sexual problems, skin dry/itchy, sleep problems, tingling in hands/feet, metallic taste in your mouth.

All these issues are part of a tool known as the Distress Thermometer and a copy can be found in the back of this folder. Your Clinical Nurse Specialist may have gone through this with you already. Above all, don't be afraid to ask.

# INTRODUCTION FOR HEALTHCARE PROFESSIONALS

This is the patient's personal folder containing information useful to them. It also contains space for appointments and medication and you may be asked to input some details. There is a plastic wallet at the back for extra information that you may hand out. The folder will not replace hospital or primary care records or letters. Please provide your contact details and encourage your patients to record all appointments in this folder. Thank you.

Notes

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# PERSONAL DETAILS

YOUR DETAILS	YOUR GP DETAILS
Name:	Name:
Preferred name:	Address:
Address:	
Postcode:	Postcode:
Tel:	Tel:
Mobile:	
Date of birth:    /    /	
HOSPITAL	MAIN CARER / NEXT OF KIN
Unit number:	Name:
Name of hospital:	Address:
Address:	
	Postcode:
	Tel:
Postcode:	Mobile:
Consultant(s) name:	ALLERGIES:
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	•
Clinical Nurse Specialist:	•
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A space for your hospital sticker  
(which includes your hospital record  
and oncology record numbers).

# THE 3 COUNTIES CANCER NETWORK

The 3 Counties Cancer Network covers Gloucestershire, Herefordshire, South Worcestershire and part of Powys. It consists of 4 District General Hospitals; Cheltenham General, Gloucestershire Royal, Hereford County and Worcestershire Royal; 3 Primary Care Trusts; Gloucestershire, Herefordshire and Worcestershire and the voluntary sector providers of cancer care. The goal of the Network is to deliver the best achievable standard of care to the population served, working with other organisations, based on a network expertise in cancer diagnosis and management. Contact numbers and web address details below:

3CCN Patients, Carers and Healthcare Professionals website	<a href="http://www.cancernetworkvoice.nhs.uk">www.cancernetworkvoice.nhs.uk</a>
	Tel: 08454 221602 or 08454 221558
3 Counties Cancer Network Web: <a href="http://the3ccancernet.org.uk">the3ccancernet.org.uk</a>	Tel: 08454 221604
	Fax: 08454 221844
Cheltenham General Hospital	Tel 08454 222222
	<a href="http://www.gloshospitals.org.uk">www.gloshospitals.org.uk</a>
Gloucestershire Royal Hospital	Tel 08454 222222
	<a href="http://www.gloshospitals.org.uk">www.gloshospitals.org.uk</a>
Hereford County Hospital	Tel 01432 355444
	<a href="http://www.herefordshire.nhs.uk">www.herefordshire.nhs.uk</a>
Worcestershire Royal Hospital	Tel 01905 763333
	<a href="http://www.worcestershirehealth.nhs.uk">www.worcestershirehealth.nhs.uk</a>
NHS Gloucestershire	Tel 08456 583800
	<a href="http://www.glospct.nhs.uk/">www.glospct.nhs.uk/</a>
NHS Herefordshire	Tel 01432 344344
	<a href="http://www.herefordshire.nhs.uk/">www.herefordshire.nhs.uk/</a>
NHS Worcestershire	Tel 01905 760000
	<a href="http://www.worcestershire.nhs.uk/">www.worcestershire.nhs.uk/</a>

# **3 COUNTIES CANCER NETWORK**

## **Patient, Carer and Healthcare Professional Website**

The Patient and Carer (User) groups in the 3 Counties Cancer Network asked for a dedicated website for patients and carers. In the summer of 2008, the User Involvement Facilitator and the Macmillan Patient Information Manager worked with the Gloucester Health Community Web team to produce a website for patient and carer involvement and information.

This site includes details about the patient and carer groups; how patients and carers can have their say; details of local and national information updates, news items, details of the clinical trials team, events, conferences and much more. It also contains the newsletters.

This website can be found at the following address:

**[www.cancernetworkvoice.nhs.uk](http://www.cancernetworkvoice.nhs.uk)**

There is a link on this website to the 3 Counties Cancer Network Website (details on the next page).

Please take the time to visit the site, and let us know what you think. There is also a Discussion blog where you can let us know your views on-line – the link is from the home page menu.

# 3 COUNTIES CANCER NETWORK WEBSITE

[www.the3ccancernet.org.uk](http://www.the3ccancernet.org.uk)

The 3CCN website has been re-developed in response to a survey sent out to both patients and healthcare professionals, to reflect their requirements and to provide relevant information. We hope you will find it useful too.

Besides telling you a little about the 3 Counties Cancer Network and who we are, the site provides information aimed at healthcare professionals as well as patients and carers. The information is divided into categories, which include:

**Improving Services** – introduces the 3CCN Service Improvement Team and lets you see what projects they are working on in each Trust; provides data on how long cancer patients are waiting for treatment; audits; and information on peer review

**Tumour Sites** – provides a brief overview of each type of cancer, and includes downloadable guidelines for tumour sites

**Research Network** – this section covers which trials are available for each type of cancer

**Treatments & Investigations** – describes different types of treatments and investigations which patients may have to undergo

**Health Professional Groups** – gives an insight into some of the groups and the support they provide

Please take the time to visit the site, and let us know what you think.

[www.the3ccancernet.org.uk](http://www.the3ccancernet.org.uk)

There is a link to the Patients, Carers and Healthcare Professionals Involvement and Information website from this website (see details on previous page).

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