



تجمع الرياض الصحي الثاني
Riyadh Second Health Cluster

Head and neck patient education guide



The health care model is an innovative program for the development of the service provided to patients, which aims to reduce the time between diagnosis and treatment, whether it's surgical or chemotherapy or radiation.

This manual includes important facts and information about head and neck operations and pre-surgery preparations and also includes a detailed description of what is being done during hospital admission and discharge instructions.

We hope that this guide will contribute to the development of patient health services in King Fahd Medical City and be a useful reference for all patients and their families...

Dear patient,

It is very important to know that your treatment plan includes many stages and special procedures and does not include surgery only and the patient must follow the guidance of the medical team to ensure his safety.

cooperation with the medical team is achieved by:

Bringing all your medical reports with you to the clinic



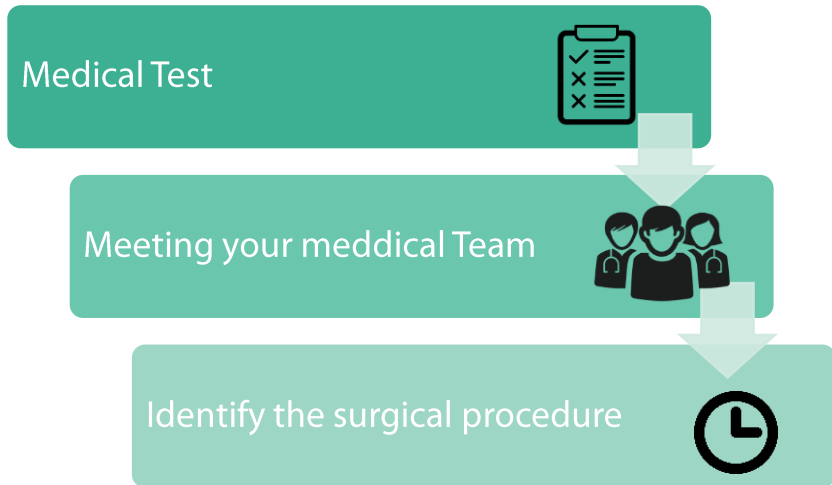
Bringing all the medications you are currently taking or that have been prescribed to you and stopped taking them for any reason



Attending your appointments that has been given to you at the written scheduled time.



What preparation needed before the surgery?



What are the required medical examinations?

The patient needs to perform some tests before the surgery. The waiting time for the surgery is a maximum of 30 days after completion of all tests. Depending largely on the results of the tests, therefore, please know that these tests are in your interest to

ensure the success of the surgery and avoid any complications.

The following are some tests that may be conducted for the patient knowing that the number of tests varies from one patient to another depending on the state of health and the stage and location of the disease.

laboratory test for urine



Blood tests



- Complete blood count
- Checking the level of hormones, vitamins and minerals
- Identification of blood type
- kidney and liver functions
- Screening of sickle cell anemia
- Cumulative glucose level
- Pregnancy screening for women

CT scan and /or MRI



- It is a cross-sectional imaging of the body using X-rays, the computer is used to determine the size of the mass or the extent of disease spread in the body

Positron emission tomography (PET scan)



- Uses small amounts of harmless radioactive materials, a special camera and a computer to help evaluate the functions of the organ and tissues by identifying body changes at the cell level.

Taking a sample or biopsy



- It is a procedure to remove a piece of tissue or a sample of cells from the body so that it can be analyzed under microscope. The type and location of the biopsy will be determined with your medical team.

Ultrasound imaging



- It is used to help diagnose the causes of pain, swelling and sometimes to help take a biopsy

Chest x-ray imaging



- It is used to evaluate the lungs, heart, chest wall and also to diagnose pneumonia or shortness of breath.

ECG echocardiogram



- A test that records the electrical activity of the heart it is used to help diagnose some heart conditions.

Modified barium swallowing study



- The purpose of this examination is to study the function of the mouth, tongue, throat and pharynx and also to assess whether there is food leaking to the airway during the swallowing process. In this test you will drink barium consistency (white liquid). Barium is a dye that appears clearly in the x-rays and helps to identify swallowing difficulties.
- If you are allergic to barium or any dye, tell your radiologist.

Fiberoptic Endoscopic of swallowing exam (FEES)



- It is a procedure that allows the speech therapist to evaluate the area surrounding the larynx and vocal folds, using a small, flexible telescope.
- Once the telescope has been placed, the specialist will ask you to take different foods and monitor and evaluate the swallowing process.

Who are my medical Team?

After conducting the necessary examinations and completing your medical profile, the medical team will meet you to determine the appropriate surgery or treatment that corresponds to your results. You will meet the following:

Nursing Staff

Nutritionist

Speech & language
Therapist

Social Worker

Health Education
Specialist

Surgeon

Other.

What are the role of medical team members?

Nursing Staff

Your nursing staff will take your vital signs such as weight, height, blood pressure, and check for chronic diseases. And ask you for any updates in your health.

The nursing staff will accompany you through your visit to the clinic, to all tests in the hospital, and till you finish meeting the medical team.

Health Education Specialist

The health education specialist will summarize the information that was mentioned by the medical team and will be with you throughout the examination with the medical team.

When you meet with an education specialist, he will discuss with you the following:

- Treatment plan with each medical team you've met
- What should you do before you are hospitalized or admitted
- Compliance with hospital regulations throughout the period of hospitalization
- Commitment of visitors to visiting hours during the period of hospitalization
- Stop smoking
- Care for personal hygiene and mouth hygiene.
- When should you seek further medical treatment
- Follow up with the medical team

Nutritionist

A nutritionist will meet you during your first visit to the clinic where he will assess your dietary habits, body mass index and fat-free body mass.

The specialist will develop a healthy diet plan that suits your health status and may prescribe some supplements if necessary.

This will help you develop a healthy diet so that you can prepare for surgery as soon as it is identified and will also help you during healing process after surgery

Your nutritionist may make a phone call a week before surgery to make sure your diet is going well and that you do not have any problems.

If you experience any problem or difficulty with your dietary supplements, inform the clinic care plan manager via a phone call.

Speech & Language Therapist

Speech and language therapist will assess your ability to swallow and speak, and the impact of surgery on these two processes. A therapist may perform tests such as fiber optic endoscopic swallowing exam, modified barium swallowing to determine if you will need a pre or post-operative feeding tube and refer you a nutritionist to create a healthy nutritional plan.

The specialist may schedule some appointments for you to visit the clinic if you are able to come or transfer your appointments to your local medical clinics. You may receive a phone call from the specialist a week before surgery to make sure that you do not have any problem swallowing or speaking and maintaining your recommended exercise.

If you experience any difficulty speaking or swallowing, inform the clinic care plan manager by phone.

Social Worker

The social worker will assess your social, psychological and economic situation. This will assist in identifying your needs during the period of hospitalization and after leaving the hospital.

The specialist will also provide some advices to you and your family to relieve stress and worry about your family obligations and housing. The social worker can provide accommodation for the patient and his / her caregiver within the framework of the permitted conditions, and connect you with institutions like charity and sources that can improve your life situation.

The social worker is fully prepared to help you adapt to any lifestyle changes and qualify you for various activities that suit your health, family, professional and financial status.

Do not hesitate to contact your clinic care plan manager if you have a problem that may hinder your commitment to your proposed treatment plan.

Surgeon

The doctor will discuss the results of the previous tests and will evaluate the medications you're currently taking based on the time, dosage, indication of the use and the quality of your performance of your medicines.

He may change your medicines, cancel some or prescribe new medicines if necessary. Do not worry, as this will be planned with your pharmacist to improve your healing process.

The pharmacist, on behalf of the doctor, may make a monthly follow-up call if necessary and will call you one week before surgery to make sure you are not experiencing any difficulties with your medications and may ask you to stop some medications before

Surgeon

surgery, for example, blood thinners such as warfarin, or aspirin.

Note: Do not discontinue any medications prescribed to you unless instructed by your pharmacist or doctor

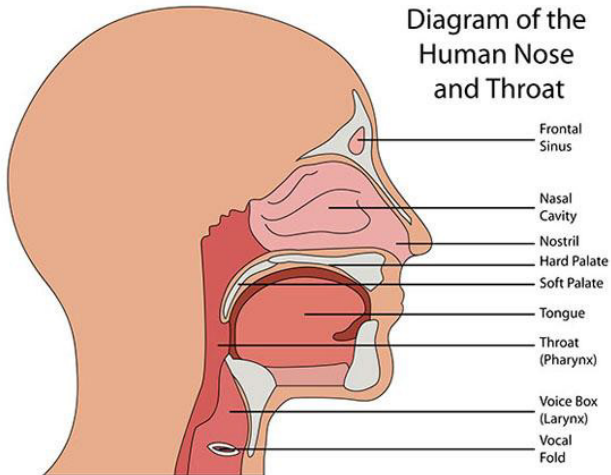
If you have any problems or difficulties with your medicines, please inform the clinic care plan manager by phone.

Other specialties

If you are suffering from a chronic illness or other heart disease or other diseases, you may have to see a cardiologist, or an internal medicine doctor.

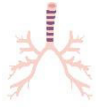
Some medical conditions may require visiting the dentist.

What are the component of the oral cavity?



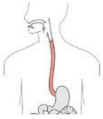
Oral Cavity

consists of tongue, lips, floor of mouth, buccal mucosa, palate, and retro molar trigone - the area behind the wisdom teeth - Larynx and Hypopharynx.



Trachea

A respiratory tract connected to the lungs



esophagus

Feeding tube connected to the stomach



Lymph nodes

They're glands that are responsible for fighting bacteria and viruses and are found in different areas of the body and may be removed in some surgeries to prevent the spread of cancer elsewhere

How is the process selected?

Most people with oral cancer, get their tumor removed by surgery.

The type of surgery depends on the size, stage, location, and other factors, such as your age and health.

After all the tests, the doctor will decide the type of surgery. All steps of the procedure will be discussed with the surgeon, because the procedures vary from person to person.

What are the possible surgeries?

Resection of the tumor without reconstructive surgery

- The tumor can be removed for a variety of reasons including:
 - Remove the tumor completely
 - Remove the lymph nodes if the cancer has spread to them or to prevent the spread of cancer to them
 - Reduce pain or relieve symptoms (called palliative surgery)



Oral cancer surgery may affect your appearance and your ability to chew, swallow and talk. The medical team will work together to plan the treatment that gives you the best quality of life.

Oral cancer Resection with free flap

- After the tumor is removed from the affected area, you will undergo a free flap surgery.
- Free flap surgery varies depending on the location of the tumor and the size of the removed tumor. The steps and details will be explained by the surgeon.
- This surgery may take longer than normal surgery, up to 12 hours.
- In free flap surgery, the skin, muscles, and sometimes the bones of one leg or arm or other location determined by the doctor are used to reconstruct the location of the removed tumor from the head and neck.
- This will require covering the arm, legs or part used to facilitate the healing process and you will be asked to avoid carrying heavy objects until the healing process is complete.
- Do not hesitate to ask your surgeon about the operation or to indicate your concern about any of the details. The medical team is keen for you to understand all the steps of the surgery and how it affects your personal life.

laryngectomy and salvage laryngectomy

- When the larynx is removed, the surgeon separates the airway from the esophagus, and the trachea is pulled down to the lower part of the larynx. The surgeon will connect the airway to a hole that opens in the neck for breathing, this hole will be called the ventilator.
- Laryngectomy does not mean you will stop talking and swallowing, but these two processes will differ slightly.
- Salvage laryngectomy means removing the larynx after chemotherapy or radiation therapy
- If you undergo a laryngectomy, you will be provided with a detailed educational booklet about the surgery and daily life after the laryngectomy.

Dissection of the neck

- head and neck tumors may spread to the lymph nodes; in the dissection of the neck surgery the goal is to remove all lymph nodes in the neck.
- it may be performed as a precaution to prevent the spread of cancer cells or as a therapeutic option after the spread of cancer cells to the lymph nodes.
- Determining the extent of lymph nodes removal depends on several factors: the location of the original disease and whether there is a spread to the lymph nodes in the neck.
- The process of removing the lymph nodes does not weaken the ability of the body to fight diseases or reduce immunity, you should not worry about it.

Cutaneous Cancer (Skin Cancer)

- Removing the skin that is affected by cancer cells the area and depth of surgery or tumor removed depends on the patient condition and tumor stage.

Dear patient,

After completing the three steps, you will be transferred to the waiting list until the date of the operation.

The waiting period will be **90 days' maximum** since the completion of all tests.

You will be contacted by the clinic care plan manager and he will tell you the date and time of your admission.



What are the operation steps?

1

First Day, Admission Day

- Head to the admission office to finish the admission procedure, the staff of the admission office will accompany you to the head and neck surgery ward. The nursing staff will guide you to your room or shared room if no single room is available.
- Vital signs will be measured by the nurse such as height and weight and they will be answering your questions about your health condition.
- You will be informed of your rights and responsibilities as a patient and how to maintain hand hygiene.
- Some tests may be repeated to check your health, such as blood & urine tests, chest x-ray, and Echocardiogram.

What should I consider during my admission?

Do not bring valuables objects to the hospital



Only one sitter is allowed during admission period



Commit to visiting hours and number of visitors in the wards



Treat the hospital's property and facilities with due care and responsibility and follow hospital policies and procedures



Cooperate with the medical team by following the instructions in the room



You will be asked to stop eating solid food six hours before the operation and you can drink juice and fluids during this period you will need to stop eating and drinking completely two hours before surgery time



2

Second Day, Surgery Day

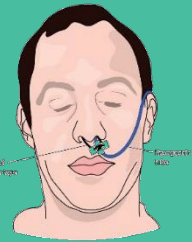
- Surgery is performed on this day as follows:
 - The patient is fully anesthetized through intravenous in the operating room
 - A breathing tube is inserted through mouth
 - A tube inserted in the neck vein to give fluids and nutrients
 - Urine catheter is inserted to drain the urine
- Surgery is performed and the wound will be sutured then the patient will be taken to recovery room.

Important Information

The time of the operation varies from patient to patient depending on the condition and the planned operation. Ask your doctor about the duration of your operation

After the operation you will be taken to the recovery room and in some cases the patient may be transferred to intensive care for 24 hours for observation.

A temporary feeding tube may be inserted through the nose to provide the body with the necessary food until the patient is ready to receive oral food.



You will be taught on the pain killer self-medicating device after the operation until you can use pain killer pills

some patients might require long term feeding tube it is a tube inserted through a small incision in the abdomen into the stomach and is used for long-term enteral nutrition

3

From the third day to the day of discharge

- These days are considered as the process of gradual rehabilitation of the patient to return to normal life it includes the following
- Patient ability to eat full solid meals according to the type of diet your doctor allows
- Patient ability to move gradually with the help of the exercises given by the physiotherapy department
- Removing the intravenous tube after the patient ability to eat solid food
- If there is a change in the patient medications it will be explained, to the patient by the pharmacist or health educator
- The medical team (nutrition specialist, swallowing specialist, nursing, pharmacist, etc.) will reevaluate patient needs and assess patient development.
- The social worker will visit the patient to finalize housing papers if the patient met the criteria and to assess the patient social and financial needs.
- The patient and his family will be trained on the medical equipment's if needed. The process of discharge will not take place until the patient and his / her family and sitter are properly trained and ready to go home.

4

Day of discharge

- On this day, the patient will be discharged from the hospital after making sure that his condition is stable and his ability to return home and to live his life normally. The patient will be followed up in the outpatient clinic with the medical team.
- Patient will receive the following before discharge
- All patient medication after making sure that he knows each medication and receiving medication sheet if necessary.
- All follow-up appointments paper with medical team and surgery
- Sick leave for the patient and the sitter if needed.

What is the length of admission?

The duration of admission varies according to the surgery. The following schedule is the duration of admission for each surgery:

CUTANEOUS CANCER (SKIN CANCER)	3 Days
Oral Cancer resection without Free Flap	3-4 Days
Parotid mass with Neck Dissection	4 Days
Laryngectomy	10 Days
Oral Cancer resection with Free Flap	14 Days
Salvage Laryngectomy	17 Days



Remember

The process of healing after surgery requires a great effort and patience, try to devote yourself to your personal health and ask for support from your family during this period.

In the first period after surgery you may find that the trip to the hospital in order to attend appointments and easy walking may cause you unusual fatigue do not worry and try to get enough rest and ask for family help to accomplish your work and daily tasks

Keep away from shaking hands with sick people and wash your hands regularly or use hand sanitizers during the day.

Make sure to take your medications on time and know their names and benefits according to your doctor's prescription.

Be sure to attend your follow-up appointments with the medical team.

You should follow and note any changes to your health condition that may be unusual.



If you notice any of the following symptoms head directly to the emergency or hospital.

Signs and symptoms that requires medical attention

Fever



Nausea, vomiting or diarrhea



Pain and pus discharge from the wound site



Blood in the urine or Stool





Contact the medical team for head and neck surgery
on the number_____

Notes

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إدارة التثقيف الصحي

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