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## REFERRAL GUIDELINE

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# PAEDIATRIC SERVICE

**DIRECTOR: DR GREG WHEELER**

### TARGET AUDIENCE

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Referrers to the Paediatric service

### PURPOSE

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- To assist health professionals with the referral process.
- To ensure all relevant clinical and administrative information accompanies referrals to ensure timely referral processing.

### PAEDIATRIC SERVICE: REFERRAL REQUIREMENTS

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- A completed Peter Mac referral form, addressed to a named clinician – referral form and further information available at [www.petermac.org/referrals](http://www.petermac.org/referrals)
- A confirmed diagnosis.
- Diagnostic Imaging Reports and the most recent scans on a disk. We use the mix forms and electronically transfer between RCH or MMC and PMCC. Hospitals external to this would need to send scans on a disc (interstate referrals).
- Histopathology Reports.
- Operation notes (if applicable).

All newly diagnosed patients or those patients being investigated should be referred to the Royal Children's Hospital or Monash Medical Centre.

This specialty clinic provides outpatient radiation therapy management of all paediatric malignancies including: treatment planning and management of paediatric malignancies requiring radiation therapy in a radical, prophylactic or palliative setting.

## **PAEDIATRIC SERVICE CLINICS RUN AT PARKVILLE EACH WEDNESDAY MORNING.**

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- Urgency and clinic allocation are determined by referral content; all referrals will be triaged within 48 hours.
- All new patient referrals are assessed by multi-disciplinary Teams.
- Referral forms must include all requested information and patients should bring, wherever possible, copies of any diagnostic imaging, preferably on CD, to their first appointment.
- For all appointment enquiries, or if you are concerned with the appointment time allocated to your patient, phone Patient Registrations on 03 8559 5020 or email [referrals@petermac.org](mailto:referrals@petermac.org)

## **REQUESTING A SECOND OPINION**

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Please clearly state on the referral form that you are requesting a second opinion and provide a comprehensive summary of all previous treatment including copies of correspondence from previous treating specialists, operation notes, scan reports etc.

## **FOR ALL PAEDIATRIC SERVICE ENQUIRIES, CONTACT**

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**For general enquiries please contact the Paediatric tumours stream administrator:**

Phone: 03 8559 7425

**For clinical enquiries contact the appropriate Nurse coordinator**

Paediatric Nurse Coordinator mobile: 0475 825 658

Email: [PaediatricNurseCoordinators@petermac.org](mailto:PaediatricNurseCoordinators@petermac.org)

This email address includes both nurse coordinators and the paediatric administration assistant and is accessed Monday – Friday during office hours.

## **AUTHORISED BY**

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Dr Greg Wheeler

## **AUTHOR/CONTRIBUTORS**

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Paediatric Nurse Coordinator, June 2016