OPERATIVE UNIT OF OBSTETRICS-GYNAECOLOGY

MISSION and VISION
By means of law 132/68 the Italian State acknowledged the Classified Religious Hospitals, which, although not being of state run property, they in fact perform a public service in that they have an essential role in the area of health planning. The classification and the assimilation of these hospitals were then confirmed by the subsequent health reform laws (L. 833/78, L. 502/92, L. (229/99)

Basically, this has to do with the recognition of the principle of subsidiarity, according to which a public service can be done by a private entity, as long as it respects the following features:
- the non-profit character of the activity;
- the approval, by the Ministry of Health, of an organization chart and of technical-organizational regulations that ensure the adoption of certain requirements;
- the acquisition of hospital staff through public contest.

Thus, Salus Villa Hospital, like all other classified hospitals in Italy, works with fully recognized credentials in the National Health Service. But, as stated in its founding ends and principles, the hospital wants to offer something more, both in terms of services offered and in terms of quality and content, than just the basic technological, organizational and qualitative standards expected in the state and regional public norms. Intelligence and charity at Villa Salus Hospital go beyond the principles of rationality and fairness which are a part of all public institutions.

THE WARD
The department of obstetrics and gynaecology is located on the 1st floor, side A of the hospital.
It contains rooms for ordinary admissions, all of which have 3 beds, bathroom, TV and air conditioner. The total number of beds is 29 on the main ward plus 2 more in the Day Surgery unit.
The medical staff is as follows:
Dr. Giorgio Buoso, Chief of Service
Dr. Carlo Venerio Antonello, Ward physician
Dr. Cosimo Capoti, ""
Dr. Claudio Contessa, ""
Dr. Roberto Fraioli, ""
Dr. Giovanni Gava, ""
Dr. Paolo La Rosa, ""
Dr. Carlo Maurizio, ""
Dr. Francesco Pastorella, ""
Dr. Viviana Varchetta, ""
Dr. Nevio Paganin, External consultant
Dr. Beretta Mario,
Dr. D’ August Diego,

Telephone numbers:
Chief of service: 041-2606823
e-mail giorgio.buoso@ospedaleyillasalus.it.
Ward physicians: 041-2606825 [ ]-2606827
e-mail staff.ginecologia@ospedaleyillasalus.it

Physician’s duties and functions:
- admission of patients
- patient diagnosis and care
- attend to at-risk or pathological labor and childbirth
- attend to planned or urgent surgery in the operating room
- out-patient clinic

MIDWIVES

Susanna Pistolato, Head midwife

Telephone number delivery room: 041-2906734, e-mail sala.parto@ospedaleyillasalus.it

Midwives tasks and functions:
- attend to term pregnancies and to physiological childbirth as autonomous professionals;
- cooperation with the obstetrician in the management of at-risk labor and childbirth;
- management of the of the term pregnancy out-patient clinic
- pap tests and vagino-rectal swab cultures in collaboration with the Hospital’s clinical laboratory
- follow clinical status of pregnant in-patients
- organize and implement prenatal courses

DELIVERY ROOM GENERIC NURSES

Delivery room nurse tasks and functions:
- collaboration with midwives in the care of the expectant mothers during labor, birth and after.
- hygiene management and orderliness of the birth place
- check all equipment present in the delivery room
- pre-operative preparation of in-patients
- cooperation in the care of the in-patients in lane and in the maintenance of hygiene and orderliness of the bed rooms

O.S.S tasks and functions:
- help the nursing staff through direct assistance, by being of help and providing hotel comfort
- as expected from the professional profile.

GYNECOLOGY WARD PROFESSIONAL NURSES

Micheli Roberta, ward chief

Ward telephone number: 041-2906628;
e-mail: ostetricia.ginecologia@ospedaleyillasalus.it
Tasks and functions:
- the nurse is responsible for general, and pre and post operatory nursing care and for the correct application of diagnostic and therapeutic orders

**SOCIAL-HEALTHCARE OPERATORS (O.S.S.)**

Tasks and functions:
- to help the nursing staff by giving direct assistance, to be of help and to give hotel comfort, as can be read in the individual's contractual profile.

**TYPES OF ADMISSIONS**
- Ordinary admission
- One day surgery

Mode of admission:
- Urgent admission
- Programmed admission

**Urgent admission**: for the obstetrics admissions, patients always arrive with urgency and without the written request of the family doctor. The patient arrives at the admissions acceptance room situated on the ground floor, side b of the hospital, where she will receive the "Admission approval" form, and be taken immediately to the ward. Later a relative will take the form to the Admissions Office, located on the ground floor, side B of the hospital, to complete the administrative part of the admission.

For the gynaecology admissions, if the patient arrives with request for an urgent admission from the family doctor, she will go to the admissions acceptance room situated on the ground floor of the B side of the hospital. The gynaecologist on call will evaluate the effective need for admission, filling in an “Acceptance approval” form, including the admission diagnosis. Before going to the ward, the patient will take the form to the Admissions Office, located on the ground floor, side B of the Hospital, on any day from Monday through Saturday, or to the Test Results Office on the ground floor side A of the Hospital, on Saturday afternoon, Sundays or Holidays.

For the day hospital admissions, the patient passes directly to the Admissions Office, where the patient’s personal data are on the "patient reception" form, after which she is directly sent to the Day Hospital Unit, located on the 2nd floor, side B of the hospital.

**Planned admission ordinary and day hospital**: once the patient has been seen by the ward gynaecologist, who has verified the patient’s need for admission for medical tests and/or surgery, she will be sent with the doctor’s written request to the relative ward for admission. The head nurse then sends the "patient reception" form, complete with reservation date and the name of the prescribing doctor, to the admissions office. Thus, the patient on the day of the admission, before going to the ward, will see to the administrative end of the admission at the admissions office located on the ground floor, side B of the hospital. Day Hospital admissions: for the patients that come to the Day Hospital Unit, one follows the indications found in the circular of the Veneto Region, number 3609 of 08/05/1996, and in the guide lines of the Deliberation Of The Regional Council dated December 29th, 1998, number 5272. An admission for surgery will be formulated during an appointment with the gynaecologist who verifies that the patient’s health problem is one listed in the...
circulars mentioned above and that the indicated operation is of the kind of surgery scheduled for that day. At the same time, a date is determined before surgery for diagnostic testing necessary for the operation. As far as the secretarial and nursing service, and the area of the hospital concerned, the human and hospital building resources of the Day Hospital Unit on the second floor side B of the hospital are involved.

**GYNAECOLOGY DAY HOSPITAL**
Referent Dr. C. Capoti

**MISSION:**
To allow the execution of invasive or seminvasive gynaecologic and obstetric operations or diagnostic and/or therapeutic procedures, in local, loco-regional or general anaesthesia, resulting in an admission limited to one working day and when necessary with an overnight stay.

Use only medical and nursing staff, hospital spaces and organizational measures of the Gynaecological Day Hospital.
To give to the patients, and her physician, a reference point for information at any time.

**ACTIVITIES PERFORMED:**
Diagnosis and treatment of “minor pathology” of:
- Vulvo-vaginal tract: Bartholin’s gland cysts and abscesses, biopsy and diathermocoagulation of condiloma-like neoformations, vulval scarring correction, correction of minor congenital malformation;
- Uterine cervix: biopsies, conization, polypectomy;
- Uterus: menometrorrhagy, abnormal uterine bleeding, endometrial polyps, submucosal myomas, septate uterus, intrauterine contraceptive device removal.

**TASKS AND RESPONSIBILITY:**
The Chief of Service, Dr. G. Buoso, responsible for the activity in the Gynaecology and Obstetrics Day Hospital, delegated Dr. C. Capoti, with the following tasks: organization of the obstetrics and gynaecology operating calendar, management of the operating lists, and to keep a log of the different types of operations done according to regional norms.

The Department of Obstetrics and Gynaecology collaborate in the management of its activities.

As far as the secretarial and nursing service, and the area of the hospital concerned, the human and hospital building resources involved are those of the Day Hospital Unit located on the second floor side B of the hospital.

**OPERATIVE MEANS:**
Those patients eligible for treatment in day hospital are proposed by the doctors of the outpatient clinic of the gynaecology department. Case of acute pathologies needing prompt intervention, are seen by the on-call physician of the department. Admission proposals sent to the hospital by family physicians or gynaecologists working outside of the hospital are also evaluated by the department referent gynaecologist.

Appointments may be arranged by telephoning the secretary of the Day Hospital, telephone number 0412906803.

The patient is requested to show up at the Day Hospital on Monday morning, for taking a medical history, laboratory and instrumental (EKG, pelvic ultrasound) tests, and a visit with the anesthesiologist. Thus
the suitability of the proposed admission and operation is verified, and those patients can
be identified, that, for the coexistence of other pathologies or special clinical conditions,
may need further diagnostic work-up or more complicated treatments than foreseen, than
those that can be completed in a simple Day Hospital environment, necessitating a
normal admission.
On this occasion, the doctor will describe in detail the operating plan and the techniques
to be used. He will also take all necessary informed consent.
The admission takes place on the same day as the operation, and discharge in the
afternoon, after a check-up by doctor: If necessary, the hospital stay will be prolonged
until the next morning, or, in very rare cases of complications, it will be transformed into
an ordinary admission.
A discharge letter, for the family doctor, will be given to the patient, containing a
complete surgical summary, a report of anomalous or frankly pathological diagnostic
findings, and any eventual home therapy.
An informative leaflet is given to the patient containing general postoperative information
that the patient must follow, especially what to do in case of complications, with
instructions to call the Day Hospital whenever there is a suspicion that something has
gone wrong, between the hours of 7:00 AM and 6:00 PM,,
Monday through Friday, or by calling the night on call doctor of the Obstetrics
Gynaecology Department from 7:00PM to 7:00 AM.

Lastly it’s recommended to have a post-operative check-up in our obstetrics-gynaecology
out patient clinic.
The frequent occurrence of urgent pathology, above all of an obstetric nature, imposes
the necessity of an integrated management within the context of Gynaecology Obstetrics
Department, making use as well of the medical and nursing staff working outside of the
Day Hospital.
Of importance for the correct management of activities is the cooperation between the
hospital’s out-patient services and those of the family physicians and gynaecologists that
work outside of the hospital as regards diagnostic, homecare and post-dimission
medicinal therapy matters.

REPRODUCTIVE PATHOPHYSIOLOGY
Authorized by the Veneto Region by Law number 387 of 02/28/2001
Responsible for the Medically Assisted Procreation: Dr. Giorgio Buoso

Mission:
To diagnose the causes in the infertile couple she and to apply first level techniques for
the solution of the problem, when possible, as foreseen by law 40/2004.

MEDICALLY ASSISTED PROCREATION CLINIC
Referents: Dr.. Francesco Pastorella and Dr. Viviana Varchetta
Patients will be seen by appointment by calling the Appointment Centre: 800599399
The service is made up of: Medically Assisted Procreation Clinic
Seminology laboratory
Activities performed: treatment of patients with alterations of the menstrual cycle,
anovulatory cycles, patients with monolaterale tubal problems, or patients with
oligoaesthenospermy or teratospermy.

The following are considered first level techniques:
(1) ovulation check in spontaneous ovulatory cycles with indications for timing of
intercourse;
(2) pharmacology ovulation stimulation with indications for timing of intercourse;
(3) homologous intrauterine insemination (I.U.I.) in spontaneous ovulatory cycles;
(4) pharmacologically stimulated ovulation with homologous intrauterine insemination.

**Tasks and responsibility:**
Collaborators: Dr. D. Zara (Psychologist)
Dr. F. Bellavere (specialist in endocrinology)
Dr. D. D’Agostino (specialist in andrology)

**Services performed:**
First appointment: consultation for infertility, careful medical history, prescription of tests according to protocol, planning of second level diagnostic tests, where necessary.
Second appointment: review of test results, follow-up transvaginal ultrasound, writing of the infertility certificate of which gives the right to have access to the techniques of assisted fertilization, choice of the therapeutic strategies, drug prescription.
Subsequent appointments: ovulation evaluation ultrasound, homologous intrauterine insemination.

**Documents referred to:** law number 40/2004 dealing with medically assisted procreation.

**Seminology laboratory:**
Person responsible for the seminology laboratory: Dr. Eva Toscano.

**Activities performed:**
Evaluation of seminal fluid (spermogram and sperm culture) for the diagnostics of male infertility,
execution of the test of nemaspermic selection (or of capacitation) for the choice of the most adequate therapeutic strategy, treatment of the seminal fluid for homologous intrauterine insemination.

**Operating modes:**
Appointment with the laboratory by calling Appointment Center number 800599399:
Tuesdays and Thursdays from 8:00 AM to 10:00 AM.
Specimen collection and execution of spermogram, sperm culture and the selection test.
The laboratory collaborates with the medically assisted procreation clinic in the preparation of seminal fluid to be used then for I.U.I.
To talk with the referent call 041/2906508 on Tuesdays and Thursdays from 12:00 AM to 1:00 PM.

"CENTRE FOR THE PROMOTION OF THE HEALTH OF WOMEN IN MENOPAUSE"
Referent: Dr. Roberto Fraioli
Appointments by calling the Appointment Center at 800599399 Wednesdays from 8:30 AM to 12:00 AM.

The Classified Hospital Villa Salus in Mestre promoted the institution of “The Centre for the Promotion of the Health of Women in Menopause”. This centre is a high level health, scientific and information spreading structure in the sector of menopausal medicine. The centre is of service to the community, not only as a centre of health referral, but also cultural and scientific. For its distinct functional characteristics, it is a first level
diagnostic-therapeutic structure with regards to the various problems of menopause, with the capabilities, when necessary, of addressing more complex or invasive second level tasks.

The centre’s interdisciplinary character, has the general aim of offering to the woman a service in a single location capable of providing answers to all the aspects and necessities of the climacteric: information, prevention of those pathologies correlate to the changes during menopause (dystrophic urogenital pathology, post-menopausal osteoporosis, arterial and venous cardio-vascular disease, aesthetic skin and skin appendage alterations), treatment for menopausal disturbances (neurovegetative, emotional, urogenital, sexual). The centre has other objectives integrated with its principle health care objective, and they are: the continuous scientific updating of its staff, to be a cultural reference center for the doctors working outside of the hospital interested in the treatment of menopause, and that of being a centre of information on menopause for the community.

Based on experiences both abroad and in Italy, the centre collaborates in the activities of prevention of postmenopausal osteoporosis, with the O.U. "Women’s Health Centre" of the Local Health Unit of Ferrara and the "Centre of Service and Research for the Study of Menopause and Osteoporosis" of the University of Ferrara.

**OPERATING MODES:**

The services provided are:

- filling out a clinical history for the of Clinical Chart for menopause
- gynaecological visit
- senology visit
- ultrasound densitometry
- colpocytology (Pap test)
- colposcopy
- pelvic and transvaginal ultrasound

The Menopause Center makes use of the cooperation of:

- Gynaecology outpatient clinic: for the prevention and the care of the pathologies of the pelvic floor
- Surgery outpatient clinic: for the prevention and the care of breast pathologies
- Service of radiology: for the execution of mammographies and breast ultrasound
- Neurology outpatient clinic: for the evaluation of neuro-psychologic and neuro-physiologic problems associated with menopause
- Internal medicine consultations: for cardiovascular and endocrino-metabolic evaluations
- Orthopedic consultations: for osteoarticular evaluations

Furthermore, through an agreement with the University of Ferrara, in order to give a complete approach to the diagnostics of osteoporosis, the availability of one of most recent techniques, the DXA method, dual photon bone densitometry, considered to be the diagnostic gold standard.

Users of the center for the menopause are provided a personal chart, to take to all subsequent follow-up, and are given the leaflet "Live Menopause Serenely", downloadable free of charge from the site [www.ospedalevillasalus.it](http://www.ospedalevillasalus.it)

**OUTPATIENT CLINICS**

Physician in charge: Dr. Giorgio Buoso

The clinics are located on the 3rd floor, side B of the hospital.

Appointments by calling the Appointment Centre: 800599399
OUTPATIENT CLINIC FOR THE NORMAL TERM PREGNANCY
The service is active Monday through Friday, from 7:00 AM to 1:00 PM. Appointments can be arranged by calling 041-2906734.
All pregnancies without pathology and/or risk are accepted from 38th to the 40th week of gestation.
The patient can request the following services:
- Interview with the midwife (with the midwife on duty)
- Execution of cardiotocography
- Maternal and fetal health check-up

Service features:
The service is managed by the midwives of the division under the supervision and responsibility of the gynaecologist.
The medical staff and midwives train the expectant mothers to practise moxibustione, the technique for turning breech presentations from the 35th week on, in order to reduce sensitively the recourse to the caesarean section for the indication of anomalous presentation.
The service became of extreme current interest because of the growing necessity of adequately monitoring above all the immigrant pregnancies which need clinical revaluation at term of the past nine months of pregnancy that are often managed precariously.

PREGNANCY CHECK-UP OUTPATIENT CLINIC
Mondays 9:30 AM – 12:00 PM
Service features:
- Pregnancy check-ups up until delivery
- A calendar of recommended check-ups and necessary tests is provided (all relative appointments by telephone to the Appointment Centre).
- Information is given about the prenatal and postnatal courses for expectant parents.

DIVISIONAL GYNAECOLOGICAL OUTPATIENT CLINIC
Tuesdays 8:30 AM – 12:30 PM, Wednesdays 10:30 AM – 12:30 PM, Thursdays 9:30 AM – 12:30 PM
Service features:
- Gynaecological check-up
- Colpocytologic exam (Pap test)

GYNAECOLOGIC DRESSING OUTPATIENT CLINIC
Mondays 8:00 AM – 9:30AM and Thursdays 8:30 AM – 9:30 AM
Service features:
- Wound dressing
- Gynaecologic post-operation suture removal
- Surgical wound medication and dressing

GYNAECOLOGICAL TEST RESULTS OUT-PATIENT CLINIC
Wednesdays 12:00 PM – 1:00 PM
Service features:
- Assessment blood tests, Pap tests, vaginal swab cultures, densitometries, ultrasound examinations, mammographies, and so on.
GYNAECOLOGICAL POST OPERATION OUTPATIENT CLINIC
Saturdays 9:30 AM – 12:30 PM for ordinary admissions
Mondays 11:00 AM – 12:40 PM for Day Hospital admissions
Gynaecologic follow-up, usually thirty days of average after gynaecologic surgery.

OBSTETRIC-GYNAECOLOGIC ULTRASOUND OUTPATIENT CLINIC
Service features:
Mondays and Wednesdays 2:00 PM – 4:30 PM
Obstetric morphologic ultrasound (20 weeks gestational age)
Tuesdays and Thursdays 2:00 PM – 4:30 PM.
Obstetric and gynaecologic pelvic and transvaginal ultrasound
Wednesdays 8:30 AM – 10:30 AM transvaginal ultrasound
Fridays 9:00 AM – 11:00 AM
Check-up and bitest ultrasound
Mondays Fridays from 12:00 AM to 1:00 PM
Ultrasound check-up of amniotic fluid maximum pool depth
Appointments by calling the midwives in the delivery room at 041 2906734.

OUTPATIENT CLINIC FOR THE EARLY DIAGNOSIS OF THE NEOPLASTIC PATHOLOGIES OF THE LOWER GENITAL TRACT
Fridays 11:00 AM – 1:00 AM
Service features:
Colposcopies
Vulvoscopy
Ultrasound morphologic evaluation
Endometrial cytology
Cervical biopsy
Therapy of preneoplastic pathologies

DIAGNOSTIC HYSTEROscopy CLINIC
Thursdays 3:00 PM – 4:30 PM
Objective: diagnostic evaluation of abnormal uterine bleeding, of endocavitary neofomations, congenital uterine malformations and the planning of any further necessary treatment in the Day Hospital setting.
Nursing service: 1 nurse
Foreseen execution time: 20 minutes

Other activities are being organized, e.g., development of the following activities of the gynaecologic area:
UROGYNAECOLOGIC OUTPATIENT CLINIC
OUTPATIENT CLINIC FOR THE DIAGNOSIS AND THE TREATMENT OF ENDOMETRIOSIS

The Director of the O.U., Dr. Giorgio Buoso, also does private outpatient activity in the hospital. Appointments can be made by calling the Appointment Centre: 800599399.

Periodic evaluation of admissions and outpatient clinic activities
The director of the O.U. of Gynaecology Obstetrics was recognized responsible for the periodic evaluation of activity of the unit.
The periodic evaluations are carried out both with the “reporting” foreseen by the hospital's Administrative Director as well as by a data check done every month by the hospital's Medical Director, statistically comparing the data with the activity of the previous year.

Such evaluation concerns:
- admissions and surgery
- Day Hospital activity
- Divisional and private outpatient clinic activity

The analysis of these data is made through meetings with the interested staff.

The unit operating manager