



Mini Manual Theatres' Staff

1. Set Default Appointment Book
2. Set Emergency Appointment type as a default
3. Viewing Another Location
4. IntraOp Check In
5. Check Out

Support available through the following options:

1. Please contact your local Champion User
2. Theatres' Surginet Team - Tel: 01225 82 5069
3. Service Desk
 - a. Tel: 01225 82 5444
 - b. Email: ruh-tr.ITServiceDesk@nhs.net
4. Self Service Call Logging via Intranet



Bringing it all together

Default's for Appointment Book

1 Theatre's Appointment Book Defaults

Scenario: The Appointment book in Millennium can be set up to always look at your default location.



- Step 1.** Open Appointment Book
- Step 2.** Click on the View menu
- Step 3.** Select Options
The options window opens.
- Step 4.** Click the **Navigation** tab.
- Step 5.** From the Default books shelf dropdown select **RUH Theatres** then click **OK**.
- Step 6.** Close and re-open the **Appointment Book** and **RUH Theatres** bookshelf will be displayed.

2 Set Emergency Appointment type as a default



- Step 1.** Open Appointment Book
- Step 2.** Click on the **View** menu
- Step 3.** Select **Options**
The options window opens.
- Step 4.** Click the **User Defaults** tab.
- Step 5.** Check the **Default Appointment Type Synonym** box.
- Step 6.** Select the **Default Appointment Type Synonym** radio button.
- Step 7.** In the associated box type in eme and click the ellipsis  button.
- Step 8.** Emergency Surgery RUH Theatres Appointment Type should appear in the box

Viewing Another Location

- Step 9.** Click OK button
- Step 10.** Close and re-open the **Appointment Book** and select the **Appointment Tab** and the Emergency Surgery RUH Theatres Appointment type will be pre-populated.
- Result:** The defaults are now set

3 Viewing another location/clinic

- Scenario:** In the event of opening the Appointment Book and a "one off" view of another clinic is required
- Step 11.** In the **Books** tab within the appointment book click on the **Bookshelf** bar.
The Select Bookshelf window opens.
 - Step 12.** Scroll down the window and select the required clinic.
 - Step 13.** Click **OK**.
 - Result:** The appointment books are displayed with the **Appointment Book**.

Check In

4 IntraOp - Checkin Patient

Scenario: Check In of a patient is an automatic function of opening a patient's IntraOp doc..

Step 14. With **RUH Peri-Operative Tracking** open

Step 15. Double click the required patient name to enter the patient record.

Step 16. Select **2. RUH Theatres IntraOp**.

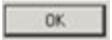
Step 17. Click **OK**.

The **Checkin** window opens for the patient.

The **Date** field will auto populate to the current day's date.

The **Time** field will auto populate with the current time.

Note: The **Checkin** dialog enables the user to check various details about the case and to edit the check-in time. Ensure Encounter type is inpatient.

Step 18. Click **OK** 

Caution: The action of checking in a case will update the appointment in Scheduling Appointment Book. Once a case is checked in the appointment cannot be rescheduled. The colour of the Appointment turns to Green.

Result: The patient is now checked in.

Check Out

5 Check out

Scenario: The patient has left theatres and is returning to the ward.

Caution: Undo Check out is not available. Make sure the correct patient is selected.

Step 1. Open Appointment book.

Step 2. Rightclick on the patient's appointment.

Step 3. Click on **Actions**.

Step 4. Click on **Check Out** from the context menu.

Step 5. The **Checkout** window will open and the date and time fields will be automatically populated.

Step 6. Click the OK button.

Result: The appointment slot will be shown in grey in the appointment book diary view. The rollover text will show the patient has checked out.

Business Rules

Business Rules

1. All surgical trays, supplementaries and prepacks should be recorded on the Instrument Tray Details segment on the Intra Op Document using a hand held barcode scanner.
2. All Loan Equipment should be recorded on the Loan Equipment Details Segment on the Intra Op Document.
3. The Op Note must be written up using PowerChart/Millennium before the Patient leaves the Theatre Complex, and it must record a minimum of "Actual Procedure" and "Post Op Instructions".
4. The Op Note must be printed and attached to the Patient Notes.
5. The PreOp, IntraOp and PostOp Summaries must be printed, and a copy of each attached to the Patient Notes, and a physical signature on each paper document is mandatory.
6. The WHO Checklist must be completed for each case.
7. All People present in Theatre must be recorded.
8. Timings should be documented accurately.
9. If a Surginet patient record is locked by another member of Staff, it should only be unlocked with agreement from the lock holder.
10. The preloading of patient data onto Surginet should only happen while the patient is in the Anesthetic Room and only when the procedure is definitely going ahead.
11. Perioperative Documents must be finalised.
12. Every Patient episode in theatre must be documented in Surginet.