Royal United Hospital Bath NHS
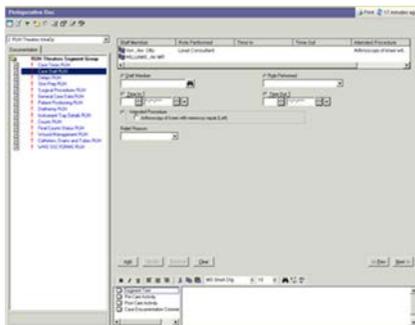**NHS Trust**

Mini Manual
Single sided

Theatres

Co-Signatures

1 Co-signatures for segments

Certain processes within a segment have compulsory Sign Offs. This requires an electronic signature to be recorded through the logging of a member of staff using their name and password.
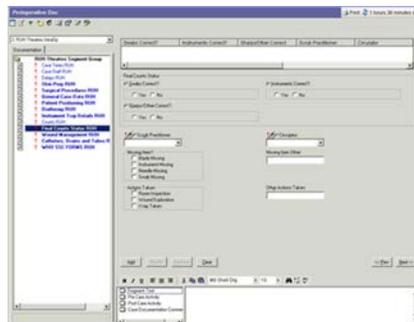

Co-signatures are linked to the Staff names entered in the Staff segment.

Note: Staff's co-sign name will also be in the list but should not be selected.

Format for co-signing is LastNameRD1Initial.

First time of co-signing the user will be prompted to replace the initial password with a new 6 digit password.
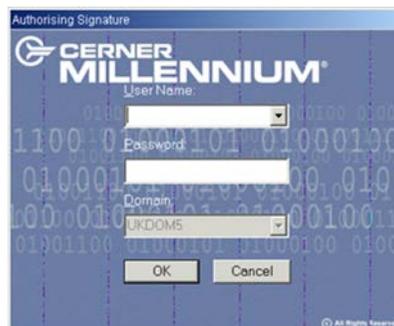

Co-Signatures

Example - Final Counts segment

Step 1. To sign, click the Signature [icon] icon.

The Authorising Signature dialog opens and the user is prompted to enter the user name and password for authorisation.

Step 2. Type in the User Name and Password.

Step 3. Click OK.

Note: Smart cards cannot be used for co-signing documents.

The Signature icon changes from a Red Exclamation pen point to a Pen, paper and Green Tick mark [icon]. This indicates that the signature has been completed and accepted.

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.

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

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