



# Mini Manual

## Theatres' Staff

### 1. Icons, Buttons and Terms

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](mailto:ruh-tr.ITServiceDesk@nhs.net)
4. Self Service Call Logging via Intranet



## Icons, Buttons and Terms

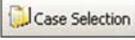
### 1 Term & Definition

<b>Check box</b>	A square box that can have two states; Checked or Unchecked. To change the state, click the box.
<b>Click</b>	Tap on a mouse button, pressing it down and then immediately releasing it. Note that Click is different from Drag (see below).
<b>Ctrl-click</b>	Hold down the Control key and left-click to select more than one item from a list, where the items are not contiguous.
<b>Context menu</b>	Available when you right-click text, objects, or other items.
<b>Cursor</b>	A marker that indicates your position on the screen.
<b>Default</b>	Pre-set information in the system that appears automatically.
<b>Dialog</b>	A box that appears on a display screen to present information or request input. Typically, dialogs are temporary - they close when the required action has been completed.
<b>Double-click</b>	Click the left mouse button twice in rapid succession.
<b>Drag</b>	Place the cursor over the required object. Hold down the left mouse button and without releasing it; 'drag' the selected object to its new position and then release the left mouse button.
<b>Drop-down list</b>	A list of options available for a particular field. Click the arrow at the right hand side of the field to see the list, and then click the selection.
<b>Left-click</b>	Click the left mouse button. When instructions call for a screen object to be 'clicked', a left-click is inferred.
<b>Maximise/Restore</b>	Located on the title bar of the active window, it is used to switch between a

## Icons, Buttons and Terms

	restored state and a maximised state.
<b>Menu</b>	Displays a list of commands when clicked.
<b>Minimise</b>	Located on the title bar of the active window, it is used to minimise the window to a button on the Windows taskbar.
<b>Radio button</b>	A circle identified by a word or phrase. Click to select.
<b>Refresh</b>	Update the screen view with current information.
<b>Right-click</b>	Click the right mouse button. A right-click opens a context menu with a list of options.
<b>Scroll bar</b>	Located on the right and bottom of some screens and is used to adjust your view of the screen contents.
<b>Shift-click</b>	Hold down the Shift key and left-click to select a block of contiguous items from a list.
<b>Title bar</b>	Located at the top of the each window and is used to identify which window you are currently working in.
<b>Toolbar</b>	Gives quick access to available functionality or applications.

### 2 Icon Label Icon Location Description

	<b>Exit</b>	Action Toolbar	Closes SurgiNet.
	<b>Ad-Hoc</b>	Action Toolbar	Records information about the patient, for example, Vital Signs.
	<b>Name Search</b>	Patient Toolbar	Finds a patient and opens their record.
	<b>Case Selection</b>	Case Selection SurgiNet Organiser tabs	Finds patients booked into surgery by case.

## Icons, Buttons and Terms

 **Patient List** SurgiNet Organiser tabs

Lists all individuals that have a record in the system.

 **Dynamic View** SurgiNet Organiser tabs

Lists all cases that have been admitted and enables real-time visual record of the patient through theatre.

 **PM Conversations** Action Toolbar

Enables access to a menu of conversations from PMOffice that are relevant to the user; for example, Discharge.

 **Refresh View** Toolbar

Refreshes the data on screen, manually.

 **Check In** Case Selection toolbar

Checks a case into theatre.

 **Change Add-On Status** Case Selection toolbar  
Changes the Add-On status of the selected case.

 **Calculator** Launch Clinical Calculator

Clinical calculator

 **Launch Charge Viewer Application**

Charge viewer

 **Change User**

Authenticates new user and sets user context

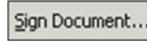
 **Communicate** Open new message

 **Remove** the current view and re-create on desktop

 **Attach** this view back on record

## Icons, Buttons and Terms

 **Associate Encounter** Case Selection toolbar  
Associates a specific encounter with the current case.

 **Sign Document** Case Selection toolbar

Enables a selected Perioperative document type to be signed.

 **Print** Case Selection toolbar

Prints Pick List or finalised Perioperative document type.

 **Preview** Case Selection toolbar

Previews Pick List or finalised Perioperative document type.

 **Location** Case Selection toolbar

Selects the location (theatre) for the case.

 **Retrieve** Case Selection toolbar

Retrieves the case list for the selected date range.

 **Recent** Allows re-selection of a recent patient.

 **Finalise** Surgical PowerChart Toolbar  
Enables documents to be finalised.

 **Add Segment** Surgical PowerChart Toolbar  
Enables new segments to be added.

 **Sign Documents** Surgical PowerChart Toolbar  
Enables documents to be signed.

 **View Signatures** Surgical PowerChart Toolbar  
Enables all items (signed or unsigned) to be viewed.

 **Case Details** Surgical PowerChart Toolbar  
Enables the case details to be viewed.

 **Print Preview** SN Report Builder toolbar  
Preview the theatre list for a specified date.

## Icons, Buttons and Terms

### 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.