



Mini Manual

Single sided

Theatres - PACU

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

PostOp – PACU All staff involved

1 PostOp - PACU All Staff Involved


The following are mandatory fields:

- PACU Staff
- Role Performed
- Patient Care Start
- Patient Care Stop

Relief Reason is a non-mandatory field.

Step 1. Select the **PACU All Staff Involved** segment.

PACU Staff:

Step 2. Search for the appropriate clinical staff member using the **Binoculars**  icon (for example, **Jones, A**)

Role Performed:

Step 3. Select from drop down as required (for example, **PACU Practitioner**)

Patient Care Start:

Step 4. Enter time as required

Patient Care Stop:

Step 5. Enter time as required


Relief Reason:

Step 6. Leave blank unless this member of staff is relieving a different member of staff

Step 7. Click **Add** to add a new entry to the table (Click **Modify** to change the selected entry).

Step 8. Repeat the previous steps to enter additional staff members as required.

Step 9. Click **Next** to save changes and to continue with the next segment.

Result: The **PACU All Staff Involved RUH** segment is completed. A green tick  appears next to the segment in the documentation window.

Business rules

Business Rules

1. All surgical trays, supplementary 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.



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