Royal United Hospital Bath NHS
NHS Trust

Mini Manual

Theatres' Staff

1. **PreOp times – Set events**

Support available:

1. Please contact your local Champion User
2. Theatres' Surginet Team (Alex Chen)
3. Service Desk/Out of Hours IT Support

Tel: 01225 82 5444

Email: ruh-tr.ITServiceDesk@nhs.net

RUH

CERNER

BT

Bringing it all together

PreOp Times – Set Events

1 PreOp Times - Set events

Scenario: Reception will be advised which patient is to be called from the ward. The Receptionist will be using **Case Tracking Set Events** to process the request and enter the time the patient was asked for, sent for and arrived into theatres. The receptionist also records these times on the Op list. This applies to Main Theatres only during office hours.

Step 1. Select the RUH Theatres tab.

Step 2. Identify the required patient.

Step 3. Select Set Events icon (Yellow Arrow) from the RUH Theatres tab menu bar

Step 4. The **Case Tracking Set Events** window opens and defaults to the **Reception** tab.

Step 5. Click on **Pt Asked For** button (Patient Asked for).

The Date and Time populates the right hand table and the step is identified in the Name column.

Step 6. To adjust the time double click in the **Time** cell and drag the time bar or enter the time into the **Time** field in the **Pt Asked For** window.

Step 7. Click **OK** to exit.

Step 8. Click on the **Pt Sent For** button (Patient Sent For).

Step 9. Adjust the time as appropriate.

Step 10. Click **OK** to exit the **Pt Sent For** window.

Step 11. Click on **Pt Into Department** button (Patient Into Department)

PreOp Times – Set Events

Step 12. Adjust the time as appropriate.

Note: The amended times appear in the **Time** column against each event.

Step 13. Click **OK** at the bottom of the **Case Tracking Set Events** window.

Step 14. Click **Yes** to save and exit. The information will prepopulate the relevant fields in the **PreOp Case Times** segment.

Caution: Clicking **No** will exit without saving information you have entered.
Clicking **Cancel** will allow you to continue to modify the information in the set events window.

Note: To remove an event from the list and return it to its waiting state, select the line and right click and select Remove Event.

Note: Status changes to Pt into Department in the Peri-Operative Tracking window.

Result: All correct times have been entered and the **Status** of the patient has now changed to **Pt Into Department** on the **Peri-Operative Tracking** board.

PreOp Times – Set Events

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.