



Mini Manual

Single sided

Theatres

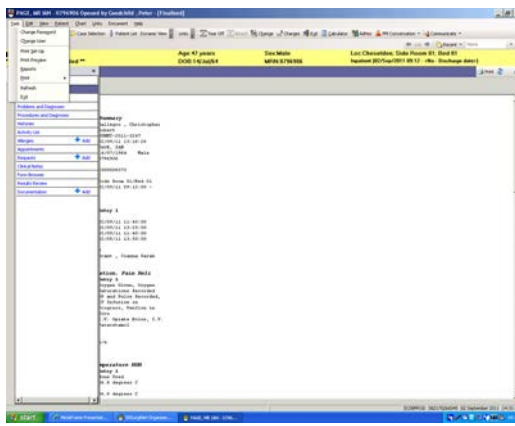
Default Printer Work Around

Scenario: Members of Theatre staff who change working location between Main and PAW may find their default printer remains set to the previous days location.

Also, new staff will need to set their default printer before they print anything from Surginet.

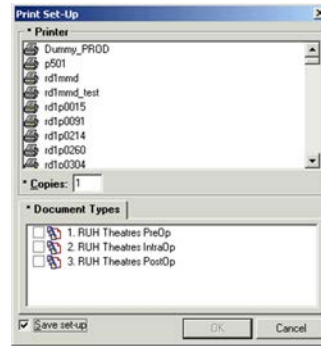
To ensure printing to the PAW printer 1438 carry out the following steps:

Step 1. On the your first patient of the day within Surginet, Select Task – Print Set-up



Default Printer Work Around

Step 2. From the Print dialogue box select the PAW local printer 1438.



Step 3. All printing should now default to the PAW printer.

Step 4. If working in Main Theatres then repeat above but select printer 1423.

Step 5. If working in Day Surgery Theatres then repeat above but select printer 1437

Business Rules

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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



Bringing it all together