Royal United Hospital Bath NHS

NHS Trust

Mini Manual

Theatres' Staff

1. **WHO SSC Form – Sign In**
2. **WHO SSC Form – Sign Out**
3. **WHO SSC Form – Time Out**

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

RUH

CERNER

BT
Bringing it all together

WHO SSC Form – Sign In

1. **IntraOp – WHO SSC FORMS - Sign In**

Scenario: Immediately before the induction and anaesthesia the patient is asked to confirm their identity, site procedure and consent. The surgical site is checked for marking. Regional\LA block side confirmed, mark side. Anaesthesia safety checks and monitoring is confirmed. Any patient allergies are confirmed.

Note: This is known now as **Anaes: Time Out Form completed?**

This is a Mandatory Field.

Step 1. Select the **WHO SSC FORMS RUH** segment.

Anaes. Time Out Form Completed?

Step 2. Select **Yes** or **No** radio button.

Anaes. Time Out Completed By:

Step 3. Select the staff member's name that is to Sign from the drop down list.

Result: **Anaes. TIME OUT Completed By**: Checked and named.

WHO SSC Form – Sign Out

2. **IntraOp – WHO SSC FORM - Sign Out**

Scenario: The WHO Sign Out is carried out before any member of the team leaves the operating room during the last count. The surgeon, anaesthetist and registered practitioner confirm any key concerns for the recovery and management of the patient.

This is a Mandatory section of the **WHO SSC FORMS RUH**.

Step 1. Select the **WHO SSC FORMS** segment and complete the **WHO SIGN OUT**.

Who Sign Out

SIGN OUT Form Completed?:

Step 2. Select the **Yes No** radio button as appropriate.

SIGN OUT Completed By:

Select the staff member from drop list.

Signed by, on behalf of the surgical team:

Step 3. Select an appropriate staff member from drop down list. Click on the **sign** icon to complete and sign the field.

Comment:

Step 4. Type in free text as appropriate.

Step 5. Click **Next** button or select **Case Times** segment to complete the case times.

Step 6. Finalise the document.

Result: The **WHO SSC FORMS** segment has been completed. A green tick appears next to the segment in the **Documentation** pane.

Note: Users will get a Green Tick even if the countersignature hasn't been completed.

Author : Peter Goodchild

WHO SSC Form – Time Out

3. IntraOp – WHO SSC FORMS - Time Out

Scenario: Before the start of surgical intervention the Time Out section of the WHO Surgical Safety Checklist (yellow sheet) is read out aloud. This ticked off on the paper copy and signed and is also completed in Surginet on the Time Out section of the Who SSC Forms segment.

This is known as **WHO TIME OUT** on the SSC form

This is a Mandatory section of the **WHO SSC FORMS RUH**.

Step 1. Select the WHO SSC Forms RUH segment.

WHO TIME OUT

Step 2. **Time Out Form Completed?** – Select **Yes** or **No** radio button.

Step 3. **Time Out Completed By** The staff member's name that is to Sign is selected from drop down list.

Result: **WHO Time Out** is complete.

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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.