



Mini Manual

Theatres - PACU

1. PACU - breathing, Circulation and Pain Relief
2. PACU - Communication
3. PACU - Discharge Delays
4. PACU - High Dependency Care

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



PACU - Breathing, Circulation and Pain Relief

1 PostOp - PACU Breathing, Circulation and Pain Relief

The following are mandatory fields: **Breathing, Maintenance of Circulation, Pain Relief & Referral to Acute Pain Service**

Step 1. Select the **PACU Breathing, Circulation and Pain Relief** segment.

Step 2. Breathing: Select as required

- Assess and Monitor Airway
- Oxygen Given
- Oxygen Saturations Recorded

Step 3. Maintenance of Circulation: Select as required

- Anticoagulant Therapy
- Blood Given
- Blood Glucose
- BP and Pulse Recorded
- Distal Pulse Recorded
- Insulin Infusion
- IV Infusion in Progress
- POP observations
- Venflon in Situ
- Venflon Removed

Step 4. Pain Relief: Select as required from drop-down list.

Step 5. Click the double chevrons to add to the list box (for example, **Oral Analgesia**).

Step 6. Repeat for additional entries to this list.

Step 7. Referral to Acute Pain Service: Select the **Yes**

Step 8. No or N/A radio button as applicable.

Step 9. Click **Next** to move to PACU Maintenance of Temperature segment.

Result: The **PACU Breathing, Circulation, Pain Relief** segment is completed. A green tick appears next to the segment in the documentation window.

PACU - Communication

2 PostOp - PACU Communication

The following are mandatory fields: **Notes and X-rays with Patient, Orientation of Patient, Operation Note printed and with Patient, TTAs Prescribed, All of Criteria monitored and recorded on Anaesthetic Chart**

Relatives is a non-mandatory field.

Step 10. Select the **PACU Communication RUH** segment.

Step 11. Notes and X-Rays with Patient: Select **Yes No radio button** as applicable.


Step 12. Orientation of Patient: Select **Yes No radio button** as applicable.


Step 13. Operation Note printed and with Patient: Select **Yes No radio button** as applicable.


Step 14. TTA's Prescribed?: Select **Yes No radio button** as applicable.

Step 15. Relatives: select from drop-down list as applicable (non mandatory).


Step 16. All of Criteria monitored and recorded on Anaesthetic Chart? Select **Yes No radio button** as applicable.

Step 17. To sign, click the **Signature**  icon and fill in your username and password and click OK.

The **Signature** icon will change to show the Paper-Pencil-Tick symbol .

Note: If fields are not signed when they require a signature you will be unable to finalise the document. If you have problems finalising the document click the electronic signatures icon  to show unsigned fields.

Step 18. Click **Next** to save changes and continue to next segment, **PACU All Staff Involved RUH**.

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

PACU – Discharge Delays

3 PostOp – PACU Discharge/Delays

The following a mandatory fields:

- **Pain Score on discharge, Recovery Outcome, Discharged to, Discharging Nurse & Discharge Delay Reason**

The following are non-mandatory fields:

- Comments

Step 19. Select the **PACU Discharge/Delays** segment.

Pain Score on Discharge:

Step 20. Type in free text as required (for example, **3**)


Recovery Outcome:

Step 21. Select as required from drop down list (for example, **Returned to Ward**)

Discharged to:

Step 22. Select as required from drop down list (for example, **Combe Ward**)

Discharging Nurse:

Step 23. Search for the appropriate clinical staff member using the **Binoculars**  icon (for example, **Jones, A**)


Discharge Delay Reason:

Step 24. Select as required from drop down list (for example, **NO DELAY**). Click the double arrow to add it to the list box

Comments:

Step 25. Type in free text as appropriate (for example, **Patient agitated and relatives contacted**)

Step 26. Click the **Finalise**  icon.

Result: The **PACU Discharge/Delays RUH** segment is completed. A green tick  appears next to the segment in the documentation window.

PACU High Dependency Care

4 PostOp – PACU High Dependency Care

The following are mandatory fields:

- **Ventilatory Assistance**
- **Arterial Line**
- **CVP Line**
- **X-ray Needed**

The following are non-mandatory fields:

- Arterial line position
- CVP line position

Step 27. Select the **PACU High Dependency Care** segment.

Step 28. Ventilatory Assistance: Select **Yes No radio button** as applicable.

Step 29. Arterial Line: Select as applicable:

- Removed
- In Situ
- N/A

Step 30. Arterial line position: Type in free text as appropriate (non mandatory).


Step 31. CVP Line: Select radio button as applicable:

- Removed
- In Situ
- N/A

Step 32. CVP line position: Type in free text as appropriate (non mandatory).

Step 33. X-Ray Needed?: Select **Yes No radio button** as applicable.

Step 34. Click **Next** to save changes and continue to next segment.

Result: The **PACU High Dependency Care** segment is completed. A green tick  appears next to the segment in the documentation window.

Business Rules

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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.