Royal United Hospital Bath NHS
NHS Trust

Mini Manual

Theatres' Staff

1. **Print Op List**
2. **Print Patient Send For Slips**
3. **Print Perioperative Documentation**

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

Print Op List

1   Print Op List

Scenario: As part of the daily routine, the theatre receptionist reviews and prints the theatre list for the following day.

Step 1.   Click the **Theatre Reports** icon.

Step 2.   Within **Theatre Reports**, select appropriate theatre (for example **Theatres 01 – Surgical Schedule Report RUH THEATRE 01 - OPLIST**).

Step 3.   Click the print icon on the toolbar.

The **Test Print** dialog opens.

Step 4.   Adjust the **From** and **To** in **Date** and **Time** fields.

Step 5.   Check the **Preview** check box.

Step 6.   Click **Print**.

The Report Output preview window opens.

Step 7.   Check that all the information has been populated in the **Report Output preview** window.

Step 8.   Click the **Print** icon on the window toolbar.

The **Print** dialog opens.

Step 9.   Click **OK** to close the **Print** dialog and to print the Op list.

The Op list is sent to the selected printer and the **Print** dialog closes.

Step 10.   Close the preview window using the **Exit** icon on the toolbar

Step 11.   Logout of **Theatre Reports**.

Result: The operation list has been previewed, checked and printed. **Theatre Reports** has been closed.

Print Patient Send For Slips

2   Patient Send For Slips

Scenario: The receptionist, as part of her daily routine, prints of the **Patient Send For Slips** ready for the next day's theatre list.

Step 1.   Click the **Theatre Reports** icon.

Step 2.   Select **RUH MT Patient Send for Slip.**

Step 3.   Click the **Print Preview** icon.

The **Test Print** window opens.

Step 4.   Enter a date and time range for the send for slips.

Note: In the Test Print window ensure the Preview check box is checked.

Step 5.   Click **Print**.

Step 6.   Deselect any theatres that you do not want to print the send for slips.

Caution! Leaving the last un-ticked item highlighted will result in that list still being printed. Always re-highlight a required list.

Step 7.   Click **Print**.

The **Report Output – preview** window opens.

Note: A new Report Output – preview window will open for every theatre that was selected in the Print window.

Note: Check that all the information on the patient send for slip is correct.

Step 8.   Click the Print icon.

Step 9.   Check that your local printer is the default.

Step 10.   Click **print**.

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Print Patient Send For Slips

The **Print** dialogue opens.

Step 11. Check that your local printer is selected.

Step 12. Click **OK** to print the patient send for slips.

Step 13. Repeat steps **4** to **6** for each theatre, selecting the correct **preview** window.

Step 14. Select **Task > Exit** to close **Theatre Reports**.

Result: The patient send for slips have been printed and **Theatre Reports** has closed.

Print Perioperative Documents

Scenario: The perioperative documents have been completed and need to be printed to be filed in the patient's case notes. The PreOp docs and IntraOp docs will be printed from theatre. The PostOp docs will be printed from PACU.

Step 1. Within **Surginet Powerchart** click on the **Document Viewer** from the side bar menu.

The **Document Viewer** pane opens to the right.

Step 2. **Double** click on **Clinical Documents** to expand the file.

Step 3. **Click** the **plus** sign next to **Perioperative Record** to expand the file.

Step 4. Click the **plus** sign next to **Preoperative Record** to expand the file.

Step 5. Click the plus sign nex to **Preoperative Note** to expand the file.

To expand the intraoperative record repeat steps 4 and 5 for **Intraoperative Record**.

To expand the postoperative record repeat steps 4 and 5 for **Postoperative Record**.

The note will appear in the right-hand pane.

Step 6. Select the document to print.

Step 7. Check **that** all the details correct.

Note: To make changes to the report unfinalise the document, make the changes and re-finalise.

Step 8. Click the **Print** icon.

The **Print** dialogue opens.

Step 9. **Check** that the local printer is selected.

Step 10. **Click OK** to print the documents.

Note: Documents can also be printed from the Perioperative Doc menu option and selecting the document either from the pop up window or from

Business Rules

the documents main menu

Result: The documents have been sent to the printer.

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.