Royal United Hospital Bath NHS
NHS Trust

Mini Manual

Theatre Staff

1. Scheduling an Emergency Theatre Case

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

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1 Scheduling an Emergency Theatre Case

Caution: All yellow boxes are mandatory fields and must be completed. If they are not completed then the booking cannot be completed.

Step 1. Open the **Appointment Book** 

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Step 2. If no books are visible on the bookshelf, click on the grey bar above the empty book shelf which says **Bookshelf** and select the RUH Main Theatres bookshelf.

This can be set as a default please see Mini Manual for Setting Defaults.

Step 3. Select the green book Main Theatres.

Step 4. Click the **Appointment** tab (above Bookshelf).

The appointment tab work space replaces the Bookshelf.

Step 5. If **the Emergency Surgery RUH Theatres Appointment type** has not been set as a default (see Setting Appointment book defaults mini manual) then in the **Appointment Type** field type in the first few letters of the appointment type "emergency" (i.e. **eme**) and press **Enter** on the keyboard or click on the **ellipsis** button.

The **Appointment type** field auto populates with **Emergency Surgery RUH Theatres Appointment Type**.

Note: No other Appointment type is acceptable.

Step 6. Complete the mandatory fields and optional fields as applicable.

Note: Mandatory fields are displayed in Yellow and optional fields in White.

Step 7. In the **Patient Name** field type in the patient's name **Surname, Initial of First** name then click on the **ellipsis** button.

The **Patient Search** window opens displaying a list of matching patients.

Step 8. Select the correct patient from the upper pane and **Inpatient Encounter** (Enc Type) from the lower pane. This is normally the top encounter with the current date. Check there is no Disch Date (Discharge Date) for the encounter.

Caution: If the wrong encounter is selected then there will be an impact upon coding & data quality and also difficulties processing the patient at a later date.

Step 9. Click **OK** to close the **Patient Search** dialog and to populate the details into the appointment tab.

The **Patient Name** field is populated with the selected patient's name.

Step 10. Use the scroll bar on the right of the **Appointment** tab to scroll down to:

Step 11. **Lead Consultant** field. Type in the name of the appropriate consultant, **Surname, first name** or part of the name and click on the **Binoculars** icon to select.

Note: If the name is unique it will auto populate as you type otherwise the surname is displayed with a comment of "multiple matches". Use the **Binoculars** to select the exact match.

Step 12. Scroll to the **Consent Obtained** drop-down list and select the appropriate option (for example, **Yes**).

Step 13. **NCEPOD Classification** select an appropriate option (for example, **2 Urgent**) from the drop-

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down list.

Step 14. Click the **Move** button.

The **Appointment Attributes** dialog opens.

Step 15. In the **Search** field type in the first few letters of the Procedure name (for example, **Append**) then press the Enter key.

A list of possible matching procedures is displayed in the lower pane.

Step 16. Double click the appropriate procedure (for example, **Appendicectomy**) from the list.

The order fields are displayed in the right-hand pane. The mandatory fields are highlighted in yellow

Step 17. **Primary Procedure?** field select the appropriate option (for example, **Yes**)

Step 18. **Procedure Free Text** field type in additional information such as Open or Laparoscopic.

Note: If a secondary procedure is to be carried out at the same time as the primary this should be entered here. e.g. +/- Manual evacuation

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Caution: If there is nothing to add in this field please add a full stop "." to complete the field.

Step 19. The **Lead Consultant** field pre-populates from the **Appointment** tab.

Step 20. **Select** the **Grade of Surgeon** from the drop-down list. If the consultant is not doing the operation, enter SHO or above.

Step 21. Type in the name of the operating surgeon in the **Named Operating Surgeon** field or part of the name and click on the **Binoculars** icon to select.

Step 22. **Ca.** From the drop-down list select the appropriate option (for example, **No**).

Step 23. Use the scroll bar on the right-hand side to scroll

down to:

Step 24. **Laterality.** Select the appropriate option (for example, **Right**) from the drop-down list.

Step 25. **Anticoagulants** Select the appropriate option (for example, **None**) from the drop-down list.

Step 26. **Diabetes Mellitus** Select the appropriate option (for example, **No**) from the drop-down list.

Step 27. **Latex Allergy.** Select the appropriate option (for example, **No**) from the drop-down list.

Step 28. **Other Allergies.** Select the appropriate option (for example, **No**) from the drop-down list.

Step 29. **Fit for Surgery.** Select the appropriate option (for example, **Yes**) from the drop-down list.

Note: All other information relevant to the procedure is pre-populated. White fields are non-mandatory but can be completed if the information is known.

Step 30. Click **OK** button.

The appointment moves to the **Work in Progress** (WIP) pane.

Step 31. Either confirm or select the surgery appointment date by clicking on the required date in the calendar.

Step 32. Click on the column with the appropriate theatre.

Step 33. Scroll down in the correct theatres' column to the time slot required (usually next available white slot).and click on this slot. The slot will turn blue.

Step 34. Click Schedule button. (Top right of screen below yellow banner bar).

The **Schedule** window opens.

Step 35. Click **OK** button.

The books in the **Work in progress** pane are now red and closed. This represents that the theatre slot, resources, patient and lead consultant are available.

Note: If you need to add additional information in the Appointment Attributes window, right click the patient in the Work in progress pane and select Appointment Attributes from the context menu.

The appointment shows as provisionally booked in the appointment window and is salmon pink in colour.

Step 36. Click the **Confirm button** to the right of the WIP

The **Confirm** window opens.

Step 37. Click **OK**.

The appointment is shown as confirmed and becomes light blue.

Result: The emergency theatre case is booked.

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 Anaesthetic 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.