Royal United Hospital Bath NHS
NHS Trust

Mini Manual

Theatres' staff

1. **Using Add, Modify, Remove and Clear Buttons**
2. **How to Sign a segment**

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

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BT
Bringing it all together

Date: 05/03/2012 Version: 2.0

1 Using the Clear, Add, Modify and Remove buttons

Scenario: When completing the Perioperative documentation 4 buttons exist to assist in the completion of Multi Add/Entry fields:

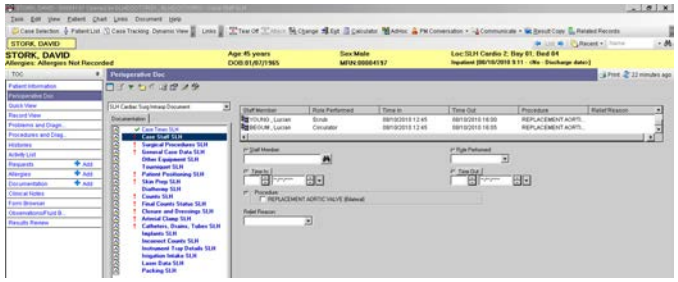
- Add Adding new information to the Multi Entry field
- Modify Modify existing information in a Multi Entry field
- Remove Removing information added to the Multi Entry Field
- Clear Clear to remove information in the add/modify area

2 To Add an entry

Step 1. In a segment with Multi Entry field, complete the data required in the working area.

Step 2. Click Add Add button to add a new entry.

Step 3. Repeat the previous steps to enter additional data such as staff names or primary procedure, as appropriate.



3 To Modify an existing entry:

Step 1. Click on to the name or entry in the Multi Entry Field.

Note: The relevant data is transferred back into the working area to allow alterations as appropriate.

Step 2. Click the Modify Modify button.

The modified data is transferred back into the Data area

4 To Remove an entry in the Multi Entry field:

Step 1. Click on to the name or entry in the Multi Entry Field.

Step 2. Click the Remove Remove button.

Step 3. Confirm **Yes** or **No** as appropriate in the **Delete Entry** dialog.

5 To Clear information from the working area:

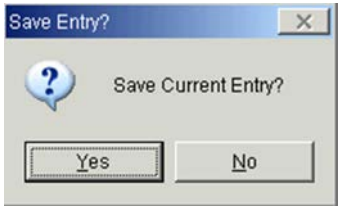
Step 1. The **Clear** button blanks all entries in the working area allowing new selections to be made.

Note: The option to save the data being cleared is offered before emptying the fields.

Step 2. **Select No in the Save Entry dialog.**

Author : Peter Goodchild

Using Add, Modify, Remove and Clear Buttons



The current information has been cleared.

How to sign a segment

6 How to sign a segment

Scenario: Certain processes within a segment have compulsory Sign Offs. This requires an electronic signature to be recorded through the logging of a member of staff using their name and password.

Step 1. To sign, click the **Signature** icon.

The **Authorising Signature** dialog opens and the user is prompted to enter the user name and password for authorisation.

Step 2. Type in the User Name and Password.

Step 3. Click **OK**.

Note: Smart cards cannot be used for co-signing documents.

The **Signature** icon changes from a Red Exclamation & Pen to a Pen & Paper with Green Tick mark.

This indicates that the signature has been completed and accepted.

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.