Royal United Hospital Bath NHS
NHS Trust

Mini Manual

Trauma Team 3

1. **Schedule Emergency Theatre**

Support available:

Please contact your local Champion User

Service Desk:

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RUH   CERNER   BT
Bringing it all together

Schedule Emergency Theatre

1   Schedule Emergency Theatre Case

Step 1.   Open Patient Record in Powerchart

Step 2.   Click on Appointment Book icon

Step 3.   Click the Appointment tab

The Appointment Book opens showing the calendar, appointment tab and work in progress pane

Mandatory fields are displayed in yellow and optional fields in white.

Step 4.   Type in the first few letters of the appointment type (for example, **eme**) in the **Appointment type** field, then click on the **ellipsis** [...] button

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

The **Appointment Location** field auto populates with **RUH Theatres**

Step 5.   Click **OK** [OK] to close the **Patient Search** dialogue box and to populate the details into the appointment tab

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

Step 6.   Use the scroll bar on the right of the **Appointment** tab to scroll down to the **Lead Consultant** field

Step 7.   Type in the name of the appropriate consultant (for example, **Michael Bishay**) in the **Lead Consultant** field or part of the name and click on the **Binoculars** icon to select.

Step 8.   Scroll to the **Consent Obtained** drop-down list and select the appropriate option (for example, **Yes**)

Step 9.   Select an appropriate option (for example, 2 Urgent) from the NCEPOD Classification drop-down list

Step 10.   Click on the Move [Move ▶] button

The **Appointment Attributes** dialog opens

Step 11.   In the **Search** field type in the first few letters of the Procedure name (for example ,**open red**) then press Enter key

A list of matching procedures is displayed in the lower pane

Step 12.   Double click to select the correct procedure

Note: If a secondary procedure is to be carried out at the same time as the primary this should be entered here

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

Step 13.   Select the appropriate option (for example, **Yes**) from the **Primary Procedure?** field

Step 14.   Type in appropriate text in the **Procedure Free Text** field

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

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

Step 15.   Select relevant option (for example, **Consultant**) from the **Grade of Surgeon** drop-down list

Step 16.   Type in the name of the operating surgeon (for example, Cled Jones) in the Named Operating Surgeon field or part of the name

Step 17.   Click on the Binoculars icon to select Ca From the drop-down list select the appropriate

option (for example, No)

Step 18. Ca. From the drop-down list select the appropriate option (for example, No).

Step 19. Use the scroll bar on the right-hand side to scroll down

Step 20. Laterality. Select the appropriate option (for example, Right) from the drop-down list.

Step 21. Anticoagulants Select the appropriate option (for example, None) from the drop-down list.

Step 22. Diabetes Mellitus Select the appropriate option (for example, No) from the drop-down list.

Step 23. Latex Allergy. Select the appropriate option (for example, No) from the drop-down list.

Step 24. Other Allergies. Select the appropriate option (for example, No) from the drop-down list.

Step 25. Fit for Surgery. Select the appropriate option (for example, Yes) from the drop-down list.

Note: All other information is pre-populated relevant to the procedure.

Step 26. Click OK [OK] button.

The appointment moves to the Work in Progress pane.

Step 27. Select Today/Tomorrow by clicking on the required date in the calendar.

Step 28. Select the Theatre and Time to schedule the theatre case in.

Step 29. Click Schedule button.

Schedule window opens.

Step 30. Click OK [OK] button.

Step 31. Click the **Confirm button**

The **Confirm** window opens.

Step 32. Click **OK**.

Result: The emergency procedure has been booked.

Business Rules