



webPAS Theatre User Guide NZ

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Author: Kara Jaffe

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Created 17/03/2017 09:31 Kara Jaffe

Updated 17/03/2017 09:55 Debbie Tauvæ Iremonger

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1 Introduction

The Theatre module provides the functionality to:

- Record theatre bookings
- Manage theatre sessions
- Capture theatre session information for the patient as well as utilisation details for staff and equipment.

The Theatre module can be divided into two parts:

- Bookings
- Utilisation

Bookings can be made and altered for patients without requiring any admission details. Utilisation information such as start times, anaesthetic administration and actual theatre information cannot be recorded until the patient is admitted. The Theatre module displays error messages if you attempt to access options other than booking functions without admitting the patient.

The category codes are set up in the IT Management module. For more information about setting up and configuring the Theatre module, see the *Theatre Configuration Guide NZ*.

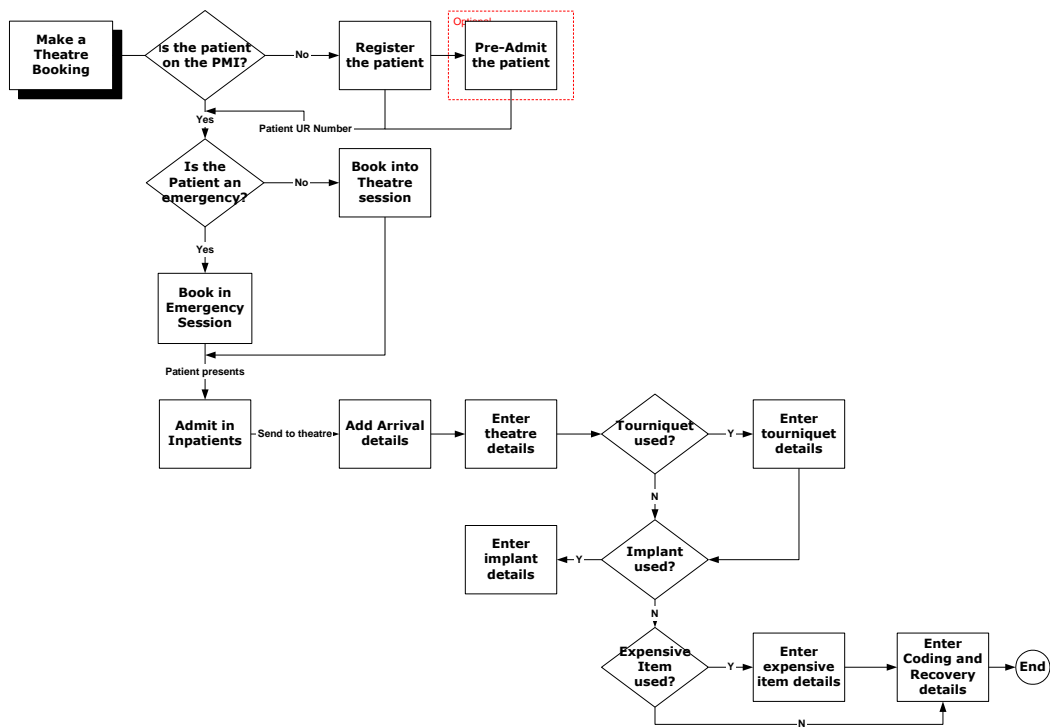
In a typical scenario, a patient is registered on the PMI/NHI and booked into a theatre via four possibilities:

- From the Waiting List
- As a routine theatre booking
- Via an ad-hoc theatre session for emergency surgery, or
- As an inpatient already in the hospital

If booked via the Waiting List, a letter can be sent notifying the patient of the details. On the day of the procedure, if not already admitted, the patient is admitted from a list such as the Expected Admissions.

Once the details are recorded and the patient is sent to the 'Holding Bay', the time of arrival is noted and the collection of theatre information is started. Information about the administration of the anaesthetic, any implants or special equipment used, as well as the actual surgery start and finish times is recorded.

The following diagram illustrates a summary of events in the Theatre module.



1.1 How This Guide is Organised

The functionality of the Theatre module is divided into the following main areas:

1.1.1 Theatre Enquiries

Options are provided to deal with enquiries about a patient's progress through Theatre, including viewing:

- Theatre staff details for a patient
- Booking details for a patient
- Demographic details of a patient
- The theatre history and current location of a patient

1.1.2 Bookings

This chapter describes how to:

- Make bookings from the waiting list
- Make urgent or out of hours bookings
- View a list of patients due for theatre on a given day

1.1.3 Recording Theatre Sessions

The actual theatre sessions are divided into sections:

Pre-operative procedures such as:

- Record a patient's anaesthetic details
- Record details of theatre team members

Recording theatre details as required, including:

- Diathermy details
- Drain tube details
- Catheter details
- Maintain tourniquet details
- Recording procedure items
- Recording expensive items
- Recording implant details

- Performing a final count
- Recovery room progress

1.1.4 Theatre Reporting

Theatre Reports provide details of Operating Surgeon Utilisation, Session Usage, Theatre Utilisation and provides a Theatre Register (Operation Records Report).

Management & Statistical Reporting is a powerful management tool, providing an extensive range of data that may be displayed for any defined period of time.

1.1.5 Supervisor Options

This chapter describes the options available to supervisors to:

- Correct errors in theatre data
- Reinstate a booking

1.2 Related Documentation

This user guide should be read in conjunction with the webPAS Standard Conventions User Guide NZ, the webPAS ACC User Guide NZ, the webPAS PMI and NHI User Guide NZ, the webPAS Inpatient User Guide NZ and the webPAS Waiting List User Guide NZ.

Many of the options available in the Theatre module are common functionality with the PMI and are described in detail in the webPAS PMI and NHI User Guide NZ. Waiting List patients can be booked into Theatre Sessions and then Pre-admitted and Admitted.

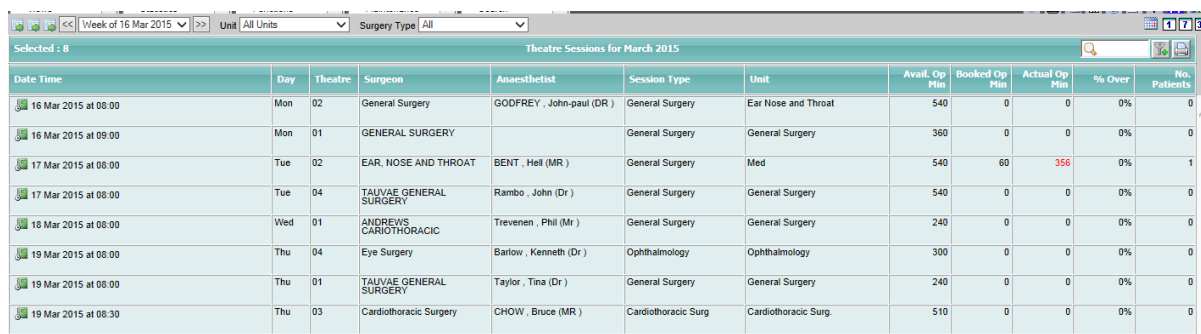
The webPAS Theatre Configuration Guide NZ details the set-up required for system parameters and Categories and Codes.

The webPAS Theatre Management NZ Standard Process should also be read with its User Guide.

2 Theatre Views

2.1 Theatre Status by Date/Unit

The Theatre Status by Date/Unit **default** view displays Theatre Sessions for the current date for all units and theatre locations. Date options exist to show 1 day a week or month at a time.

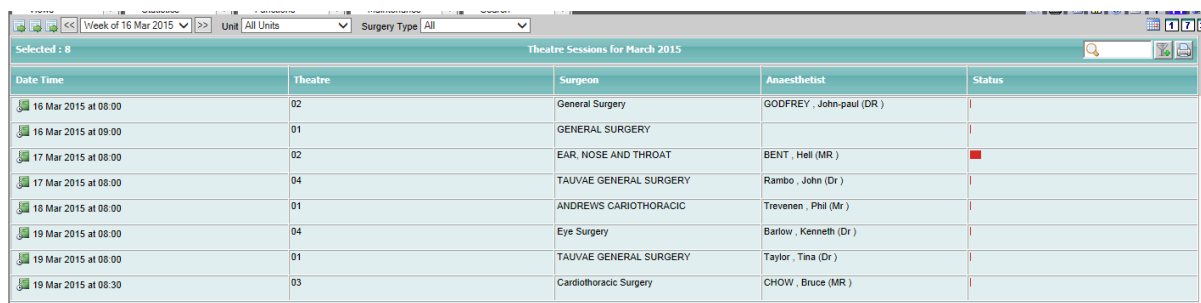


Date Time	Day	Theatre	Surgeon	Anaesthetist	Session Type	Unit	Avail. Op Min	Booked Op Min	Actual Op Min	% Over	No. Patients
16 Mar 2015 at 08:00	Mon	02	General Surgery	GODFREY, John-paul (DR)	General Surgery	Ear Nose and Throat	540	0	0	0%	0
16 Mar 2015 at 09:00	Mon	01	GENERAL SURGERY		General Surgery	General Surgery	360	0	0	0%	0
17 Mar 2015 at 08:00	Tue	02	EAR, NOSE AND THROAT	BENT, Hell (MR)	General Surgery	Med	540	60	356	0%	1
17 Mar 2015 at 08:00	Tue	04	TALUVAE GENERAL SURGERY	Rambo, John (Dr)	General Surgery	General Surgery	540	0	0	0%	0
18 Mar 2015 at 08:00	Wed	01	ANDREWS CARIOTHORACIC	Trevenen, Phil (Mr)	General Surgery	General Surgery	240	0	0	0%	0
19 Mar 2015 at 08:00	Thu	04	Eye Surgery	Barlow, Kenneth (Dr)	Ophthalmology	Ophthalmology	300	0	0	0%	0
19 Mar 2015 at 08:00	Thu	01	TALUVAE GENERAL SURGERY	Taylor, Tina (Dr)	General Surgery	General Surgery	240	0	0	0%	0
19 Mar 2015 at 08:30	Thu	03	Cardiothoracic Surgery	CHOW, Bruce (MR)	Cardiothoracic Surg	Cardiothoracic Surg	510	0	0	0%	0

Available and booked minutes are displayed along with the total number of patients that have been booked to the theatre session.

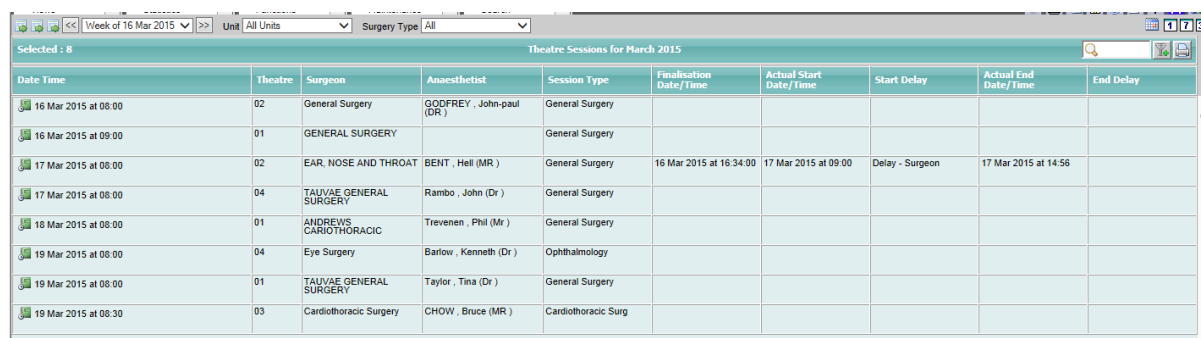
The Surgeon and Anaesthetist assigned to the session will be displayed as well as the type of theatre session and the unit.

The alternate **Show Times** view displays the theatre session date and time along with the surgeon, anaesthetist and a status bar indicating the level of bookings to the session.



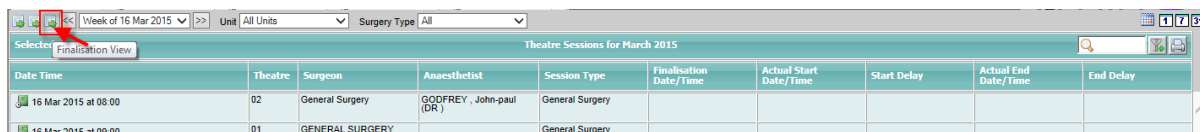
Date Time	Theatre	Surgeon	Anaesthetist	Status
16 Mar 2015 at 08:00	02	General Surgery	GODFREY, John-paul (DR)	
16 Mar 2015 at 09:00	01	GENERAL SURGERY		
17 Mar 2015 at 08:00	02	EAR, NOSE AND THROAT	BENT, Hell (MR)	
17 Mar 2015 at 08:00	04	TALUVAE GENERAL SURGERY	Rambo, John (Dr)	
18 Mar 2015 at 08:00	01	ANDREWS CARIOTHORACIC	Trevenen, Phil (Mr)	
19 Mar 2015 at 08:00	04	Eye Surgery	Barlow, Kenneth (Dr)	
19 Mar 2015 at 08:00	01	TALUVAE GENERAL SURGERY	Taylor, Tina (Dr)	
19 Mar 2015 at 08:30	03	Cardiothoracic Surgery	CHOW, Bruce (MR)	

The **Finalisation** view displays information relating to the finalisation of a theatre session including Finalisation Date/Time, Actual Start Date/Time, Start Delay (if applicable), Actual End Date/Time and End Delay (if applicable).



Date Time	Theatre	Surgeon	Anaesthetist	Session Type	Finalisation Date/Time	Actual Start Date/Time	Start Delay	Actual End Date/Time	End Delay
16 Mar 2015 at 08:00	02	General Surgery	GODFREY, John-paul (DR)	General Surgery					
16 Mar 2015 at 09:00	01	GENERAL SURGERY		General Surgery					
17 Mar 2015 at 08:00	02	EAR, NOSE AND THROAT	BENT, Hell (MR)	General Surgery	16 Mar 2015 at 16:34:00	17 Mar 2015 at 09:00	Delay - Surgeon	17 Mar 2015 at 14:58	
17 Mar 2015 at 08:00	04	TALUVAE GENERAL SURGERY	Rambo, John (Dr)	General Surgery					
18 Mar 2015 at 08:00	01	ANDREWS CARIOTHORACIC	Trevenen, Phil (Mr)	General Surgery					
19 Mar 2015 at 08:00	04	Eye Surgery	Barlow, Kenneth (Dr)	Ophthalmology					
19 Mar 2015 at 08:00	01	TALUVAE GENERAL SURGERY	Taylor, Tina (Dr)	General Surgery					
19 Mar 2015 at 08:30	03	Cardiothoracic Surgery	CHOW, Bruce (MR)	Cardiothoracic Surg					

In all views, the Date, Unit and Surgery Type filters are available to narrow search criteria.



The screenshot shows a web application interface with filters for 'Week of 16 Mar 2015', 'Unit: All Units', and 'Surgery Type: All'. Below the filters is a table titled 'Theatre Sessions for March 2015' with columns: Date Time, Theatre, Surgeon, Anaesthetist, Session Type, Finalisation Date/Time, Actual Start Date/Time, Start Delay, Actual End Date/Time, and End Delay. Two rows are visible, both for '16 Mar 2015 at 08:00' and '16 Mar 2015 at 09:00', showing 'General Surgery' sessions.

2.2 Day Session by Date/Unit

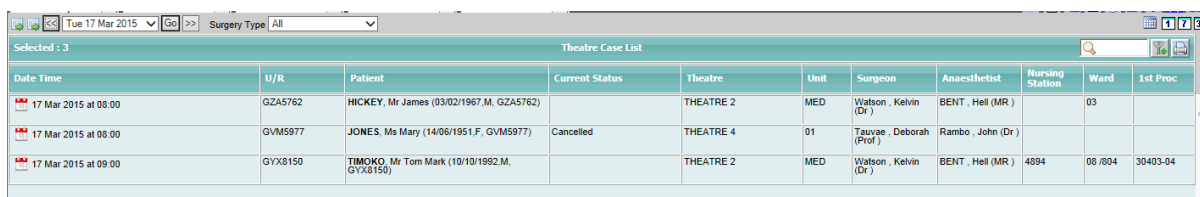
The Day Session by Date/Unit produces the same output as the Theatre Session by Date/Unit list. The difference being that when the user drills down into the Day Session list by selecting a Theatre Session and then by selecting a patient on the list, the system will direct the user directly to the Day Procedure input screen for that patient. The Theatre Session by Date/Unit navigates to the Theatre Enquiry screen.

2.3 Patient List by Date

The Patient List by Date, defaults to the current date and displays all patients booked to theatre for that date.

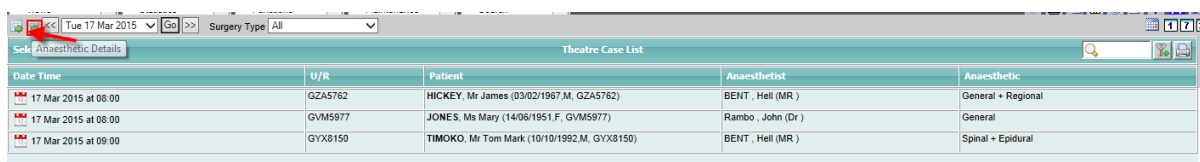
Patient details are displayed including NHI number and patient name.

Theatre Status, Theatre Location, Unit, Surgeon, Anaesthetist, Theatre Duration, Ward and the first procedure code recorded against the patient will also display.



The screenshot shows a 'Theatre Case List' for 'Tue 17 Mar 2015'. The table has columns: Date Time, U/R, Patient, Current Status, Theatre, Unit, Surgeon, Anaesthetist, Nursing Station, Ward, and 1st Proc. Three rows are shown for 17 Mar 2015 at 08:00, 08:00, and 09:00, listing patients HICKEY, JONES, and TIMOKO with their respective theatre locations and medical details.

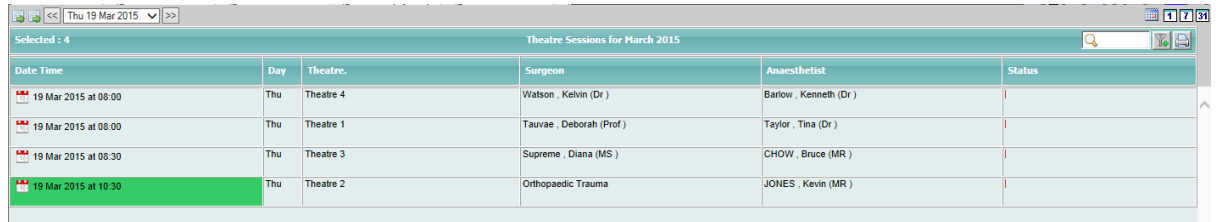
The **Anaesthetic Details** view displays anaesthetic related details for booked patients including session date and time, NHI number, patient name, anaesthetist and type of anaesthetic to be used in theatre.



The screenshot shows an 'Anaesthetic Details' view for the same date. The table has columns: Date Time, U/R, Patient, Anaesthetist, and Anaesthetic. It lists the same three patients as the previous table, showing the specific anaesthetist and type of anaesthetic used for each session.

2.4 Theatre Status

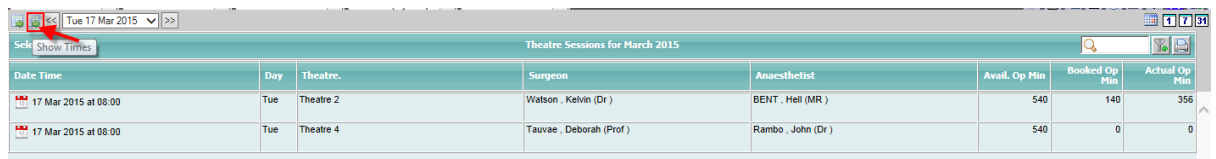
The Theatre Status view defaults to display theatre sessions scheduled for the current date. Specific information includes the session date/time, day of the week, theatre location, surgeon and anaesthetist as well as the status bar which indicates the level of bookings for the theatre session.



Date Time	Day	Theatre.	Surgeon	Anaesthetist	Status
19 Mar 2015 at 08:00	Thu	Theatre 4	Watson, Kelvin (Dr)	Barlow, Kenneth (Dr)	
19 Mar 2015 at 08:00	Thu	Theatre 1	Tauvae, Deborah (Prof)	Taylor, Tina (Dr)	
19 Mar 2015 at 08:30	Thu	Theatre 3	Supreme, Diana (MS)	CHOW, Bruce (MR)	
19 Mar 2015 at 10:30	Thu	Theatre 2	Orthopaedic Trauma	JONES, Kevin (MR)	

Note: Ad Hoc sessions are highlighted in green.

The alternate **Show Times** view displays the same information as the default view with the exception of the status bar. In place of the status bar, statistics on the number of available minutes, booked operating minutes and actual operating minutes are displayed.



Date Time	Day	Theatre.	Surgeon	Anaesthetist	Avail. Op Min	Booked Op Min	Actual Op Min
17 Mar 2015 at 08:00	Tue	Theatre 2	Watson, Kelvin (Dr)	BENT, Heli (MR)	540	140	356
17 Mar 2015 at 08:00	Tue	Theatre 4	Tauvae, Deborah (Prof)	Rambo, John (Dr)	540	0	0

2.5 Patient List

The Patient List (Theatre Case List) displays patients booked to theatre for the current date. The calendar function can be used to select a different date or period of time.

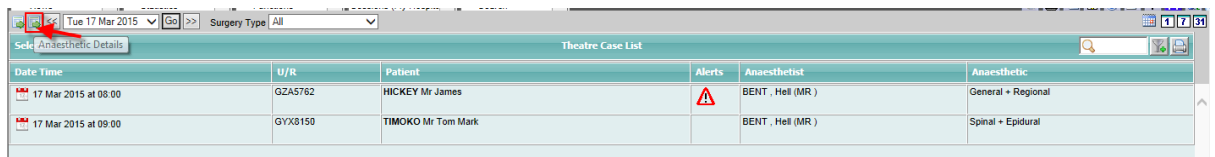
The Theatre Location filter can be used to narrow the search criteria.


The Patient List displays the theatre session date/time, NHI number, patient name, patient alerts, Theatre location, Surgeon and Anaesthetist details.



Date Time	U/R	Patient	Alerts	Theatre	Surgeon	Anaesthetist
17 Mar 2015 at 08:00	GZA5762	HICKEY Mr James		THEATRE 2	Watson, Kelvin (Dr)	BENT, Hell (MR)
17 Mar 2015 at 09:00	GYX8150	TIMOKO Mr Tom Mark		THEATRE 2	Watson, Kelvin (Dr)	BENT, Hell (MR)

The **Anaesthetic** view displays similar information to the default view as well as the Anaesthetist that has been assigned to the theatre case and anaesthetic that will be used during the theatre case.



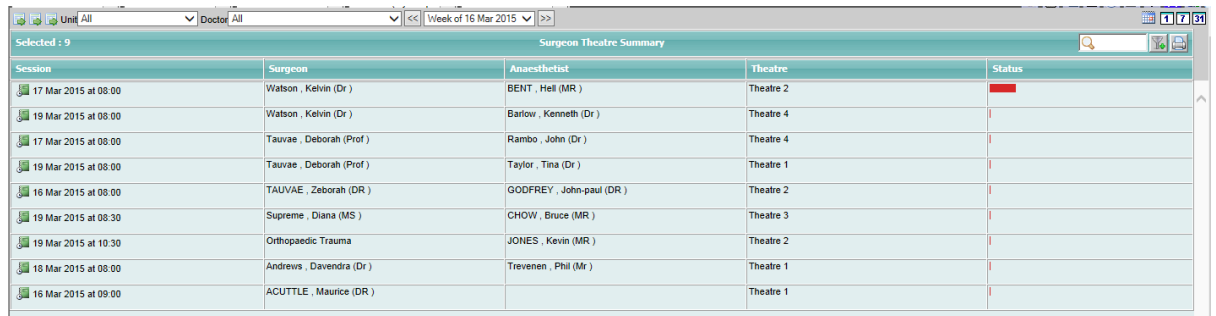
Date Time	U/R	Patient	Alerts	Anaesthetist	Anaesthetic
17 Mar 2015 at 08:00	GZA5762	HICKEY Mr James		BENT, Hell (MR)	General + Regional
17 Mar 2015 at 09:00	GYX8150	TIMOKO Mr Tom Mark		BENT, Hell (MR)	Spinal + Epidural

2.6 Surgeon List


The Surgeon List (Surgeon Theatre Summary) defaults to summary view of theatre sessions for the current date. The calendar function can be used to select a different date or period of time.

In all views the Surgeon List can be filtered by Unit and by Doctor.

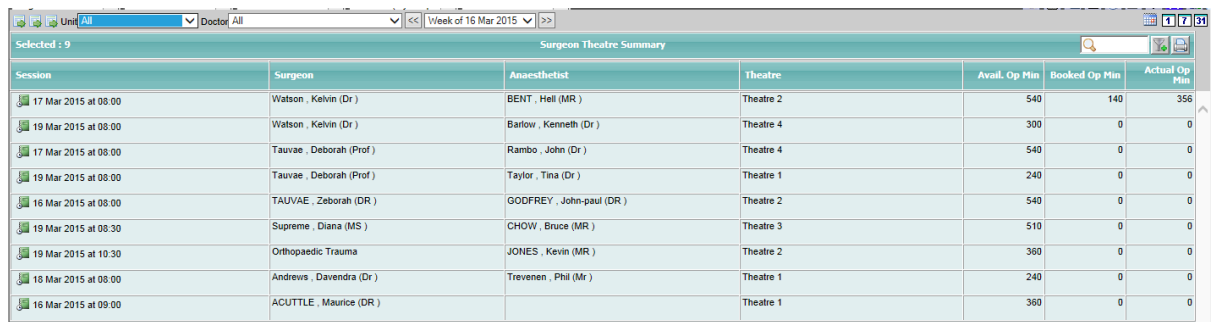
The default view displays the theatre session date and time, surgeon, anaesthetist and theatre location details. The Status column provides a visual indication of the level of theatre bookings.



Session	Surgeon	Anaesthetist	Theatre	Status
17 Mar 2015 at 08:00	Watson, Kelvin (Dr)	BENT, Heli (MR)	Theatre 2	
19 Mar 2015 at 08:00	Watson, Kelvin (Dr)	Barlow, Kenneth (Dr)	Theatre 4	
17 Mar 2015 at 08:00	Tauvae, Deborah (Prof)	Rambo, John (Dr)	Theatre 4	
19 Mar 2015 at 08:00	Tauvae, Deborah (Prof)	Taylor, Tina (Dr)	Theatre 1	
16 Mar 2015 at 08:00	TAUVAE, Zeborah (DR)	GODFREY, John-paul (DR)	Theatre 2	
19 Mar 2015 at 08:30	Supreme, Diana (MS)	CHOW, Bruce (MR)	Theatre 3	
19 Mar 2015 at 10:30	Orthopaedic Trauma	JONES, Kevin (MR)	Theatre 2	
18 Mar 2015 at 08:00	Andrews, Davendra (Dr)	Trevenen, Phil (Mr)	Theatre 1	
16 Mar 2015 at 09:00	ACUTTLE, Maurice (DR)		Theatre 1	

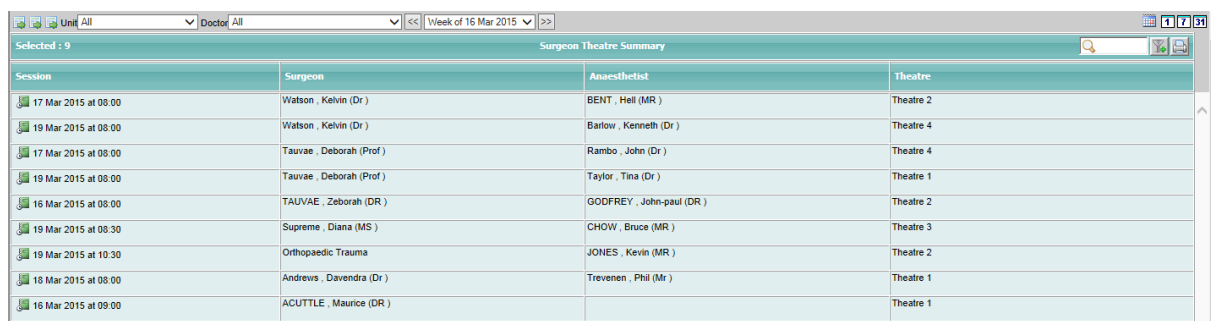
When clicked, the theatre session  icon re-directs to the Theatre Session Case List.

The **Show Times** view displays the theatre session date and time, surgeon, anaesthetist and theatre location details are displayed along with the available minutes, booked minutes and actual operating minutes.



Session	Surgeon	Anaesthetist	Theatre	Avail. Op Min	Booked Op Min	Actual Op Min
17 Mar 2015 at 08:00	Watson, Kelvin (Dr)	BENT, Heli (MR)	Theatre 2	540	140	356
19 Mar 2015 at 08:00	Watson, Kelvin (Dr)	Barlow, Kenneth (Dr)	Theatre 4	300	0	0
17 Mar 2015 at 08:00	Tauvae, Deborah (Prof)	Rambo, John (Dr)	Theatre 4	540	0	0
19 Mar 2015 at 08:00	Tauvae, Deborah (Prof)	Taylor, Tina (Dr)	Theatre 1	240	0	0
16 Mar 2015 at 08:00	TAUVAE, Zeborah (DR)	GODFREY, John-paul (DR)	Theatre 2	540	0	0
19 Mar 2015 at 08:30	Supreme, Diana (MS)	CHOW, Bruce (MR)	Theatre 3	510	0	0
19 Mar 2015 at 10:30	Orthopaedic Trauma	JONES, Kevin (MR)	Theatre 2	360	0	0
18 Mar 2015 at 08:00	Andrews, Davendra (Dr)	Trevenen, Phil (Mr)	Theatre 1	240	0	0
16 Mar 2015 at 09:00	ACUTTLE, Maurice (DR)		Theatre 1	360	0	0

The **Show Anaesthetist** view displays the theatre session date and time, surgeon, anaesthetist assigned to the theatre session and the theatre location.



Session	Surgeon	Anaesthetist	Theatre
17 Mar 2015 at 08:00	Watson, Kelvin (Dr)	BENT, Heli (MR)	Theatre 2
19 Mar 2015 at 08:00	Watson, Kelvin (Dr)	Barlow, Kenneth (Dr)	Theatre 4
17 Mar 2015 at 08:00	Tauvae, Deborah (Prof)	Rambo, John (Dr)	Theatre 4
19 Mar 2015 at 08:00	Tauvae, Deborah (Prof)	Taylor, Tina (Dr)	Theatre 1
16 Mar 2015 at 08:00	TAUVAE, Zeborah (DR)	GODFREY, John-paul (DR)	Theatre 2
19 Mar 2015 at 08:30	Supreme, Diana (MS)	CHOW, Bruce (MR)	Theatre 3
19 Mar 2015 at 10:30	Orthopaedic Trauma	JONES, Kevin (MR)	Theatre 2
18 Mar 2015 at 08:00	Andrews, Davendra (Dr)	Trevenen, Phil (Mr)	Theatre 1
16 Mar 2015 at 09:00	ACUTTLE, Maurice (DR)		Theatre 1

2.7 Anaesthetist List

The Anaesthetist List (Anaesthetist Theatre Summary) defaults to summary view of theatre sessions for the current date. The calendar function can be used to select a different date or period of time.

In all views the Surgeon List can be filtered by Unit and by Anaesthetist.

The default view displays the theatre session date and time, surgeon, anaesthetist and theatre location details. The Status column provides a visual indication of the level of theatre bookings.

Session	Surgeon	Anaesthetist	Theatre	Status
17 Mar 2015 at 08:00	Tauvae, Deborah (Prof)	Rambo, John (Dr)	Theatre 4	
19 Mar 2015 at 08:00	Tauvae, Deborah (Prof)	Taylor, Tina (Dr)	Theatre 1	
19 Mar 2015 at 10:30	ORTHOPAEDIC, Surgeon (DR)	JONES, Kevin (MR)	Theatre 2	
18 Mar 2015 at 08:00	General Surgery	GODFREY, John-paul (DR)	Theatre 2	
16 Mar 2015 at 09:00	GENERAL SURGERY		Theatre 1	
19 Mar 2015 at 08:00	Eye Surgery	Barlow, Kenneth (Dr)	Theatre 4	
17 Mar 2015 at 08:00	EAR, NOSE AND THROAT	BENT, Hell (MR)	Theatre 2	
19 Mar 2015 at 08:30	Cardiothoracic Surgery	CHOW, Bruce (MR)	Theatre 3	
18 Mar 2015 at 08:00	Andrews, Davendra (Dr)	Trevenen, Phil (Mr)	Theatre 1	

When clicked, the theatre session icon re-directs to the Theatre Session Case List.

The **Show Times** view displays the theatre session date and time, surgeon, anaesthetist and theatre location details are displayed along with the available minutes, booked minutes and actual operating minutes.

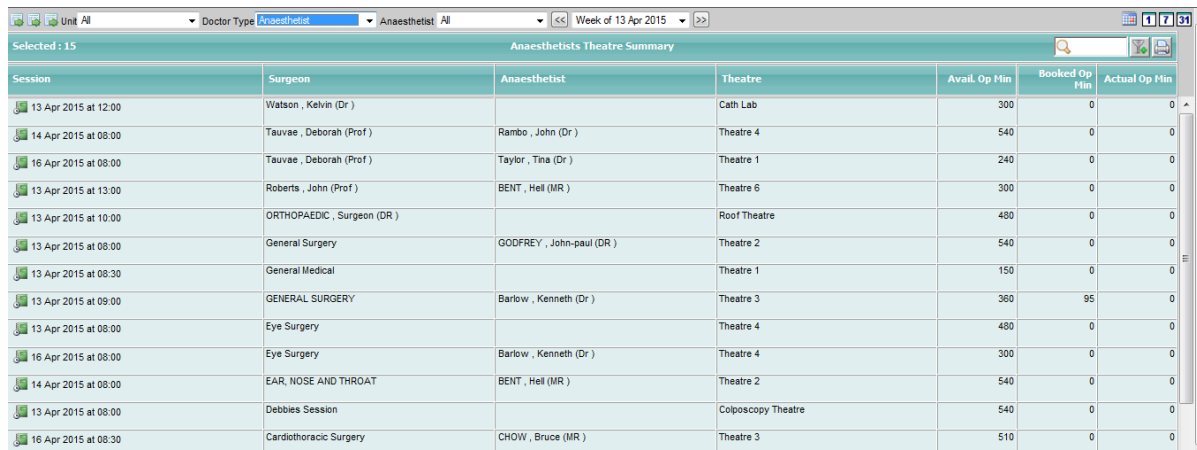
Session	Surgeon	Anaesthetist	Theatre	Avail. Op Min	Booked Op Min	Actual Op Min
17 Mar 2015 at 08:00	Tauvae, Deborah (Prof)	Rambo, John (Dr)	Theatre 4	540	0	0
19 Mar 2015 at 08:00	Tauvae, Deborah (Prof)	Taylor, Tina (Dr)	Theatre 1	240	0	0
19 Mar 2015 at 10:30	ORTHOPAEDIC, Surgeon (DR)	JONES, Kevin (MR)	Theatre 2	360	0	0
16 Mar 2015 at 08:00	General Surgery	GODFREY, John-paul (DR)	Theatre 2	540	0	0
16 Mar 2015 at 09:00	GENERAL SURGERY		Theatre 1	360	0	0
19 Mar 2015 at 08:00	Eye Surgery	Barlow, Kenneth (Dr)	Theatre 4	300	0	0
17 Mar 2015 at 08:00	EAR, NOSE AND THROAT	BENT, Hell (MR)	Theatre 2	540	140	356
19 Mar 2015 at 08:30	Cardiothoracic Surgery	CHOW, Bruce (MR)	Theatre 3	510	0	0
18 Mar 2015 at 08:00	Andrews, Davendra (Dr)	Trevenen, Phil (Mr)	Theatre 1	240	0	0

The **Show Anaesthetist** view displays the theatre session date and time, surgeon, anaesthetist assigned to the theatre session and the theatre location.

Session	Surgeon	Anaesthetist	Theatre
17 Mar 2015 at 08:00	Tauvae, Deborah (Prof)	Rambo, John (Dr)	Theatre 4
19 Mar 2015 at 08:00	Tauvae, Deborah (Prof)	Taylor, Tina (Dr)	Theatre 1
19 Mar 2015 at 10:30	ORTHOPAEDIC, Surgeon (DR)	JONES, Kevin (MR)	Theatre 2
16 Mar 2015 at 08:00	General Surgery	GODFREY, John-paul (DR)	Theatre 2
16 Mar 2015 at 09:00	GENERAL SURGERY		Theatre 1
19 Mar 2015 at 08:00	Eye Surgery	Barlow, Kenneth (Dr)	Theatre 4
17 Mar 2015 at 08:00	EAR, NOSE AND THROAT	BENT, Hell (MR)	Theatre 2
19 Mar 2015 at 08:30	Cardiothoracic Surgery	CHOW, Bruce (MR)	Theatre 3
18 Mar 2015 at 08:00	Andrews, Davendra (Dr)	Trevenen, Phil (Mr)	Theatre 1

2.8 Anaesthetist List (Doctor Type)

The Anaesthetist List (Doctor Type) defaults to summary view of theatre sessions for the current date. The calendar function can be used to select a different date or period of time.



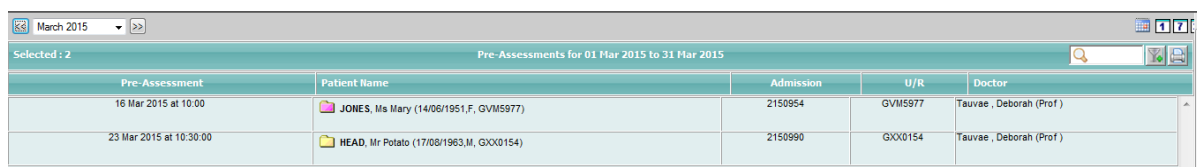
Session	Surgeon	Anaesthetist	Theatre	Avail. Op Min	Booked Op Min	Actual Op Min
13 Apr 2015 at 12:00	Watson, Kelvin (Dr)		Cath Lab	300	0	0
14 Apr 2015 at 08:00	Tauvae, Deborah (Prof)	Rambo, John (Dr)	Theatre 4	540	0	0
16 Apr 2015 at 08:00	Tauvae, Deborah (Prof)	Taylor, Tina (Dr)	Theatre 1	240	0	0
13 Apr 2015 at 13:00	Roberts, John (Prof)	BENT, Heil (MR)	Theatre 6	300	0	0
13 Apr 2015 at 10:00	ORTHOPAEDIC, Surgeon (DR)		Roof Theatre	480	0	0
13 Apr 2015 at 08:00	General Surgery	GODFREY, John-paul (DR)	Theatre 2	540	0	0
13 Apr 2015 at 08:30	General Medical		Theatre 1	150	0	0
13 Apr 2015 at 09:00	GENERAL SURGERY	Barlow, Kenneth (Dr)	Theatre 3	360	95	0
13 Apr 2015 at 08:00	Eye Surgery		Theatre 4	480	0	0
16 Apr 2015 at 08:00	Eye Surgery	Barlow, Kenneth (Dr)	Theatre 4	300	0	0
14 Apr 2015 at 08:00	EAR, NOSE AND THROAT	BENT, Heil (MR)	Theatre 2	540	0	0
13 Apr 2015 at 08:00	Debbies Session		Colposcopy Theatre	540	0	0
16 Apr 2015 at 08:30	Cardiothoracic Surgery	CHOW, Bruce (MR)	Theatre 3	510	0	0

The Anaesthetist List (Doctor Type) provides the same views as the Anaesthetist List (default view, show times view and show anaesthetist view).

All views of the Anaesthetist List (Doctor Type) can be filtered by Unit, Doctor Type and Anaesthetist.

2.9 Pre-assessment List

The Pre-assessment List displays the pre-assessment date and time (if entered in the theatre booking), the patient name, admission number, NHI number and Admitting Doctor. The calendar function can be used to select a different date or period of time.




Pre-Assessment	Patient Name	Admission	U/R	Doctor
16 Mar 2015 at 10:00	JONES, Ms Mary (14/06/1951,F, GVM5977)	2150954	GVM5977	Tauvae, Deborah (Prof)
23 Mar 2015 at 10:30:00	HEAD, Mr Potato (17/08/1963,M, GXX0154)	2150990	GXX0154	Tauvae, Deborah (Prof)

The patient folder will re-direct the user to the Patient Demographic screen.

2.10 Booking List


The Booking List displays patient bookings for the current date. The calendar function should be used to select a different date or period of time. It displays patient name, NHI number and booking date/time, sex, age, consultant, reason for admission and the status (booked, pre-admitted, admitted etc).

Enter Patient's Surname: <input type="text"/> <input type="button" value="Search"/>						
Search for Patient Surname of TAYLOR						
Patient	Theatre Session	Time	Duration	Visit No	Operation	Surgeon
 TAYLOR Mr Thomas Kaleb Tom	Tuesday 14 March 2017	09:55	35 min	2152826		Tauvae, Deborah M (Prof)
N.B. The Search will start from the first session of the current month.						

The patient folder will re-direct the user to the Update Booking Form screen to allow the user to update the details of a theatre booking for a patient.

2.11 Patient Booking Search

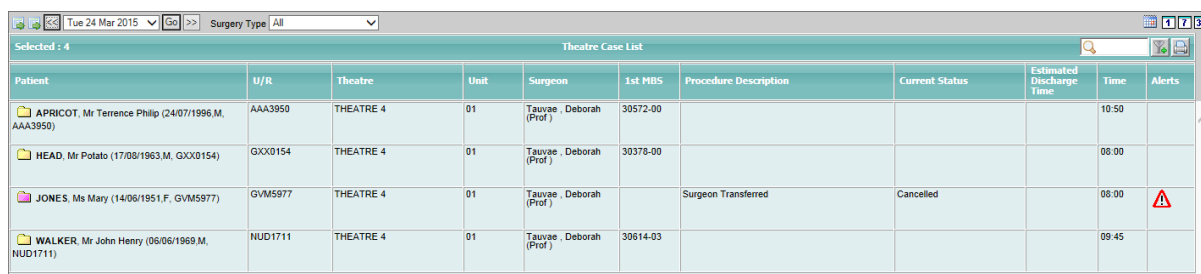
The Patient Booking Search template uses the 'Doctor Code' recorded against a Security User ID and then searches for patients with the Surname entered who have a theatre booking for the Doctor


Enter Patient's Surname: <input type="text"/> Search						
Search for Patient Surname of TAYLOR						
Patient	Theatre Session	Time	Duration	Visit No	Operation	Surgeon
 TAYLOR Mr Thomas Kaleb Tom	Tuesday 14 March 2017	09:55	35 min	2152826		Tauvae, Deborah M (Prof)
N.B. The Search will start from the first session of the current month.						

The patient folder will re-direct the user to the Patient Pre-Admission Details (from Booking Details) screen to allow the user to Pre-Admit/Admit from a Booking or Admit from a Booked Pre-Admission.

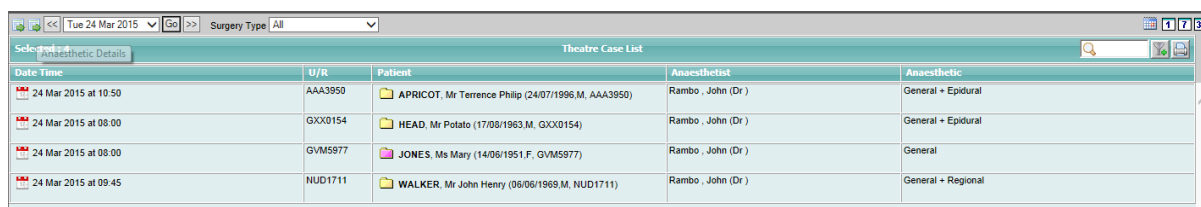
2.12 Theatre Status Enquiry

The Theatre Status Enquiry (Theatre Case List) displays patients scheduled for theatre for the current date. The calendar function can be used to select a different date or period of time. It displays patient name and NHI number details, theatre location, unit, surgeon, the first Proc code recorded against the patient booking, current status, estimated case start time, time and alerts icon.



Patient	U/R	Theatre	Unit	Surgeon	1st MBS	Procedure Description	Current Status	Estimated Discharge Time	Time	Alerts
APRICOT, Mr Terrence Philip (24/07/1996.M, AAA3950)	AAA3950	THEATRE 4	01	Tauvae, Deborah (Prof)	30572-00				10:50	
HEAD, Mr Potato (17/08/1963.M, GXX0154)	GXX0154	THEATRE 4	01	Tauvae, Deborah (Prof)	30378-00				08:00	
JONES, Ms Mary (14/06/1951.F, GVM5977)	GVM5977	THEATRE 4	01	Tauvae, Deborah (Prof)		Surgeon Transferred	Cancelled		08:00	
WALKER, Mr John Henry (06/06/1969.M, NUD1711)	NUD1711	THEATRE 4	01	Tauvae, Deborah (Prof)	30614-03				09:45	

The **Anaesthetic Details** view displays patients scheduled for theatre with anaesthetic related details including the anaesthetist scheduled for the theatre case and the type of anaesthetic used in theatre.

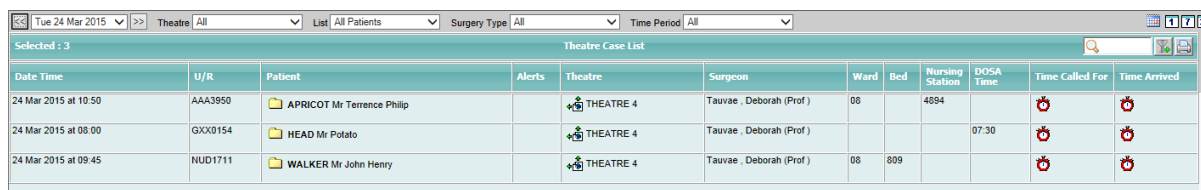


Date Time	U/R	Patient	Anaesthetist	Anaesthetic
24 Mar 2015 at 10:50	AAA3950	APRICOT, Mr Terrence Philip (24/07/1996.M, AAA3950)	Rambo, John (Dr)	General + Epidural
24 Mar 2015 at 08:00	GXX0154	HEAD, Mr Potato (17/08/1963.M, GXX0154)	Rambo, John (Dr)	General + Epidural
24 Mar 2015 at 08:00	GVM5977	JONES, Ms Mary (14/06/1951.F, GVM5977)	Rambo, John (Dr)	General
24 Mar 2015 at 09:45	NUD1711	WALKER, Mr John Henry (06/06/1969.M, NUD1711)	Rambo, John (Dr)	General + Regional

2.13 Patient Theatre List

The Patient Theatre List (Theatre Case List) defaults to displaying booked and admitted theatre patients for the current date.

The calendar function can be used to select a different date or period of time.




Date Time	U/R	Patient	Alerts	Theatre	Surgeon	Ward	Bed	Nursing Station	DOSA Time	Time Called For	Time Arrived
24 Mar 2015 at 10:50	AAA3850	APRICOT Mr Terrence Philip		THEATRE 4	Tauvae, Deborah (Prof.)	08		4894			
24 Mar 2015 at 08:00	GXX0154	HEAD Mr Potato		THEATRE 4	Tauvae, Deborah (Prof.)				07:30		
24 Mar 2015 at 09:45	NUD1711	WALKER Mr John Henry		THEATRE 4	Tauvae, Deborah (Prof.)	08	809				

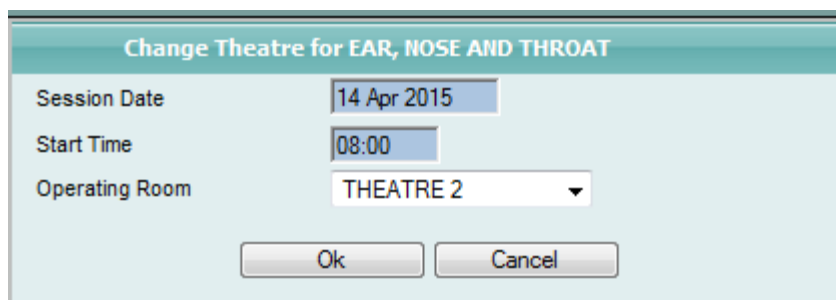
The Patient Theatre List displays the theatre case start date/time, NHI number, patient name, alerts icon, theatre location, surgeon, ward, bed, nursing station phone no., DOSA time, time called for and time arrived in theatre complex.

The Time Called For and the Time Arrived fields can be populated by clicking the stopwatch icon to default the current time.

The Theatre, List and Theatre Location filters can be used to narrow the search criteria.

The Theatre column displays the Change Theatre  icon.

1. Click the Change Theatre icon to display the following screen.



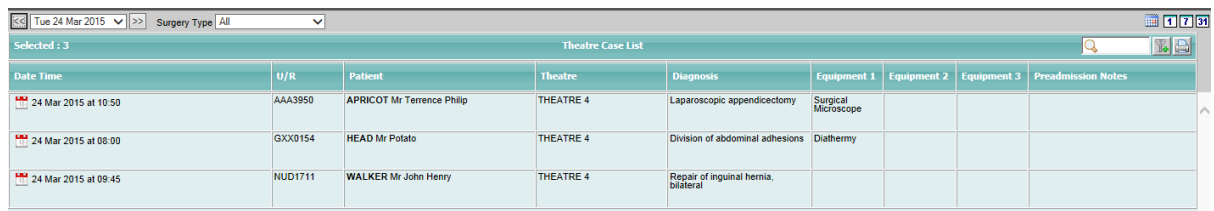
2. Select a value from the Operating Room drop down list.
3. Click Ok.

2.14 Patient Theatre List (Day Case)

The Patient Theatre List (Day Case) produces the same output as the Patient Theatre List (Theatre Case List). The only difference is where the system navigates to when a patient folder is clicked. When a patient folder on the Patient Theatre List (Day Case) is clicked, the system will navigate to the **Day Procedures** input screen. When a patient folder is clicked on the Patient Theatre List (Theatre Case List), the system will navigate to the Patient Demographic screen.


2.15 Patient Diag/Eqpt List

The Patient Diag/Eqpt List defaults to displaying booked theatre patients for the current date. The calendar function can be used to select a different date or period of time.



Date Time	U/R	Patient	Theatre	Diagnosis	Equipment 1	Equipment 2	Equipment 3	Preadmission Notes
24 Mar 2015 at 10:50	AAA3950	APRICOT Mr Terrence Philip	THEATRE 4	Laparoscopic appendectomy	Surgical Microscope			
24 Mar 2015 at 08:00	GXX0154	HEAD Mr Potato	THEATRE 4	Division of abdominal adhesions	Diathermy			
24 Mar 2015 at 09:45	NUD1711	WALKER Mr John Henry	THEATRE 4	Repair of inguinal hernia, bilateral				

The Patient Diag/Eqpt List displays the Theatre Date/Time, NHI Number, patient name, Theatre, Diagnosis and any equipment recorded against the patient for use during theatre. Preadmission Notes will also display.

The Date/Time  icon navigates to the Theatre Case Summary screen for the case booking.

2.16 Patient Recovery List

The Patient Recovery List defaults to displaying patients who are in recovery for the current date. The calendar function can be used to select a different date or period of time.



Patient	U/R	Theatre	Surgeon	Time into Recovery	Ready to Depart	Estimated Discharge Time	Exit Recovery Time	Post Op Ward/Bed
TIMOKO Mr Tom Mark	GYX8150	THEATRE 2	Watson, Kelvin (Dr.)					08

2.17 Recovery List (Surgery End)

The Recovery List produces the same output as the Patient Recovery List, with the only difference being that it will only display patients who have had the Surgery End Time completed on their Theatre record.

2.18 Reallocated Sessions List

The Reallocated Sessions List displays theatre sessions that have been reallocated from the original schedule. The list displays the Original Date/Time, New Date/Time, Original Surgeon/New Surgeon, Overlap Start, Overlap End, Overlap Duration.

2.19 Theatre Diary Views

The Theatre Diary screen provides a visual summary of the case load for each operating theatre for a particular time frame:

Single Day: Theatre Case Summary for a single day, selected from the Calendar Lookup.

Seven Days: Theatre Case Summary for an entire week.

Mid Week: Theatre Case Summary for Monday to Friday.




Selecting a particular theatre will provide the user with further details. Two versions of the diary are provided: one is an enquiry screen only, where more detailed information regarding the theatre session can be viewed. The other allows changes to be made to the selected theatre session.

1. Select the **Theatre Diary (Enquiry)** menu option and navigate to a theatre session.

The theatre session screen is an enquiry view only.

2. Select **Theatre Diary View** from the menu and the system will navigate to the Theatre Session Case List where theatre cases can be updated.

2.19.1 Single Day and Seven Day Views

Users can alternate between the Single Day , Five Day  and Seven Day Views  via the corresponding icons.

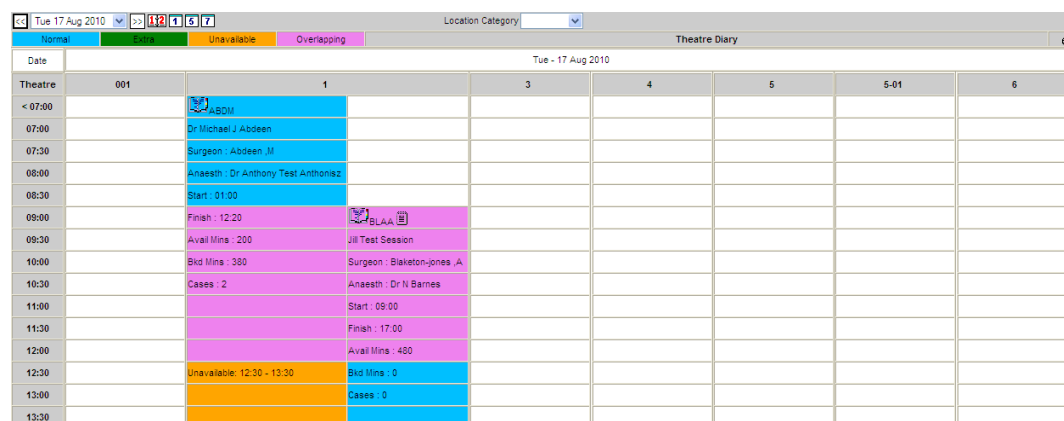
Columns are shaded in half-hour blocks according to the activity levels in the theatre.



The example below shows that Theatre 1 is booked from 07:00am until 12:30 and is over-booked by 180 minutes.

There is a second theatre session scheduled for Theatre 1 from 09:00am until 12:30pm which is highlighted in purple to indicate that it is overlapping for a period of 180 minutes (three hours) with Dr Michael J Aberdeen's theatre session.

The purple banding highlights the immediate need to change the theatre.

The orange banding indicates the time period during which the theatre is unavailable.



Date	Tue - 17 Aug 2010						
Theatre	001	1	3	4	5	5-01	6
< 07:00							
07:00		Dr Michael J Aberdeen					
07:30		Surgeon : Aberdeen, M					
08:00		Anaesth : Dr Anthony Test Anthonyz					
08:30		Start : 01:00					
09:00		Finish : 12:20					
09:30		Avail Mins : 200					
10:00		Bld Mins : 300	Surgeon : Blaketon-Jones, A				
10:30		Cases : 2	Anaesth : Dr N Barnes				
11:00			Start : 09:00				
11:30			Finish : 17:00				
12:00			Avail Mins : 460				
12:30		Unavailable: 12:30 - 13:30	Bld Mins : 0				
13:00			Cases : 0				
13:30							

A maximum of seven theatres can be displayed at once. You can scroll backwards and forwards to view more theatres if required.



To view the Theatre Diary:

1. Select **Theatre Diary View** from the appropriate hospital level menu.

The Theatre Diary will display.



Date	Mon - 26 Sep 2016						
Theatre	01	02	03	04	05	06	CATH
< 07:00							
07:00							
07:30							
08:00							
08:30		General Surgery		Dr Vader-Henshall's GenSurg			
09:00		Surgeon : Tauvae ,Z		Surgeon : Henshall-vader ,J			
09:30		Anaesth : GODFREY , John-paul (DR)		Anaesth :			
10:00		Start : 08:00		Start : 08:00			
10:30		Finish : 17:00		Finish : 12:00			
11:00		Avail Mins : 540		Avail Mins : 240			
11:30		Bkd Mins : 0		Bkd Mins : 60			
12:00		Cases : 0		Cases : 1			
12:30							
13:00							
13:30					Harper SHORTLAND		
14:00					Surgeon : Shortland ,H		
14:30					Anaesth : CHOW , Bruce (MR)		
15:00					Start : 13:00		
15:30					Finish : 17:00		
16:00					Avail Mins : 240		
16:30					Bkd Mins : 0		
17:00					Cases : 1		
17:30							
18:00							

- Click the Theatre Session  icon to select a session. The Theatre Session Case List will display.
- To return to the Theatre Diary click the list  icon.

Use the Scroll bar at the bottom of the screen to view other theatre information .

2.19.2 Theatre Diary Mid Week View

The Theatre Diary Mid Week view is an alternate view to the single and seven day week views.

1. Select **Theatre Diary View** from the appropriate drop down menu.


The Theatre Diary displays:

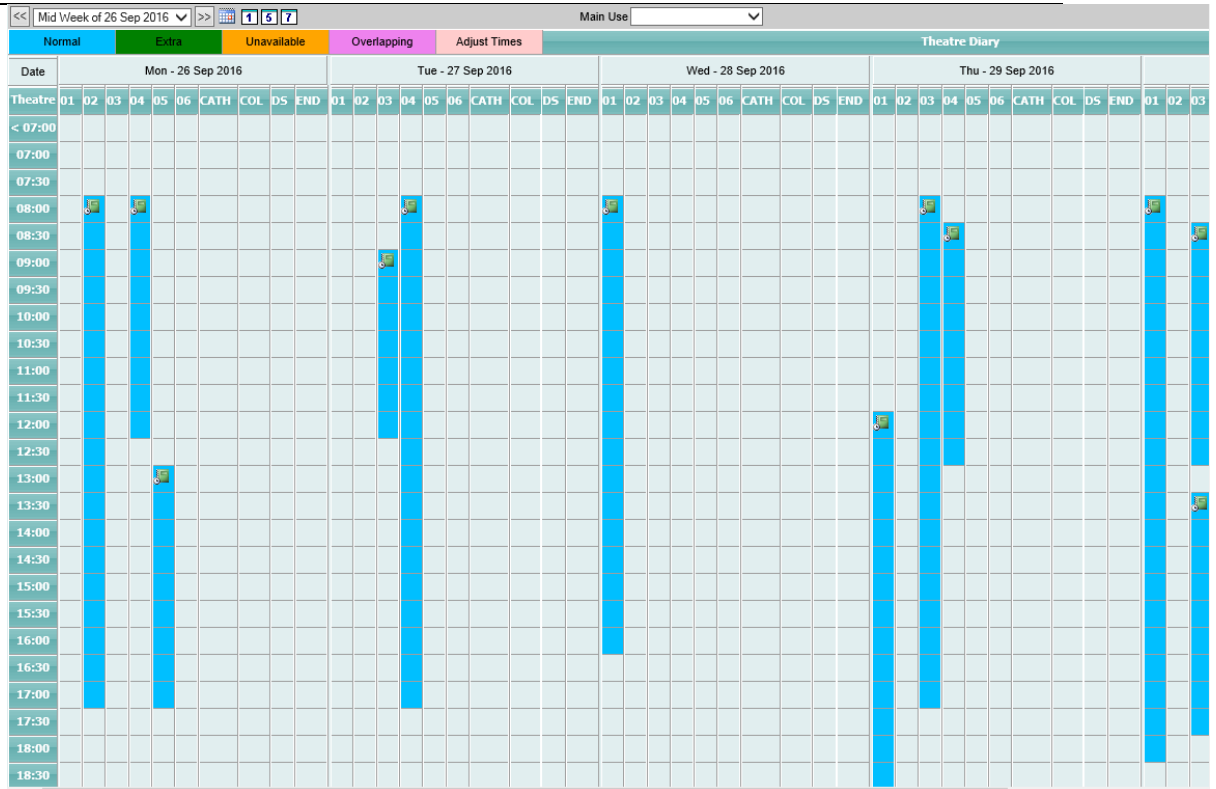


Date	Mon - 26 Sep 2016						
Theatre	01	02	03	04	05	06	CATH
< 07:00							
07:00							
07:30							
08:00		GS		HENSJ			
08:30		General Surgery		Dr Vader-Henshall's GenSurg			
09:00		Surgeon : Tauvae_Z		Surgeon : Henshall-vader_J			
09:30		Anaesth : GODFREY , John-paul (DR)		Anaesth :			
10:00		Start : 08:00		Start : 08:00			
10:30		Finish : 17:00		Finish : 12:00			
11:00		Avail Mins : 540		Avail Mins : 240			
11:30		Bkd Mins : 0		Bkd Mins : 60			
12:00		Cases : 0		Cases : 1			
12:30							
13:00					SHOHAR		
13:30					Harper SHORTLAND		
14:00					Surgeon : Shortland_H		
14:30					Anaesth : CHOW , Bruce (MR)		
15:00					Start : 13:00		
15:30					Finish : 17:00		
16:00					Avail Mins : 240		
16:30					Bkd Mins : 0		
17:00					Cases : 1		
17:30							
18:00							

The Calendar functionality in Theatre Diary screen has an additional Mid Week icon.



- Click the Mid Week  icon to change the Theatre Diary to the five day Mid Week view.



The Calendar drop down list can also be used to select a future 'Mid Week' date.

Note: The Mid Week begins on the Monday and ends on the Friday.

3 Bookings

This chapter describes how to:

- Make theatre bookings from the waiting list
- Make emergency or out of hours bookings
- Make a theatre booking for an existing inpatient

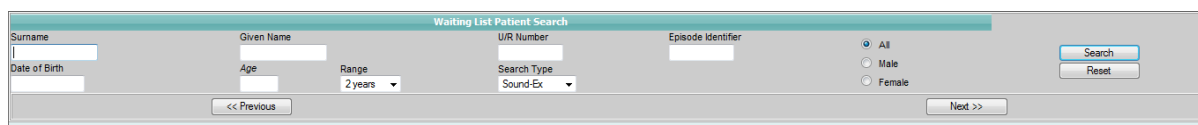
3.1 Booking a Patient from the Waiting List

This option is generally used by public hospitals for public patients as private patients would usually be booked according to patient and surgeon availability and not via a waiting list.

To book a patient from the waiting list:

1. Navigate to the Waiting List module.
2. Select **Waiting List Search** from the **Search** menu.

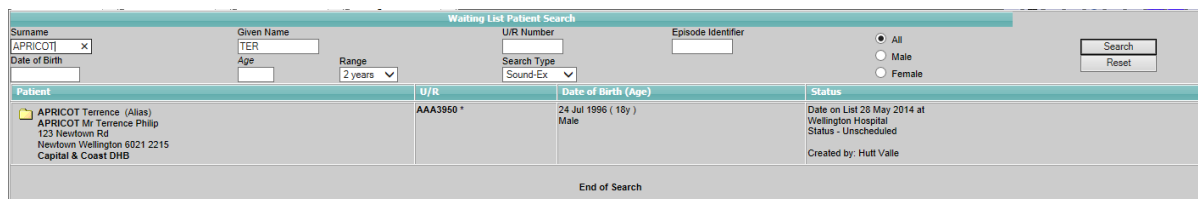
The Waiting List Patient Search screen displays:



This screen is similar to the Patient Search screen, however searches are limited to patients on the waiting list.

3. Specify a **Surname** and **Given Name**.
4. Click **Search**.

Search results will display.



Patient	U/R	Date of Birth (Age)	Status
APRICOT Terrence (Alias) APRICOT Mr Terrence Philip 123 Newtown Rd Newtown Wellington 6021 2215 Capital & Coast DHB	AAA3950 *	24 Jul 1996 (18y) Male	Date on List 28 May 2014 at Wellington Hospital Status - Unscheduled Created by: Hutt Valle

5. Click the patient's folder  icon.

The Waiting List Details screen is displayed, listing waiting list entries for the patient.

APRICOT Mr Terrence Philip NHI No AAA3950

Date of Birth 24 Jul 1996(Age 18 yrs) Sex Male

Information Functions Status All

Selected : 5

APRICOT Mr Terrence Philip (Waiting List Details)

Date on List	Unit	Doctor	Procedure	BS Priority	Status	RFC Status	LBI	Event	Date
03 Mar 2014	General Surgery	Tauvae, Deborah (Prof)	SUBMANDIBULAR DUCTS, RELOCATION OF, FOR SURGICAL C	1	Unscheduled	C	150405	2150323	
09 Jul 2014	General Surgery	Tauvae, Deborah (Prof)	PATIENT ACTVTD AMBULATORY ECG MONITOR/RECORD AT LE	1	Unscheduled	C	150404	2150322	
28 May 2014	General Surgery	Tauvae, Deborah (Prof)	APPENDICECTOMY, WHEN PERFORMED IN CONJUNCTION WITH	2	Unscheduled		150403	2150321	
06 Apr 2014	General Surgery	Tauvae, Deborah (Prof)	GASTRECTOMY, TOTAL AND INCLUDING LOWER OESOPHAGUS	2	Scheduled		150402	2150320	18 Jun 2014
11 Jan 2014	General Surgery	Tauvae, Deborah (Prof)	GASTROENTEROSTOMY (INCLUDING GASTRODUODENOSTOMY) O	5	Scheduled		150400	2150250	

6. Click on the appointment  icon relevant to the booking.

The Waiting List Details screen is displayed, showing details about the selected entry.

Information Functions

Waiting List Details - Event Number 2152777

Status	Unscheduled	Event Number	2152777
Referral Date	26 Sep 2016	Days Since Certainty Given	0
Procedure Codes	13757	Days Not Ready for Care	0
Procedure	THERAPEUTIC VENESECTION FOR THE MANAGEMENT OF HAEM	Preadmission Date	Time
	THERAPEUTIC VENESECTION FOR THE MANAGEMENT OF HAEM	Pre-Anaesthetic Date	Time
Duration of Procedure	0 mins	Patient Confirmed	
BS Priority	Routine	Proposed Operation Date	Time
Score	0	Scheduled Admission Date	Time
Clinician Sus Cancer		Change Date	
Patient Type		LBI	150757
Admitting Point		Booking Status	04
Expected Post Op Ward		FSA Referral Date	26 Sep 2016
Planned Length of Stay	0 Days	FSA Date	26 Sep 2016
Consultant	<u>Dr Davendra R Andrews</u>	Pre-Anaesthetic Status	
Unit	General Surgery	Anaesthetic Type	
Booking Source Code	General Practitioner		
Claim Code			
Certainty Date			
Purchaser	DHB Purchase		
Assessor	Andrews Davendra (Dr)		

Comments

Preadmission Notes

Date Keyed 26 Sep 2016

Summary Update History Letters Remove Suspend Booking Med Booking NBRs History PAC Appt PAS Appt

Notice the **Consultant** and **Unit** fields.

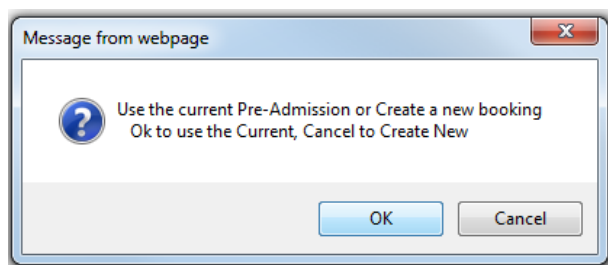
7. Click **Booking**. The Surgeon Theatre Summary screen displays:

Theatre Session Search				
Unit: General Surgery		Doctor: []	September 2016	
Selected : 48 Surgeon Theatre Summary				
Session	Surgeon	Anaesthetist	Theatre	Status
01 Sep 2016 at 12:00	Tauvae , Deborah (Prof)		Theatre 1	
06 Sep 2016 at 08:00	Tauvae , Deborah (Prof)	Rambo , John (Dr)	Theatre 4	█
08 Sep 2016 at 12:00	Tauvae , Deborah (Prof)		Theatre 1	
13 Sep 2016 at 08:00	Tauvae , Deborah (Prof)	Rambo , John (Dr)	Theatre 4	█
15 Sep 2016 at 12:00	Tauvae , Deborah (Prof)		Theatre 1	
20 Sep 2016 at 08:00	Tauvae , Deborah (Prof)	Rambo , John (Dr)	Theatre 4	
22 Sep 2016 at 12:00	Tauvae , Deborah (Prof)		Theatre 1	█
27 Sep 2016 at 08:00	Tauvae , Deborah (Prof)	Rambo , John (Dr)	Theatre 4	
29 Sep 2016 at 12:00	Tauvae , Deborah (Prof)		Theatre 1	
01 Sep 2016 at 08:00	SHORTLAND , Harper (DR)		Theatre 3	█
02 Sep 2016 at 08:30	SHORTLAND , Harper (DR)		Theatre 3	

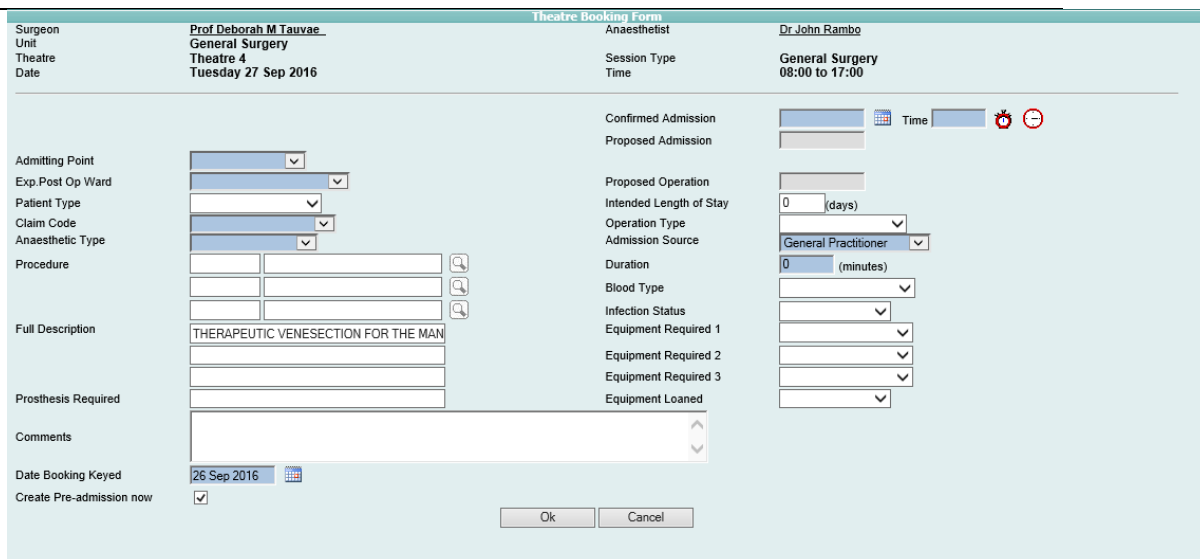
This screen lists theatre sessions based on the consultant and unit already selected for the patient.

8. Click the Session  icon of the theatre session you want to book the patient into.

If the patient has a current pre-admission or admission, a message such as the following is displayed and you can choose which details to use.



The Theatre Booking Form will display.

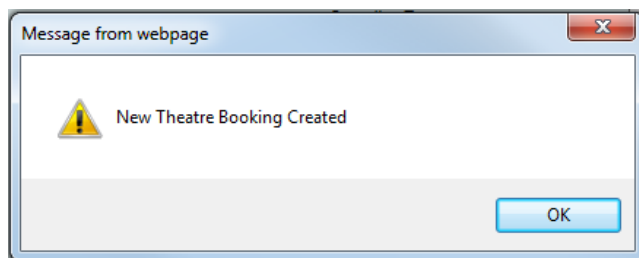


9. Complete mandatory (blue) fields, including:

- Admitting Point
- Claim Code
- Anaesthetic Type
- Confirmed Admission (date) and Time
- Admission Source
- Duration

10. Click **OK**.

A message confirms that the new theatre booking is created.



11. Click **OK**.

The Waiting List Details screen will display, showing the **Status** as **Scheduled**.



APPLE Ms Annie Jane

Date of Birth 03 Apr 1980(Age 36 yrs) Sex Female NHI No **GZM8818**

--- Information --- --- Functions ---

Waiting List Details - Event Number 2152777

Status	Scheduled	Event Number	2152777
Referral Date	26 Sep 2016	Days Since Certainty Given	0
Procedure Codes	13757	Days Not Ready for Care	0
Procedure	THERAPEUTIC VENESECTION FOR THE MANAGEMENT OF HAEM	Preadmission Date	Time
		Pre-Anaesthetic Date	Time
		Patient Confirmed	
Duration of Procedure	THERAPEUTIC VENESECTION FOR THE MANAGEMENT OF HAEM	Proposed Operation Date	Time
BS Priority	0 mins	Scheduled Admission Date	26 Sep 2016 Time 13:46:33
Score	Routine	Change Date	
Clinician Sus Cancer		LBI	150757
Patient Type		Booking Status	01
Admitting Point	Day Ward	FSA Referral Date	26 Sep 2016
Expected Post Op Ward		FSA Date	26 Sep 2016
Planned Length of Stay	0 Days	Pre-Anaesthetic Status	
Consultant	<u>Dr Davendra R Andrews</u>	Anaesthetic Type	
Unit	General Surgery		
Booking Source Code	General Practitioner		
Claim Code			
Certainty Date			
Purchaser	DHB Purchase		
Assessor	Andrews Davendra (Dr)		

Comments

Preadmission Notes
Date Keyed **26 Sep 2016**

3.2 Booking a Patient for an Emergency Theatre Session

When booking a patient for an emergency or out-of-hours procedure in theatre, the session can be created on an ad-hoc basis if it is outside the normal theatre session hours.

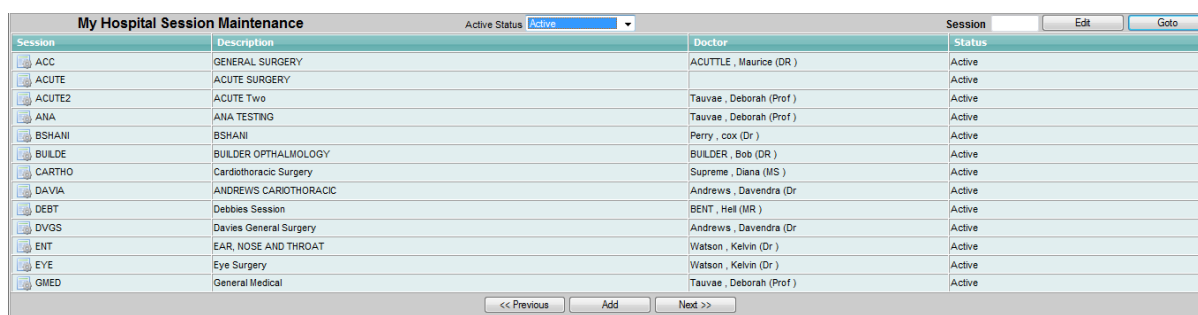
The following table lists the tasks required to set up an ad hoc or emergency session and book the patient into the theatre.


Task	Description
1	Set up the ad-hoc theatre session in the IT Management module.
2	Book the patient into the Theatre session.

3.2.1 Task 1 – Set Up the Theatre Session (IT Management Module)

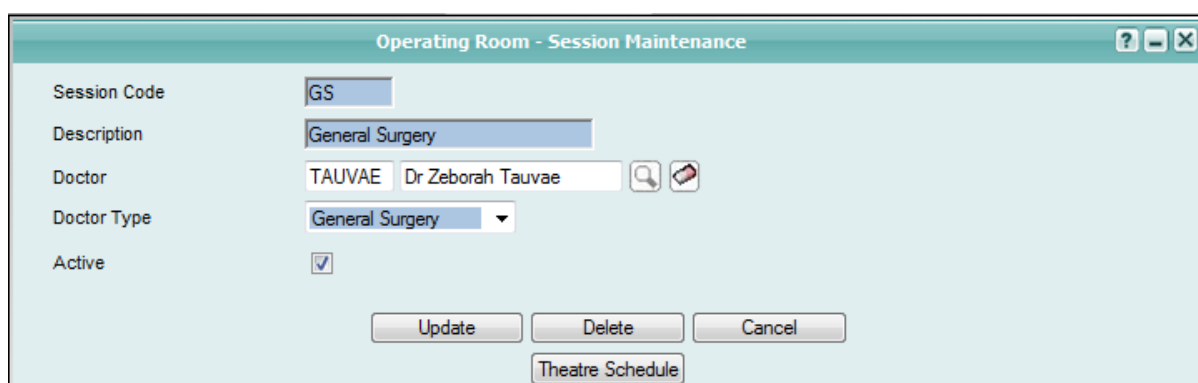
1. Select **Session** from appropriate module and drop down list.

The Session Maintenance listing screen displays:



2. Browse the list and select the theatre session by clicking the maintenance  icon beside the relevant code.

The Operating Room – Session Maintenance screen will display.



3. Click **Theatre Schedule** to display a listing of the theatre sessions for the surgeon.

Theatre Schedule for - General Surgery (GS)							Active Status	Active
Day of Week	Time	Global Change	Unit	Theatre	Session Type	Hospital	Status	
Monday	08:00 to 17:00		Ear Nose and Throat	THEATRE 2	General Surgery	Wellington Hospital	Active	
Tuesday	08:00 to 12:00		Ear Nose and Throat	THEATRE 2	General Surgery	Wellington Hospital	Active	
Wednesday	08:00 to 12:00		Ear Nose and Throat	THEATRE 2	General Surgery	Wellington Hospital	Active	
Thursday	08:00 to 12:30		Neurosurgery	THEATRE 2	General Surgery	Wellington Hospital	Active	
Friday	08:00 to 16:30		Neurosurgery	THEATRE 2	General Surgery	Wellington Hospital	Active	
Saturday	06:00 to 18:00		Neurosurgery	THEATRE 1	General Surgery	Wellington Hospital	Active	

4. Click **Session Mtce**. The Session Dates for [Doctor] screen will display.

Session Dates for General Surgery					April 2015	Go	>>
Day	Time	Theatre	Unit	Status			
13 Monday	08:00 to 17:00	THEATRE 2	Ear Nose and Throat				
20 Monday	08:00 to 17:00	THEATRE 2	Ear Nose and Throat				

5. Click **Add AdHoc** to create the one-off emergency theatre session.

The Existing Session Details Maintenance screen will display.

Existing Session Details Maintenance

AdHoc Session for General Surgery (GS)

Session Date

Start Time

End Time

Duration (min)

Time for Breaks (min)

Prep Time per Patient (min)

Hospital

Operating Room

Time Period

Unit

Usual Anaesthetist

Session Co-ordinator

Extra Doctor

Number of Days to Lock Session

Session Type

Surgery Type

Special Instructions 1

Special Instructions 2

6. Enter the details as required and click **Add**.

The session details are saved and the Session Dates for [Doctor] screen will display.

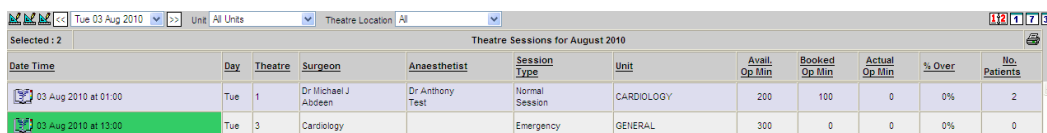
3.2.2 Task 2 – Book the Patient into Theatre

Note: The patient can be booked for theatre however, the patient must be admitted before theatre details such as procedure start times and anaesthetics can be completed.

To book a patient into an Ad Hoc or emergency session:

1. Select **Theatre Status by Date** from the appropriate hospital level menu.

The Theatre Session for [Month Year] screen displays, defaulting to sessions for today's date.



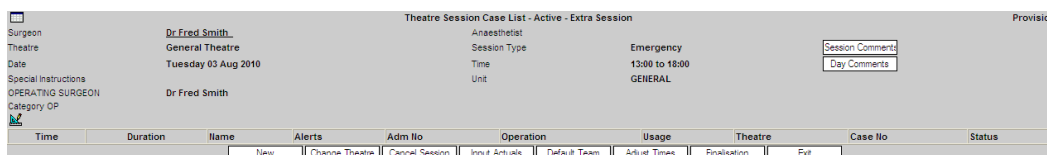
Date Time	Day	Theatre	Surgeon	Anaesthetist	Session Type	Unit	Avail. Op Min	Booked Op Min	Actual Op Min	% Over	No. Patients
03 Aug 2010 at 01:00	Tue	1	Dr Michael J Abdeen	Dr Anthony Test	Normal Session	CARDIOLOGY	200	100	0	0%	2
03 Aug 2010 at 13:00	Tue	3	Cardiology		Emergency	GENERAL	300	0	0	0%	0

Note: Ad Hoc sessions are highlighted in green.

2. Select the required date from the calendar drop down, or go to step 3.

3. Click the Session icon  for the Ad Hoc session.

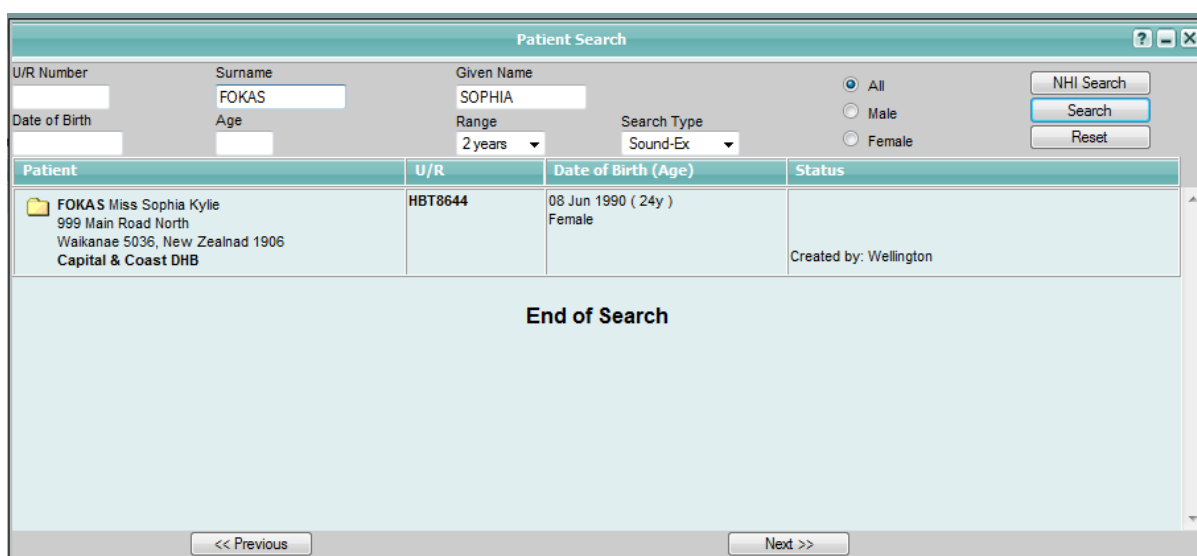
The Theatre Session Case List screen will display.



Surgeon	Dr Fred Smith	Anaesthetist		Provisional
Theatre	General Theatre	Session Type	Emergency	
Date	Tuesday 03 Aug 2010	Time	13:00 to 16:00	Session Comments
Special Instructions	Dr Fred Smith	Unit	GENERAL	Day Comments
OPERATING SURGEON Category / GP				

4. Click **New** to add a patient.


The Patient Search screen will display.



Patient Search

U/R Number: Surname: FOKAS Given Name: SOPHIA All Male Female

Date of Birth: Age: Range: 2 years Search Type: Sound-Ex

Patient	U/R	Date of Birth (Age)	Status
 FOKAS Miss Sophia Kylie 999 Main Road North Waikanae 5036, New Zealand 1906 Capital & Coast DHB	HBT8644	08 Jun 1990 (24y) Female	Created by: Wellington

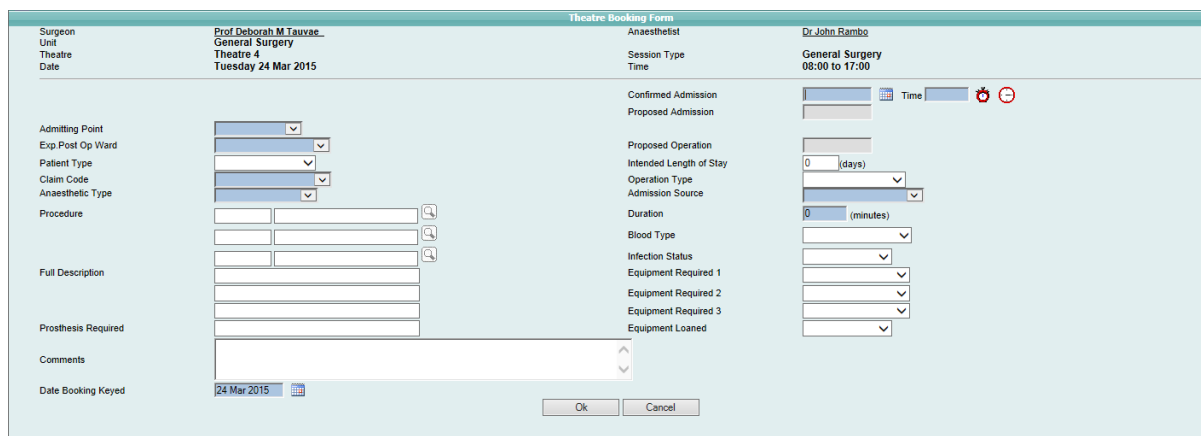
End of Search

5. Enter the search criteria and click **Search**.

Note: If the patient's record does not appear in the list (a limited number of patient records can be displayed at a time), click **Next** to display the next listing of patient records.

6. Click the patient folder  beside the name of the relevant patient.

The **Theatre Booking Form** will display.



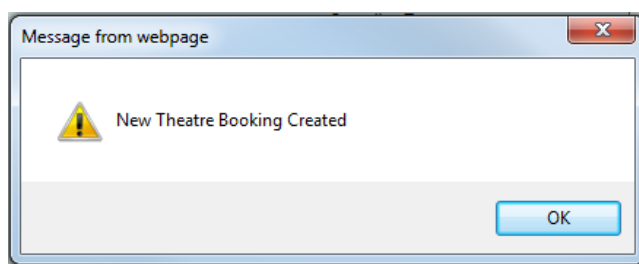
7. When the patient is an Inpatient, you are prompted to use the patient's current admission details.

Note: Clicking **OK** pre-fills some fields, where details have already been recorded during admission.

8. Record the **Anaesthetic Type**, **Duration** (estimated surgery time), and **Date Booking Keyed**.

9. Click **OK** to save these details.

A message confirms that a theatre booking has been created.



10. Click **OK**.

The Theatre Session Case List will re-display with the patient in the list.



webPAS Theatre User Guide NZ

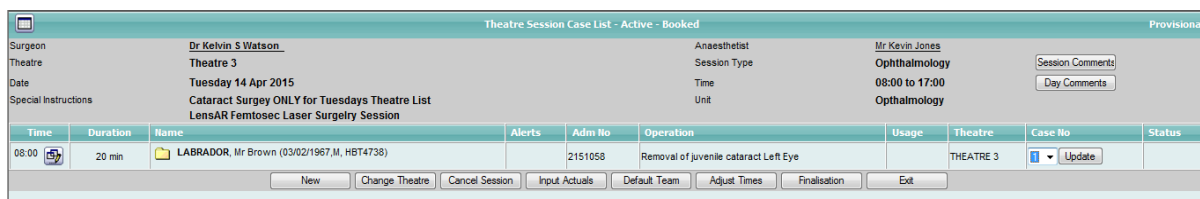
Theatre Session Case List - Active - Booked Provisional

Surgeon	<u>Dr Kelvin S Watson</u>	Anaesthetist	<u>Mr Hill Bent</u>	Session Comments:
Theatre	Theatre 2	Session Type	General Surgery	Day Comments:
Date	Tuesday 14 Apr 2015	Time	08:00 to 17:00	
Special Instructions		Unit	Med	

Time	Duration	Name	Alerts	Adm No	Operation	Usage	Theatre	Case No	Status
08:00	45 min	FOKAS, Miss Sophia Kylie (08/06/1990, F, HBT8644)		2151057	Laparoscopic appendectomy		THEATRE 2	<input type="text" value="1"/> Update	

3.3 Theatre Session Case List Features

The Theatre Session Case List has many features to assist in theatre case management.



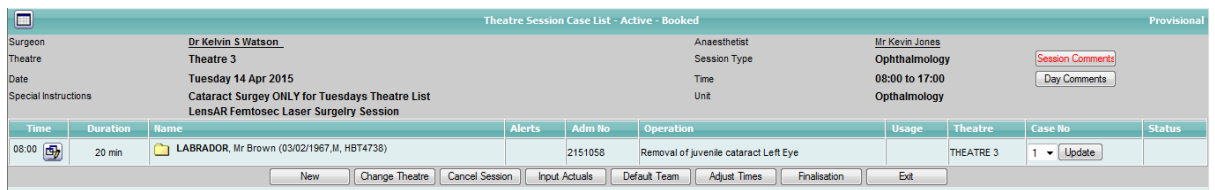
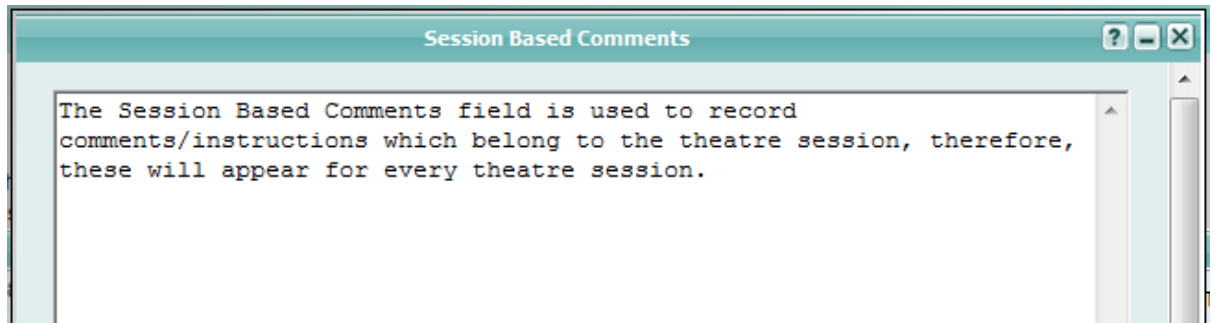
The Surgeon and Anaesthetist names in the Theatre Session Case List header is a link to the Doctor Information screen for that doctor.




The Theatre Session Case header also displays the following information:




- Theatre Location
- Theatre Session Date
- Theatre Session Time (start and finish)
- Special instructions
- Theatre Session Type
- Unit


Session Based Comments can also be entered via the Session Comments button.

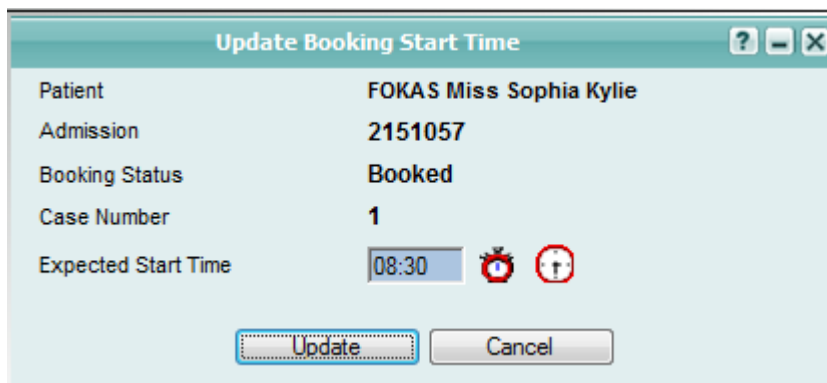


The Theatre Sessions  icon in the top left corner of the Theatre Session Case List is a link back to the Theatre Sessions list.

Selected : 3

Date Time	Day	Theatre	Surgeon	Anaesthetist	Session Type	Unit	Avail. Op Min	Booked Op Min	Actual Op Min	% Over	No. Patients
 14 Apr 2015 at 08:00	Tue	02	EAR, NOSE AND THROAT	BENT, Heli (MR)	General Surgery	Med	540	55	0	0%	1
 14 Apr 2015 at 08:00	Tue	03	Eye Surgery	JONES, Kevin (MR)	Ophthalmology	Ophthalmology	540	20	0	0%	1
 14 Apr 2015 at 08:00	Tue	04	TAIIVAE GENERAL SURGERY	Rambo, John (Dr)	General Surgery	General Surgery	540	0	0	0%	0

The  icon in the Time column on the Theatre Session Case List allows the Expected Start Time of the case to be updated.

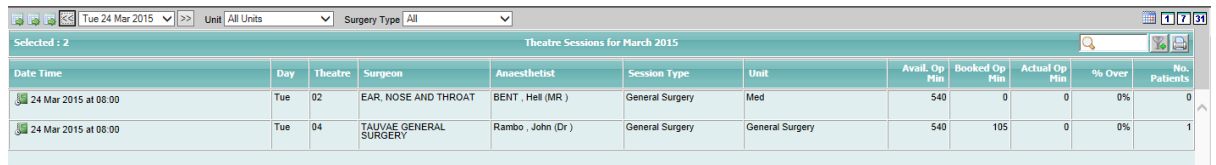


3.4 Booking an Existing Inpatient into Theatre

During an inpatient's admission, a clinical decision may be made to perform a theatre procedure that has not been booked prior to the patient's admission.


To make a theatre booking for an existing patient:


1. In the Theatre module, select **Theatre Status by Date** from the Views menu. The Theatre Sessions for [Month Year] screen displays, defaulting to sessions for today's date.



Date Time	Day	Theatre	Surgeon	Anaesthetist	Session Type	Unit	Avail. Op Min	Booked Op Min	Actual Op Min	% Over	No. Patients
24 Mar 2015 at 08:00	Tue	02	EAR, NOSE AND THROAT	BENT, Heli (MR)	General Surgery	Med	540	0	0	0%	0
24 Mar 2015 at 08:00	Tue	04	TAUVAE GENERAL SURGERY	Rambo, John (Dr)	General Surgery	General Surgery	540	105	0	0%	1

Note: Extra or Ad Hoc sessions are highlighted in green.

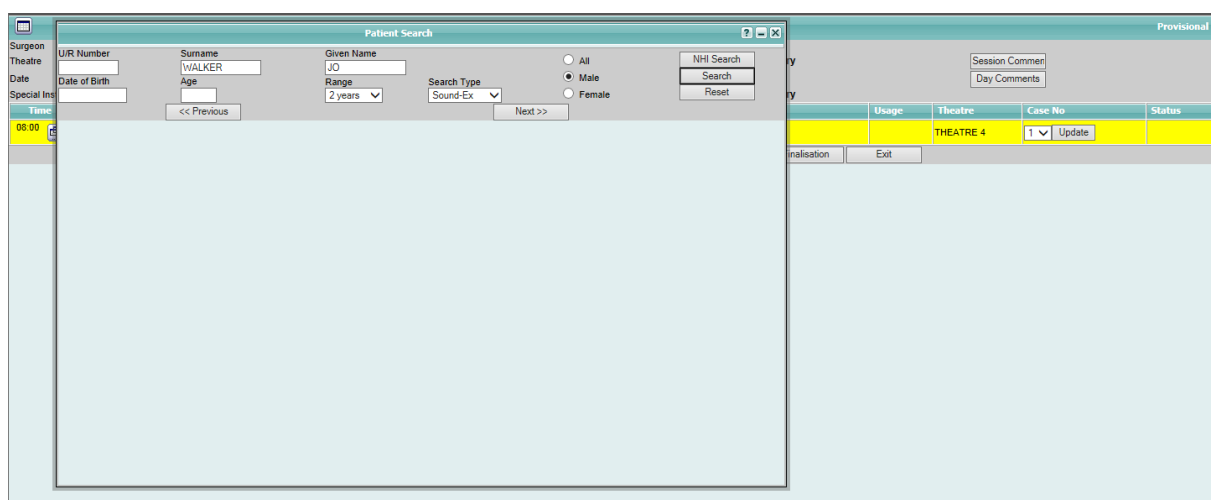
2. Select the required date from the list or go to step 3.
3. Click the Session  icon for the session. The Theatre Session Case List screen will display.



Time	Duration	Name	Alerts	Adm No	Operation	Usage	Theatre	Case No	Status
08:00	90 min	HEAD, Mr Potato (17/08/1963.M, QXX0154)		2150990	Division of abdominal adhesions		THEATRE 4	1 Update	

4. Click **New** to add a patient.

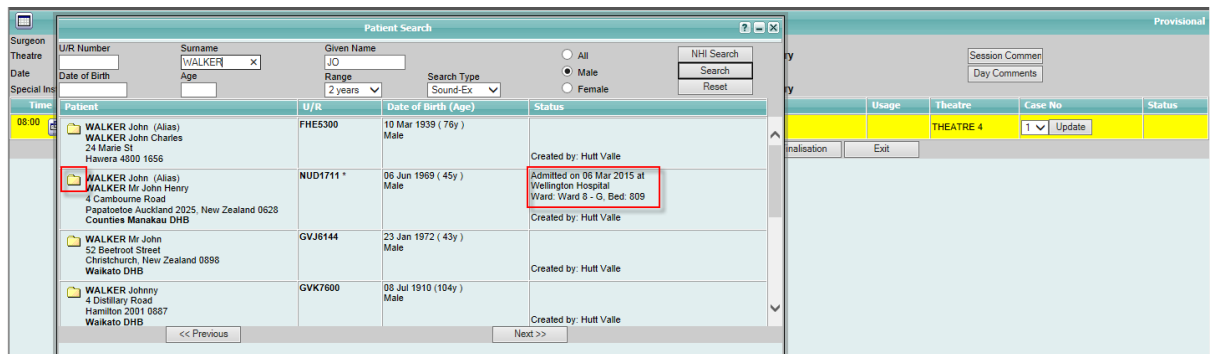
The Patient Search screen will display.



U/R Number: Surname: WALKER Given Name: JO
 Date of Birth: Age: Range: Search Type: Sound-Ex:
 Search Type: All Male Female
 NHI Search: Search: Reset:
 << Previous Next >>

5. Enter the search criteria.

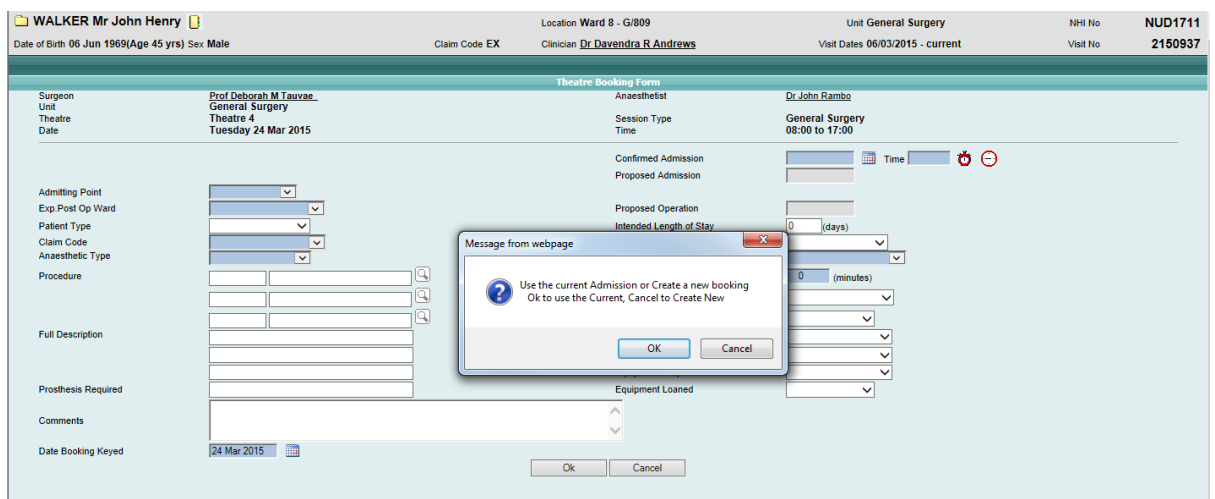
6. Click **Search**.



Note: If the patient's record does not appear in the list (a limited number of patient records can be displayed at a time), click **Next** to display the next listing of patient records.

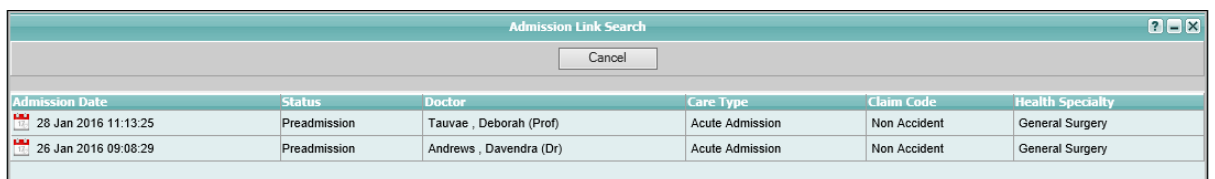
7. Click the patient folder beside the name of the relevant patient.

The **Theatre Booking Form** will display.



When the patient is a current Inpatient, you are prompted to use the patient's current admission details. Clicking **OK** pre-fills some fields, where details have already been recorded during admission.

Where the patient has multiple visits or pre-admissions the Theatre module displays a list so that you can choose which visit to link the admission to and pre-fills the fields with the selected visit. The following screen is an example of the Admission Link screen.



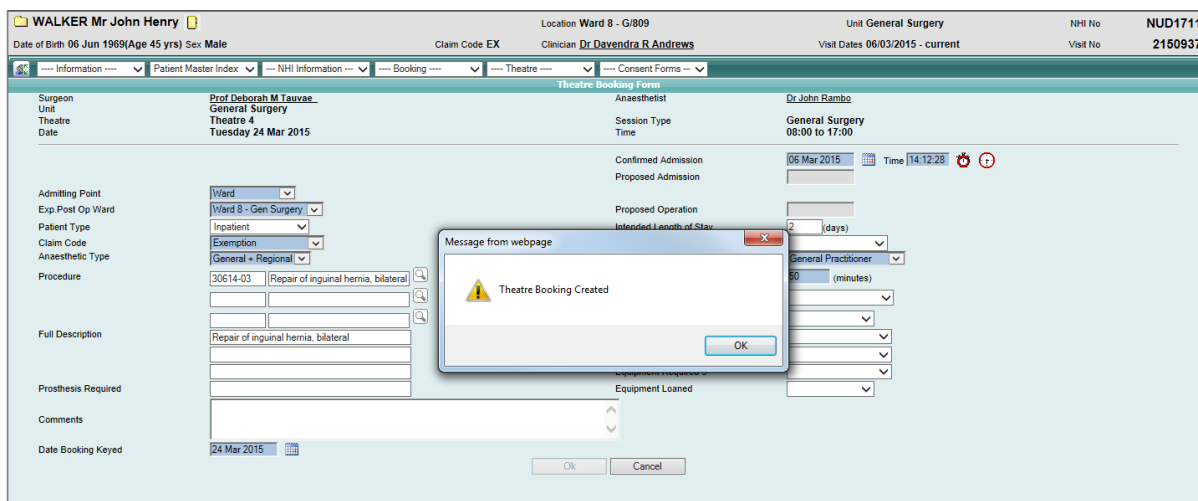
8. Click the appointment icon.

The theatre form is pre-filled with the information associated with the selection.

9. Complete the details as required.

10. Click **Ok**.

The following message will display.



The **Theatre Session Case List - Active – Booked (or Extra Session for ad-hoc session)** list will display with the new booking.

Theatre Session Case List - Active - Booked										
Time	Duration	Name	Alerts	Adm No	Operation	Usage	Theatre	Case No	Status	
08:00	90 min	HEAD, Mr Potato (17/08/1963 M, GX00154)		2150890	Division of abdominal adhesions		THEATRE 4	1	Update	
09:45	50 min	WALKER, Mr John Henry (06/06/1969 M, NUD1711)		2150937	Repair of inguinal hernia, bilateral	Adm	THEATRE 4	2	Update	

Note: The patient booking will be shaded yellow to indicate that the booking was made on the same date as the theatre session itself.

4 Recording Theatre Session Data

4.1 Adjust Case Order

The order of cases on a theatre session list can be altered on the Theatre Session Case List screen.

1. Navigate to the Theatre Session Case List screen.

Time	Duration	Name	Alerts	Adm No	Operation	Usage	Theatre	Case No	Status
08:00	90 min	FAL'OFASOFA, Sir Len'ootofofa Stone Mei (10/10/1962.M, GXV3055)	⚠	2150154	DIVISION OF JOINT CAPSULE, LIGAMENT OR CARTILAGE	Dis	THEATRE 4	1 Update	
09:45	120 min	HANNAH, Mr Harry (01/05/1940.M, GXM0478)		2150429	AMPUTATION AT HIP (ASSIST.)	Adm	THEATRE 4	2 Update	
12:00	90 min	TIMOKO, Mr Tom Mark (10/10/1992.M, GYX8150)		2150425	KNEE RECONSTRUCTION CHARNLEY LEFT	Dis	THEATRE 4	3 Update	

2. Click the Case No. Drop down for the case you wish to move and choose a new case no.

Time	Duration	Name	Alerts	Adm No	Operation	Usage	Theatre	Case No	Status
08:00	90 min	FAL'OFASOFA, Sir Len'ootofofa Stone Mei (10/10/1962.M, GXV3055)	⚠	2150154	DIVISION OF JOINT CAPSULE, LIGAMENT OR CARTILAGE	Dis	THEATRE 4	1 Update	
09:45	120 min	HANNAH, Mr Harry (01/05/1940.M, GXM0478)		2150429	AMPUTATION AT HIP (ASSIST.)	Adm	THEATRE 4	2 Update	
12:00	90 min	TIMOKO, Mr Tom Mark (10/10/1992.M, GYX8150)		2150425	KNEE RECONSTRUCTION CHARNLEY LEFT	Dis	THEATRE 4	3 Update	

3. Click Update.

Time	Duration	Name	Alerts	Adm No	Operation	Usage	Theatre	Case No	Status
08:00	90 min	TIMOKO, Mr Tom Mark (10/10/1992.M, GYX8150)		2150425	KNEE RECONSTRUCTION CHARNLEY LEFT	Dis	THEATRE 4	1 Update	
09:45	90 min	FAL'OFASOFA, Sir Len'ootofofa Stone Mei (10/10/1962.M, GXV3055)	⚠	2150154	DIVISION OF JOINT CAPSULE, LIGAMENT OR CARTILAGE	Dis	THEATRE 4	2 Update	
11:30	120 min	HANNAH, Mr Harry (01/05/1940.M, GXM0478)		2150429	AMPUTATION AT HIP (ASSIST.)	Adm	THEATRE 4	3 Update	

4. The cases are all automatically updated with the new Case 1 at the top and the other cases moved down. The planned start times are also automatically adjusted.

4.2 Adjust Case Start Times

The start time for cases can be adjusted for an individual case or for all cases after a specified case.

1. Navigate to the Theatre Session Case List screen.

Time	Duration	Name	Alerts	Adm No	Operation	Usage	Theatre	Case No	Status
08:00	90 min	TIMOKO, Mr Tom Mark (10/10/1992.M, GYX8150)		2150425	KNEE RECONSTRUCTION CHARNLEY LEFT	Dis	THEATRE 4	1 Update	
09:45	90 min	FAL'OFASOFA, Sir Len'ootofofa Stone Mei (10/10/1962.M, GXV3055)	⚠	2150154	DIVISION OF JOINT CAPSULE, LIGAMENT OR CARTILAGE	Dis	THEATRE 4	2 Update	
11:30	120 min	HANNAH, Mr Harry (01/05/1940.M, GXM0478)		2150429	AMPUTATION AT HIP (ASSIST.)	Adm	THEATRE 4	3 Update	

- Click the Adjust Time icon by the start time for the case to be adjusted.

Update Booking Start Time

Patient: FAL'OFASOFA Sir Len'toofaofa Sione Mei
 Admission: 2150154
 Booking Status: Discharged
 Case Number: 2
 Expected Start Time: 10:15

- Enter the new Expected start time for the case selected and click Update.

Theatre Session Case List - Active - Booked

Surgeon: Prof Deborah M Tsuavae, Theatre: Theatre 4, Date: Tuesday 03 Mar 2015
 Anaesthetist: Mr Hell Rent, Session Type: General Surgery, Time: 08:00 to 17:00

Time	Duration	Name	Alerts	Adm No	Operation	Usage	Theatre	Case No	Status
08:00	90 min	TIMOKO, Mr Tom Mark (10/10/1992.M, GYX8150)		2150425	KNEE RECONSTRUCTION CHARNLEY LEFT	Dis	THEATRE 4	1	Update
10:15	90 min	FAL'OFASOFA, Sir Len'toofaofa Sione Mei (10/10/1962.M, GXV3055)	⚠	2150154	DIVISION OF JOINT CAPSULE, LIGAMENT OR CARTILAGE	Dis	THEATRE 4	2	Update
11:30	120 min	HANNAH, Mr Harry (01/05/1940.M, GXM0478)		2150429	AMPUTATION AT HIP (ASSIST.)	Adm	THEATRE 4	3	Update

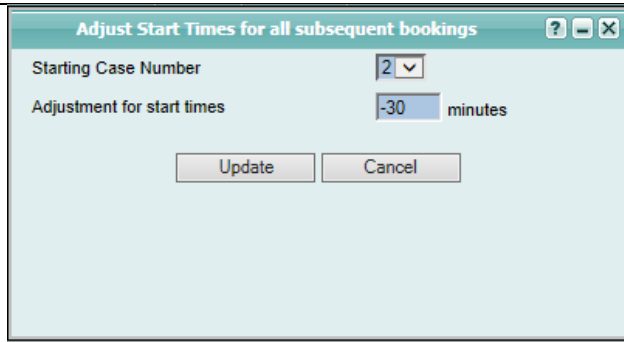
Buttons: New, Change Theatre, Cancel Session, Input Actuals, Default Team, Adjust Times, Finalisation, Exit

- The new start time is shown on the Theatre Session Case List.
 Note that subsequent case start times are not changed when this function is used for an individual case.
- To adjust the start time for a case and ALL subsequent cases, click the Adjust Times button on the Theatre Session Case List.

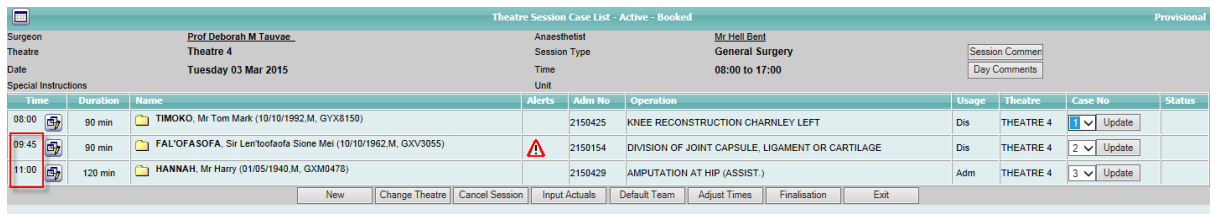
Adjust Start Times for all subsequent bookings

Starting Case Number: 1
 Adjustment for start times: minutes

- Choose the Starting Case Number to adjust and enter the number of minutes to adjust the start times by. For example if start times for case 2 onwards are to be 30 mins later than currently booked, enter 30 and click Update. Or a user may enter -30 to move start times 30 minutes earlier.



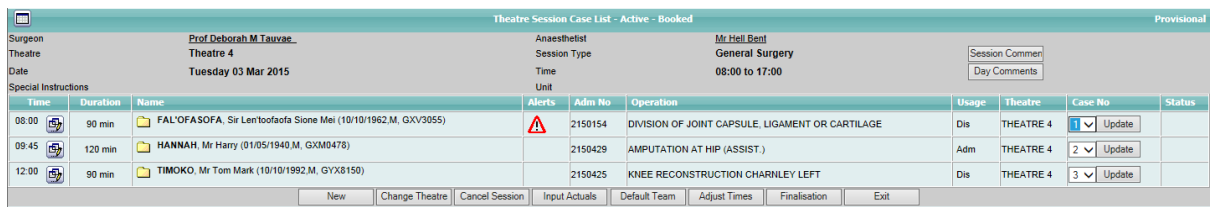
7. The new start times are shown on the Theatre Session Case List.



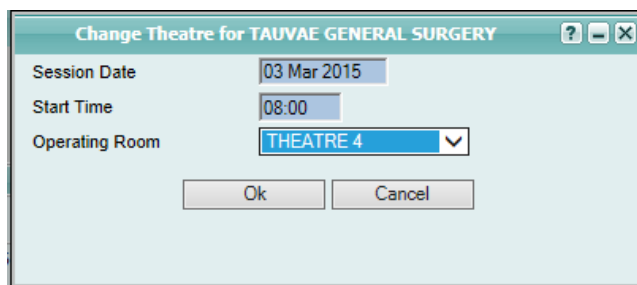
4.3 Change Theatre for a Session

Occasionally a theatre session is moved from the physical theatre it is scheduled in to another. This change can be recorded against the theatre session record for the specific date.

1. Navigate to the Theatre Session Case List screen.

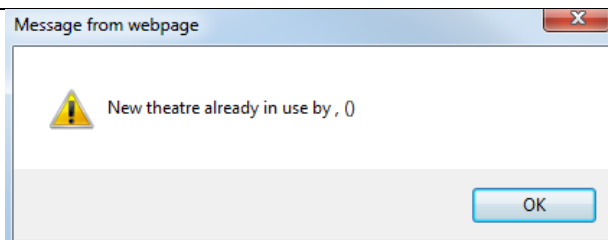


2. Click the Change theatre button



3. Choose a new Operating Room from the drop down list and Click Update.

4. If the chosen Operating Room is already in use at the same time, a warning will display as shown below.



- Otherwise the Operating Room is changed and the user is returned to the Theatre Session Case List with the new Theatre displayed.



4.4 Session Booking Finalisation

Once the theatre session has been finalised (bookings and case order confirmed), session finalisation details can be entered.

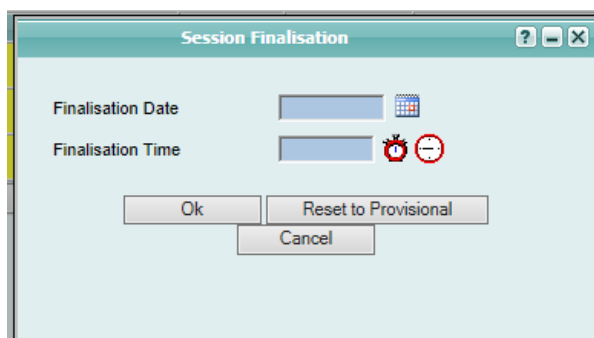
- Navigate to the Theatre Session Case List.



Note that the session is currently showing as “Provisional” in top right hand corner of the screen.

- Click Finalisation.

The Session Finalisation screen will display.

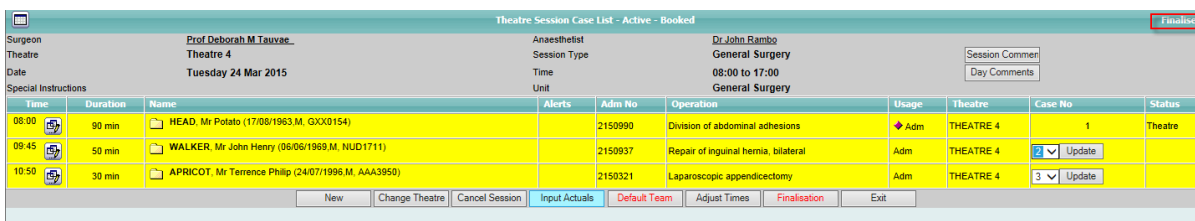


- Enter the Finalisation Date.

4. Enter the Finalisation Time.

Note: The Finalisation Date and Finalisation Time fields are both mandatory.

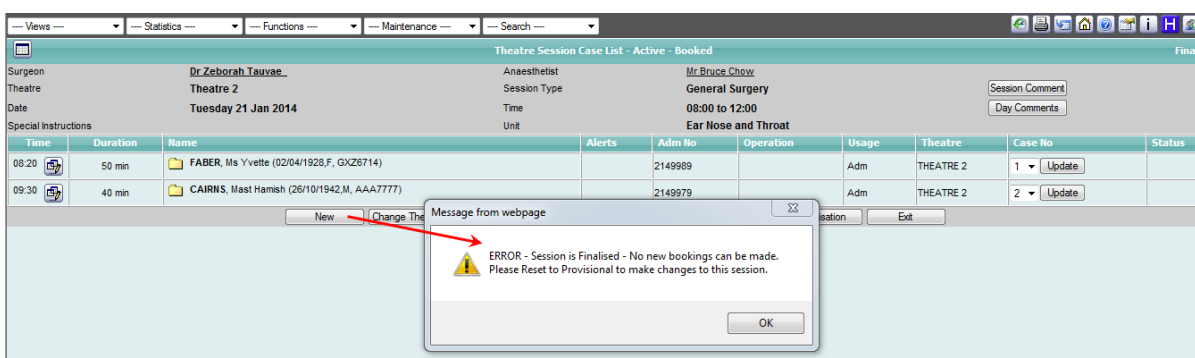
5. The session now appears as Finalised and the Finalisation button is now Red.



A tick displays on the Theatre Diary View to also indicates that the Session has been finalised.



When a Session is flagged as 'Finalised' no New Patients can be added to the session. If a user attempts to add a patient to the list by clicking the 'New' button, an error displays advising that the Session is Finalised and no new Bookings can be made unless the Session is set back to 'Provisional'.



In addition, when a Session is flagged as 'Finalised' the order of the patients in the session cannot be updated. Changing the patient order and pressing the 'Update' button now displays an error advising that the Session is Finalised and no changes can be made unless the Session is set back to 'Provisional'.

Views | Statistics | Functions | Maintenance | Search

Theatre Session Case List - Active - Booked

Surgeon: Dr Zeborah Tauvae, Theatre: Theatre 2, Date: Tuesday 21 Jan 2014, Anaesthetist: Mr Bruce Chow, Session Type: General Surgery, Time: 08:00 to 12:00, Unit: Ear Nose and Throat

Time	Duration	Name	Alerts	Adm No	Operation	Usage	Theatre	Case No	Status
08:20	50 min	FABER, Ms Yvette (02/04/1928,F, GXZ6714)		2149989		Adm	THEATRE 2	2	Update
09:30	40 min	CAIRNS, Mast Hamish (26/10/1942,M, AAA7777)		2149979		Adm	THEATRE 2	1	Update

Message from webpage

ERROR - Session is Finalised - No changes can be made. Please Reset to Provisional to make changes to this session.

OK

4.5 Theatre Team Defaults

Default theatre teams can be added to a Theatre Session Case List. Refer to the *Theatre Configuration Guide* for details on setting indicators for Operating Personnel and Nurse Type defaults.

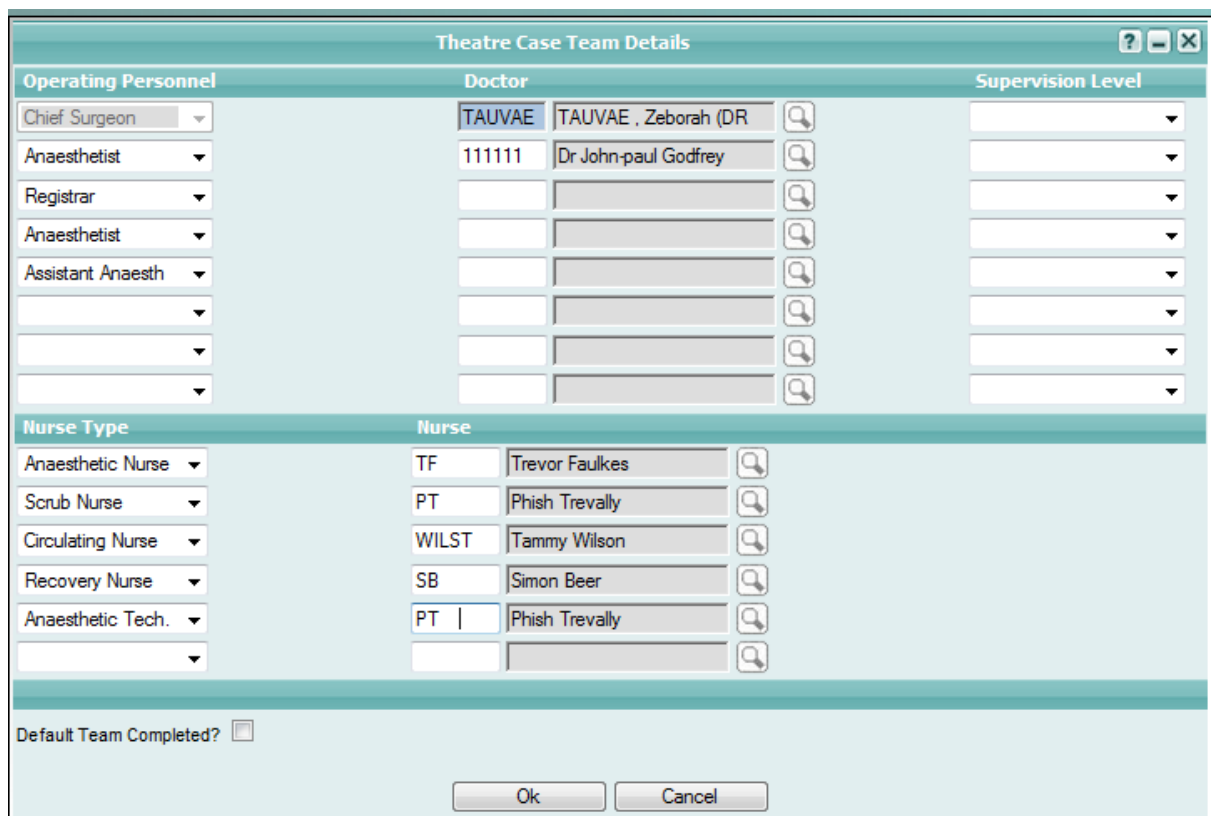
Note - The Theatre Team details must be marked as completed before the Team/Surgical Details can be entered for each case in the session.

8. Navigate to the Theatre Session Case List screen.
9. Click the Default Team button.



Time	Duration	Name	Alerts	Adm No	Operation	Usage	Theatre	Case No	Status
08:00	20 min	WORK, Miss Olivia (03/02/1967,F, OZM4685)		2151059	Removal of juvenile cataract right eye		THEATRE 2	1	Update

10. Using the set up from categories OP and ON, Operating Personnel and Nurse Type fields will auto-populate a theatre team outline so that names can be recorded against the roles.



Theatre Case Team Details			
Operating Personnel		Doctor	Supervision Level
Chief Surgeon		TAUVAE TAUVAE, Zeborah (DR)	
Anaesthetist		111111 Dr John-paul Godfrey	
Registrar			
Anaesthetist			
Assistant Anaesth			
Nurse Type		Nurse	
Anaesthetic Nurse	TF	Trevor Faulkes	
Scrub Nurse	PT	Phish Trevally	
Circulating Nurse	WILST	Tammy Wilson	
Recovery Nurse	SB	Simon Beer	
Anaesthetic Tech.	PT	Phish Trevally	

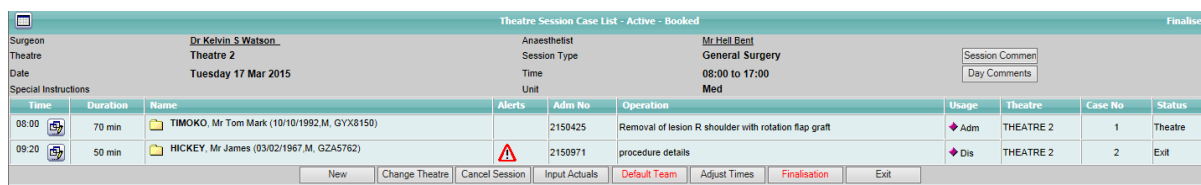
Default Team Completed?

11. Click the Default Team Completed tickbox.
12. Click OK.
13. The Default Team button will now appear **Red** on the Theatre Session Case List.

4.6 Theatre Session Actual Times

The actual theatre session running times can be recorded against the session. Once details for each of the cases have been entered, the actual start time and end time of the session are defaulted into this screen from the first case arrival time to the last case exit theatre complex time.

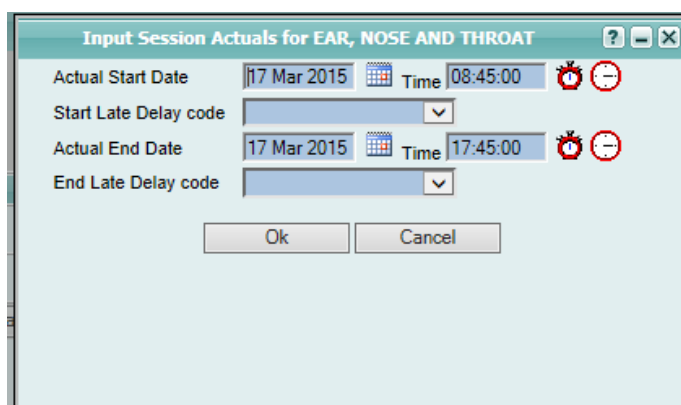
1. Navigate to the Theatre Session Case List screen.



Time	Duration	Name	Alerts	Adm No	Operation	Usage	Theatre	Case No	Status
08:00	70 min	TIMOKO, Mr Tom Mark (10/10/1992.M. GYX8150)		2150425	Removal of lesion R shoulder with rotation flap graft	Adm	THEATRE 2	1	Theatre
09:20	50 min	HICKEY, Mr James (03/02/1967.M. G2A5762)		2150971	procedure details	Dis	THEATRE 2	2	Exit

2. Click on Input Actuals button

The Input Actuals screen will appear with the actual session start time defaulted into this screen from the first case arrival time and end time of the session defaulted to the last case exit theatre complex time. These times can be overtyped if necessary.



Input Session Actuals for EAR, NOSE AND THROAT

Actual Start Date: 17 Mar 2015 Time: 08:45:00

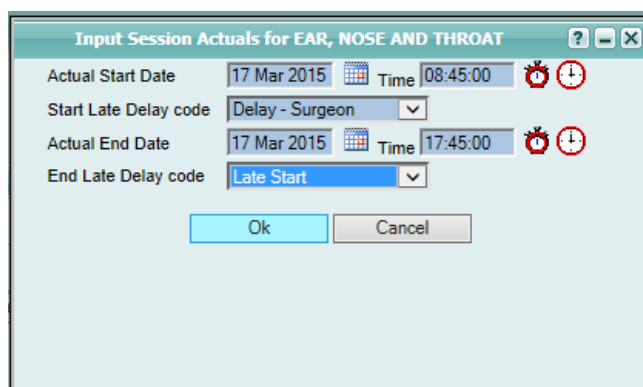
Start Late Delay code: [Dropdown]

Actual End Date: 17 Mar 2015 Time: 17:45:00

End Late Delay code: [Dropdown]

Buttons: Ok, Cancel

3. If the Actual Start time is later than the planned session start time then the Start Late Delay Code field is mandatory and a code must be chosen from the dropdown for this delay.
4. If the Actual End time is later than the planned session end time then the End late Delay Code field is mandatory and a code must be chosen from the dropdown for this delay.



Input Session Actuals for EAR, NOSE AND THROAT

Actual Start Date: 17 Mar 2015 Time: 08:45:00

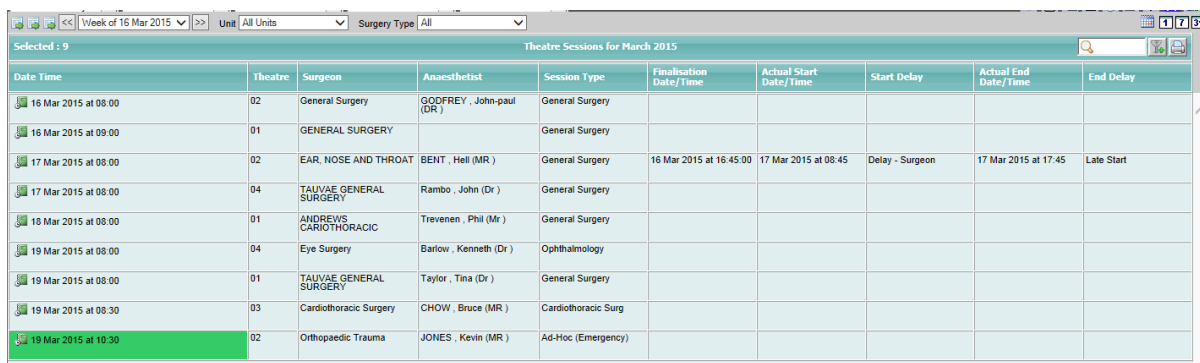
Start Late Delay code: Delay - Surgeon

Actual End Date: 17 Mar 2015 Time: 17:45:00

End Late Delay code: Late Start

Buttons: Ok, Cancel

5. Click OK.
6. The user is returned to the Session Case List.
7. Details entered can be seen on the Finalisation View of the Theatre Status by Date/Unit.



Date Time	Theatre	Surgeon	Anaesthetist	Session Type	Finalisation Date/Time	Actual Start Date/Time	Start Delay	Actual End Date/Time	End Delay
16 Mar 2015 at 08:00	02	General Surgery	GODFREY , John-paul (DR)	General Surgery					
16 Mar 2015 at 09:00	01	GENERAL SURGERY		General Surgery					
17 Mar 2015 at 08:00	02	EAR, NOSE AND THROAT	BENT , Hell (MR)	General Surgery	16 Mar 2015 at 16:45:00	17 Mar 2015 at 08:45	Delay - Surgeon	17 Mar 2015 at 17:45	Late Start
17 Mar 2015 at 08:00	04	TALIVAE GENERAL SURGERY	Rambo , John (Dr)	General Surgery					
18 Mar 2015 at 08:00	01	ANDREWS CARIOTHORACIC	Trevenen , Phil (Mr)	General Surgery					
19 Mar 2015 at 08:00	04	Eye Surgery	Barlow , Kenneth (Dr)	Ophthalmology					
19 Mar 2015 at 08:00	01	TALIVAE GENERAL SURGERY	Taylor , Tina (Dr)	General Surgery					
19 Mar 2015 at 08:30	03	Cardiothoracic Surgery	CHOW , Bruce (MR)	Cardiothoracic Surg					
19 Mar 2015 at 10:30	02	Orthopaedic Trauma	JONES , Kevin (MR)	Ad-Hoc (Emergency)					

5 Recording Theatre Case Data

5.1 Patient Arrival into Holding Bay

Prior to be taken into theatre, patients arriving at the operating suite are usually kept in an area known as the Holding Bay.

This section describes how to:

- View the Patient Theatre List (a list of patients due for theatre on a given day) so that you can:
 - Record the time at which the patient was called for theatre
 - Record the time at which the patient arrived at theatre
- Record the completion of the pre-operative checklist
- Record details of any prosthetics accompanying the patient to theatre (to ensure they are returned after surgery).

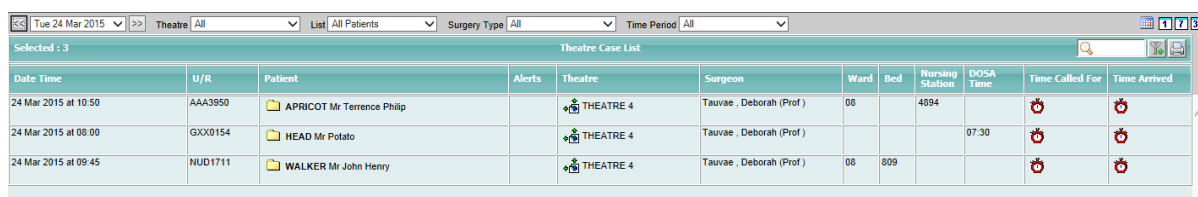
5.2 Viewing the Patient Theatre List

Patients booked for Theatre on a particular day can be viewed on the **Patient Theatre List**.

To list patients booked for theatre:

1. Select **Patient Theatre List** from the appropriate hospital level menu.

The **Theatre Case List** screen will display.



Date Time	U/R	Patient	Alerts	Theatre	Surgeon	Ward	Bed	Nursing Station	DOSA Time	Time Called For	Time Arrived
24 Mar 2015 at 10:50	AAA3950	APRICOT Mr Terrence Philip		THEATRE 4	Tauvae, Deborah (Prof)	08		4894			
24 Mar 2015 at 08:00	GXX0154	HEAD Mr Potato		THEATRE 4	Tauvae, Deborah (Prof)				07:30		
24 Mar 2015 at 09:45	NUD1711	WALKER Mr John Henry		THEATRE 4	Tauvae, Deborah (Prof)	08	809				

This screen lists all patients booked on that day for the entire Theatre Suite, including Day Of Surgery Admission (DOSA) patients. Patients remain on this list until an **Anaesthetic Prep Commenced** time is recorded in the **Theatre Case Anaesthetic Details** Screen.

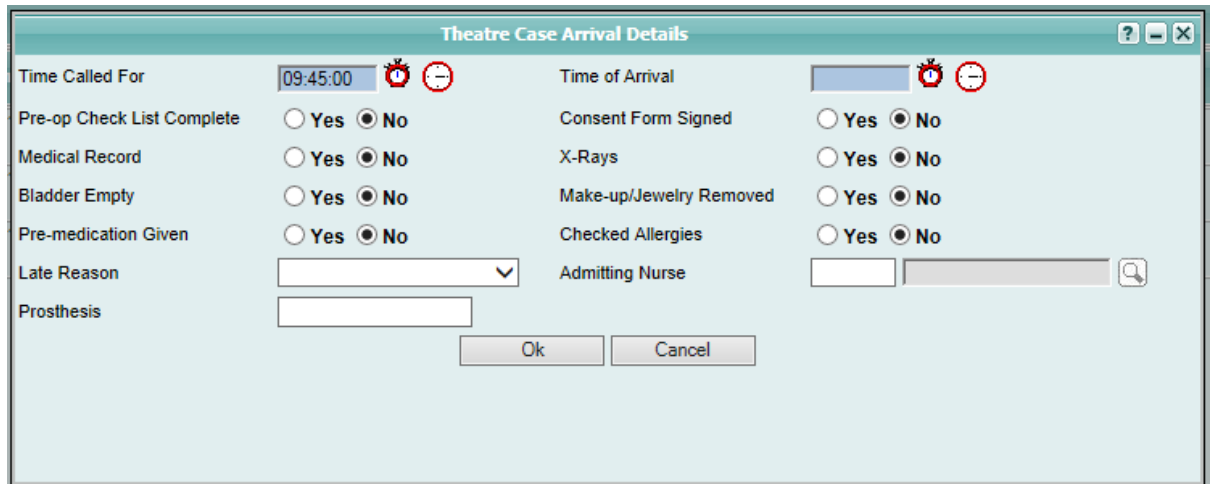
Note: DOSA patients are indicated by an entry in the **DOSA Time** column; in addition, the **Ward**, **Bed** or **Nursing Station** columns are blank.

2. Set filters for **Theatre** and/or **List**.

If you want to focus on a particular theatre, select it from the **Theatre** drop-down list. Similarly if you want to focus on a predefined group of patients (e.g. those who have not yet arrived), select this group from the **List** drop-down list. The list of booked patients is updated to correspond with your filter settings.

3. When the patient is called for, click the Date/Time Stamp icon under the heading **Time Called For**.
4. When the patient arrives at the Holding Bay, click the **Date/Time Stamp** icon in the **Time Arrived** column.

The Theatre Case Arrival Details screen will display.



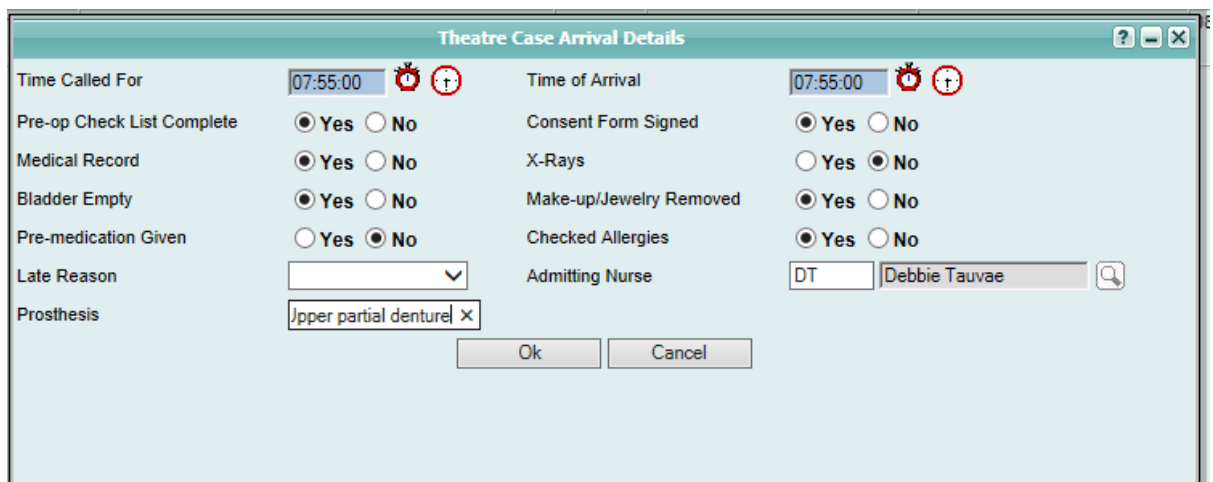
The screenshot shows the 'Theatre Case Arrival Details' window. The 'Time Called For' field is set to 09:45:00. The 'Time of Arrival' field is empty. The form contains several Yes/No radio button options: Pre-op Check List Complete, Medical Record, Bladder Empty, Pre-medication Given, Consent Form Signed, X-Rays, Make-up/Jewelry Removed, and Checked Allergies. There are also dropdown menus for 'Late Reason' and 'Admitting Nurse', and a text input field for 'Prosthesis'. 'Ok' and 'Cancel' buttons are at the bottom.

5. Specify the arrival time by clicking the Date/Time Stamp icon or the Time lookup icon.

Note: If the time difference between **Time Called For** and **Time Arrived** is greater than a pre-determined period of time (e.g. 15 minutes, or as set up for your site in theatre parameters) the **Late Reason** field becomes blue, indicating that it is now a mandatory field.

6. Record details of any prosthesis brought to the theatre by the patient (e.g. dentures, spectacles. The Prosthesis field has a maximum of 40 characters).

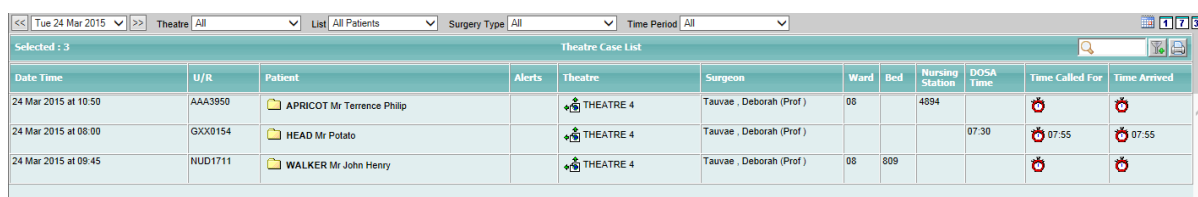
Details recorded in the **Prosthesis** field will display on the **Theatre Case Recovery Details** screen. This acts as a reminder that the prosthesis needs to be returned to the patient when leaving theatre.



The screenshot shows the 'Theatre Case Arrival Details' window after updates. The 'Time of Arrival' field is now 07:55:00. The 'Pre-op Check List Complete', 'Medical Record', 'Bladder Empty', and 'Checked Allergies' radio buttons are now selected 'Yes'. The 'Admitting Nurse' field contains 'DT' and 'Debbie Tauvae'. The 'Prosthesis' field contains 'Upper partial denture'. The 'Late Reason' field is highlighted in blue, indicating it is now a mandatory field. 'Ok' and 'Cancel' buttons are at the bottom.

Click **OK** once the Theatre Case Arrival Details screen has been completed.

The Theatre Case List will display with the Time Called For and Time Arrived columns populated.



Date Time	U/R	Patient	Alerts	Theatre	Surgeon	Ward	Bed	Nursing Station	DOSA Time	Time Called For	Time Arrived
24 Mar 2015 at 10:50	AAA3950	APRICOT Mr Terrence Philip		THEATRE 4	Tauvae, Deborah (Prof)	08		4894			
24 Mar 2015 at 08:00	GXX0154	HEAD Mr Potato		THEATRE 4	Tauvae, Deborah (Prof)				07:30	07:55	07:55
24 Mar 2015 at 09:45	NUD1711	WALKER Mr John Henry		THEATRE 4	Tauvae, Deborah (Prof)	08	809				

5.3 Recording Anaesthetic Details

The Anaesthetic Staff have two screens to complete:

- The Theatre Case Anaesthetic Details screen

This screen is for recording anaesthetic type, time of administration and ASA scores.

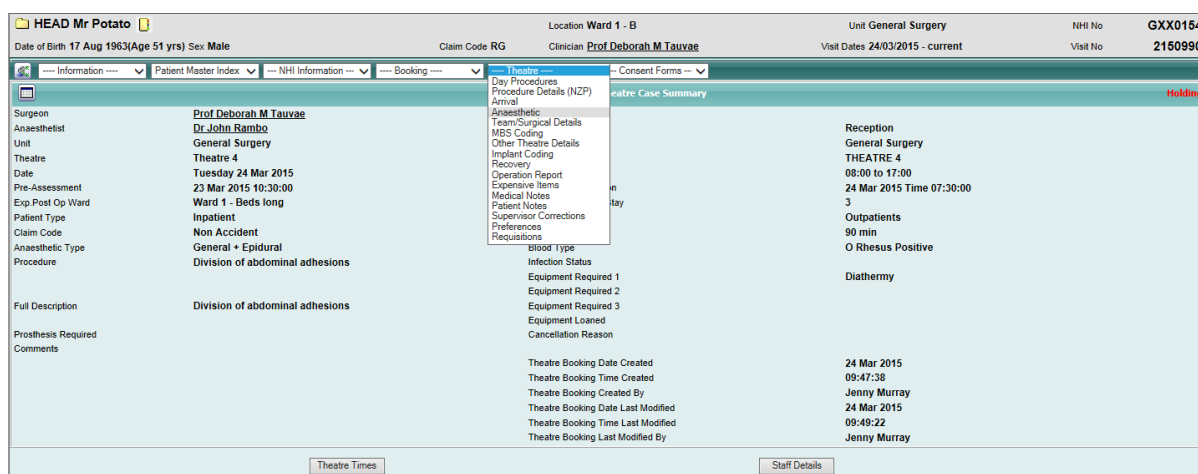
- The Team/Surgical Details screen

This screen used to add Anaesthetic personnel.

You can find a patient who is currently in the Operating Suite in one of two ways:

- Perform a patient search, or
- Select the patient from the Theatre Session Case List.

The Theatre Case Summary screen will display.



HEAD Mr Potato		Location	Unit	NHI No
Date of Birth 17 Aug 1963(Age 51 yrs) Sex Male		Ward 1 - B	General Surgery	GXX0154
Claim Code RG		Clinician Prof Deborah M. Tauvae	Visit Dates 24/03/2015 - current	Visit No 2150990

Field	Value	Field	Value
Surgeon	Prof Deborah M. Tauvae	Reception	
Anaesthetist	Dr John Bambo	General Surgery	
Unit	General Surgery	THEATRE 4	
Theatre	Theatre 4	08:00 to 17:00	
Date	Tuesday 24 Mar 2015	24 Mar 2015 Time 07:30:00	
Pre-Assessment	23 Mar 2015 10:30:00	3	
Exp. Post Op Ward	Ward 1 - Beds long	Outpatients	
Patient Type	Inpatient	90 min	
Claim Code	Non Accident	O Rhesus Positive	
Anaesthetic Type	General + Epidural	Diathermy	
Procedure	Division of abdominal adhesions		
Full Description	Division of abdominal adhesions		
Prosthesis Required			
Comments			

This screen always reflects the patient's current location during their time in the Operating Suite – shown in red in top right corner of the Case Summary screen.

Having displayed the summary details of a patient, you can update anaesthetic details.

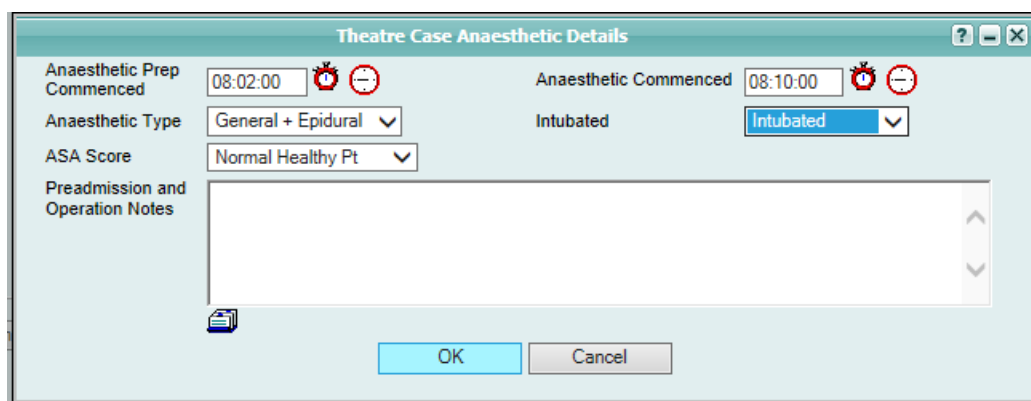
- Select Anaesthetic from the appropriate patient level drop down menu.

5.3.1 Updating Anaesthetic Details

Having displayed the **Theatre Case Summary** screen, to update the patient's anaesthetic details:

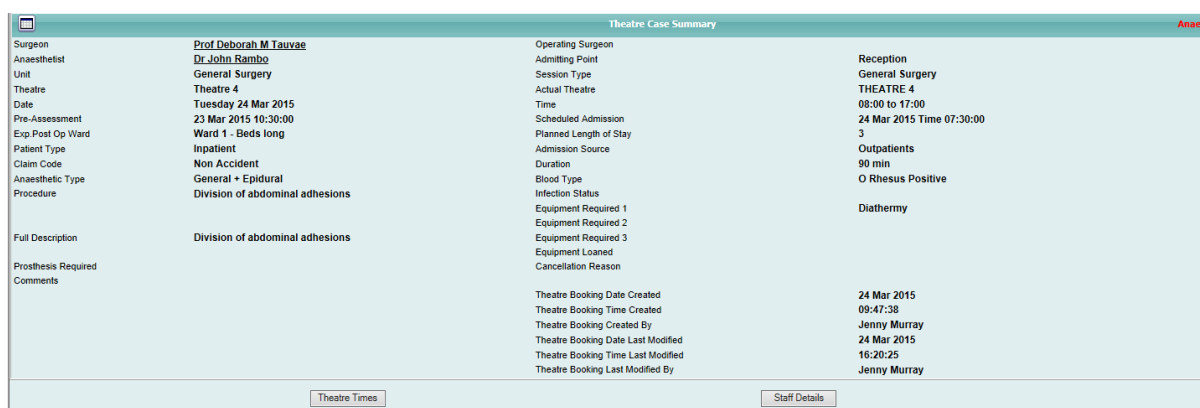
1. Select Anaesthetic from the Theatre menu.

The Theatre Case Anaesthetic Details screen will display.



2. Populate the **Anaesthetic Prep Commenced** field with the time the patient was taken into the Anaesthetic Room.
3. Populate the **Anaesthetic Commenced** field with the time the anaesthetic was administered to the patient.
4. Select the type of anaesthetic from the **Anaesthetic Type** drop down field. This field will default the value that was specified in the **Booking List**.
5. The **Preadmission and Operation Notes** field displays notes written by the Anaesthetist (using the Waiting List Entry screen) when reviewing the patient in the Preadmission Clinic.
6. Click **OK**.

The **Theatre Case Summary** screen will display.



Note: The **Theatre Case Summary** screen has updated the patient location from **Holding** to **Anaes** in the top right corner, indicating that the patient is in the Anaesthetic Room.



5.4 Updating Theatre Details

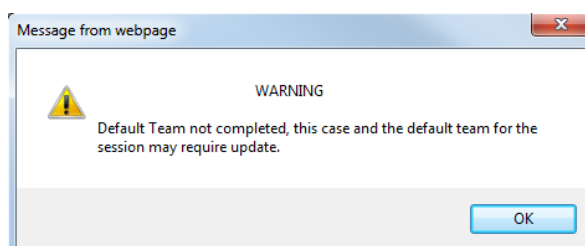
This section describes how to:

- Update theatre details
- Record other theatre details, such as:
 - Diathermy details
 - Drain tube details
 - Catheter details
- Maintain tourniquet details
- Recording procedure items
- Recording expensive items
- Recording implant details
- Performing a final count

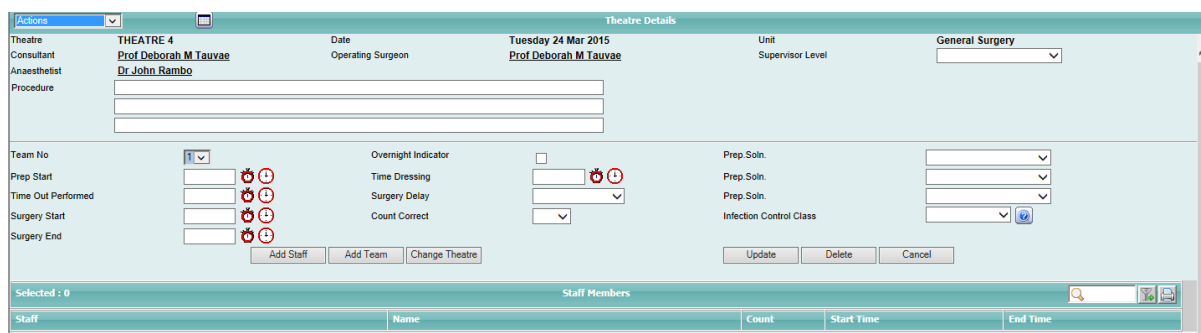
After finding a patient and displaying details in the Theatre Case Summary, to update their theatre details:

1. Select **Team/Surgical Details** from the appropriate patient level menu.

Note – if the Default team for the session or a team for the case have not been completed, the following warning will appear and the team must be entered before the surgical details can be entered.



The Team/Surgical Details screen will appear as shown below:



A screenshot of the 'Theatre Details' web application interface. The top section shows fields for Theatre (THEATRE 4), Date (Tuesday 24 Mar 2015), Unit (General Surgery), Consultant (Prof Deborah M Tauvæ), and Anaesthetist (Dr John Rambo). Below this are input fields for Procedure. The middle section contains various time and indicator fields: Team No (dropdown), Prep Start, Time Out Performed, Surgery Start, Surgery End, Overnight Indicator, Time Dressing, Surgery Delay, and Count Correct. At the bottom, there are buttons for 'Add Staff', 'Add Team', 'Change Theatre', 'Update', 'Delete', and 'Cancel'. A 'Staff Members' table is visible at the very bottom with columns for Staff, Name, Count, Start Time, and End Time.

2. Complete the Prep.Soln. and Infection Control Class fields.

These fields have drop-down lists of options to choose from.

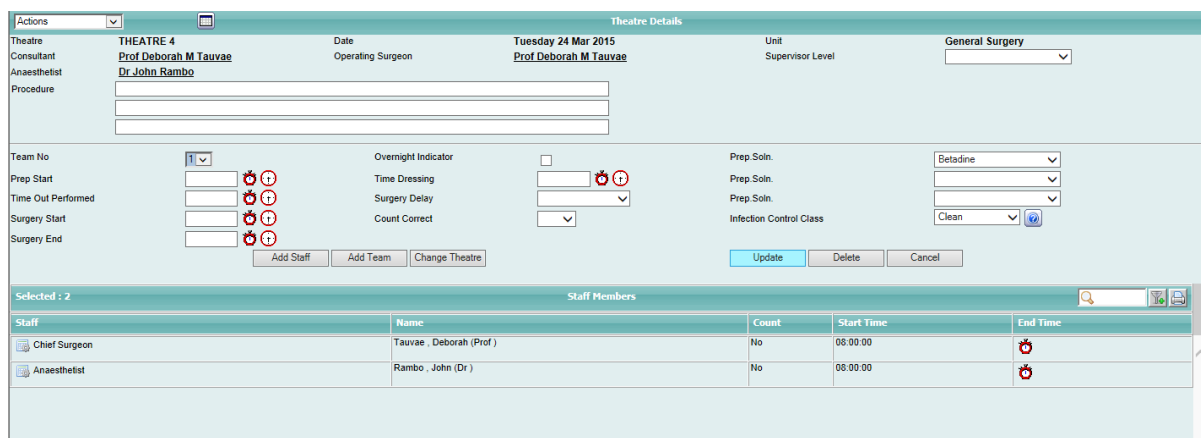
3. Complete the **Procedure** fields.

These three fields are not 'text-wrap' fields. If the description of the operative procedure is longer than the first field, text will not automatically flow to the second field.

4. Click **Tab** to move to the next field, or use the mouse to click the field to continue typing.
5. Click **Update** to save details.

When you click **Update**, the **Operating Surgeon** will default to the nominated **Consultant**. Also, any staff you have just added are listed at the bottom of the screen.

Note: If the bottom section of the screen has disappeared, pressing **F5** will refresh the screen and bring that section of the screen back in view.



The screenshot shows the 'Theatre Details' form with the following fields and values:

- Theatre:** THEATRE 4
- Date:** Tuesday 24 Mar 2015
- Unit:** General Surgery
- Consultant:** Prof Deborah M Tauvae
- Operating Surgeon:** Prof Deborah M Tauvae
- Supervisor Level:** (dropdown)
- Anaesthetist:** Dr John Rambo
- Procedure:** (three empty text fields)
- Team No:** (dropdown)
- Overnight Indicator:** (checkbox)
- Prep Start:** (input field)
- Time Dressing:** (input field)
- Prep.Soln.:** (dropdown menu)
- Time Out Performed:** (input field)
- Surgery Delay:** (dropdown menu)
- Prep.Soln.:** (dropdown menu)
- Surgery Start:** (input field)
- Count Correct:** (dropdown menu)
- Prep.Soln.:** (dropdown menu)
- Surgery End:** (input field)
- Infection Control Class:** Clean (dropdown menu)

Buttons: Add Staff, Add Team, Change Theatre, Update, Delete, Cancel.

Staff Members Table:

Staff	Name	Count	Start Time	End Time
Chief Surgeon	Tauvae, Deborah (Prof)	No	08:00:00	
Anaesthetist	Rambo, John (Dr)	No	08:00:00	

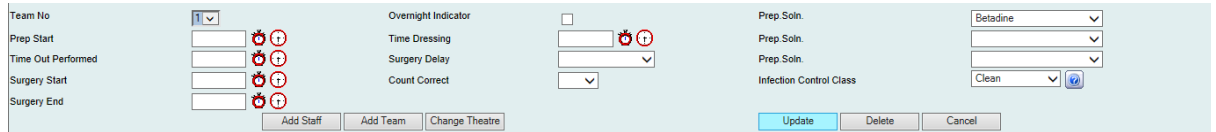
There is a maintenance icon  associated with each staff member listed.

6. Click this icon to maintain details of the staff member, such as updating which staff member performed the final count.

5.4.1 Recording the Start of Surgery



To record the start of surgery:

1. In the Theatre Details screen, complete the **Surgery Start** field.



The screenshot shows a form with the following fields and controls:

- Team No: dropdown menu
- Prep Start: text input with a clock icon and a red 'X' icon
- Time Out Performed: text input with a clock icon and a red 'X' icon
- Surgery Start: text input with a clock icon and a red 'X' icon
- Surgery End: text input with a clock icon and a red 'X' icon
- Overnight Indicator: checkbox
- Time Dressing: text input with a clock icon and a red 'X' icon
- Surgery Delay: dropdown menu
- Count Correct: dropdown menu
- Prep Soln.: dropdown menu (value: Betadine)
- Prep Soln.: dropdown menu
- Prep Soln.: dropdown menu
- Infection Control Class: dropdown menu (value: Clean) with a blue 'i' icon
- Buttons: Add Staff, Add Team, Change Theatre, Update, Delete, Cancel

2. Record the current time with the current date/time stamp , or use the Time Lookup icon  to select a specific time in the past.
3. Click **Update**.

The surgery start time is saved.

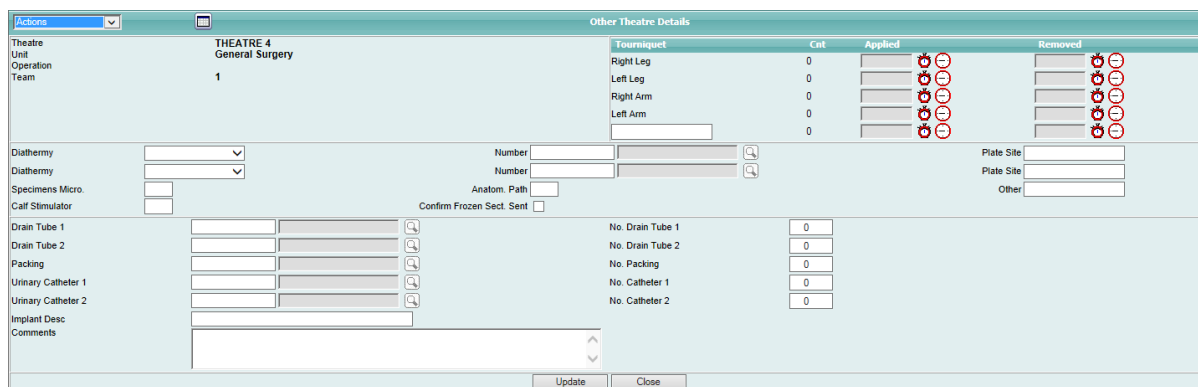
Note: The Prep Start Time must be prior to the Surgery Start Time.

5.4.2 Recording Other Theatre Details


To record ancillary theatre details:

1. Select **Other Theatre Details** from the appropriate patient level menu.

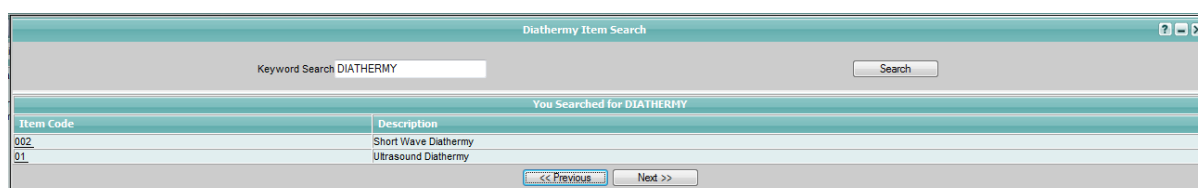
The Other Theatre Details screen will display.



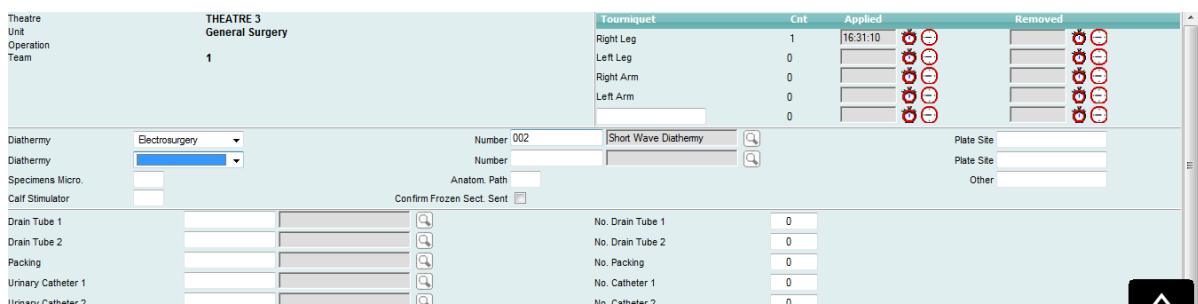
2. Select the appropriate Diathermy type from the **Diathermy** drop-down list.

The Diathermy number can be specified by typing it in the **Number** field or, click the Search button  to select a diathermy number from a list.

Typing **1** in the **Keyword Search** field displays all 10 diathermy numbers.

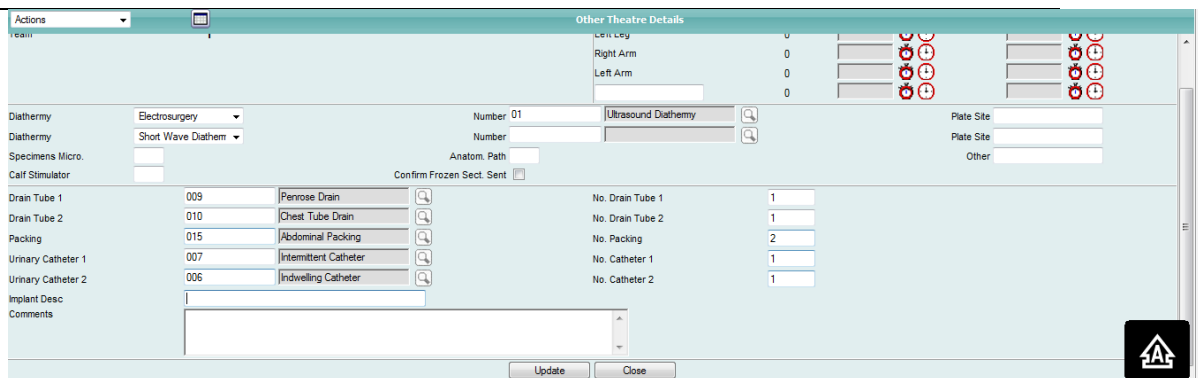


3. Click on the relevant number to select it, and re-display the Other Theatre Details screen.




Note: A second diathermy can be entered.

4. Record specimens, with the appropriate numbers for each.



5. Complete the Drain Tube, Packing and Urinary Catheter fields.

These fields are completed by typing the relevant code or by using the Search  facility.

6. Click **Update**.
7. Record tourniquet details (if required).
8. Click the Date/Time Stamp or Time lookup icons to record the appropriate time.
9. Finger, toe, and other tourniquets can be recorded in the blank field at the bottom of the Tourniquet details section.

If an error is made in entering the time and the Removed time has not been entered, you can change it by clicking the Time lookup icon.

Note: A counter is displayed in front of the **Applied** field, incrementing by **1** each time a tourniquet is applied.

When the **Removed** time is recorded, the associated fields are cleared so that additional times can be entered for any subsequent tourniquets on that limb. To view these times again, select **Tourniquet** from the **Actions** menu (on the left side of the screen). This displays the Tourniquet Details screen, described under Maintaining Tourniquet Details below.

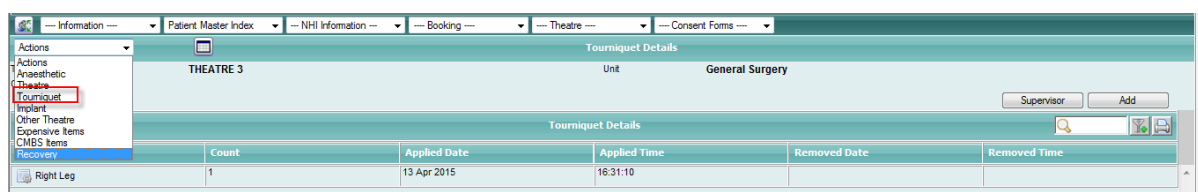
10. Click **Update** to save your changes.

5.4.3 Maintaining Tourniquet Details

Tourniquet details are typically recorded in the Other Theatre Details screen (as described under Recording Other Theatre Details). However, if you want to view a history of tourniquet times, update tourniquet details or delete them altogether, you can do so in the Tourniquet Details screen.

To maintain tourniquet details:

1. Select **Tourniquet** from the **Actions** menu.




The Tourniquet Details screen will display.



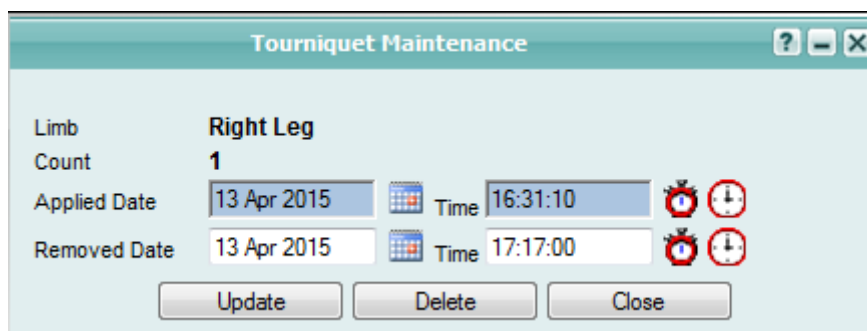
Each tourniquet application is listed, along with details of the **Limb**, the **Count** (e.g. **1** is the first application, **2** is the second), as well as the date and time of application and removal.




5.4.3.1 Updating Tourniquet Details

To update the details of a tourniquet application

1. Click the maintenance icon  of the required tourniquet record.

The Tourniquet Maintenance screen displays:



2. Change details as required.
3. Change the **Applied Date** and **Time** or the **Removed Date** and **Time** as necessary, using the Calendar Lookup icon , the Date/Time Stamp icon  or the Time Lookup icon .

Note: You can delete the record by clicking **Delete**.

4. Click **Update** when you are finished making changes.

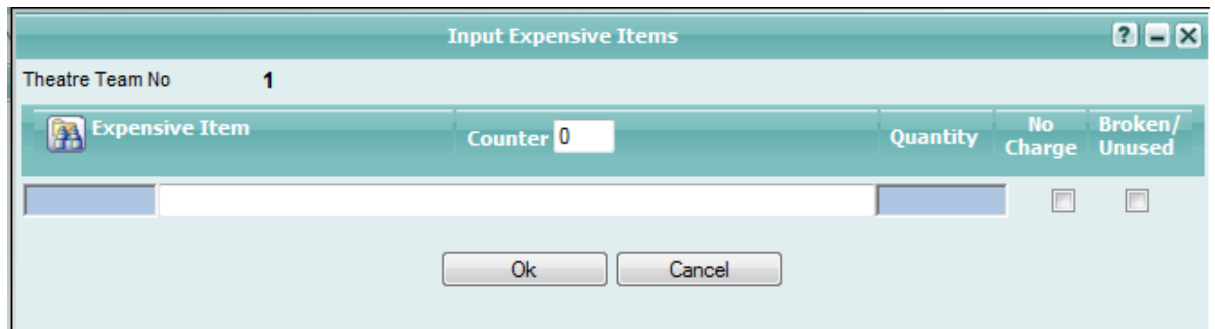
The Tourniquet Details screen is redisplayed, showing your changes.

5.4.4 Recording Expensive Items

Expensive items are entered via the **Actions** or **Theatre** Drop-down menus.



1. Click **Add**. The **Input Expensive Items** screen displays:



2. Record the code of the expensive item.

You can do this in one of two ways, depending on whether you:

- **Know the item code**
 - Type the code in the blue field, then press **Tab**.
- **Don't know the item code**
 - Search for the code by clicking the **Expensive Item** search icon.

The Expensive Theatre Items Search dialog is displayed.

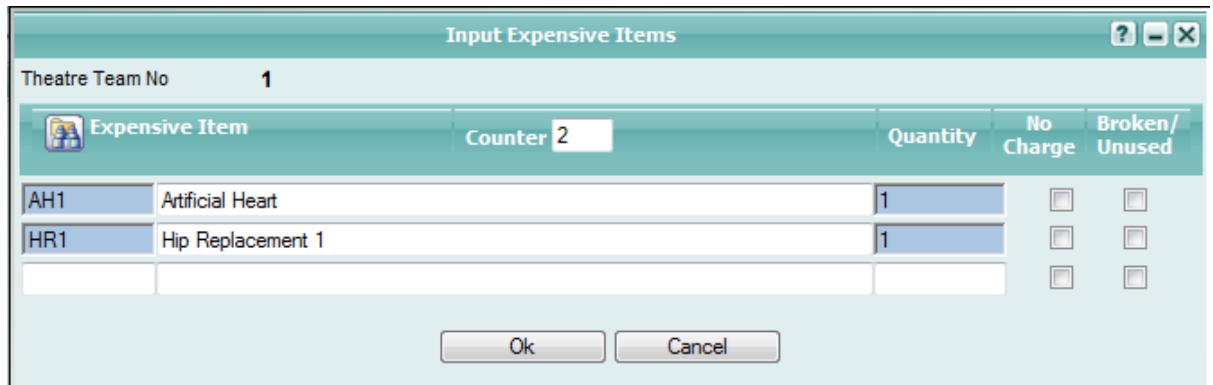


- Type a description into the **Search for** field and click **Search**.
- This displays all entries containing the words typed.

- Click the **Maintenance** icon beside the description to record the code in the **Input Expensive Items** dialog.

Note: Expensive Items are **NOT** attached to a specific Unit. When the **Search for** field is used and the **Search** button is clicked, the program's search parameters will only search on the **first word** in the Description.

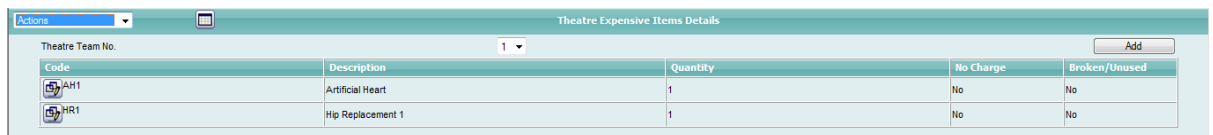
- Specify the quantity.
- Select either **No Charge** or **Broken/Unused** if the item is not to be charged for or was broken or unused at the time of the procedure.




Expensive Item	Counter	Quantity	No Charge	Broken/Unused
AH1 Artificial Heart	2	1	<input type="checkbox"/>	<input type="checkbox"/>
HR1 Hip Replacement 1		1	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

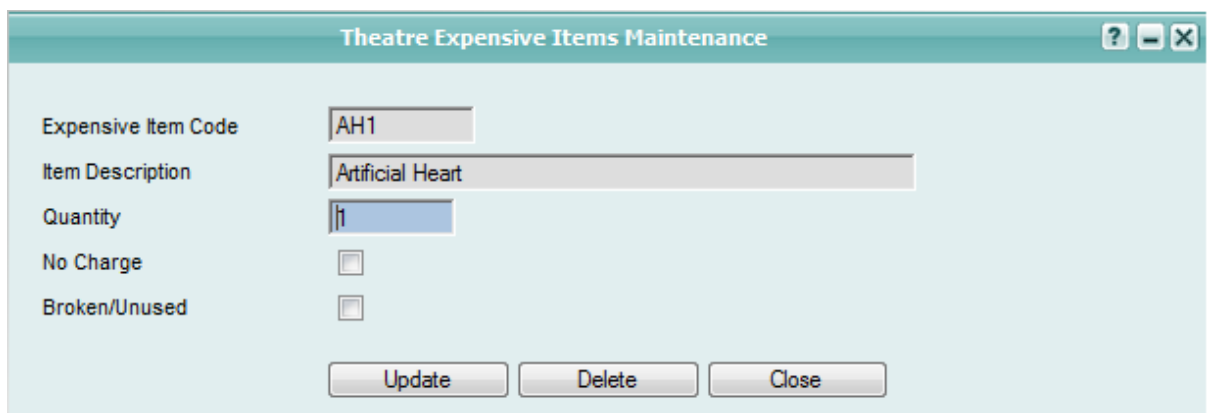
- Repeat the process to add additional codes.
- Click **Ok** when all codes have been recorded.

The Theatre Expensive Items Details screen is re-displayed.



Code	Description	Quantity	No Charge	Broken/Unused
AH1	Artificial Heart	1	No	No
HR1	Hip Replacement 1	1	No	No

Note: If at any time the entered items have to be updated or deleted, clicking the  icon beside the code will display the **Theatre Expensive Items Maintenance** dialog.



Expensive Item Code: AH1

Item Description: Artificial Heart

Quantity: 1

No Charge:

Broken/Unused:

Update Delete Close

- When all Expensive Items are dealt with, return to the main screens via the **Actions** or **Theatre Drop-down** menus.

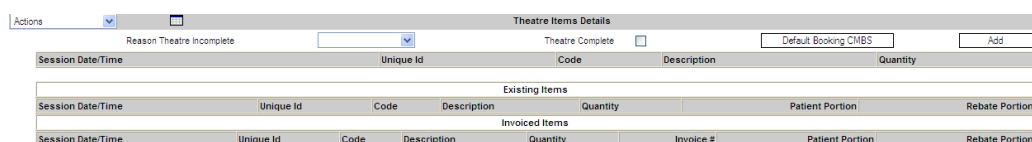
5.4.5 Adding Prosthetic Items

Prosthetic items such as screws or staples used in knee reconstructions are entered using the Input Theatre Items Details screen.

To add Prosthetic items:

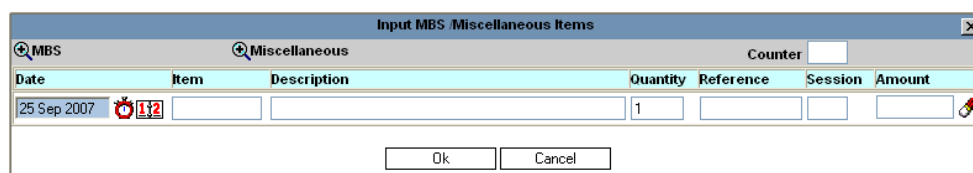
1. Select **Prosthesis Items** from the appropriate drop down menu.

The Theatre Items Details screen will display.



The screenshot shows the 'Theatre Items Details' window. It includes a header with 'Reason Theatre Incomplete' and 'Theatre Complete' checkboxes, and a 'Default Booking CMBS' dropdown. Below are three tables: 'Existing Items', 'Invoiced Items', and 'Invoiced Items' (repeated). Each table has columns for Session Date/Time, Unique Id, Code, Description, Quantity, Patient Portion, and Rebate Portion.

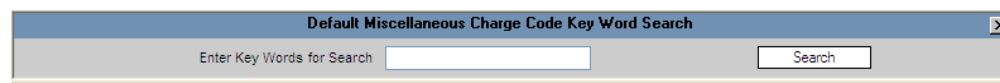
2. Click the Add button.



The screenshot shows the 'Input MBS Miscellaneous Items' dialog box. It has a 'Counter' field and a table with columns: Date, Item, Description, Quantity, Reference, Session, and Amount. A row is visible with the date '25 Sep 2007' and a quantity of '1'. There are 'Ok' and 'Cancel' buttons at the bottom.

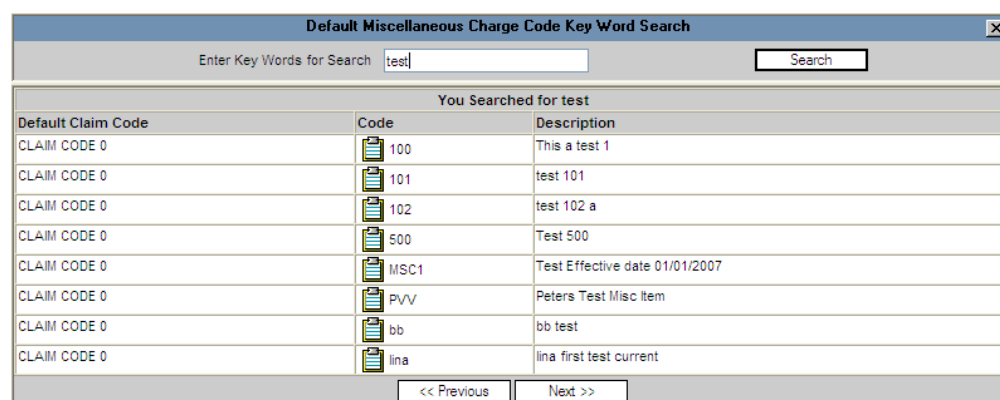
3. Click the miscellaneous search  **Miscellaneous** icon.

The Miscellaneous Charge Code Key Word Search screen will display.



The screenshot shows the 'Default Miscellaneous Charge Code Key Word Search' dialog box. It features a text input field labeled 'Enter Key Words for Search' and a 'Search' button.

4. Enter part or whole key-words and click **Search**. The results will display.



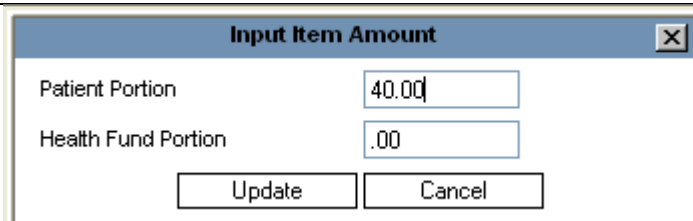
The screenshot shows the search results for the keyword 'test'. The results are displayed in a table with columns: Default Claim Code, Code, and Description. The results include:

Default Claim Code	Code	Description
CLAIM CODE 0	100	This a test 1
CLAIM CODE 0	101	test 101
CLAIM CODE 0	102	test 102 a
CLAIM CODE 0	500	Test 500
CLAIM CODE 0	MSC1	Test Effective date 01/01/2007
CLAIM CODE 0	PVV	Peters Test Misc Item
CLAIM CODE 0	bb	bb test
CLAIM CODE 0	lina	lina first test current

Navigation buttons '<< Previous' and 'Next >>' are at the bottom.

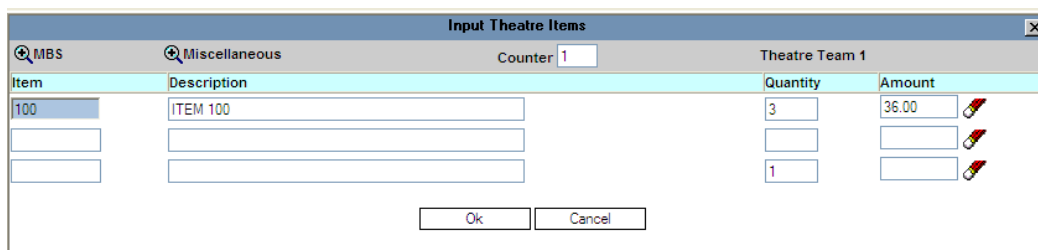
5. Click on the maintenance icon to select the item.

The Input Item Amount screen may display depending on your set-up:



The dialog box titled "Input Item Amount" contains two input fields: "Patient Portion" with the value "40.00" and "Health Fund Portion" with the value ".00". Below the fields are two buttons: "Update" and "Cancel".

6. Enter different amounts and click **Update** or click **Cancel** to accept the values shown. The Input MBS /Miscellaneous Items screen re-displays listing the item:



The "Input Theatre Items" screen shows a table with columns: Item, Description, Counter, Theatre Team 1, Quantity, and Amount. The first row is highlighted with item "100" and description "ITEM 100". The Counter is "1" and Theatre Team 1 is "Theatre Team 1". The Quantity is "3" and Amount is "36.00". There are edit icons next to the Quantity and Amount cells. Below the table are "Ok" and "Cancel" buttons.

Item	Description	Counter	Theatre Team 1	Quantity	Amount
100	ITEM 100	1	Theatre Team 1	3	36.00
				1	

7. Enter the quantity and reference if required.
8. Press **Tab** and continue until all the items are entered.
9. Click **Ok**.

5.5 Implants

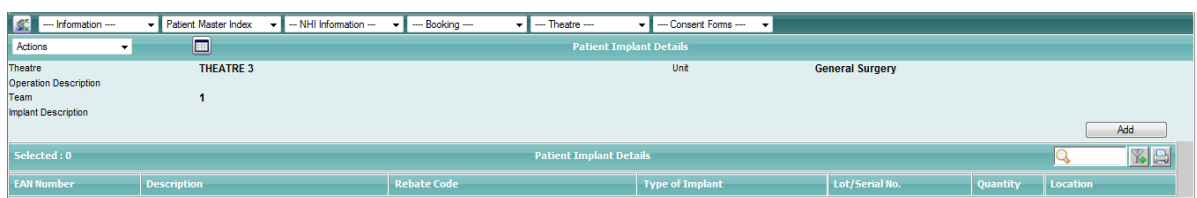
Implants are entered in the Patient Implant Details screen.

5.5.1 Adding Implants

To record implant details:

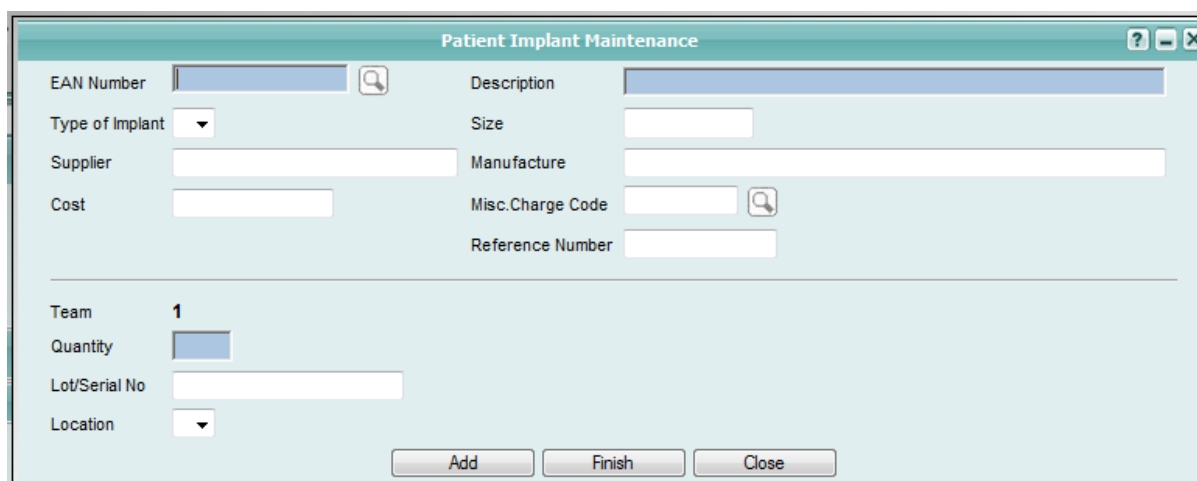
1. Select **Implant** from either the Actions drop down menu or the appropriate patient level menu.

The Theatre Proc Items Details screen will display.



2. Click **Add**.

The Patient Implant Maintenance screen will display.



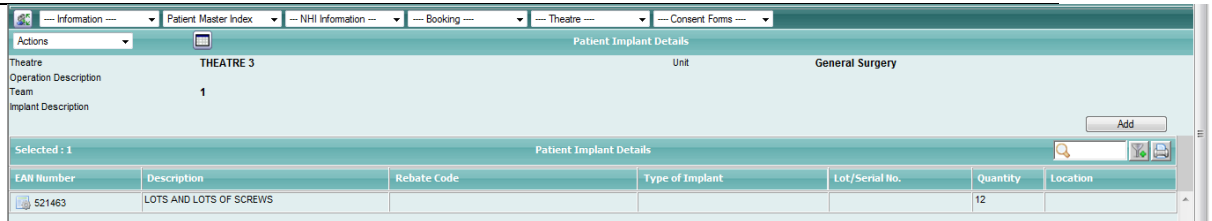
3. Record implant details, including mandatory items such as **EAN Number**, **Description** and **Quantity**.

Note: If you specify an existing EAN, fields will default to the details already saved for that EAN. If this is a new EAN, record as much detail as possible.

4. Click **Add**.

The Patient Implant Details screen is displayed, showing summary details of the implant.

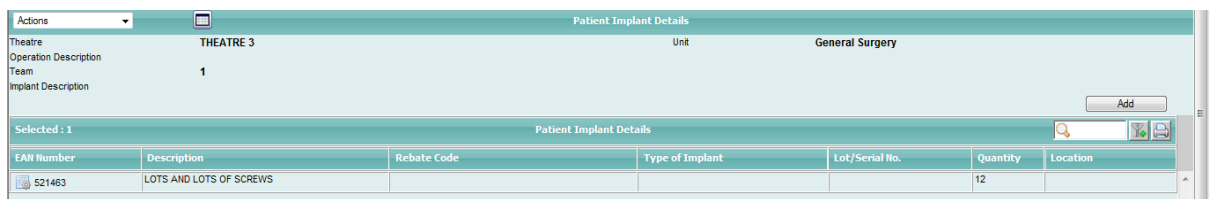
5. Repeat the process to add additional implants.
6. Click **Finish**.



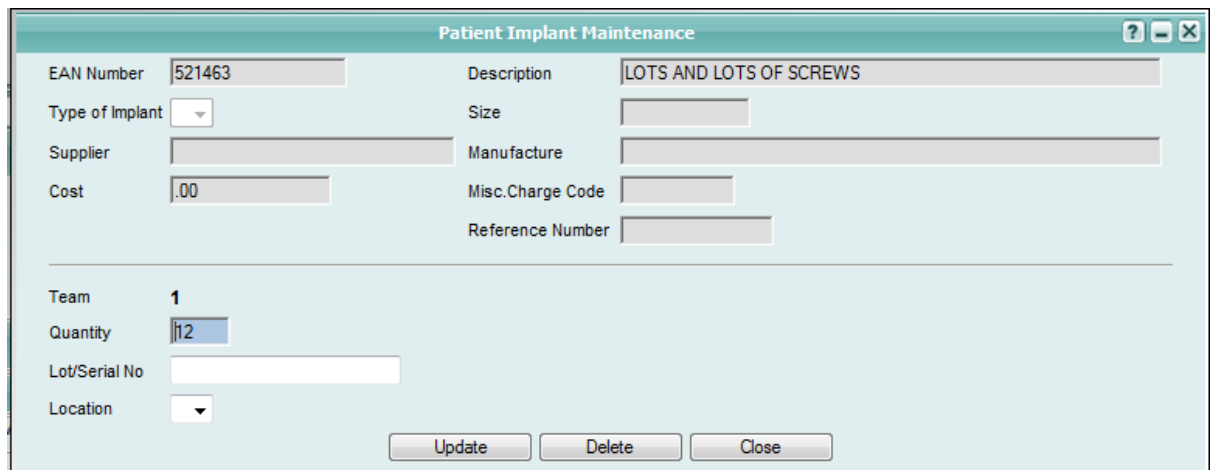
5.5.2 Updating Implant Details

To update the details of an implant recorded against a patient:

1. Navigate to the Implant screen either via the Actions drop down menu or the appropriate patient level drop down menu.

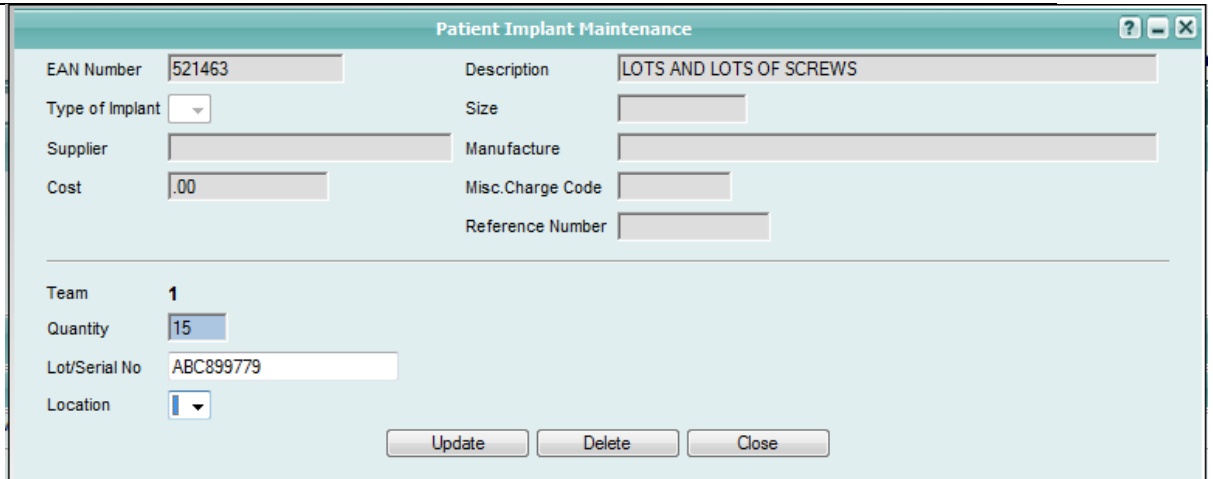


2. Click the maintenance icon beside the required implant record.



Items that can be altered include the Quantity, Order Number, Lot/Serial No, Cost Per Items and Location.

3. Update items as required.



Patient Implant Maintenance

EAN Number: 521463 Description: LOTS AND LOTS OF SCREWS

Type of Implant: [Dropdown] Size: [Text Box]

Supplier: [Text Box] Manufacture: [Text Box]

Cost: .00 Misc.Charge Code: [Text Box]

Reference Number: [Text Box]

Team: 1

Quantity: 15

Lot/Serial No: ABC899779

Location: [Dropdown]

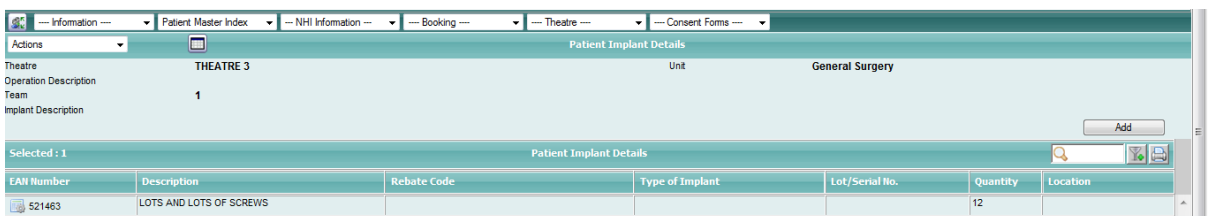
[Update] [Delete] [Close]

4. Click Update.

5.5.3 Deleting Implant Details

To delete an implant record:

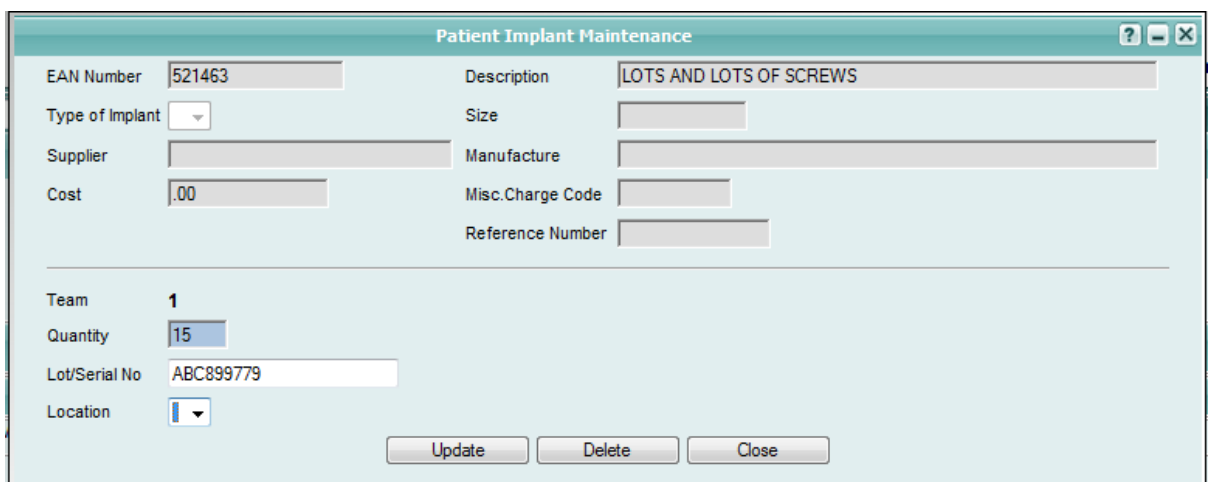
1. Navigate to the Implant screen either via the Actions drop down menu or the appropriate patient level drop down menu.



Selected: 1

EAN Number	Description	Rebate Code	Type of Implant	Lot/Serial No.	Quantity	Location
521463	LOTS AND LOTS OF SCREWS				12	

2. Click the maintenance icon beside the required implant record.



Patient Implant Maintenance

EAN Number: 521463 Description: LOTS AND LOTS OF SCREWS

Type of Implant: [Dropdown] Size: [Text Box]

Supplier: [Text Box] Manufacture: [Text Box]

Cost: .00 Misc.Charge Code: [Text Box]

Reference Number: [Text Box]

Team: 1

Quantity: 15

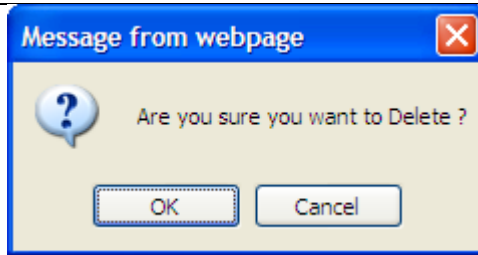
Lot/Serial No: ABC899779

Location: [Dropdown]

[Update] [Delete] [Close]

3. Click Delete.

4. The following warning message will display



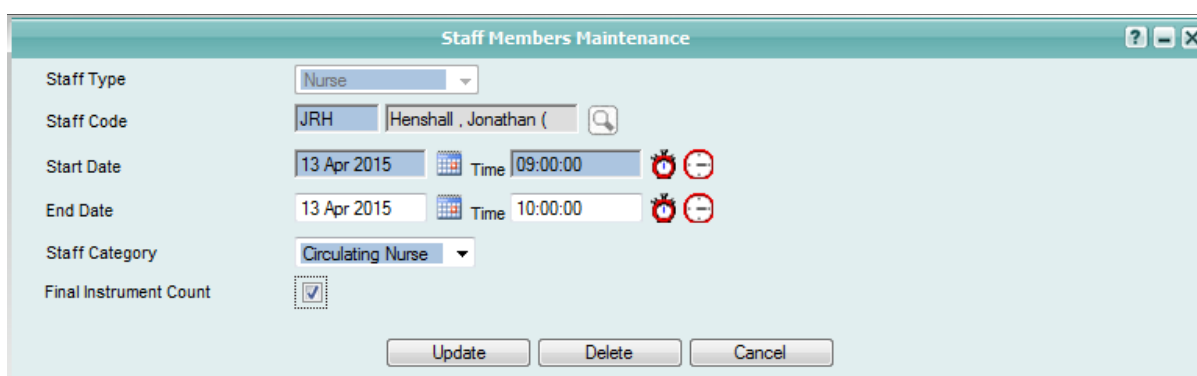
5. Click OK to delete the record, or Cancel to exit without removing the implant record.

5.6 Final Count

The Instrument and Circulating nurses usually perform the final count. This is recorded in the **Staff Maintenance** section of the **Theatre Details** screen.

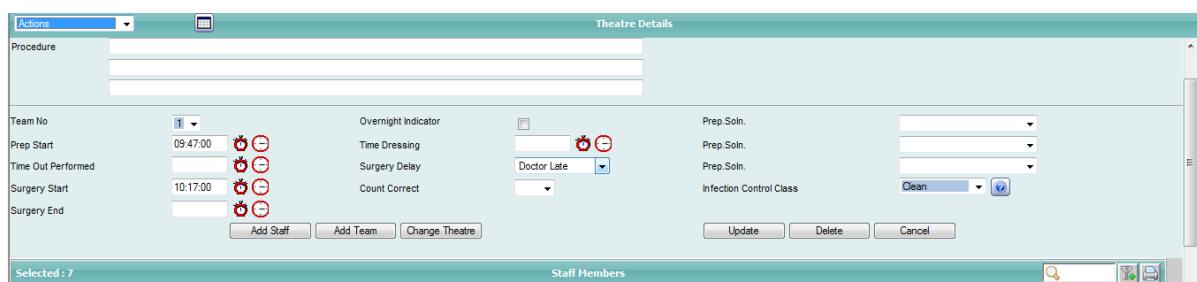
To perform a final count:

1. Click the maintenance icon beside each name in turn to display the **Staff Members Maintenance** screen.



2. When the Staff Type is set to Nurse, the Final Instrument Count check box will display on the Staff Member Maintenance screen.

3. Click **Update**.



Staff	Name	Count	Start Time	End Time
Scrub Nurse	Trevor Faulkes	No	09:00:00	09:37:00
Recovery Nurse	Graham Starkey	No	09:00:00	10:59:00
Circulating Nurse	Jonathan Henshall	Yes	09:00:00	10:01:00
Chief Surgeon	ACUTTLE, Maurice (DR)	No	09:00:00	09:37:00
Assistant Surgeon	Henshall-Vader, Jon (Doctor)	No	09:00:00	09:29:00
Anaesthetist	Barlow, Kenneth (Dr.)	No	09:00:00	10:01:00
Anaesthetic Nurse	Simon Beer	No	09:00:00	09:12:00

The Count column now displays a YES beside the nursing staff member who performed the final instrument count.

Note: The Final Instrument Count check box should only be used by the nursing staff member who performed the count, not by all nursing staff to indicate that the count was correct.

4. Complete the **Count Correct** field.

This field has three options: blank, **Yes** or **No**. If no count is performed, the field is left blank.

Theatre Details

Theatre: THEATRE 3 Date: Monday 13 Apr 2015 Unit: General Surgery

Consultant: Dr Maurice Acuttie Operating Surgeon: Dr Maurice Acuttie Supervisor Level: [dropdown]

Anaesthetist: Dr Kenneth Barlow

Procedure: [text area]

Team No: 2

Overnight Indicator: [checkbox]

Prep Soln.: [dropdown]

Prep Start: [time picker]

Time Dressing: [time picker]

Prep Soln.: [dropdown]

Time Out Performed: [time picker]

Surgery Delay: [time picker]

Prep Soln.: [dropdown]

Surgery Start: [time picker]

Count Correct: No

Infection Control Class: [dropdown]

Surgery End: [time picker]

Buttons: Add Staff, Add Team, Change Theatre, Update, Delete, Cancel

5. Record comments.

If the count is incorrect, the reason is recorded in the **Comments** field on the **Other Theatre Details** screen.

Other Theatre Details

Tourniquet	Cnt	Applied	Removed
Right Leg	1	[input]	[input]
Left Leg	1	[input]	[input]
Right Arm	0	[input]	[input]
Left Arm	0	[input]	[input]
	0	[input]	[input]

Diathermy: [dropdown] Number: [input]

Diathermy: [dropdown] Number: [input]

Specimens Micro: [input] Anatom. Path: [input]

Calif Stimulator: [input] Confirm Frozen Sect. Sent: [checkbox]

Drain Tube 1: [input] No. Drain Tube 1: 0

Drain Tube 2: [input] No. Drain Tube 2: 0

Packing: [input] No. Packing: 0

Urinary Catheter 1: [input] No. Catheter 1: 0

Urinary Catheter 2: [input] No. Catheter 2: 0

Implant Desc: [input]

Comments: Comments for the final count can be recorded here if appropriate.

Note: If a Staff member, for example, goes for lunch and is relieved by a replacement staff member, the current time can be easily entered as the **End Time** by clicking the **Date/Time Stamp** icon in the **End Time** column. This is faster than accessing the **Staff Members Maintenance** screen.

Theatre Details

Time Out Performed: [time picker]

Surgery Delay: [time picker]

Count Correct: No

Prep Soln.: [dropdown]

Infection Control Class: [dropdown]

Buttons: Add Staff, Add Team, Change Theatre, Update, Delete, Cancel

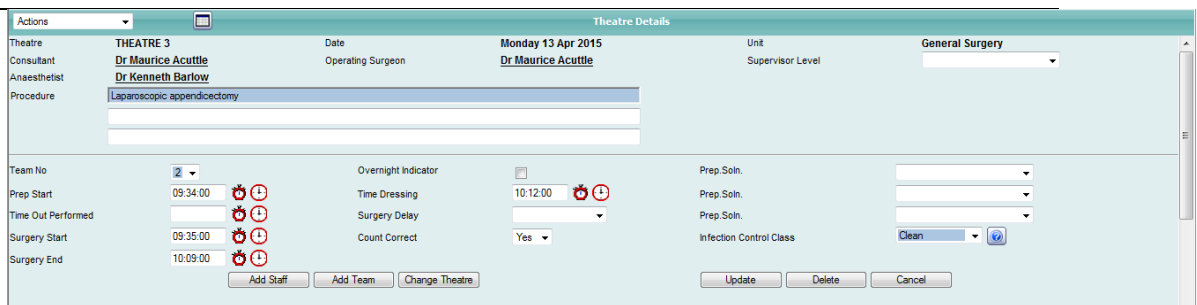
Selected: 8

Staff Members

Staff	Name	Count	Start Time	End Time
Scrub Nurse	Trevor Faulkes	No	09:00:00	[clock icon]
Recovery Nurse	Graham Starkey	No	09:00:00	[clock icon]
Circulating Nurse	Debbie Tauvae	No	09:07:00	[clock icon] 09:37:00
Circulating Nurse	Jonathan Henshall	No	09:00:00	[clock icon] 09:07:00
Chief Surgeon	ACUTTLE, Maurice (DR)	No	09:00:00	[clock icon]
Assistant Surgeon	Henshall-Vader, Jon (Doctor)	No	09:00:00	[clock icon]
Anaesthetist	Barlow, Kenneth (Dr)	No	09:00:00	[clock icon]

6. Record surgery and dressing finishing times.

At the completion of the procedure, the surgery and dressing end times need to be completed.





Note: Once the **Dressing Time** has been entered, the patient is automatically listed on the **Recovery Details** screen (accessed from the **Views** drop-down menu on the **Hospital** menu bar).

Alterations can still be made to all screens. It is only when the patient has a time recorded in any of the **Time in Recovery Room**, **Time Patient Went to ICU** or **Time Patient Died** fields that access to previous screens is denied.

7. Record Staff Member finishing times.

The Theatre module does not automatically update Staff Members' **End Time** when a procedure finishes. This must be entered manually for each member present at the conclusion of the procedure.

The **Date/Time Stamp**  can be clicked for all Staff Members. If a time other than the current time needs to be entered, click the maintenance  icon for that staff member to record it manually.

Note: Theatre module enables the recording of details for two separate operative teams; for example, an Orthopaedic team and a Neurosurgical team, each with its own team members and times.

To use this facility, click **Add Team** on the **Theatre Details** screen.

A new **Theatre Details** screen is displayed, and the **Team No.** field is updated.

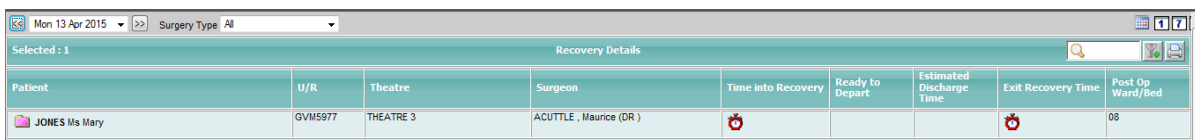
This screen is completed as described previously. All screens used by the first team are also available for the second team. Take care to associate expensive items and implants to the correct team.

5.7 Monitoring Patients in Recovery

The Recovery Room has its own Patient Recovery List which displays:

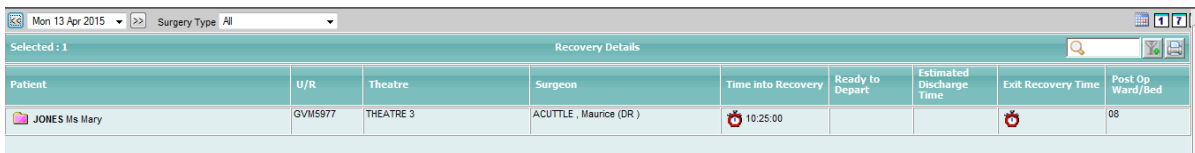
- Patients who have had their **Dressing Time** entered
- Recovery Room or Day Procedures patients who have not had an **Exit Theatre Complex Time** recorded.

This screen indicates that the patient has been transferred from the operating table to their bed/trolley and will presently appear in the Recovery Room. No time appears against the **Time into Recovery** date/time stamp.



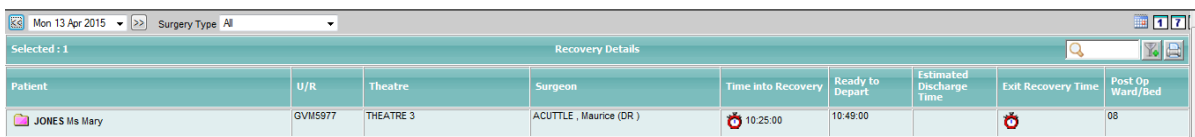
Patient	U/R	Theatre	Surgeon	Time into Recovery	Ready to Depart	Estimated Discharge Time	Exit Recovery Time	Post Op Ward/Bed
JONES Ms Mary	GVM5977	THEATRE 3	ACUTTLE, Maurice (DR)					08

The Recovery Details List below shows that the patient has arrived in the Recovery Room. The **Time into Recovery** date/time stamp is set to 10:25:00 hours.



Patient	U/R	Theatre	Surgeon	Time into Recovery	Ready to Depart	Estimated Discharge Time	Exit Recovery Time	Post Op Ward/Bed
JONES Ms Mary	GVM5977	THEATRE 3	ACUTTLE, Maurice (DR)	10:25:00				08

The Recovery Details List below shows that the patient is waiting for ward staff to arrive and transfer the patient back to the ward. The **Ready to Depart** field is set to 10:49:00 hours.



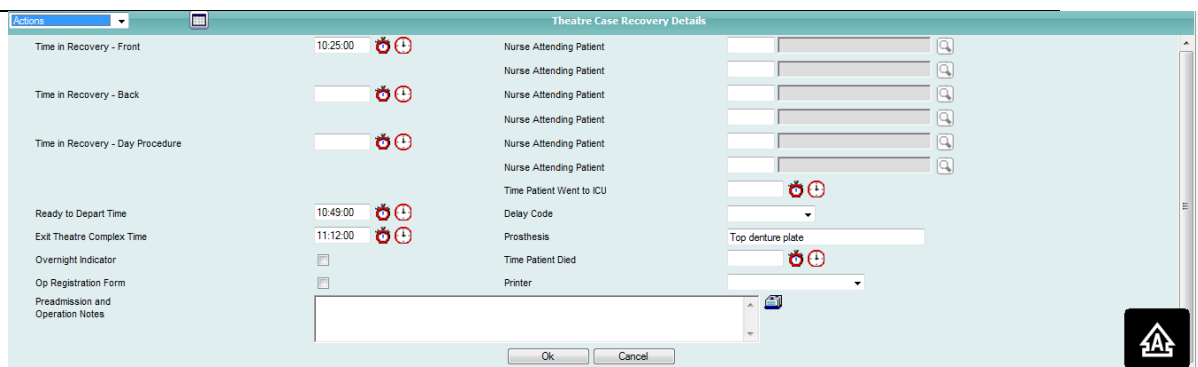
Patient	U/R	Theatre	Surgeon	Time into Recovery	Ready to Depart	Estimated Discharge Time	Exit Recovery Time	Post Op Ward/Bed
JONES Ms Mary	GVM5977	THEATRE 3	ACUTTLE, Maurice (DR)	10:25:00	10:49:00			08

In this case, an **Exit Theatre Complex Time** has been entered (in the Theatre Case Recovery Details screen, described below) and the system has removed the patient record from the list.






Patient	U/R	Theatre	Surgeon	Time into Recovery	Ready to Depart	Estimated Discharge Time	Exit Recovery Time	Post Op Ward/Bed
Selected: 0								

1. Click the **Time into Recovery** date/time stamp displays the **Theatre Case Recovery Details** screen.



There is provision for two nurses to be recorded as the care providers for the patient at each stage of recovery. Front of Recovery, Back of Recovery and in the Day Procedure's Recovery Room.

2. The staff details should be entered either by entering the staff code, or by clicking the search  icon to look for the required staff member.
3. Theatre Recovery times are entered with the current date/time stamp , the Time Lookup icon  or by specifying the time directly in the space provided.

Note: Recovery times must be after the Surgery End time.

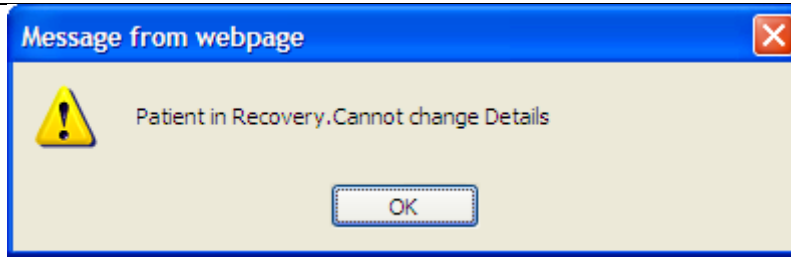
4. The **Time Patient Died** and **Time Patient Went to ICU** fields are entered either by the Recovery Room staff or Theatre staff.
5. The **Prosthesis** field will display the text that was entered by the admitting nurse when the patient was checked into the Theatre Suite.
6. Free text **Preadmission and Operation Notes** should be entered by the Anaesthetist at Preadmission time or during the procedure.
7. Once the **Exit Theatre Complex Time** has been entered, the **Recovery Details** screen is redisplayed, and the system removes the patient's record from the list.
8. Click **Ok** once the screen has been completed.

The Theatre Case Summary screen will display.

Note: To return to a patient's recovery details, click the patient's **Time into Recovery** date/time stamp redisplay the Theatre Case Recovery Details screen.

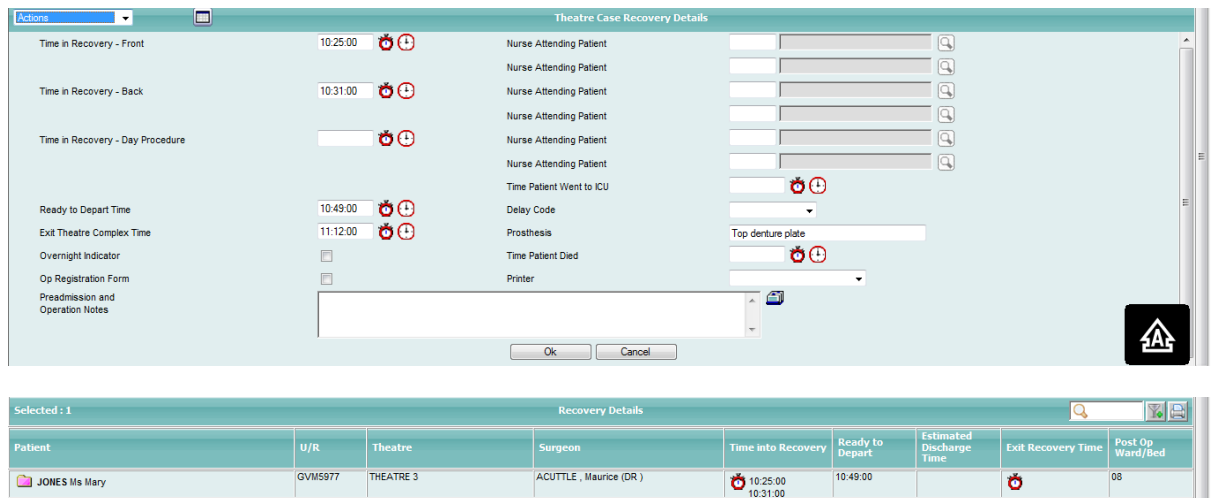
Ensure that all details are correct before entering the Exit Theatre Complex Time, Time Patient Went to ICU or Time Patient Died fields, as after this, changes to Theatre details are not permitted (except through the Supervisor facility).

If an attempt is made to access a theatre details screen once any of the Exit Theatre Complex Time, Time Patient Went to ICU or Time Patient Died fields have been completed, the following error message will display.



5.7.1 Recovery Front and Recovery Back Times

If both the Time in Recovery - Front and Time in Recovery – Back fields are completed on the Theatre Case Recovery Details screen, both recovery times will display in the Time into Recovery column on the Recovery Details list.



Selected : 1								
Recovery Details								
Patient	U/R	Theatre	Surgeon	Time into Recovery	Ready to Depart	Estimated Discharge Time	Exit Recovery Time	Post Op Ward/Bed
JONES Ms Mary	GVMS977	THEATRE 3	ACUTTLE , Maurice (DR)	10:25:00 10:31:00	10:49:00			08

6 Day Procedures

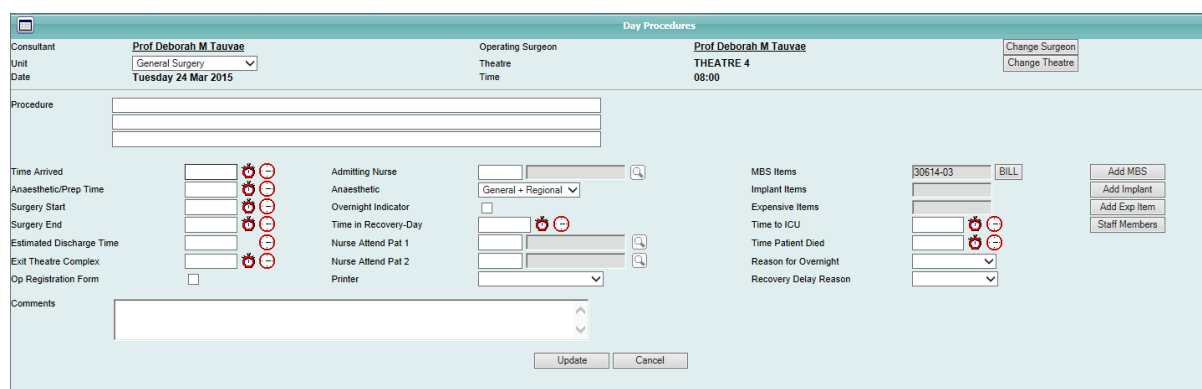
The Day Procedures screen has been designed to record details for those patients being treated in a Day Procedures theatre setting rather than general theatre. The Day Procedure screen collects all theatre case times and details on once screen such as the following functionality:

- Update the Operating Surgeon
- Update the Operating Theatre
- Capture a range of Day Procedure times
- Access to the Add Implant, Add Expensive Items and Staff Members functionality.

To access the Day Procedures screen:

1. Navigate to the required patient.
2. Select the appropriate Day Procedure booking.
3. Select the Day Procedures item from the appropriate patient level menu.

The Day Procedures screen will display.



6.1 Day Procedure Times

The following times can be recorded via the stopwatch or the clock icon.

- Time Arrived
- Anaesthetic/Prep Time
- Surgery Start
- Surgery End
- Estimated Discharge Time (only the clock icon is available as the time must be in the future)
- Exit Theatre Complex
- Time in Recovery – Stage 1
- Time to ICU/CCU
- Time Patient Died

6.2 Other Day Procedure Items

Op Registration Form

To print the Operation Registration Form:

1. Tick the Op Registration check box.
2. The Printer field will become mandatory.
3. Select the required printer.

Op Registration Form Printer

Admitting Nurse

To record the Admitting Nurse:

1. Enter the Nurse code and press Tab, or
2. Click the look up icon and search for the Nurse code.

Admitting Nurse 

Anaesthetic

To record Anaesthetic details:

1. Select a value from the Anaesthetic drop down list (Category OA).

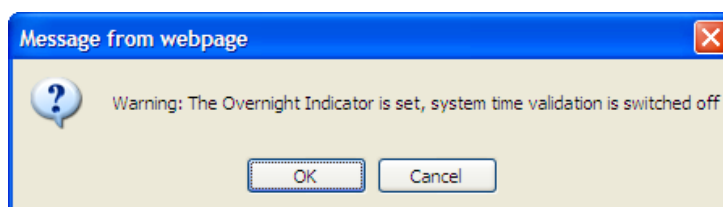
Anaesthetic Type

Overnight Indicator

To record that the patient will be staying overnight:

1. Tick the Overnight Indicator check box.

The following warning message will display, alerting users that the system time validation has been switched off. This will allow Surgery End times to be entered prior to Surgery Start times (i.e. Day Procedure times will not be validated)



Reason for Overnight

To record that the patient is staying overnight (rather than just the day):

1. Select a value from the Reason for Overnight drop down list (Category ou).

Recovery Delay Reason

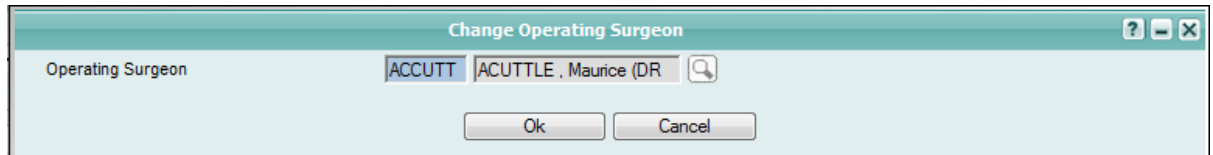
Complete the Recovery Delay Reason field (Category Ou) if there is a delay in the patient exiting from recovery.

6.3 Updating the Operating Surgeon

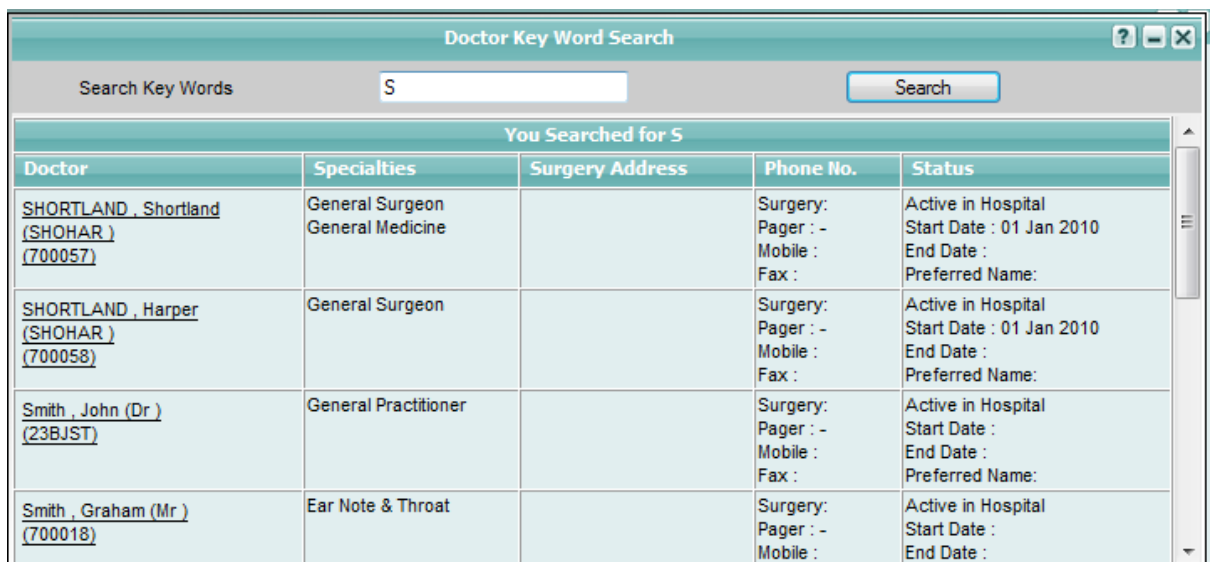
The Operating Surgeon can be changed via the Day Procedures screen.

1. Click the **Change Surgeon** button.

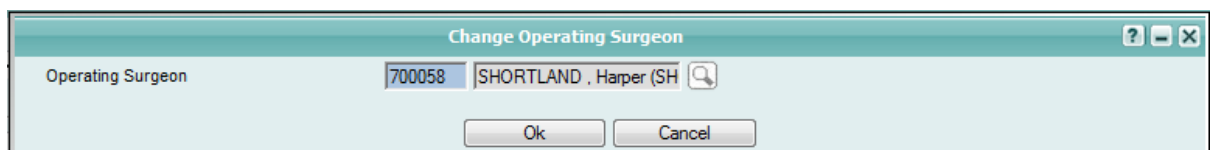
The Change Operating Surgeon screen will display with the current Operating Surgeon in the Operating Surgeon field.



2. Click the look up icon to search for an alternate operating surgeon.
3. Select a surgeon from the list.

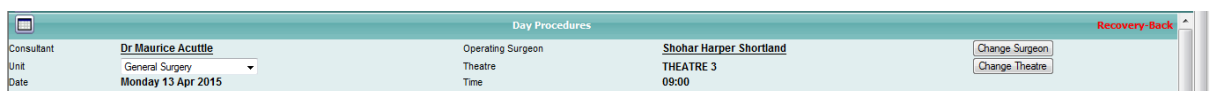


The Operating Surgeon field will populate with the newly selected surgeon.



4. Click Ok to save the changes to the Operating Surgeon.

The Day Procedures screen will display with the updated Operating surgeon displayed.

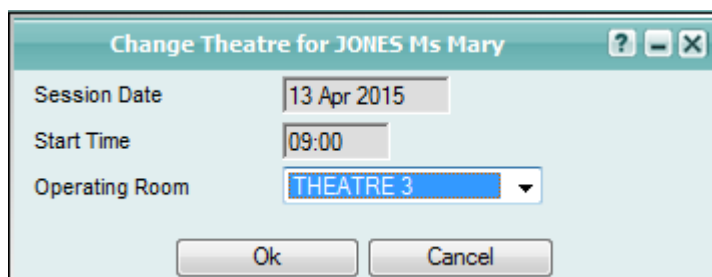


6.4 Updating the Operating Theatre

The Operating Room can be changed via the Day Procedures screen.

1. Click the Change Theatre button on the Day Procedures screen

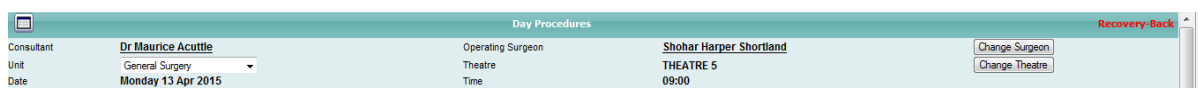
The Change Theatre for <Patient> will display.



The Session Date and Start Time are read-only fields and cannot be altered.

2. Select an alternate Operating Room from the drop down list.
3. Click Ok to save the changes to the Operating Room.

The Day Procedures screen will display the updated Theatre.



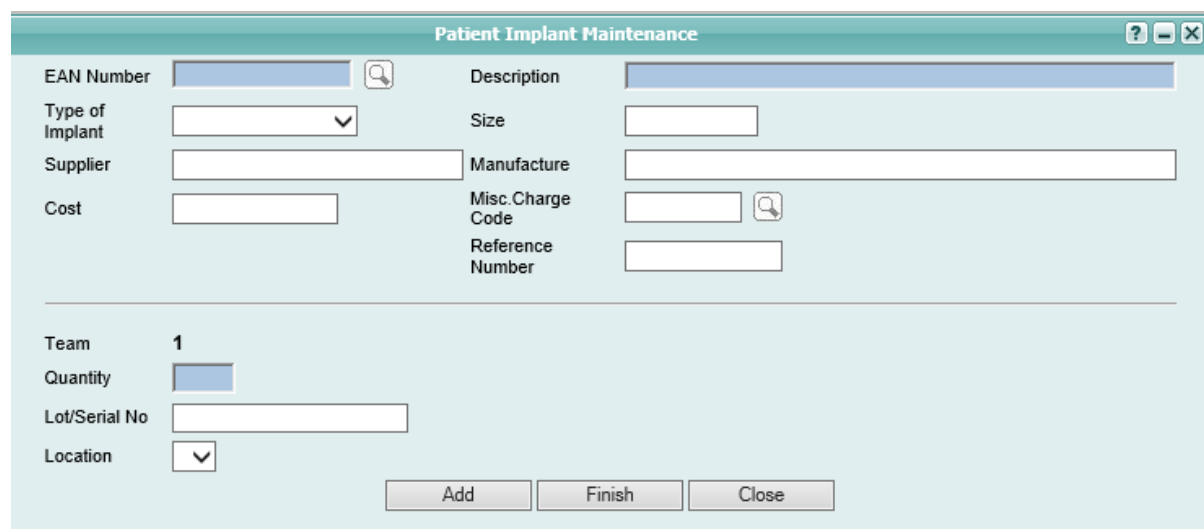
4. Alternately, click Cancel to exit from the screen without saving the changes.

6.5 Adding Implants

The Add Implant functionality can be accessed via the Day Procedures screen.

1. Navigate back to the Day Procedures screen.
2. Click the Add Implant button.

The Patient Implant Maintenance screen will display.



Patient Implant Maintenance

EAN Number	<input type="text"/>	Description	<input type="text"/>
Type of Implant	<input type="text"/>	Size	<input type="text"/>
Supplier	<input type="text"/>	Manufacture	<input type="text"/>
Cost	<input type="text"/>	Misc. Charge Code	<input type="text"/>
		Reference Number	<input type="text"/>

Team: **1**

Quantity:

Lot/Serial No:

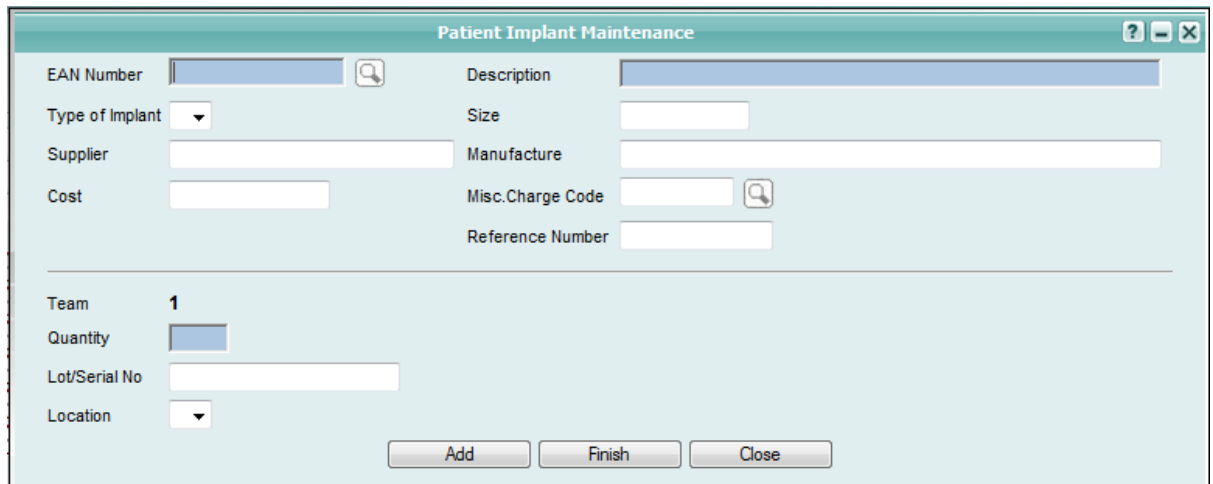
Location:

6.6 Add Expensive Items

The Add Expensive Items functionality can be accessed via the Day Procedures screen.

1. Navigate to the Day Procedures screen.
2. Click the Add Exp Items button.

The Input Expensive Items screen will display.



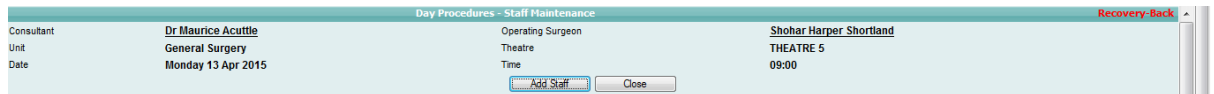
The screenshot shows a web form titled "Patient Implant Maintenance". The form is divided into two main sections. The top section contains several input fields: "EAN Number" (with a search icon), "Description" (with a search icon), "Type of Implant" (a dropdown menu), "Size" (a text input), "Supplier" (a text input), "Manufacture" (a text input), "Cost" (a text input), "Misc. Charge Code" (with a search icon), and "Reference Number" (a text input). The bottom section contains: "Team" (a dropdown menu with "1" selected), "Quantity" (a text input), "Lot/Serial No" (a text input), and "Location" (a dropdown menu). At the bottom of the form are three buttons: "Add", "Finish", and "Close".

6.7 Staff Members

Staff Member functionality can be accessed via the Day Procedure screen.

1. Navigate to the Day Procedures screen.
2. Click the Staff Members button.

The Day Procedures – Staff Maintenance screen will display.



The screenshot shows a web application window titled "Day Procedures - Staff Maintenance". The window has a light blue header bar with the title and a "Recovery-Back" link on the right. Below the header, there is a form with the following fields:

Consultant	<u>Dr Maurice Acuttie</u>	Operating Surgeon	<u>Shohar Harper Shortland</u>
Unit	General Surgery	Theatre	THEATRE 5
Date	Monday 13 Apr 2015	Time	09:00

At the bottom of the form, there are two buttons: "Add Staff" and "Close".

7 Theatre Equipment Tracking

The Theatre module provides full instrument tracking to identify all instruments used on a patient during a procedure.

Instruments can be requisitioned singly for an operation or grouped with other instruments on a tray.

When booking a patient into theatre the system checks for tray and item preferences and lists the trays or items on the Preferences screen available from the Patient menu. Note that unless a tray preference is set up for both the Doctor and the Operation you need to select the appropriate trays and items on the Preferences screen before creating the requisition. Also, all trays and items are not displayed on the Requisition screen until you click Update on the Preferences screen.

For more information about setting up Preferences for trays, items and equipment and how the Theatre module checks these preferences, refer to the *Theatre Configuration Guide*.

Trays, items and equipment should be requisitioned prior to a theatre session commencing. Generally, the Peri-operative Nurse will create a Requisition for a theatre session. This usually occurs a day or so prior to the session. The Requisition form lists all required items and quantities. The Requisition has two parts, the order list of required items which goes to the Store for filling, and the 'contents' of each Tray so the trays can be packaged on receipt of the items.

7.1 Requisitioning Trays, Items and Equipment

Requisitioning trays, items and equipment may involve one or two steps depending on:

- How your system is set up
- If the operation requires additional items
- The surgeons' preferences

If preferences have been set up for the doctor and operation then the items are displayed on the Preferences screen and you can add additional items before updating and opening the Requisition screen.

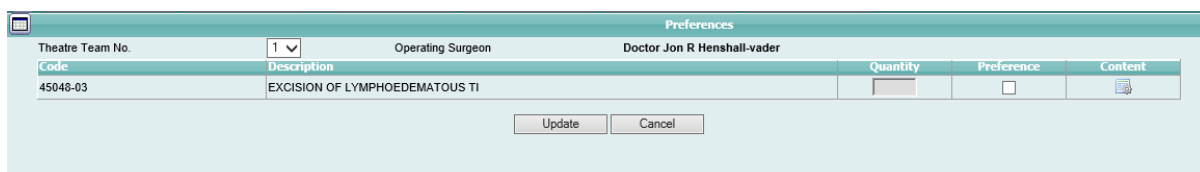
If there are specialty preferences only, go to the Preferences screen and select the appropriate items before opening the Requisitions screen.

Where there are no preferences you need to add all the required trays, items and equipment manually to the Requisition screen.

To requisition trays, items or equipment for a patient:

1. Check for Preferences.
2. Select **Preferences** from the appropriate menu.

The Preferences screen will display.



Code	Description	Quantity	Preference	Content
45048-03	EXCISION OF LYMPHOEDEMATOUS TI		<input type="checkbox"/>	

3. Have any of the Preference check boxes been checked?

Yes, go to step 4.

No, select the required Preferences and go to step 5.

4. Click **Update**.

5. Select **Requisitions** from the appropriate menu.

The Requisitions screen will display.

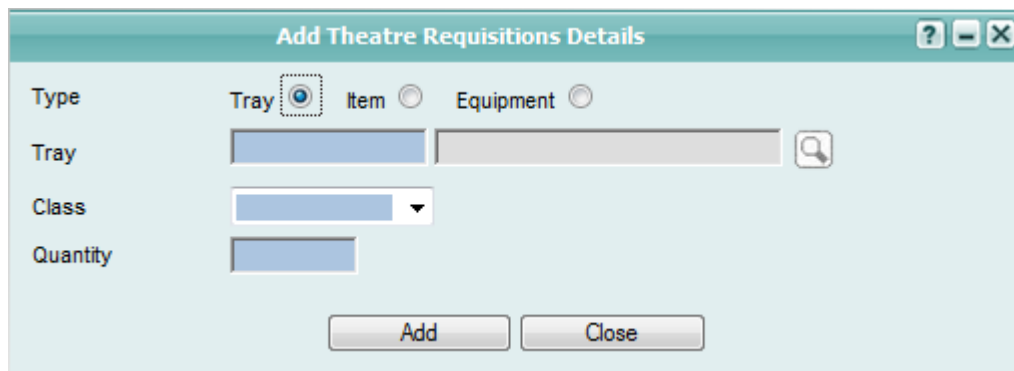



Code	Description	Type	Class	Quantity	Content
No Requisitions Found					

7.1.1 Adding Requisitions

1. Click **Add All Dr Pref.** to add all preferences to the requisition.
2. Click **Add** on the appropriate line item to add a specific preference.
3. Click **Add** at the bottom of the screen to add additional trays, items or equipment.

The Add Theatre Requisitions Details screen displays:



4. Select a Type (Tray, Item or Equipment).
5. If known, enter the Tray/Item/Equipment Code.
6. Alternatively, click the search  icon to search for the item.
7. Select a Class from the list.
8. Enter the number required in the **Quantity** field.
9. Click **Add**.

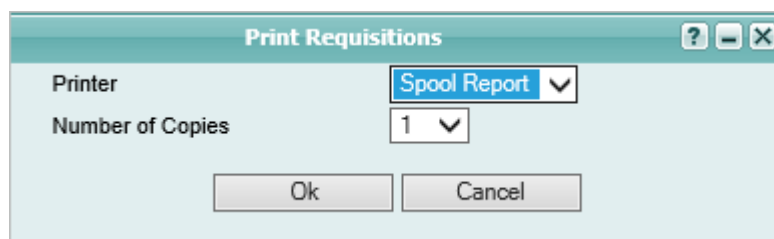
The Requisitions screen is displayed listing the tray requested.



Code	Description	Type	Class	Quantity	Content
T2	Theatre Tray 2	Tray	Instruments	2	

The buttons at the bottom of the Requisitions screen perform the following functions:

1. Click **Add**, to add more items.
2. Click **Print**, to print the requisitions.

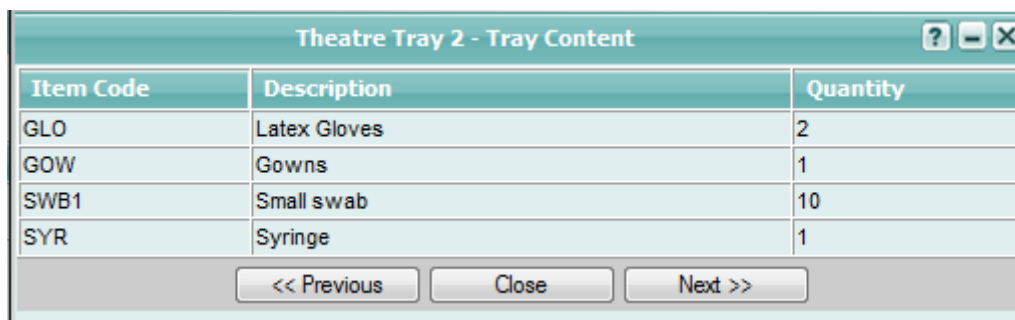


3. Click **Cancel**, to return to the Theatre Summary screen.

7.1.2 Viewing the Contents of a Tray

To view the contents of a tray:

1. Click the **Contents** icon for the appropriate line item.



Item Code	Description	Quantity
GLO	Latex Gloves	2
GOW	Gowns	1
SWB1	Small swab	10
SYR	Syringe	1

2. Click Close to exit from the Tray Content screen.

The system will return to the Requisitions screen.

8 Theatre Reports

The Theatre module has an extensive range of utilization and statistical reports to assist in Theatre Management. These reports have some common definitions that are explained below.

Where reports have the word '*Procedure*', they refer to the number of MBS procedure codes recorded. '*Cases*' is the number of cases in theatre, and will report each time a patient has been to theatre, even if it is the same patient multiple times. Most reports that list the number of procedures also report the number of cases.

All reports that report by MBS procedure code use the primary MBS procedure only. All other MBS procedure codes are ignored for reporting purposes. The **primary procedure** is the MBS Item number that generates the most revenue. When there are multiple teams, the procedure that generated the most revenue across all teams will be the primary procedure.

Where reporting by MBS procedure requires all MBS procedures to be included, the report indicates whether the MBS procedure was the 1st, 2nd, 3rd, etc. procedure. The sorting based on revenue generated by each procedure.

The theatre reports are divided into two categories; Standard and Statistical.

8.1 Standard Reports Menu

- The Periodic Statistical Update option reads the Session file to locate the relevant sessions and session usage details.
- The Operation Detail file provides pre-operative and post-operative time details, Theatre duration and cancellation details, if applicable.
- The Operating Team file provides surgeon and anaesthetist details while the Operation Usage file provides operation duration details.
- The bolded report names indicate which reports require you to run the Periodic Statistics update before running the report to ensure that the data is updated for the period that is reported.

The following table is a list of the reports available from the Standard menu and a description of the reports.

Report Name	Description
Anaesthetic Usage Report	<p>This report can be run for a single period or a range of periods and lists the anaesthetic details for the report period.</p> <p>The information provided on the report is determined by the following system parameter on the Hospital Screen 1 Maintenance screen:</p> <p>Post an Anaesthetic for Multiple teams in IBAOPR58</p> <p>where:</p> <ul style="list-style-type: none"> • N – determines that one anaesthetic is counted even when a case has had multiple operating teams. • Y– determines that an anaesthetic is counted for each Operating Team. Therefore the number of cases will not necessarily equal the number of anaesthetics.
Ward Report	<p>This report can be run for a single period or a range of periods and lists the following Ward Statistics for the report period:</p> <ul style="list-style-type: none"> • Ward • Number of cases in each ward for the period • Total Number of cases for each period • Total Number of cases for all Wards <p>Where:</p> <p>Total = Number of cases performed on patients from each ward.</p>
MBS Exception Report	<p>This report lists cases that have usage details, but no MBS procedure codes and lists the following details:</p> <ul style="list-style-type: none"> • Date • Time • Admission Number • NHI Number • Patients name • Surgeon code and description • Theatre code and description
Cancelled Sessions Report	<p>This report can be run for a range of dates and a single or range of operation types, listing the cancelled sessions.</p>
Exception Report	<p>This report lists data exceptions or omissions for specified date ranges. The following options are available:</p> <p>1 = All Bookings without Usage Details</p> <p>2 = All Bookings with Usage Details, but no Operation codes</p> <p>3 = All Bookings without Statistical Fields</p> <p>4 = All Sessions without Session Usage Details</p> <p>The report allows you to monitor data entry and enables the correction of exceptions.</p>

Report Name	Description
<p>Booking Register</p>	<p>This report lists patients for a specific Scheduled Admission Date and a range of Operation Types (Category OY).</p> <p>For sites running Multi Hospital, the report can be run by Hospital ID.</p> <p>Booked, Pre-admitted or Admitted patients are included. The report ignores patients with a Cancelled or Discharged Booking Status.</p> <p>The report prints in Scheduled Admission Date, Scheduled Admission Time, Operation Type and Booking Number Order and includes the following details:</p> <ul style="list-style-type: none"> • Booking Number • Patient Name - Surname, Title, Given Name • Patient Home Phone - Patient Private Phone Number • Age - Patient Age • Sch'd Adm Date - Expected due date • Sch'd Adm Time - Expected assessment time • Booking Status • Session Date • Operation Type • Attending Doctor - Surname, Title, Given Name • Previous Inpatient - Previous Inpatient (Y/N/U) • NHI Number • Ward/Bed - Expected Ward/Expected Bed • Comments - Operation Comments • Diagnosis - Booking code & description • Bed - Preferred Accommodation (Category BP) <p>The information provided on the report is determined by the following system parameter on the Hospital Screen 1 Maintenance screen:</p> <p>Change Due Date when a pre-admission Number is used</p> <p>1 –determines that the report uses the Expected Due Date field from the Booking. If the parameter equals 1, any alterations to Pre-admission Due Date or Time displays in the Booking file.</p> <p>If the parameter does not equal 1, the two files are independent, so an alteration to pre-admission dates will not reflect in the booking records and consequently may not be included on the report.</p>
<p>Daily Theatre List</p>	<p>This option prints the Daily Theatre List and Medical Admissions with the same Expected Admission Date as the Theatre Session Date. The design of this report facilitates the bed allocation process.</p>

Report Name	Description
<p>Daily Theatre List – Medical Admissions</p>	<p>This option produces a list of all medical bookings with an expected admission date in the specified date range.</p>
<p>Session Usage Report</p>	<p>This report can be run for a single period or a range of periods and list Session Usage Statistics. Two report layouts are available.</p> <p>Report Layout 1 lists:</p> <ul style="list-style-type: none"> • Clinic/Surgeon description • Number of sessions booked for Clinic/Surgeon • Total session time booked - Time for breaks • Number of operations performed in all sessions • Total time used in theatre for all sessions • Utilisation percentage • Number of sessions that went overtime • Number of sessions that were delayed • Number of sessions that were cancelled • * Operation type description (Cat OP) • * Number of operations of that type • * Total time used in theatre by the operation type • * These fields may be repeated with a new line for each operation type for that doctor. <p>Report Layout 2 lists:</p> <ul style="list-style-type: none"> • Clinic/Surgeon description • Number of sessions booked • Total session time booked - Time for breaks • Number of operations performed in all sessions • Total time used in all sessions • Utilisation percent • Number of sessions that went overtime • Number of sessions that were delayed • Number of sessions that were cancelled • Number of private patients operated on • Time used in theatre for private patients • Private patient utilisation percentage • Number of patients whose operating surgeon was not the session surgeon • Total time used for patients whose surgeon was not the session surgeon • Utilisation percentage for patients whose surgeon was not the session surgeon. <p>The information provided on the report is determined by the following system parameter on the Report Layout Screen:</p> <p>Report Layout for IBAOPR60</p> <p>A choice of 1,2 or 3 is available for the report layouts.</p>

Report Name	Description
<p>Session Master List</p>	<p>This report lists all theatre sessions within the specified date range. The report can be sorted by</p> <ul style="list-style-type: none"> • Theatre <ul style="list-style-type: none"> ○ All Theatres or Single Theatre • Surgeon <ul style="list-style-type: none"> ○ All Surgeons or Single Surgeon (ability to specify surgeon) • Session Masters by Surgeon <ul style="list-style-type: none"> ○ All Surgeons or Single Surgeon (ability to specify surgeon). <p>Multi Hospital sites can also run the report by Hospital. The report details the following information:</p> <ul style="list-style-type: none"> • Session Date • Session Start Time • Session End Time • Session Duration • Status • Session Type • Surgeon (will list multiple surgeons) • Comments
<p>Suspended Session List</p>	<p>This report lists all suspended session within a specified date range.</p>
<p>Clinic Type Summary List</p>	<p>This report lists the number of cases and the time taken in minutes for each session and day for the date range specified. The report can be run for all surgeons or restricted to a surgeon type.</p>

Report Name	Description
<p>Clinic Activity for a Surgeon</p>	<p>This report can be run for a single period or a range of periods and for a single surgeon or a range of surgeons. The report provides the usage statistics for each Surgeon in the report period. The following report layouts are available:</p> <p>Report Layout 1 lists:</p> <ul style="list-style-type: none"> • Surgeon Code & Description • For Booked Sessions; Number of sessions • & Extra Sessions; Total time used in sessions • Number of sessions with usage data entered • Total duration for used sessions • Utilisation percentage • Number of cases in the sessions • Number of operations performed in the sessions • Number of Private patients • Time used by private patients • Private patient utilisation percentage • Number of patients whose operating surgeon was not the session doctor. • Time used by number above mentioned patients • Utilisation percentage of patients whose Surgeon was not the session doctor. <p>A summary page of the sessions for the clinic/surgeon including:</p> <p>Cancelled Sessions; For each operation type, Number of Booked and Extra sessions cancelled plus the total sessions cancelled.</p> <p>Delayed Sessions; For each operation type, Number of Booked and Extra sessions delayed plus the total sessions delayed.</p> <p>Overtime; For each operation type, Number of Booked and Extra sessions overtime plus the total sessions overtime.</p> <p>Report Layout 2 lists:</p> <ul style="list-style-type: none"> • Surgeon Code & Description • For Booked Sessions; Number of sessions • Total time used in sessions • & Extra Sessions Number of sessions with usage data entered • Total duration for used sessions • Utilisation percentage • Number of cases in the sessions • Number of operations performed in the sessions • *Operation type and description (Cat OY) • *Number of operations for that operation type • *Total time used for that operation type • *These fields may be repeated with a new line for each operation type, for that doctor. <p>A summary page of the sessions for the clinic/surgeon including:</p>
<p>INTERNAL - This document is for INTERNAL purposes only and should not be reproduced or distributed outside of the organisation without prior written permission.</p>	<p>Cancelled; For each operation type, Number of Booked and Extra sessions cancelled and then the total sessions cancelled.</p>

Report Name	Description
	<p>Delayed; For each operation type, Number of Booked and Extra sessions delayed print and then the total sessions delayed.</p> <p>Overtime; For each operation type, Number of Booked and Extra sessions overtime print and then the total sessions overtime.</p> <p>Report Layout 3 lists:</p> <ul style="list-style-type: none"> • Surgeon Code & Description • For Booked Sessions; Number of sessions • & Extra Sessions; Total time used in sessions • Number of sessions with usage data entered • Total duration for used sessions • Utilisation percentage • Number of cases in the sessions • Number of operations performed in the sessions • Number of Private patients • Time used by private patients • Private patient utilisation percentage • Number of patients whose operating surgeon was not the session doctor. • Time used by number above mentioned patients • Utilisation percentage of patients whose Surgeon was not the session doctor. <p>Report Layout 4 lists:</p> <ul style="list-style-type: none"> • Surgeon Code & Description • For Booked Sessions; Number of sessions • & Extra Sessions; Total time used in sessions • Number of sessions with usage data entered • Total duration for used sessions • Utilisation percentage • Number of cases in the sessions • Number of operations performed in the sessions • Number of sessions cancelled • Number of sessions delayed • Number of sessions that went overtime. <p>The information provided on the report is determined by the following system parameter on the Report Layout screen:</p> <p>Report Layout for IBAOPR62</p> <p>A choice of 1, 2, 3, 4 or 5 is available for the report layouts.</p>
<p>Operating Theatre Usage by Specialty</p>	<p>This report breaks down the theatre usage by surgeon specialty. The numbers of cases are grouped together by the time taken, that is, short – 0 to 30 mins, medium – 31 – 90 and long 91+ mins.</p>

Report Name	Description
<p>Operating Surgeon Activity Report</p>	<p>This report can be run for a single period or a range of periods and a specific or a range of doctor types. Report Contents:</p> <p>Report Layout 1 lists:</p> <ul style="list-style-type: none"> • Doctor type description (Category DT) • Surgeon name • Operation Code • Operation Code description • Number of times surgeon performed the operation • Total of duration for the operation code • Average time for the operation code • Shortest duration recorded for the operation • Longest duration recorded for the operation • Standard Average for the operation. <p>Report Layout 2 lists:</p> <ul style="list-style-type: none"> • Doctor type description (Category DT) • Operating surgeon name • Total number of patients surgeon operated on • Total number of operations surgeon performed • Total of duration of operations performed • Number of private patients surgeon operated on • Total number of operations performed on private pat • Total of duration performed on private patients • Number of patients operated on by Trainees • Total number of operations performed by Trainees • Total time of operations performed by Trainees. <p>Report Layout 3 lists:</p> <ul style="list-style-type: none"> • Doctor type description (Category DT) • Total number of operations by surgeon • Total time of operations performed • Total number of operation by Trainees • Total time of operations by trainees • * Operation type description • * Number of operations of that type • * Total time for the operation type <p>* These fields may be repeated with a new line for each doctor type.</p> <p>Report Layout 4 lists:</p> <ul style="list-style-type: none"> • Doctor type description (Category DT) • Total number of operations by surgeon • Total time of operations performed • * Operation type description • * Number of operations of that type • * Total time for the operation type.

Report Name	Description
Operating Surgeon Activity Report (cont'd)	<p>The information provided on the report is determined by the following system parameter on the Report Layout screen:</p> <p>Report Layout for IBAOPR63</p> <p>A choice of 1, 2, 3 or 4 is available for the report layouts.</p>
Operating Surgeon Usage Report	<p>This report can be run for a single period or a range of periods lists the number of procedures, cases and operation duration for each surgeon and totals for each Doctor Type. The report lists Surgeons alphabetically under their Primary Doctor Type. The following details are included:</p> <ul style="list-style-type: none"> • Operating surgeon • Operation type • Number of operations • Total time mins. <p>The report can be reconciled with other reports such as the Personnel Log Report to balance the following items for a doctor given the same report period:</p> <ul style="list-style-type: none"> • Procedures • Cases • Operation Duration.
Operating Type Listing	<p>This report lists operations based on Operation Type for a given date range and is sorted in Session date sequence. The following details are included:</p> <ul style="list-style-type: none"> • Surgeon • Session Date • Session Time • Patients Name • Operation Description • NHI number • Case Number • Visit Number • Team Number • Description for First Surgeon • Description for First Assistant • Description for First Anaesthetist. <p>The information provided on the report is determined by the following system parameter on the Report Layout screen:</p> <p>Report Layout for IBAOPR58</p> <p>Enter 1 for the available report layout.</p>

Report Name	Description
Operating Type Summary	This report can be run for a range of dates and a single or range of operation types and lists a breakdown of each Operation Type including the case number and theatre duration for each time period. The time periods are defined in System Parameters - Summary breakdowns Screen.

Report Name	Description
<p>Operating Records Report</p>	<p>This report provides a Theatre Register for the hospital. Enter all usage details and print the report for the day. The following details are included on the report:</p> <p>Report Layout 1 lists:</p> <ul style="list-style-type: none"> • Master details <ul style="list-style-type: none"> – Patients Name – NHI Number – Admission Number – Admission Date – Ward/Bed – Age – Sex • Operation details <ul style="list-style-type: none"> – Case Number – Operation type – Anaesthetic – Operation descriptions (1-3) – Pre-op and Post-op times – Known infection – Comments • Team details <ul style="list-style-type: none"> – Team Number – Start & End times – Count Correct – Personnel (Doctors & Nurses) – Operation codes (or No. of Operations). <p>The information provided on the report is determined by the following system parameters.</p> <p>On the Report Layout screen: Report Layout for IBAOPR64 A choice of 1 or 2 is available for the report layouts.</p> <p>On the IBA User Defined Parameters screen: Using Number of Operations Enter Y to display the number of operations instead of the Operation Codes.</p>
<p>Operating Room by Date</p>	<p>This report is used as a daily theatre list including all Theatre Sessions on the specified date in Session Start time sequence.</p>
<p>Operating Room by Theatre</p>	<p>This report is used as a daily theatre list including all Sessions scheduled for the specified Theatre/s.</p>
<p>Operating Room by Operating Surgeon</p>	<p>This report is used as a daily theatre list including all cases for the specified doctor as the surgeon in the Operating Team details.</p>

Report Name	Description
Operating Room by Surgeon	This report is used as a daily theatre list including all sessions and cases where the specified doctor is the Session Surgeon.
Operating Room by Theatre	This report is used as a daily theatre list including all sessions in Theatre order.

Report Name	Description
<p>Personnel Log – Doctors</p> <p>Personnel Log – Nurses</p>	<p>These reports list the case records in the report period for the specified Doctor or Nurse present in the case Operating Team or the session team.</p> <p>The reports are sequenced in date order and include the following details:</p> <p>Layout 1</p> <ul style="list-style-type: none"> • Session Date • Operation Description (maximum of 3 lines truncated to 30 characters) • Operation Duration • Operation Type description (Cat OY) • Theatre Code • Patient NHI number • Patient Name • Patient Sex • Patient Age • The Surgeon (or Clinic) code • Role of Doctor /Nurse in Team (Cat OP Description) • Visit number • Case Number, Team Number. <p>For each operation type the total number of cases, procedures and operation duration time is listed.</p> <p>Layout 2</p> <ul style="list-style-type: none"> • Session Date • Operation Description (maximum of 3 lines truncated to 30 characters) • Operation Duration • Operation Type description (Cat OY) • Theatre Code • Patient NHI number • Patient Name • Patient Sex • Patient Age • The Surgeon (or Clinic) code • Operation Start time • Role of Doctor /Nurse in Team (Cat OP Description) • Anaesthetic Start time • Visit number • Case Number, Team Number • Operation End time. <p>For each operation type the total number of cases, procedures and operation duration time is listed.</p>

Report Name	Description
	<p>These reports can be reconciled with other reports such as the Operating Surgeon Usage Report to balance the following items for a doctor given the same report period:</p> <ul style="list-style-type: none"> • Procedures • Cases • Operation Duration. <p>The information provided on the report is determined by the following system parameter on the Report Layout Screen:</p> <p>Report Layout for IBAOPR53</p> <p>A choice of 1 or 2 is available for the different report layouts.</p>
Generate ICD Operation Average-Surgeon	<p>This reports lists operation averages for surgeons based on previous Usage Operation Durations.</p> <p>The application of Operation Averages incorporates the use of Provisional Item Numbers. If a Provisional Item Number for a case is entered the Bookings screen, the appropriate operation average will automatically default. When a Hospital average and a Surgeon average exist for the same Item number, the Surgeon average will default if it corresponds to the Session Surgeon.</p>
Generate ICD Operation Average-Hospital	<p>This report lists hospital operation averages.</p>
Generate MBS Operation Average-Surgeon	<p>This reports lists operation averages for surgeons based on previous Usage Operation Durations. Instead of using Provisional Item Number the report is based on MBS item numbers.</p>
Generate Hospital MBS Average	<p>This report lists hospital operation averages utilising MBS item numbers.</p>
ICD Operation Average by Operation	<p>This report lists the Operation Averages for each Item (ICD10 code) by Operation sequence.</p>
Operation Average by Doctor	<p>This report lists the Operation Averages for each Item (ICD10 code) by Doctor sequence.</p>
Operation MBS Average by Operation	<p>This report lists the Operation Averages for each MBS Item number by Operation sequence.</p>
Operation MBS Average by Doctor	<p>This report lists the Operation Averages for each MBS Item number by Doctor sequence.</p>
Primary Procedure Report	<p>This report lists the number of operations per operation code for the period specified.</p>
Equipment Usage Report	<p>This report lists all equipment used in the theatre for a given Expiry Date Range.</p>

8.2 Statistical Reports Menu

The Statistical menu reports include:

Report Name	Description
Session Statistics Report	
Theatre Statistics Report	
Periodic Statistic Update	
Daily Theatre Statistics (IBAO PR79)	<p>This report lists the totals for each of the following:</p> <ul style="list-style-type: none"> - Number of Cases (preadmissions, bookings and cancellations are excluded from this total). - Number of Procedures - Anaesthetic Minutes - Operation Minutes - Recovery Minutes - Number of Sessions - Sessions in Minutes <p>The report is run for a specific date range and can be run by Hospital ID (applies to sites running Multi Hospital).</p> <p>There is also an optional variable to select the Surgery Type (Day Surgery, General Operating Theatre).</p>

9 Supervisors Options

The Supervisor facility enables those with appropriate access rights to make corrections to a patient's theatre data, and to reverse processes such as cancelled bookings.

This chapter describes how to:

- Access the Supervisor facility
- Correct errors in theatre data
- Reinstate a booking

9.1 Accessing the Supervisor Facility

The Supervisor facility enables those with appropriate access rights to make corrections to patient theatre data, including:

- Arrival details
- Anaesthetic details
- Surgery details
- Other theatre details
- Tourniquet details
- Recovery details

It also enables you to:

- Record a change of theatre
- Reinstate a booking

To access the Supervisor facility

1. Select the relevant patient.
2. Select **Supervisor Corrections** from the **Theatre** menu.

The Supervisor Corrections screen will display.



Supervisor Corrections		Recovery-Back	
Team No.	<input type="text" value=""/>		
Consultant	Dr Maurice Acuttie	Operating Surgeon	Shohar Harper Shortland
Anaesthetist	Dr Kenneth Barlow		
Unit	General Surgery	Session Type	General Surgery
Theatre	Theatre 3	Actual Theatre	THEATRE 5
Date	Monday 13 Apr 2015	Time	09:00 to 15:00
Time Called For	09:00:00	Recovery Front	10:25:00
Time Arrived	09:15:00	Recovery Back	10:31:00
Anaesthetic Prep	09:31:00	Recovery Day Procedure	
Anaesthetic Comm.	09:31:00	Ready to Depart	
Prep Start Time	09:35:00	Exit Theatre Complex	
Surgery Start Time	09:35:00	Time to ICU	
Surgery End Time	10:09:00	Time of Death	
Time Dressing	10:09:00		

Arrival
Anaesthetic
Surgery
Other Theatre
Un-Usage

Tourniquet
Recovery
Change Theatre
Reinstate Booking
Change UR
Merge Booking

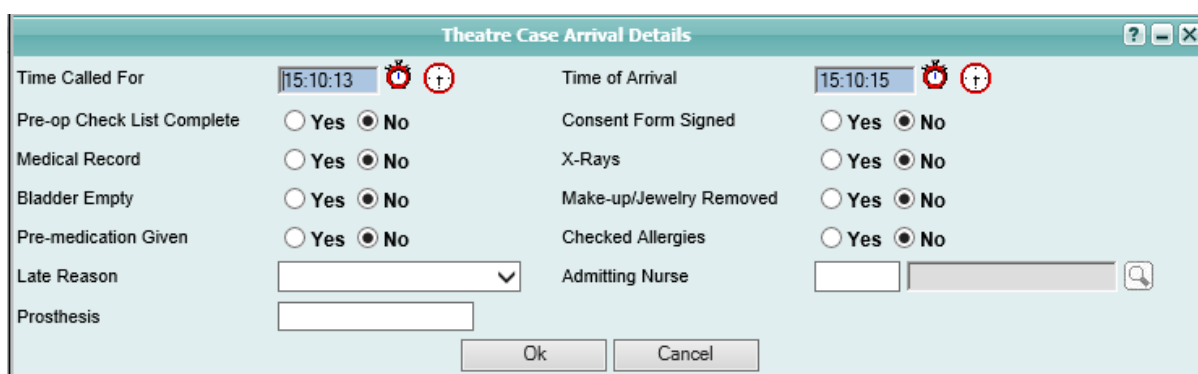
9.2 Correcting Arrival Details

The Supervisor facility enables you to correct arrival details, such as time of arrival, the pre-operative check-list, the presence of a prosthesis and so on.



To correct errors in arrival details:

1. Display the Supervisor Corrections screen.
2. Click **Arrival**.

The Theatre Case Arrival Details screen will display.



3. Make corrections to the information as necessary.

When correcting times, use the Time Stamp  icon to specify the current date/time, or the Time Lookup  to nominate a particular date or time in the past.

4. Click **Ok**.

The new details are saved, and the Supervisor Corrections screen is redisplayed.

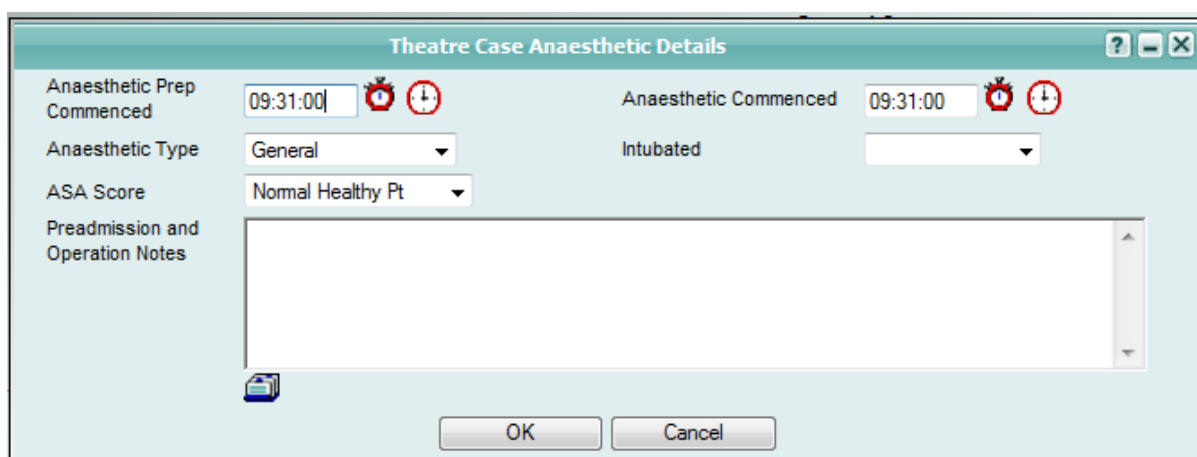
9.3 Correcting Anaesthetic Details

The Supervisor facility enables you to correct anaesthetic details, such as commencement times, anaesthetic type, ASA score and so on.



To correct errors in anaesthetic details:

1. Display the Supervisor Corrections screen.
2. Click **Anaesthetic**.


The Theatre Case Anaesthetic Details screen will display.




3. Make corrections to the information as necessary.

When correcting times, use the Time Stamp  icon to specify the current date/time, or the Time Lookup  to nominate a particular date or time in the past.


4. Update the anaesthetist's comments as necessary.

The **Preadmission and Operation Notes** field is a free form text field and enables you to type notes directly into it. Alternatively, you can insert standard comments in this field via the  icon.

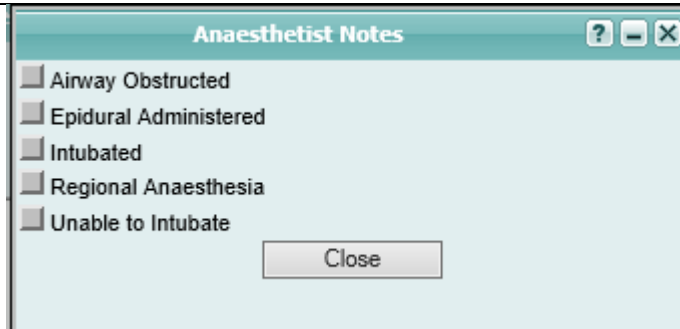
5. Click the  icon.

This dialog provides access to the following:

- Information about complications
- Epidural notes
- General notes
- Intubation notes

6. Click the  icon beside the type of notes you want to insert.

A selection list of predefined notes will display.



This is an example of a selection of general notes.

7. Click the note selection button beside each predefined note you want to use.

Each time you click a selection button, the associated note is inserted in the **Preadmission and Operation Notes** field in the Theatre Case Anaesthetic Details screen.

8. Click **Close** to close the notes dialogs and redisplay the Theatre Case Anaesthetic Details screen; alternatively, click **Back** to redisplay the Anaesthetist Comments dialog so that you can insert more notes of a different category.
9. Click **Ok**.

The Supervisor Corrections screen is redisplayed.

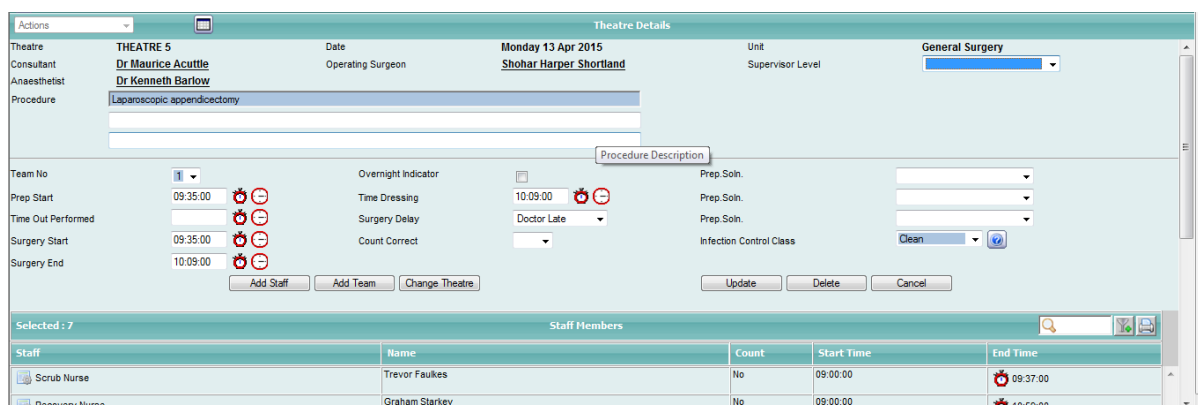
9.4 Correcting Surgery Details

The Supervisor facility enables you to correct surgery details, such as surgery start time, infection control class and so on.

To correct errors in surgery details:



1. Display the Supervisor Corrections screen.
2. Click **Surgery**.

The Theatre Details screen will display.



Staff	Name	Count	Start Time	End Time
Scrub Nurse	Trevor Faulkes	No	09:00:00	09:37:00
Recovery Nurse	Graham Starkey	No	09:00:00	10:59:00

3. Make corrections to the information as necessary.

When correcting times, use the Time Stamp  icon to specify the current date/time, or the Time Lookup  to nominate a particular date or time in the past.

4. Click **Update**.

The new details are saved, and the Supervisor Corrections screen will display.

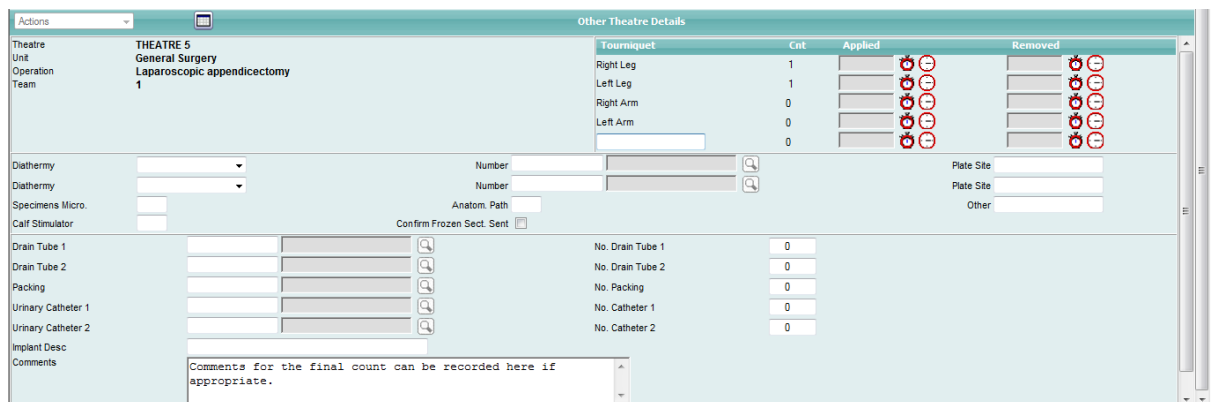
9.5 Correcting Other Theatre Details

The Supervisor facility enables you to correct errors in other theatre details, such as diathermy, drain tube and other details.

To correct errors in other theatre details:

1. Display the Supervisor Corrections screen.
2. Click **Other Theatre**.

The Other Theatre Details screen will display.



Tourmiquet	Cnt	Applied	Removed
Right Leg	1	<input type="checkbox"/>	<input type="checkbox"/>
Left Leg	1	<input type="checkbox"/>	<input type="checkbox"/>
Right Arm	0	<input type="checkbox"/>	<input type="checkbox"/>
Left Arm	0	<input type="checkbox"/>	<input type="checkbox"/>
	0	<input type="checkbox"/>	<input type="checkbox"/>

Diathermy: Number: Plate Site:

Specimens Micro: Anatom. Path: Plate Site:

Calf Stimulator: Confirm Frozen Sect. Sent: Other:

Drain Tube 1: No. Drain Tube 1:

Drain Tube 2: No. Drain Tube 2:

Packing: No. Packing:

Urinary Catheter 1: No. Catheter 1:

Urinary Catheter 2: No. Catheter 2:

Implant Desc:

Comments:

3. Make corrections to the information as necessary.
4. Click **Update**.

The new details are saved, and the Supervisor Corrections screen is redisplayed.

9.6 Correcting Tourniquet Details

The Supervisor facility enables you to correct tourniquet details, such as updating the time a tourniquet was applied or removed, adding new tourniquets to the patient's surgical record and so on.


To correct errors in tourniquet details:

1. Display the Supervisor Corrections screen.
2. Click **Tourniquet**.

The Tourniquet Details screen will display.



Limb	Count	Applied Date	Applied Time	Removed Date	Removed Time
Right Leg	1	13 Apr 2015	16:31:10	13 Apr 2015	17:17:00
Left Leg	1	13 Apr 2015	17:18:00	13 Apr 2015	17:29:00

3. Make corrections to the information as necessary.
4. Click the maintenance  icon to make changes to details of a given tourniquet in the list.
5. Click **Add** to add new tourniquets to the patient's surgical record.
6. Click Supervisor to return to the Supervisor Corrections screen.

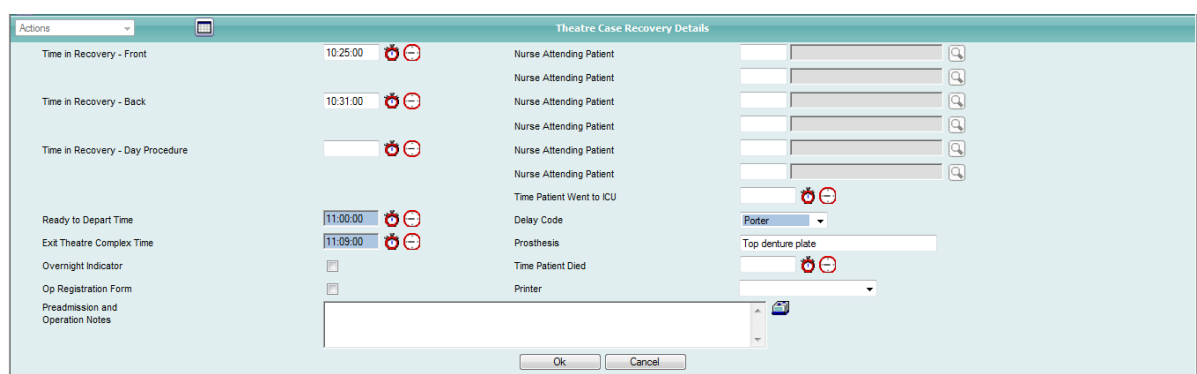
9.7 Correcting Recovery Details

The Supervisor facility enables you to correct recovery details, such as time in recovery, attending nurse and so on.



To correct errors in recovery details:

1. Display the Supervisor Corrections screen.
2. Click **Recovery**.

The Theatre Case Recovery Details screen will display.



3. Make corrections to the information as necessary.

When correcting times, use the Time Stamp  icon to specify the current date/time, or the Time Lookup  to nominate a particular date or time in the past.

4. Click **Ok**.

The new details are saved, and the Supervisor Corrections screen is redisplayed.

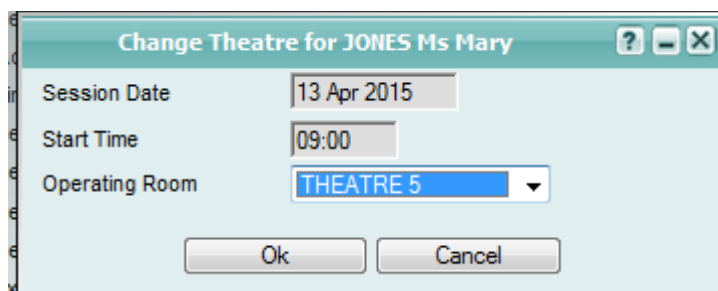
9.8 Recording a Change of Theatre

The Supervisor facility enables you to record a change of theatre.

To change theatres:

1. Display the Supervisor Corrections screen.
2. Click **Change Theatre**.

The Change Theatre for [Doctor Name] screen will display.



The screenshot shows a dialog box titled "Change Theatre for JONES Ms Mary". It contains three input fields: "Session Date" with the value "13 Apr 2015", "Start Time" with the value "09:00", and "Operating Room" with a dropdown menu showing "THEATRE 5". At the bottom are "Ok" and "Cancel" buttons.

3. Make corrections to the **Session Date** and **Start Time** as necessary.
4. Select an alternative **Operating Room** from the drop-down list.
5. Click **Ok**.

The new details are saved, and the Supervisor Corrections screen is redisplayed.

9.9 Reinstating a Booking

If a booking has been cancelled but this was done in error, or circumstances have changed so that surgery can go ahead, you can reinstate the booking.

To reinstate a booking:

1. Perform a patient search.

The Patient Demographics screen displays:

Patient Demographics				1st Contact	
Surname	JONES	Title	Ms	Name	Relation
Given Names	MARY	Previous Name		Address	Home Ph. Business Ph. Mobile Ph.
Address	23 KINGSTON CRESCENT	Home Phone	04 200 77782		
		Business Phone			
		Mobile Phone	023 0201 711		
		E-Mail	joneses@gmail.com		
GP Other		Religion	Methodist		
Usual GP	Jones Susan (Dr.)	Occupation	Heavy Truck Driver		
Practice	Mountainside Family Practice	Smoker	No		
		Visiting Options			
		Deceased	No ()		
Country of Birth					
Ethnicity 1	NZ Maori	Iwi 1	NK -Ngatai Kamatua		
Ethnicity 2	Pacific Is. not fur. def.	Iwi 2	-		
Ethnicity 3		Iwi 3	-		
Demographics Confirmed	24 Feb 2015				
Residency Comments					
UR Comments					

2. Select **Theatre History** from the appropriate patient level drop down menu.

The Patient Theatre History Enquiry screen will display.

Visit No.	Procedure	Operation Desc.	Surgeon	Implant	Expensive	Unique ID	Audit	Status
2150955	13 Apr 2015 at 09:00	Laparoscopic appendicectomy	ACUTTLE, Maurice (DR.)	YES	YES	11086		Recovery-Back
2150951	24 Mar 2015 at 08:00		Tauvae, Deborah (Prof.)	NO	NO	11054		Cancelled
2150941	19 Mar 2015 at 08:00		Tauvae, Deborah (Prof.)	NO	NO	11052		Cancelled
2150951	17 Mar 2015 at 08:00		Tauvae, Deborah (Prof.)	NO	NO	11053		Cancelled
2150951	05 Mar 2015 at 08:00		Tauvae, Deborah (Prof.)	NO	NO	11055		

This screen shows a history of theatre bookings for the patient.

3. Click the visit icon of the historical booking to be reinstated.

The Theatre Case Summary screen is redisplayed.

Theatre Case Summary			
Surgeon	Prof Deborah M Tauvae	Operating Surgeon	
Anaesthetist	Dr John Rambo	Admitting Point	Ward
Unit	General Surgery	Session Type	General Surgery
Theatre	Theatre 4	Actual Theatre	THEATRE 4
Date	Tuesday 24 Mar 2015	Time	08:00 to 17:00
Pre-Assessment		Scheduled Admission	05 Mar 2015 Time 08:00:00
Exp.Post Op Ward	Ward 8 - Gen Surgery	Planned Length of Stay	0
Patient Type		Admission Source	General Practitioner
Claim Code	Exemption	Duration	60 min
Anaesthetic Type	General	Blood Type	
Procedure		Infection Status	
		Equipment Required 1	
		Equipment Required 2	
		Equipment Required 3	
		Equipment Loaned	
		Cancellation Reason	Surgeon Transferred
Full Description	PARTIAL GASTRECTOMY (ASSIST.)		
Prosthesis Required			
Comments		Theatre Booking Date Created	06 Mar 2015
		Theatre Booking Time Created	12:38:27
		Theatre Booking Created By	J.R.Henshall
		Theatre Booking Date Last Modified	06 Mar 2015

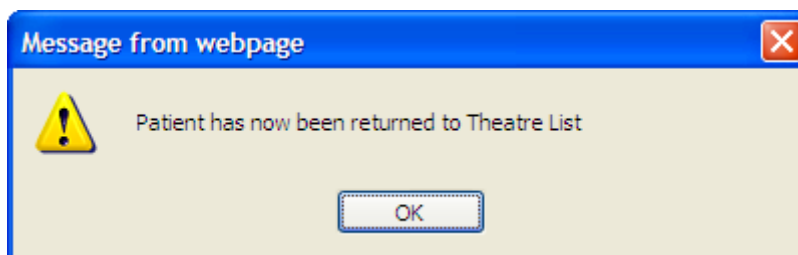
Notice the **Cancelled** status (shown in red) indicated in the upper right corner of the screen.

4. Select **Supervisor Corrections** from the appropriate patient level drop down menu.

The Supervisor Corrections screen will display.

5. Click **Reinstate Booking**.

The booking will be reinstated and the following confirmation message will display.



6. Click **OK**.

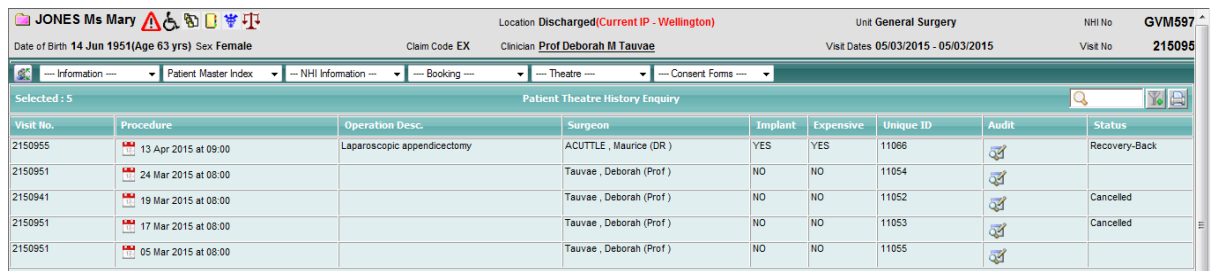
The associated surgeon's Theatre Session Case List will display with the reinstated booking as part of the list.

Time	Duration	Name	Alerts	Adm No	Operation	Usage	Theatre	Case No	Status
08:00	90 min	HEAD, Mr Potato (17/08/1963,M, GX00154)		2150990	Division of abdominal adhesions	Adm	THEATRE 4	1	Theatre
09:45	50 min	WALKER, Mr John Henry (06/06/1969,M, NUD1711)		2150937	Repair of inguinal hernia, bilateral	Dis	THEATRE 4	2	[Update]
10:50	30 min	APRICOT, Mr Terrence Philip (24/07/1996,M, AAA3950)		2150321	Laparoscopic appendicectomy	Pre	THEATRE 4	3	[Update]
11:35	60 min	JONES, Ms Mary (14/06/1951,F, GVM5977)	!	2150951	PARTIAL GASTRECTOMY (ASSIST.)	Dis	THEATRE 4	4	[Update]

9.10 Theatre History Audit

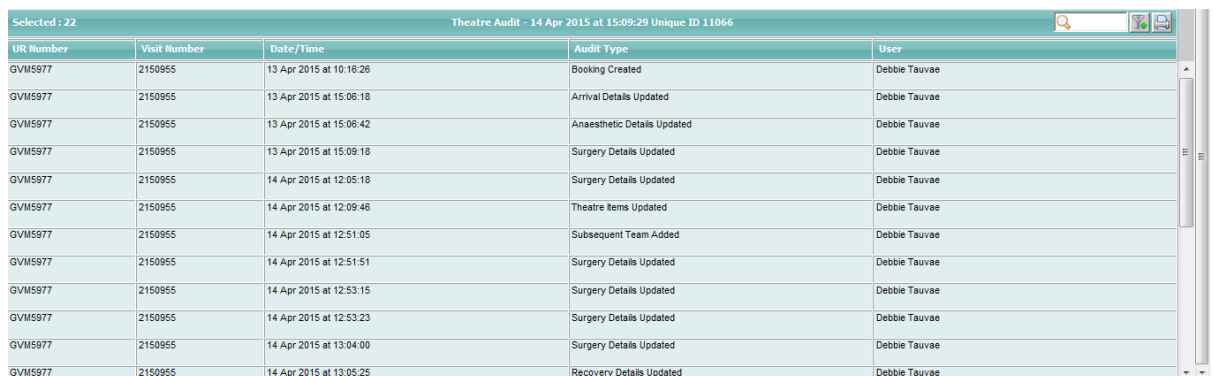
Various booking functions can be audited to track the user, date and time any changes were made to theatre bookings, including the creation of new theatre booking, updates to an existing theatre booking, cancelled bookings, bookings that have been transferred to another theatre session, if the case number has been updated, adjusted start times, merged bookings, if a theatre booking has had the NHI number changed and cancelled theatre bookings that have been reinstated.

Navigate to the Patient Theatre History Enquiry template for a patient and the following will display



Visit No.	Procedure	Operation Desc.	Surgeon	Implant	Expensive	Unique ID	Audit	Status
2150955	13 Apr 2015 at 09:00	Laparoscopic appendicectomy	ACUTTLE, Maurice (DR.)	YES	YES	11066		Recovery-Back
2150951	24 Mar 2015 at 08:00		Tauvae, Deborah (Prof.)	NO	NO	11054		
2150941	19 Mar 2015 at 08:00		Tauvae, Deborah (Prof.)	NO	NO	11052		Cancelled
2150951	17 Mar 2015 at 08:00		Tauvae, Deborah (Prof.)	NO	NO	11053		Cancelled
2150951	05 Mar 2015 at 08:00		Tauvae, Deborah (Prof.)	NO	NO	11055		

Click on the **Audit** icon for a particular **Unique ID** and the following will display. This view will list all changes to a theatre booking, the date, time and which user made the change.



UR Number	Visit Number	Date/Time	Audit Type	User
GVM5977	2150955	13 Apr 2015 at 10:16:26	Booking Created	Debbie Tauvae
GVM5977	2150955	13 Apr 2015 at 15:06:18	Arrival Details Updated	Debbie Tauvae
GVM5977	2150955	13 Apr 2015 at 15:06:42	Anaesthetic Details Updated	Debbie Tauvae
GVM5977	2150955	13 Apr 2015 at 15:09:18	Surgery Details Updated	Debbie Tauvae
GVM5977	2150955	14 Apr 2015 at 12:05:18	Surgery Details Updated	Debbie Tauvae
GVM5977	2150955	14 Apr 2015 at 12:09:46	Theatre Items Updated	Debbie Tauvae
GVM5977	2150955	14 Apr 2015 at 12:51:05	Subsequent Team Added	Debbie Tauvae
GVM5977	2150955	14 Apr 2015 at 12:51:51	Surgery Details Updated	Debbie Tauvae
GVM5977	2150955	14 Apr 2015 at 12:53:15	Surgery Details Updated	Debbie Tauvae
GVM5977	2150955	14 Apr 2015 at 12:53:23	Surgery Details Updated	Debbie Tauvae
GVM5977	2150955	14 Apr 2015 at 13:04:00	Surgery Details Updated	Debbie Tauvae
GVM5977	2150955	14 Apr 2015 at 13:05:25	Recovery Details Updated	Debbie Tauvae

10 Glossary

A

AdHoc Session

An AdHoc theatre session is an additional session that can be created to accommodate emergency or out-of-hours operations.

D

Document Types

Typical document types for a hospital include medical records (inpatients), outpatient records, emergency cards (ER patients), and X-rays.

DOSA

Day of Surgery Admission (DOSA) is a term used by the Health Department when collecting elective surgery data. The DOSA indicator measures the percentage of planned overnight elective surgery patients admitted on the day of their surgery. The DOSA rate is expressed as:

Number of planned overnight elective surgery admissions, where:

admission date = date the first surgery was performed

H

HCP

Health Care Provider (HCP) is a doctor, nurse, or other healthcare professional charged with the task of providing healthcare service to the patient.

Holding Bay

Area or room allocated in the operating suite to which patients are taken immediately prior to surgery.

I

ICD 10

International Coding of Diseases (ICD 10) codes are used to represent detailed diagnosis and procedure information for reporting to health departments. They are then reported to various agencies for use in statistical analysis.

M

Medical Record

The medical record contains all of the diagnosis and procedure information collected for a patient during each of their hospital visits. A medical record is created for all inpatients, some outpatients and some emergency patients.

T

Theatre Session

A Theatre session in the webPAS Theatre module refers to the time allocated for a particular type of surgery in a specified theatre.

U

NHI Number

The unit record number is used to identify a patient. The NHI applies to the patient, not the visit. The NHI will follow the patient through the Patient Administration system permanently.

V

Visit Number

A visit number is generated each time a patient comes to the hospital to identify the encounter.

11 Revision History

Date	Version	Description	Author
1 August 2007	9.09	First release of v9.09. Incorporating the changes made to Version9.08: Updated the Implant Maintenance screen to include Finish button.	Suzanne Shaw
31 December 2007		Added National Joint Registry. Added Clinical Outcomes.	Alison Shaw
31 July 2008	9.11	Added Pre-Operative Information screen accessible via Booking Contacts scheduled screen. Updated Entering MBS Items. Added Combined CMBS and Miscellaneous Charges within Theatre. Added Theatre Team Defaults.	Kara Thompson
6 November 2008	9.11	Updated template	Kara Thompson
6 March 2009	9.12	Added note on reordering of Theatre Cases. Updated Booking Register report information. Added Session Master List report information. Added Statistical Report table	Kara Thompson
4 April 2010	9.12	Updated template	Kara Thompson
7 September 2010	10	Updated to include v9.12 and v10.00 functionality. Added Day Procedure functionality. Added yellow banding indicator details. Additional screens in the Clinical Outcome section. Added Updating Implant Details. Added Deleting Implant Details. Added hospital level Theatre Views	Kara Thompson
12 August 2014	10	Updated template.	Kara Jaffe
10 March 2015	10	Currently being updated for NZ specific functionality – DRAFT	Jenny Murray
25 March 2015	10	Updated for NZ specific functionality	Jenny Murray
14 April 2015	10	Updated from KUT Training session	Debbie Tauvae
26 September 2016	10	Updated screen shots and icons	Juliet Iremonger
17 March 2017	10	Added Patient Booking Search functionality	Debbie Tauvae