

This Quick Reference Guide will explain how to:

Document a case record on SAA for anaesthesia cases that occur outside of Theatre and Day Procedure Unit

Definitions:

SAA – Surginet Anesthesia Application

Device – the anaesthesia machine and data monitors

Associate – linking a device to the computer to allow data to feed into the SAA record

Auto association – the device and computer are associated automatically

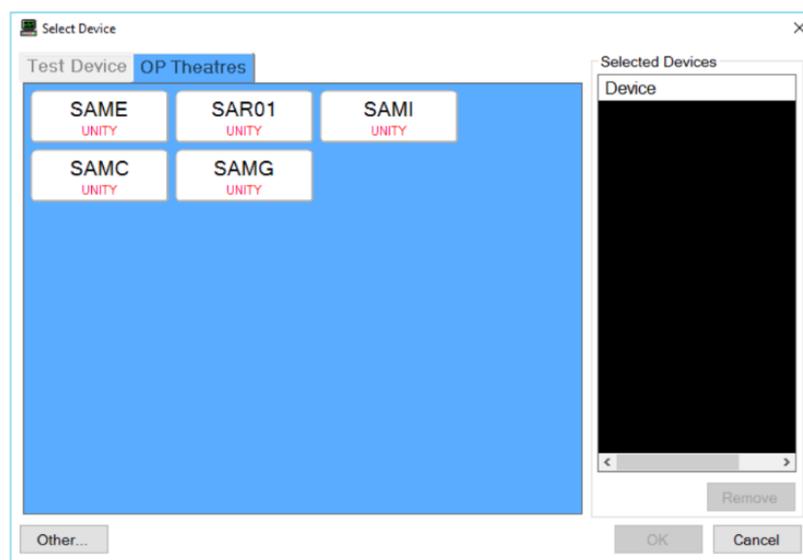
Manual association – the device and computer must be associated manually

Differences with documentation on SAA for Off The Floor Cases

In Theatre and Day Procedure Unit, the anaesthesia machine and data monitors are automatically associated to the computer mounted on the anaesthesia machine.

Monitoring data from the associated device will automatically populate into the SAA record once a macro has been started.

The “Select Device” screen will ONLY open when there is NOT auto association.



For Off The Floor anaesthesia cases, the following scenarios can occur:

- **Scenario 1:** Data ports have been installed into the location to allow connection to the anaesthesia machine. Manual association to the device needs to occur for data to populate into the SAA record. (FH & SH MRI, FH & SH Angiography Suites, SH Cath Lab).
- **Scenario 2:** Data ports have not been installed into the location and it is not possible to connect the anaesthesia machine. Monitoring data needs to be entered manually entered into SAA. (CT, FH Cath Lab)

Where the delivery of anaesthesia does not involve a computer mounted to an anaesthesia machine (e.g. in MRI, CT), it is recommended a dedicated laptop be used to document on SAA.

This QRG will address Scenario 1. For Scenario 2, please see the QRG “*Manually edit vital signs in SAA*”



Manual association

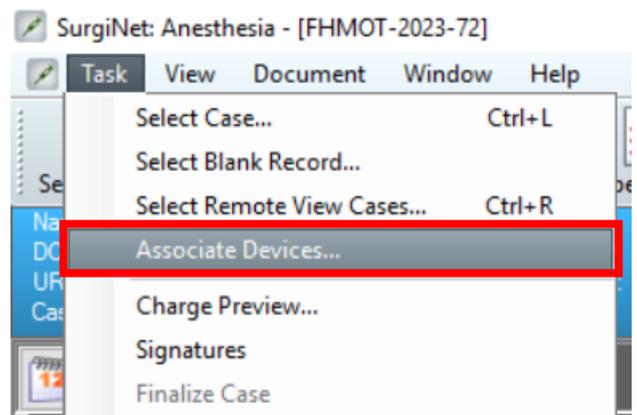
1. When the Select Device window displays, select the correct device and click "OK"

For FH MRI: Select FMRI01 (under FH ADUs tab)

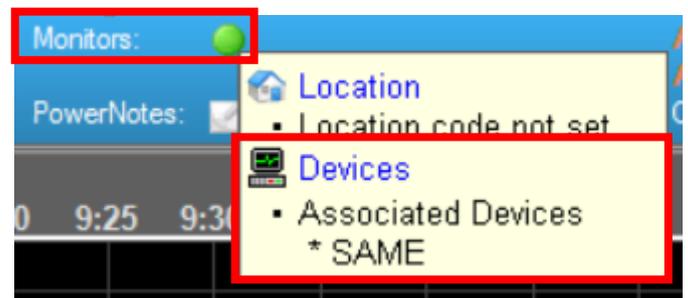
For SH MRI: Select SMRI01 (under SH MRI tab)



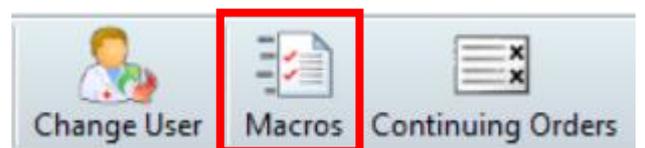
If this window does not display, you can manually associate a device by selecting "Task" in the menu bar then clicking "Associate Devices..."



2. You can confirm which device is associated by checking the banner bar and hovering the mouse over the green icon for "Monitors"



3. Ensure that a Macro has been started to begin documenting monitoring data into the record





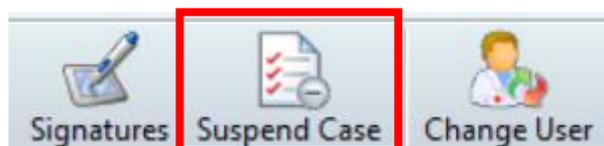
Transferring the patient to another location/device



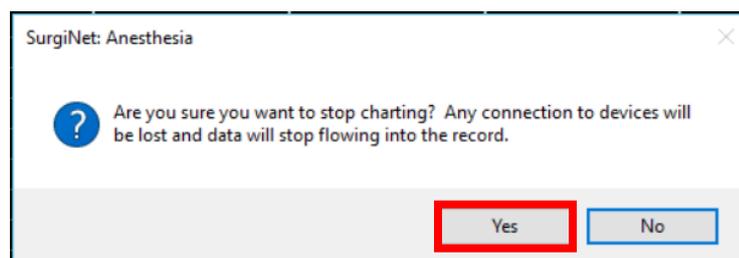
Handy Hint – Suspend Case to pause documentation

- At any point during the anaesthetic procedure, you can pause documentation on SAA using the “Suspend Case” function.
- This can be utilised in situations where there is change in location (e.g. transfers between peri-operative areas).
- The record can be reopened to recommence documentation.
- **In MRI, the case does not need to be suspended due to the short transfer time. New monitor can be added and previous monitor removed directly in the Associate Devices screen**

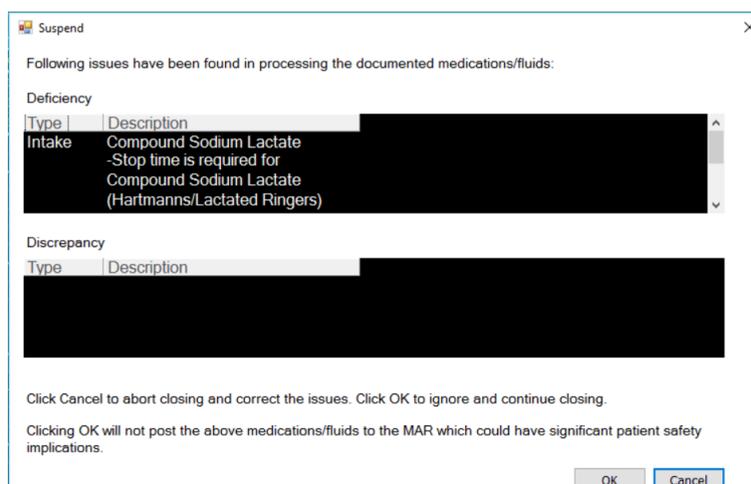
1. Select “Suspend Case” on the tool bar



2. Click “Yes” when the confirmation window displays. This will disassociate the current device and stop any further data input into the record.



3. If the patient has fluids/infusions active at the time of suspension, an alert window will display to notify of a deficiency in the documentation, e.g. indicating the fluids/infusions have not had a Stop Time entered. Click “OK” to ignore and complete the suspend function. Clicking “Cancel” will return the user to SAA to correct the issues.





4. Click "OK" to complete the suspend function and close the case. The record will remain in a suspend state until it is recommenced.

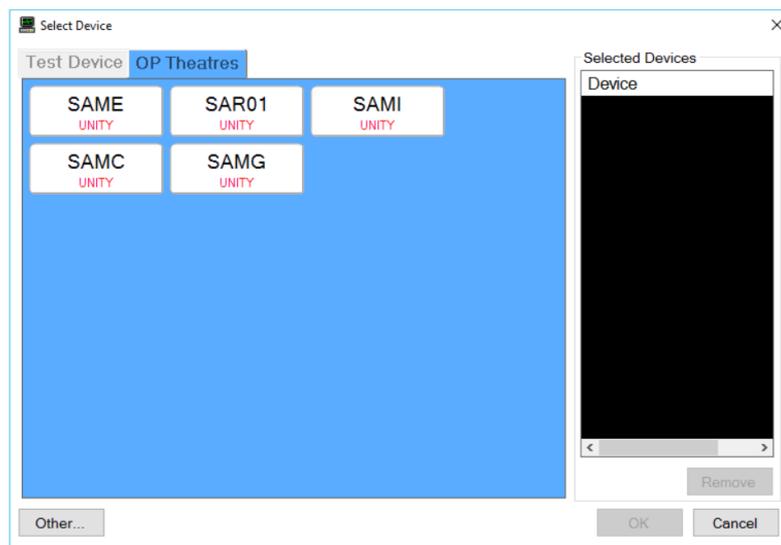


5. After transferring the patient and/or changing anaesthetic machines, recommence documentation by opening the case record. Select "Select Case" on the tool bar.

6. Select the correct case and click "OK". You will notice a tick in the Record Created column.

Cases	
Check ed In	Record Created
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>

7. After verifying the correct patient data, the Select Device window displays. Select the monitor for the new device and click "OK".



Important – When there is a change of device, it needs to be manually associated

- This may occur where induction and maintenance of anaesthesia may utilise multiple devices and anaesthetic machines (e.g. MRI)
- If the new device is not manually associated, monitoring data will not populate into the record.

8. After recommencing, any data between suspending and recommencing is not documented. You may document this manually if appropriate. Please see the QRG "Manually edit vital signs in SAA" for further instructions