Perioperative – Circulating (Scout) Nurse

Digital Health
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Quick Reference Guide

This Quick Reference Guide will explain how to:

Cancel a scheduled procedure on the Day of Surgery

Cancelling Perioperative procedures on the Day of Surgery

If it is identified that a procedure is no longer required or is not going ahead, it will need to be cancelled – but on the day of surgery there are different workflows depending on how far the patient has progressed on their journey.

Patients who fail to attend

1. Click on the Perioperative Tracking button in the Navigation Tool Bar (Ribbon bar)
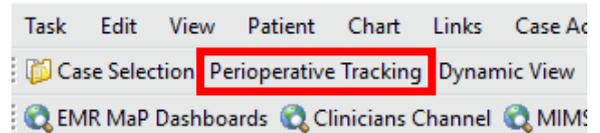
2. After locating your patient on the relevant board, double-click in the Shared Comments, and enter a reason for the cancelation for the Scheduling Teams.

Then double-click the patient status field to open Case Tracking Set Events.
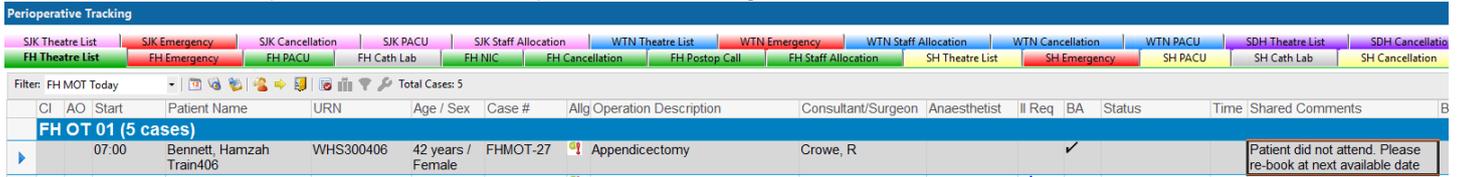
3. From the Case Actions tab, select Case Requires Cancelation, and click OK to save the status

4. The tracking board will update and be placed on the Cancellation board for action by Elective Bookings (Elective Cases)

5. If the case is an Emergency Surgery, the Periop NIC will also need to cancel the case from the Scheduling Appointment Book using the relevant bookshelf.

Right clicking on Patient, select Actions > cancel.
The case will then appear in red with strikethrough,
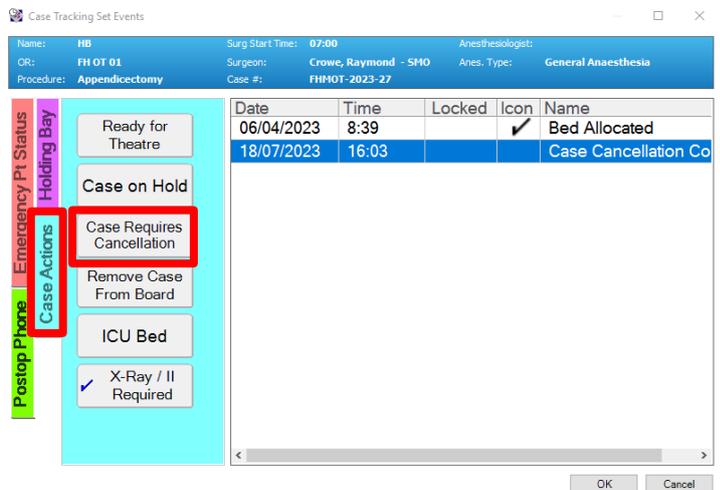
Patients who reach PreOp or Holding Bay

1. If the Preop Record has been started, complete the record and finalize.

2 If Perioperative Document is showing a previously finalized record, from the toolbar, select Document > Document Type > Case Cancelled Record

3. Complete all mandatory fields of the Case Cancelled Record:
- Cancelation Location
- Cancellation Reason
- Cancellation Date and Time
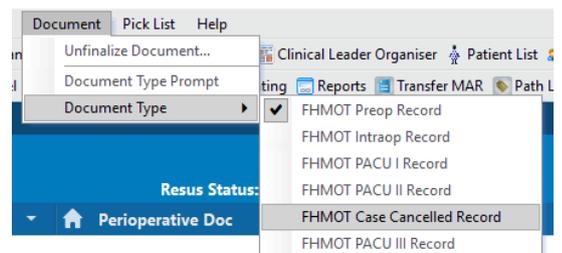
Additional details can be added to the Comments section for completeness of the record. Click the green flag icon to finalize the record
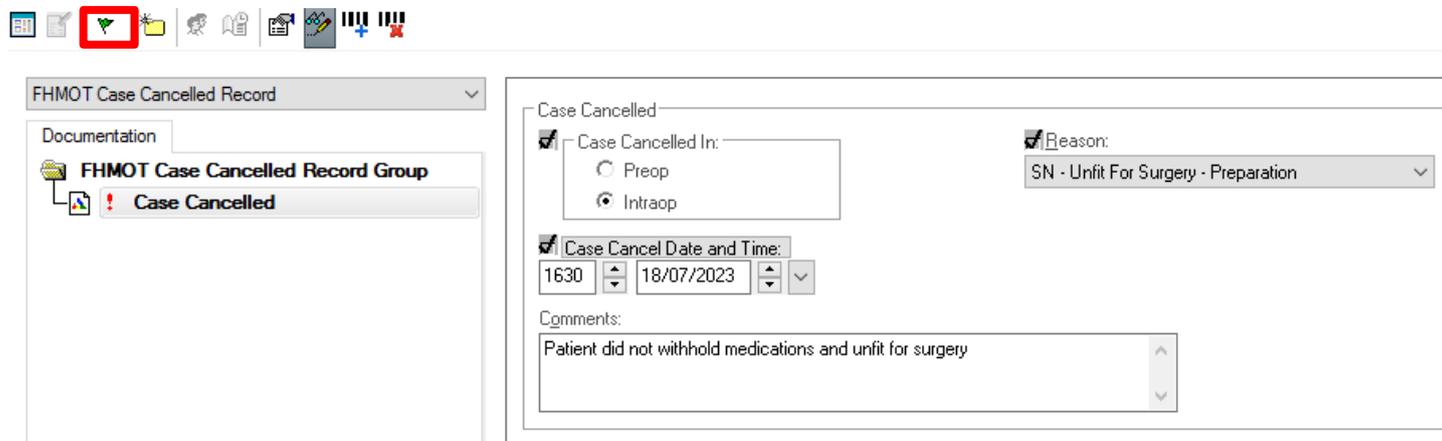
4. The tracking board will update and be placed on the Cancellation board for action by Elective Bookings (Elective Cases)

Patients who reach the Anaesthetic Bay

1. If the Intraop Record has been opened but the patient is not yet in the Operating Theatre or Procedure Room, then the Intraop Record should be terminated.

With the Intraop Record open, from the toolbar, select Document > Terminate
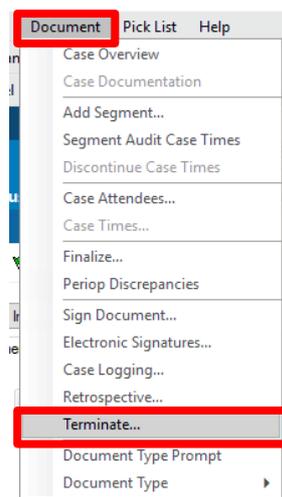
3. Select an appropriate termination reason, and click OK

4. Complete the Case Cancelled Record to cancel the case.

5. The tracking board will update and be placed on the Cancellation board for action by Elective Bookings (Elective Cases)
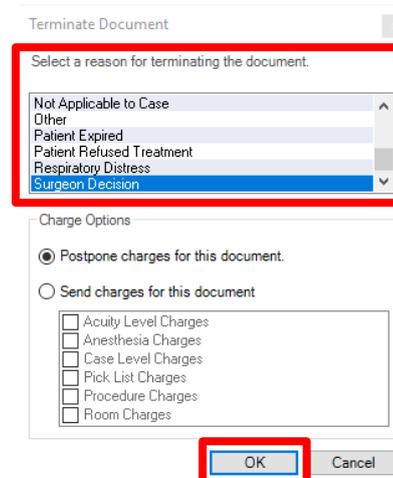
Patients who reach the Operating Room

1. If the patient has progressed to the Operating Theatre, then the Intraop Record should be completed with as much information as possible.

Most mandatory segments that were non-applicable can still be discontinued. Right-click the segment and select Discontinue

2. in the Discontinue menu, select the cancellation reason and click OK
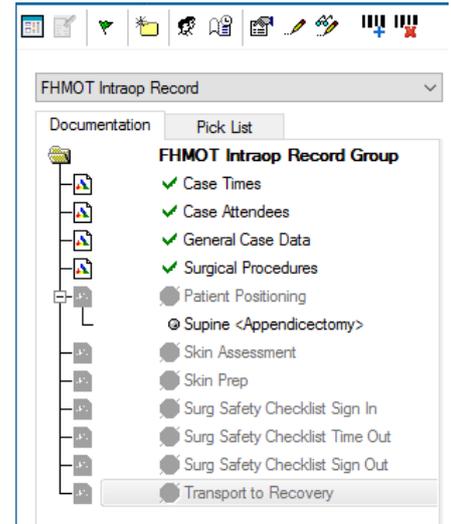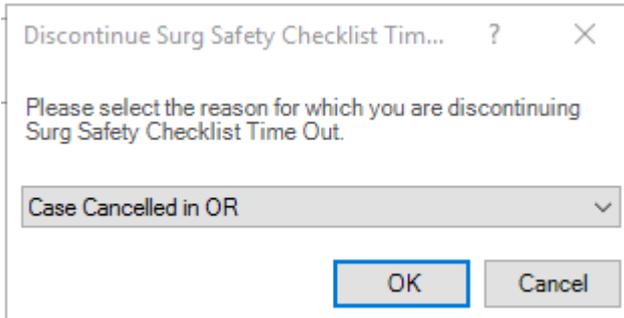
3. Click the green flag to finalise the record

5. Complete the Case Cancelled Record to cancel the case

6. The tracking board will update and be placed on the Cancellation board for action by Elective Bookings (Elective Cases)