Perioperative Scheduling
Direct Schedule Procedure

Digital Health
CONNECTING BEST CARE

**Digital Health
Quick Reference Guide**

This Quick Reference Guide will explain how to:

Direct Schedule a Perioperative Procedure, including Emergency Surgery, Cath Lab, and Anaesthesia procedures including NORA and Interventional Radiology (IR).

Definitions:

NORA – Non-operating room anaesthesia

Anaesthesia Procedure – a non-surgical procedure requiring only an Anaesthetist (+/- Anaesthetic Nurse), that may occur outside of theatre

Emergency Procedure – a surgical procedure requiring a theatre or procedure room booking for a critical patient not suitable for the elective process

SchdApptBook – Scheduling Appointment Book, the application used for EMR scheduling

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! Important – Differences of Appointment Types

- Surgery – Anaesthesia can be scheduled to off-the-floor locations (NORA), including Wards, PACU, & ICU.
- Anaesthesia and Cath Lab procedures do not require tracking board updates
- All Emergency Surgery procedures will display on the Emergency Tracking Board, and do require updating the empty fields of the Emergency Tracking Board

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## When to Direct Schedule a procedure

Some cases, such as a Code Green or a Cath Lab STEMI, do not have time for a request for surgery to be placed.
In these instances, the **Nurse In Charge** will complete a direct-schedule to place the patient on the Emergency Board and to commence documentation.
Other areas such as Cath Lab will be responsible for scheduling their own cases and will follow this process.

Direct Scheduling Procedures

1. Log into SchdApptBook, and select the Appointment tab

2. Search for the Appointment Type for the procedure:
   - Surgery – Anaesthesia Surgery
   - Surgery – Cath Lab
   - Surgery – Emergency

Type "surg" to open a short-cut to the Appointment Type beginning with "Surgery" and select the required type. Click OK
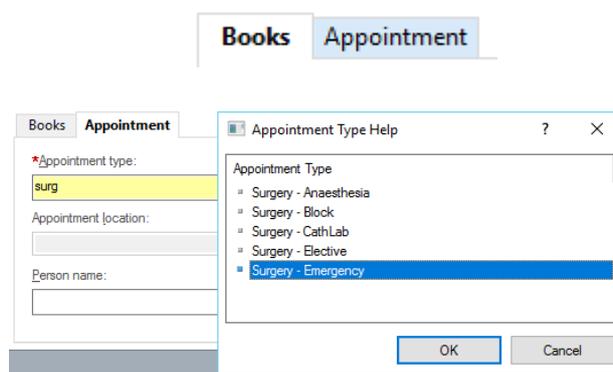
3. Complete all the mandatory fields:

This includes:
- Appointment Location (IR & NORA included)
- Person Name
- Surgical Consultant
- Emergency Category
- Admission Type : select Inpatient

With all fields populated, click Move

4. The **Appointment Attributes** window opens to search and add the procedure to the order.

An Asterix (*) can be used as part of a wildcard search to find the most relevant procedure quicker.

5. Double click the procedure to add the procedure to the list of **Orders** for the patient.

Once added, the selected procedure order details display on the right-pane.

6. The patient details now show on the Appointment Tab, and in the Work In Progress (WIP) section. You can either click the room from the WIP and drag it into the slot, or click into the theatre and select Schedule.
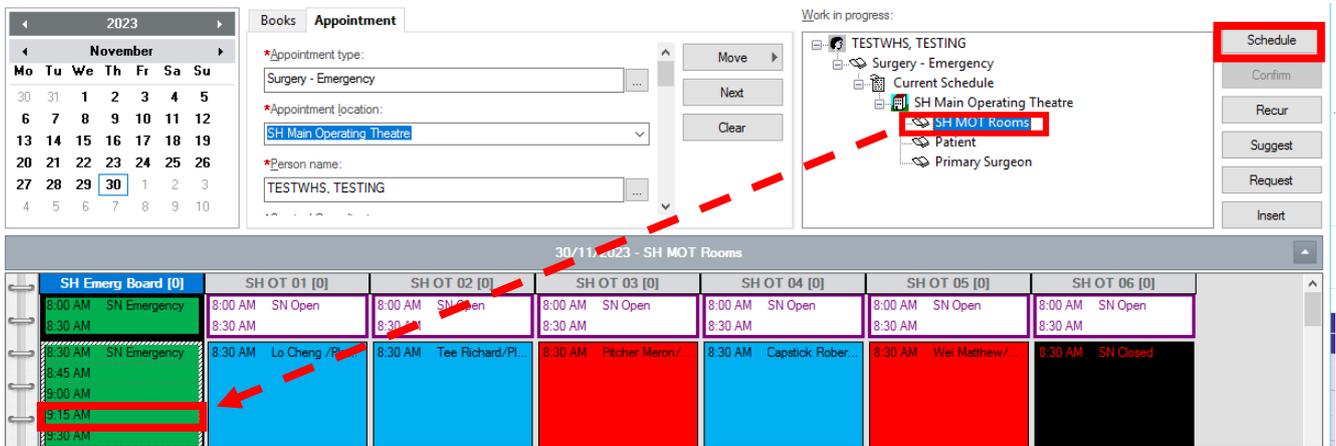
7. The Schedule - Surgery - Emergency screen Displays, check the correct slot and time are set Click OK
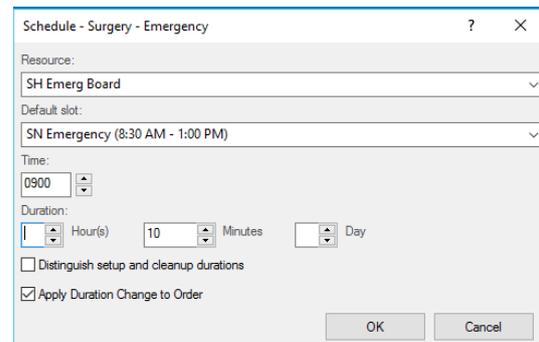
8. The WIP displays the small red books as closed, indicating there are no conflicts.
Click Confirm to complete the scheduling

9. The confirmation screen will display – this is the final opportunity to cancel and amend any details.

If all details shown are correct, click OK – this finalizes the procedure booking and the case will now show on the bookshelf.

Case Selection

✓ Check In... Associate Encounter Change Add-On Status Sign Document... | Print ▾ Preview ▾ | 🔲 Location (SH Main Operating Theatre)...

Select By:
- ● Date
- ○ Person
- ○ Case Number
- ○ Provider
- ○ MRN

Criteria:

* From Date: 27/11/2023   * To Date: 30/11/2023   [Retrieve]

Checked In	Status	MRN	Person Name	Surgery Date	Surgery Time	Primary Procedure	Procedure Free Text
☐		9999999	TESTWHS, TESTING	30/11/2023	09:00	Hemicolectomy (Right)	Right Hemicolectomy
☐		9999999	TESTWHS, TESTING	27/11/2023	16:00	Debridement and washout (Arm)	Dog Bite Repair Left Arm
☐		2001605	Testwhs, Upgrade2018Pone	27/11/2023	08:30	Debridement and washout (Hand)	Debridement & washout Dog Bite Left Hand

> **!** **Important – Always complete any required Modifiers (Side or Site) in the booking**
>
> - It is only possible to add one modifier for Side or Site. For these cases it is preferable to add the **Site**.
> - However, **BOTH** must be included in the Surgeon Procedure Description.