# Perioperative Scheduling Direct Schedule Procedure



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

# 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

# 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**

- 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

Books	Appointment	Appointment Type Help	?	×
*Appointment type: surg		Appointment Type		
Appointment location:		= Surgery - Block = Surgery - CathLab		
<u>P</u> erson name:		Surgery - Emergency     Surgery - Emergency		
L		ОК	Cano	el

Appointment

Books



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.

TESTWHS, TESTING Hemicolectomy	Primary Surgeon:     Croxford, Matthew - SMD     Primary Procedure:     Yes
	Anaesthesia lype:
	Specialty:
	Procedure Duration:
Search Existing Orders Privileges AOS Require	O Historical Average
Hemicolectomy	O Recent Average 0
Hemicolectomy	Default     50
Hemigastrectomy with vagotomy	O Override 0
Hemithyroidectomy	Scheduled based on Default
Hepatic lobectomy Hepatic portoenterostomy	Surgeon Procedure Description:

Details Orders Move Criteria Resource List Guidelines Pref Cards Appointment Eligibility



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The patient details now show on the Appointment Tab, and in the Work In Progress (WIP) section. You can either 6. click the room from the WIP and drag it into the slot, or click into the theatre and select Schedule.

•	November     Appointment type:     Move						Schedule		
Mo	Tu ₩e Th Fr Sa S	Surgery - Emergen	Surgery - Emergency			in the surgery - Emergency	Confirm		
30	31 1 2 3 4 9 7 8 9 10 11 1	5 *Appointment locat	*Appointment location:			🖃 🗐 SH Main Operating	Recur		
13	14 15 16 17 18 1	9 SH Main Operating	Theatre	~	Clear	Patient		Suggest	
20	21 22 23 24 25 2	erson name:	*Person name: Primary Surgeon						
27	<b>28 29 30</b> 1 2	3 TESTWHS, TEST	ING					Request	
4	5 6 7 8 3 1	· · · · ·		· · · · ·				Insert	
	30/11/-023 - SH MOT Rooms								
<b>_</b>	SH Emerg Board [0]	SH OT 01 [0]	SH OT 02 [0]	SH OT 03 [0]	SH OT 04 [0]	SH OT 05 [0]	SH OT 06 [0]	^	
-	8:00 AM SN Emergency 8:30 AM	8:00 AM SN Open 8:30 AM	8:00 AM SN Open 8:30 M	8:00 AM SN Open 8:30 AM					
] ] ]	8:30 AM SN Emergency 8:45 AM 9:00 AM 9:15 AM 9:30 AM	8:30 AM Lo Cheng /R	8.30 AM Tee Richard/Pl	8:30 AM Pitcher Meron/	8:30 AM Capstick Ro	ober 8:30 AM Wei Matthew/	8.30 AM SN Closed		

7. The Schedule - Surgery - Emergency screen Displays, check the correct slot and time are set Click OK

:	Schedule - Surgery - Emergency	?	×		
F	Resource:				
ſ	SH Emerg Board		~		
í.	Default slot:				
[	SN Emergency (8:30 AM - 1:00 PM)		~		
1	lime:				
[	0900				
ſ	Duration:				
	Hour(s) 10 Minutes Day				
[	Distinguish setup and cleanup durations				
E	Apply Duration Change to Order				
	ок	Cancel			
	Work in progress:				
		Schedul	e		
	ia-◆ Surgery - Emergency ia-1∰ Current Schedule	Confirm	Confirm		
		Recur			
	Primary Surgeon	Sugges	t		
		Reques	t		
		Insert			
Summary General H	Resource View Guidelines Notification Conversation Summaries Itineraries	Locks Eli	igibility	Booking Notes	
TESTWHS, Allergies: Allergies	TESTING Med Rec Nbr: 9999999			^	
30/11/2023 - 9:00 AM	л 10 Minutes Surgery - Emergency SH Main Operating The	eatre SH	Emerg E	Joard	
Surgical Case Num SHMOT-2023-1112	ber:				
Orders: Hemicolectomy (Prir	nary)				
The information cont This information is in	ained herein is confidential information and subject to the physician/patient, r tended only for the use of the recipient. If the reader of this message is not th	patient confide intended rec	entiality or cipient, yo	other privileges. ou are hereby	
	Opt	tions	Print	Print ABN	
			OK	Canad	
			UK	Lancer	

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.

Summary



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Case Selection								
🖌 Check In Associate Encounter Change Add-On Status Sign Document   Print 🝷 Preview 👻 🙀 Location (SH Main Operating Theatre)								
Select By:       Criteria: <ul> <li>Date</li> <li>Person</li> <li>Case Number</li> <li>From Date: 27/11/2023</li> <li>To Date: 30/11/2023</li> <li>Retrieve</li> </ul> Provider       MRN								
Checked In	Status	MRN	Person Name	Surgery Date	Surgery Time	Primary Procedure	Procedure Free Text	
		99999999	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.

4