



This Quick Reference Guide will explain the workflow for:

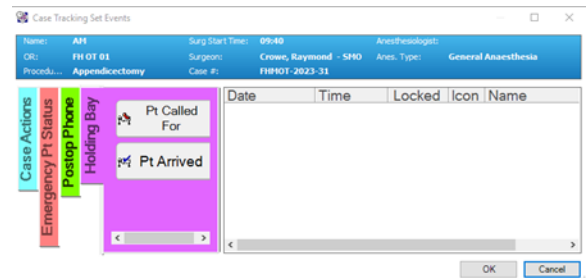
Anaesthetic Nurse in Theatre / DPU / Radiology (IR)

Workflows for when the Anaesthetic Nurse is required to complete patient Check-In:

- Areas without **Holding Bay** or no **Holding Bay** Nurse available.
- **Radiology (IR) procedures** with Anaesthetist & Anaesthetic Nurse +/- Surgical Team
- **NORA off the Floor procedures** with Anaesthetist & Anaesthetic Nurse +/- Surgical Team
- Collecting **ICU patients** from ICU with Anaesthetist for surgical procedures in the Operating Theatre

1. Locate patient from **Perioperative Tracking Board** (via Navigational Tool Bar), using **Theatre List** for relevant site with filter set to patient's **Procedure Location**.

2. If required (not required for DPU's), Set patient status as **'Pt Called For'** by double clicking in the patient status column, opening **Case Tracking Set Events**. Click OK to set.



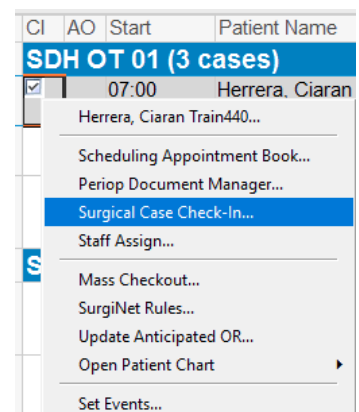
Set patient Status as **'Pt Arrived'** when patient arrives.

FH OT 01 (5 cases)									
<input checked="" type="checkbox"/>	07:00	Bennett, Hamzah Train406	WHS300406	42 years / Female	FHMOT-27	Appendectomy	Crowe, R	<input checked="" type="checkbox"/>	Pt Called For

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<input checked="" type="checkbox"/>	07:00	Bennett, Hamzah Train406	WHS300406	42 years / Female	FHMOT-27	Appendectomy	Crowe, R	<input checked="" type="checkbox"/>	Pt Arrived

3. Checking-In patient > from **Tracking Board**, right click in patient CI column.

- Select **Surgical Case Check-In**,
- Click **Checked In** box for correct patient, select the **Summary** tab.
- Check patient details, click **OK**.
- **Encounter Selection** box opens, select correct inpatient encounter,
- Click OK & close **Case Check-In** box. **Refresh screen**.



- case **Checked In**, indicated by ✓ in **CI** column



4. Check the consent form (paper).

Check & co-sign Passport to Surgery.

Passport to Surgery		
Confirmation of Patient	Identity ...	Identity ...
Consent	Yes	Yes
Site Marked	Yes	Yes
Allergies & Alerts Checked	Yes	Yes
Red allergy band present		
Fasting Status		Yes
Fasting Food		01/01/20...
Fasting Fluid		01/01/20...
Bloods Reviewed		
ECG available		
Is Pt high risk pressure injury		No
Anti-embolic stockings in place		N/A
Recent Obs Documented Incl Ht & Wt		Yes
Bowel Prep		N/A
Patient has removed Nail polish, Makeup		Yes
Pt has removed Contact Lens & Tampons		
Jewellery taped or removed		Yes
Bladder emptied		Yes
Dentures / Bridges		
Any Crowns/Caps/Loose teeth		No
Pacemaker		No
Cataract implants, prosthesis		No
Is the pt pregnant		
Patient Belongings		Ward, Ot...
Spectacles and hearing aids		
Nurse Completing Check	Nurse 1, ...	Nurse, W...
Comments		

5. Complete **Handover Communication** with Ward Nurse located in **Passport to Surgery Segment iView**.

6. Review the Medication Administration Record (MAR), if any infusions currently running and the intent is to restart the infusion postoperatively, refer to **QRG Infusions – Pausing an Infusion**.

7. **MAR** intraoperatively – any medications due during the operative procedure, will be documented by the Anaesthetist in the Anaesthetic Record SAA. The Anaesthetic Nurse to chart in the MAR via the MAW for medication dose scheduled during the procedure, **'Chart Not Done'** selecting **'Given in Theatre'**, add comment **'Given by Anaesthetist via Anaes Record'**.

8. **Fluid Balance** – Intraoperatively all administration of medication and fluids including blood products, will be documented by the Anaesthetist using Anaesthetic Record SAA, populating the fluid balance once Anaesthetic Record finalised



Important – When Checking – In a surgical encounter, it's imperative the surgical encounter is associated to the correct inpatient encounter. Once done it cannot be undone & requires a full cancellation +/- rescheduling of the procedure.

- **Inpatient** encounter **will not** have a **discharge date**
- Note the Arrive Date

Encounter Selection			
FIN NBR	Enc Type	Disch Date	Arrive Date
WHIP3000445	Inpatient		05/04/2023 - 9:00 AM
WHOP3000445	Outpatient	03/04/2023 - 11:59 PM	03/04/2023 - 9:00 AM