

Perioperative – Holding Bay Nurse

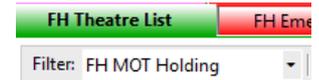


This Quick Reference Guide will explain how to:

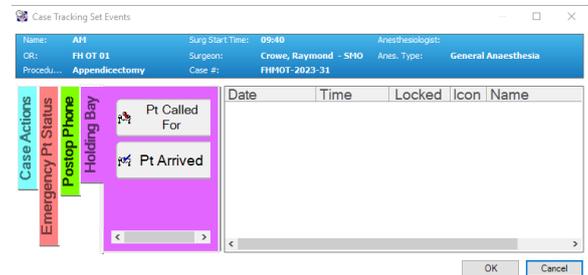
Holding Bay Nurse in Main Operating Theatre (MOT)

1. Select patient from **Perioperative Tracking Board** (via Navigational Tool Bar), using **Theatre List** from relevant site with **MOT Holding Bay** filter.

Ward located from **Holding Bay Tracking Board**, is called requesting patient to be brought to Theatre.



2. Set patient Status as '**Pt Called For**' by double clicking the in patient status column, opening **Case Tracking Set Events**. Click **OK** to set.



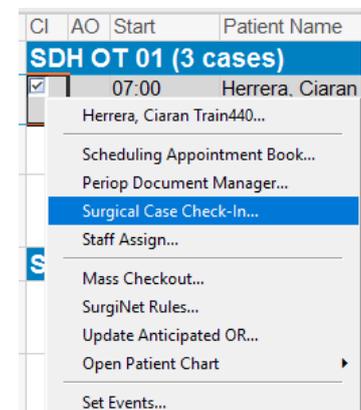
Set patient **Status** as '**Pt Arrived**' when patient arrives.

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

3. When patient arrives
 - o If patient from **DPU**, patient will be checked in as indicated by in CI column by DPU Ward Clerk.
 - o If patient from the **Ward**, the Holding Bay Nurse or equivalent, will need to check in the patient to the surgical encounter, to enable any documentation in **Patient Record**.

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

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



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



5. 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 | | | |

6. Complete **Handover Communication** with Ward Nurse located in **Passport to Surgery** segment in **iView**.



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 |



Handy Hint – The Holding Bay Tracking Board status will indicate when DPU patient is admitted, ready for theatre and can be called for.

| FH OT 01 (5 cases) | | | | | | | | | | |
|-------------------------------------|-------|-----------------------------|-----------|----------------------|----------|----------------|----------|-------------------------------------|-------------------|-------|
| <input checked="" type="checkbox"/> | 07:00 | Bennett, Hamzah Train406 | WHS300406 | 42 years / Female | FHMOT-27 | Appendicectomy | Crowe, R | <input checked="" type="checkbox"/> | Ready for Theatre | 15:09 |