Perioperative - Tracking Board

This Quick Reference Guide:

Provides essential instructions on how to effectively use the Tracking Boards in the Cerner Millennium system

Definitions:

Perioperative Tracking Board – This is how Theatre Lists are viewed in Powerchart, replacing the Printed iPM Theatre List, displaying all scheduled and Emergency procedures at each WH Operating / Procedure Room.

Accessing the Perioperative Tracking Board

➢ **From the Navigation Toolbar:**
   a) **Periop Area**: Click on the Perioperative Tracking
   b) **Ward Area:** Click on the down arrow select the Perioperative Tracking board to open (View Only)

a.

b.
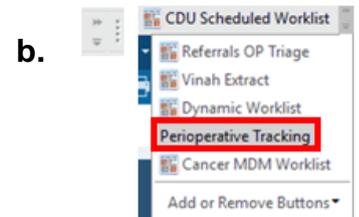
Key Features of the Perioperative Tracking Board:

1. Each sites Tracking Boards are indicated by coloured tabs.

   o **Green**: Footscray Theatre & DPU
   o **Yellow**: Sunshine Theatre & DPU
   o **Pink**: Joan Kirner
   o **Blue**: Williamstown
   o **Purple**: Sunbury
   o **Red**: respective Emergency Lists
   o **Grey**: respective Cath Labs

2. **Filter** dropdown box, gives access to Theatre / Procedures Lists for different **Locations** at each site for today and future days.

   Locations include:
   o DPU
   o NORA (ED / ICU / Ward / PACU)
   o IR (Interventional Radiology)
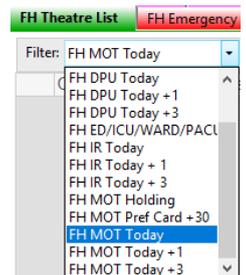
3. The Tracking Board acts as a communication board showing where the patient is in their patient journey.

4. Once completed the Passport to surgery populates to the Tracking Board.

5. A tick in the **CI** column indicates the patient has

been "**Checked In**" & associated to their surgical encounter.

- This is done by **Periop** either by the Admission Clerk in DPU / Cath Lab, for Theatre / Procedure Room by the Holding Bay Nurse / Anaesthetic / Circulating or Nurse IC.

6. A blue symbol in the **AO** column indicates the case is an Add On

Procedure scheduled from the Emergency List.

7. The **Case #** (also called Financial Number FIN) is an internal

Number assigned by the system for the patient's surgical encounter. This number is displayed on the Family Tracking Boards to identify the patient to their carers / family.

8. The **Shared Comments** feature allows free text to be entered into

the box, allowing information / comments to be shared instantly. Double Click in the box to type, text saves automatically.

9. Other features:

  i. **Patient Status**: There are multiple statuses that can be set

manually or automatically to inform where the patient is in their Perioperative journey.

  ii. **Set Events** are **Case Actions,** set by the Nurse IC.

- II Req (II required for procedure, indicated by tick)
- BA (Bed Allocated indicated by tick)
- ICU Bed (Pt from or for ICU Postop - Pt name has blue background)
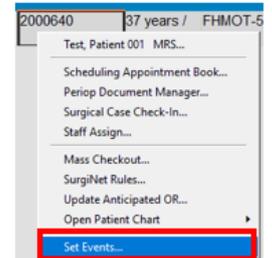- Case on Hold
- Case Requires Cancellation

10. To open **Case Tracking Set Events**

- Right Click along Patient row

- Click **Set Events** to open.

- This displays events for Holding Bay, Case Actions, Emergency Pt Status and Postop Phone Call.

NB. From this you can also navigate to and perform other tasks –

  - Surgical Case Check-In

  - Update Anticipated OR

  - Open Patient Chart

11. Tracking Board icons: Icons that give you the ability perform tasks.

Hover over icon to view icon function, then click to perform task.

Tasks are:

- Update Anticipated OR

- Set Events

- Open Patient Chart

- Surgical Case Check-In

- Scheduling Appointment Book
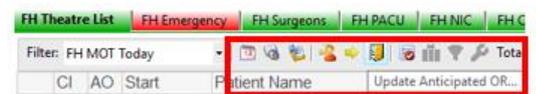
⓵ **Important – Ward Staff tracking Board is View Only**

💡 **Handy Hint**

To open a patient's chart from a tracking board:

Double click on the blue triangle at the start of the patient's row.

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Unable to locate the Emergency case ordered by the Surgical Team on the tracking boards?

The case will only appear on the tracking boards once it has been scheduled.

Check with the Theatre IC to see if this has occurred, it may still be in the **Surgical Emergency Request List.**