Anaesthesia - Charting observations On SAA when the record is started after case commencement

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Quick Reference Guide

This Quick Reference Guide will explain how to:

Chart observations retrospectively when the anaesthesia record on SAA has been opened and started **after** anaesthesia has commenced.

Definitions:

SAA – Surginet Anaesthesia Application

Device – the anaesthesia machine and data monitors

Associate – linking a device to the computer to allow data to feed into the SAA record

After opening an anaesthesia record on SAA, monitoring data will prepopulate into the record once:

- A device is associated (this occurs automatically when using SAA on a computer mounted to an anaesthesia machine)
- A macro is executed

If this does not occur, please see the QRG "*Perioperative – Anaesthesia – No Monitoring Data Appearing in SAA Record*" to troubleshoot prospective monitoring data appearing in the record.
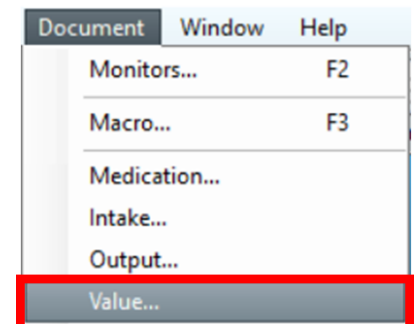
This QRG will cover charting observations that occurred *prior* to creating the record (i.e. retrospective documentation). This must be entered <u>manually</u>.

1. Access the "Maintain Monitors Value" window by selecting "Document" then "Value…"

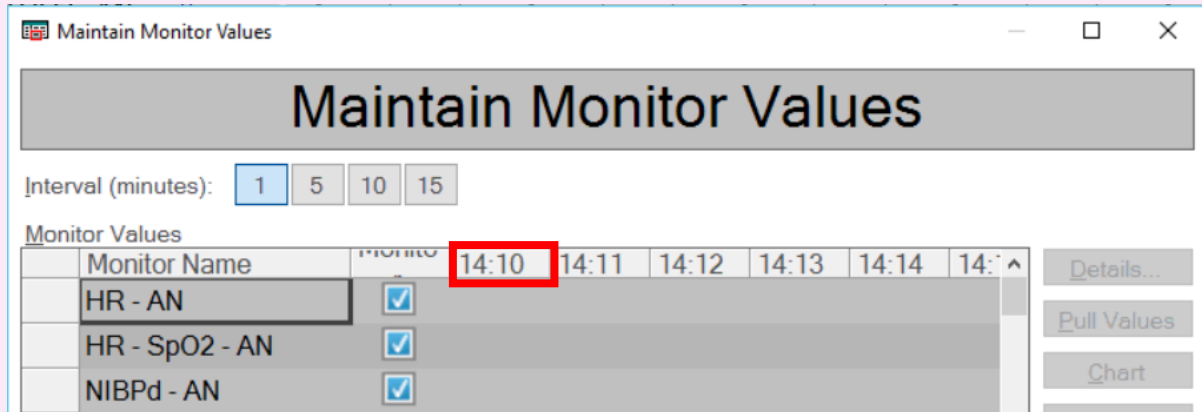   This will bring up a table of values for the monitoring data:

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> **!** **Important – When opening the "Maintain Monitor Values" window, the first time that appears is the time that the anaesthesia record is first created**
>
> - You will not be able to use the "Pull Values" function for observations prior to this time as this can only occur *after* device association (when the record was opened).

2. In order to have an earlier time appear in the "Maintain Monitor Values" table, click on the paper icon in the bottom left corner of the screen. This will bring up the Documentation window.
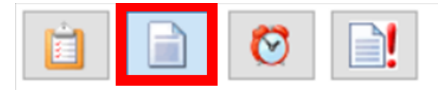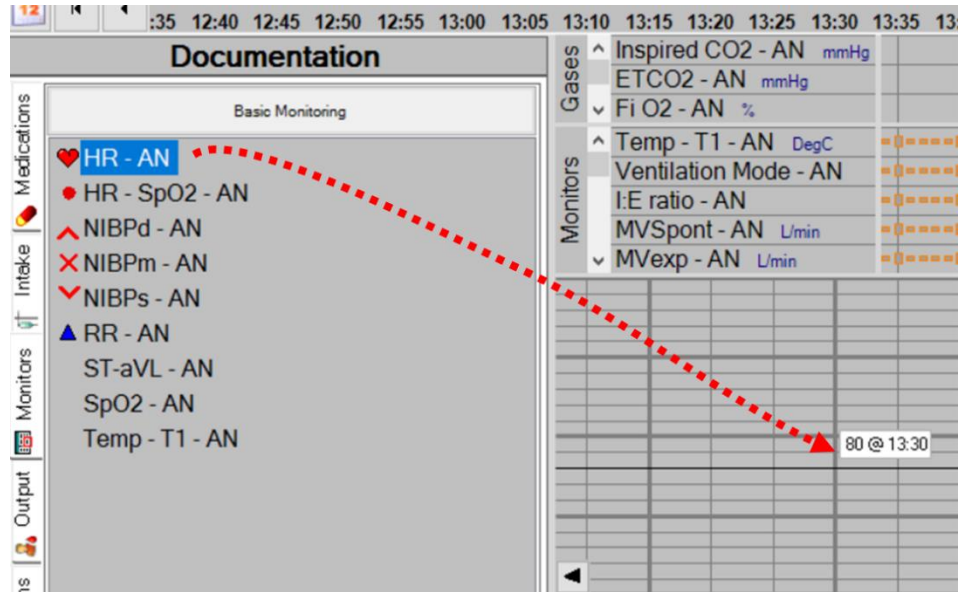

3. Select the "Monitors" tab to bring up a list of Basic Monitoring parameters:
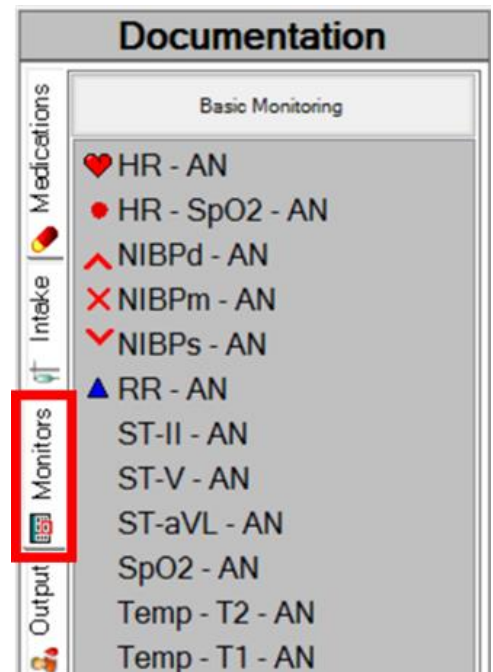
4. Select a vital sign and drag this across to the time you wish to commence documenting your observations.

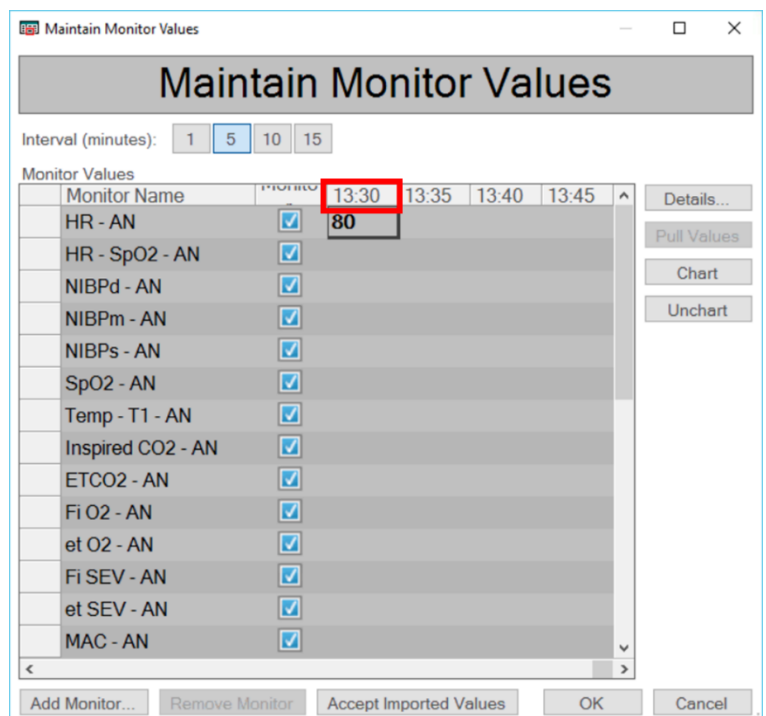Note that the value of the vital sign can later be edited.

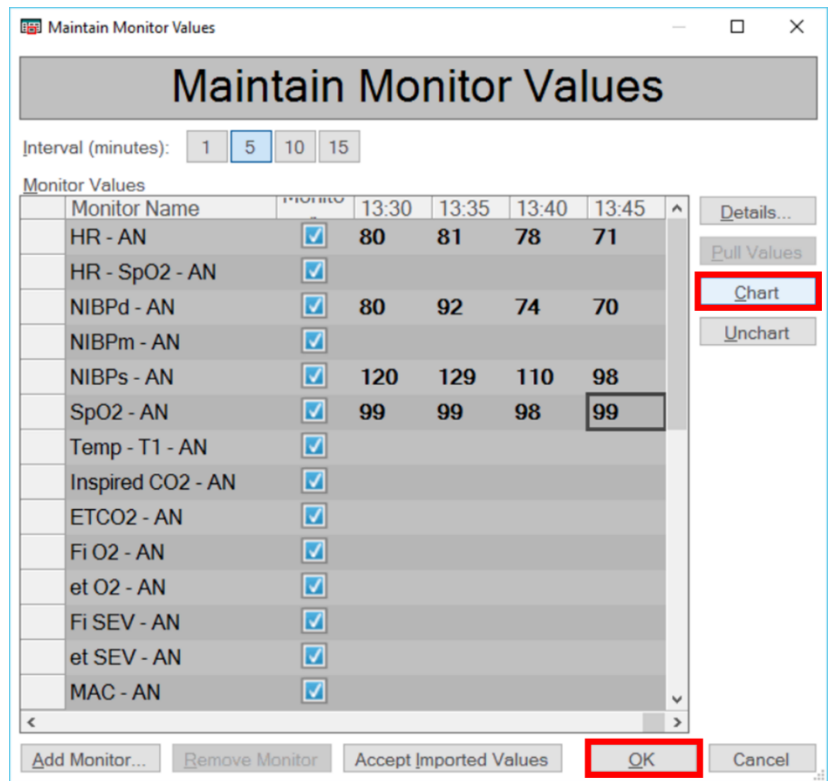5. Reopen the "Maintain Monitors Value" window by selecting "Document" then "Value…"
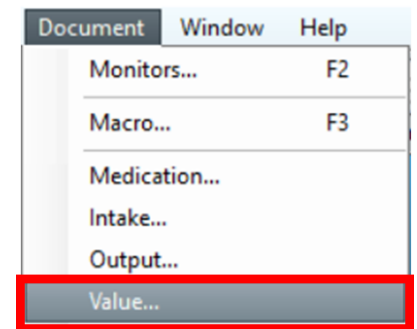
6. The vital sign entered in step 4 should appear with an earlier start time in the table.

Manually enter relevant data points by selecting the desired cell and entering numerical data.

7. Select "Chart" once the desired values have been entered, followed by "OK" to return to the record.

Maintain Monitor Values

Interval (minutes): 1 | 5 | 10 | 15

Monitor Values

Monitor Name	Monito	13:30	13:35	13:40	13:45	
HR - AN	☑	80	81	78	71	
HR - SpO2 - AN	☑					
NIBPd - AN	☑	80	92	74	70	
NIBPm - AN	☑					
NIBPs - AN	☑	120	129	110	98	
SpO2 - AN	☑	99	99	98	99	
Temp - T1 - AN	☑					
Inspired CO2 - AN	☑					
ETCO2 - AN	☑					
Fi O2 - AN	☑					
et O2 - AN	☑					
Fi SEV - AN	☑					
et SEV - AN	☑					
MAC - AN	☑					

Details...
Pull Values
Chart
Unchart

Add Monitor... | Remove Monitor | Accept Imported Values | **OK** | Cancel

8. The manually charted values should appear on the record.

For further instructions on editing vital signs please see the QRG "*Perioperative – Anaesthesia – Manually Edit Vital Signs in SAA*"

13:30 13:35 13:40 13:45