

Anaesthesia - Unable to finalise record on SAA



This Quick Reference Guide will explain how to:

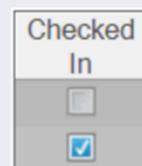
Troubleshoot why a record on SAA cannot be finalised.

Definitions:

SAA – Surginet Anaesthesia Application

Checked in – Linking a scheduled surgical case to a patient's inpatient encounter.

This step is performed by the holding bay or anaesthetic nurse. On SAA, the patient's checked in status can be found on the left column of the "Select Case" window:



MAR – Medical Administration Record, viewed on Powerchart

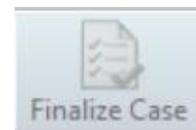
Reasons the record cannot be finalised

There are multiple reasons why a record cannot be finalised. This QRG will troubleshoot two common issues:

- The record was opened on SAA *before* the patient was checked in (the "Finalize Case" button will appear greyed out)
- Outstanding deficiencies have not been resolved
 - The most common deficiency is a drug or fluid administered *before* the Supervisor (i.e. Consultant) start time

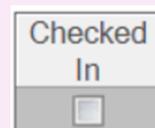
a) The record was opened on SAA before the patient was checked in

If the record was opened on SAA *before* the patient was checked in, the "Finalize Case" button will appear greyed out.

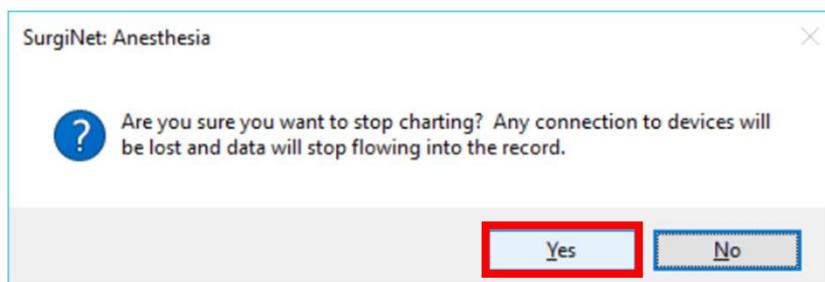


Important – Do not open a record on SAA if the patient has not been checked in

- If the "Checked In" column is not ticked in Case Select window, please ask the Holding Bay nurse, Anaesthetic nurse or Theatre Nurse in Charge to complete this step *prior* to opening the record
- If the record is opened without the patient being checked in, the case will not link to the patient's inpatient encounter. This may result in the intraoperative medications on SAA not linking to the correct encounter.



- Exit the record and select "Yes" to stop charting.

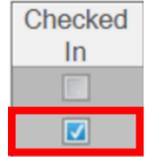




2. Click “Select Case” to re-enter the patient record.



3. Select the record to open. Only open the record if the patient has been checked in.



4. The “Finalize Case” button should no longer be greyed out and the record can now be finalised.



b) Outstanding deficiencies have not been resolved

1. To view outstanding deficiencies on the record, select the “Deficiencies” icon on the bottom left corner



2. The outstanding deficiencies will display.

If the deficiency is a Medication type with the Description “No supervisor for this admin”, this drug has been administered before the Supervisor (i.e. Consultant) start time. If the administration time is incorrect, select the edit icon to modify administration details or remove administration.

Deficiencies		
Type	Description	Edit
Medication	propOFol - 08/12/2023 11:22: -No supervisor for this admin.	

3. Select the Personnel button to add or edit the Supervisor start time. Ensure the start time occurs *before* any drug of fluid administration.



4. Click the “Refresh” button to update the Deficiencies window. If no further deficiencies are listed, the record can now be finalised.



Important – For every case, a Consultant must be added as “Supervisor” under Activity Type

- If there is no “Supervisor” listed on the record, the record cannot be finalised
- This can be added/modified under Personnel
- The ANZCA Level of Supervision can be documented in the action:

