

DIGISTAT[®] Smart Scheduler

DIGISTAT[®] Version 5.1



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2 Digistat "Smart Scheduler"

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For general and detailed information about the DIGISTAT[®] environment and the instruction for use of the Control Bar software see the document "DIG CBR IU 0007 ENG V01 - Digistat Control Bar User Manual". The knowledge of this document is necessary for a correct and safe use of the Digistat Smart Scheduler software.

2.1 Introduction

The DIGISTAT[®] "Smart Scheduler" system is a tool for documenting the scheduling of interventions in the operating room both at surgical block and individual room level.

Using "Smart Scheduler", it is possible to record every significant detail concerning the patient and the operation, manage room staff, plan time schedules, spaces and operating resources.

The information gathered is for documentation use. The "Smart Scheduler" system is not intended for the replacement or alteration of the management and control practices usually implemented in the structure where it is used.

We also recommend that you keep accurate paper records of every activity performed, making reference to it when necessary.

2.2 Operation state

The "Operation State" concept characterizes work inside the whole "Smart Scheduler" system, so it is necessary to explain it before looking at the different pages and procedures.

The term "Operation state" means the "stage" of the "path" that every surgical operation has to go through from the initial meeting with the patient until completion of the operation.

The Smart Scheduler system envisages three different operation states.

- Foreseen The operation is "foreseen" when the decision has been made to operate on a specific patient. Therefore the procedure for the operation in question is opened.
- Requested The operation is usually "requested" when all the bureaucratic or medical requirements in relation to the operation in question have been met. In practical terms, to facilitate the inclusion of emergency operations, an operation can be "requested" by simply indicating the type of operation and its planned duration (see paragraph 7.2).

• Scheduled – The operation is "scheduled" when it has been included in the general schedule of operations. A surgical block, room, date and time are usually assigned in "scheduled" state. It is possible, in order to quickly schedule emergency operations, to "plan" an operation lacking the above characteristics (either all or some of them). These operations are known as "reserves" and are described in paragraph 8.5.5.

The Smart Scheduler-OranJ combined system envisages six different "operation states". The three states described above are followed by the "Ready" state (the patient has undergone the surgical block check-in), by the "In progress" state (the operation is in progress) and by the "Completed" state (the patient is out of the operating room). The last three states, while shown on Smart Scheduler, are managed by the DIGISTAT® OranJ (Operating Room and Anesthesia Journal) system.

It is also possible, according to the needs and the procedures in use, to activate on "OranJ" an ulterior state making the "Completed" operations impossible to edit. The data of these operations are "Read-only" data. These operations are characterized by a dark grey colur when displayed both in "OranJ" and in "Smart Scheduler".

2.3 Lock/Unlock operation

This chapter explains the principles and the goals of the operation lock/unlock functionalities.

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The lock/unlock operation procedure is available on different screens. The specific lock/unlock procedures will be explained in this manual contextually with the specific screen.

The operation planning can be locked to increase the reliability and the accuracy of the plan.

When an operation is locked none of the values regarding the operation planning can be edited unless the user has adequate explicit permissions.

When an operation is locked the following data cannot be edited:

- patient name;
- main operation and secondary operations;
- infections and transmissible diseases;
- surgical times;
- date and time;
- room.

There are three possible lock/unlock levels. Each hospital decides - by configuration - how many lock/unlock levels (none, one, two, three) to use.

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The different levels can be used to create different user types, characterized by specific lock/unlock permissions.

An operation locked by a certain kind of user can be this way unlocked only by users having the explicit permission to do that. The hospital procedures are this way fixed in a way that increases their reliability.

Three specific icons appearing in the appropriate contexts identify the lock levels:



- First level lock.

Second level lock.

🛄 - Third level lock.

Only certain "lock actions" are enabled for the logged user, depending on the context and his/her permission level.

Fig 1, for instance, shows a situation in which, after a level 1 lock (Fig 1 \mathbf{A}), the following options are enabled:

lock level 2;

lock level 3;

unlock level 1 (Fig 1 **B**).

The other options are disabled.



Fig 1 - Lock/Unlock operation options

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Only the operations scheduled for either the current day or the future days can be locked/unlocked. The operations scheduled for a past day and not done yet cannot be locked/unlocked.

3 System structure

The DIGISTAT[®] "Smart Scheduler" system is formed of different modules:

These are:

- **Operation list** makes it possible to search an operation/patient among those recorded by the system. This module is described in paragraph 4.
- **Schedule** makes it possible to actually schedule the operations and to display the rooms schedule and availability. This module is described in paragraph 8.
- **Calendar** provides a global view of the rooms availability in time. This module is described in paragraph 8.6.
- **Staff Management** makes it possible to manage the operating staff. This module is described in paragraph 9.
- **Resources** makes it possible to schedule resources for interventions. This module is described in paragraph 9.

4 Operation list

To access the "Operation List" module

L Click the corresponding icon -- on the lateral bar. \triangleright

The following screen will open (Fig 2)



Fig 2 - Operation list

The screen is formed by four main areas:

- 1) The search filters The area indicated in Fig 2 A contains the search fields that can be used to filter the list of operations. This area is described in paragraph 4.1.1.
- 2) The results area The area indicated in Fig 2 B displays the search results after the search is performed. This area is described in paragraph 4.2. Each result refers to one of the operations recorded in the system.
- 3) The command bar The command bar (Fig 2 C) contains a series of buttons making it possible to perform specific procedures. See paragraph 4.3 for a description of these procedures.
- 4) Pre-defined searches The buttons indicated in Fig 2 D can be used to launch pre-defined searches that were previously recorded by the user. This functionality is described in paragraph 4.1.3.

Each result on this screen refers to an operation record containing all the detailed operation data (patient, date, requirements etc...).

Last parto		Tireb -	ma maric		Eirzh Viz	it Date	, ,	- To	1.1	
Dationt Code		rifscha			Labort Vis		/ /			
Patient Code						a Date	/ /			
Temporary IL	, <u> </u>				Operatio		/ /	• 10		•
Reservation	Code				_	Status Sc	cheduled			-
Operation					F	Reserve	oth			-
Admission Co	de					Priority				-
н.u.					• Eme	rgency				
Block		▼ Ro	m		 Confir 	med by	Surgeon	Anesthesio	ogist Progr	am Ber
Requirements		▼ St.	atus All		-	Bo	oth	▼ Both	💌 Both	
1er OP					My ope	rations 🔲			CLEAR	SEARCH
	Pro Jour 1	Non utilizzate	1	cddassd	1					$ \longrightarrow $
State	Last name	First name		1er OP	Hospital Unit reg.	Operation	n First visit	Missing requirement	s Room	Priority
Urgency	Operation			Planned duration	Hospitalization Unit	Suggeste	Last visit	Requirements		
Scheduled	a statistical sector	Mario			AMB	1000			BH05 - 17	
	ABLATION MATERIEL IM	PLANTE CARPE (GAUCHE) (78.64)		60	AMB					
Scheduled		MARIO		a service service	CPR	10.00	1000		BH05 - 8	
Calculated a	RECONSTRUCTION GREE	FFE PEAU (86.6)		60	CPR	100.00		CPC	DUOT C	
scheduled (DEDICTION OF MEDTER	MARIO T OSTEOSIAITHESE CALCANELIA (CALICH	E) (70.27)	120	TRA	100.000			BH05 - 3	
Scheduled	REDUCTION ODVERTE E	MARION	L)(/9.3/)	120	OTP	10000	a containt	HO Darco med surgi	HO - HO 1	
501000000	EXOSTOSECTOMIE POUR	R H V (GAUCHE) (77.53)		30	OTP	10000		CPC		
Scheduled 🤇		MARION		A REPORT AND A	OTP	1000	a second	HO Sortie avec can	HO - HO 1	
	PLASTIE LCP/LCA, ALLO	GREFFE (DROITE)		120	OTP	1000		CPC		
Scheduled 🤇		Mario			CHT	1000	1.11.11.11	Transfert SC	BH05 - 10	9
	CORRECTION THORAX E	EN ENTONNOIR (34.74)		150	CHT	1000		CPC		
Scheduled (CORRECTION CHIRLING	MARION		60	CHP	100	a second	Concernation (1971	HEL - E1	0
	CORRECTION CHIRDRA	ICALE OREILLES DECOLLEES (18:3)		80	0.0		_	Convocation HEL		
-										

4.1 How to search for an operation

Fig 3 – Operation search

To search for an operation

- Insert the available operation data in the search field (In Fig 3 A we are searching for an operation in "Scheduled" state with "Mario" as patient's name).
- Click the **Search** button indicated in Fig 3 **B**.

The list of operations corresponding to the specified values will appear (Fig 3 C).

If the results are more than a given number specified by configuration (more than 200 in the configuration we are describing) a specific pop-up message asks for a further specification of the search parameters.

4.1.1 Search parameters

The following parameters can be entered in the search fields.

- Patient name
- Patient surname

- Patient code
- Temporary ID.

This value is a temporary code which can be assigned to the patient who is not present in the hospital database, when it is necessary to create an operation-entry immediately (see paragraph 4.3.1.1 for the detailed procedure).

- Reservation code.
- Operation.

Specifies the type of operation to be scheduled.

A configuration parameter defines the way this field is specified. It can be either through a textual field in which the name of the operation is typed, or through a popup search tool.

In this case the $\boxed{}$ button appears near the field. Click it to open a window making it possible to search and select the operation from a pre-defined list (Fig 4).

	A	OPERATIONS	
1	appl	Profiles CHP	Sea
	Show	also not current operation	
(Description 	
		APPENDICECTOMIE (47.0)	
		APPENDICECTOMIE LAPAROSCOPIE (47.01)	
		APPENDICECTOMIE LAPAROSCOPIQUE EN PASSANT (47.11)	
		APPENDICECTOMIE LAPAROTOMIE (47.09)	
		APPENDICECTOMIE LAPAROTOMIE EN PASSANT (47.19)	
		APPENDICOSTOMIE (47.91)	
		DRAINAGE ABCES APPENDICULAIRE SANS APPENDICECTOMIE (47.2)	
		EXCISION APPENDICE PREAURICULAIRE (18.29)	
		EXTENSION APPROFONDISSEMENT SILLON BUCCOLABIAL (24.91)	
		FERMETURE FISTULE APPENDICULAIRE (47.92)	
U		INVERSION APPENDICULAIRE (47.99)	

Fig 4 - Operation selection

To use this window

- ▶ insert the operation name (or part of it), in the field indicated in Fig 4 A.
- Click the **Search** button indicated in Fig 4 **B**.
- ➤ The list of operations whose names contain the inserted characters will appear (Fig 4 C).
- Select the wanted operation/s.

The name of the operation/s will appear in the "Operation" field. Multiple selection is possible. The result of a search performed with multiple entries in the "Operation" field returns the list of operation records corresponding to any one of the operations specified.

• Admission code.

• H.U.

Specifies the hospital unit of the wanted operation.

The \square button placed near the field (Fig 5 A) opens a drop down menu listing all the possible hospital units.



Click the box/es placed near the name of the relevant hospital unit/s (Fig 5 B).

The box will be selected.

The names of the selected units will appear in the field (Fig 5 C).

• Block

Specifies the block of the wanted operation. Multiple specification is here as well available.

• Room

Specifies the room scheduled for the operation. Multiple specification is here as well available.

• Requirements.

This field enables to display the list of the operations for which information on the operation requirements are available (a requirement may be a document, a medical examination, a certain type of test, etc. - see paragraph 7.3 for a detailed explanation of the possible requirements).

The "Status" field placed nearby enables to specify whether the requirements for the operation are either missing, or obtained, or not obtained, or there is no information available on the operation requirements.

• First Operator

Specifies the name of the first operator associated to the wanted operation

• First visit date

It is here possible to specify two dates indicating the time span within which the search is performed.

• Latest visit date

It is here possible to specify two dates indicating the time span within which the search is performed.

• Operation date

It is here possible to specify two dates indicating the time span within which the search is performed.

• Status

Specifies the state of the operation you are searching for.

• Reserve

This field specifies whether the operation for the patient you are searching for is a reserve and, if so, the type of reserve (see paragraph 8.5.5 for details on the concept of reserve). "Both" means that you are searching among both "reserves" and "non-reserves".

• Priority.

Specifies the type of priority assigned to the wanted operation. The "Priority" and "Emergency" fields are mutually exclusive, i.e. if one is selected the other one is disabled.

• Emergency

Specifies the emergency level assigned to the wanted operation. The "Priority" and "Emergency" fields are mutually exclusive, i.e. if one is selected the other one is disabled.

• Confirmed by Surgeon/Anesthesiologist/Program manager.

Specifies whether or not the wanted operation has been confirmed by those specified. Choose "Both" to search among all confirmed and unconfirmed operations.

• My operations

Choose this box to limit the search to the operations scheduled by the user connected at that time and inserted in a personal list (See paragraph 7.2.19 for a description of this option).

In fields flanked by the arrow click the arrow to enter the value. This opens a window containing different options to choose from. See, for example, Fig 6 related to the "Status" field.

All	
All	▲
Foreseen	
Requested	
Scheduled	
Ready	-
Fig 6 – State selec	tion window

To choose the preferred option, simply click it. The clicked item will appear in the "Status" field.

4.1.2 Date specification

A dedicated tool is available every time the date must be specified.

To open that tool

> Click the button placed near the "date" field.

A calendar-window will open (Fig 7)



The month is specified on top. The numbers correspond to the days.

To insert a date

click the number corresponding to the wanted day.

The date will be automatically inserted in the field.

Current day is circled (red - 26th of May in Fig 7).

Use the arrows indicated in Fig 7 A to select another month. Left arrow displays the previous month, right arrow displays the following month.

Use the **Today** button to select to the current day again.

Use the **Clear** button to close the window without selecting a date.

4.1.3 Pre-defined searches

The bar that divides the upper and lower parts of the page Fig 8 is made up of buttons that can be configured to perform pre-defined searches.



To create a pre-defined search

- > Enter the search parameters required.
- > Move with the mouse to the button you wish to use for the search (Fig 8 A).
- \triangleright Right click.

The following window will open.

Save the filter and keep it available for current user	geste	Last visit.
Clear all users		
Clear current user		
Rename		•
nenalite		
	Clear all users Clear current user Rename	Clear all users Clear current user Rename

Fig 9 – Setting a pre-defined search

Click the first or second option (Fig 9 A).

The "Save the filter and keep it available for all users" option saves the pre-defined search so that it can be seen by all Smart Scheduler users.

The "Save the filter and keep it available for current user" option saves the pre-defined search so that it can be seen only by the user who created it.

The following window will appear (Fig 10).





- \blacktriangleright Enter the name you wish to assign to the pre-defined search (Fig 10 A).
- Click the **Ok** button.

The name assigned to the search will appear on the chosen button (Fig 11).



Fig 11 – Search button

From now on, when that button (**User 1** in the example) is clicked, the search parameters saved will be automatically set.

To eliminate the type of search created, simply click either the "clear all users" options (if the button is visible to all users) or the "clear current user" option (if the button is only visible to the current user - Fig 9 **B**).

To change the name of a stored search, simply click "Rename" (Fig 9 B).

4.2 Search results

The results of the search are shown in the lower part of the page Fig 12).

State	Last name	First name	1er OP	Hospital Unit r	Operation	First visit	Missing requirements	Room	Priority
Urgency	Operation		Planned duration	Hospitalization	Suggeste	Last visit	Requirements		
Scheduled		in the second		AMB				BH05 - 17	
	ABLATION MATERIEL IMPLANT	TE CARPE (GAUCHE) (78.64)	60	AMB					
Complete	0	100.00	A DECEMBER OF	TRA	Internet State	1000	Convocation BH 05;Con.	. BH05 - 7	
	AMO PERONE (GAUCHE) (78.6	7)	60	TRA	Sector	-			
Complete	0		And the second second	OTR	100.000	1000		BH05 - 7	Inconnue
	73120.0 REDUCT.OUVERTE ET	OSTEOS.DU PER.DIST.	120	OTR		10.000			
Complete	0	100.00	August States	CHV	1000	1000		BH05 - 14	
Niveau I	LAPAROSCOPIE EXPLORATRIC	IE	75	CHV		1000			
Complete	0	The second se	ing a first state of the	CHV - Suter		1.00	Consentement;CPC;EC	BH05 - 11	
	RESECTION WEDGE METASTA	SE -PERIKYSTECTOMIE - ENUCLEATION FOIE (5	60	CHV - Suter					
Complete	0	illustra in the second s	A DECEMBER OF STREET, ST.	ORL	design and	1000		BH05 - 18	Inconnue
	Révision de tympanoplastie, se	econd look (Oreille moyenne)	180	ORL		1000			
In progr	0	10x11		CHUV	1000			BH05 - 10	
	MYOTOMIE MS (DROITE) (83.1	19)	90						
Complete	0		and the second second second	OTP	1.000	1000		HO - HO 1	
	REPARATION ARTHROSCOPIC	QUE ISOLEE LESION LCP (DROITE) (81.45)	90	OTP	1000	1000	HO Attelle genou		
Complete	0	100.00	Constraints and	CHT	1.000	1000	CPC;Transfert SMIA	BH05 - 10	
	CURE ANEVRISME AORTE ABD	OMINALE (39.51)	180	CHT		distant.			
Complete	0	100.00	the second second	CCV	In the second	1000	Transfert SMIA	BH05 - 5	6
	AUTRES PONTAGES CORONAI	RES MULTIPLES EN CEC	200	CCV	General				
Complete	0	100.00	the strategies of a	CHV	And State			BH05 - 1	Inconnue
	GANGLION SENTINELLE		30	CHV	Contract	1000			
Complete	0		ALC: NOT THE OWNER.	CHV	ALC: NOT	of the last		BH05 - 6	Normale
	27210.0 EXCISION DE GANGLI	ION LYMPHATIQUE AXILLAIRE	120	CHV		- Second			
Complete	0	100.00	10.000 (c).000	CPR	And a second		Convocation CCA	BH05 - 23	
	Correction de cicatrice retracti	le ou de bride cicatricielle	60	CPR					
Scheduled	•	100.00		CPR	the second	1000		BH05 - 8	
	RECONSTRUCTION GREFFE PE	EAU (86.6)	60	CPR	100.000		CPC		
Complete	0	100.00		URO	A CONTRACTOR OF	1.000		BH07 - U	
Niveau I	URETERO-PYELOGRAPHIE RET	ROGRADE UPR (GAUCHE) (87.74)	30	URO					
Complete	0	100.00		. TRA	Bellevine	in the second		BH05 - 7	
	REDUCTION FERMEE ET OSTE	OSYNTHESE DIAPHYSE FEM (GAUCHE) (79.15)	90	TRA	Management				

Fig 12 – Search results

In this example, the search has been carried out specifying the patient name ("Mario"). The result is the list of all the operations for patients whose name is "Mario" (or contains these sequence of letters).

Every result is arranged on two lines. The two heading lines provide the key to reading the results, indicating the information available in the list (Fig 12 **A**, Fig 13).

State		Last name	First name	1er OP	Hospital Unit r	Operation	First visit	Missing requirements	Room	Priority
Urgency		Operation		Planned duration	Hospitalization	Suggeste	Last visit	Requirements		
Fig 13 – Results structure										

The information contained in every result, starting from the box in the top left corner of Fig 13, comprises:

- The operation state.
- The patient's last name and name.
- The name of the operating surgeon
- The hospital unit which requested the operation.
- The operation date.
- The first visit date.
- Any missing requirements (see paragraph 4.2.1 for details on this item).
- The scheduled room.
- Any priority assigned to the operation.
- Any degree of urgency specified.
- The type of operation.
- The scheduled duration of the operation.
- The hospitalization unit.
- The suggested date for the operation.
- The last visit date
- Any necessary requirements (see paragraph 4.2.1 for details on this item).

The results can be sorted based on the criteria specified inside the box by simply clicking the box. If, for example, you click the "Last name" box, it will appear like this (Fig 14).



In this case the search results will be arranged by last name in alphabetical order (from A to Z).

If you click the same box again, it will appear like this (Fig 15).



In this case the search results will be arranged, again, by last name in alphabetical order but from Z to A.

Every box on the bar shown in Fig 13 can be clicked to display the results in the preferred order.

Click the **1** icon present on every row (Fig 16),



to open a window containing the main data relating to the operation (Fig 17).



Fig 17 – "Operation data" window

Click the **Select** button in the window (Fig 17 **B**) to access the "Operation Record" relating to the operation (Fig 49, paragraph 5).

The window disappears automatically as soon as the mouse is moved; click the "thumbtack" in the top right corner of the window (Fig 17 A) to fix the window to the screen.

The • icon possibly appearing before the patient's name means that the operation was planned for a day in the past but still is not executed.

The three icons is and is possibly placed before the patient's name indicate that the operation is locked at the level indicated by the icon itself. See paragraph 2.3 for an explanation of the "lock/unlock operation" functionalities in the Smart Scheduler system.

4.2.1 Missing requirements and necessary requirements

A "requirement" may be any document necessary to the progress of the operation procedure (e.g., the result of a medical examination or a patient consent form).



The "Missing requirements" box (Fig 18 A) indicates the documents that have to be obtained while the operation is in its current state and the documents which should have been obtained while the operation was in a previous state. The items indicated in this area are the product of procedures which have not yet been completed.

The "Requirements" box (Fig 18 **B**) indicates correctly obtained documents, documents which have not been obtained because the procurement procedure has failed (these are not classed as "missing"

because the procurement procedure has been completed, but has had a negative outcome) and documents which must be obtained in a state subsequent to that currently held.

The information related to the missing requirements and the requirements needed for the operation can appear highlighted in different colors.

The color, if present, provides information on the group of requirements requested. This information will be presented in more detail on the subsequent "Operation Record" page (Fig 119, see paragraph 7.3).

The colors have the following meanings.

If the area is highlighted red (Fig 19), at least one of the requirements is missing because the procurement procedure has failed (e.g. failed exam or consent denied).

Foreseen 🕚) Test	Patient	AMB	18/02/2008	130	Unknown		
	Ablation de pontaç	ge (Axillo femoral)	AMB	18/ TP, PTT; ECG; F	55			
Fig 19 - Patient requirements color code -1								

If the area is highlighted orange (Fig 20), one of the missing requirements should have been obtained in the previous state (i.e., the operation procedure has progressed even though one of the requirements should have been satisfied earlier).

Complete	0			CHT	23/01/2008 18/0	Transfert SMIA; CPC	300	Unknown
	OPERATION POUR T	UMEUR DE PANCOAST EN THORACO	BH05 - 10	CHT	24/01/2008 18/01/2008			
		$\mathbf{F}_{i\alpha} 20 = \mathbf{D}$	Dationt no.	aniromonto	alan anda 2			

Fig 20 – Patient requirements color code -2

If the area is highlighted green (Fig 21), at least one of the requirements has been obtained successfully (and none of the requirements are missing because the procurement procedure has failed, otherwise the area would be highlighted in red).

Scheduled		CHP	05/02/2008 06/11/2007	20	Unknown
Destruction de peau par rayon laser	BH07 - 26	CHP	U5/U2/2UU8 U6/	ar le DMCP (CHP)	
Fig 2	1 – Patient requ	iireme	nts color code -3		

If the area is not highlighted (Fig 22), the patient is waiting for the necessary documentation.



Fig 22 - Patient requirements color code - 4

4.2.2 Reserves

Reserves are those operations for which either no time, no block or no room has been assigned, but which are included in the daily schedule.

The Smart Scheduler system envisages three types of reserve:

- Room reserve The operation has been assigned an operating room but not a time. •
- Block reserve The operation has been assigned a surgical block but not a room and a time. •
- General reserve No time, room or block have been assigned to the operation.

The "Operation List" page uses special icons to indicate whether one of the operations on the list is a reserve.

Room reserves are identified by the \bigcirc icon (Fig 23).



Fig 23 – Room reserve

Block reserves are identified by the licon (Fig 24).



Fig 24 – Block reserve

Generic reserves are identified by the licon (Fig 25).



Fig 25 – Generic reserve

4.3 The "Operation list" screen command bar

It is possible to perform various procedures with the items displayed on the "Operation list" screen. These procedures are performed using the buttons on the command bar (Fig 26). This paragraph lists briefly the functions of the different buttons. They will be described in detail in the indicated paragraphs.

NEW	SHOW	DELETE	CHANGE		LOCK	REPORTS	
			Fig 26 - Co	mmand bar	•		

NEW	Use this button to create a new operation. See paragraph 4.3.1 for the procedure.
SHOW	Use this button to display the data of an existing operation. See paragraph 4.3.2 for the procedure.
DELETE	Use this button to cancel or annul an existing operation. See paragraph 4.3.3 for the procedure.

CHANGE Use this button to change the operation state. See paragraph 4.3.4 for the procedure.

LOCK

Use this button to lock/unlock a scheduled operation. See paragraph 4.3.5 for the lock/unlock procedure when used on the "Operation list" screen.

REPORTS

Use this button to create the appropriate print reports.

i

The buttons on the command bar are enabled or not depending on the screen content (some procedures are not possible in some contexts) and on the logged user permission level (the users can perform only the actions for which they are entitled).

4.3.1 Creating a new operation record

To create a record for a new operation (new operation creation)

click the New button on the command bar (Fig 27).

A						
NEW	SHOW	DELETE	CHANGE	LOCK	REPORTS	
			Fig 27			

The patient search and selection software currently in use will open.

i

Patient management.

The patient archives management tools can change depending on the modules installed, on the user needs, on the chosen configuration etc. The related procedures change accordingly.

The DIGISTAT[®] module "Patient Explorer" was explicitly created to manage the patient archives. Please refer to the "Patient Explorer" module documentation for the related procedures.

If the DIGISTAT[®] module "Patient Explorer" is not installed the patient management functions are performed by "Control Bar". When this is the case, the related procedures are described in the specific documentation.

If the patient archives management tool in use is not part of the DIGISTAT[®] environment please refer the relevant technical documentation.

Select the patient for which the new operation is being created.

The "Operation record" screen will open (Fig 28). The patient data will appear in the relevant fields (Fig 28 A).

The "Operation Record" screen is described in paragraph 5.

(A Patient: BR	oomfield, ascolisatriano	
	Last name	BROOMFIELD First name ASCOLISATRIANO	
	Patient code	2364057 m Insurance V	
A	Birth date Admission code	03 / 08 / 1334 V Current age 16 Sex Female V Admission date	
	Localisation First visit date Admission day	AssuranceType 287/06/2011 Last visit date / / Planned LOS	
Ų	Place of Convocati	Convocation date / / Convocation Time .	1
L	B Operation: Diagnosis Main operation Secondary operati		
	Description Notes		
	Infections		
	Allergies		
	Proposed anesthe Priority Approach site	Image: Surgical time Image: Description Image: Pre-time Post-time Image: Description Image: Description Image: Description Image: Description Image: Description	
	Position on table Confirmed by	Second position m Programme manager	
	C		â
	NEW	EDTI DELETE CHANGE FORESEEN LOCK REPORTS CANCEL UPDATE	
		Fig 28 – Operation record	

- ➢ Fill the operation record with all the relevant data. See paragraph 5 for all the detailed information.
- > Click the **Update** button on the command bar.

A new "Operation record" is this way recorded. The operation is in "Foreseen" state.

i

The "Operation Record" can be recorded with no other data than the patient data. In this case the operation will be in "Foreseen" state. To go further to "Requested" state the name of the main operation and the planned duration at least must be specified.

See paragraph 2.2 for a description of the operation states managed by the "Smart Scheduler" system.

4.3.1.1 Creating a new operation with provisional data

There may be a case in which an operation has to be created for a brand new patient; a patient whose data is not stored in the databases of the structure where you are operating.

In these cases, the procedure envisages the recording of the patient's data <u>first of all</u>, and <u>then</u> the creation of the new operation.

For various reasons (the particular urgency of the operation, for example) it may be better to proceed directly with the creation of the operation with DIGISTAT[®] "Smart Scheduler" and then, later, to record the patient's data.

In this case, it is necessary to open an operation record with provisional data.

i

This possibility depends on a configuration parameter. The system can be configured in a way that inhibits the creation of interventions with provisional data. Please refer to your system administrator to know the details of the configuration in use.

To create an operation record with provisional data

click the New button on the command bar (Fig 27).

The patient search and selection software will open.

Close the patient search and selection software.

The <u>completely empty</u> "Operation Record" will open, lacking any data relating to the patient (Fig 29).

(P)tient:	,			
Last name			First name	
Patient code			Insurance	
			DIGISTAT® Code	
Birth date	/ /	Current age	Sex [
Admission code			Admission date	
Non Market	server have	All and Strager Alle	start may	and share a second and a share

Fig 29 – Operation record with provisional data

> Enter all the known data of the patient and the operation.



To save a record with provisional data, the only mandatory data is the patient's name and last name.

Click the **Update** button on the command bar.

The new record will be saved by the Smart Scheduler system as a provisional record. The red exclamation mark towards the top left of the page (Fig 29 A) warns that the patient's data is provisional. Once the record has been saved, the exclamation mark is also displayed on the "Operation List" page (Fig 30 A).



Fig 30

The exclamation mark on this page can be clicked to display the window containing the main information on the operation (Fig 31).



The icon highlighted in Fig 31 A indicates that the information window refers to an intervention with provisional data.

Click the **Select** button in the window (Fig 31 **B**) to access the "Operation Record" screen relating to the operation (Fig 49)

The window disappears if clicked again.

4.3.1.2 How to make the data of a record final

To make the data of a provisional record final

- Access the provisional operation record (to do that double click the corresponding line on the "Operation List" screen - Fig 2).
- Click the Edit button (Fig 32).

NEW 🤇	EDIT	DELETE 🕈	CHANGE	FORESEEN	LOCK	REPORTS	CLOSE
	\smile	Fig	32 - "Oper	ration record" screen	command l	bar	

The screen will turn to "Edit" mode. I.e. data entry will be enabled.

Click the "Patient Code" field (Fig 33 A), or the **Patient** button on Control Bar (Fig 34).

	A Patient: ,
	Last name First name
<	Patient code
	DIGISTAT® Code
	Birth date / / V V Current age Sex
	Admission date
	$(f^{(1)}) = (f^{(1)}) = (f^{$
	Fig 33
	DIGISTA Choose patient
	Fig 34

The patient management software in use will open (DIGISTAT[®] "Patient Explorer", for instance).

> Enter the patient's data.

The patient's operation record (see Fig 49 for an example) will open again, containing the final data.

In this way, all the patient's data contained in the database are transferred to the operation record which is no longer provisional (the exclamation mark is no longer present).

i

If the data contained in the DIGISTAT[®] registry differ from those present in other systems in use of which DIGISTAT[®] is "Slave", the red exclamation mark may remain after the data are made final. This feature signals the possible differences between the DIGISTAT[®] registry and the data of the other systems in use.

4.3.2 How to display an "Operation record"

To display a specific record, on the "Operation list" screen (Fig 35),

▶ search for the wanted record using the procedures described in paragraph 4.1.

The corresponding row will appear on screen.

 \succ Click the row.

The row will be highlighted (Fig 35 A).

Patient Code				La	test Visit Date	11	ı 🚽 ا	fo /	/ 🔻	
Temporary ID				s	uggested date	11	T	fo /	/	1
Reservation Code					Operation date	11		fo 7	/ -	i
Operation					Status	All			•	í
Admission Code					Decerve	Poth	- Inc	urance		i
ни				-	Duisaite	DOIN	• 15		•	1
Plack		- Doom			Confirmed by	C	Eme	rgency		1
BIOCK		Room			Connimed by	Surge	on Anesthe	esiologist Pr	ogramme manager	1
Requirements		▼ Status A		_		Both	- Both	- Bo	oth 💌	1
1er OP					My operations		l	CLEAR	SEARCH	
State Last name		First name	1er OP	Hospital Unit r	Operation	First visit	Missing requirements	Room	Priority	
Urgency Operation			Planned duration	Hospitalization	Suggeste	Last visit	Requirements			
Complete ANCHORAGE	MUNICIPALITY	CHIAVARI	CITRUS HEIGHTS	URO	08/10/2007	10/09/2007		BH05 - 23	Inconnue	
Biopsie testicu	laire ouverte, comme prest. Exclusiv	/e (20 min.)	75	URO		10/09/2007				
Complete 🔘 ARCADIA		CHIAVARI		URO	03/03/2008	29/02/2008		BH05 - 23	Inconnue	
Circoncision, I	oute méthode, y.c. anes. et mat.		30	AMB	03/03/2008	03/03/2008				
Complete () ATHENS-CLAP	KE COUNTY (BALANCE)	CHIAVARI	COLORADO SPRIN	CHV	23/10/2007	22/10/2007		BH05 - 6	Inconnue	
CURE DE HER	NIE DE LA LIGNE BLANCHE AVEC PR	CUTAVADA	120	CHV	23/10/2007	10/10/2007		DE 107 0		
Resule U AIREND-CLAP	KE COUNTY (BALANCE)	CHIATAKI	120	CHV	22/10/2007	19/10/2007		bhu5 - 2	Inconnue	
Complete O BOV		CHIAVARI	LEVINGTON-EAVET	CHR	11/02/2010	11/02/2010		HEL - E2		
Niveau I INCISION DR	MAGE ABCES-AUTRE (86.04)	CILINITIC	30	CHP	11/02/2010	11/02/2010	Convocation HEI	THEE LE		
Complete BELOIT		CHIAVARI	TAYLOR Yassine	URO	22/12/2009	30/11/2009	Confection file	BH07 - AL.		
RESECTION T	RANS-URETRALE VESSIE TURV (57	19)	45	URO	22/12/2009	· · · ·				
Complete 🔘 BELOIT		CHIAVARI	TAYLOR Yassine	URO	29/01/2010	05/01/2010		BH07 - AL.		
RESECTION T	RANS-URETRALE VESSIE TURV (57	19)	45	URO	26/01/2010					
Complete BEVERLY		CHIAVARI	SIERRA VISTA Rud	CCV	15/01/2010	12/01/2010		BH05 - 4		
FERMETURE S	ECONDAIRE PLAIE MI (GAUCHE)		80	CCV	14/01/2010					
Complete BEVERLY		CHIAVARI	SIERRA VISTA Rud	CCV	05/01/2010	05/01/2010	Transfert SC	BH05 - 15		
Niveau I EMBOLECTON	IE / THROMBECTOMIE / RETRAIT	CORPS ETRANGER ARTE	REMI 80	CCV	05/01/2010					
Complete BEVERLY HILL	5	CHIAVARI	CITRUS HEIGHTS	CHT	19/11/2008	05/11/2008	BIOBANQUE;Transfer	rt SC BH05 - 10	Inconnue	
METASTASEC	I UMIE	CHINIADI	180 CITRUS HEICUTC	CHI	19/11/2008	06/10/2022	MODANO F.T.	A CC PHOE 10	Tessee	
METASTASEC	o IOMIE	CHIAVARI	LIRUS HEIGHIS	СНТ	29/10/2008	06/10/2008	DIODANQUE; Transfer	t ac prius - 10	anconnue	
Complete C BINGHAMTON	- OF THE	CHIAVARI	MONTCLATR Aleva	PED	08/07/2008	03/06/2010		BH07 - 41	6	
COLOSCOPIE	FLEXIBLE (45.23)	CLIMAN	90	PED	08/07/2010	10,00,2010	Coordination DMCP	DANGE CHE.		
Complete BROOKLYN PA	RK	CHIAVARI	SANTA ROSA Jean	. CHV	18/11/2009	26/10/2009	BIOBANQUE; Transfer	rt SC BH05 - 2		
RESECTION A										
Complete 🔘 BUFFALO GRO	WE	CHIAVARI	SANTA ROSA Nicolas	CHP	05/06/2008	30/04/2008	Convocation BH 07;C	00 BH07 - AL.	Inconnue	
AUTRE INTER	VENTION HORS LISTE (CHP)		120	CHP	05/06/2008	30/04/2008				
Complete CARPENTERS	/ILLE	CHIAVARI	ROUND ROCK Viorel	ORL	27/06/2008	16/06/2008		BH07 - AL.	Inconnue	
OESOPHAGO:	COP		40	ORL	27/06/2008	16/06/2008				
Complete O CARY		CHIAVARI	ARLINGTON Eric	TRA	19/10/2010	14/10/2010	Consentement;CPC;H	HO - P. flu:	<	
Niveau I ARTHROPLAS	THE HANCHE (DROITE) (81.	51)	128	OTP	19/10/2010	a contraction of the second				

Fig 35 - Operation list

 \triangleright click the **Show** button on the command bar (Fig 35 **B**).

The corresponding "Operation record" will open (Fig 36).

A Patient: BR	OOKLYN PARK, CHIAVARI	
Last name	BROOKLYN PARK Erist name CHIAVARI	
Debiant and		
Patient code	Digistario (cde 200902701	
Birth date	19/07/1943 V Current age 67 Sex Fennale	
Admission code	309072963 Admission date 17/11/2009	
Localisation	CH/ BH15513 AssuranceType M	
First visit date	26/10/2009 Last visit date 06/11/2009	
Admission day	Veille opératore Planned LOS 34 jours Y	=
Place of Convocati	Convocation date / / Y Convocation Time .	=
B Operation:	RESECTION ANTERIEUR BASSE (48.63)	
Diagnosis	Récidive tumeur rectum	
Main operation	RESECTION ANTERIEUR BASSE (46.63) ····	
Secondary operati		
Description	RESECTION ANTERIEUR BASSE (46.63):	
Notes		
Not before	16/11/2009 V Surgested date 18/11/2009 V	
Infections		I.
Transmissible dise		I.
Allergies		I.
		L
	y .	
Proposed anesthe	Anesthésie générale	
Priority	Pre time [15 Post time]15	I.
Approach site	Laparotomie Emergency level	
Position on table	Synécologique ··· Second position ···	
Confirmed by	Programme manager	-
Date: 18/11/2009	Hour: U/.1U Uperating Block: BHUS Room: 2	
f Ille anice as a		Â
NEW	EDIT DELETE CHANGE COMPLETE LOCK REPORTS CLOSE	

Fig 36 - Operation Record



You can also double-click the relevant row to open the corresponding "Operation record".

How to either delete or annul an operation 4.3.3

To either delete or annul an operation record, on the "Operation list" screen (Fig 37),

 \blacktriangleright search for the wanted record using the procedures described in paragraph 4.1.

The corresponding row is displayed.

 \succ Click the row.

The row is this way highlighted (Fig 37 A).

Filters														
and the second s		-						-						
Last name		mar			First nam	e		First Vis	t Date	/	▼ 10		-	
Patient Co	de							Latest Vis	t Date /	1	▼ To	11	-	
Temporary	ID							Operatio	in date 🛛 /	1	▼ To	11	-	
Reservatio	n Code							7	Status Fores	een			•	
Operation									eserve Roth					
Admission (Code							=	Priority					
нц													•	
				_	-			Eme	rgency				•	
Block				-	Roo	m		Confirm	ned by	Surgeon	Anesthesiolo	ogist Progr	amme manager	
Requiremen	nts			•	Stati	IS All		<u> </u>	Both		 Both 	▼ Both	•	
1er OP								My ope	rations 🗌			CLEAR	SEARCH	
	Den Jaun	1	-	Man obligate				1						
Challer	Pry Juur			Norraulizzate	_	_	suudssu	11	On an all an	End. (12)			Defende	
Judie	Cooralia	,		nirst name			Planned duration	Hospital unit req.	Suggests	Lact visit	Rect inements	-5 KOOM	PHONEY	
Ecreceen (operation			1000			Fightied duradori	CCV	ouggeste	Edst VISK	Requirements		Normale	
or of or operation of	IMPI ANT.	ATION PACE MA	KER ENDOWET	FUX STMPLE CH	AMBRE		60	CCV	10000	1000			recented.	
Foreseen (0	-						TRA	_	1000				
	AMO TIB	A (GAUCHE) (78	1.67)				0	TRA		1000				
Foreseen (0			120100-0			and the state of the second	CCV		1000				
	Bronchof	broscopie par tra	achéostome (E	xamens trachée	, bronches, ti	horax)	15	CCV	1.000					
Foreseen (0						Approximation of the second	TRA		1000				
	REDUCTI	ON FERMEE ET C	OSTEOSYNTHE	SE RADIUS DIST	AL (GAUCHE)	(79.12)	0	TRA						
Foreseen (0			ALC: NOT				CHT		100			6	
	BILOBEC	TOMIE SUPERIEL	JRE THORACO	TOMIE (GAUCHE	5) (32.4)		150	CHT		100	CPC;Transfert SMIA	4		
Foreseen (0		(01.04)	2010			and the second second	CPR		1000	Convocation CCA			
Eavorage /	CORREC	TION CICATRICE	: (86.84)		_	_	60	CPR		1000		_	Tocopous	_
roreseen				NMORGAN										
Foreseen (0		LEGIN MILLEIGH	N PICKGAIN	_	_		LIRO	_	ALC: NO		_		_
	VASECTO	MIE BILATERALE	E (63.73)				30	URO	100.000					
Foreseen (0			1000			standard in the standard	CHV		1000			Inconnue	
	AUTRE IN	TERVENTION HO	ORS LISTE (CH	√)			180	CHV	1000	10.00				
Foreseen (0			101				CHUV		1000				
							0	CHUV	10.000	1000				
Foreseen (0							OTR		100			Inconnue	
	AUTRE IN	ITERVENTION HO	ORS LISTE (CH	P)			0	OTR		1.00				

Fig 37 - Operation list

Click the **Delete** button (Fig 37 **B**).

A menu containing two options opens (Fig 38).

			Annul	_
	B		Delete	
NEW	SHOW	DELETE		CHANGE [^]



Annul - Use the "Annul" option (Fig 38 A) to annul the selected operation.

After clicking on "Annul" the following window opens, requesting to specify the annulment reason (Fig 39).



- Enter the reason for annulment in the "Reason" field (Fig 39 A).
- Click **Ok** to annul the operation (Fig 39 **B**).

The selected operation is this way annulled. Annulling an operation is an irreversible administrative procedure indicating that the operation will not be managed in any way by any hospital unit. The operation record will be stll visible in read-only mode as "Annulled operation".

Delete - Use the "Delete" option (Fig 38 **B**) to delete the operation highlighted.

After clicking on "Delete" the following window opens, requesting to specify the deletion reason (Fig 40).



- Enter the reason for deletion in the "Reason" field (Fig 40 A).
- Click **Ok** to delete the operation (Fig 40 **B**).

Operation deletion permanently deletes the operation data. The "Operation record" disappears from the DIGISTAT[®] Smart Scheduler system. This procedure can only be used only in case of wrong or double operation records.

4.3.4 Changing the operation state

The **Change** button on the "Operation list" screen command bar makes it possible to change the state of an operation.

To change the operation state

search for the operation whose state must be changed using the procedures described in paragraph 4.1.

The corresponding row will appear on screen.

➢ Click the row.

The row will be highlighted (Fig 41 A).

							_		
Filters Last name	mar	1	First name		First Visit	Date 7	,		
Debleek Cede			First fidilite				/		
Patient Code					Latest Visit	Date /	/	▼ 10 /	· / ·
Temporary ID					Operation	n date /	/	To/	· / ·
Reservation Code						Status Fores	een		-
Operation					• R/	eserve Both			*
Admission Code					, F	riority			•
H.U.					 Emer 	gency			
Block		-	Room		Confirm	ed by	Surgeon	Anesthesiologist	Programme manager
Requirements		-	Status All		1	Both		▼ Both ▼	Both
1er OP					My oper	ations 🗆			
101 01								CLEAR	SEARCH
Prg Jour J		Non utilizzate	_	sddassd			_		
State Last name		First name		1er OP	Hospital Unit req.	Operation	First visit	Missing requirements Room	n Priority
Urgency Operation				Planned duration	Hospitalization Unit	Suggeste	Last visit	Requirements	
Foreseen ()			MODE	(2)	CCV	_			Normale
	JN PACE MAKER ENDU	WEINEUX SIMPLE CH	INDRE	60	TDA	-			
AMO TIBLA (SALICHE) (78.67)			0	TDA		1000		
Foreseen 0	under ley (rotory	120100-0		and the strength	CCV		10.00		
Bronchofibro	scopie par trachéostor	ne (Examens trachée,	bronches, thorax)	15	CCV	IL CONTRACTOR OF			
Foreseen ()		10.000		ing and the part of the	TRA		in the second second		
REDUCTION	FERMEE ET OSTEOSYN	THESE RADIUS DIST.	AL (GAUCHE) (79.1	2) 0	TRA				
Foreseen 0		10.00 CT			CHT		1000	1	6
BILOBECTOM	TE SUPERIEURE THOR	ACOTOMIE (GAUCHE) (32.4)	150	CHT		100	CPC;Transfert SMIA	
Foreseen 🕜		5400		and a second first second s	CPR		100	Convocation CCA	
CORRECTIO	N CICATRICE (86.84)			60	CPR	_	1000		
Foreseen ()									
CURE DIFEM	ORROIDES SELON MIL	LIGAN MORGAN		30	LIBO		10000		
VASECTOMIE	R1 ATERALE (63.73)			30	URO	100.000	_		
Foreseen 0	DEFICICLE (ODITO)	1000		and the first of the little	CHV		1000		Inconnue
AUTRE INTER	VENTION HORS LISTE	(CHV)		180	CHV	1000	1000		
Foreseen O		100			CHUV		1000		
				0	CHUV	10.000	10000	1	
Foreseen		1.00			OTR		1000	F	Inconnue
AUTRE INTER	RVENTION HORS LISTE	(CHP)		0	OTR		100		
				ß					
NEW	SHOW	DELETE	*	CHANGE	\mathbf{D}		LOCK	REPORTS	

➢ Click the Change button (Fig 41 B).

The menu shown in Fig 42 will open.

		Plan as Reserve	_	
	B	Reschedule		
	<u>Č</u>	Schedule With Help)	
		Schedule		
	E	Request		
	(F)	Foreseen		
DELETE	CHANGE	•	LOCK	RE

Fig 42 – "Change" button

i

On the menu shown in Fig 42 the buttons can be either enabled or disabled depending on the state and the characteristics of the selected operation. Only the procedures that are coherent with the selected operation will be enabled.

If the **Change** button is not active it is not possible to change the state of the selected operation.

• Plan as reserve (Fig 42 A).

The "Plan as reserve" option enables to quickly manage the urgent operations. The option is enabled only if the highlighted operation is marked as "Emergency level I" and is not already scheduled. The emergency level is specified by the appropriate field on the "Operation record" screen (see Fig 49).

After clicking this option the system requests to specify the date and the block of the operation. The window shown in Fig 43 appears.



- Specify the block and the date.
- Click **Ok**.

The operation will be directly scheduled as block reserve for the specified date and block. See paragraph 8.5.5 for an explanation of the meaning of "reserve" in the Smart Scheduler System

• Reschedule (Fig 42 **B**)

The "Reschedule" option enables to change the selected operation schedule. This option is active only if the chosen operation is already planned. The procedure is described in paragraph 8.5.3.

• Schedule with help (Fig 42 C)

The "Schedule with help" option enables to access the "Shedule with help" screen to schedule the selected operation (Fig 227, see paragraph 8.7).

• Schedule (Fig 42 **D**)

The "Schedule" option enables to access the "Schedule" screen to schedule the operation (Fig 169, paragraph 8).

• Request (Fig 42 E)

The "Request" option changes the operation state to "Requested". See paragraph 2.2 for the explanation of "Operation state".

• Foreseen (Fig 42 **F**)

The "Foreseen" option changes the operation state to "Foreseen". See paragraph 2.2 for the explanation of "Operation state".

i

It is possible to select numerous operations at the same time on the "Operation list" screen. In order to do that, click the corresponding row while keeping the **Ctrl** key pressed on the workstation keyboard. All the clicked rows will be highlighted.

4.3.5 Locking and unlocking an operation

Use the **Lock** button to either lock or unlock a scheduled operation. A locked operation cannot be rescheduled. Only the operation scheduled for the current day and for the future days can be locked/unlocked, not those that were scheduled for a day in the past and have not been executed yet. In these cases the **Lock** button is not active.

To lock/unlock an operation

search for the operation that must be locked/unlocked using the procedures seen in paragraph 4.1.

The corresponding row will appear on screen.

Click the corresponding row.

The row will be highlighted (Fig 44 A).

- Tiliana												
Last name			First name	osk		First	Visit Date 7	7	_	To /	/	1
Patient Code						Latest	Visit Date /	1	-	To /	/ •	
Temporary ID						Oper	ation date 7	1	-	To /	/ 🔻	
Reservation Code						1	Status All					
Operation						1	Reserve Both					
Admission Code	<u> </u>				I	1	Priority					
H.II.						1.	imergency					
Block		-	Room				nfirmed by	Surgeon	Anesth	esiningist Pro	ogramme manager	
Requirements		-	Status	ΔII		1	Both	bargoon	- Both	T Bol	th 💌	
1er OP			status			J My i			Dout		crancu	
										CLEAR	J SEARCH	
Statistics 1.		and address of the	_	_	siller of the		_		_	_		_
State Last nar	me	First name			1er OP	Hospital Uni	tr Operation	First visit	Missing require	ements Room	Priority	
Urgency Operati	on		_	_	Planned duration	Hospitalizati	on Suggeste	Last visit	Requirements	B4/05 7	,	_
INIECTI	ION INTRAARTICULAIRE AC	ROMIO-CLAVICULA	AIRE (GAUCHE	E) (81.92)						BHUS - /		
Complete				,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	COLUMN PROFESSION	ORL	and succession	1.1.1.00		BH07 - 0	0 6	
BRONCE	HOSCOPIE RIGIDE (33.23)				30	ORL	and in plants	1000	Convocation E	H 07;Coordination	n DMCP	
Complete		1000				ORL	10.00	10.000		BH05 - 1	15	
								₿				

Fig 44 - Operation list

➢ Click the Lock button (Fig 44 B).

The following menu will open (Fig 45).

	Lock level 1
	Lock level 2
	Lock level 3
	Unlock level 1
	Unlock level 2
	Unlock level 3
CHANGE	LOCK REPORTS

Fig 45 - Lock/Unlock operation

Three lock levels are possible in the configuration here explained (Fig 45).

See paragraph 2.3 for a detailed explanation of the goals and features of the lock/unlock functionalities.

Only certain procedures are enabled for the logged user, depending on his/her permission level and the current context.

In Fig 45, for example, the user has the possibility to lock level 1, 2, 3 an unlocked operation (Fig 44 A).

Click the wanted option on the menu.

The operation will be locked/unlocked at the specified level.

A specific icon is placed on the row corresponding to the operation to indicate that it is locked (Fig 46).



Three different icons identify three lock levels:



i

The options triggered by the **Delete**, **Change** and **Lock** buttons can also be activated by right-clicking the row corresponding to the relevant operation. A menu containing the different options described in this chapter will open (Fig 47).





4.3.6 Printing documentation

The **Reports** button on the command bar enables the creation of a document containing the data of the patients and operations in the database.



To create the document

Click the **Reports** button.

Several options are displayed. Their number and their kind depend on the configuration in use.

> Click the wanted option.

A print preview is displayed.
5 Operation Record: main features

The "Operation Record" (Fig 49) page contains all the available data of an operation.

OPERATION LIST	OPERATION RECORD RESECTION ANTERIEUR BASSE (48.63) - BROOKLYN PARK, CHIAVARI		BCDEF
A Patient: BR	POKLYN PARK, CHIAVARI		
Last name	BROOKLYN PARK CHIAVARI]	
Patient code	207649 ··· Insurance ·	1	
Birth data	DIGISTAT® Code 2009027901		
Admission code	200072042 Administration date 17/11/2000		
Lessisation	CUI DELECTO ACCUMPTENTE M		
Localisation			
Hirst visit date	260 107 2003		
Admission day	Veile operatore Vinned LOS (3-4 jours		<u> </u>
made of convocad			<u> </u>
B Operation:	RESECTION ANTERIEUR BASSE (48.63)		
Diagnosis	Récidive tumeur rectum		
Main operation	RESECTION ANTERIEUR BASSE (48.63)		
Secondary operati			
Description	RESECTION ANTERIEUR BASSE (48.63):		
Notes	×		
Not before	16 / 11 / 2009 V Suggested date 18 / 11 / 2009 V	_	
Infections			
Transmissible dise	A		
Allergies]	
	<u>~</u>		
Proposed anesthe	Anesthésie générale Surgical time 180		
Priority	Pre time 15 Post time 15		
Approach site	Laparotomie Emergency level		
Position on table	Gynécologique Second position]	
Confirmed by	Programme manager		
Date: 18/11/2009	Hour: 07.10 Operating Block: BH05 Room: 2		-

Fig 49 – Operation Record

5.1 Page structure

The page is divided into 5 sections.

Every section is identified by a letter and by a title indicating the type of information contained.

The five sections are:

- A. "Patient" section. This section contains information relating to the patient (name, last name, birthdate etc.).
- B. "Operation" section. This section contains information relating to the operation (type, duration, diagnosis etc.).
- C. "Requirements" section. This section contains information relating to the requirements necessary to the operation (necessary documents, medical examinations to be carried out etc.).

- D. "Planned Staff" section. This section contains information relating to the personnel who will be involved in the operation.
- E. "Special Services" section. This section contains information relating to any specific services or machinery required for the operation.
- F. "Materials". This section makes it possible to schedule the necessary materials required for the operation.

The sections are separated from each other by horizontal gray bars (Fig 49 A).

Click on one of the bars to close or open the section below (Fig 50).

OPE	RATION LIST OPERATION RECORD LAMBEAU LIBRE (86.70)	ABCDEG-+
А	Patient:	
В	Operation: LAMBEAU LIBRE (86.70)	
C	Requirements	
D	Planned Staff	
Ε	Special Services	
G	Materials	
~	Carl and a free hard and and and and free free free free free free free fre	and marked and and and and and and and and and an

Fig 50 – "Closed" sections

Fig 50 shows a page where all the sections have been closed.

Click the bar again to reopen the section below (Fig 51).

OPERATION LIST	OPERATION RECORD RESECTION ANTER	IEUR BASSE (48.63) - BROOKLYN F	PARK, CHIAVARI	A B C D E F - +
A Patient: BR	OOKLYN PARK, CHIAVARI			
Last name	BROOKLYN PARK	First name	CHIAVARI]
Patient code	207649	Insurance		
		DIGISTAT® Code	2009027901	
Birth date	19/07/1943 ▼ Current age	67 Sex	Female	
Admission code	309072963	Admission date	17/11/2009	
Localisation	CHV BH15513	AssuranceType	M	
First visit date	26 / 10 / 2009 🔻	Last visit date	06/11/2009 🔻	
Admission day	Veille opératoire	Planned LOS	3-4 jours	
Place of Convocati		Convocation date	Convocation Time	
B Operation:	RESECTION ANTERIEUR BASSE (48.63)		
C Requireme	ints			
Short name	Description	ToDo In progress Pass Fail N	IA Date Notes	
BIOBANQUE Transfert SC	Prélèvement pour la biobanque Transfert aux soins continus			
The second second				
D Planned St	aff			
E Special Ser	vices			
F Materials				
www.	March March March	Jan Jahren Jahr Jah		MALLANNA MALANA

Fig 51 – "Patient" and "Requirements" areas

Fig 51 shows a page where only the "Patient" and "Requirements" sections have been reopened.

The buttons in the top right corner of the page (Fig 49 **B**, Fig 52) make it possible to directly access the different sections.

ABCDE-	+
Fig 52	

Click button \square , for example, to directly access the "Requirements" area, or click button \square to directly access the "Planned Staff" area.

The **button** closes all sections.

The + button expands all sections.

The bar on the right side of the screen makes it possible to scroll up and down the page (Fig 49 C).

The arrow buttons in the bottom right corner perform the same function (Fig 49 D).

The and buttons make it possible to move slowly up and down.

The and buttons make it possible to move quickly up and down.

The button makes it possible to return the beginning of the page.

The navigation bar in the top left corner of the page indicates the path followed to reach the current page, the type of operation envisaged and the patient's name. (Fig 49 E, Fig 53).



Fig 53 – Navigation Bar

Fig 53 indicates we passed from the "Operation List" page to the "Operation Record" page of the patient and operation specified.

6 Operation Record: procedures and functionalities

The page control bar (Fig 49, Fig 54) contains various buttons which make it possible to perform various operations.

NEW	EDIT	DELETE	CHANGE	FORESEEN	LOCK	REPORTS	CLOSE
Fig 54 – "Operation Record" command bar							

This paragraph lists briefly the main functionalities of each button. The related procedures are described in the paragraphs indicated.

NEW	Click this button to create a new operation record. See paragraph 4.3.1 for the related procedures.
EDIT	Click this button to edit the data displayed on screen. After clicking the Edit button the operation record turns to "edit" mode. See paragraph 6.1.
DELETE	Click this button to either delete or annul an existing operation. See paragraph 6.2.
CHANGE	Click this button to change the operation state. See paragraph 6.3.
FORESEEN	The central part of the command bar is not a button. It displays the current state of the selected operation record.
LOCK	Click this button to either lock or unlock a planned operation. See paragraph 6.4.
REPORTS	Click this button to create different kinds of print reports. See paragraph 6.5
CLOSE	Click this button to close the "Operation record" screen.

6.1 How to edit the "Operation Record"

The **Edit** button (Fig 55) makes it possible to edit the page.



Every time you decide to change something on the "Operation record" page, whether you wish to add information or change information already registered, it is necessary to click the **Edit** button.

When you click the **Edit** button, the control bar changes its appearance (Fig 56).

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NEW	EDIT	DELETE	CHANGE	FORESEEN	LOCK	REPORTS	CANCEL	UPDATE
			Fig 56	Command har in "Fd	it" modo			

Fig 56 – Command bar in "Edit" mode

In Fig 56 you can see that:

- The **New** button is no longer active (so in this situation you cannot create a new record).
- The Edit button is selected (meaning that the screen is in "edit mode").
- The **Change** button is active (you can change the operation state or scheduling).
- The **Reports** button is no longer active.
- The Close button disappeared and was replaced by the two buttons Cancel and Update.

After making the changes required to the page, it is necessary to

> click the **Update** button to save the changes.

After that, the **Edit** button is deselected and the control bar returns to the appearance shown in Fig 54.

6.2 Deleting/annulling an operation record

The **Delete** button opens a menu containing two options (Fig 57).



Annul - Use the "Annul" option (Fig 57 A) to annul the operation.

After clicking on "Annul" the following window opens, requesting to specify the annulment reason (Fig 58).

	REASO	IN FOR ANNULMENT	
Reason			
	r		
	01/	CANCEL	
B	UK	CANCEL	
		Fig 58	

Enter the reason for annulment in the "Reason" field (Fig 58 A).

Click **Ok** to annul the operation (Fig 58 **B**).

The selected operation is this way annulled. Annulling an operation is an irreversible administrative procedure indicating that the operation will not be managed in any way by any hospital Unit. The operation record will be stll visible in read-only mode as "Annulled operation".

Delete - Use the "Delete" option (Fig 57 **B**) to delete the operation.

After clicking on "Delete" the following window opens, requesting to specify the deletion reason (Fig 59).



- Enter the reason for deletion in the "Reason" field (Fig 59 A).
- Click **Ok** to delete the operation (Fig 59 **B**).

The selected operation record is this way deleted. Operation deletion permanently deletes the operation data. The "Operation record" disappears from the DIGISTAT[®] Smart Scheduler system. This procedure should only be used in case of wrong or double operation records.

6.3 Changing the operation state

The **Change** button makes it possible to change the operation state.

To change the operation state,

click the Edit button on the command bar (Fig 60).



The screen turns to "edit" mode. The command bar changes in the way shown in Fig 61.

NEW EDIT DELETE CHANGE FORESEEN LOCK REPORTS CANCEL UPDATE

Click the Change button

The menu shown in Fig 62 opens.



Fig 62 – "Change" button

i

On the menu shown in Fig 62 the buttons can be either enabled or disabled depending on the state and the characteristics of the selected operation. Only the procedures that are coherent with the selected operation are enabled.

If the **Change** button is not active it is not possible to change the state of the selected operation.

• Plan as reserve (Fig 62 A).

The "Plan as reserve" option makes it possible to quickly manage the urgent operations. This option is enabled only if the highlighted operation is marked as "Emergency level I" and is not already scheduled. The emergency level is specified by the appropriate field on the "Operation record" screen (see Fig 112).

After clicking this option the system requests to specify the date and the block of the operation. The window shown in Fig 63 appears.

	PLAN AS RESERVE						
Block Dependion Date 19/02/2	▼ 008 ▼						
ОК	CANCEL						
	Fig 63						

- Specify the block and the date.
- Click **Ok**.

The operation will be directly scheduled as block reserve for the specified date and block. See paragraph 8.5.5 for an explanation of the meaning of the term "reserve" in the Smart Scheduler System

• Reschedule (Fig 62 **B**)

The "Reschedule" option makes it possible to change the selected operation schedule. This option is active only if the chosen operation is already planned. The procedure is described in paragraph 8.5.3.

• Schedule with help (Fig 62 C)

The "Schedule with help" option enables to access the "Shedule with help" screen to schedule the selected operation (Fig 227, see paragraph 8.7).

• Schedule (Fig 62 **D**)

The "Schedule" option enables to access the "Schedule" screen, making this way possible to schedule the operation (Fig 169, paragraph 8).

• Request (Fig 62 E)

The "Request" option changes the operation state to "Requested". See paragraph 2.2 for the description of the "Operation states".

• Foreseen (Fig 62 \mathbf{F})

The "Foreseen" option changes the operation state to "Foreseen". See paragraph 2.2 for the description of the "Operation states".

6.4 Locking/Unlocking the operation

The **Lock** button makes it possible to either lock or unlock a scheduled operation. A locked operation cannot be rescheduled.

Only the operations scheduled for either the current day or the future days can be locked. The operations scheduled for a day in the past and not yet executed cannot be locked. To lock/unlock an operation

click the Edit button on the command bar (Fig 64).



The screen turns to "edit" mode. The command bar changes in the way shown in Fig 65.



Click the **Lock** button (Fig 65).

The following menu opens (Fig 66).

		Lock level 1		
		Lock level 2		
		Lock level 3		
		Unlock level 1		
		Unlock level 2		
		Unlock level 3		
SCHEDULED	LOCK	REPORTS	CANCEL	UPDATE

Fig 66 - Lock/Unlock operation

There are three possible lock/unlock levels. Each hospital decides - by configuration - how many lock/unlock levels to use (none, one, two, three). The menu shown in Fig 66 refers to a configuration enabling three lock levels. See paragraph 2.3 for a more detailed description of the lock/unlock functionalities.

Only certain "lock actions" are enabled for the logged user, depending both on the context and on his/her permissions level.

In Fig 66, for example, the user is enabled to lock an unlocked operation level 1,2 or 3.

Click the wanted option on the menu.

The operation will be locked/unlocked at the corresponding level.

An icon on the top left corner of the "Operation record" signals that the operation is locked (Fig 67).



Fig 67 - Locked operation (Operation record screen)

6.5 Printing documentation

The **Reports** button on the command bar makes it possible to create a document which reports some of the information managed by the "Smart Scheduler" system.



To create the document

Click the **Reports** button (Fig 68).

Several options are available. Their number and nature depend on the specific configuration.

Click the wanted option.

A print preview is displayed.

7 Operation Record: description of the different areas of the page

The "Operation Record" page is divided into five separate areas. We will analyze them one by one in this paragraph.

i

The fields highlighted in pink are required. It is not possible to proceed without specifying a value in these fields. The number and the kind of required fields changes according both to the configuration and to the specific procedures in use.

i

The "Operation record" screen is customizable, i.e. some fields can be either hidden or displayed by configuration. Therefore, the screens actually used in your structure can be slightly different from those displayed here.

7.1 The "Patient" area

The "Patient" area contains all the data regarding the selected patient.

A Patient:	E, CHIAVARI		
Last name	nut.	First name	CHIAVARI
Patient code	(T-DRM	Insurance	T
Birth date	Current age	DIGISTAT® Code 3 Sex	2010002578 Female
Admission code	10-060481	Admission date	11/02/2010
Localisation	HEL HEL2DK1	AssuranceType	G
First visit date	11/02/2010 🔻	Last visit date	
Admission day	Jour opératoire	Planned LOS	AMBUL départ AVANT MINUIT
Place of Convocati		Convocation date	/ / The Convocation Time

Fig 69 - The "Patient" area

This data is

- The last name and name.
- Temporary ID

The temporary ID is a code assigned to the patient in the absence of a final patient code.

• ID type

This field requests specification of the type of ID used to temporarily identify the patient.

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• Patient code

This is the final patient code assigned when the patient is included in the structure's databases.

• Insurance

This specifies the patient's type of insurance cover (if any).

• DIGISTAT[®] code

This is the code assigned by the DIGISTAT[®] systems when a new operation is created.

- Estimated weight
- Estimated height
- Birthdate
- Current age
- Sex
- Admission code
- Admission date
- Location
- Age when operated
- Room number
- Assurance type
- First visit date
- Last visit date

i

Every time you have to enter a date it is possible, clicking the \square arrow next to the field, to enter it using a digital calendar (Fig 71)

First visit date 05/02/2008					
Admission day	 febbraio 2008 	• -			
	lmmgvsd				
R Operat	28 29 30 31 1 2 3				
	4 5 6 7 8 9 10				
C Roquin	11 12 13 14 15 16 17				
r Kedour	18 19 20 21 22 23 24				
D Planno	25 26 27 28 29 1 2				
	3 4 5 6 7 8 9				
E Special	Today Clear				

Fig 70 – Digital calendar

To enter the date, simply click the day required. The corresponding date will automatically appear in the field. Paragraph 4.1.2 describes the digital calendar in detail.

- Admission day
- Envisaged duration of hospitalization (Planned LOS).
- Place of convocation
- Convocation date
- Convocation time



Remember that, to make any change, <u>before making the change</u> you must click the **Edit** button on the command bar. After making the change, either click the **Update** button to save the new data or click the **Cancel** button to return to the data prior to the change.

7.2 The "Operation" area

The "Operation" area displays the information concerning the operation to be performed (Fig 71).



Fig 71 – "Operation" Area

The following paragraphs describe the procedures related to the operation data specification.

7.2.1 Diagnosis

The "Diagnosis" field makes it possible to specify diagnostic codes according to the most common standards. There are three possible ways of selecting the diagnosis. The one actually used depends on the configuration chosen. All these three methods are described in the following paragraphs. Only one is relevant for the system in use in your structure.

A fourth possibility makes use of the "Free field" and "DIGISTAT[®] Codefinder" options at the same time.

7.2.1.1 Free field

The "Diagnosis" field can be a free field, i. e. an area in which the appropriate text can be freely typed. In this case, to specify the diagnosis, a user can simply click the field and then type the text.

7.2.1.2 DIGISTAT[®] Codefinder

The DIGISTAT[®] "Codefinder" software can be used to directly insert the diagnostic codes according to the most common standards. This functionality can be activated by configuration. To use DIGISTAT[®] "Codefinder":

- Click the **Edit** button on the command bar.
- ► Click the button placed alongside the "Diagnosis" field (Fig 71 B).

The following window opens (Fig 72).

K DIGISTAT CODEFINDER Rel.5.0 - (c)UMS - EN_AdmittingDiagnosis	_ 🗆 🗵
Search Tree view Preferred MFU LRU	🖻
Search for: Search Rese	- I 🖤
Diagnosis	

Fig 72 - Codefinder

This tool makes it possible to rapidly search and select the wanted diagnostiuc codes. All procedures and functionalities are described in the user manual, provided with the product. See the DIGISTAT[®] "Codefinder" user manual to know these procedures and functionalities.

Once the diagnosis is specified, to save the data entered,

click the Update button on the command bar.



By configuration, the "Free field" and DIGISTAT[®] "Codefinder" procedures can be used together.

7.2.1.3 DIGISTAT® selection window

The diagnosis can be insrted using a specific DIGISTAT[®] search and selection window.

To activate this tool

Click the **Edit** button on the command bar.

Data entry is this way enabled.

Enter the first letters of the operation required in the "Diagnosis" field (Fig 71 A).

Otherwise

 \succ click the \square button placed alongside the "Diagnosis" field (Fig 71 **B**).

In both cases the "Diagnosis" window is displayed (Fig 73).

DIAGNOSIS	
	Profiles 1 CLINICA ORTOPEDICA Search
Selected levels	
PROBLEMA	▲
5° DITO VARO	
ADAMANTINOMA	
ALGIA PRIMARIA	
ALGIA SECONDARIA	
AMPUTAZIONE TRAUMATICA	
ANCA A SCATTO EXTRA-ARTICOLARE	
ANCA A SCATTO INTRARTICOLARE	
ARTROSI PRIMARIA	
ARTROSI SECONDARIA	
ARTROSINOVITE PRIMARIA	
ARTROSINOVITE SECONDARIA	•
	OK Cancel
T! #2	

Fig 73

This window makes it possible to search the diagnosis coded according to DIGISTAT[®] parameters.

7.2.1.4 DIGISTAT[®] diagnosis search and selection

There are two ways to search for a diagnosis: one requires the specification of the diagnosis name (or part of it), one makes it possible to get to the right diagnosis by selecting the appropriate levels on a tree-structure. Both methods are described in the following paragraphs.

	DIAGNOS	S	
[Profiles 1 CLINICA ORTOPEDICA	Search
Selected levels			
PR OBI EMA			
5° DITO VARO			
ADAMANTINOMA			
ALGIA PRIMARIA			
ALGIA SECONDARIA			
AMPUTAZIONE TRAUMATICA			
ANCA A SCATTO EXTRA-ARTICOLARE			
ANCA A SCATTO INTRARTICOLARE			
ARTROSI PRIMARIA			
ARTROSI SECONDARIA			
ARTROSINOVITE PRIMARIA			
ARTROSINOVITE SECONDARIA			•
			OK Cancel

Fig 74

1) Search by name

The upper part of the window (indicated in Fig 74 **A** and displayed in Fig 75) can be used to search the diagnosis by name.

DIAGNOSIS	B	
	Profiles 1 CLINICA ORTOPEDICA	Search
Fig 75		

There are two fields in this area. The field on the left (Fig 75 A) makes it possible to specify the name (or part of it) of the wanted diagnosis; the field on the right (Fig 75 B) is a drop down menu making it possible to specify the relevant hospital area. If no area is selected the search is performed on all areas. Each user is enabled to search only the areas for which he/she is qualified.

To perform the search

- 1. Insert the name (or part of the name) of the diagnosis in the field indicated in Fig 76 A.
- 2. Either wait for the system to automatically search, or click the Search button (Fig 76 B).

All the diagnosis whose name contains the typed charcters are displayed (Fig 76 C).

(DIAGNOSIS (B)	
	artrosi	
	Selected levels	
\mathbf{k}		_
	Diagnosis	4
	U20.146.167.02.000 ARTROSINOVITE SECONDARIA A NEOPLASIA GINOCCHIO DX	_
	020.146.046.01.000 ARTROSINOVITE SECONDARIA A NEOPLASIA ANCA SX	
	020.146.046.02.000 ARTROSINOVITE SECONDARIA A NEOPLASIA ANCA DX	
	020.146.167.01.000 ARTROSINOVITE SECONDARIA A NEOPLASIA GINOCCHIO SX	
	020.131.046.02.000 ARTROSINOVITE SECONDARIA IN MALATTIA METABOLICA ANCA DX	
	020.131.046.01.000 ARTROSINOVITE SECONDARIA IN MALATTIA METABOLICA ANCA SX	
	020.131.167.02.000 ARTROSINOVITE SECONDARIA IN MALATTIA METABOLICA GINOCCHIO DX	
	020.131.167.01.000 ARTROSINOVITE SECONDARIA IN MALATTIA METABOLICA GINOCCHIO SX	
	020.189.046.02.000 ARTROSINOVITE SECONDARIA IN TRAUMA ANCA DX	
	020.189.046.01.000 ARTROSINOVITE SECONDARIA IN TRAUMA ANCA 5X	
	020.189.167.02.000 ARTROSINOVITE SECONDARIA IN TRAUMA GINOCCHIO DX	
ł		
L	OK Cancel	

Fig 76

3. Double click the row containing the relevant diagnosis.

The diagnosis is this way inserted in the "Operation record", in the "Operation" area (Fig 77).

B Operation		
Diagnosis	018.131.046.01.000/ARTROSI SECONDARIA IN MALATTIA METABOLICA ANCA SX	
Secondary diagno	in and a real of the second of the second and the second and the second se	mange
	Fig 77	

4. Click the **Update** button on the command bar.

2) Search by structured levels

The lower part of the window (indicated in Fig 74 **B** and enlarged in Fig 78) can be used to search the diagnosis by selecting successive levels on a tree-structure.

PROBLEMA		
ARTROSI PRIMARIA		
ARTROSI SECONDARIA		
ARTROSINOVITE PRIMARIA		
ARTROSINOVITE SECONDARI	IA	
PSEUDARTROSI CONGENITA		
PSEUDOARTROSI ASETTICA		
PSEUDOARTROSI SETTICA		

Fig 78

The first level concerns the diagnosis' general area of reference. The filter indicated in Fig 78 A can be used to search for the wanted area of reference. In the figure, as example, the word "artrosi" has been specified in the filter. All the areas containing the specified word are displayed in the lower part of the window.

1. Double click the row corresponding to the wanted area. "Artrosi secondaria" is now selected.

The next level is displayed, making it possible to indicate the cause (Fig 79).

Selected levels ARTROSI SECONDARIA	
CAUSA	
DEFORMITA'	
DISPLASIA CONGENITA	
EPIFISIOLISI	
FRATTURA DEL COTILE	N
FRATTURA DEL FEMORE	N.
INFEZIONE	
LUSSAZIONE CONGENITA	
MALATTIA AUTOIMMUNE	
MALATTIA DI PERTHES	
MALATTIA METABOLICA	
MALATTIA NEUROLOGICA	

Fig 79

2. Double click the wanted cause. "Malattia metabolica" is now selected.

The next level is displayed, making it possible to indicate the site (Fig 80).

Selected levels ARTROSI SECON	IDARIA\MALATTIA METABOLICA
SEDE	
ANCA	
GINOCCHIO	
ROTULA	

Fig 80

3. Double click the wanted site. "Anca" is now selected.

The next level is displayed, making it possible to indicate the side (Fig 81).

Selected levels ARTROSI SECONDARIA\MALATTIA METABOLICA\ANCA
SX
han har an

Fig 81

4. Double click the wanted side. The left side "SX" is now selected.

The next level is displayed, making it possible to indicate the level (Fig 82).



Fig 82

5. Double click the wanted level. In this case the only option is "non-determined" (N.D.).



Information for the user.

"Non Determined" means that the information is not relevant for the diagnosis specification. In other words: the value of this level is not part of the definition of the diagnosis to be specified.

The diagnosis is now displayed (Fig 83).



6. Double click the diagnosis. The diagnosis is this way inserted in the "Operation record", in the "Operation" area (Fig 84).

B Operation		
Diagnosis	018.131.046.01.000 ARTROSI SECONDARIA IN MALATTIA METABOLICA ANCA SX	
Secondary diagno	have an an an and an	
	Fig 84	

7. Click the **Update** button on the command bar.

The \square button is available on the selection window, on each level and for each row, to make it possible to go back to the previous level (Fig 85 A). The chosen path is indicated in the "Selected levels" area (Fig 85 B).



7.2.2 Secondary diagnosis

If the diagnosis selection modality is the one described in paragraph 7.2.1.4 (by DIGISTAT[®] selection window) another field activates, making it possible to specify the secondary diagnosis.

To specify the secondary diagnosis, after main diagnosis specification,

- 1. Click the **Edit** button on the command bar.
- 2. Click the witton placed alongside the "Secondary diagnosis" field (Fig 86 A).

B Operation	
Diagnosis	
Secondary diagno	
Main operation	
Secondary operati	
Secondary operati	
Description	
Notes	
Not before	
Infections	
Transmissible dise	
Allergies	
Proposed anesthe	
Priority	D Pre time 0 Post time 0
Approach site	···· Emergency level
My operation	Estimated weight 0
Position on table	···· Second position ···
Confirmed by	Surgeon Anesthesiologist Programme manager

Fig 86

The following window opens (Fig 87).

	DIAGNOSIS	5		_
metatarsalgia		Profiles	•	Search
Selected levels				
Diagnosis				
169.136.031.01.000 METATARSALGIA DI ORIGINE METABO	LICA 4º METATARSO-FALANGEA	, SX		
169.136.031.02.000 METATARSALGIA DI ORIGINE METABO	LICA 4º METATARSO-FALANGEA	DX		
169.136.014.01.000 METATARSALGIA DI ORIGINE METABO	LICA 2º METATARSO-FALANGEA	, SX		
169.136.014.02.000 METATARSALGIA DI ORIGINE METABO	LICA 2º METATARSO-FALANGEA	, DX		
169.136.038.01.000 METATARSALGIA DI ORIGINE METABO	LICA 5º METATARSO-FALANGEA	, SX		
169.136.038.02.000 METATARSALGIA DI ORIGINE METABO	LICA 5º METATARSO-FALANGEA	, DX		
169.136.023.01.000 METATARSALGIA DI ORIGINE METABO	LICA 3º METATARSO-FALANGEA	, SX		
169.136.023.02.000 METATARSALGIA DI ORIGINE METABO	LICA 3º METATARSO-FALANGEA	, DX		
169.136.006.01.000 METATARSALGIA DI ORIGINE METABO	LICA 1º METATARSO-FALANGEA	, SX		
169.136.006.02.000 METATARSALGIA DI ORIGINE METABO	LICA 1º METATARSO-FALANGEA	, DX		
169.150.031.01.000 METATARSALGIA SECONDARIA A PAT	OLOGIA 4º METATARSO-FALANG	.EA SX		
Selected diagnosis				
Description				
017.000.046.01.000 ARTROSI PRIMARIA_ANCA	A SX			
U18.119.046.01.000JARTROST SECONDARIA A	INFEZIONE ANCA SX	ARE CUROTRE SY		
264.063.103.01.000[051E05ARCOMA PAROSI/ 169.136.031.02.000[METATARSALGIA DI ORIGI	INF METABOLICA 4º METATARSO	-FALANGEA DX		
			0	
			(B)	
			OK	Cancel

Fig 87

The procedures relating to the secondary diagnosis specification are similar to those relating to the main diagnosis specification. Therefore, see paragraph 7.2.1 for these procedures.

A

There is a difference: the secondary diagnosis can be more than one, and they can be specified all at the same time. For this reason, when one diagnosis is selected (by double-clicking the corresponding row), the diagnosis is not directly inserted in the "Operation record", but is inserted in a list displayed below the selection window. The list is indicated in Fig 87 A.

On this list, a checkbox is placed at the beginning of each row.

To select the diagnosis that will be inserted as secondary diagnosis

- 1. Click the checkbox corresponding to the diagnosis to be inserted.
- 2. Click the **Ok** button (Fig 87 **B**).

All the "checked" diagnosis are this way inserted on the "Operation record" (Fig 88).

В	Operation		
Dia	agnosis	018.131.046.01.000 ARTROSI SECONDARIA IN MALATTIA METABOLICA ANCA SX	
Se	condary diagno	264.083.103.01.000/OSTEOSARCOMA PAROSTALE IN ESITI INNESTO INTERCALARE CUBOIDE SX 017.000.046.01.000/JARTROST PRIMARIA ANCA SX	
		en e	-10 10
~ \	14134010	1. 1	20 21 11- 1

Fig 88

3. Click the **Update** button on the command bar.

7.2.3 Main Operation

The "Main operation" field makes it possible to specify the name of the operation to be performed.

i

The "Main operation" field, together with the patient's data (name, last name and patient code) and the envisaged duration of the operation, is required to change the operation state from "foreseen" to "requested".

To specify the main operation

click the Edit button on the command bar.

Data entry is this way enabled.

> Enter the first letters of the operation required in the "Main operation" field (Fig 71 A).

Otherwise

> click the \square button next to the field (Fig 71 **B**).

The "Operations" window opens (Fig 89).

	app	OPERATIONS Profiles	CHP	▼ Search
		Description		
(APPENDICECTOMIE (47.0)			
	APPENDICECTOMIE LAPAROSCOPIE (47.01)			
	APPENDICECTOMIE LAPAROSCOPIQUE EN PASSANT (47.11)	(D)		
	APPENDICECTOMIE LAPAROTOMIE (47.09)			
	APPENDICECTOMIE LAPAROTOMIE EN PASSANT (47.19)			
	APPENDICOSTOMIE (47.91)			
B	DRAINAGE ABCES APPENDICULAIRE SANS APPENDICECTOMIE (47.2)			
-	EXCISION APPENDICE PREADRICULAIRE (18.29)			
	EXTENSION APPROFONDISSEMENT SILLON BUCCOLABIAL (24.91)			
	INVERSION APPENDICI LATRE (47.99)			
	INVERSION HIT ENDICODENIKE (17755)			
				E
				OK Cancel

Fig 89 – Operation Selection

The "operations" window makes it possible to search for and select the operation required.

To search for the operation

Enter the name (or part of it) of the operation in the space indicated in Fig 89 A.

From the third letter entered onwards, the system will automatically display in the middle of the window the list of all the operations with names containing the sequence of letters entered. The list appears inside the "description" area (Fig 89 **B**).

If only one or two letters are entered and you wish to proceed with the search, you must click the **Search** button (Fig 89 C).

If you click the **Search** button without entering any letters, the list of all possible operations will appear.

➢ After finding the operation to be entered, click it.

The operation will appear as selected (Fig 89 D).

> Then click the **Ok** button (Fig 89 **E**).

The operation selected appears inside the "Main operation" field of the "Operation Record" page (Fig 90). This result is also obtained by double clicking the name of the operation to be entered.

B Operation: J	APPENDICECTOMIE LAPAROTOMIE EN PASSANT (47.19)
Diagnosis	
Main operation	APPENDICECTOMIE LAPAROTOMIE EN PASSANT (47.19)
/~ee/10/~xy_0/~v/~/	an and an and an an an and and and and a
	Fig 90

If you click the **Cancel** button, the "Operations" window closes without any changes being made.

The "profiles" field (Fig 89 \mathbf{F}) in the operation entry window makes it possible to limit the group of operations in which the search is performed.

Click the button alongside the "profiles" field to open a menu containing different options (Fig 91). Each one usually specifies a location or an area of responsibility. Select one of these options to limit the search to the group of operations performed in that location or that area.

Profiles	CCV	-	Search
	CCV		_
	CHP		
	CHT		
	CHV	-	



i

The profiles are defined during configuration. You can create a specific profile for the user so that he/she can view only the operations for which he/she is responsible. For further information, contact the system administrator.

In short, the procedure to enter an operation in the "Main operation" field of the "Operation Record" page is the following.

- > Click the **Edit** button on the command bar.
- > Enter the first letters of the operation required in the search field (Fig 71 A)

or

> Click the \square button next to the field (Fig 71 **B**).

The "Operations" window opens (Fig 89).

- Search for the operation required.
- > Double click the name of the operation found.

The operations window disappears and the name of the operation is displayed inside the "Main operation" field (Fig 90).

> Click the **Update** button on the command bar to save the data.

7.2.3.1 Select an operation linked to the diagnosis

A configuration parameter makes it possible to link the operation search to the diagnosis previously selected. If enabled by configuration, a checkbox named "Based on selected diagnosis" is displayed on the operation search and selection window (Fig 92).

	OPERATIONS	
	Profiles 1 CLINICA ORTOPEDICA	Se
Based on selected diagnosis	Description	
ARTRODESI ANCA SX		
ARTROPROTESI CEMENTATA ANCA SX		
ARTROPROTESI DI RIVESTIMENTO ANCA SX		
ARTROPROTESI IBRIDA ANCA SX		
ARTROPROTESI NON CEMENTATA ANCA SX		
ARTROSCOPIA ANCA SX		
ARTROSURFACE ANCA SX		
DEBRIDMENT ARTROSCOPICO ANCA SX		
EMIARTROPLASTICA ANCA SX		
GEL PIASTRINICO ANCA SX		
MICROFRATTURE ARTROSCOPICHE ANCA SX		
PROTESI TOTALE DA REVISIONE ANCA SX		
SHAVING ARTROSCOPICO ANCA SX		
		-

Fig 92

When the box is checked only the operations linked to the selected diagnosis (visible in the "Diagnosis" field) are displayed on the operations search and selection window.

i

This option is only available if the main diagnosis selection is performed on the DIGISTAT[®] search and selection window, described in paragraph 7.2.1.4. In this case the main operation selection can be performed only after diagnosis has been selected.

7.2.4 Secondary operations

The "Secondary operations" field (Fig 93) specifies the list of any other operations that the patient has had or will have to have and are considered significant in relation to the current operation.

B Operation:		
Diagnosis		
Main operation		
Secondary operati		
Description		
Notes		
Not before	/ / V Suggested date / / V	
Infections		
Transmissible dise	· ·	
Allergies		
Proposed anesthe	··· Surgical time 0	
Priority	Pre time 0 Post time 0	
Approach site	Emergency level	
My operation	Estimated weight 0	
Position on table	··· Second position	
Confirmed by	Surgeon Anesthesiologist Programme manager	

Fig 93 – "Operation" Area

The function of this field is exactly the same as that of the "Main operation" field and describred in paragraph 7.2.3.

To specify the possible "Secondary operations",

click the Edit button on the command bar.

Data entry is this way enabled.

> Enter the first letters of the operation required in the "Secondary operations" field.

Otherwise

 \succ click the **button** next to the field.

The "Operations" window opens (Fig 94).

	_	OPERATIONS
	арр	Profiles CHP Search Search
A		Description APPENDICECTOMIE (47.0) APPENDICECTOMIE LAPAROSCOPIE (47.01) APPENDICECTOMIE LAPAROSCOPIQUE EN PASSANT (47.11) APPENDICECTOMIE LAPAROTOMIE (47.09) APPENDICECTOMIE LAPAROTOMIE EN PASSANT (47.19) APPENDICCSTOMIE (47.91) DRAITNAGE ABCES APPENDICULAIRE SANS APPENDICECTOMIE (47.2) EXCISION APPENDICE PREAURICULAIRE (18.29)
		EXTENSION APPROFONDISSEMENT SILLON BLCCOLABIAL (24.91) FERMETURE FISTULE APPENDICULAIRE (47.92) INVERSION APPENDICULAIRE (47.99) Cocc

Fig 94 – Other Operations

The window shown in Fig 94 offers the chance to select and enter more than one operation at the same time.

Then click the **Ok** button (Fig 94 **B**) to enter all the operations selected in the "Secondary operations" field of the "Operation Record" page.

7.2.5 Description

This field makes it possible to enter a more detailed description of the operation to be performed. It is a free field, meaning that it is not conditioned by pre-defined selections.

7.2.6 Notes

This field makes it possible to enter any notes relating to the operation to be performed. It is a free field, meaning that it is not conditioned by pre-defined selections.

7.2.7 Not before...

This field makes it possible to enter a date before which it is not possible to perform the operation. This value is binding to the value to be entered into the next field "Suggested date". If the date 20/05/2010 is entered into the "Not before..." field, it is not possible to enter an earlier date in the "Suggested date" field".

The value is not binding in relation to the scheduling of the operation. This means that the operation can be scheduled for a date before that specified here. In this case the system will warn the user that the scheduling contrasts with that specified previously.

7.2.8 Suggested date

This field makes it possible to indicate a date as being the best for performing the operation. The suggestion need not necessarily be observed during scheduling; i.e., the date entered is not binding in relation to the scheduling of the operation. This date is, however, binding in relation to the value to be entered into the "Not before..." field. For instance, if the date 20/05/2010 is entered into the

"Suggested date" field without entering a value into the "Not before..." field, the latter field assumes the date in the "Suggested date" field (20/05/2010 in this case) as default.

i

Every time you have to enter a date it is possible, clicking the arrow next to the field, to enter it using a digital calendar.



To enter the date simply click the day required. The corresponding date will automatically appear in the field. Paragraph 4.1.2 describes the digital calendar in detail.

7.2.9 Infections

The "Infections" field makes it possible to specify any possible infections.

B Operation:	
Diagnosis	
Main operation	
Secondary operati	
Description	
Notes	
Not before	└────────────────────────────────────
Infections	
Transmissible dise	
Allergies	
Discound another	
Propused anestne	
Approach site	
My operation	Estimated weight 0
Position on table	Second position
Confirmed by	Surgeon Anesthesiologist Programme manager

Fig 96 – "Operation" Area

To enter an infection

- click the Edit button on the command bar.
- > Enter the first letters of the infection being searched for in the "infections" field.

Otherwise

 \succ click the \square button next to the field.

The "Infections" window will appear (Fig 97).

[(A	INFECTIONS
			Search
	Г		Description
			Acinetobacter multirésistant
			Autre bactérie multirésistante
			Brûlures surinfectées
			Clostridium difficile
			EBSL - entérobactérie productrice de béta-lactamases à spectre élargi
		\checkmark	Entérocolite nécrosante du nouveau-né
			Grippe - virus influenza
		~	MRSA - Staphylocoque doré résistant à la méthicilline
			Mycobaterium tuberculosis
			Norovirus
			Pseudomonas mutlirésistant
			Rotavirus
			Rougeole (C)
0		Other	OK Cancel

Fig 97 – Specify Infections

- Search, if necessary, the wanted item using the search field on the window (Fig 97 A).
- \triangleright Click the checkbox corresponding to the infections that must be specified (Fig 97 **B**).

Multiple selection is possible.

Click the Ok button (Fig 97 C) to display all the selected infections on the "Operation record" screen.

The "Infections" window offers the chance to manually enter an infection not contained in the database.

This is possible using the "other" field (Fig 97 D).

To enter an infection not contained in the database, simply write the name of the infection in the field and click **Ok**.

The name appears inside the "Infections" field of the "Operation Record" page.

When you enter an infection, the system can be configured to automatically add a certain amount of time to the estimated time required to clean the room (Fig 98). The actual duration is specified by configuration.

B Operation:	APPENDICECTOMIE (47.0)
Diagnosis	
Main operation	APPENDICECTOMIE (47.0)
Secondary operati	
Description	
(A]
Notes	
Not before	/ / Suggested date / / V
Infections	Norovinus;
Transmissible dise	
Allergies	
Proposed apasthe	
Priority	Incompute V Pre-time [15 PostSine [15 + 30 min
Approach site	
My operation	Estimated weight 0
Position on table	Second position .
Confirmed by	Surgeon Anesthesiologist Programme manager

Fig 98 – Infection in progress and cleaning times

7.2.10 Transmissible diseases

The "Transmissible diseases" field makes it possible to specify any transmissible diseases suffered by the patient.



Fig 99 – "Operation" Area

To specify a transmissible disease

- click the Edit button on the command bar.
- Enter the first letters of the transmissible disease being searched for in the "Transmissible diseases" field.

Otherwise

 \succ click the \square button next to the field.

The "Transmissible diseases" window appears (Fig 100).

	TRANSMISSIBLE DISEASES	
		Search
	Description	
B	Hépatite B Hépatite C	_
	Q	
	Other OK	Cancel

Fig 100 – Specify transmissible diseases

- Search, if necessary, the wanted item using the search field on the window (Fig 100 A).
- \triangleright Click the checkbox corresponding to the diseases that must be specified (Fig 100 **B**).

Multiple selection is possible.

Click the Ok button (Fig 100 C) to display all the selected diseases on the "Operation record" screen.

The "Transmissible diseases" window offers the chance to manually enter a disease not contained in the database.

This is possible using the "other" field (Fig 100 **D**).

To enter a disease not contained in the database, simply write the name of the disease in the field and click **Ok**.

The name is displayed in the "Transmissible diseases" field of the "Operation Record" page.

When you enter a disease, the system can be configured to automatically add a certain amount of time to the estimated time required to clean the room (Fig 98). The actual duration is specified by configuration.

B Uperation:	APPENDICECTOMIE (47.0)
Diagnosis	
Main operation	APPENDICECTOMIE (47.0)
Secondary operati	
Description	
beschpilon	
Notes	
Y	
Infections	
Transmissible dise	Hépatre Bi
Allergies	
Proposed anesthe	Surgetting 0
Priority	Incomue Pre time 15 Post time
Approach site	Emergency level
My operation	Estmated weight 0
Position on table	Second position
Confirmed by	Surgeon Anesthesiologist Programme manager

Fig 101 – Transmissible diseases and cleaning times

7.2.11 Allergies

The "Allergies" field (Fig 102 A) makes it possible to specify any allergies suffered by the patient.



Fig 102 – "Operation" Area

To specify an allergy

- click the Edit button on the command bar.
- > Enter the first letters of the allergy being searched for in the "Allergies" field.

Otherwise

 \succ click the \square button next to the field.

The "Allergies" window opens (Fig 103).

A			ALLERGIES		
\sim					
Allergies	Reaction	Notes			
Médicaments					
Antibiotaues					
Pépiclines					
Hyppotiques	1				
Curares					
Morphiniques					
Anesthésiques locaux		Note			
Protamine					
Héparine					
Colloïdes					
Produit de contraste radiologique					
Contact					
Latex					
Désinfectants iodés					
Chlorexidine					
Terrain atopique					
Alimentaire (kiwi, bananne, fique, n	oi				
Pollens					
Animaux					
Hyménoptères					
Accarient					
Autre					
				0	

Fig 103 – Specify Allergies

To specify an allergy,

click the box alongside the name of the allergy selected (Fig 103 A).

Multiple selection is possible. All the selected items are inserted in the "Operation record" screen.

Click the "Reaction" column on the row corresponding to the selected allergy to specify the kind of allergic reaction (if so configured, the kind of allergic reaction can be selected on a list of predefined options - Fig 103 **B**).

Click the "note" column for the allergy selected to enter any notes concerning the allergy selected (Fig 103 C).

Click the Ok button (Fig 103 D) to enter all the allergies selected in the "Allergies" field of the "Operation Record" page.

The icon \triangle , which may appear alongside the field, highlights the presence of notes relating to the allergies entered (Fig 104).

Allergies	Hypnotiques;	Protamine;Produit de contraste radiologique	

7.2.12 Proposed Anesthesia

The "Proposed Anesthesia" field (Fig 105 A) makes it possible to specify the type of anesthesia proposed for the operation.



Fig 105 – "Operation" Area

To specify a type of anesthesia

- click the Edit button on the command bar.
- > Enter the first letters of the anesthesia being searched for in the "Proposed anesthesia" field.

Otherwise

> click the button placed next to the field.

The "Anesthesia" window opens (Fig 106).



Fig 106 – Specify Anesthesia

Search, if necessary, the wanted item using the search field on the window (Fig 106 A).

 \blacktriangleright Click the checkbox corresponding to the anesthesia that must be specified (Fig 106 **B**).

Multiple selection is possible.

Click the Ok button (Fig 106 C) to display all the selected anesthesias on the "Operation record" screen.

The "Anesthesia" window offers the chance to manually enter an anesthesia not contained in the database.

This is possible using the "Other" field (Fig 106 **D**).

To enter an anesthesia not contained in the database, simply write the name of the anesthesia in the field and click **Ok**.

The name appears inside the "Proposed anesthesia" field of the "Operation Record" page.

7.2.13 Surgical time

The "Surgical time" field (Fig 107 A) makes it possible to specify the envisaged duration of the operation.



The "Surgical time" field, together with the patient's main data (name, last name and patient code) and the type of operation envisaged, is required to change the operation state from "foreseen" to "requested".



Fig 107 – "Operation" area

To specify the surgical time:

- click the Edit button on the command bar.
- ▶ Insert the duration (in minutes) in the "Surgical time" field.

Otherwise

> click the button placed near the field.

In both cases the "Surgical time" window appears (Fig 108).

Operation	Ideal	Average hospital					
PROTHESE MAMMAIRE BILATERALE (85.54)	0		120/11				
Custom			120				
	(A					
PLANNED SURGICAL TIME		120 min					
	B	ок Са	ncel				

Fig 108 – Expected surgical time specification

- > Insert the value (in minutes) in the field indicated in Fig 108 A.
- ➢ Click the Ok button (Fig 108 B).

The specified duration appears in the "Surgical time" field on the "Operation record" screen.

The central part of the window can display, if specified by configuration, three different kinds of information.

The "Operation" column (Fig 108 C) displays the envisaged operation name.

The "Ideal" column (Fig 108 **D**) displays the optimal duration for that kind of operation.

The "Average hospital" column (Fig 108 **E**) displays the average duration for that kind of operation in the form "*average/number of operations on which the average is calculated*". For example: "45/8" means that hospital average duration is 45 minutes calculated on 8 operations of the same kind.

If there are secondary operations specified the average duration of each of them is displayed separately.

The "Ideal" and "Average" values can be double-clicked to be inserted as surgical time on the "Operation record".
i

The expected duration of the operation influences the operation scheduling possibilities. Every operation can be scheduled in relation to the expected duration. On the "Operation Scheduling" pages, analyzed in detail in paragraph 8, the operations are displayed as boxes (Fig 175) and the length of the boxes is proportional to the duration of the operation.

7.2.14 Priority

The "priority" field makes it possible to specify the level of priority assigned to the operation. The levels of priority are established during configuration according to the user's requirements. The example shown allows for 4 possibilities (Fig 109):

- 1) Unknown priority;
- 2) Normal priority;
- 3) High priority;
- 4) Very high priority.





The fields "prority" and "emergency level" are mutually exclusive, i.e. when the the "priority" is specified the "emergency level" field is disabled and vice versa.

7.2.15 Pre - time

The "Pre time" field ("pre surgical time") makes it possible to specify the estimated time required to prepare the room for the operation. To enter this value, simply type it into the field. The time entered is added to the operation duration when it is scheduled. It will be displayed on the "Schedule Operation" screen (paragraph 8) as a gray portion (see Fig 178). In the configuration here described the default pre surgical time is 15 minutes.

7.2.16 Post - time

The "Post time" field ("post surgical time") makes it possible to specify the estimated time required to make the room ready again after the operation. In the configuration shown in the example, the system assigns a default post surgical time of 15 minutes. To enter a different value, simply type it into the field. The time entered is added to the operation duration when it is scheduled. It will be displayed on the "Schedule Operation" screen (paragraph 8) as a grey portion (see Fig 178).

7.2.17 Approach site

Diagnosis						
Main operation						
Secondary operati					-	
Description	[=	
Notes					=	
Not before		Suggested date / /	T			
Infections						
Transmissible dise						
Allergies						
Proposed anesthe				Surgical time	<u> </u>	
Priority		Pre time 0		Post time 0		
Approach site				Emergency level	•	
My operation		Estimated weight 0	_			
Position on table		-	 Second position 			

The "Approach site" field makes it possible to specify the approach mode to the patient.

Fig 110 - "Operation" area

To specify an approach mode

- click the Edit button on the command bar.
- > Enter the first letters of the kind of approach being searched for in the "Approach site" field.

Otherwise

> click the button placed next to the field.

The "Approach site" window appears (Fig 111).



- Search, if necessary, the wanted item using the search field on the window (Fig 111 A).
- Click the checkbox corresponding to the approach that must be specified (Fig 111 B).

Multiple selection is possible.

Click the Ok button (Fig 111 C) to display all the selected approaches on the "Operation record" screen.

The "Approach site" window offers the chance to manually enter an approach mode not contained in the database. This is possible using the "Other" field (Fig 111 **D**).

To enter an approach mode not contained in the database, write the name of the approach mode in the field and click Ok.

The name appears inside the "Approach site" field of the "Operation Record" page.

7.2.18 Emergency level

The "Emergency level" field (Fig 113 A) makes it possible to specify the urgency of an operation.



When an emergency level is assigned (any level in the configuration here described) it is possible to directly schedule the operation as a day reserve; i.e. the "Plan as reserve" option in the **Change** menu of the control bar is activated (Fig 113 **B**). See paragraph 8.5.5 for an explanation of the meaning of "reserve" in the Smart Scheduler system.

OPERATION LIST	OPERATION RECORD PROTHESE MAMM	AIRE BILATERALE (85.54)		ABCD	E G - +
A Patient:	1.0000000				
B Operation:	PROTHESE MAMMAIRE BILATERALE	(85.54)			
Diagnosis	capsulite sein dt reconstruit par grand dorsal ,ptos	mammaire G			
Main operation	PROTHESE MAMMAIRE BILATERALE (85.54)				
Secondary operati			<u></u>		
Description	PROTHESE MAMMAIRE BILATERALE (85.54):				
Notes					
Not before	14/10/2009 V Suggest	ed date 14/10/2009 🔻			
Infections					
Transmissible dise					
Allergies					
			(A)		
Proposed anesthe	Anesthésie générale;	··· Surgica	I time	Emergency level	iveaul (z4b00 🔽
Priority	F F	re time 15	t time 15		
Approach site	Abord direct	weight 0	rlevel Niveaul (<4h00 🔽		
Position on table	DD;	Second position Semi-assis;			
Confirmed by	Surgeon 4	nesthesiologist Programme m	anager		
C Requireme	ents				
D Planned St					
E Special Ser	vices	Plan as Reserve			
G Materials		Reschedule			
		Schedule With Help			
		Schedule			
		Request			
		Foreseen			▼
NEW	EDIT DEB	CHANGE FORESEEN	LOCK REP	ORTS CANCEL	UPDATE
		Fig 113			

To plan the operation as reserve

Click the **Change** button on the command bar (Fig 113 **B**).

The menu shown in Fig 113 will open

click the "Plan as reserve" option (Fig 113 C).

The window shown in Fig 114 will open.



- Specify the operating block and the operation date in the appropriate fields (Fig 114 A).
- Click Ok.

The operation will be scheduled as reserve for the specified date and block. The operation state will change to "Scheduled"

When an operation is indicated as "Emergency" (any level), the corresponding rectangle in the graphic representation of the "Schedule" module is bordered in red (Fig 115). See paragraph 8 for the scheduling procedure.



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The fields "priority" and "emergency level" are mutually exclusive, i.e. when the the "priority" is specified the "emergency level" field is disabled and vice versa.

7.2.19 My operation

The "My operation" checkbox makes it possible to enter the operation in the user's personal list of operations. A user having the required permissions level (this option is usually granted to surgeons) can check this box to limit the visibility of the operation. The operation this way checked is (and will be) only visible to the user who is creating or editing it.

This option is only available if the operation is in "Foreseen" state. In the moment it turns to "Requested" state, the operation becomes visible to all users.

This option is linked to the "My operations" field of the "Operation list" page (see paragraph 4.1.1). When performing a search, select this field to display the list of operations that are only visible to the user currently logged, i.e. the list of operations for which the "My operation" checkbox was selected.

7.2.20 Estimated weight

The "Estimated weight" field shows the patient's weight. This field cannot be directly edited. The "estimated weight" value is entered in the "patient" area of the page. See paragraph 7.1

7.2.21 Position on the operating table

The "Position on table" field makes it possible to specify the patient's position on the operating table.

B Operation:	
Diagnosis	
Main operation	
Secondary operati	-
Description	
Notes	
Not before	/// v Suggested date // v
Infections	
Transmissible dise	-
Allergies	
Proposed anesthe	···· Surgical time [0 ····
Priority	Pre time 0 Post time 0
Approach site	
My operation	Estimated weight 0
Position of	Second position in
Committed by	Sourgeon Artesonessoundex Drughamme manager

Fig 116 – "Operation" area

To specify a position

- click the Edit button on the command bar.
- > Enter the first letters of the position being searched for in the "Position on table" field.

Otherwise

 \succ click the \square button placed next to the field.

In both cases the "Position on table" window appears (Fig 117).



Fig 117 – Position on Table

- Search, if necessary, the wanted item using the search field on the window (Fig 117 A).
- Click the checkbox corresponding to the position that must be specified (Fig 117 **B**).

Multiple selection is possible.

Click the Ok button (Fig 117 C) to display all the selected positions on the "Operation record" screen.

The "Position on table" window offers the chance to manually enter a position not contained in the database.

This is possible using the "Other" field (Fig 117 **D**).

To enter an a position not contained in the database, simply write the name of the position in the field and click **Ok**.

The name appears inside the "Position on table" field of the "Operation Record" page.

7.2.22 Second position

Use the "Second position" field to specify a possible second position for the patient during the operation. The "Second position" specification procedure is identical to that described in paragraph 7.2.21 for the "Position on table" specification.

7.2.23 Confirmed by...

This field makes it possible to specify whether or not confirmation to proceed with the operation has been given by the

- 1) Surgeon
- 2) Anesthesiologist
- 3) Program Manager

To specify that confirmation has been given, select the checkbox corresponding to the person who has given confirmation.

7.2.24 Operation schedule summary

After the operation has been scheduled, the "operation" area shows, at the bottom, the date, time, room and block established (Fig 118).



7.3 The "Requirements" area

The "Requirements" area makes it possible to specify and manage the patient's requirements necessary to the performance of the operation (Fig 119).

A "requirement" is any document necessary to the progress of the operation procedure (e.g.: the result of a medical examination or patient consent form).

C Requiremen	nts		_				_		
Short name	Description	ToDo	In progress	Pass	Fail	NA	Date	Notes	(Ē)
									$\mathbf{\nabla}$

Fig 119 – "Requirements" Area

To enter a new requirement

- > Click the **Edit** button on the command bar of the "Operation Record" page.
- Click the button alongside the "Requirements" table (Fig 119 A).

The following window opens.

		REQUIREMENTS)
	Туре		
	Short name	Description	
		Prélèvement pour la biobanque	
	Preq1	Prequirement1	
	req1	requirement1	
(A)	reqtest	reqtest	
	Transfert SIP	Transfert aux soins intensifs de pédiatrie	
	Transfert SMIA	Transfert aux soins intensifs	
	WalkerFix Coussin	WalkerFix Coussin d'Air	
		OK Cancel	

Fig 120 – Enter Requirement

The central part of the window contains the list of possible requirements. The area is split into three columns. The first contains the selection boxes (Fig 120 A). Click a box to select the corresponding requirement; you can select more than one requirement at a time. The second column contains the

abbreviated name of the requirement (Fig 120 **B**). The third column contains a more detailed description of the requirement in question (Fig 120 **C**).

Click the \checkmark button alongside the "type" field to open a menu which makes it possible to indicate the type of requirement being searched for. A "Hospital Unit" filter is also available (Fig 120 **D**). The requirements list displayed is linked to the hospital unit, i.e. the number and kind of requirements displayed depend on the hospital unit selected.

To enter the requirements desired

- Select the corresponding box (Fig 120 A).
- ➢ Click the Ok button (Fig 120 E).

The requirements selected appear on the "Operation Record" page (Fig 121).

_				C Requirem
T]	Date Notes	o In progress s Fail NA	Description	Short name
			Convocation - Suivi	Convocation
			ECG	ECG
			Examens pré-opératoires spéciaux	Examens spéciaux

Fig 121 – Requirements Table

The "Requirements" table (Fig 121) makes it possible to display various kinds of information concerning the state of the acquisition process of every requirement.

The first two columns of the table contain the abbreviated name and the description of the requirement.

The columns indicated in Fig 121 A show the position of the requirement in the acquisition process.

The way the icon looks (shape and colour) provides additional information.

The • icon indicates that the requirement should have been obtained in one of the previous states.

The • icon indicates that the requirement should have been obtained in the state preceding current state.

The \bigcirc icon indicates that the requirement must be obtained in the current state.

The **o** icon indicates that the requirement will have to be obtained in a subsequent state.

The *I* indicates that the requirement has been properly obtained.

The **o** icon indicates that the process for obtaining the requirement has failed (e.g., a test has resulted negative or a patient consent form has not been signed).

The **•** icon indicates that no information is available for the particular requirement concerned.

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Remember that the term "state" indicates the state of the operation (see paragraph 2.2 for a description of possible states). So, for example, if the operation has "scheduled" state, the "previous state" is the "requested" state, while if the operation has "requested" state, the previous state is the "foreseen" state.

Every icon is in a specific column of the "Requirements" table

The "To Do" column will contain the \bullet , \bullet or \bullet icons, depending on whether or not the requirement has to be obtained in the current state, should have been obtained in a previous state or must be obtained in a subsequent state.

The "In Progress" column will contain the \bullet , \bullet or \bullet depending on whether or not the requirement has to be obtained in the current state, should have been obtained in a previous state or must be obtained in a subsequent state.

The "Requirement Pass" column will contain the *I* icon if the requirement has been properly obtained.

The "Requirement Fail" column will contain the \otimes if the process the obtain the requirement has failed.

The "N/A" column will contain the • icon if no data is available for the requirement indicated.

To indicate a change in a requirement acquisition process (e.g., to indicate the acquisition of the requirement in question), simply click the corresponding box.

If, for example, you wish to indicate that the "Convocation" requirement (Fig 121 **B**) has been obtained, simply click the box indicated in Fig 121 **C**.

The table will change as shown below.

Convocation Convo	ration - Suivi			1 Gill	19m	- VQ
	Lauon - Duivi		0			
ECG ECG		•				
Examens spéciaux Exame	ns pré-opératoires spéciaux	•				

Fig 122 – Requirement Obtained

The "Date" column makes it possible to indicate the date on which a requirement was obtained or the date on which the acquisition process failed.

The "Notes" column makes it possible to enter any notes on the requirement in question.

To enter a note or a date, simply click the corresponding box.

You can add or remove a requirement from the list by right clicking. Right click the "requirements" area to open the menu shown in Fig 123.

Short name 🛛 🔺	Description
Convocation	Convocation - Suivi
ECG Add items	pré-opérato
Remove item	
Clear all	
A ALLA ALLA	AND . A. A. A.

Fig 123

Click "Add items" to open the window shown in Fig 120 and add new requirements.

Click "Remove item" to remove an item selected from the list of requirements

Click "Clear all" to clear all items from the list of requirements.

To display a window providing information on one of the requirements on the list, pass the mouse pointer on the item (Fig 124).

Examens spéciaux - Examens pré-opératoires spéciaux
State: To do
Result: None
Note:
Date:

Fig 124 – Requirement information

7.4 The "Planned staff" area

The "Planned Staff" area" (Fig 125) makes it possible to indicate the staff required for the operation, stating both their "roles" (surgeon, anesthesiologist etc.) and their identities (specific names and last names).

	D Planned St	aff			
	Requesting H.U.	ORL		H.U.hospitalization ORL	
-	Requesting doctor	New York Control of Co	··· >>>		
				Connected H.U.	
	Role Required Per	sonnel			

Fig 125 – Planned Staff

To select the staff, if not already specified by default, you must first specify the hospital unit requesting the operation (default values are set by configuration).

To specify the requesting hospital unit

> Click the **Edit** button on the command bar of the "Operation Record" page.

Enter the first letters of the name of the requesting unit in the "Requesting H.U." field (Fig 125 A).

Or

click the button alongside the "Requesting H.U." field.

The following window opens (Fig 126).

		HOSPITAL UNIT SELECTION	
	АМВ]	Search
B	1 2 3 4 5 *	Hospital Unit	-
A	ANB Cscheur 1 CCV CHT Secteur 2 CHV - Sute URO Secteur 3 CRR		
	Secteur 4 NCH ORL ORL Pr Test	OK Cancel	▼. None

Fig 126 – Hospital unit selection

The central part of the window reflects the organization of the hospital structure where you are operating. This means that the various locations, blocks or areas of the hospital are specified. These are shown as a tree structure which highlights their inclusion relationships. The area shown in Fig 126 **A** indicates that Sector 2 includes the two locations called CHV and URO and that Sector 3 includes the locations called CPR and OTR; both sectors are included in a structure called AMB. To indicate the position occupied by an item on the list in the tree structure, we say that the specific item is at a specific level. In the figure, for example, level 1 indicates the whole hospital, level 2 indicates the sub-units of the hospital, level 3 indicates the sub-units, and so on. The sectors in the figure shown are at level 4, and the locations included in them are at level 5.

The buttons in the top left corner (Fig 126 **B**) make it possible to display only items of the level specified by the button (and those of lower levels).

To select one of the items on the page, simply double click it, or click it and then press the **Ok** button (Fig 126 **C**).

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Every user, depending on the permissions held, will be permitted to select only the locations for which he/she is responsible. The permissions of every user are specified during configuration by the system administrator.

The "hospital unit selection" window makes it possible to search for the item required. To do so, simply enter the first letters of the name of the item being searched for in the search field (Fig 127 A) then click the **Search** button (Fig 127 B).

2	HOSPITAL UNIT SELECTION	B
AMB		Search
1 2 3 4 5 *	Hospital Unit	
AMB		
- Secteur 1		
CCV		
CHT		
- E Secteur 2		
- CHV		
CHV - Suter		
URO		
- 🕀 Secteur 3		
CPR		
- OTR		
- Secteur 4		
NCH		
- ORL	-	
MAX		
	OK Cancel	None

Fig 127 – Hospital unit selection

The Cancel button (Fig 127 C) makes it possible to close the window without making any changes.

The **None** button (Fig 127 **D**) makes it possible to "clean the field", i.e., to eliminate any previously selected items.

The "Requesting Hospital Unit" field is a mandatory field. This information cannot be omitted.

7.4.1 Selecting the hospitalization unit

The field shown in Fig 128 A makes it possible to specify the location where the patient will be hospitalized.

D Planned St	aff	<u>A)</u>
Requesting H.U.	ORL ··· H.U.hospitalization ORL	
Requesting doctor	••• »	
	Connected H.U.	
Role Required Per	sonnel	

Fig 128

To specify the hospitalization unit

- > Click the **Edit** button on the command bar of the "Operation Record" page.
- Enter the first letters of the name of the hospital unit required in the "H.U. Hospitalization" field.

Or

click the button alongside the "Hospitalization H.U." field.

The window shown in Fig 126 and Fig 127 opens. See the previous paragraph for the selection procedure.

7.4.2 Selecting the requesting doctor

The field shown in Fig 129 A makes it possible to specify the name of the doctor requesting the operation.

D Planned Staff	B
Requesting H.U. ORL	H.U.hospitalization ORL ···
Requesting doctor	
	Connected H.U.
Role Required Personnel	

Fig 129

To specify the requesting doctor

- > Click the **Edit** button on the command bar of the "Operation Record" page.
- > Enter the first letters of the name of the person required in the "Requesting doctor" field.

Or

click the button alongside the "Requesting doctor" field.

The following window opens (Fig 130).

(A	PERSONNEL	SELECTION		0	B
Name [Qualification		Č [Search
Requested Role	1er OP					
Code	Last name	First name		Qualification		
0						
\mathbf{O}						
			Current	ОК	Cancel	None

Fig 130 – Select the requesting surgeon

To search for the name, enter the name (or part of it) of the person being searched for in the "Name" field (Fig 130 A) then click the **Search** button (Fig 130 B).

Click the **Search** button without entering any letter to obtain the list of all those with permission to perform that function.

You can limit the search exclusively to people who occupy a specific role.

To do so, use the "Qualification" field. Click the arrow indicated in Fig 130 C to open a menu containing the possible options (Fig 131 A). Select one of these options to display only the names of the people with the qualification specified.

		PERSONNEI	L SELECTIO	N (A)	_	
Name 💙			Qualification			Search
Requested Role	1er OP			CHIRURGIEN		
Code	Last name	First name		PROG_BOP		
				DIR_BOP INF_ANESTH	<u>_</u>	
			~~			

Fig 131 – Selection by Qualification

The "requested role" area (Fig 131 **B**) indicates the qualification necessary for selection as doctor requesting the operation. In the example shown, only those with the qualification of first operator can request an operation. This specification is made during configuration and cannot be changed by the users.

Once the role requested has been selected, it is possible to select a name only from those who possess the specified qualification.

If the system is so configured, the name of the user connected can appear in the area indicated in Fig 130 **D**. If the user connected has the qualification necessary to cover the role of requesting doctor, he/she can simply click the **Current** button to enter his/her name in the "Requesting Doctor" field.

The **Cancel** button makes it possible to close the window without making any changes.

The **None** button makes it possible to "clean the field", i.e. to eliminate any previously selected items.

The button in Fig 129 **B** and Fig 132 **A** makes it possible to assign the name of the requesting doctor also to the role of "First Operator" of the operating room staff (Fig 132 **B**).

D Planned State	
Requesting H.U. H.U.hospitalization ORL	
Requesting doctor	
Connected H.U.	
Role Required Per del	
1er OP	-
1 1er ASS OP	
Prome ASS OP and in a contract of the second	ليترجمهم

Fig 132

7.4.3 Connected H.U.

The "Connected H.U." field makes it possible to make the operation visible also to users belonging to other hospital units (Fig 133 A). Edit functionalities will be available accordingly to the user permissions.



Fig 133

To specify the connected hospital units use the procedure described in the previous chapter (7.4.1)

7.4.4 Cost center selection

Some configurations require the specification of the cost center to which the operation must be associated. When the cost center specification is required it is performed through an additional field placed under the "Requesting doctor" field.

To specify a cost center,

- > click the **Edit** button on the command bar of the "Operation Record" page.
- > Enter the first letters of the name of the cost center required in the "Cost Center" field,

or

click the button alongside the "Cost Center" field.

A window enabling the cost center search and selection will open.

7.4.5 The "Planned Staff" table

The "Planned Staff" table makes it possible to specify ad/or request the staff to perform the operation (Fig 134 A).

		D Planned	Staff	_	_	_	-	_		_	
		Requesting H.U.	AMB					H.U. hospitalization	АМВ	R	
		Requesting docto	r				»	Referent		\checkmark	
	$\left(\right)$	Role	Required	Personnel							
		🚦 1er OP									
•		🚦 MDALG RESP									



Before making any selection, the area contains the list of roles indispensable to the operation. In Fig 134 there are two roles indicated as indispensable (the first operator and the "Mdalg Resp", i.e. the anaesthetist).



By configuration, for every type of operation, you can specify the minimum indispensable staff to perform it. In this case, after specifying the operation, the system enters all the indispensable roles as mandatory.

To select the room staff

- > Click the **Edit** button on the command bar of the "Operation Record" page.
- > Click the \square button alongside the table (Fig 134 **B**).

The following window opens (Fig 135).

	ROLES SELECTION
	ROLES SELECTION Role • 1er OP • 2eme OP • 1er ASS OP • 2eme ASS OP • OP ENSEIGNANT • STAG OP • OP INVITE •
A	MDALG RESP MDALG ENS_ANT MDALG ENS_E INF ALG INF ALG FORM STAG INF ALG INFALG ENS_ANT INSTRUM.1 INSTRUM.2 INSTR FORM
	OK Cancel

Fig 135 – Select roles

This window makes it possible to select the roles but <u>not</u> the names of the room staff.

The window contains the list of all possible roles. Alongside every role there is a selection box (Fig 135 A).

To select the roles

Click the checkbox corresponding to the role required.

The corresponding role appears as selected (Fig 136 A).

			ROLES SELECTION	
			Role	
			1er OP	
		⇒ <	2eme OP	
(1er ASS OP	
			2eme ASS OP	
			OP ENSEIGNANT	
			STAG OP	
			OP INVITE	
			MDALG RESP	
			MDALG ENS_ANT	
			MDALG ENS_E	
			INF ALG	
			INF ALG FORM	
			STAG INF ALG	_
			INFALG ENS_ANT	
		<mark>_></mark> ⊻	INSTRUM.1	
			INSTRUM.2	
			INSTR FORM	-
			OK Ca	ncel
	L		Fig 136 – Selected roles	

➢ Click the Ok button (Fig 136 B).

The list of selected roles is displayed in the "Planned Staff" table (Fig 137).

	Ø		
Role	Required	Personnel	
🚦 1er OP			
🚦 MDALG RESP			
🚦 2eme OP			
🚦 INF ALG			
INSTRUM.1			
			<u> </u>

Fig 137 – Selected staff

The exclamation mark alongside every role indicates that no name has been specified for that role and there has been no declaration that any person qualified for that role is acceptable.

To declare that any person qualified for that role is acceptable, click the "Required" column in the box alongside the role (Fig 137 A). The list of roles changes as shown in Fig 138.

Role	Required	Personnel	
🚦 1er OP			
MDALG RESP	٥		
2eme OP	۲		
INF ALG	۲		
INSTRUM.1			

Fig 138 – Requested staff

The \bigcirc icon alongside the role means that any person qualified for that role is acceptable (Fig 138 A).

To specify the name of the person requested, click the line corresponding to the role.

The following window is displayed (Fig 139).

	A	PERSONNEL SE	LECTION		B
Name		Qua	alification	.	Search
Code	Last name	First name	Qualification		
			Current OK	Cancel	None

Fig 139 – Select room staff

To search for a specific person type his/her name (or part of it) in the "Name" field (Fig 139 A) and then click the **Search** button (Fig 139 B).

The list of names containing the search string appears on the window. Select the wanted name and click **Ok**. The name appears on the line selected (Fig 140).



Fig 140 – Selected staff

You can either add or remove an item from the table by right clicking. Right click the "Planned staff" table to open the menu shown in Fig 141.



Fig 141

Click "Add items" to open the window shown in Fig 136, and add new roles.

Click "Remove item" to remove an item selected from the list of roles.

Click "Clear all" to clear all items from the list.

Staff can be also scheduled, with different procedures, on the "Staff management" module, described in paragraph 9.

A "System Option" has been defined in order to avoid conflicts between the staff planned on the "Operation Record" (described in this paragraph) and the staff planned on the "Staff management" module.

This "System Option", named **DisablePlannedStaffEditingOnOperationRecord**, if activated, enables staff editing on the "Operation Record" only if the operation is either in "Foreseen" or "Requested" state. The staff of the planned operations is only managed on the "Staff management" module.

To activate the system option set its Value=Yes.

7.5 The "Special Services" area

The "Special Services" area (Fig 142) makes it possible to specify resources required for the operation.

E Special Services		
Short name	Description	Generic
		\mathbf{r}

Fig 142 – The "Special Services" area

To specify the required resources

- > Click the **Edit** button on the command bar of the "Operation Record" page.
- > Click the button alongside the area (Fig 142 A).

The following window opens (Fig 143).

		_	SPECIAL SERVICE	S	
	Select -				
B	© All		C Generic Device	C Spec	tial Device
-		Generic	Descr	ription	_
		Yes	CEC		
		Yes	CELL SAVER		
		Yes	CEMCAV Photo		
		Yes	CEMCAV Vidéo		
		Yes	ECHO, CARDIAQUE TRANS O	ESOPHAGIEN	
		Yes	ECHO, CARDIAQUE TRANS T	HORACIQUE	
		Yes	ENDOSCOPIE		
A		Yes	EXTEMPORANE		
-		Yes	LAPAROSCOPE		
		Yes	MICROCHIRURGIE		
		Yes	MICROSCOPE		
		Yes	NEUROMONITORING		
		Yes	RADIOGRAPHIE		
		Yes	RADIOSCOPIE		_
		Voc	THORACOSCODIE		
				ОК	Cancel

Fig 143 – Add resources

The window contains the list of all possible resource types. There is a selection box alongside every resource (Fig 143 A).

To select a resource

click the checkbox corresponding to the resource required.

The box will be selected (Fig 144 A).

	_	SPECIAL SERVIC	ES
Select			
 All 		C Generic Device	Special Device
-	Generic	Desc	ription
	Yes	CEC	
>⊻	Yes	CELL SAVER	
	Yes	CEMCAV Photo	
	Yes	CEMCAV Vidéo	
▶ •	Yes	ECHO, CARDIAQUE TRANS O	DESOPHAGIEN
	Yes	ECHO. CARDIAQUE TRANS T	HORACIQUE
	Yes	ENDOSCOPIE	
> <	Yes	EXTEMPORANE	
	Yes	LAPAROSCOPE	
	Yes	MICROCHIRURGIE	
	Yes	MICROSCOPE	
	Yes	NEUROMONITORING	
	Yes	RADIOGRAPHIE	
	Yes	RADIOSCOPIE	
	Noc	THODACOSCODIE	

> Click the \bigcirc button (Fig 144 **B**)

The list of resources selected appears in the "Special Services" table of the "Operation Record" page (Fig 145).

Short name	Description	Generic	
CELL SAVER	CELL SAVER	Yes	
ETO	ECHO. CARDIAQUE TRANS OESOPHAGIEN	Yes	
EXTP	EXTEMPORANE	Yes	

Fig 145 – List of resources

This table is split into two columns.

- The "Short name" column contains the abbreviation which identifies the resource.

- The "Description" column contains a brief description of the resource.

In the selection window there is a filter by Hospital Unit. If the filter is selected the window displays the resources linked to that Hospital Unit and all resources not linked to any Hospital Unit (Fig 143 \mathbf{B}).

The presence of resources in an operating room/block or slot will be indicated by special icons on the scheduling pages (see paragraph 8.2.1 and Fig 175).

You can add or remove a resource from the table by right clicking. Right click the "Special Services" table to open the menu shown in Fig 146.





Click "Add items" to open the window shown in Fig 144 and add new resources.

Click "Remove item" to remove an item selected from the list of resources.

Click "Clear all" to clear all items from the list.

7.6 The "Materials" area

The "Materials" area makes it possible to schedule the required room materials (Fig 147).

F Materials	
Name	QTY I
Notes	A.

Fig 147

To schedule the room materials

- 1. Click the **Edit** button on the command bar.
- 2. Click the **•••** button placed alongside the "Materials" area (Fig 147 A).

The following window is displayed (Fig 148).

MATERIAL SELECTION			
1 2 0 4 * Nama	Δ	SCHED I	PEO A
		SCHED.	τεQ. <u></u>
		1	0
lambotte werbrugger		1	0
sena batteria		1	0
sena poetimatica		- 1	0
sega preumatica sinthes		1	0
sutura adulti		1	о Л
sutura oncologica		- 1	0
sutura pediatrica		- 1	0
Generic series			
anca		1	0
anca revisione		1	0
anca revisione molle		1	0
anca revisione osso		1	0
femore trauma molle		1	0
femore trauma osso		1	0
femore+traumatologia		1	0
kit base 4 cl		1	0
kit osso 4 cl		1	0
Pediatrico grande A		1	0
Pediatrico grande B		1	0
		-	
alesatori		1	0
pistola cemento		1	0
Specific for devices			
CERCHIAGGIO HOWMEDICA		1	0
GMRS 1/2 MISURE		1	0
GMRS IMPATTATORI		1	0
GMRS MISURE INTERE		1	0
GMRS PROVE FEMORE PROX E DIST.		1	0
	V		
	Г	01	Const
AUU		OK	Cancel

Fig 148

The resources that are linked by configuration to the operation selected as "Main operation" are listed on the window. The resources are ordered in a tree-structure and grouped in "baskets" and operating "kits". The tree-structure is described in paragraph 7.6.1.

3. Click the checkbox corresponding to the resources to be planned (Fig 148 A).

The box is this way checked (Fig 149 A).

2 3 4 * Name		SCHED.	REQ.
RESEZIONE FEMORE DISTALE DX	~		
🖃 Toolkits			
Base			
cerchiaggio		1	1 (
Iambotte werbrugger		1	t I
sega batteria		1	1 0
sega pneumatica		1	1 0
sega pneumatica sinthes		1	t t
sutura adulti		1	1
sutura oncologica		1	1 :
sutura pediatrica		1	1 0
- 🖃 Generic series			
anca		1	1 0
anca revisione		1	1 0
anca revisione molle	✓	1	
anca revisione osso		1	1
femore trauma molle		1	1
femore trauma osso		1	1
femore+traumatologia		1	1

Fig 149

4. Set the required quantity of each resource to be planned.

The required quantity is indicated in the last column on the right (Fig 150 A). The required quantity is set to 1 by default. This value can be edited when the corresponding cell is highlighted yellow. The cell is highlighted either when the resource is selected or by double-clicking the cell itself.

3 4 * Name		SCHED.	REQ.
ESEZIONE FEMORE DISTALE DX			
] Toolkits			
Base			
cerchiaggio		1	
lambotte werbrugger	✓	1	
sega batteria		1	
sega pneumatica		1	
sega pneumatica sinthes	\checkmark	1	
sutura adulti		1	
sutura oncologica	\checkmark	1	
sutura pediatrica		1	
😑 Generic series			
anca		1	
anca revisione		1	
anca revisione molle	\checkmark	1	
anca revisione osso	×	1	
femore trauma molle		1	
w femore trauma pose A A A A A A A A A A A A A A A A A A A	Annahar	m	www

Fig 150

When all the resources to be planned have been specified and the corresponding quantities have been indicated,

5. Click the **Ok** button on the window, in the bottom-right corner of the window.

The planned resources are displayed in the "Materials" area of the "Operation record". The treestructure is maintained (Fig 151).



6. Click the **Update** button on the command bar.

7.6.1 Table contents description

The resources are ordered on the table in a four levels tree-structure. These four levels are indicated in the top-left area of the window (Fig 152 A). Each one of the five buttons - 1234* - displays the "tree" up to the level corresponding to the clicked number. The star makes it possible to expand the whole tree. The different levels can be either hidden or displayed by clicking on the tree nodes. The nodes are represented by the \square and \boxplus symbols (Fig 152 B). The first one, when clicked, hides the node; the second one displays it.



Fig 152

The first level represents the main operation (Fig 153).



Either kit, toolkits, series or single resources can be represented in the second level (Fig 154).



The kind of kit, series, toolkit or resource is specified in the third level (Fig 155).



The fourth level lists the single resources (Fig 156).



7.6.2 How to schedule all the materials displayed by configuration

It is possible to quickly specify all the materials listed on the selection window.

To do that, on the "Materials selection" window (Fig 157),

1. Click the checkbox placed on the row corresponding to the main operation name (Fig 157 A).

MATERIAL SELECTION	N		
	· A		
1 2 3 4 * Name	SCHEI). REQ.	
RESEZIONE FEMORE DISTALE DX			
E Toolkits			
Specific series	\smile		
alesatori	\checkmark	1	1
🕞 Generic series			
anca	\checkmark	1	1
anca revisione	\checkmark	1	1
anca revisione molle		1	1
anca revisione osso	\checkmark	1	1
Base			
cerchiaggio	\checkmark	1	1
Specific for devices			
CERCHIAGGIO HOWMEDICA		1	1
E Generic series			
femore trauma molle		1	1
femore trauma osso		1	1
femore+traumatologia		1	1
Specific for devices			
GMRS 1/2 MISURE	\checkmark	1	1
GMRS IMPATTATORI		1	1
GMRS MISURE INTERE		1	1
GMRS PROVE FEMORE PROX E DIST.		1	1
GMRS PROVE STELI CURVI CEMENTATI	✓	1	1
GMRS PROVE STELI CURVI NON CEMENTATI		1	1
GMRS PROVE STELI RETTI CEMENTATI	✓	1	1
GMRS PROVE TIBIA PER FEMORE DISTALE VERDE		1	1
GMRS SCASSO TIBIALE VERDE		1	1
GMSR ALESATORI RIGIDI CASSETTA VERDE		1	1
Generic series			
kit base 4 cl	✓	1	1
kit osso 4 d		1	1
Base			
400			Canad
ADD			Lancel

Fig 157

2. Click the **Ok** button on the window (bottom-right corner).

All the materials are this way inserted in the operation record (1 piece for each item if not differently specified - Fig 158).

F Materials	
1 2 3 4 * Name	QTY 🔺
= RESEZIONE FEMORE DISTALE DX	
Toolkits	
- E Specific series	
alesatori	1
- E Generic series	
anca	1
anca revisione	1
anca revisione molle	1
anca revisione osso	1
Base	
La cerchiaggio	1
- Specific for devices	
CERCHIAGGIO HOWMEDICA	1
Generic series	_

Fig 158

7.6.3 How to add a resource

To schedule a resource that is not already present in the pre-configured list, on the materials selection window (Fig 159),

1. Click the **Add** button (Fig 159 **A**).

MATERIAL SELECTION			
2 3 4 * Name		SCHED. RE	Q.
RESEZIONE FEMORE DISTALE DX	×		
🗉 Toolkits			
Specific series			
alesatori	V	1	
🕞 Generic series			
anca		1	
anca revisione		1	
anca revisione molle		1	
anca revisione osso		1	
Base			
cerchiaggio		1	
E Specific for devices			
CERCHIAGGIO HOWMEDICA		1	
🖂 Generic series			
femore trauma molle		1	
femore trauma osso		1	
femore+traumatologia		1	
Specific for devices			
GMR5 1/2 MISURE		1	
GMR5 IMPATTATORI	\checkmark	1	
GMRS MISURE INTERE		1	
GMRS PROVE FEMORE PROX E DIST.		1	
GMR5 PROVE STELI CURVI CEMENTATI		1	
GMR5 PROVE STELI CURVI NON CEMENTATI		1	
GMRS PROVE STELI RETTI CEMENTATI	\checkmark	1	
GMRS PROVE TIBIA PER FEMORE DISTALE VERDE	✓	1	
GMRS SCASSO TIBIALE VERDE	\checkmark	1	
GMSR ALESATORI RIGIDI CASSETTA VERDE	✓	1	
🖵 Generic series			
www.kit base 4 cl	\checkmark	1	
kit osso 4 cl	\checkmark	1	

Fig 159

The following window opens (Fig 160).



Fig 160

2. Use the drop down menu indicated in Fig 160 **A** and enlarged in Fig 161 to indicate the kind of material to insert.



Fig 161

This menu makes it possible to choose the kind of item to be searched (either single resource, basket, kit or series). In the example shown in Fig 162 the "basket" option has been selected. All the possible baskets are now listed on the window. If, for example, the option "single resource" had been selected, the list of all the single resources would have been displayed. The same thing is true for the kits and the series.

ADD A NEW	V MATERIAL	_	_
	Type Toolkits	-	Search
1 2 3 * Name		REQ.	
Toolkits			
E Base			
ALADIN STRUM			0
anteriore			0
anteriore 4 cl			0
bacinelle 4 cl			0
batteria per seghe stryker			0
cerchiaggio			0
cerchiaggio in titanio			0
CERVICALE DOTT. LAUS DENTISTA			0
CHIODO DI HARRINGTON			0
dermatomo pneumatico			0
ferri dr.Cioni			0
····· fili di k			0
fili di k titanio			0
lambotte werbrugger			0
luer			0
miculiz			0
mini vascolari			0
morsetto 4 cl			0
morsetto piccolo			0 🖡
Add the resources for this operation: BESEZIONE FEMORE DISTALE DX			
		ОК	Cancel
Fig	162		

3. Insert the name (or part of the name) of the wanted toolkit in the field indicated in Fig 163 A.

The list of all toolkits corresponding to the typed text is displayed on the window.

μ			
iemore	Type Toolkits		Search
1 2 3 * Name		REQ.	
🖃 Toolkits			
E Generic series			
femore trauma molle			
femore trauma osso			
femore+traumatologia			
Specific for devices			
AUGMENTATION FEMORE DIST			
CCK PROVE-FEMORE			
CHIODI GK FEMORE DX (12-13-14) CON FENDIT.			
CHIODI K FEMORE DIAM 12-13 CL 4			
CHIODI K FEMORE DIAM 14-15 CL 4			
CHIODI K FEMORE DIAM 7-8-9-10-11 CL 4			
CHIODO ELASTICO FEMORE			
CHIODO G.K. FEMORE SN 12-13-14 CON FENDIT.			
CHIODO GK FEMORE DX SENZA FENDITURA			
CHIODO GK FEMORE SN SENZA FENDITURA			
CHIODO GK FEMORE STRUMENTARIO			
CHIODO T2 FEMORE			
GK FEMORE DX 10-15			
GK FEMORE DX CON FENDITURA			
GK FEMORE SX 10-15			

Fig 163

4. Click the checkbox corresponding to the toolkit (or toolkits) to be scheduled (Fig 164).

emore	Type Toolkits	Search
2 3 * Name		REQ.
Toolkits		
- 🕞 Generic series		
femore trauma molle		
femore trauma osso		
femore+traumatologia		
AUGMENTATION FEMORE DIST		
CCK PROVE-FEMORE		
CHIODI GK FEMORE DX (12-13-14) CON FENDIT.		
CHIODI K FEMORE DIAM 12-13 CL 4		
CHIODI K FEMORE DIAM 14-15 CL 4		
CHIODI K FEMORE DIAM 7-8-9-10-11 CL 4		
CHIODO ELASTICO FEMORE		✓
CHIODO G.K. FEMORE SN 12-13-14 CON FENDIT.		
CHIODO GK FEMORE DX SENZA FENDITURA		
CHIODO GK FEMORE SN SENZA FENDITURA		
CHIODO GK FEMORE STRUMENTARIO		
CHIODO T2 FEMORE		
GK FEMORE DX 10-15		
GK FEMORE DX CON FENDITURA		
GK FEMORE SX 10-15		

- 5. Specify the required quantity on the cell indicated in Fig 164 A. The default quantity is 1.
- 6. Click the **Ok** button (Fig 164 **B**).

The selected toolkit (or toolkits) will be added to the list of pre-configured resources, on the materials selection window, in the specified quantity (Fig 165 A).

1 2 3 4 * Name		SCHED.	REQ.	
= RESEZIONE FEMORE DISTALE DX				Γ
- Toolkits				
- 🖂 Specific series				
alesatori		1	0	L
- 🖂 Generic series				
anca		1	0	L
anca revisione		1	0	I.
anca revisione molle		1	0	I.
anca revisione osso		1	0	L
- E Base				
cerchiaggio		1	0	I.
- E Specific for devices				
CEDCHIAGGIO HOWMEENCA		1	0	I.
A CHIODO ELASTICO FEMORE	✓	0	1	
E Generic series				
femore trauma molle		1	0	I.
and the second second and the second second and a second second second second second second second second second	wa/	V V V Mar	Mr. mar	٩,

Fig 165

Repeat the procedure, if necessary, to add other resources. Otherwise,

7. Schedule the selected materials using the procedure described in paragraph 7.6.

7.6.4 How to add a note

The "Notes" field placed in the "Materials" area of the "Operation record" (Fig 166 A) makes it possible to add all the information that can be meaningful for an accurate materials scheduling (for example: possible indications on the kind of material required, or on the way a certain material must be handled etc...).

F Materials		
Name	QTY	
Notes	A	
	-	

Fig 166

It is a free text field. To add a note

- 1. Click the **Edit** button on the command bar.
- 2. Click inside the "Notes" area.

A cursor appears on the area.

3. Type the note (Fig 167).

Notes	Type here the note content	A
		Y
	Fig 167	

4. Click the **Update** button on the command bar.

8 The "Schedule" Module

The "Schedule" module of the Smart Scheduler system makes it possible to add the operations requested to the operating schedule. This module makes it possible to schedule when and where an operation will be performed.

8.1 How to access the scheduling page

To access the "Schedule" module main page

Click the corresponding icon -
 on the lateral bar.

Otherwise you can use the menu activated by the **Change** button on the command bar of the "Operation list" and "Operation record" screens (Fig 168 A)



Click, when enabled, the "Schedule" option (Fig 168 **B**).

The screen shown in Fig 169 will open.

	07	00 0	9 10	11	10 10	14	15	16 17	10 10
✓ giugno 2010 ►	CHV				12 13 13	14	1.1.1.1.1.1	"	
<u>Immgvsd</u>									
7 8 9 10 11 12 13									
14 15 16 17 18 19 20	СНУ								
21 22 23 24 25 26 27	N								
5 6 7 8 9 10 11									
Room	TBA								
BH05 - 1	ω								
BH05 - 2		REVISION PL	ASTIE	ONCHOSE					
BH05 - 3	СНТ	11.0. 017	11.0						=
BH05 - 6	5		ALC: NO.						
BH05 - 7		BIOPSIE	POSE VAC REFECTI		E DE PROTECTIO	ANASTOMOSE	COLO-RECT		
CLEAR FILTER	URO		n.o. chv	Thiu, CHV		nnur env			
Conversion to establish		A	a paramen de		COLUMN TWO IS NOT	1er OP:			
· / •		RI ARTHRI	DPLASTIE TOTALE H	IA	ASS GASTRIQUE	Planned at	11:1		
Lateral area	TBA	n	r						
		130113			in a second				
			ARTHRO	Onoro	ting plan	n P	CISION R		
and the second of	CPR	1100.1156		Opera	ing plan		0. INA		
COLUMN STREET, STRE			- FR 550, 160						
		SUTURE	GASTROSTOMIE	CN RURGIC	DEBRIDE				
Contraction of the second	CCV	11.0. IKM			11.0. IKA				
	뿔ᇥ								
administra anno 1991	5	ERMETURE SECON	REPARATIO	IN ARTHROSCÓ	AMO TIBIA (AUTKE INT			
LOWING WHEN, IN	СНТ	no. criv	11.0. 014		11.0. TKM				
	E						1er		
and the second s					ALLOGREFI	FE RENALE	Planned -		
ACCESSION ADDRESS	NCH			- Alton	n.o. crv				
PLANTING THE PLANTING PR				WARDER .	1er				
OBAS, INCOME.		CURE VARIO		NTRATION ABDOMI					
Pratty Add St	ORL	n.u. uku L	THU, UHV						
a contract of the second second									
	ω	ARTHR	OPLASTIE GENOU (C	5A					
and the second sec	NCH	_ n.u. V.	F						
PERSONAL PROPERTY AND									
Carl Contraction of the second	= ⁶								
the first sharp the	-								
	8			ommand b	bar 🦾				
	CPB								ก ั
EDIT ST	AFF S	CHED. HELP	Z00M 🔷			RESERVES	REPORTS	CANCEL	UPDATE
			E.	1(0 0 1	1.12. D				
			Fig	169 – Sche	eduling Pag	ge			

This screen is formed of three areas.

- The central part of the screen represents in a graphic form the operations schedule (Fig 169 A - see paragraph 8.2 for the description).
- 2) The command bar contains the function-button making it possible to perform different procedures (Fig 169 **B** see paragraph 8.4 for a description).
- 3) The lateral area contains several tools making it possible to operate on the screen contents (Fig 169 C see paragraph 8.3 for a description).



Scheduling an operation makes the operation progress from "Requested" state to "Planned" state.

8.2 The operating schedule

The central part of the page offers a graphic representation of the operating schedule of one or more operating day/s (Fig 169 A).

Every line represents the day of an operating room. Fig 170 highlights the line that represents the operating day in room 11. The number (or the name) of the room is indicated at the start of every line (Fig 170 \mathbf{A}).



Fig 170 – Room 11

Every box represents a time of day. Fig 170 **B** highlights the box that indicates the hour from 16:00 to 17:00.

The number line above the central part of the page indicates the time.

The ochre yellow part indicates the hours during which the room is open and available for scheduling.

The gray part indicates the hours during which the room is closed. The room shown in Fig 170 is open from 7:00 to 16:00.

The letters highlighted in Fig 170 C indicate the resources available in the room, block or slot (yellow letters) and the location (NCH in this case). Every yellow letter represents a resource. The letter is configurable or if not configured is the initial letter of the name of the resource. For more details on the resources present move the mouse pointer on the letter. A tooltip containing the full list of the room resources appears (Fig 171).



Fig 171 – Resources list

The gray rectangles highlighted in Fig 170 **D** represent the operations scheduled.

The various rooms are grouped into surgical blocks.

	11)7 0 NCH)8 09 	BE	T REDUC	1 1	2 1	3 1	4 1 B(5 1	6 17 	' 1	8 19
BH05	16	CDDR	C L C NCI	U.O. CC	/				UCCL				
	18	DRL											

Fig 172 – Block BH05

In Fig 172, rooms 11, 16 and 18 are in block BH05.

The various blocks displayed make up the operating day.

		07 	08	. 09 	10 	1 	1	12 -	13 .	14 	15 l.	16 1	5 	17 	18 19
	11	:			BE, Do 120.0 J.O. CCV	REDUC				B	0 URE DI <mark>C C L</mark>				
	10 BH05	CDD	RCLC	NCH											
	01	ORL													
16-mag	20 BH07	ř	CD	DRC	L C Se	ect. 1									
	MAT	5	CCV												
)S Statum		CDC	RCL	C Sec										
	Ob Oberaramini		CDC	RCL	CCHT				DL	URO					

Fig 173 – Day 16/05

Fig 173 shows May 16.

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Every user sees only the rooms in which he/she is permitted to work. This depends on the permissions held by the user. For information on the user definition procedure, contact the system administrator.

The scheduling grid can contain dark gray hatched areas (Fig 174 A).



Fig 174 – Unavailable Slot
These areas indicate periods of time in which the room displayed, despite being open, is not available for scheduling (due to tests, maintenance or other reasons).

8.2.1 The graphic representation of the operation

Every scheduled operation is represented on the daily schedule by a gray rectangle.





The rectangle contains a variety of information.

- The name of the patient (Fig 175 A).
- The type of operation (Fig 175 **B**).
- The requesting hospital unit (Fig 175 C).
- The name (if indicated) of the first operator (Fig 175 **D**).
- The scheduled start time and duration of the operation (Fig 175 E).
- The resources required for the operation, the transmissible diseases, the allergies, the infections and the priority of the operation (Fig 175 **F**, Fig 176).



The yellow letters - **EILM** - indicate the resources required for the operation. Every yellow letter indicates a resource. The letter is configurable, if it's not configured the initial letter of the name of the resource is displayed. When the letter is circled it means that the resource is not currently present in the room for which the operation is scheduled.

The purple letters \mathbb{N} , \mathbb{H} and \mathbb{M} indicate the priority assigned to the operation. The priority indicators (the specific letters used) are configurable.

The blue letter № indicates that the operation has been scheduled to take place before the date suggested on the "Not before…" field on the "Operation record screen" (see paragraph 7.2.7).

The red letters - 11, 11 - indicate the transmissible diseases, the allergies and the infections.

One or more requirements can be configured to be displayed on the "Operation box". For instance: to indicate that an ICU bed is required after an operation, or to indicate that an operation requires no anesthesia. The requirement is displayed on the operation box as a small square, having customizable colour and indicating the first letter of the name of the requirement. In all cases, to

know the meaning of an icon, you can place the mouse pointer on it. The meaning will be displayed inside a "tooltip".

A red exclamation mark - - placed on the top-left corner of the operation rectangle indicates that the information on the patient is provisional (see paragraph 4.3.1.1).

The three icons is - is placed on the top-left corner of the operation rectangle indicate that the operation is locked. The icon indicates the lock level. See paragraph 2.3 for the explanation of the operation "lock/unlock" functionalities.

The \bigcirc icon placed on the top-left corner of the operation rectangle means that the current user cannot edit the operation.

The length of the operation rectangle is proportional to the operation duration. The longer the rectangle, the longer the duration.

The position of the operation rectangle in the scheduling grid indicates the scheduled start and end time and the room where the operation will be performed.



Fig 177 – Position of operations in the grid

The operation shown in Fig 177 A is scheduled for room 11, at 09:10 and should end at 10:50.

The operation shown in Fig 177 **B** is scheduled for room 11, at 14:00 and should end at 15:00

The dark gray areas indicated in Fig 178 represent the pre-surgical time (left) and post-surgical time (right) indicated on the "Operating record" screen. See paragraphs 7.2.15 and 7.2.16.



Click the operation rectangles to display a window containing a summary of the information available on the operation (Fig 179).



Fig 179 – Operation data

Click the **Select** button in the window (Fig 179 **A**) to access the "Operation Record" page relating to the operation clicked (Fig 49).

The window disappears automatically when you move the mouse. To "fix it" to the page, click the thumbtack in the window (Fig 179 **B**).

8.2.1.1 Operation schedule direct editing

Right click the operation rectangles to open a menu making it possible to directly edit the operation schedule (Fig 180).



The functions described here are schedule changes and are only enabled after pressing the **Edit** button (see paragraph 8.5).

- The "More information" option opens the window shown in Fig 179.
- The "Set time" options displays a window in which you can enter a new start time scheduled for the operation (Fig 181).



Fig 181 – Set time

To set the new start time, enter the time required in the box and press the ENTER key. The rectangle is automatically moved to the point corresponding to the start time entered.

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An operation start time can also be changed using the mouse or keyboard.

With the mouse: after clicking the **Edit** button, simply drag the operation to the start time required.

With the keyboard: after selecting the operation (i.e., after clicking the **Edit** button and then the operation box) using the combinations of the "Alt + \leftarrow " and "Alt + \rightarrow " keys, move the rectangle to the left and right.

• The "Set planned times" option displays a window in which it is possible to enter separately the pre-surgical, surgical and post-surgical times (Fig 182).



Fig 182 – Set planned times

To set a new duration, enter (in minutes) the duration required in the box and press the ENTER key. The rectangle will be automatically enlarged or shrunk depending on the new duration entered. In case of transmissible diseases and infections specified for the operation, the post-surgical time cannot be less than that added after the disease/infection specification. The scheduled duration of an operation can also be changed using the mouse or keyboard.

With the mouse: simply move the mouse to the right side of the rectangle, click and, keeping the button pressed, "enlarge" or "shrink" the rectangle.

With the keyboard: after selecting the operation (i.e., after clicking the **Edit** button and then the operation box) using the combinations of the "Ctrl + \leftarrow " and "Ctrl + \rightarrow " keys, shrink or enlarge the rectangle.

- The "Unschedule" option makes it possible to remove the operation from the daily schedule. Click this option to eliminate the operation rectangle from the scheduling grid and return the operation to the list of operations to be scheduled. See paragraph 8.5 for the operation scheduling procedures.
- The "Plan as room reserve" option makes the operation a room reserve. Click this option to eliminate the operation rectangle from the scheduling grid and indicate it as room reserve (see paragraph 8.5.5 for the explanation of the concept of reserve and for the connected procedures).
- The "Plan as block reserve" option makes the operation a block reserve. Click this option to eliminate the operation rectangle from the scheduling grid and indicate it as block reserve (see paragraph 8.5.5 for the explanation of the concept of reserve and for the connected procedures).
- The "Plan as generic reserve" option makes the operation a generic reserve. Click this option to eliminate the operation rectangle from the scheduling grid and indicate it as generic reserve (see paragraph 8.5.5 for the explanation of the concept of reserve and for the connected procedures).
- The various "lock/unlock operation" options make it possible to lock/unlock the operation at the wanted level. Only the options are enabled, that are logically consistent both with the context (i.e. with the possible lock level already specified) and with the permissions of the current user. See paragraph 2.3 for an explanation of the lock/unlock functionalities.

8.2.2 Color of boxes and operation state

In the Smart Scheduler system, the operation boxes corresponding to operations in "Scheduled" state are light gray (Fig 183).



Fig 183 – Smart Scheduler operation box

The emergencies are red circled on the planning grid (Fig 184).



The Smart Scheduler system manages an operation in three states (see paragraph 2.2). These are:

- Foreseen
- Requested
- Scheduled

The Smart Scheduler-OranJ combined system envisages three further state for an operation. These are:

- Ready
- In progress
- Completed

These three states, which no longer refer to scheduling but to the performance of the operation, are managed by the DIGISTAT[®] OranJ system. The OranJ system indicates the operation state by the color of the relevant operation rectangle.

The "Ready" state is characterized by the color green (Fig 185).



Fig 185 – Operation state: "Ready"

The "In progress" state is characterized by the color cyan (Fig 186).



Fig 186 – Operation state: "In progress"

The "Completed" state is characterized by the color dark gray (Fig 187).



Fig 187 – Operation state: "Completed"

When the Smart Scheduler and OranJ systems work together, the changes in state recorded by OranJ are also visible in Smart Scheduler.

Therefore, an operation which progresses to "ready" state in OranJ will be displayed in Smart Scheduler as a green rectangle; an operation which progresses to "in progress" state in OranJ will be displayed in Smart Scheduler as a cyan rectangle and an operation which progresses to "completed" state in OranJ will be displayed in Smart Scheduler as a dark gray rectangle.

Once an operation has begun (i.e. it progressed to "in progress" state – cyan) it can no longer be changed using Smart Scheduler.

There are rare cases in which two operations overlap, having been scheduled at the same time from two different workstations. In this case, the operation rectangle will be red (Fig 188).



Fig 188 – Overlapping operations

In this case we suggest the rescheduling of the operation.



In the case of overlapping operations, we suggest the rescheduling of the operation. See paragraph 8.5 for the scheduling procedure.

The current day displayed on the Smart Scheduler "Schedule" module may not correspond to the current day displayed on the OranJ "Plan" module. This occurs due to the different purposes for which the two types of software are designed. Smart Scheduler is largely a scheduling tool, also suitable over the long term, for the activities of the surgical block, while OranJ is a tool for managing and monitoring the actual performance of the operating activity. The activity of a block may change suddenly and radically as a result of unscheduled activities which take absolute priority, and this means that the actual performance of the operating activity (correctly displayed by Oranj Plan) is different from that displayed in the scheduling of Smart Scheduler. The Smart Scheduler system updates its own plan on the basis of the changes registered by OranJ, but in the event of several changes made at the same time, it may not be usable to precisely display all the changes made.

Therefore, we suggest that you DO NOT use Smart Scheduler as a tool for monitoring the activities of a room, preferring the plan displayed by OranJ for this purpose.



DO NOT use Smart Scheduler as a tool for monitoring the activities of a room. Use the plan displayed by OranJ for this purpose.

8.3 The lateral area

The left side of the scheduling page (Fig 169 C, Fig 189) is divided in three areas.

- a date filter (Fig 189 A),
- a block and room filter (Fig 189 **B**),
- a table containing the list of all the operation in "Requested" state, ready to be scheduled (Fig 189 C).



8.3.1 Date filter

The calendar indicated in Fig 189 A and Fig 190 makes it possible to select the day displayed on screen.



The day displayed on the scheduling grid is highlighted grey. The figure shown displays the 10th of November. The operations indicated on the scheduling grid are those relating to the 10th of November.

If the current day is different from that selected, it appears in a red box.

To display the schedule for a different day, click the number of the date required.

The arrows alongside the name of the month make it possible to change the month displayed (Fig 190 A).

In the example shown in the figure, the month of October 2009 is displayed by clicking the left arrow and the month of December 2009 is displayed by clicking the right arrow.

You can select (and therefore display) more than one day at a time. To do so, simply move the mouse to the days you wish to display, keeping the left button pressed. For example, if you select 10^{th} and 11^{th} of November together, the calendar will look like this.

•	novembre 2009											
		m	m	g	v	s	d					
	26	27	28	29	30	31	1					
	2	3	4	5	6	7	8					
	9	10	11	12	13	14	15					
	16	17	18	19	20	21	22					
	23	24	25	26	27	28	29					
	30	1	2	3	4	5	6					

Fig 191 – Selecting several days together

The schedule of the two days will be displayed on the same screen.

You can display a maximum of 7 days at the same time (configurable value).

8.3.2 Room filter

 Room

 BH05 - 18

 BH05 - 21

 BH05 - 23

 BH07 - 26

 HO - HO 1

 HO - Anesth

 CLEAR

 Fig 192 – Room Selection

The "room" area makes it possible to display only the rooms selected (Fig 189 B, Fig 192).

The area shown contains the list of rooms which can be displayed. Alongside each room there is a selection box.

To display certain rooms only

Click the checkboxes alongside the wanted room.

The boxes appear as selected (Fig 192 A).

Click the Filter button (Fig 192 C)

In the example shown we have selected room 23 of block BH05, room 26 of block BH07 and room "Anesth" of block HO. After clicking the **Filter** button, the following grid is displayed.

SCHEDULE	
Filters	07 08 09 10 11 12 13 14 15 16 17 18 19
Immgvsd	
31 1 2 3 4 5 6	ARTHRODESE SOUS MISE A Correction d
7 8 9 10 11 12 13 14 15 16 17 18 19 20	
21 22 23 24 25 26 27	
28 29 30 1 2 3 4 5 6 7 9 9 10 11	LAMBEAU PEDICULE LOCA CYSTO-LITHOTO
Room	HU. CPR HU. URO
BH05 - 18	
BH05 - 21	GREFFE PEAL AND CHOLECYSTECTOMIE LAPA
BH07 - 26	
НО-НО1	
🖬 HO - Anesth 🗨	
CLEAR FILTER	
Operation to schedule	
Patient pame	and some prover a contract strate strate some a contract so the second sole of the second sole sole sole sole so

Fig 193 – Three rooms selected

To go back to displaying all the rooms

➢ Click the Clear button (Fig 192 B).

The rooms previously selected are deselected.

Click the Filter button (Fig 192 C)

The grid containing all the rooms will be displayed again.

8.3.3 Operations to schedule

The "Operations to schedule" contains the list of operations still to be scheduled (Fig 189 C, Fig 194). The list comprises all and only those operations which have "requested" state and are in the rooms that the connected user has permission to see.



Fig 194 – Operations to Schedule

The area is split into four columns. For space-related reasons only one column can be displayed at a time.

The first column contains the names of the patients for whom an operation is requested.

Use the bar indicated in Fig 194 \mathbf{A} to display the other columns. The other columns display the following information:

- the operation name;
- the planned duration;
- the priority of the operation;
- the emergency level (when the operation is an emergency it is highlighted red);
- the name of the first operator.

Click one of the lines in this area to display a window summarizing the information available on the operation (Fig 195).



Fig 195 – Operation Data

Click the **Select** button in the window (Fig 195 **A**) to access the "Operation Record" screen relating to the operation clicked (Fig 49).

When you are in "edit" mode, i.e., after the **Edit** button has been clicked, to display this information window you must right click the line corresponding to the operation. A window like that shown in Fig 195 opens but this window has no **Select** button.

The list of operations contained in this table makes it possible to create a proper schedule. See paragraph 8.5 for the description of the scheduling procedures.

8.4 The command bar of the scheduling page

The control bar on the page (Fig 196) contains various buttons which make it possible to perform various operations. This paragraph briefly lists the functions of the different buttons. They will be explained in detail in the paragraphs indicated.

EDIT	STAFF	SCHED. HELP	Z00M ^	<		RESERVES	REPORTS	CANCEL	UPDATE		
		Fig	196 – Com	mand bar	of the "Scl	nedule" scr	een				
EDIT This button makes it possible to schedule the operations. See paragraph 8.4.1 for the detailed procedure.											
STAFF	This button makes it possible to display detailed information on the room staff scheduled for the operations. See paragraph 8.4.2.										
SCHED.HELP	This button makes it possible to access the "Schedule with help" functionalities (Fig 227). See paragraph 8.7.										
Z00M [•]	This button makes it possible to change the way the sheduling grid is displayed See paragraph 8.4.3.								displayed.		
►	These The displacurre	e buttons left arrow ayed; the ntly displa	make it po displays right arro ayed.	ossible to the plar w displa	o scroll the n related t ays the pla	e screen co to a time an related	ontents ba preceding to a time	ckwards the tim followir	or forward. e currently ig the time		
RESERVES	This parag	button m graph 8.4.4	akes it p 1.	ossible	to display	the deta	iled list o	of all res	serves. See		
REPORTS	This parag	button n graph 8.4.	nakes it j 5.	possible	to create	various	kinds of	print re	ports. See		

8.4.1 How to edit the operations schedule

The Edit button on the command bar (Fig 197) makes it possible to change the operations schedule.



Before making any changes to the schedule, it is necessary to click the Edit button.

After clicking this button, the control bar changes appearance and looks like the one shown in Fig 198.

EDIT	STAFF	SCHED. HELP	ZOOM	∢		RESERVES	REPORTS	CANCEL	UPDATE	
Fig 198 – "Edit" mode										

The Edit button appears as selected.

The **Cancel** and **Update** buttons are active.

The page is in "edit" mode meaning that it can be changed.

To make any changes to the schedule, in terms of time, date, room, duration, block, etc..., it is necessary to

click the Edit button.

The screen turns to "edit" mode.

- ➤ Make the change required.
- > Click **Update** to save the data.

The detailed procedure is explained in paragraph 8.5.

8.4.2 How to display information on the operating staff

The **Staff** button (Fig 199) makes it possible to access a page containing all the information on the room staff requested for the scheduled operations (Fig 200).



SCHEDULE PLANNED STA				_	V		_								_		
Patient	Operat	Planned at 🛛 🔺	Duration	Room	1e 2e	e 1e 2e	0	ST O	M	M	I IN I	N ST	IN IN	IN	IN I	N AI P	ECC
, VE	0 82390	27/02/2008	90	HEL	Fr				(!)								
· · · · · · · · · · · · · · · · · · ·	POSE	27/02/2008	45	BH05	(!)				(!)								
···	PATCH	27/02/2008	120	BH07 - ORL 2	(!)				(!)								
, IE	O DISSE	27/02/2008	120	BH07	Ali				(!)								
	SPLEN	27/02/2008	120	BH07 - 26	Ne				(!)								
	DEBRI	27/02/2008	120	HEL	Ko Ol	i			Mi	Ca	Lo		Lis	Mi		М	C
,,	0 40000,	27/02/2008	300	BH05 - 21	Mi				(!)								
	SEGME	27/02/2008	90		Se				(!)								
	BYPAS	27/02/2008	210		Al				(!)								
,	REPAR	27/02/2008	180	BH05	Ni Da	1			(!)								
	RESEC	27/02/2008	45	HEL - E1	Ya												
	FORM	27/02/2008	150	BH07	Pa				0								
	CURE	27/02/2008	90	BH07 - ORL 1	He				C,								
	94220	27/02/2008	30		Се				X								
	FORA	27/02/2008 7.00	120	BH05 - 11	Ga		Jo	1	(1)								
	09290	27/02/2008 7.10	90	BH07 - ORL 2	AL M				(!)								
,	AMO M	27/02/2008 7.10	90	BH05 - 18	A				(!)								
	Tympa	27/02/2008 7.15	90	BH05 - 13					\bigcirc								
,	Revisio	27/02/2008 7.30	120	BH05 - 8	Ch 😽				(!)								
	Ablatio	27/02/2008 8.40	130	BH05 - 23	(R	(R)		Ca	(R	м							
	PANCR	27/02/2008 9.00	300	BH07 - ORL 1	Ne				(!)								

Fig 200 – "Planned Staff" Page

The table shown in Fig 200 contains the main information on every operation scheduled during the day and in the rooms displayed.

Every line contains data relating to an operation.

The first 6 columns contain, in the following order

- The name of the patient to be operated on.
- The "information" symbol. Click the 🔍 symbol to open a window containing further information on the operation (see Fig 195).
- The type of operation scheduled.
- The start time and date scheduled for the operation.
- The scheduled duration.
- The scheduled block and room (if specified).

The remaining columns (Fig 200 A) show details of the information available on the operating staff.

Every column corresponds to a role.

The name of the person holding a specific role in a specific operation is found in the box where the role column and operation column intersect.

Not all roles are associated with a person. This is because the room staff need not necessarily be specified or may not be requested for a particular operation.

If a role has been indicated as "requested" but no specific name has been indicated for that role, the system places an (R) in the corresponding box (Fig 200 \mathbf{B}).

i

The (D) on the staff page corresponds to the \square symbol of the "planned staff" page on the "Operation Record" screen (Fig 138 A).

If a role has been entered among the scheduled staff but neither the name nor the fact that the role has been requested are specified, the system places an (!) in the corresponding box (Fig 200 C).

i

The (!) symbol on the staff page corresponds to the symbol of the "planned staff" area on the "Operation Record" page (Fig 138).

The operations that appear highlighted on the staff page are reserves (Fig 200 **D**). See paragraph 8.5.5 for the explanation of the concept of reserve.

Operations highlighted in yellow are generic reserves.

Operations highlighted in green are block reserves.

Operations highlighted in blue are room reserves.

8.4.3 Zoom

The **Zoom** button on the command bar (Fig 201) makes it possible to change the time range displayed.

EDIT	STAFF	SCHED. HELP 🤇	ZOOM			RESERVES	REPORTS	CANCEL	UPDATE	
	Fig 201 – Command bar of the "Schedule" screen									

Click this button to open the different options possible (Fig 202).

4	HOU	RS
6	HOU	RS
8	HOU	RS
12	HOL	JRS
24	HOL	JRS
7	100	N T

Fig 202 – Change time range displayed

To change the time range displayed

Click the **Zoom** button.

The options available appear (Fig 202).

Click one of the options offered.

The page changes consequently. Click **4 hours**, for example, to display a range of 4 hours. Click **8** hours to display a range of 8 hours etc.

8.4.4 How to display the reserves list

The **Reserves** button (Fig 203) makes it possible to display the detailed list of all reserves (Fig 204 **A** - See paragraph 8.5.5 for the explanation of the concept of reserve).

EDIT	STAFF	SCHED. HELP	ZOOM			RESERVES	REPORTS	CANCEL	UPDATE
		Fig	203 – Con	imand bar	of the "Sch	nedule" scr	een		

SCHEDULE												
Filters		.07	0,8	0,9	10 1	(1 1)	2 1,3		1,4	15 16	17	18 19
◀ giugno 2010	•	CHV			1.1.1.1.1							
_ Immgv:	s d											
31 1 2 3 4 5	6 6											-
7 8 9 10 1 12	2 13											
21 22 23 24 25 26	5 20	CHV										
28 29 30 1 2 3	4	N										
5 6 7 8 9 10	0 11											
Room	-	TBA										
BH05 - 1												
BH05 - 2		ω										
BH05 - 3												
BH05 - 4		CCV										
BH05 - 5		4										
BH05 - 7	-											
CLEAR FILT	FR	СНТ										
Operation to eshedule												
Patient name	-	5										
P ddone ridino												
THE R. LEWIS CO., LANSING MICH.		TBA										
and the second second		7										
10.000												$\overline{\mathbf{v}}$
reported in the second		CPR										
COLUMN TWO IS NOT												m
CARDING, NUM		Reserves		I	1-				1			
and the second second		Patient name	Main operation	Duration Priorit	/ Emergency	Hospital Unit	Operating Block	k Room	Date			
And a second second			CHOLECYSTECT	120		CHUV(DSCA)			11/06/2010			
and a set for the			DECOMPRESSI	. 60		CHUVIDSCAL			11/06/2010			
			AUTOE INITEDY	360	Nineser II (4	CHUVIDALIOT	PLIOE		11/06/2010			
(A)		and the state	MENISCECTOMI	90	Nivedu II (4	CHUVIDSCAL	BH05		11/06/2010			
		STREET, STREET	LAPAROTOMIE	150		CHUV(DSCA)	BH05	13	11/06/2010			
17.75 St. 5.75			REDUCTION FE	30	Niveau I (<	CHUVIDSCA	BH05	7	11/06/2010			
		And Personal Property lies:	82380.0 ARTHR	120		CHUVIDSCAL	BH05	9	11/06/2010			
and a construction	U											
Contract of the second		-										
and the second second	_											
and the second												
And the second second												
Stational Stationary												
COLUMN TO ADDRESS												
Statistics States												
and the local design of												
STATE OF BRIDE												
COMPANY PROPERTY.												
Street Brits American	-											
LDIT				70044	*			ого			CANCEL	
EDIT		TAIL	SCHED. HELP	200M	-			KE:	DERVES	REPORTS		UPDATE
					E' 0	A A 1						

Fig 204 – All reserves

The list of reserves is presented in a table (Fig 204 A, Fig 205).

Patient name	Main operation	Duration	Priority	Emergency	Hospital Unit	Operating Block	Room	Date		
and a first the second second	CHOLECYSTECT	120			CHUV\DSCA\			11/06/2010		
and the second second	GREFFE PEAU L	60			CHUV\DSCA\			11/06/2010		
ALC: NO. THE R.	DECOMPRESSI	360			CHUV\DAL\OTP			11/06/2010		
ALC: NO.	AUTRE INTERV	90		Niveau II (4	CHUV\DSCA\	BH05		11/06/2010		
CONTRACT OF	MENISCECTOMI	90			CHUV\DSCA\	BH05		11/06/2010		
and the second second	LAPAROTOMIE	150			CHUV\DSCA\	BH05	13	11/06/2010		
100000000000000000000000000000000000000	REDUCTION FE	30		Niveau I (<	CHUV\DSCA\	BH05	7	11/06/2010		
NUMBER OF STREET	82380.0 ARTHR	120			CHUV\DSCA\	BH05	9	11/06/2010		
~~~~										
	Fig 205									

Every line of the table shows data relating to an operation.

This data, arranged into columns, is

- the name of the patient, •
- the type of operation scheduled, •
- the scheduled duration, •
- the level of priority assigned, •

- the hospital unit of reference,
- the surgical block (if specified),
- the operating room (if specified),
- the scheduled date.

Operations highlighted in yellow are generic reserves (the block, room and time are not specified).

Operations highlighted in green are block reserves (the room and time are not specified).

Operations highlighted in blue are room reserves (the time is not specified).

### 8.4.5 Reports

The **Reports** button (Fig 206) makes it possible to create a document which shows the information available on the operations scheduled.

EDIT	STAFF	SCHED. HELP	ZOOM	◄		RESERVES	REPORTS		UPDATE
Fig 206 – Command bar of the "Schedule" screen									

To create the document

Click the **Reports** button.

Several options are available. Their number and their nature depend on the configuration. Once the kind of document is selected, the system displays a print preview.

# 8.5 How to schedule an operation

The list of operations with "requested" state awaiting scheduling appears in the portion of the screen that appears in the bottom left corner of the page (Fig 207 A).



To schedule an operation, you must

Click the **Edit** button on the command bar.

The screen turns to "edit" mode.

- Move the mouse pointer over the item in the list of "operations to schedule" that you wish to schedule (in the area indicated in Fig 207 A).
- > Drag it to the scheduling grid, on the point corresponding to the wanted time and location.



To "drag", move the mouse pointer over the object required, left-click and, keeping the button pressed, physically move the object to the position required. The object (the box in this case) moves with the cursor.

The operation disappears from the list of operations to schedule and appears, in the form of an operation rectangle, inside the scheduling grid (Fig 208 A).



Fig 208 – Operation rectangle being dragged

➢ Release the mouse button.

The operation rectangle remains in the point required and the patient's name disappears from the list of operations to schedule (Fig 209 A).

r =,	Test, Patier	
	ORL	
	18 18	3380.0 .0. CPR
that present week		( A A

Fig 209 – Scheduled Operation

> Click the **Update** button on the command bar to save the change made.

The operation is now scheduled for the room and time required.

## 8.5.1 How to schedule an emergency operation

The "Emergencies" are highlighted red in the "Operations to schedule" area on the left of the screen (Fig 210).





- a) enable to schedule the "Emergencies";
- b) enable to schedule the operations that are not "Emergencies" (called "Elective").

These permissions are separate, i.e. a user can have them both enabled.

!

When the scheduling of an "Elective" operation causes the re-scheduling of an "Emergency" operation the permissions to schedule the emergencies are required.

The "Emergencies" are red circled on the planning grid (Fig 211).



## 8.5.2 How to remove an operation from the plan

To remove an operation from the planning grid

- Click the Edit button on the command bar.
- > Move the mouse pointer over the operation-rectangle that must be removed from the plan.

- > Drag the rectangle back on the "Operations to schedule" list (Fig 210 A).
- > Click the **Update** button on the command bar to save the changes.

The operation goes back to "Requested" state.

### 8.5.3 How to reschedule an operation

To reschedule an operation, if you are on the scheduling page,

- click the Edit button on the command bar.
- Move the mouse pointer over the operation rectangle for which you wish to change schedule.
- > Drag the rectangle to the point on the grid corresponding to the new time and/or new room.
- > Click the **Update** button on the command bar.

Otherwise it is possible to change the scheduling of an operation by selecting it directly from the "Operation List" page (see paragraph 4).



To do so, you must

- Access the "Operation list" screen (see paragraph 4).
- Search for the operation you wish to reschedule (see paragraph 4.1 for the search modes).

This operation must have "Scheduled" state.

Click the row corresponding to the operation to reschedule.

The row will be highlighted (Fig 212 A).

Click the **Change** button on the command bar (Fig 212 **B**).

A menu containing different options opens.

➢ Click the **Reschedule** option (Fig 212 C).

A window requesting confirmation of the operation opens (Fig 213).

Reason Status	REASON FOR R	
	ОК	CANCEL

Fig 213 – Rescheduling an operation

Enter the reason for rescheduling in the "Reason" field (Fig 213 A).

The possible reasons can be pre-defined during configuration. In this case you can click the button alongside the "Reason" field and choose from the options offered.

Click the button alongside the "State" field (Fig 213 B).

A menu offering the choice between four options opens (Fig 214).



Fig 214 – Rescheduling options

Each of them allows the performance of a different operation.

The "Foreseen" option makes it possible to take the operation back to the "Foreseen" state.

The "Request" option makes it possible to take the operation back to the "Requested" state.

The "Request and reschedule with calendar help" option takes the operation back to the "Requested" state and gives direct access to the "Schedule with help" page (Fig 227, paragraph 8.7).

The "Reschedule" option takes the operation back to the "requested" state and gives direct access to the scheduling page (Fig 169, paragraph 8.2).

- Click the option required.
- Click the **Ok** button.

## 8.5.4 Locked operations

It is possible, on the scheduling screen, to lock a single operation. It is also possible to lock all the operations of a room, a slot, a block, a day at the same time. A locked operation is an operation which cannot be rescheduled.

The term "slot" indicates the length of time in which an operating room is available to a hospital unit for scheduling. From the graphic point of view, the slot is indicated on the scheduling grid as an ochre yellow colored area.



The goals and features of the "Lock/unlock operation" functionalities are described in paragraph 2.3.

To lock/unlock an operation

- Click the Edit button on the command bar.
- Move the mouse pointer on the rectangle corresponding to the operation to be locked/unlocked.
- ➢ Right click.

A window containing various options appears (Fig 216). The lock/unlock options are indicated in Fig 216 A.



Fig 216 – Lock Operations

Only the options that are consistent with the context and the user permission level are available.

Click the required "Lock" option.

On the operation rectangle, in the top-left corner, the icon corresponding to the lock level chosen appears (Fig 217 A).



Fig 217 - Operation locked level 2

> Click the **Update** button on the command bar to save the change made.

To lock/unlock all the operations of a slot

- Click the Edit button on the command bar.
- ➢ Move the mouse pointer on the relevant slot.
- ➢ Right click.

The window shown in Fig 216 appears.

Click the required "Lock" option.

All the operation in the slot will be locked/unlocked.

> Click the **Update** button on the command bar to save the change made.

To lock/unlock all the operations in a room the procedure is the same, only you must right click the black bar indicating the room number (Fig 218 A) and then click the required "lock" option.

To lock/unlock all the operations in a block you must right click the black bar indicating the name of the block (Fig 218 **B**) and then click the required "lock" option.

To lock/unlock all the operations in an operating day you must right click the black bar indicating the date (Fig 218 C) and then click the required "lock" option.



Fig 218

Only the operations scheduled either for the current day or for a day in the future can be locked/unlocked. The operations scheduled for a day in the past and not yet performed cannot be locked/unlocked.

i

When all the operations of either a room, a slot, a block or a day are unlocked at a certain level, the action affects only the operations that are locked at that same level.

*That is, for instance:* 

there are three operations scheduled in a room: two of them are locked at level 2, one of them is locked at level 3. If the room is "unlocked level 2", then only the operations locked level 2 will be unlocked (and will pass to level 1). The operation locked at level 3 remains locked at level 3.

#### 8.5.5 Reserves

Reserves are those operations for which no time slot, block or room have been assigned, but which are included in the daily schedule.

The "reserve" concept has been introduced to enable the immediate scheduling of emergency operations which become necessary from one minute to the next. The criterion observed for these urgent cases is "as soon as a place is free, the operation goes ahead".

The Smart Scheduler system envisages three types of reserve:

- room reserve (the operation has been assigned a block and an operating room but not a time – this type of reserve is identified by the color blue);
- 2) block reserve (the operation has been assigned a block, but neither an operating room nor a time this type of reserve is identified by the color green);
- 3) generic reserve (the operation has been assigned neither a block, nor an operating room nor a time this type of reserve is identified by the color yellow).

The list of all reserves can be displayed by clicking the **Reserves** button on the command bar (see paragraph 8.4.4 and Fig 204 for the description of the relative page).

#### 8.5.5.1 How to create a reserve

To create a reserve,

> click the **Edit** button on the command bar.

The screen turns to "edit" mode.

Move the mouse pointer over either one of the operations in the list of "operations to schedule" (Fig 219 A) or one of the operations already in the scheduling grid.

Left-click it and drag it to the black bar indicating the day, block or room (Fig 219 **B**, **C**, **D**). If the operation is dragged to the bar indicating the day (Fig 219 **B**) a generic reserve is created. If the operation is dragged to the bar indicating the block (Fig 219 **C**) a block reserve is created. If the operation is dragged to the bar indicating the room (Fig 219 **D**) a room reserve is created.



Fig 219 - Reserves

When there are reserves, special icons appear on the black bar (Fig 220).



Fig 220 – Reserve Indication

The 🔲 icon indicates the presence of at least one generic reserve for the day displayed.

The icon indicates the presence of at least one block reserve for block BH05.

The icon indicates the presence of at least one room reserve for room 11.

Click one of the icons to open the list of all reserves (Fig 204).

To add a reserve to the scheduling grid, after clicking the **Edit** button on the command bar, click the corresponding row in the "reserves" table (Fig 205) and drag it to point of the grid corresponding to the room and time required.

To return a reserve to the list of operations to schedule, after clicking the **Edit** button on the command bar, click the corresponding row in the "reserves" table (Fig 205) and drag it back to the "Operations to schedule" area.

# 8.6 Calendar

The "Calendar" screen of the DIGISTAT[®] "Smart Scheduler" system offers an overview of the operating room and block schedule (Fig 221).

To access this screen

 $\succ$  click the cicon on the lateral bar.

The screen shown in Fig 221 will open.



Fig 221 - Calendar

The central part of the page displays the calendar of the month you have decided to look at.

Every box represents an operating day (Fig 222).



Fig 222 – Operating Day

The number in the top right corner of every box indicates the day to which the box refers.

The name of the day can be read on the bar at the top (Fig 221 A), the name of the month can be read on the central button of the control bar (Fig 221 B).

The box contains information on the scheduling of the operating rooms in the hospital units selected.

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Every user, depending on his role and level of permissions, may display the situation only of the rooms for which he is responsible.

The square indicated in Fig 222 **A** indicates the number of hours allocated with respect to the total hours available. The box shows that, of the total 155 available for scheduling, 27 hours and 40 minutes are already allocated to operations.

The color green indicates that the day considered has time available for scheduling. If the day of reference has passed, the square is gray.

The square highlighted in Fig 222 **B** indicates the number of operations scheduled for that day.

Click this box to open a window containing detailed information concerning the situation of every room (Fig 223).



Fig 223 – Information Window

The example shown in Fig 223 **A** informs us, for example, that room 7 of block BH05 has 1 operation reserved for the day selected (you can read the patient's name, the type of operation and the duration scheduled), that the total time available in this room is 480 minutes and that the time occupied by operations is 120 minutes.

Moving downwards, we find information on all the rooms managed by the user connected on the day selected. In Fig 223 **B** for example, we can see that room 8 of block BH05 has two operations scheduled, that the total time available is 480 minutes and that 420 minutes are occupied.

### 8.6.1 Selecting the month

The left side of the page makes it possible to select the month to display (Fig 221 **D**). This part of the screen displays 6 months. Click one of them to display it, enlarged, in the center of the page.



Fig 224

The arrows indicated in Fig 224 make it possible to display and select past months (left arrow) and future months (right arrow).

The month may also be selected by clicking the name of the month. A menu which makes it possible to directly select the month required opens (Fig 225).

<b>C</b> 4								
L.	febbraio 2007							
	marzo 2007							
_	aprile 2007 📩							
	maggio 2007 🛛 🕨							
	giugno 2007							
	luglio 2007							
	agosto 2007							
	14 15 16 17 18 19 20							
	21 22 23 24 25 26 27							
	28 29 30 31							
	Fig 225							

Click the **Today** button in the bottom left corner of the command bar to return to display the current month.

#### 8.6.2 Selection filters

The fields in the upper part of the "Calendar" page make it possible to select the Hospital Unit, Block or Room to which the data on screen are referring (Fig 221 C, Fig 226).



If any value is specified inside these fields the data displayed on screen are calculated only referring to the Hospital Unit, Block, Room specified.

# 8.7 Schedule with help

The schedule with help page (Calendar Schedule - Fig 227) makes it possible to schedule the operations selected using certain automatic calculation functions for the availability of the different rooms.

SCHEDU		IDAR SCHEE		_		_			_	_	_	_	_	_	_	_	_	
Hospital	Unit					]	Block		•	•		Room				-	Exclude reserve	
	Patient name			Main operati	on	-				Duration	F	Priority	Emergency	≜ Sugge	ested Date			
<b>V</b> (	and the local division of			PONTAGE A	RTERIEL	. AORTO-BI-ILIAQ	UE			2	10		Niveau I (<4h0	0) 🛛 🕄 16,	(10/2009			
	)	1000		RECONSTRU	ICTION	MAMELON (DROIT	E) (85	.87)			60			O 17	(09/2009			
V (				CIRCONCIS	ION (64	.0)					60			O 15	01/2010			
				ELECTROCH	OCS						50			O 17,	(09/2009			
				ELECTROCH	ocs						50			O 14	(09/2009			
₹ (				ELECTROCH	ocs						50			0 22,	(09/2009			
20				DESTRUCTIO	ON PEAU	J PAR RAYON LAS	ER (GE	NERALE) (39.99)			45	6		O 13	10/2009			
				DRAINAGE H	IEMATO	ME/ ABCES / DEBP	RIDEME	ENT / POSE DE VAC MI (DI	ROITE)		90	5		O 26,	(10/2009			-
				CYSTOSCOP	TE (VES	SIE) (57.32)				1	10							
		1011.000		REDUCTION	FERME	E SANS FIXATION	INTER	NE RADIUS (DROITE) (79	.02)		75			0 22	(10/2009			
				CORRECTIO	N CHIRI	URGICALE OREILL	ES DEC	LOLLEES (18.5)		1	20			003	02/2010			
		and the second second		LAPAROTON	DUTE OF	MORATRICE (54.11	U V			2	75			0.06	107/2009			
				DEMOLORRA	PHIE OF	MBILICALE (55.49	, 				/5			0 24	11/2009			
				LIPEDATION		ENCE DEEDLICE (C	CARCY.	(64.02)		-	50	0		010	10/2009			
		and the second second		ELECTROCH	OC	LIVE PREPOCE (P	-ciulo)	(04.93)			45 1	Inconnue		0.31	07/2008			
				CIRCONCISI	ION (PEI	MIS) (64.0)					60	anconinge		0.03	02/2010			
				CYSTOSCOP	IE (57.2	32)					50			••••	00,0010			
	and and and a second			OFSOPHAGO	SCOPIE	E (42.23)					90							
	ALC: N REPORTS			CORRECTIO	N CHIRI	URGICALE OREILL	ES DEC	COLLEES (18.5)		1	05		Niveau I (<4h0	0)				
V (		10000	1946.00	CIRCONCIS	ION (PEI	NIS) (64.0)					60							
20				CIRCONCIS	ION (64	.0)					50							
		10000	100	PLASTIE DU	LIGAME	INT CROISE ANTER	RIEUR	PAR AUTOGREFFE TENDI	NEUSE (DROITE)	1	20							-
	TODAY		lunedi		n	nartedi		mercoledi	giovedi			V	enerdi		sabato		domenica	
4	giugno 2010	•		maggio 31		giugno 1		2		3	3			4		5		6
_ l n	m g v s	d 📕	40:05/541	nours	40:0	35/63 hours		40:05/45 hours	40:05/57	nours		40:0	6/54 hours					
31 1	2345	6 m	nin. 540/54 I	nours	min. 54	40/63 hours		min. 255/45 hours	min. 540/57	nours		min. 54	10/54 hours	7				
7 8	9 10 11	13																
21.2	23 24 25 26	20		7		8		9		10	)		1	1		12		13
28 2	30		40:05/541	nours	40.0	35/63 hours		35:20/36 hours	40.05/49	hours		43:5	i5/54 hours					
		m	nin. 540/54 l	nours	min. 54	40/63 hours		min. 25/36 hours	min. 480/49	nours		min. 54	10/54 hours	1				
	luglio 2010													-				
	m g v s	d		14		15		16		13	7		1	8		19		20
5.0	7 9 9 10	11	40:05/54	nours	40:0	35/63 hours		40:05/45 hours	40:05/57	nours		40:0	15/54 hours					
12 12	14 15 16 17	18 0	oin 540/54 l	nours	min 54	40/63 hours		min. 255/45 hours	min. 480/57	nours	iΓ	min 54	I0/54 hours	ī				
19 2	21 22 23 24	25									-			-				
26 2	28 29 30 31			21		22		23		24	1		2	5		26		27
			40:05/54	nours	40:0	05/63 hours		35:20/36 hours	40:05/49	nours		40:0	15/54 hours					
	agosto 2010		- sin 540/541		min 54	40./62 hours		min 25/26 hours	min 450/49			min Ed	10/54 hours	1				
	mgvs		nin. 540/54 i		11111. 34	tor os nours	_	min 25/30 Hours	1111. 430/43	loors		1111. 34	0/5410085	1				
2 3	4 5 6 7	8		28		29		30		lugio 1				2		3		4
9 1	11 12 13 14	15	40:05/54	oure	40-0	15/63 hours		40:05/45 hours	40:05/57	ooure		<b>40</b> -0	5/54 bours					
16 1	18 19 20 21	22	- E40/E41			10.000 hours		and OFF ME have					0/54 1	-				
23 2	25 26 27 28	29	nin. 540/54 I	iours	min. 54	40/63 hours	L	min. 200/40 hours	min. 540/5/	nouifs		min. 54	ruv 54 hours	L				
30-3	1234	5									1							
FIR	ST AV.	FIRST EN	MPTY	TOMORRO	W			giugno	2010				RES		SEL	ECT	CLOSE	

Fig 227 – Calendar Schedule

## 8.7.1 How to access the page

The calendar schedule page can be accessed from three different pages. These are:

- 1) the "Operation List" page;
- 2) the "Operation Record" page;
- 3) the "Scheduling" page.

#### 8.7.1.1 Access from the "Operation List" page

On the "Operation List" page (Fig 44, paragraph 4),

- $\succ$  select the operations to schedule.
- Click the **Change** button on the command bar (Fig 228 A).

The menu shown in Fig 228 will open.

Request 🔘 📰 🖩	1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11 ( 1.11))))))))))	1000		CHP	22/10/2009	
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CORRECT	TION CHIRURGICALE OREI	LLES DECOLLEES (18.5)	90			
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HERNIOR	RAPHIE OMBILICALE (53.4	19)	45			
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Request 🔘 🔛 📰			LP	Poquost		on HEL 🛛 🔨
LIBERATI	ON ADHERENCE PREPUCE	(PENIS) (64.93)	20			ز ا
Request 🛈		The second se		<b>F</b> araaaa		1
10000			15	Foreseen		3
NEW	SHOW	DELETE	A	CHANGE	LOCK	REPORT
			Fig 228	3		2

Click the Schedule with help option (Fig 228 B).

The "Calendar schedule" screen will open (Fig 230). All and only the selected operations will be shown on this screen.



To select more than one operation at a time, you must click the lines corresponding to the operations to be selected, keeping the CTRL key on the keyboard pressed.

#### 8.7.1.2 Access from the "Operation Record" page

- ➤ On the "Operation Record" page (Fig 49, paragraph 5).
- Click the **Edit** button on the command bar (Fig 229 A)

The screen turns to "edit" mode.

Click the **Change** button on the command bar (Fig 229 **B**).

The menu shown in Fig 229 opens.

D Planned Staff				
E Special Services		P	lan as Reserve	
Short name			Reschedule	
	C	Sch	nedule With Help	
	-		Schedule	
			Request	
G Materials			Foreseen	
NEVA EDIT	DELET	CHANGE	REQUESTED	LO
		Fig 229		

Click the "Schedule with help" option (Fig 229 C).

This accesses the "Schedule with help" page (Fig 230). Only the operation referred to by the initial "Operation Record" page will be shown on this page.

### 8.7.1.3 Access from the "Scheduling" page

On the "Scheduling" page (Fig 169, paragraph 8).

> Click the **Sched. Help** button on the command bar.

This accesses the "Schedule with help" page (Fig 230). All the operations listed on the initial "Scheduling" page in the "Operation to schedule" area will be shown on this page.
### 8.7.2 Page description

The "Schedule with Help" page is made up of 5 areas.

- 1) The "Hospital Unit", "Block" and "Room" selection filters (Fig 230 A).
- 2) The month selection area (Fig 230 **B**).
- 3) The area containing the list of operations (Fig 230 C).
- 4) The central area, the calendar of the month selected (Fig 230 **D**).
- 5) The command bar (Fig 230 E).



The characteristics and operation of areas A (selection filters) and B (month selection) are the same as those described in paragraph 8.6 for the "Calendar" page. See this paragraph for their description.

### 8.7.2.1 The list of operations

		Patient name	Main operation	Duration	Priority	Emergency 4	Suggested Date
<b>V</b>	0	And the second	PONTAGE ARTERIEL AORTO-BI-ILIAQUE	210		Niveau I (<4h00)	16/10/2009
•	0	NUMBER OF STREET, STRE	RECONSTRUCTION MAMELON (DROITE) (85.87)	60			17/09/2009
•	0	A Desire Concernent	CIRCONCISION (64.0)	60			15/01/2010
•	0	A DECISION OF A DECISIONO OF A DEC	DESTRUCTION PEAU PAR RAYON LASER (GENERALE) (39.99)	45	6		13/10/2009
•	0	PLANE AND ADDRESS OF ADDRESS	DRAINAGE HEMATOME/ ABCES / DEBRIDEMENT / POSE DE VAC MI (DROITE)	90	5		26/10/2009
	0	Contraction and the second sec	CYSTOSCOPIE (VESSIE) (57.32)	110			
	0	A STATE OF THE OWNER.	REDUCTION FERMEE SANS FIXATION INTERNE RADIUS (DROITE) (79.02)	75			22/10/2009
	0	State of the second second	CORRECTION CHIRURGICALE OREILLES DECOLLEES (18.5)	120			03/02/2010
$\checkmark$	0	and and the second states of the	LAPAROTOMIE EXPLORATRICE (54.11)	210			06/07/2009
$\checkmark$	0	COMPANY OF COMPANY OF COMPANY	HERNIORRAPHIE OMBILICALE (53.49)	75			24/11/2009
$\checkmark$	0	AND A CONTRACT OF A DECK	REMPLACEMENT VALVE AORTIQUE	260	6		C 16/10/2009
•	0	The Residue And and	LIBERATION ADHERENCE PREPUCE (PENIS) (64.93)	50			
✓	0	A REPORT OF A R	ELECTROCHOC	45	Inconnue		31/07/2008
	0	WHICH BE WANTED	CIRCONCISION (PENIS) (64.0)	60			03/02/2010
	0	CONTRACTOR OF A	CYSTOSCOPIE (57.32)	50			
	0	and a second second	OESOPHAGOSCOPIE (42.23)	90			
<b>V</b>	0		CORRECTION CHIRURGICALE OREILLES DECOLLEES (18.5)	105		Niveau I (<4h00)	
•	0	and the local of the Alexandra Society	CIRCONCISION (PENIS) (64.0)	60			
•	0	Second and a second	CIRCONCISION (64.0)	50			
•	0	A REAL PROPERTY AND A REAL	PLASTIE DU LIGAMENT CROISE ANTERIEUR PAR AUTOGREFFE TENDINEUSE (DROITE)	120			
•	0	Apple (Apple) and the second second	Biopsie ganglion lymphatique (Examen, chir cervicale, thyroïde)	60			O 30/01/2009
•	0	NAMES OF STREET	EXCISION LESION EXOSTOSE FEMUR (DROITE) (77.65)	80			
~	0	production of the second se	CIRCONCISION (64.0)	50			

Fig 231 – List of operations

The table shown contains the list of operations to be scheduled using the functions of the schedule with help.

Every line corresponds to an operation.

The columns contain, in this order:

• the selection boxes.

The schedule with help functions are active only for the operations selected. Therefore, you can choose the operations on the list for which you wish to use the schedule with help functions by selecting or deselecting the box corresponding to the operation.

• The information icon **O**.

Click this icon to display a window summarizing the information available on the operation (Fig 232).



Fig 232 – Operation data

Click the **Select** button in the window to access the "Operation Record" page relating to the operation clicked (Fig 49).

- The name of the patient to be operated on.
- The operation.
- The scheduled duration.
- The degree of priority of the operation.

The operations scheduled as "Emergencies" are highlighted red.

• The date suggested for the operation (if indicated on the "Operation Record" page - Fig 49).

Click the  $\bigcirc$  icon alongside the suggested date to highlight the corresponding day in blue on the calendar (Fig 233 A). In this way you can immediately check the availability of time on the day suggested for a specific operation.

lunedî	martedì	mercoledì	giovedì	venerdî	sabato	domenica
giugno 25	26	27	28	29	30	luglio 1
28:20/165:59 0	🗕 40:18/147:59 O	16:45/147:59 0	16:45/123:59 0	25:25/165:59 0	📮 16:45/47:58 Ore	📕 16:45/47:58 Ore
min. 1439/165:59	min. 960/147:59 O	min. 1439/147:59	min. 1439/123:59	min. 1439/165:59	min. 1439/47:58 O	min. 1439/47:58 Ore
2	3	4	5	6	7	8
18:50/165:59 0	<b>38:36/147:59</b> O	17:30/147:59 0	冒 39:40/123:59 O	16:45/165:59 0	📔 16:45/47:58 Ore	冒 16:45/47:58 Ore
min. 1439/165:59	min. 1439/147:59	min. 1 A 7:59	min. 1439/123:59	min. 1439/165:59	min. 1439/47:58 O	min. 1439/47:58 Ore
9	10	11	12	13	14	15
🔲 16:45/165:59 O	16:45/147:59 0	<b>16:45/147:59</b> 0	16:45/123:59 0	16:45/165:59 0	📕 16:45/47:58 Ore	冒 16:45/47:58 Ore
min. 1439/165:59	min. 1439/147:59	min. 1439/147:59	min. 1439/123:59	min. 974/165:59 O	min. 1439/47:58 O	min. 1439/47:58 Ore
16	17	18	19	20	21	22
16:45/165:59 0	16:45/147:59 0	16:45/147:59 0	16:45/123:59 0	16:45/165:59 0	📕 16:45/47:58 Ore	冒 16:45/47:58 Ore
min. 1439/165:59	min. 1439/147:59	min. 1439/147:59	min. 1439/123:59	min. 1439/165:59	min. 1439/47:58 O	min. 1439/47:58 Ore
23	24	25	26	27	28	29
16:45/165:59 0	16:45/147:59 0	16:45/147:59 0	16:45/123:59 0	16:45/165:59 0	冒 16:45/47:58 Ore	冒 16:45/47:58 Ore
min. 1439/165:59	min. 1439/147:59	min. 1439/147:59	min. 1439/123:59	min. 1439/165:59	min. 1439/47:58 O	min. 1439/47:58 Ore

Fig 233 – Suggested date

### 8.7.2.2 The calendar of the selected month

The central part of the page shows, in a calendar form, the information on the availability of time in the operating rooms managed by the connected user (Fig 234).

lunedi	martedi	mercoledì	giovedì	venerdî	sabato	domenica
giugno 25	26	27	28	29	30	luglio 1
47:10/165:59 0	<b>5</b> 9:08/147:59 O	35:35/147:59 0	35:35/123:59 0	44:15/165:59 0	📕 35:35/47:58 Ore	35:35/47:58 Ore
min. 960/165:59 0	min. 730/147:59 0	min. 960/147:59 0	min. 1439/123:59	min. 1439/165:59	min. 734/47:58 Ore	min. 734/47:58 Ore
2	3	4	5	ь		8
37:40/165:59 0	<b>57:26/147:59</b> O	36:20/147:59 0	58:30/123:59 0	35:35/165:59 0	35:35/47:58 Ore	35:35/47:58 Ore
min. 1439/165:59	min. 650/147:59 O	min. 1439/147:59	min. 1439/123:59	min. 1439/165:59	min. 734/47:58 Ore	min. 734/47:58 Ore
	10		10	10	14	15
³				13	14	
35:35/165:59 0	35:35/147:59 0	35:35/147:59 0	35:35/123:59 0	35:35/165:59 0	35:35/47:58 Ore	35:35/47:58 Ore
min. 960/165:59 0	min. 960/147:59 O	min. 960/147:59 O	min. 1439/123:59	min. 960/165:59 O	min. 734/47:58 Ore	min. 734/47:58 Ore
10			10			
16	17	18	19	20	21	22
35:35/165:59 0	35:35/147:59 0	35:35/147:59 0	■ 35:35/123:59 0	35:35/165:59 0	35:35/47:58 Ore	35:35/47:58 Ore
min. 960/165:59 0	min. 1439/147:59	min. 1439/147:59	min. 960/123:59 0	min. 960/165:59 0	min. 734/47:58 Ore	min. 734/47:58 Ore
23	24	25	26	27	28	29
35:35/165:59 0	35:35/147:59 0	35:35/147:59 0	■ 35:35/123:59 0	35:35/165:59 0	35:35/47:58 Ore	35:35/47:58 Ore
min. 1439/165:59	min. 1439/147:59	min. 734/147:59 0	min. 960/123:59 0	min. 1439/165:59	min. 734/47:58 Ore	min. 734/47:58 Ore

Fig 234 – Month selected

Every box corresponds to an operating day (Fig 235).



The upper box (Fig 235 **B**) indicates how much time, of the total time available that day, is already reserved for operations.

The  $\square$  icon indicates that, for the day in question, the time occupied by operations is less than 50% of the total time.

6 possible icons of this type may occupy the same position.

- $\Box$  means that the total time is all available.
- $\Box$  means that the time occupied by operations is less than 25% of the total time.
- $\blacksquare$  means that the time occupied by operations is less than 50% of the total time.
- means that the time occupied by operations is less than 75% of the total time.
- means that the time occupied by operations is less than 90% of the total time.
- means that the time is all occupied by operations.

The same information is contained in detail in text form alongside the icon. In the example shown in Fig 235, the time available is 35 hours and 35 minutes out of a total 123 hours and 59 minutes.

The green color of the box means that every operation selected on the list of operations (Fig 231) can be planned on that day.

The box in question can appear in yellow (Fig 236).



The color yellow means that at least one of the operations (but not all of the operations) selected on the list of operations (Fig 231) can be planned on that day.

The box can appear in red (Fig 237).



The color red means that none of the operations selected on the list of operations (Fig 231) can be planned on that day.

When the box appears in gray, the day in question is in the past. Therefore it is not possible to perform any operation on that day (Fig 238).



The lower box (Fig 235 **B**) indicates the longest range of time available in all the rooms managed by the user connected. This range is indicated in minutes to enable immediate comparison with the scheduled duration of the different operations (also indicated in minutes). The example shown in Fig 235 **B** indicates that the longest range of time that day in 960 minutes. Any operation with a scheduled duration of less than 960 minutes can therefore be scheduled on that day.

Click one of the operations selected on the list of operations to obtain additional information.

	iital Unit				Block		•	Room			Exclude rese
	Patient na	ne	Main or	peration			Duration	Priority	Emergency	<ul> <li>Suggested Date</li> </ul>	
<b>V</b>	•	_	PONTA	GE ARTERIEL AORTO-BI-ILIA	QUE		210		Niveau I (<4h00)	16/10/2009	
	0	and the second second	RECON	STRUCTION MAMELON (DROI	TE) (85.87)		60			17/09/2009	
	0		CIRCO	NCISION (64.0)			60			15/01/2010	
	0	Contraction of the	DESTR	UCTION PEAU PAR RAYON LA:	SER (GENERALE) (39.99)		45	6		13/10/2009	
	0	10.00	DRAIN	AGE HEMATOME/ ABCES / DEB	RIDEMENT / POSE DE VAC MI (I	DROITE)	90	5		26/10/2009	
	0	10.00	CYSTO	SCOPIE (VESSIE) (57.32)			110				
	0	1000	REDUC	TION FERMEE SANS FIXATION	N INTERNE RADIUS (DROITE) (7	9.02)	75			22/10/2009	
	0		CORRE	ECTION CHIRURGICALE OREIL	LES DECOLLEES (18.5)		120			03/02/2010	
	0	1000	LAPAR	OTOMIE EXPLORATRICE (54.1	.1)		210			06/07/2009	
~	0		HERNI	ORRAPHIE OMBILICALE (53.49	9)		75			24/11/2009	
	0		REMPL	ACEMENT VALVE AORTIQUE			260	6		16/10/2009	
	0	and the second	LIBERA	TION ADHERENCE PREPUCE (	PENIS) (64.93)		50				
V	0		ELECTI	ROCHOC			45	Inconnue		C 31/07/2006	
<b>V</b>	0	10.000	CIRCO	NCISION (PENIS) (64.0)			60			0 03/02/2010	
	0	100	CYSTC	SCOPIE (57.32)			50				
	0		OESOF	HAGOSCOPIE (42.23)			90				
	ŏ.		CORRE	CTION CHIRLINGICALE OREIL	LES DECOLLEES (18.5)		105		Niveau T (<4b00)		
÷.	0		CIRCO	NCTSION (PENIS) (64.0)			60				
	0		CIRCO	NCISION (64.0)			50				
	0		PLAST	IE DULLIGAMENT CROTSE ANTE	RIELIR PAR ALITOGREEFE TEM	INFLISE (DROTTE)	120				
	0	Contractory of the	Biopeie	andion lymphatique (Evamer	n chir cervicale, thuroïde)	incose (priorite)	60			30/01/2009	
	0	-	EVCISI	ON LESTON EXOSTOSE FEMUR	(DROITE) (77.65)		80			0.0010112003	
	0		CIRCO	NCTSION (64.0)	(entorne) (rrido)		50				
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	TODAT		maggio 31	giugno 1	1 2	2	3		4		5
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21			• 57.33754 Hours	- 57.35765 fields	- 37.33745 Hous	31.33737	10000	37.5	00/04/10080		
7	8 9 10 11	12 13	min. 540/54 hours	min. 540/63 hours	min. 405/45 hours	min. 540/57	hours	min, 5	40/54 hours		
14	16 17 18	9 20	7				10		44		10
21	22 23 24 25	26 27	<u> </u>				10				12
28	3 29 30		37:35/54 hours	37:35/63 hours	35:20/36 hours	37:35/491	hours	41:	25/54 hours		
			min. 540/54 hours	min. 540/63 hours	min. 25/36 hours	min. 480/491	hours	min. 5	40/54 hours		
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12	2 13 14 15 16	17 18	✓ min. 540/54 hours	🔍 🗸 min. 540/63 hours	🖉 🔍 min. 405/45 hours	🛛 🔍 🥑 🗸 min. 480/5	57 hours	🔍 🗸 min	. 540/54 hours		
15	9 20 21 22 23	24 25		~	~ ~		24		75		20
20	0 27 20 23 30		21		د		24		25		20
_	pageto 2010		7:35/54 hours	37:35/63 hours	35:20/36 hours	37:35/49	hours	37:	35/54 hours		
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2		14 15	27-25/54 hours	27-25 /02 hours	■ 27-25 M5 hours	27-25/57	hours	<b>27</b> -	25/54 hours		
2	10 13		- w.oovov nouis	<ul> <li>or.co/co nuurs</li> </ul>	<ul> <li>37.33743 Hours</li> </ul>	<b>■</b> 37.337371		<b>a</b> 31.	20104110085		
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2 9 16 23	10 13 5 17 18 19 20 5 24 25 26 27	28 29	√ mn. 540/54 hours	🔍 🗸 min. 540/63 hours	Min. 405/45 hours	min. 540/5	or nours	•••	340/34110083		
2 9 16 23 30	10 10 13 5 17 18 19 20 3 24 25 26 27 3 31 1 2 3	28 29 4 5	√ mh. 540/54 hours	● √ min. 540/63 hours	● ✓ min. 405/45 hours	₩ min. 540/5	7 nouis	•••	5407 54 Hours		

Fig 239 – Selecting an operation

The operation clicked appears highlighted (Fig 239 A) and new icons appear inside the boxes indicating the various days (Fig 239 B, Fig 240).



The • icon means that the operation highlighted can be planned on that day.

The • icon means that the operation highlighted <u>cannot</u> be planned on that day.

The  $\checkmark$  icon means that there has been a crosscheck with other IT systems and that there is no overlap of reservations for that patient on that day (the patient could, for example, have arranged a test or check-up for the same day).

The  $\times$  icon may mean two things: 1) that there has been no crosscheck with other IT systems and that there is no data regarding possible overlapped reservations; 2) that there is an overlap of reservations for that patient on that day.

Click the lower portion of every box (Fig 235 **B**) to open a window containing detailed information on the situation of every room in the day corresponding to the box.



Fig 241 – Day Details

The example shown in Fig 241 informs us, for example, that room 7 of block BH05 has 1 operations scheduled (you can read the patient's name, the type of operation and the duration), that the total time available in this room is 480 minutes and that the time occupied by operations is 120 minutes.

Moving downwards, you will find information on all the rooms managed by the user connected. Once again in Fig 241 you can see, for example, that two operations are scheduled in room 8 of block BH05, that the total time available in this room is 480 minutes and that the time occupied by operations is 360 minutes.

The "exclude reserves" checkbox indicated in Fig 239  $\mathbb{C}$  can be used to exclude the room, block or generic reserves from the calculation of available hours and minutes (see paragraph 8.5.5 for an explanation of the concept of "reserve"). By default, when the system calculates the times, it considers reserves as operations to be calculated. Select the "exclude reserves" checkbox to exclude the reserves from the time calculation. A room reserve, for example, with a scheduled duration of 100 minutes, will implicate a subtraction of 100 minutes from the time available in the room in which it has been scheduled. Select the "exclude reserves" checkbox to prevent subtraction of these 100 minutes.

To select one of the calendar days, simply click the corresponding box. The day selected appears highlighted in dark gray. Day 28 is selected in Fig 242.



Fig 242 – Day Selected

### 8.7.2.3 Example: how to schedule an operation



Below there is an example of one of the possible ways of using the schedule with help page. To keep things simple we have selected just one operation. The procedure however is the same for multiple selections.

To plan an operation using the "Schedule with help" functionalities

- Access the "Schedule with help" window (Fig 227 Calendar Schedule) so that the operation appears in the list of operations Fig 231 (see paragraph 8.7.1 for instructions).
- Click inside the corresponding checkbox to select the operation.

The boxes indicating the various days will be colored depending on whether or not it is possible to schedule the operation (green if it fits, red if it doesn't - Fig 234).

- Select the most suitable of the green boxes.
- Click the box to select it.

The box will be highlighted (Fig 242).

Click the **Select** button on the command bar.

The scheduling page opens (Fig 169) for the day selected and with only the operation selected in the "Operations to schedule" area.

Enter the operation in the scheduling grid according to the procedure described in paragraph 8.5.

### 8.7.3 The command bar of the "Calendar schedule" screen

The control bar of the schedule with help page contains various button to perform different operations (Fig 243).

FIRST AV.	FIRST EMPTY	TOMORROW	giugno 2010	RESERVE	SELECT	CLOSE
			<b>Fig 243</b>			

The functions of the different buttons are briefly listed in this paragraph and, when necessary, described in detail in the paragraphs indicated.

FIRST AV.	This button makes it possible to automatically select the first day available for the scheduling of the operations selected. When you press the button, the system automatically selects the first day on which it is possible to enter a specific operation. See paragraph 8.7.3.1 for the detailed procedure.
FIRST EMPTY	This button makes it possible to automatically select the first completely free day. When you press the button, the system selects the first day with no scheduled operations. See paragraph 8.7.3.2 for the detailed procedure.
TOMORROW	This button makes it possible to automatically select the day following the current day.
giugno 2010	The box in the middle of the command bar shows the name of the month currently displayed.
RESERVE	This button makes it possible to enter the operations selected in the schedule of any operating day as a generic reserve. See paragraph 8.7.3.3 for the detailed procedure.
SELECT	This button makes it possible to access the scheduling page related to the day selected (Fig 169)
CLOSE	This button closes the "Calendar schedule" screen.

### 8.7.3.1 First available day

The **First Av.** button (Fig 244) makes it possible to automatically select the first day available for the scheduling of the operations selected. When you press the button, the system automatically selects the first day on which it is possible to enter a specific operation.



To use this function, you must

click the box corresponding to the operation (or operations) to be scheduled (Fig 245).



Click the **First Av.** button on the command bar (Fig 245 A).

The first day containing at least one empty slot is highlighted on the calendar.

Click the **Select** button on the command bar (Fig 245 **B**).

The scheduling page for the day chosen and the operation selected opens (Fig 169).

### 8.7.3.2 First empty day

The **First Empty** button (Fig 246 **A**) makes it possible to automatically select the first completely free day. When you press the button, the system selects the first day with no scheduled operations.

(A)						В	
FIRST AV.	FIRST EMPTY	TOMORROW	giugno 2010	_	RESERVE	SELECT	CLOSE
		l	Fig 246 - "Calendar schedule" co	mmand ba	r		

To use this function, you must

click the box corresponding to the operation (or operations) to be scheduled (Fig 247).



Click the **First Empty** button on the command bar (Fig 246 A).

The first completely free day is highlighted on the calendar.

Click the **Select** button on the command bar (Fig 246 **B**).

The scheduling page for the day chosen and the operation selected opens (Fig 169)

### 8.7.3.3 Create a generic reserve

The **Reserve** button (Fig 248 **A**) makes it possible to enter the operations selected in the schedule of any operating day as a generic reserve (see paragraph 8.5.5 for an explanation of the concept of "reserve").

FIRST AV.	FIRST EMPTY	TOMORROW		giugno 2010		RESERVE	SELECT	CLOSE
		Ι	Fig 248 - "(	Calendar schedule" co	mmand ba	r		

To use this function, you must

click the box corresponding to the operation (or operations) to be scheduled as reserve (Fig 249).



> Click the box corresponding to the day on which you wish to enter the reserve.

The box appears highlighted (Fig 250).



Click the **Reserve** button (Fig 248).

A window requesting confirmation of the operation opens (Fig 251).



Click Yes to schedule the operation as a reserve.

The operation selected disappears from the list of operations to schedule and appears as a generic reserve on the day chosen.

i

The functions performed by the **Reserve** and **Select** buttons can also be performed by right clicking. After selecting an operation, right click the box corresponding to the day required to open a window containing the two options, "Reserve" and "Select" (Fig 252).



Fig 252

# 9 Room staff management

The "Staff management" module makes it possible to manage the planned staff of the operations. The module implements scheduling functionalities that are specific for the staff management. To access this module

> Click the corresponding icon -  $\frac{2}{2}$  - on the lateral bar.

The "Staff Management" screen will open (Fig 253).

Staff can be also scheduled, with different procedures, on the "Operation Record" screen. The relating procedures are described in paragraph 7.4.

A "System Option" has been defined in order to avoid conflicts between the staff planned on the "Operation Record" and the staff planned on the "Staff management" module (described in this paragraph).

This "System Option", named **DisablePlannedStaffEditingOnOperationRecord**, if activated, enables staff editing on the "Operation Record" only if the operation is either in "Foreseen" or "Requested" state. The staff of the planned operations ("Planned" state) is only managed on the "Staff management" module.

To activate the system option set its Value=Yes.

i

If the operation data are changed while the staff is being edited, after the Update the system informs the user with a specific message. This message makes it possible to print a report containing the list of all the operations whose data changed.

This message is generated only once. It will not later be possible to print the list again.

The information that, if edited, triggers the message is: Operation status, Planned date, Planned time, Planned duration, Main operation, Planned Room, Planned Block.

## 9.1 Staff Management

The "Staff Management" screen (Fig 253) makes it possible to manage the operating staff for the planned operations.



The screen is formed of four areas:

- The search filters area (Fig 253 A).
- The personnel editing tools panel (Fig 253 **B**).
- The area displaying either the operations plan or the reserves list (Fig 253 C).
- The area named "Planned Staff area" dedicated to show the planned staff (Fig 253 **D**).

These four areas are described in the following paragraphs.

### 9.1.1 Search filters

The search filters (Fig 253 **A**, Fig 254) make it possible to decide which operations are displayed in the "Planned operations" area (described in paragraph 9.1.3) by selecting the operation date and room.



To display the operations planned for a specific date

- > Click the cell corresponding to the wanted day on the calendar indicated in Fig 254 A.
- Click the Filter button (Fig 254 C).

The operations planned for the selected day will be displayed.

Multiple days selection is possible (maximum 5 days) by keeping the mouse button clicked while selecting the corresponding cells. The day after present day is selected by default.

The display the operations planned for a specific room

- Select the checkbox corresponding to the room in the area indicated in Fig 254 **B**.
- Click the **Filter** button (Fig 254 **C**).

Only the operations planned for the selected rooms are this way displayed. Multiple room selection is possible.

### 9.1.2 Personnel editing tools

The personnel editing tools, shown in Fig 255, make it possible to search and select the staff members in order to associate (or dissociate) them to one or more operations. The room staff can be here defined as a team and later associated (the whole staff) to one or more operations.



Fig 255

The panel shown in the figure is formed of four tools.

- **Role filter** (Fig 255 A) this field makes it possible to specify the wanted role. Only the staff members enabled to cover that role are displayed in the personnel table (Fig 255 C).
- Name filter (Fig 255 B) this field makes it possible to specify the name of the wanted staff member. After three characters are typed, the list displays only the members whose names match the inserted characters.
- **Personnel table** (Fig 255 C) This table lists on one column the staff members according to what was specified in the fields described above (name and role).
- Wished Staff (Fig 255 D) This grid must be filled by the user with the names of the staff members required for an operation. The "Wished staff" area makes it possible to define the whole staff for one or more operations as an "operating team" that can be later associated to the specific operations. To add a staff member to the "Wished staff", drag the name of the person to be added from the personnel table and drop it on the "Wished staff" area. See paragraph 9.2.2 for the detailed procedure.

#### 9.1.3 "Planned operations" area

The area shown in Fig 253 C and Fig 256 provides a view of the operating plan. The plan has the same structure and features of the "Operating Plan" described in chapter 8. See this chapter for a detailed description.



Fig 256

Scheduling functionalities are here disabled. The only possible action is the operation selection.

To select an operation

- > click the **Edit** button on the command bar.
- ≻ Click the rectangles corresponding to the operations to be selected.

The selected operation appears white with black borders (see Fig 257).



The selection of one or more operations displays the details of the selected operations in the "Planned staff" area (Fig 253 D, Fig 259). Most important, the details relating to the planned staff of the selected operations are displayed in the "Planned Staff" area. By default, if no operation is selected, the details of all the planned operations are displayed in the "Planned staff" area.

### 9.1.3.1 "Reserves" display

The "Planned operations" area (Fig 256) is also used to display the list of "Reserves" (see paragraph 8.5.5 for an explanation of the "Reserve" concept).

To display the "Reserves" list

Click the **Reserves** button on the command bar (Fig 258 A).

The list of "Reserves" will be displayed (Fig 258 B).

STAFF MANAGEMENT												
Filters	Reserves											
◀ giugno 2011 ▶	Patient name	Main o	Duration Priority	Emerg	Hospit	Operat	. Room	Date				
<u> </u>	GREENWOOD, IRSINA	CESAR	52	Niveau	CHUV\			24/06/201	1			
	EDINBURG, PORTOGR	AUTRE	210		CHUV\	BH05		24/06/201	1			
	GEORGETOWN, ROCCA	BIOPSI	. 60		CHUV\	BH05	13	24/06/201	1			
20 21 22 23 24 25 26	COPPELL, CASTELGAN	AUTRE	45 6		CHUV\	BH05	11	24/06/201	1			
27 28 29 30 1 2 3												
4 5 6 7 8 9 10												
Room												
BH05-6												
BH05 - 5												
BH05 - 7												
□ BH05-9 ▼												
Personnel												
Alain CARLSBAD												
Alain FORT PIERCE												
Alain JEFFERSON												
Alain KISSIMMEE												
Alain ROMEOVILLE												
Alain SANTA ROSA												
Alain STREAMWOOD												
Alban BAKERSFIELD												
Wished Staff												
Role Personnel	<u>\</u>											
	Planned Staff											
	Patient name		Main operation			Du	ration	Date	Room	Role	Personnel	
			CO	MMON						MDALG RESP	1	
	GREENWOOD IRSINA		CESARIENNE ISTHMIC	UE BASSE	TRANSVE	RSE	52	24/06/2011		1er UP	Martine EULESS	
		00	AUTOC INTERUENTION	U LODG L IG	TE (CAD)		010	24/06/0011	DUOT	MDALG RESP		
	EDINBURG PURTUGRUA	RU	AUTRE INTERVENTION	I HORS LIS	TE (CAR)	,	210	24/06/2011	BHUS	1er UP	Etienne SANTA ROSA	
			ALLEDE INTERLENTION		TEDAD		45	24/06/2011	DUOD 11	MDALG RESP	Francis DOCH IN	
	COFFELE CASTELGANDO	LFO	AOTKE INTERVENTION	I NORD LID	TE KAD		40	24700/2011	brio3 - 11	MDALC PESP	Induction Rocketing	
	GEORGETOWN DOCCADA	ASDIDE	BLODSTE CALCAMELIM		(77 48)		60	24/06/2011	BH05 - 12		Olivier SAN MATEO	
	aconde to with KOLLADA	AJF10C	DIGADIE CALCANEUM	(prone)	(77.40)		30	2.100/2011	0.103 - 13	2eme OP	Alec SOUTH GATE	
										MDALG RESP	•	
										INSTRUM.1	Nsanda Yvette GRAND TUNCTION	
										INSTRUM.2	Leila LAKE WORTH	
										AIDE SALLE	Aurora GRAND PRAIRIE	
										CADRE ALG RESP	Laurent KISSIMMEE	
										$\sim$		
			7001	*		I			DEC			LIDDATE
EDIT OV	EKVIEW HIGHL	LIGHI	200M						RES	DERVES	REPORTS CANCEL	UPDATE
						Fig	258				•	

Each row in the "Reserves" list corresponds to an operation. For each operation the following information is provided:

- Patient name
- Operation
- Planned duration
- Priority
- Emergency level
- Requesting Hospital Unit

- Planned block
- Planned room
- Planned date

To select a "Reserve"

- > click the **Edit** button on the command bar.
- Click the row corresponding to the "Reserve" to be selected.

To select multiple "Reserves", keep the "Ctrl" button on the workstation keyboard pressed while clicking on the different rows.

The selection of one or more "Reserves" displays the details of the selected operations in the "Planned staff" area (Fig 253 **D**, Fig 259). Most important, the details relating to the planned staff of the selected operations are displayed in the "Planned Staff" area. By default, if no "Reserve" is selected, the details of all the "Reserves" are displayed in the "Planned staff" area.

### 9.1.4 "Planned staff" area

The area shown in Fig 259 and Fig 253 **D** displays, alongside the operation's main data, detailed information on the staff planned for the operations selected in the "Planned operations" area (Fig 256). If no operation is selected in the "Planned operations" area, the data relating to all the planned operations are displayed.

Patient name	Main operation	Duration	Date	Room	Role	Personnel	
	COMMON				INF ALG FORM	Anita STANTON	
	LOMMON				AIDE SALLE	Antonia VALDOSTA	
EAST PROVIDENCE GARDONEVALTROMPIA	MOBILISATION SOUS ANESTHESIE CHEVILLE (DROITE) (93.26)	60	24/06/2011	BH05 - 7	1er OP	Olivier SAN MATEO	
			07.45		MDALG RESP	Sandy CLIFTON	
					INF ALG	Vanessa VALLEY STREAM	
					INF ALG FORM	Anita STANTON	
					INSTRUM.1	Marisol GILBERT	
					INSTRUM.2	Sebastien ERIE	
					AIDE SALLE	Antonia VALDOSTA	
					CADRE ALG RESP	Marc-Andre SAN MATEO	
TORRINGTON TRANI	CURE HYDROCELE (DROITE) (61.2)	73	24/06/2011	BH05 - 7	1er OP	Massimo ORLAND PARK	
			10.05	05	OP ENSEIGNANT	Laurent JEFFERSON	
					MDALG RESP	Philippe AUSTIN	
					MDALG ENS_ANT	Annouk KELLER	
					INF ALG	Eric KINGSPORT	
					INF ALG FORM	Anita STANTON	
					INSTRUM.1	Nadia SANTA FE	



The operations are displayed on a grid. The first row, indicated in Fig 259 A and enlarged in Fig 260, named "Common", shows the (possible) staff members that are common to all the selected operations. The "Common" row is therefore displayed only if more than one operation is selected (or no operation is selected).

							A	
Patient name	Main operation		Duration	Date	Room	Role	Personnel	
	COMMON				1	INF ALG FORM	Anita STANTON	
	COMMON					AIDE SALLE	Antonia VALDOSTA	)
		Fig 260						

For each staff member the role and the name are indicated (Fig 260 A).

The *o* icon displayed instead of the name (no name) of the staff member indicates that every person enabled to cover the specified role is suitable for the operation.

The ¹ icon displayed instead of the name of the staff member indicates that the specific role is required but no information was provided regarding the person's name.

If the *I* icon is displayed alongside the name it means that only that specific person is suitable for the operation.

The rows placed below the "Common" row (Fig 259 **B**, Fig 261) indicate the selected operations. The operation main data are here provided (patient name, planned operation, planned date and time, planned duration and planned room) alongside the detailed planned staff.



The name and the role of each staff member are displayed (Fig 261 A). If an operation requires the same role more than once, various rows are displayed, referring to the same role.

#### 9.1.5 Highlight functionality

The Highlight button on the command bar makes it possible to highlight the name of a selected staff member in the "Planned staff" area. A user can activate this functionality to immediately know for which operations a determined person is a staff member.

To activate the functionality

- Click the person's name either on the "Personnel" table or on the "Wished staff" area (Fig. 262 A).
- Click the **Highlight** button (Fig 262 **B**).

The person's name will be highlighted in the "Planned staff" area (Fig 262 C). Also, the corresponding operation boxes are highlighted on the "Plan" (Fig 262 **D**).

	Personnel						
	PERFUSIONN	ISTE 🔻					
			<b>с</b> я	BETHEL PAKK, CELANO	VUE, MONOPOLI		
	ARLINGTON C	DP HAWTH		H.U. CHV H.U. TF	RA		
	BARTLESVILLE	YUCAIPA	URO				
	CHANDLER LEV	VISVILLE		BAY, ALESSANO BELLEVUE, BOLO			
	COCONUT CRE	EK UPLAND		ARTHROPLASTIE HANCHE REDUCTION OUVER			
	DAVIS BRUNSV	VICK		H.U. TRA			
	FORT COLLINS	ST. PETE					
	GRAPEVINE TE	RRE HAUTE	~	ANKEINT, A AILAN AMAKILLU, KEUUI DADIOEDED UDETROL EXPLORATION EOEEL	UE/MIL Plann		_
	PAWTUCKET G	REENFIELD		H.U. RAD U H.U. CH H.U. NCH	5 M M		▼.
	PITTSBURG RIG	CHLAND	CPR		01001000		
	Wished Staff		8	APPLETON, PAU ATTLEBORO, UGENT			
	Role P	ersonnel	3 V	WEDGE RESECTION DEBRIDEMENT PLAIE (86.	28		â.
(A)	PERFUSI D	AVIS BRUNS	Planned Staff		300000000		
	PERFUSI C	HANDLER LE	Patient name	Main operation	Duration Date Room	Role Perso	nnel
	INSTR EN A	PPLETON FOL	BELLEVUE BOLOGNA	REDUCTION OUVERTE ET OSTEOSYNTHESE RADIUS DISTAL (DROITE)	90 14/07/2011 BH05 6	INDIRUM.2	
	INSTR FO A	DDISON MER		(79.32)	10.40	AIDE SALLE	
	1er OP A	LBUQUERQUE	ANNENN ACTY		CO 14/07/0011 01/05 7	PERFUSIONNISTE DAVI	S BRUNSWICK
			ANKENT ASTI	RADIOPREQUENCE LESION HEPATIQUE (50.29)	08.05	MDALC DEED	COBURG MOURPARK
						PEDELISTONNISTE DAVI	
			ATLANTIC LUCERA	LIDETROTOMIE INTERNE (58)	01/2011 BH05 7	1er OP BART	LESVILLE BRENTWOOD
						MDALG RESP	
						PERFUSIONNISTE DAVI	S BRUNSWICK
			AMARILLO REGGIOEMILIA	EXPLORATION FOSSE POSTERIEURE POUR TUMEUR CEREBELLEUSE	200 14/07/2011 BH05 - 7	1er OP CHAN	DLER LEWISVILLE
					10.55	OP ENSEIGNANT BETH	EHEM WOODLAND
						MDALG RESP 🚦	
						PERFUSIONNISTE DAVI	S BRUNSWICK
						OP RESP INSTALLATION CHAN	DLER LEWISVILLE
			APPLETON PAULLO	WEDGE RESECTION THORACOSCOPIE (GAUCHE) (32.29)	90 14/07/2011 BH05 - 8	1er OP 🕴	
			P		08.10	MDALG RESP NEWA	RK PAWTUCKET
						MDALG ENS_ANT PORT	SMOUTH TALLAHASSEE
	EDIT	OVE	RVIEW 🤇 📔 HIGHLIGH	ZOOM 🛛 🔍 🕨 🕨	RESERVES	REPORTS CANCE	L UPDATE
				F'- 262			
				F1g 262			

If the person's name was originally selected on the "Personnel" table, then it is highlighted not considering the role.

If it was originally selected on the "Wished Staff" area, then it is highlighted only in the operations for which it is associated with the specified role.

If the staff member name is clicked on the "Planned staff" area then the corresponding operation box is highlighted on the Plan.

You can also click the "Wished Staff" bar (Fig 263) to highlight all the wished staff members at once. In this case all their operations will be highlighted.

Wished Staff	
Personnel 🚽 👻	Role
BARTLESVILL	INF ALG
ANKENY BRO	OP ENSEIG
ALBUQUERQU	1er ASS OP
ADDISON ME	1er OP
p. p. see and see see	1.5×1.1×1.1

Fig 263

The "Highlight" functionality can also be used as a filter for the "Staff overview" screen (see paragraph 9.3). I.e. if the "Highlight" functionality is activated and the **Overview** button is clicked, then the displayed "Staff overview" screen shows only the operations for which the selected staff members are scheduled.

## 9.2 Staff management procedures

This paragraph describes the procedures that can be performed on the "Staff management" module, making it possible to manage the operating staff.

### 9.2.1 Possible destinations indication

Basically, the staff management procedures are performed using the drag and drop functionality. That is, the various items on screen can be dragged from one position and dropped onto another for staff management purposes (described later in the specific paragraphs).

In order to facilitate the procedures, every time a "draggable" item is clicked, the system indicates the possible destinations with a blue border. See for instance Fig 264, in which the "Personnel Table" and "Wished Staff" area are bordered (on the right).



#### Adding a staff member to the "Wished staff" 9.2.2

The "Wished staff" area (Fig 265 B) makes it possible to define the whole staff for one or more operations as an "operating team" that can be later associated to the specific operations.

	1	Personnel -		_				
		1er OP		•				
(	1	Ariel ST. CLA	IR SHORES	•				
		Armando VAI	.DOSTA					
		Arnaud LEXI	NGTON-FAY					
		Arnaud ST. C	LAIR SHORES					
		Aron PORT C	RANGE					
		Arthur CHIC	OPEE					
		Arthur MUNDELEIN						
		Assia REDDII	VG					
	4	Astrid MUSKE	EGON	•				
(	1	Wished Staff						
		Role	Personnel					
		1er OP	Alain CARLSBAD					
B		2eme OP	Alain SANTA R.					
_		STAG OP	Nicolas JERSEY					
		INF ALG	Xavier PITTSB					
		INSTRUM.1	Jocelyne MIDL .					
	- 12							

Fig 265

There are two ways to add a staff member to the "Wished staff". In both cases, first of all, click the Edit button on the command bar, then

1) First way: click the row corresponding to the wanted member on the "Personnel table" (Fig 265 A).

Drag the row onto the "Wished Staff" area (drag from Fig 265 A and drop onto Fig 265 B).

2) Second way: right-click on the row corresponding to the wanted staff member on the "Personnel table".

A contextual "Add to wished staff" option is displayed (Fig 266).





Click the "Add to wished staff" option.

In both cases the name of the staff member is displayed on the "Wished staff" area.

It is also possible to add a staff member by selecting him/her from the planned staff of an existing operation. Again, there are two ways to do that:

1) First way: click the row corresponding to the wanted staff member selecting it in the "Planned staff" area (Fig 267 A). Drag the item onto the "Wished staff" area (Fig 267 B).

	2	_							
Wished Staf	f								
Role	Personnel							(A	
AIDE SALLE	Alexandre RED	Planned Staff							
1er OP	Alain KISSIMMEE	Patient name	Main operation	[	Duration	Date	Room	Bole 🔰	Personnel
OP ENSEI	Alain STREAM		COMMON				/	INF ALG FORM	Anita STANTON
			Common					AIDE SALLE	Antonia VALDOSTA
		EAST PROVIDENCE GARDONEVALTROMPIA	MOBILISATION SOUS ANESTHESIE CHEVILLE (D	ROITE) (93.26)	60	24/06/2011	BH06-7	1er OP	Olivier SAN MATEO
						U7.45	1	MDALG RESP	Sandy CLIFTON
							/	INF ALG	Vanessa VALLEY STREAM
							/	INF ALG FORM	Anita STANTON
								INSTRUM.1	Marisol GILBERT
								INSTRUM.2	Sebastien ERIE
								AIDE SALLE	Antonia VALDOSTA
								CADRE ALG RESP	Marc-Andre SAN MATEO
		TORRINGTON TRANI	CURE HYDROCELE (DROITE) (61.2)		73	24/06/2011	BH05 - 7	1er OP	Massimo ORLAND PARK
						10.05		OP ENSEIGNANT	Laurent JEFFERSON
							Λ	MDALG RESP	Philippe AUSTIN
							<b>\</b>	MDALG ENS_ANT	Annouk KELLER
								INF ALG	Eric KINGSPORT
								INF ALG FORM	Anita STANTON
								INSTRUM.1	Nadia SANTA FE

Fig 267

2) Second way: right-click on the row corresponding to the wanted staff member on the "Planned staff" area.

A contextual menu opens (Fig 268)



Click, on the menu, the "Add to wished staff" option.

In both cases the name of the staff member is displayed on the "Wished staff" area.

At the end of each procedure, in order to save the changes made,

click the **Update** button.

### 9.2.3 Remove a staff member from the "Wished Staff" area

There are two ways to remove a member from the wished staff. In both cases, first of all, click the **Edit** button on the command bar, then

- First way: click the row corresponding to the member to remove on the "Wished Staff" area. Drag the row onto the "Personnel table" area (drag from Fig 265 B and drop onto Fig 265 A).
- 2) Second way: right-click on the row corresponding to the staff member to be removed on the "Wished saff" area.

A contextual menu opens (Fig 269).



Click, on the menu, the "Remove from wished staff" option.

Click the **Update** button.

In both cases the name of the staff member is removed from the "Wished staff" area.

Also, it is possible to remove the whole staff using the "Remove all" option on the same contextual menu.

### 9.2.4 Creating a "Wished staff" from the planned staff

To add the already existing staff of a planned operation to the "Wished staff" area

- Click the Edit button on the command bar.
- Click, on the "Planned staff" area, the operation whose staff must be added to the "Wished staff".

The row corresponding to the operation is highlighted (Fig 270 A).

> Drag the item to the "Wished staff" area (Fig 270 **B**).

Wished	d Staff						
Role	Personnel						
		Planned Staff					
		Patient name	Main operation	Duration Date R	toom Role	Personnel	
		TORRINGTON TRANI	CURE HYDROCELE (DROITE) (61.2)	73 24/06/2011 B	H05 - 7 AIDE SALLE	Khanh PORT ORANGE	
				10.05	CAURE ALS REC	P Veronique DAYTONA BEACH	
		DECATUR SETTING TORINESE	CURE ANEVRISME AORTE ABDOMINALE (39.51)	120 24/06/2011 B	H05 - 9 1er OP	Jean-Marc FAIRFIELD	
				08.25	OP ENSEIGNAN	T Alain SANTA ROSA	
		K			MDALG RESP	1	
					INF ALG FORM	Anita STANTON	
R >					AIDE SALLE	Antonia VALDOSTA	
Y		EAGAN MODENA	DCR (0.01)	45 24/06/2011 B	HOS. 11 1cr OF	Philippe STILLWATER	
				07.00	2eme OP	Mehrad SAN MATEO	
					MDALG RESP	1	
					INF ALG FORM	Anita STANTON	
					AIDE SALLE	Antonia VALDOSTA	
		GARDEN GROVE TRINITAPOLI	AMPUTATION ORTEILS (DROITE) (84.11)	65 24/06/2011 B	H05 - 11 1er OP	Thomas ANNAPOLIS	
				08.36	MDALG RESP	1	
					INF ALG FORM	Anita STANTON	
					AIDE SALLE	Antonia VALDOSTA	
		GARDEN GROVE NIZZAMONFERRATO	CYSTOSCOPIE (57.32)	20 24/06/20 B	H05 - 11 1er OP	1	-

Click the Update button.

All the staff members of the selected operation are this way added to the wished staff.

### 9.2.5 Associating a staff member to one or more operations

To associate a staff member to one or more operations

- Click the Edit button on the command bar.
- Use the filters described in paragraph 9.1.1 to search for the person to be associated to the operating staff.
- > Drag the person's name onto the "Planned staff" area.

If the name is dragged onto the area relating to a specific operation, the staff member is associated only to that operation. If the name is dragged onto the "Common" area, the staff member is associated to all the selected (and therefore displayed) operations.

> Click the **Update** button.

### 9.2.6 Associating the whole staff to one or more operations

To associate the whole operating staff to one or more operations

- Click the Edit button on the command bar.
- ▶ Use the procedures described in paragraph 9.2.2 to define the operating staff.
- Click the "Wished staff" bar (Fig 271 A) and drag it onto the "Planned Staff" area (Fig 271

Wished Staff Role AIDE SALLE	Personnel Alexandre RED	Planed Staff				-		
I OF	Alain KIDDIMMEE	Patient name	Main operation	Duration	Date	Room	Role	Personnel
OP ENSEL	Alain STREAM		COMMON				INF ALG FORM	Anita STANTON
							AIDE SALLE	Antonia VALDOSTA
		EAST PROVIDENCE GARDONEVALTROMPIA	MOBILISATION SOUS ANESTHESIE CHEVILLE (DROITE) (93.26)	60	24/06/2011	BH05 - 7	1er OP	Olivier SAN MATEO
					07.45		MDALG RESP	Sandy CLIFTON
							INF ALG	Vanessa VALLEY STREAM
							INF ALG FORM	Anita STANTON
							INSTRUM.1	Marisol GILBERT
							INSTRUM.2	Sebastien ERIE
							AIDE SALLE	Antonia VALDOSTA
							CADRE ALG RESP	Marc-Andre SAN MATEO
		TORRINGTON TRANI	CURE HYDROCELE (DROITE) (61.2)	73	24/06/2011	BH05 - 7	1er OP	Massimo ORLAND PARK
					10.05		OP ENSEIGNANT	Laurent JEFFERSON
							MDALG RESP	Philippe AUSTIN
							MDALG ENS_ANT	Annouk KELLER
							INF ALG	Eric KINGSPORT
							INF ALG FORM	Anita STANTON
							INSTRUM.1	Nadia SANTA FE

Fig 271

If the bar is dragged onto the area relating to a specific operation, the whole staff previously defined is associated only to that operation. If the bar is dragged onto the "Common" area, the whole staff is associated to all the selected (and therefore displayed) operations.

Click the Update button.

**R**).

### 9.2.7 Removing a staff member

To remove a planned staff member either from a specific operation or from the "Common" list

- Click the **Edit** button on the command bar.
- Click, on the planned staff grid (Fig 272 A), the row corresponding to the staff member to be removed.
- > Drag the item onto the Personnel Table (Fig 272 **B**).



Click the Update button.

The staff member is this way removed either from the specific operation or from all the selected operations.

It is otherwise possible to right-click the staff member name on the planned staff grid.

A contextual menu is displayed (Fig 273).

AIDE SALLE	Antonia VALDOSTA 🥂
1er OP	Add to wished staff
1er OP	Remove from planned staff
OP ENSEIGN/	Cleavel
MDALG RES	
$\sim \sim \sim \sim \sim$	Improved and a show
	Ft- 072

Fig 273

Three options are here available:

- Click the "Add to wished staff" option to add the selected person to "Wished staff" area (Fig 267 B). Note: this option does not remove the staff member from the planned staff, it only adds him/her to the wished staff.
- Click the "Remove from planned staff" option to remove the selected member from the planned staff.
- > Click the "Clear all" option to remove the whole staff from the planned staff.

## 9.3 Staff overview

A specific screen displays a general overview of the staff schedule.

To access that screen

> Click the **Overview** button on the command bar.

The following screen is displayed (Fig 274).

									15/07/2	:011							<u> </u>		
Perconnel		BH05-6			BHI	05-7			BH	05-8			BH05-9		BHC	5-11	BH05-:	13	
T GISOTILG	REDUCT	ARTHRO	LIPOFILL	CURE HA	ARTHRO	REDUCT	REDUCT	CORREC	POSE PO	CORREC	MAMMO	AMPUTA	CORREC	LIFTING	REPARA	CURE EV	CORREC	GREFF	
	07.00	09.35	12.40	07.05	08.55	10.38	12.13	07.00	09.05	10.43	12.18	07.05	08.40	10.41	07.05	09.10	07.00	- U	
ALBOQUERQUE ,LANSING			1					2000 00		1						Ter OP			
ATLANTIC JEATTLE		1	Ter OP					Zeme OP		Ter OP						Zeme OP			
DAY , MIDDUULA		Ter OP		4 00															
No. of Concession	_			Ter OP											4				
New York Concession															Ter OP			1 01	
No. American	_	THICTOL IN		THE TOURA														Ter OF	
BEAUMONT , MACON		1		1 1														1 1	
BEND , WILSON																		INF AL	
PLACENTIA, BLACENTIA																			
BLOOMINGTON ,KANNAPOLI S																		CADRI ALG R MDAL( ENS_A	
CAPE GIRARDEAU ,NOVATO				1er OP														2.12	
CYPRESS ,GILROY		OP ENSEIGNA NT		OP ENSEIGNA NT															
DUNCANVILLE ,BREMERTON			2eme OP																
FORT PIERCE , EAU CLAIRE																			
GRAND JUNCTION , OXNARD																			
GREENEIELD . PAWTLICKET																			
												1er OP							
HANFORD . SOLITH GATE											1er OP	101 01							
HAWTHORNE , ARLINGTON								1er OP											
LA MESALEOND DULLAC														1er ∩P			1er OP		
LEWISVILLE, CHANDLER									2eme OD					201 01			101 01		
MANCHESTER ,RANCHO SANTA MARGARITA	1er OP								20110 01										
MIRAMAR , PALM SPRINGS																			
MURRIETA ,CLEVELAND										1er ASS OP									
NORTHGLENN .BERKELEY																			
RICHLAND ,PITTSBURG						1er ASS OP													
NAME AND ADDRESS.													1er OP						
SALINA ,SPRINGFIELD																			
SAN BUENAVENTURA (VENTURA) ,ARLINGTON HEIGHTS		1er OP					1er OP												
SHEBOYGAN , REVERE					1er OP														
ST. PETERS ,ROSWELL						1er OP													
TERRE HAUTE , GRAPEVINE																		RESP	
WACO ,YAKIMA									1er OP										
																		Þ	
																	CLOS	Ε	
								Fig 2	74										

Fig 274

Each row on this screen represents a staff member; each column represents an operation.

The cell corresponding to the place where a certain staff member and a certain operation meet displays the role that the staff member covers for that specific operation. See, for instance, Fig 275 A, indicating that the staff member "Bay Missoula" is first operator in the operation "Arthrodese..." scheduled in room 6 of block BH05 at 9:35.

							1			
Deveopped		BH05-6		BH05-7						
Personnei	REDUCT	ARTHRO	LIPOFILL	CURE HA	ARTHRO	REDUCT	K			
	07.00	09.35	12.40	07.05	08.55	10.38	ł			
ALBUQUERQUE ,LANSING							12			
ATLANTIC ,SEATTLE		$\frown$	1er OP				3			
BAY ,MISSOULA		1er OP					1			
A REPORT OF	X			1er OP			K			
and press and		$\smile$					1			
and a second							3			
BEAUMONT ,MACON		INSTRUM. 1		INSTRUM. 1			1			
BEND , WILSON							3			
BLACKSBURG ,PLACENTIA							5			
BLOOMINGTON ,KANNAPOLI S							A me A			
OVATO, CAPE GIRARDEAU				1er OP			R			
CYPRESS ,GILROY		op Enseigna Nt		op Enseigna Nt			22			
DUNCANVILLE ,BREMERTON			2eme OP				1			
FORT PIERCE ,EAU CLAIRE							2			
at the ward and and and	محسبوريا	mm	man	Aur	him	nn	تر ا			

Fig 275

The operations are ordered by date and time and the grouped by block and room. A heading placed on top indicates the operation's scheduled time, date and place.



The "Highlight" functionality can be activated to display, on the "Staff Overview" screen, only a selected subset of staff members and their operations. I.e. if, on the "Staff management" screen (Fig 272) one or more staff members are highlighted, the "Staff Overview" screen displays only the operations scheduled for the highlighted staff members. See paragraph 9.1.5 for more information on this functionality.

# 10 Resources

The "Resources" module makes it possible to schedule resources for interventions. The module implements scheduling functionalities that are specific for the resources.

To access this module click the resource icon on the lateral bar.

The following screen opens (Fig 276)



1) Resource selection.

To select a resource DIG SSC IU 0007 ENG V01

Click the resource label indicated in Fig 276 A. A drop down menu opens (Fig 277)

AIRSEAL
AUCUN
CEC
CEC (BYPASS)
CEC (ME CEC)
CEC (STANDBY)
CEC (VAD)
CELL SAVER
CENTRIFUGEUSE
DISSECTRON
DRAIN LOMBAIRE
ENDOSCOPIE
INJECTEUR DE CONTRASTE
LASER
LASER CO2
LASER DOPPLER AIMAGO
LIGASURE
LIPOASPIRATION MICROAIRE
MEDISTIM
MICROSCOPE
Fig 277

Select the relevant resource type on the menu.

The resource name is this way displayed on the label. The main screen area will display all the available instances for that resource type. In Fig 278 **A** the resource type "Laser" is selected. In Fig 278 **B** there are two available actual lasers displayed. Each row corresponds to a resource (laser in this case).



Fig 278

2) Operation selection

To associate the operation to the resource

Click the calendar icon to select the date of the operation (Fig 278 C). A calendar window opens. Select here the relevant date. The default date is the next operating date (usually "tomorrow").

The operations scheduled for that date that require the selected resource (laser in this case) will be displayed in the column on the right (Fig 279 A).

i

The resource requirement for the operation can be indicated using the functionality described in paragraph 7.5, on the "Operation Record" screen, "Special Services" area. Otherwise, by configuration, a specific resource can be associated to the type of operation by default. In this case, the resource is automatically associated to every operation of that type.



Fig 279

The background color of the rectangle reflects the operation state as in the plan window. Interventions will appear on the list once are (at least) scheduled.

To assign an intervention to a specific resource

> drag and drop it on the row corresponding to the resource.

The intervention will be positioned on the row accordingly to its schedule and removed from the list on the right (Fig 280 A).

	<b>07</b>	08 (	9 <b>9</b> 1	0 11	<b>12</b>	13 14	1:	5 16	<b>i 1</b> 7	/ 1 	8 19	LASER ·
LASER 1		I		PENDICEO								12/01/2018
												APPENDICECTOMIE LAPAF
LASER 2				A	APPEND ORL - BH	ICECT( 107 - AL						ORL - BH07 - ALG 4 09:35 - 11:35
	07	08 (	9 1	0 11	12	13 14	1	5 16	i i i i i i i i i i i i i i i i i i i	· · · · · · · · · · · · · · · · · · ·	8 19	

Fig 280

This kind of resource scheduling triggers a series of cross-checks among the operations and operating rooms the can be of help in scheduling the operations requiring special services (i.e. the configured resources) according to their availability.

# 11 Contacts

For any issue, please refer first to the Distributor who installed the Product.

Here are the manufacturer contacts:

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