

## Sequence of Events for Anesthesia:

### 1. GET READY

- a. Log onto the PC on the Anesthetic machine
- b. Click on Settings, Control Panel, Regional Settings – ensure English (Canada) is selected to display correct dates in CPA. **(first log on only)**
- c. Open CPA (Centricity) and log on
- d. Cases booked for today will default - review the list to ensure there are no surprises....

### 2. PATIENT IN ROOM

- a. Click anywhere on the row of the desired patient (make sure it's the right procedure!) to display the pop-up menu and click on **Intraoperative Record**
- b. Choose the desired script for the case (ETT, LMA, MAC etc..)
- c. Click on **Confirm OR** – **This step is critical because you need to ensure that you are in the room that the monitor capture thinks you are in. If the room is incorrect then change it now.**
- d. Click on **Anaesthesia start** on the left side of the screen.
- e. Click on **Sign In** in the top right corner and enter your password to begin your documentation
- f. Click on Equipment check, Patient Identified, NPO status and Patient in room

### 3. BEGIN YOUR ANESTHETIC

- a. Begin your preparation and click on events as they occur. It's helpful to just get the beginning of induction and then chart the rest after the fact by back-timing when things calm down
- b. Verify that the monitor capture is working. Look in the black graph area and you should see VS showing up within five minutes.
- c. Once Surgery incision occurs, click Surgical Incision, Urine Output (if appropriate), and EBL to begin assessing those outputs correctly on the grid (don't wait till the end, it's more work to back time)

### 4. COMPLETION OF CASE

- a. After surgery end, and resulting from the debriefing, confirm/enter the correct post-op procedure performed in the procedure description of the **Pat Info** (where you put the weight and ASA status) screen.
- b. Complete each open fluid balance on the **I/O** tab
- c. Post-op Option One:
  - i. Print the post-op orders from the network onto the PACU printer
  - ii. At the end of the case and just before transport click on **Patient out of Room**– this will end the monitor capture for this patient. Clicking on **Anesthesia End** will sign you out of the case (not the system) and print the intraoperative documentation for PACU.
  - iii. In PACU enter the postoperative vital signs onto the printed post-op orders sheet for inclusion in the paper chart and retrieve the printed intraoperative documentation from the printer.

- d. Post-op Option Two:
- i. Print the post-op orders from the network onto the PACU printer
  - ii. At the end of the case and just before transport click on **Patient out of Room** – this will end the monitor capture for this patient.
  - iii. Once in PACU, log into a station and fill out the VS. Click on **“Anesthesia End”** to sign you out of the case (not out of the system) and print the intraoperative documentation for PACU staff.

### Tips

Click on **Pat Info** to bring up Patient Manager and enter the patient weight to use the weight based drug dose defaults for pediatric cases

To re-dose medication – click on the medication in the **Meds** tab on the right

At any time click on the **I/O** tab to update fluids or outputs.

At 0600 the following morning, all records are locked, **but** you can always add an addendum later (you cannot add or change anything that was previously documented). Upon return to the OR, click on **Close** to return to the census if the previous case is still on the screen. Select your next patient via the same method as before and go to step 2 and begin again.

At the end of the day be sure to **Logout** and click on Quit from the top of the screen or simply close the session.

Notes:

At any time you can minimize CPA and go to Meditech, email or internet explorer. To return to the case simply maximize the window and continue.

### Troubleshooting – Check these before calling for help

1. If you are not seeing the correct patients in the census – clear the search at the bottom and ensure you have the right parameters entered and the right unit selected
2. Once you have started the script, be sure the monitor capture button is green and you are receiving the data for the correct room (data queues for 2 hours so you can still recover the data from the correct room).
3. Use the Monitor button on the census to end a monitor session if a previous patient has not been disconnected in CPA.



4. Have you signed into the case?
5. Call Biomed if the problem is urgent and you are unable to resolve it. Otherwise you can send an email to [surgeryinformationsystemssupport@fraserhealth.ca](mailto:surgeryinformationsystemssupport@fraserhealth.ca)