

## Sequence of Events for Anesthesia:

### a. FIRST TIME LOG ON

- a. Log onto the network
- b. Click on **Start > Settings > Control Panel > Regional Settings**
  - i. Ensure **English (Canada)** is selected

### b. GET READY

- a. Open CPA (Centricity) and log on
- b. Confirm your patients for the day are displayed
- c. Review the list to ensure there are no surprises

### c. 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 **Pat Info** to bring up Patient Manager and enter the patient weight and ASA status (This helps make the med doses closer to the ballpark)
- d. Click on the **Sign In** button on the top right to sign your record. This is important so when you try to click Anesthesia End you won't be reminded to Sign In to begin with.
- e. Click on **Confirm Monitor - the next window that pops up confirms the OR to ensure the monitor capture will be for the right case in the right room. CHECK IT!**
- f. Click on **Anaesthesia start** on the left side of the screen
- g. Click on Patient Verified, NPO status and Patient in room

### d. 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 – use the clock to freeze time
- b. Verify that the monitor capture is working – icon goes from red to yellow to green. 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)
- d. All values except the following will be captured in CPA:
  - TOF
  - Rate Setting
  - PEEP CPAP monitored
  - State Entropy
  - Fresh Gas Flow l/min (x10)
  - Oxygen l/min

These values have to be entered manually onto the grid.

**e. 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. Enter the post-op orders on the back page of the current anesthesia form in preparation for discharge for PACU
- d. Click on **Patient out of Room**– this will end the monitor capture for this patient.
- e. Once you have finished documenting, click on **Anesthesia End** – this will sign you out of the case (not the system) and print the intraoperative documentation for PACU
- f. In PACU enter the postoperative vital signs onto the back page of the current anesthesia form for inclusion in the paper chart and retrieve the printed intraoperative documentation from the printer.

Tips

- To re-dose medication – click on the medication name in the **Meds** tab on the right
- At any time click on the **I/O** tab to update fluids or outputs.
- After 24 hours, a record is 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 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.
- **At the end of the day be sure to Logout of CPA or simply close the session.**
- **Click on Start and then Log Off of the PC**

**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). Use the Monitor button on the census to end a monitor session if a previous patient has not been disconnected in CPA.



3. Have you signed into the case?
4. Call Biomed if the problem is urgent and you are unable to resolve it. Otherwise follow the instructions in the support decision tree.