



Acute Theatre Bookings Procedure

Procedure Number

CHC-PC-0031

Version Nos:

2

1. Purpose

This Procedure outlines the process for prioritisation and booking of acute surgical cases in the Grey Base Hospital Operating Theatre.

2. Application

This Procedure is to be followed by all West Coast District Health Board (WCDHB) clinical staff members.

3. Definitions

There are no definitions associated with this Procedure.

4. Responsibilities

All *Clinical Staff Members* are required to:

- ensure they abide by the requirements of this Procedure.

5. Resources Required

This Procedure requires:

- WCDHB Acute Surgical Case Booking Form

6. Process

- 1.00 The Surgeon responsible for the patient is required to complete a WCDHB Acute Surgical Case Booking Form, ensuring that the patient has been prioritised using the following categories, as well as informing the Anaesthetic and Theatre staff.

	Priority Categories	Time Period Operation Required Within
1	Life Threatening Condition The patient is in immediate risk of life, shocked or moribund	Within 1 hour
2	Organ Threatening Condition The patient is physiologically stable, but there is immediate risk of systemic compensation or risk to organ survival	Within 6 hours
3	Critical, Non-Emergency But Necessary The patient's condition is stable but critical. No deterioration is expected	Within 24 hours
4	Non-Critical, Non-Emergency But Necessary The patient's condition is stable. No deterioration is expected	Within 48 hours
5	Priority Elective The patient is on the waiting list or has been admitted acutely, and requires surgery within 7 days	Within 7 days
6	Requested Operation Date The patient cannot be accommodated on an elective operating list, but surgery is required on a particular day at a particular time	Requested operation date



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- 1.01 A date and time for the operation are agreed with the Anaesthetic and Theatre staff by the Surgeon responsible for the patient.
- 1.02 Once completed, the WCDHB Acute Surgical Case Booking Form is either to be placed into the Booking Box located at Theatre Reception, or is to be given directly to the Theatre Nurse Clinical Manager.
- 1.03 The Theatre Nurse Clinical Manager is to each week day morning between 0800 and 0830 hrs collect all Booking Forms and allocate them to the appropriate areas (Theatre or Central Booking Unit). (NOTE – on weekends On-Call staff are responsible for retrieving the Booking Forms).
- 1.04 The WCDHB Acute Surgical Case Booking Form forms part of the patient's clinical record, and as such is to be placed into the clinical record at the completion of the operation.

7. Precautions And Considerations

- ➔ The Surgeon responsible for the patient is required to prioritise the patient
- ➔ Once completed, the WCDHB Acute Surgical Case Booking is to be given to Theatre Reception or to the Theatre Nurse Clinical Manager
- ➔ The WCDHB Acute Surgical Case Booking Form forms part of the patient's clinical record

8. References

There are no references associated with this Procedure

9. Related Documents

WCDHB Acute Surgical Case Booking Form

Revision History	Version:	2
	Developed By:	Clinical Nurse Manager Theatre/HOD Anaesthetics
	Authorised By:	Medical Director – Hospital Services
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