



ieMR Advanced



Theatre cancellations overview

A short guide to cancelling procedures under specific timeframes and circumstances

Cancellation Type	Responsibility	Steps	Reference
Prior to Day of Surgery Or Day of Surgery prior to Check-in	ESM Booking Officer	<ol style="list-style-type: none"> Find the case in ESM. Cancel case with a cancellation reason starting with "SN". 	QRG
On day of Surgery after Check-in	Nurse/Anaesthetic Assistant	<ol style="list-style-type: none"> Notify the theatre team leader to complete the following steps. Navigate to the LCCH Case Cancelled Record under Perioperative Doc under the patient's correct record and encounter. Complete details. Select a reason starting with "SN". Finalise the record. <p>NOTE: This is to be completed as close to the point of notification as possible</p>	Surginet Business Rules
Day of Surgery requiring Termination	Theatre Team/Surginet Administrator/Elective Surgery Bookings NUM	<ol style="list-style-type: none"> Navigate to the LCCH Case Cancelled Record under Perioperative Doc under the patient's correct record and encounter. The case cancelled record is to be completed by the theatre team leader. Cancel case with a cancellation reason starting with "SN". Update the case cancelled tracking board stating that the document requires termination. This is to be completed by the theatre team. The termination of a record will only be done by SurgiNet Administrators or the Elective Surgery Bookings Nurse Unit Manager (NUM). <p>NOTE: This is to be completed as close to the point of notification as possible</p>	Surginet Business Rules
Joint MRI and Theatre Case Booking	Theatre Team/Surginet Administrator/Elective Surgery Bookings NUM	<ol style="list-style-type: none"> Book MRI and theatre procedures to the same theatre. IF procedure is cancelled before MRI, follow "On day of Surgery after check-in" process. IF procedure is cancelled after MRI and before procedure, remove the procedure from the intraop record and finalise with MRI details only. Follow BAU cancellation/rescheduling processes for the procedure as appropriate. IF procedure is cancelled during procedure, follow "Day of Surgery requiring Termination" process. 	

