

## Actions – document actions

### SAAnaesthesia

#### Quick reference guide

*Actions* within *SAAnaesthesia* assist with documenting what has actually been performed. There are two types of *Actions*:

1. *Timestamp Actions* (documenting actual start and stop times in the *Anaesthetic Record*)
2. *Documentation Actions* (documenting tasks, interventions or checks performed/completed during the case).

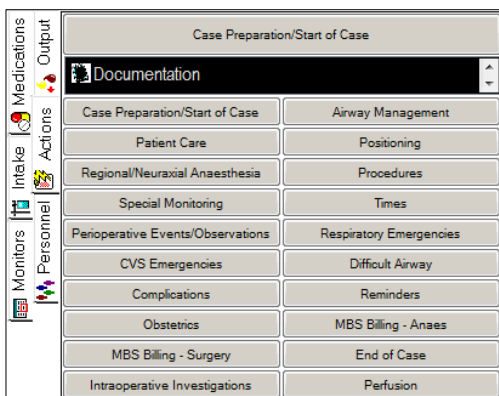
There are multiple ways of accessing and *Executing Actions* within *SAAnaesthesia* which are outlined below.

#### Document Actions via the Documentation Tabs

*Actions* located within the *Documentation Tabs* – *Actions* tab can be added directly to the *Anaesthetic Record Grid*.

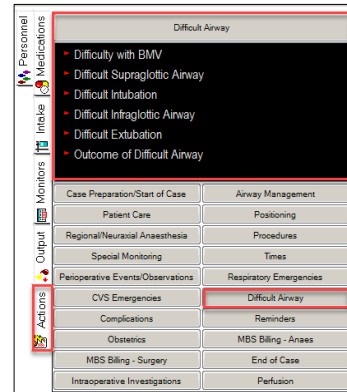
1. Locate and click the *Actions* tab from the *Documentation Tabs*.

The *Action Category Folders* display:



2. Click to select the appropriate *Category Folder*.

The *Actions* within this *Category* are displayed in the top pane; in this example the *Difficult Airway Category Folder* has been selected:



To *Execute* the *Action* to the *Anaesthetic Record* either:

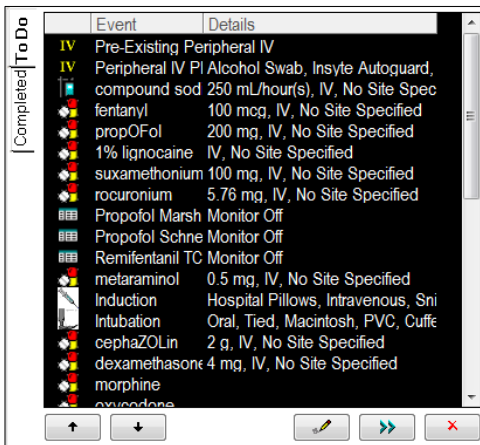
- a. Double click the *Action* to *Execute* it to the current time.
- b. Click and drag the *Action* to the time required on the *Anaesthetic Record*.



The *Action* icon now populates the *Record*. Hover over the icon to see the details of the *Action*.

Note, *Actions* can be added to the *To Do List* for *Executing* to the *Anaesthetic Record* at a later time. Locate the *Action* required from the *Documentation Tabs*, click and drag the *Action* to the *To Do List*.


#### Document Actions via a Macro

If the *Macro Executed* to the *Record* contains an *Action* for the *To Do List*, the *Action* can be documented on the *Anaesthetic Record* in the following ways:

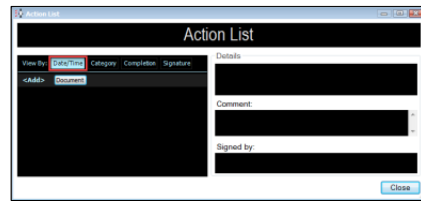


1. Locate the *Action* within the *To Do List* and either:
  - a. Double click the *Action* to *Execute* the *Action* unmodified to the *Anaesthetic Record Grid*.
  - b. Click to highlight the *Action*, then click the *Execute*  button to *Execute* the *Action* unmodified.
  - c. Click and drag the *Action* to the required time on the *Anaesthetic Record Grid* to *Execute* the *Action* unmodified.
  - d. Click to highlight the *Action* then click the *Edit*  button to modify the details of the *Action*. After the modifications have been completed click the *Execute* Button to *Execute* the *Action* to the *Anaesthetic Record*, alternatively click *OK* to save the modifications within the *Action* back to the *To Do List*; the *Action* can then be *Executed* at a later time.

**Document Actions via the Actions Component Button on the Toolbar**

1. Locate and click the *Actions* component button on the *Toolbar* .

The *Action List* window displays with the default view set to *Date/Time*:



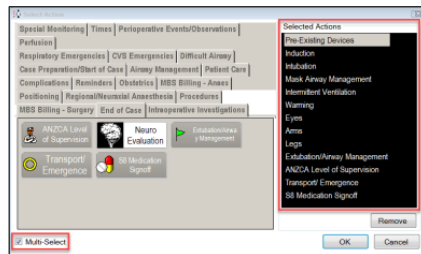
2. Click *Add* and then select the *Document* button to launch the *Select Action* window where the *Categories* are displayed in tabs:

Note, *Actions* are divided into *Categories*; these *Categories* assist the user in locating and then documenting the required *Actions* in the *Anaesthetic Record* efficiently and quickly.

**Note:** Note the option of ticking the *Multi-Select* box, this allows the user to move between the *Tabs* adding multiple *Actions*.

3. Click to select the *Multi-Select* box.
4. Click to select the *Action(s)* required.

Selections will populate in the right *Selected Actions* pane.

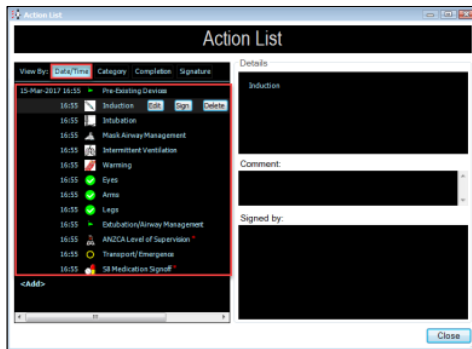


5. After all selections have been made, click *OK*

The *Action Details* windows will launch sequentially for editing and executing via the *OK* button.

After the *Actions* have been *Executed*, the *Action List* window displays again, note all of the *Actions Executed* are now listed by *Date/Time* in the left pane.





Note, within the *Action List* window the default *View* is *Date/Time*; however to list all *Actions* by *Category* click the *Category* view.

All *Actions* within the *SAAnaesthesia Application* are now listed with *Category* headings. Multiple *Actions* can be selected in this *View* with the *Details* of the *Action* highlighted populating the right side pane.

Note, if any of the *Actions* display a red asterisk after their name the *Action* contains mandatory fields that will need to be addressed prior to *Finalisation* of the *Anaesthetic Record*.

Note, to review the *Actions* that have missing mandatory fields click *Completion View* in *Actions* *tab* from the *toolbar* to see the *Actions* that are *Incomplete* (missing required fields) and *Complete*.

Once the required fields have been completed the *Action* populates the *Complete* section.

