

Paediatric anaesthesia consultation note

SAAnaesthesia

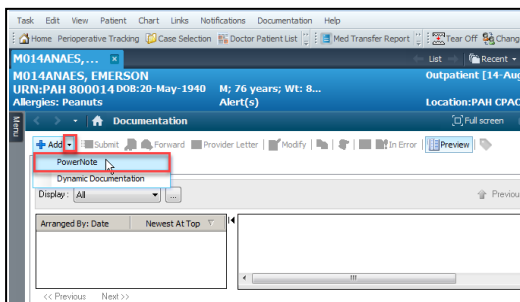
Quick reference guide

A pre-anaesthetic assessment can be documented on any patient by completing a *Paediatric Anaesthesia Consultation Note*, whether they are having a phone review in Pre-Assessment Clinic (PAC), being seen in the Surgical Admissions Lounge (SAL), as an inpatient on a ward, or in the Emergency Department.

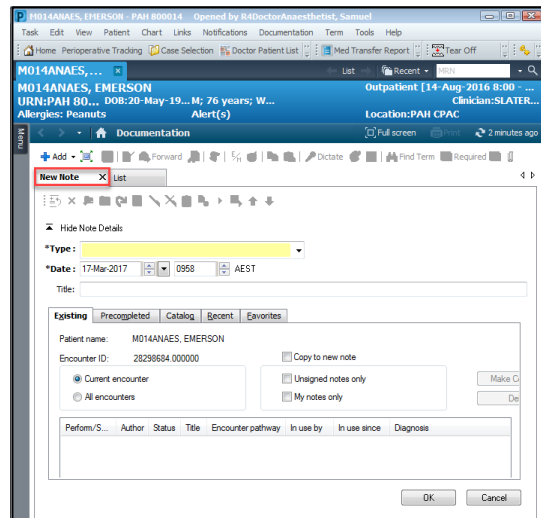
New Note: Pre-Anaesthesia Evaluation PowerNote and Orientation

To add a *Paediatric Anaesthesia Consultation Note* for a patient:

1. Navigate directly to the *Documents* page in *PowerChart*.
2. To add a *New Note* click the down arrow next to the *Add* button and select *PowerNote*.



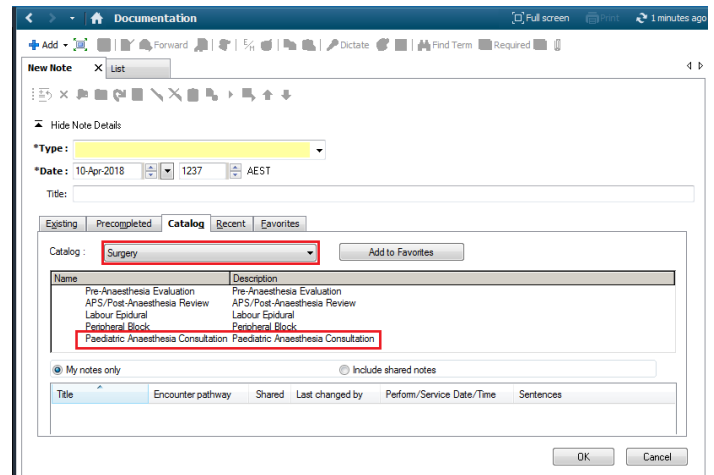
The *New Note* tab is displayed, note the mandatory fields – selecting the appropriate *PowerNote* in the following steps auto-populates the required fields.



3. Click the *Catalog* tab.
4. From the *Catalog* drop down menu select *Surgery*.

The list of available *PowerNotes* display


5. Click to select the *Paediatric Anaesthesia Consultation PowerNote*. Note that the required fields (*Type* and *Title*) auto-populate.
6. Click *OK*.



The *Paediatric Anaesthesia Consultation Note* opens to complete.

Note: The features of the *PowerNote* include:

1 Table of Contents/Navigator Menu – located on the left side of the *PowerNote* and is used to navigate between *Paragraphs* and *Sentences*.



2 Paragraph Heading – each is indicated by a plus symbol  that can be expanded to view the contents E.g. *Assessment Details*.



A tick next to a *Paragraph* indicates the inclusion of pre-populated information from *PowerChart* or that data has been entered against this *Paragraph*.

3 Sentence Name – listed in the contents of the *Paragraphs* E.g. *Allergies and ADR's*

4 Term – these are the details within *Sentences* E.g. *Allergic Reaction Selected - Penicillin*

Clicking a *Term* will select it, and may open subsequent options to provide greater details. Clicking the *Term* again will deselect it. If multiple *Terms* have been selected in a *Sentence*, click the *Sentence Name* to remove all selected *Terms*.

Any *Paragraph* or *Sentence* with a red asterisk  contains one or more required fields that are mandatory to sign the powernote. Once completed the red asterisk  is replaced with a tick next to the *Paragraph*, indicating that all the required fields have been completed. If there aren't any required fields, the tick indicates that the *Paragraph* contains documentation.


Paragraph Headings can be reordered within the *PowerNote* as required. To move a *Paragraph* up/down, click the *Paragraph Heading* the click the appropriate blue arrow  


to move.

At any stage of the *PowerNote* clicking *Hide Structure* will allow the user to view how the document will appear once *Signed*. Clicking *Show Structure* will reverse this view.

Assessment Details Paragraph

The *Assessment Details Paragraph* is recommended to be completed first.

1. Complete all mandatory information as noted by a red asterisk  and marked in yellow.
2. Click the *Operation or Procedure Term* to launch a free text control window to document the proposed procedure/operation
3. Click *OK* to close the *Operation or Procedure – What* window
4. Click the *Allergies Term* to *Review/Include Selected Allergies and ADRs*
5. If applicable, i.e. patient has had previous surgery documented in the ieMR, click the *Previous Major Surgery term*.

Note: Ensure to complete the mandatory fields as noted by the red asterisk  and marked in yellow fields.

Paragraphs and Import Data

There are multiple opportunities to import data from *PowerChart* from within the *PowerNote*. The following are examples of these opportunities.



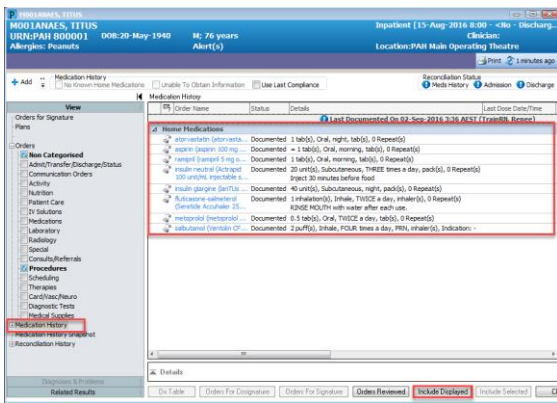
Medications

The patients documented medication history can be imported into the *PowerNote*.

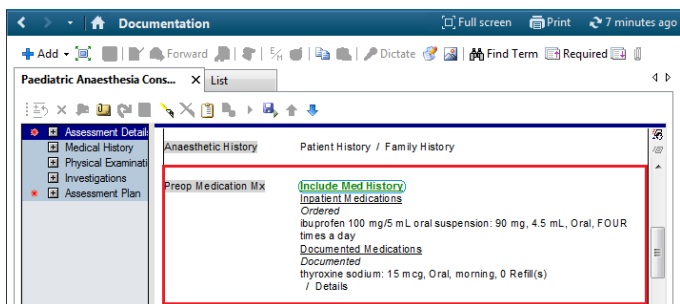
1. From the *Assessment Details Paragraph, Preop Medication Mx Sentence*, click the *Include Med History Term*.



2. Click *Include Displayed* to import the data into the *PowerNote*, alternatively use the *Ctrl* key on the keyboard to multi-select in this window.

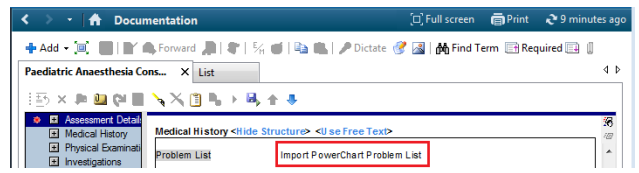


The medication history displays in the *PowerNote*.



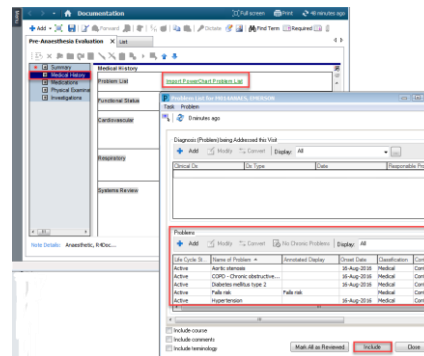
Medical History Paragraph

1. Click *Medical History* from the *Table of Contents Menu*.



2. From the *Problem List Sentence* click the *Term Import PowerChart Problem List* to launch the *Problem List* window.
3. From the *Problems* displayed, click to select the *Problems* to include in the *PowerNote*.

Note, use the *Ctrl* key on the keyboard to multi-select in this window. Alternatively clicking the *Include* button includes all *Problems* displayed.



The *Problems* are now displayed in the *PowerNote*.

4. Continue to work through the *Sentences* selecting clinically relevant information to include

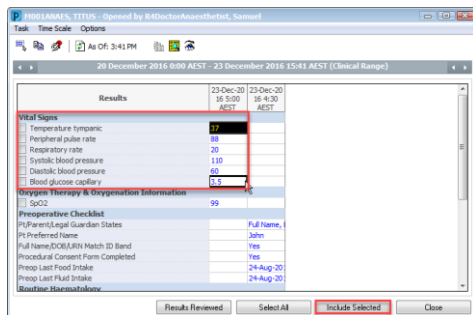
Physical Examination Paragraph

The patients documented vital signs, height, and weight can be imported into the *PowerNote* if recorded.

1. Click the *Term Vital Signs* within the *Physical Examinations Paragraph, Vital Signs Sentence*.



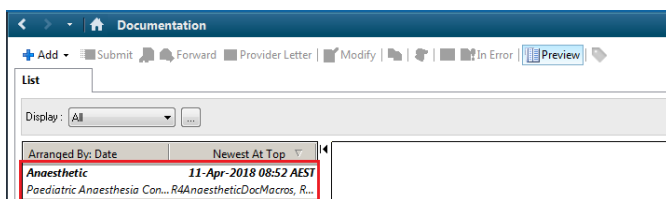
2. Click the *Date* and *Time* column header to import all data within the column required.
 - a. Alternatively, use the *Ctrl* key on the keyboard to multi-select in this window.
 - b. The *Select All* button can be used to import all values – note this may import a very large amount of data depending on the *Clinical Date Range* displayed.
 - c. The tick boxes to the left of the rows of data are used to select all values for that data row – e.g. all *Peripheral pulse rates* documented.
3. Click *Include Selected* to import the data into the *PowerNote*.



The vital signs as documented now display in the *PowerNote*. Similarly the *Height/Weight* data can also be imported.

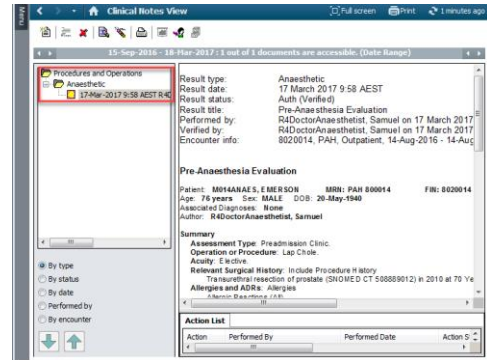
4. When the *PowerNote* has been completed click the *Sign/Submit* button
5. The *Sign/Submit Note* window displays to confirm the *Type*, *Title* and *Date* of the *Document*, the fields have been pre-populated due to the *PowerNote Type* selected, the *Title* can be altered if required, click *Sign* to complete the *Note*.

The *Documentation* screen displays with the *PowerNote* in italics:



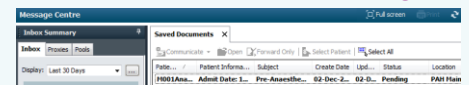
6. Click *Refresh*

The completed *PowerNote* displays, it can also be viewed in *Clinical Notes View*, *Operations* and *Procedures* folder, *Anaesthetic* sub-folder:



Sign / Submit if the document is complete, this action is recommended

Save to complete later (**Note:** the document will save in the user's *Message Centre* with the *Status* as *Pending*).



Save & Close - results in the same action as *Save* but closes the window as well.

Cancel if the incorrect document was selected or not required.

