



ieMR Advanced

Personnel – document, modify or remove

SAAnaesthesia

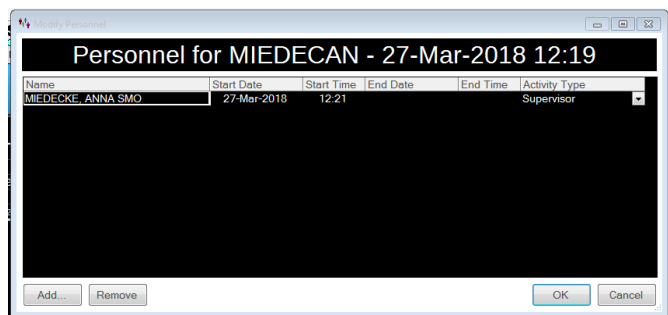
Quick Reference Guide

Documenting Personnel in SAAnaesthesia can be done via the Personnel component button on the Toolbar or via the Documentation Tabs, Personnel tab. Personnel information can be modified to reflect the time and role of the individuals present for the procedure.

Document Personnel via Personnel Component Button

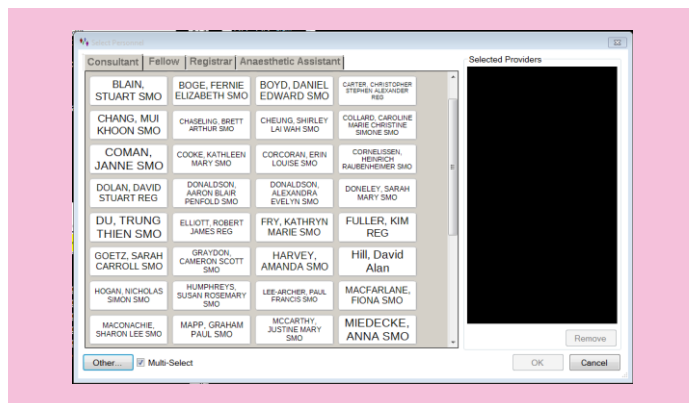
1. Click the Personnel button on the Toolbar.

The Modify Personnel window displays listing the current staff for the procedure:

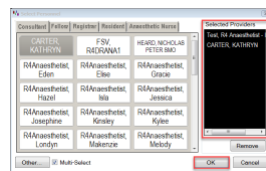


2. Click Add to open the Select Personnel window.
3. From the Tabs displayed, click to select the appropriate Role Tab.

Note: The option of ticking the Multi-Select box, this allows the user to move between the Tabs adding multiple Personnel. Selections will populate in the right Selected Providers pane.

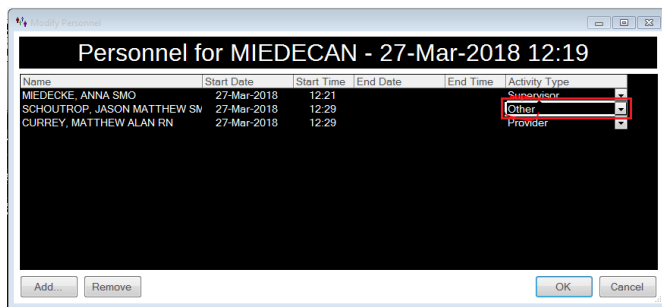


4. Click to select the staff assigned to the procedure.
5. When all staff have been selected click OK.



Note: To add Personnel who do not appear in the Personnel Tabs or Personnel Folders, click the Other button within the Select Personnel window to launch a search. Either using the Surname, First Name convention or the magnifying glass icon the staff member can be searched for and selected, then click OK to have the staff member populate the Selected Providers pane.

The Modify Personnel window displays listing the current and additional staff for the procedure; staff times and role assignment can be modified in this window prior to actioning to the Anaesthetic Record.



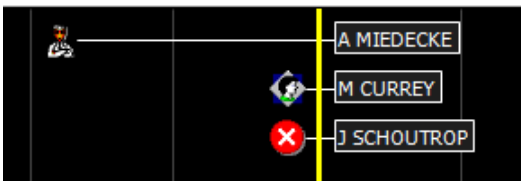
Note: There can only be one **Supervisor** at a time documented on the **Record**, there cannot be concurrency of **Supervisors**.

If however there are multiple **Supervisors** (Consultants) present for a case, one is to be documented as the **Supervisor** and the other(s) recorded as **Provider** or **Other** for their role(s).

Additional Consultants can be named on the **Record** using the **Sign** function. For more information on signing **Actions** refer to the **SAAnaesthesia: Actions - Sign Actions QRG**.

6. After the modifications have been made to the roles and times, click **OK**.

The **Personnel** icons populate the **Anaesthetic Record Grid**; hover over the icons or names for additional details.



Document Personnel via Documentation Tabs – Personnel tab

1. Navigate to the **Documentation Tabs** and click to select the **Personnel** tab.
2. From the **Folders** displayed, click to select the appropriate **Role Folder**.

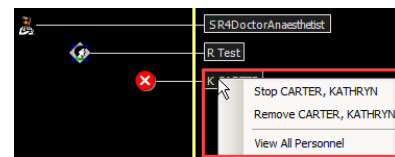


3. Double click the staff member's name to action them to the **Anaesthetic Record Grid** at the current time (yellow vertical now time), or click and drag the staff member's name to the nominated time on the **Anaesthetic Record Grid**.

To Modify Documented Personnel

Modification of documented **Personnel** may be required to reflect their **Start** and **Stop** times or **Role** in the procedure.

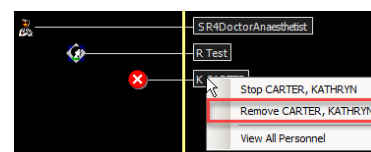
1. Right click on their **Personnel** icon or their name in the **Anaesthetic Record Grid**.
2. From the drop down menu displayed, for the selected staff member, click to select either.
 - a. **Stop <name>**- this will cease the individual's time on the **Record**.
 - b. **View All Personnel** - this will launch the **Modify Personnel** window where all staff attendees times and roles can be modified as outlined in the **Document Personnel via Personnel Component Button** section of this QRG.



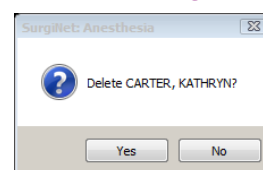
To Remove Documented Personnel

Removal of documented **Personnel** may be required to reflect the actual attendees to the procedure.

1. Locate the staff member to be removed from the **Record** and right click on their icon or name in the **Anaesthetic Record Grid**.
2. From the drop down menu displayed click to select **Remove <name>**.



A **SurgiNet: Anaesthesia** window displays to confirm the **Deleting** action:



3. Click **Yes** to remove the staff member from the **Record**, note clicking **No** will return the user to the **Record** without any actions occurring.

The staff member has been **Removed** from the **Anaesthetic Record Grid**:

