

Reordering a theatre list

SurgiNet

Quick reference guide

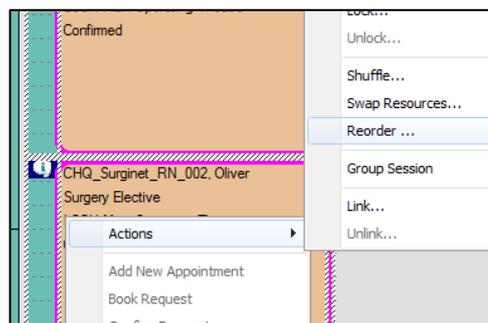
Note: Reordering a theatre list only works when there are no “air gaps” between bookings in the ESM appointment diary. The cases must:

- Be inside the same theatre session (slot), and
- Have no breaks between cases.

This is why new cases are always booked exactly at the end of an existing list – to maintain one continuous “block” of allocated time.

Open the diary and find the list

1. Log into the ieMR and open ESM.
2. Open the correct *Bookshelf* with the theatre.
3. Use the *Calendar* to look at the specific day.
4. Find the session, including all booking tiles, in the *appointment grid*.
5. Select all the required appointments. Remember:
 - a. Use CONTROL on the keyboard to select multiple appointments
 - b. All appointments must be in the same theatre
 - c. All appointments must be in the same session
 - d. There must be no breaks between cases.
 - e. The selected bookings will have a cross-hatched border around them.



6. Once you have selected all cases, right-click and choose *Actions* -> *Reorder*.

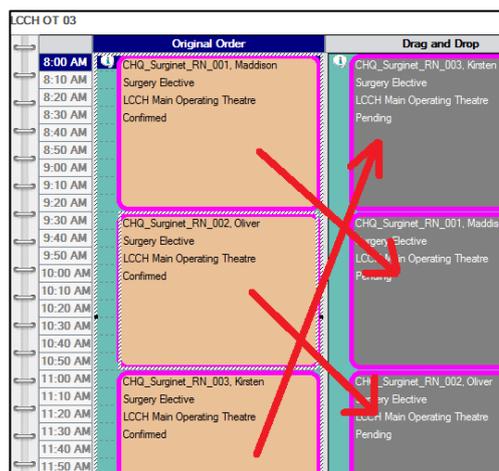
Using the reorder window

There are multiple ways to reorder the list. As you use ESM / SurgiNet you will find the fastest ways that work for your theatre lists.

Note: You can use the Reset button (bottom left) to clear your changes and start reordering again.

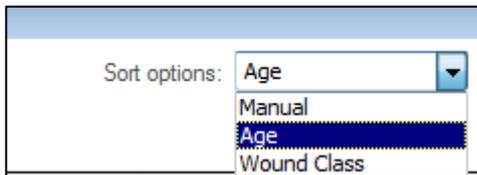
Either:

7. Use the Drag and Drop feature to choose how the bookings should be arranged.



OR

- Use the "Sort Options" drop down box (top right) to choose an automatic sorting order for your list.



OR

- Use the "Appointment Attributes" grid to sort by any field (alphabetical sort). All sorting can be either ascending or descending.

Note: Because most automatic sorts are alphabetical, it is recommended to only use the "Age" auto-sort.

Remember, you can use a combination to save time. One example might be:

- Auto-sort using age to get 80% of cases correct
- Manually drag and drop the last two cases (perhaps to first or last on list as needed)

- When you are finished re-ordering, press "Check" to see the conflict list.

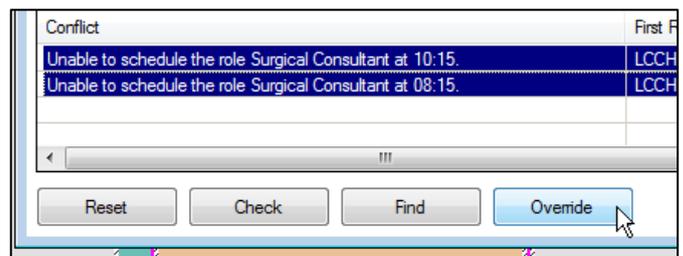


Note: Surgery reordering will usually have one conflict per case. This is due to the surgeon templates (outpatients) not matching the theatre matrix.

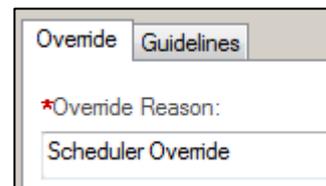
This is not a problem as the surgeons won't be double-booked. Ensuring surgeon availability is part of the theatre matrix review process.

Overriding conflicts and saving

- Select all the conflicts (shift-click each line)
- Press *Override*



- For each surgeon role conflict, press *Override*.
- If you are asked for a Reason, select *Scheduler Override*. For a shortcut, tap "S" on the keyboard.



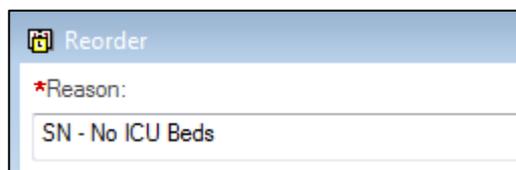
- You will be asked for a Reorder Reason.
 - If this is a "business as usual" reorder, select SURG – Modification of Surgery Details.



Note: Common examples include reordering a new booking to the middle of a list, or pushing a cancelled booking to the end.



- b. If this reorder is due to external factors (eg ICU beds, surgeon availability, etc), select an appropriate reason.



Reorder

*Reason:

SN - No ICU Beds

Once the reason has been entered, the theatre list will be saved in the new order.

