

ieMR Advanced

SurgiNet: Staff assign

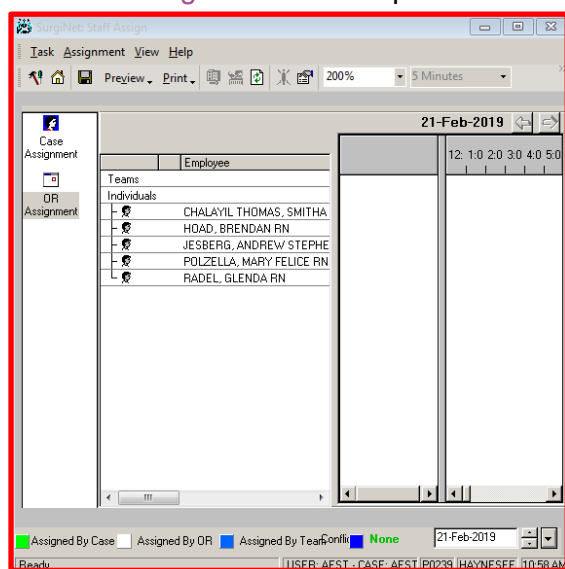
Quick reference guide

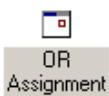
Staff Assign provides a method for defaulting planned case attendees and their roles into perioperative documentation. Provides a method for associating staff to a case.

Note: Case attendees will not pull into the opened intra-op record if Intra-op record has been opened before Staff Assignment is applied,



Assign staff on day of surgery

1. Select the **Staff Assign** icon  from along the top menu bar. **SurgiNet Staff Assign** window will open.



2. Click on 
3. Select staff to assign for the day
(To multi select – press CTRL or SHIFT then click on staff names)
4. Align cursor with Staff name and start time, click and drag cursor to finish time



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ALBA, NADIA RN																	
MIEDECKE, ANNA SMO																	
RADEL, GLENDA RN																	

5. Tick the **Location** and **Role** for staff member
6. Click on 
7. Click OK.
8. When all staff have time allocations, click the save icon 

Please turn page over for:
-Add staff member to main database
-Trouble shooting





Add staff member to main database - OR management and AO's only

1. Open the **Surginet Staff Assign** (step 1 in previous section)
2. Click on the **Build Surgical Staff** icon 
3. Confirm and complete required fields:
 - a. **Area**
 - b. **Name**
 - c. **Default Role** -
 - o Instrument or Circulation nurse is to be assigned role of **Nurse - Circulating**
 - o If they change roles - their role can be changed for each case
 - o All other personnel will be assigned their normal role - Registrars will always be **Surgeon-Assisting**, SMO/VMO **Surgeon-Principal**
 - d. **Default shift** – all Doctor roles / other roles will be under **Anaesthetic Shift**. All Nursing roles under **Nursing**.
 - e. **Default Stage** – select area from drop down menu
 - f. **Days, Teams and Default tem** - Not required.
4. Click **Add**
5. Click on  to close the window. The staff member will now be added to the databas

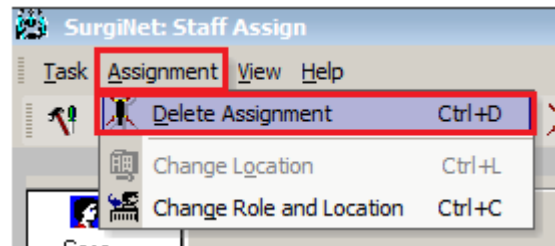
Trouble shooting

Delete assignment for staff member

1. Click on the time allotment that is incorrect

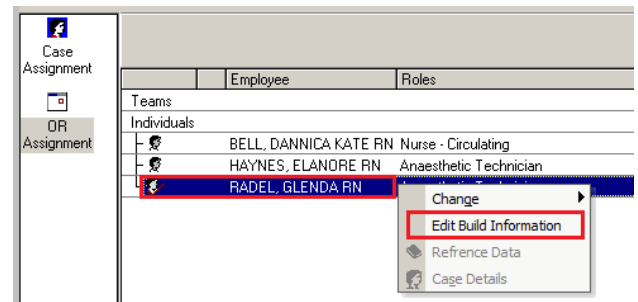
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HAYNES, ELANORE RN	
RADEL, GLENDA RN	

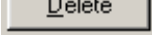
2. Click on **Assignment** in top left corner
3. Select **Delete Assignment**



Delete Staff Member from main database

1. Right click on name that is to be deleted
2. Select **Edit Build Information**



3. Click **delete** button 
4. If staff member has a current assignment, Person Schdule window will pop up, click **OK** in that window

