

**PROGRAM MANAGEMENT** COST - EFFECTIVE COMPUTER SYSTEMS  
Dietetic Services March 2010

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**SURGERY THEATRE ADMINISTRATION SYSTEM**

**OBJECTIVES:**

- ◆ Capture the information from the theatre “Operations Return” form, as fast as possible, with no errors. (# N)
- ◆ The system is easy to use and easy to train new staff.
- ◆ Programs are numbered and colour coded.
- ◆ The system is stable and low maintenance.
- ◆ The theatres, wards, procedures, anaesthetists and the surgeons must be loaded onto the system before use.
- ◆ The data can be captured and checked using this computer program.
- ◆ Any errors must then be corrected.
- ◆ Not all errors are detected, eg the wrong surgeon can be entered.

**PROGRAM FEATURES** **Windows 7 compatible**

- ◆ Password protected - system date and the files are checked each day.
- ◆ Allows user to check the data hourly, daily & monthly (before printing reports) (# 5)
- ◆ The following reports can be generated from a date to a date (eg 01/June – 30/June):

From these, the prescribed forms can then be filled in: (menu #7)

- Monthly sterilization stats
- Theatre monthly stats
- Theatre data collection per month per time unit per theatre
- Total number of cases done per month
- The time units of the total cases done per month
- The number of procedures and the number of cases and the total duration of a procedure per theatre
- The total amount of recovery times of all patients
- Totals of day cases and night cases
- Operations can be separated according to race (B, W, A or C) / sex / income classification/theatre/procedure
- Doctors stats, ie Cases /D N/duration (#D,7)

- ◆ The Admin Clerk would be able to change the parameters of the system (# L)
- ◆ The Admin Clerk is expected to know & maintain the following codes:
  - theatre codes # G
  - procedure codes # C,4
  - doctors codes # D,4
  - ward codes # L
- ◆ The data should be entered as soon after operations as possible.
- ◆ BACKUPS must be done regularly.(# U,H)
- ◆ The patient File can be converted to an ASCII File for conversion into MS-EXCEL or MS-ACCESS (#U,T) PTRAN.TXT
- ◆ A short Hand Guide / User Manual is provided
- ◆ ( must be read and understood)
- ◆ A program is included that will purge / delete all data that is older than a year.( # U ,6)
- ◆ It is recommended that at least 2 staff members are trained to use this system.
- ◆ All the programs have been tested.