

PROGRAM MANAGEMENT COST - EFFECTIVE COMPUTER SYSTEMS
Dietetic Services July 2012

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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 hospital 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. # 5
- ◆ Not all errors are detected, eg the wrong surgeon may be entered.

PROGRAM FEATURES **Windows 7 compatible**

- ◆ Password protected - system date and the files are checked each day.
- ◆ Allows user to check the data , 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)

- Search and find any patients number or other information using program # F
Also find lab number and most details
- Daily / Monthly sterilization stats
- Theatre daily / monthly stats
- Theatre data collection per month per time unit per theatre
- Total number of cases done per month or any other time period.
- The time units of the total cases done per month or other time period.
- 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 over any time period
- 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)
- Procedure stats # C,7
- A doctors patient list # D,5
- A procedure patient list # C,5

- ◆ 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 ie program # G
 - procedure codes # C,4 ie menu C program # 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 (#U,T)
 - ◆ A short Hand Guide / User Manual is provided - 8 pages- This manual should be read and understood.
 - ◆ A program is included that will purge / delete data that is older than a year.(# U ,6) – saving the clerks time
 - ◆ It is recommended that 2 staff members be trained to use this system.
 - ◆ All the programs have been tested.
- Theatre.exe comes with a manual