

Elmhurst Outpatient Surgery Center

Catalys Protocol

Effective Date: 6/1/13

Modification Date(s):

Catalys Treatment Plans

- The surgeon will complete a Catalys Treatment Plan (CTP) for each patient prior to the date of surgery. The CTP must be faxed to EOSC **within 72 hours** of the date of surgery, but **no later than noon** the day prior to the date of surgery. The CTP will be faxed to the scheduling fax number (331.221.3929).
- Upon receipt of the CTP, the scheduling department will write-in the **EOSC MRN number** in the ID field. The CTP will be forwarded to Erin to provide to the System Operators to enter the data.
- **Two System Operators** will enter each CTP into the Catalys at least one day prior to the date of surgery. The System Operator responsible for entering the data will be a **nurse**. A second System Operator (nurse or surgical tech) will be present to confirm the accuracy of the data entered. Both System Operators will be responsible for signing the CTP to attest that the data was entered.
- If the surgeon identifies that a custom template is required, the System Operators will only be responsible for entering patient demographics. **All custom templates will be entered by the surgeons prior to surgery.**
- If there are questions on the CTP or the data is illegible, the System Operator should contact the surgeon and request clarification. The System Operator should not change any information the CTP; any changes or clarifications must be revised by the surgeon and re-faxed to EOSC before it can be entered into the Catalys.
- The CTP will be read during the laser portion of the time out process on the day of surgery by the circulator. The circulator must indicate on the CTP whether the surgeon **modified incisions during the procedure**. The circulator will be required to initial the CTP after indicating whether modifications were made. If modifications were made, the **surgeon must sign** the CTP attesting to these modifications.
- The CTP must be retained for the EOSC medical record.
- System Operators will only enter CTPs for certified surgeons. Surgeons who have not completed 10 cases are not certified and will be required to enter their CTPs with a Catalys Clinical Applications Specialist prior to the procedure.

Patient Demographics and Patient Selection

- The System Operator must always select the patient from the **Home** screen without exception when preparing for a case. If the System Operator leaves the room before the patient arrives, h/she must return to the Home screen and then re-select the patient.
- If a patient's demographic information is incorrect (e.g., name, DOB, ID/MRN), the information should be **modified**. Modifications to patient demographics can be made

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any time prior to treatment (but not after treatment). Patient demographic errors should not be corrected by "re-entering" a patient. See the **Modifying Patient Demographics Protocol** for further instructions.

- At the end of each day, any patient that was loaded into the Catalys that was cancelled, aborted or re-loaded in error must be **disabled**. The only patients that should appear as pending on the Home screen are patients who are scheduled for *future* dates of service.

Time Out Process

- The white board in the Catalys room is only used to record the patient's name, operative eye and IOL information. The white board is used only during the **phaco portion** of the time out. **The white board should not be used to record any of the components of the CTP.**
- **Only the CTP and the Catalys monitor are used to confirm the treatment plan parameters for the Catalys portion of the procedure.** During the laser portion of the time out process:
 - The circulator's role is to read the data on the CTP.
 - **The System Operator at the Catalys monitor and the surgeon are required to view the Catalys monitor and verbally confirm that what is read is what is on the monitor.**
 - It is also the System Operator's role to **repeat back** what appears on the monitor as the circulator reads the CTP.
 - The phaco scrub tech is responsible for listening to the circulator and the System Operator and for identifying if h/she hears any discrepancies.
- This is only a summary of the time out process. All staff and surgeons are responsible for all components of the time out as documented in the **Patient Verification, Universal Protocol and Time Out policy**. A copy of the policy specific to cataract and astigmatism correction procedures will be posted in the Catalys room.