

# Operating Room Booking Policy

## 1.

### 1.1. Purpose

To clearly outline the method for submitting booking packages for elective surgical cases at Providence Health Care and the rules surrounding governance.

### 1.2. Scope

This policy applies to all surgeons requesting to schedule patient surgeries at Providence Health Care facilities (St. Paul's and Mount Saint Joseph Hospitals).

## 2. Policy

### 2.1. Policy Statement

Documentation to permit the booking of elective surgical cases is to be submitted to the OR Booking office in one complete booking package. The Booking Office records the date of receipt and this information is uploaded to the BC Surgical Patient Registry.

### 2.2. Request for Surgery

A request for scheduled surgery must only be submitted for patients who are ready, willing and able to have surgery (Ready to Treat), meaning that:

- The surgeon and patient mutually agree to proceed with surgery (Decision to Treat); AND
- All diagnostic and /or procedural tests required to determine diagnosis or confirm surgery is required is complete; AND
- The patient has met any related clinical criteria that might impact their readiness to proceed to surgery, as determined by the surgeon, e.g. stabilization of an existing medical condition, required weight loss etc.

### 2.3. Booking Package

A complete OR booking package consists of the following documentation:

- Completed OR booking form
- Sign consent for
  - Surgical Procedure (dated within last 12 months)
  - Blood and/or Blood Product Consent or Refusal to Accept, as applicable
- Complete medical history (within 6 months or if medical condition changes), and specialty consultations, as applicable
- Consultation note from the surgeon outlining the indications and plan for the proposed surgery
- Pre-Operative patient questionnaire

- Pre-Admission form
- Allergy/Intolerance Status

#### **2.4. Booking Details**

The slates should be comprised of cases which have waited longest for surgery according to their target wait times (i.e. first in – first out).

The surgeon's office will determine the case order, subject to change based on equipment and patient considerations (i.e. patients previously canceled, or from out of town). If the order is changed by someone other than the surgeon, the surgeon will be notified and confirm change.

Patients will be notified of surgical date and time by the surgeon's office.

Booking packages that are incomplete will not be processed and surgery will not be slated until the complete booking package is received in the Booking Office.

It is the responsibility of the surgeon to have 100% of their slate booked two weeks (10 business days) in advance of the scheduled OR date. Offices are encouraged to submit their slate to the booking office as soon as possible for Pre-Admission consideration.

If a surgeon anticipates that the slate will be under-filled or unfilled, they must arrange for others in their service to use the time, or return it to the Manager, OR Booking 2 weeks prior to the OR date.

### **3. Compliance**

If slates are under booked or not filled, at the direction of the Surgical Program Physician Director, or Program Director of Surgery, the slate can be altered to fill the day and the surgeon may lose a future operating day in the next OR allotment

If slates are booked past 1700 hours, the surgeon will be required to remove a case/replace a case to ensure booking time does not exceed 1700 hours. Prior to finalizing, slates are reviewed by OR clinical leadership and OR Booking leadership in a collaborative effort to review/determine discrepancies and possible reasons.

Exceptions:

It is understood that occasionally more urgent patients need to be placed on the slate, replacing patients already booked. In these instances, the substitution must be for a clinically justifiable reason. Every attempt must be made to submit a complete booking package at the earliest opportunity particularly if the patient requires a Pre-Admission Clinic visit.

## **4. Supporting Documents**

### **4.1 Related Policies**

- B-00-07-10135 - Emergency Surgery Booking Guidelines (under review)

## **5. Definitions**

**“Full Slate”** means that the expected operative times match the slated OR time.

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