

URGENT ROOM BOOKING – ST. PAUL’S HOSPITAL

Policy Statement:

The Urgent Rooms at St. Paul’s Hospital are intended to relieve the load on the emergency slate by permitting the booking of cases that can be delayed until the next available Urgent Room.

It is the division’s responsibility to manage and use the time optimally. Anesthesia is contracted to work a full day, up until the slated end time (15:30 or 17:30). The division will endeavor to fill the urgent slate. If this is not possible, the OR management will attempt to fill the time with cases from the day’s Emergency list.

Policy Scope:

This policy applies to those services with Urgent Rooms (i.e. Orthopedic and Plastic and Vascular surgery)

Procedure:

The service may book cases into the Urgent Room slate until 23:00 of the evening prior to the day of the Urgent Room.

After that time, any unused portion of the Urgent Room slate will revert to the OR management. The OR management will decide which cases will be placed into the unused Urgent Room time based on a number of factors (case length, nursing availability, surgeon availability and patient status).

If a case from the emergency list is moved into an Urgent Room list but does not get completed it will be moved back onto the Emergency list and will retain its original position on the emergency list.

If an urgent case is booked in the Urgent Room by the service and is not completed because the room ran late, it may be rebooked, *when clinically necessary*, at the end of the day’s emergency slate.

(In this instance, if the Urgent Room surgeon wishes to complete the urgent slate cases before the emergency list commences, then the usual “bumping” procedure applies. They must contact and negotiate with surgeon of the first case on the emergency list.)

Exceptions

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Policy Number: B-00-11-10004
Approval Date: February 26, 2016
Last Review/Revision: October 25, 2017

Exceptions to this policy may be considered by the Head of the Department or his delegate.

Related Policies:

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