

SELF- GUIDED PRACTICE WORKBOOK [N43]
CST Transformational Learning

WORKBOOK TITLE:

**Nursing: OR Manager/Team Lead
(Perioperative Dashboard)**

Last update: February 20, 2018 (v2)





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SELF-GUIDED PRACTICE WORKBOOK

Duration	1 hour
Before getting started	<ul style="list-style-type: none">  Sign the attendance roster (this will ensure you get paid to attend the session)  Put your cell phones on silent mode
Session Expectations	<ul style="list-style-type: none">  This is a self-paced learning session  A 15 min break time will be provided. You can take this break at any time during the session  The workbook provides a compilation of different scenarios that are applicable to your work setting  Work through different learning activities at your own pace
Key Learning Review	<ul style="list-style-type: none">  At the end of the session, you will be required to complete a Key Learning Review  This will involve completion of some specific activities that you have had an opportunity to practice through the scenarios.

■ Using Train Domain

You will be using the train domain to complete activities in this workbook. It has been designed to match the actual Clinical Information System (CIS) as closely as possible.

Please note:

- Scenarios and their activities demonstrate the CIS functionality not the actual workflow
- An attempt has been made to ensure scenarios are as clinically accurate as possible
- Some clinical scenario details have been simplified for training purposes
- Some screenshots may not be identical to what is seen on your screen and should be used for reference purposes only
- Follow all steps to be able to complete activities
- If you have trouble to follow the steps, immediately raise your hand for assistance to use classroom time efficiently
- Ask for assistance whenever needed

PATIENT SCENARIO – Access and Set-up

Learning Objectives

At the end of this Scenario, you will be able to:

-  Access the Perioperative Dashboard
-  View Components and use filters to change the display of data
-  Export data to Excel
-  Copy Images of dashboards

SCENARIO

In this scenario, a review of how to access the Perioperative Dashboard will be able to complete the following tasks:

-  Access the Perioperative Dashboard
-  View Components and use filters to change the display of data
-  Export data to Excel
-  Copy Images of dashboards

Activity 1.1 – Access the Perioperative Dashboard

1 Overview of Dashboards

The Perioperative Operational Dashboards are a set of real-time, graphical views that display key performance measures. There are two available, Day view and Historical View.

The **Day of Surgery** dashboard provides proactive information during the current day on correctable trends so you can better manage the department and maximize operational efficiency. This allows you to see problems as they are developing and address them before they can significantly impact the rest of the day.

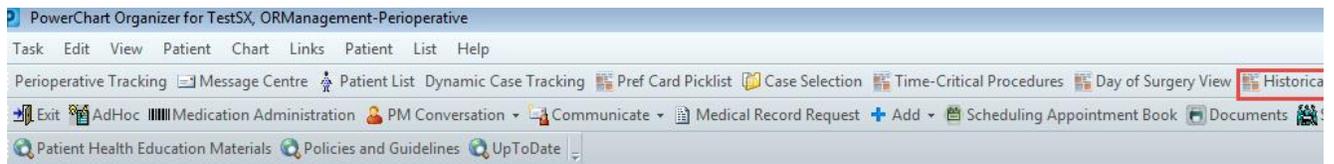
The **Historical** dashboard allows users to view trends across time and determine areas of opportunity for improving departmental workflows. It can help you to analyze areas of sub-optimal performance and help pinpoint key factors (for example, specific days, times, specialties, and so on).

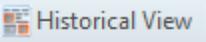
2 Access Perioperative Dashboard

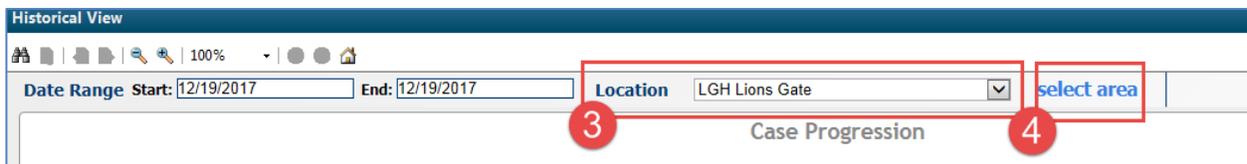
Views of Perioperative Dashboards are based off security and login privileges. Only certain roles will have access to the Historical View and Day of Surgery View Dashboards.

To access the Historical View Dashboard:

1. Log into PowerChart



2. Select **Historical View**  in the toolbar
 - Historical View Displays

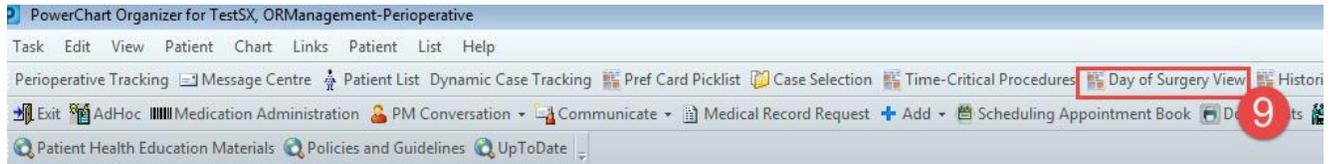


3. Select Today's Date range if not already displayed. Select **LGH Lions Gate** in the Location Field drop-down list
4. Click **select area**
 - Area drop-down list displays
5. Select the surgical area = **LGH Main OR** from the drop-down list
6. Click **select room**
 - Room drop down list displays.

7. Select the room **LGHOR GAR** from the dropdown list.

8. Click the Refresh  button to update the information

To access the Day of Surgery View Dashboard:



9. Select **Day of Surgery**  in the Toolbar.

10. Select Today's Date range if not already displayed. Select **LGH Lions Gate** in the Location Field drop-down list

11. Click **select area**

- Area drop-down list displays

12. Select the surgical area = **LGH Main OR** from the drop-down list

13. Click **select room**

- Room drop down list displays.

14. Select the room **LGHOR GAR** from the dropdown list.

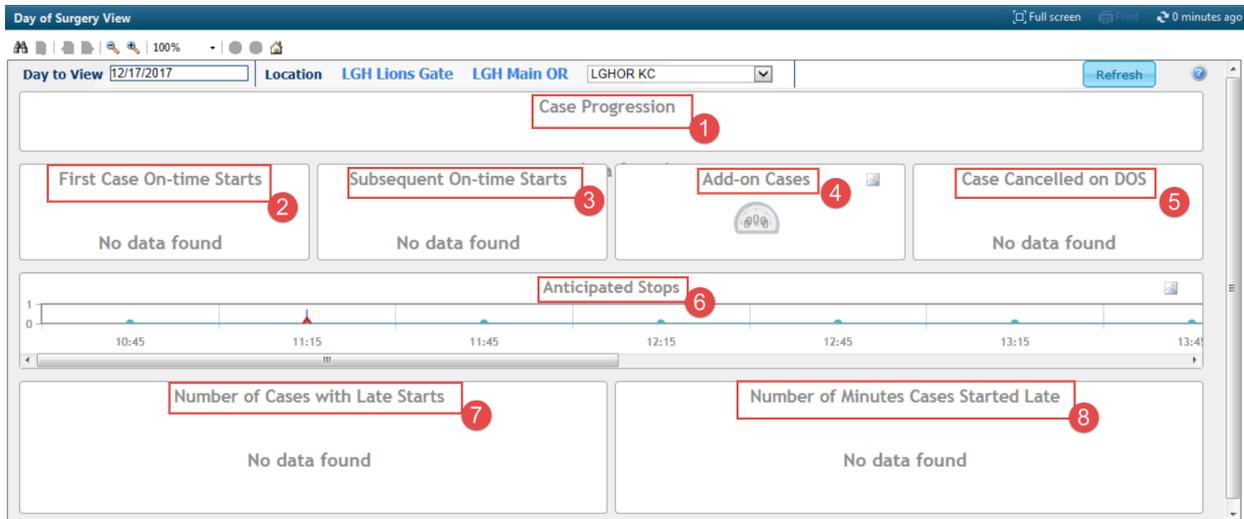
15. Click the Refresh  button to update the information

- Dashboard Components Display

3 Dashboard Components for Perioperative Day View and Historical View

Components display data pertaining to a key performance indicator. Each view displays a different set of components.

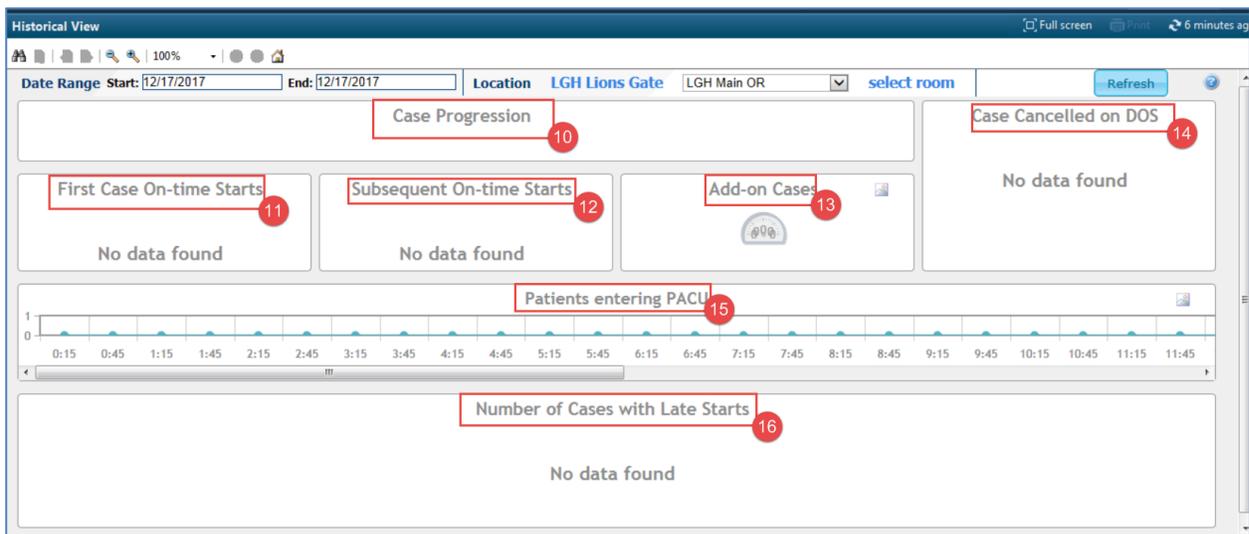
Dashboard Components for Day of Surgery View



Note: The following are components displayed this view:

1. Case Progression
2. First Case On-time Starts
3. Subsequent On-time Starts
4. Add-on Cases
5. Cases Canceled on Day of Surgery
6. Anticipated Stops
7. Number of Cases with Late Starts
8. Number of Minutes Case Started Late

Historical View Dashboard:



9. Click **Historical View** from the toolbar. **Note:** The following are components displayed in

this view:

- 10. Case Progression
- 11. First Case On-time Starts
- 12. Subsequent On-time Starts
- 13. Add-on Cases
- 14. Cases Canceled on Day of Surgery
- 15. Patients Entering PACU
- 16. Number of Cases with Late Starts

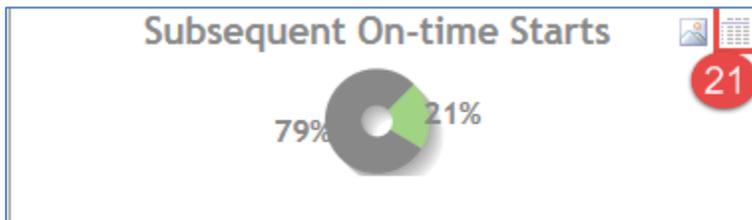
You will now access data on the **First Case On-time Starts** component on the Historical View:



- 17. Change the start and end dates to span 1 month (e.g. 11/17/2017 to 12/17/2017)
- 18. Click Refresh
 - The data refreshes to match the date filter you applied



- 19. Click LGH Main OR
- 20. Click Refresh
 - The data refreshes to match the date filter you applied



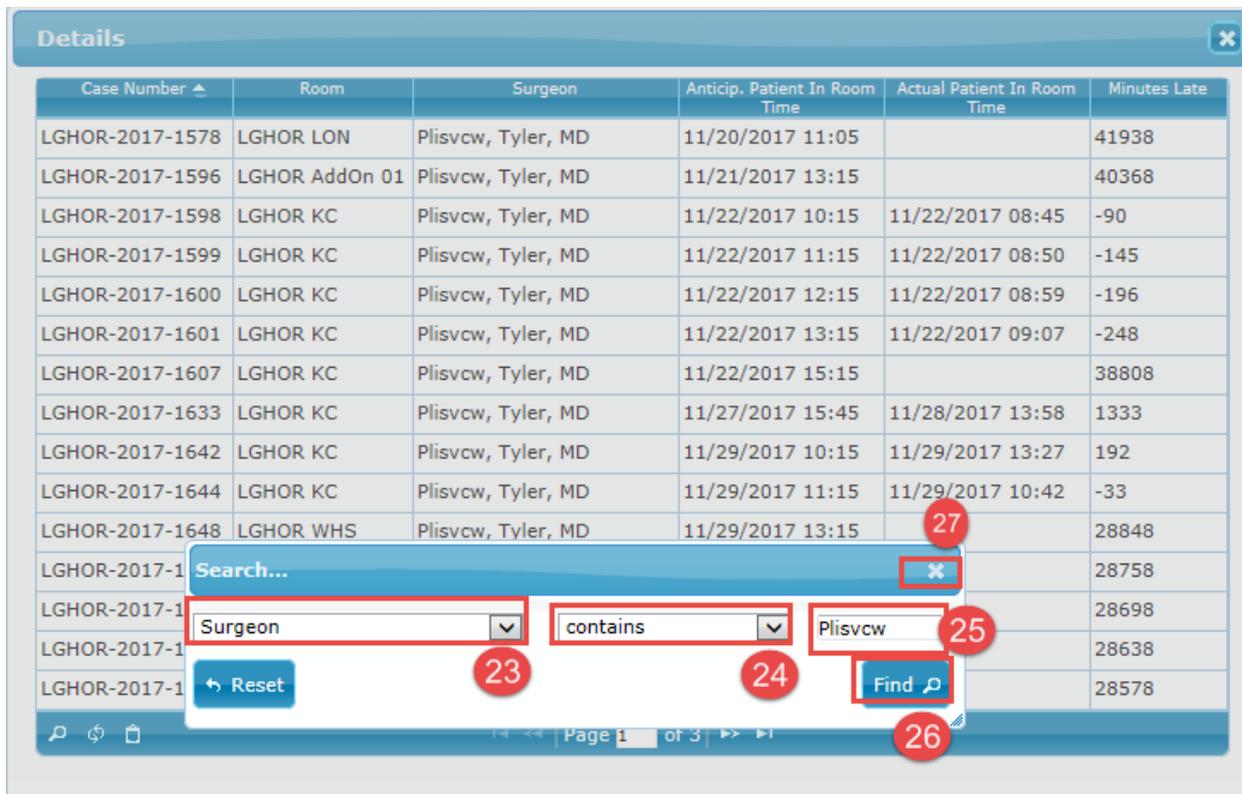
- 21. Select the details icon  on the **First Case On-time Starts** component
 - A table populates with additional information about the cases which are contributing to the displayed graphic.
 - The information in each Details table varies depending on the related content available.

Case Number	Room	Surgeon	Anticip. Patient In Room Time	Actual Patient In Room Time	Minutes Late
LGHOR-2017-418	LGHOR GAR	Queh, Peter	11/14/2017 08:05		50634
LGHOR-2017-1679	LGHOR GAR	Baggoo, Alan Kieth	12/4/2017 08:23		21816
LGHOR-2017-1677	LGHOR GAR	Sadeghi Tehrani, Susan	12/5/2017 08:40		20359
LGHOR-2017-1678	LGHOR GAR	Lipp, Michele Marie	12/6/2017 08:05		18954
LGHOR-2017-1753	LGHOR GAR	Plisvcw, Tyler, MD	12/18/2017 08:45		1634

Note: Data can be sorted by clicking any of the column headers.

22. Click Search icon  to set filter criteria

- Search Window displays



Case Number	Room	Surgeon	Anticip. Patient In Room Time	Actual Patient In Room Time	Minutes Late
LGHOR-2017-1578	LGHOR LON	Plisvcw, Tyler, MD	11/20/2017 11:05		41938
LGHOR-2017-1596	LGHOR AddOn 01	Plisvcw, Tyler, MD	11/21/2017 13:15		40368
LGHOR-2017-1598	LGHOR KC	Plisvcw, Tyler, MD	11/22/2017 10:15	11/22/2017 08:45	-90
LGHOR-2017-1599	LGHOR KC	Plisvcw, Tyler, MD	11/22/2017 11:15	11/22/2017 08:50	-145
LGHOR-2017-1600	LGHOR KC	Plisvcw, Tyler, MD	11/22/2017 12:15	11/22/2017 08:59	-196
LGHOR-2017-1601	LGHOR KC	Plisvcw, Tyler, MD	11/22/2017 13:15	11/22/2017 09:07	-248
LGHOR-2017-1607	LGHOR KC	Plisvcw, Tyler, MD	11/22/2017 15:15		38808
LGHOR-2017-1633	LGHOR KC	Plisvcw, Tyler, MD	11/27/2017 15:45	11/28/2017 13:58	1333
LGHOR-2017-1642	LGHOR KC	Plisvcw, Tyler, MD	11/29/2017 10:15	11/29/2017 13:27	192
LGHOR-2017-1644	LGHOR KC	Plisvcw, Tyler, MD	11/29/2017 11:15	11/29/2017 10:42	-33
LGHOR-2017-1648	LGHOR WHS	Plisvcw, Tyler, MD	11/29/2017 13:15		28848
LGHOR-2017-1					28758
LGHOR-2017-1					28698
LGHOR-2017-1					28638
LGHOR-2017-1					28578

Choose the options from the drop-down menus

23. The first column Choose **Surgeon** (this is your type of filter)

24. The second column Choose **contains** (this is your qualifier of the filter)

25. The third column enter **Plisvca** (this is the specified filter)

26. Click Find

27. Close the box

- Information is displayed based on criteria chosen from the dropdown menus



28. Click Reload Grid to remove any filtering that has been applied using the Find Records search and refresh the displayed data.

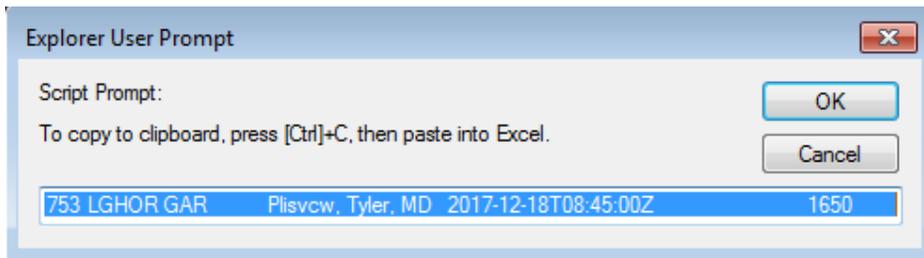
4 Use Copy to export to Excel file

Complete the following steps to copy the contents of the Details table to the Microsoft Clipboard for use in other applications:

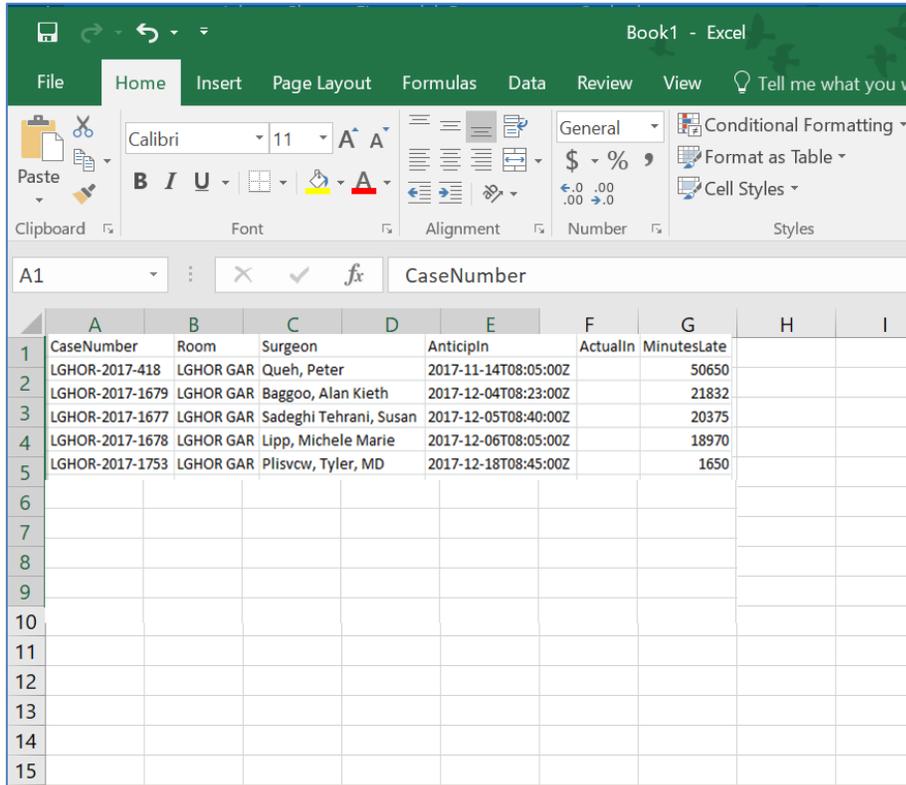


Case Number	Room	Surgeon	Anticip. Patient In Room Time	Actual Patient In Room Time	Minutes Late
LGHOR-2017-418	LGHOR GAR	Queh, Peter	11/14/2017 08:05		50634
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LGHOR-2017-1678	LGHOR GAR	Lipp, Michele Marie	12/6/2017 08:05		18954
LGHOR-2017-1753	LGHOR GAR	Plisvcw, Tyler, MD	12/18/2017 08:45		1634

1. Click **Copy to Clipboard**.
2. The Explorer User Prompt is displayed.

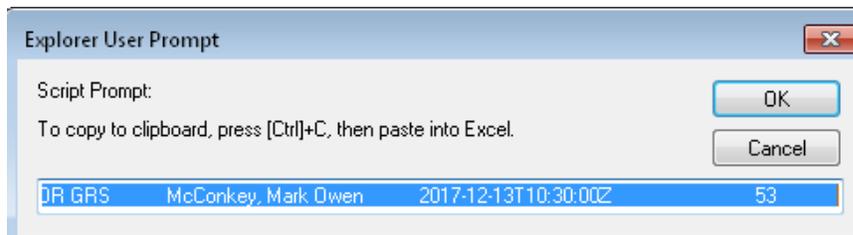


3. Press **CTRL + C** on your keyboard.



	A	B	C	D	E	F	G	H	I
1	CaseNumber	Room	Surgeon		AnticipIn	ActualIn	MinutesLate		
2	LGHOR-2017-418	LGHOR GAR	Queh, Peter		2017-11-14T08:05:00Z		50650		
3	LGHOR-2017-1679	LGHOR GAR	Baggoo, Alan Kieth		2017-12-04T08:23:00Z		21832		
4	LGHOR-2017-1677	LGHOR GAR	Sadeghi Tehrani, Susan		2017-12-05T08:40:00Z		20375		
5	LGHOR-2017-1678	LGHOR GAR	Lipp, Michele Marie		2017-12-06T08:05:00Z		18970		
6	LGHOR-2017-1753	LGHOR GAR	Plisvcw, Tyler, MD		2017-12-18T08:45:00Z		1650		
7									
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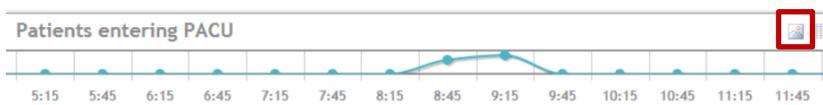
4. Open an excel spreadsheet and paste the data.



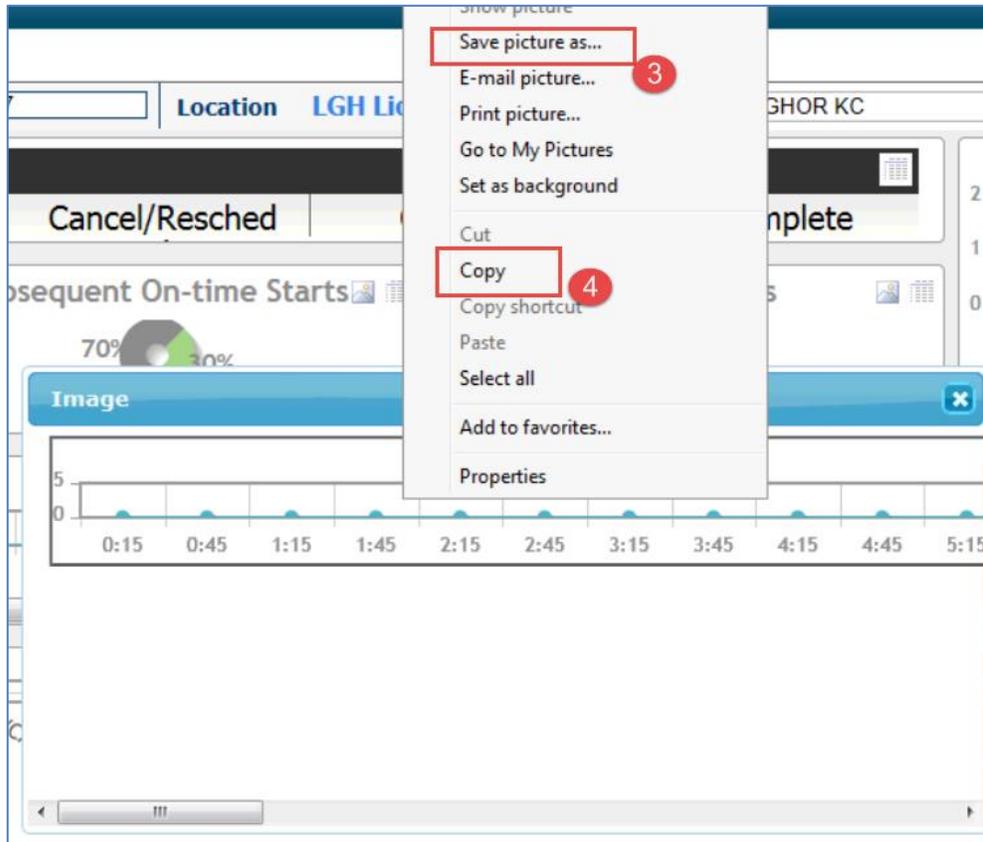
- 5. Return to PowerChart
- 6. Click **OK** to close the Explorer User Prompt.
- 7. Click the  icon to close the Details Window

5 Image Window Icon

From each component, an image window can be opened which contains a copy of the displayed graphic.



- 1. Select the **Image** button  on the **Patients Entering PACU** component



2. Right-click within the graphic
3. Select **Save picture as...** and store the image in the appropriate file location
OR
4. Select **Copy** and insert to desired application (**e.g. Word**)

Note: If you use the Copy option, the image cannot be directly pasted into Microsoft Word. Select **Insert > Object** to paste it in Word. Standard Copy/Paste actions work in Microsoft Excel.

Key Learning Points

- You can access the Perioperative Dashboard based off security of login and role.
- You can view components within the Day of Surgical View and Historical View.
- You can use filters to change the display of data.
- Ability to copy the image of a component and paste it into word or excel to use for presentations.
- You can export data to an Excel or Word file.

End of Workbook

You are ready for your Key Learning Review. Please contact your instructor for your Key Learning Review.