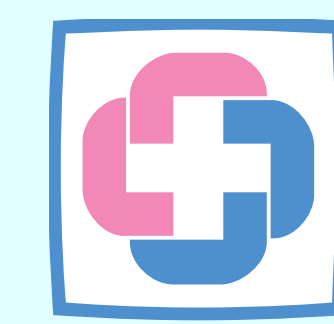




Singapore Healthcare Management 2016

A '3-day rule' for the scheduling of elective surgical cases can improve operating theatre utilisation rates



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Aim

Improve operating theatre utilisation by allowing open access listing across disciplines three working days prior for listing of elective cases.

Methodology

Objectives, principles and guidelines were articulated and shared with surgical Heads of Department and lead nurses from the specialist outpatient clinics. Division leadership were personally involved in the dissemination of this new workflow, and the buy-in process.

Principles and guidelines

Schedule			
For the regular week:			
If your list is on	Your list is open from preceding	If Today is...	You can book on...
Mon	Wed	Wed	Thurs, Fri, Mon
Tue	Thurs	Thurs	Fri, Mon, Tue
Wed	Fri	Fri	Mon, Tue, Wed
Thurs	Mon	Mon	Thurs, Fri, Mon
Fri	Tue	Tue	Wed, Thurs, Fri

Sat, Sun, PH excluded.

Some Basic Rules
<ul style="list-style-type: none"> • First come first served • May choose most appropriate time slot eg. 10 am start. • If preferred time slot is booked by others, surgeon to personally speak to the other surgeon to negotiate.

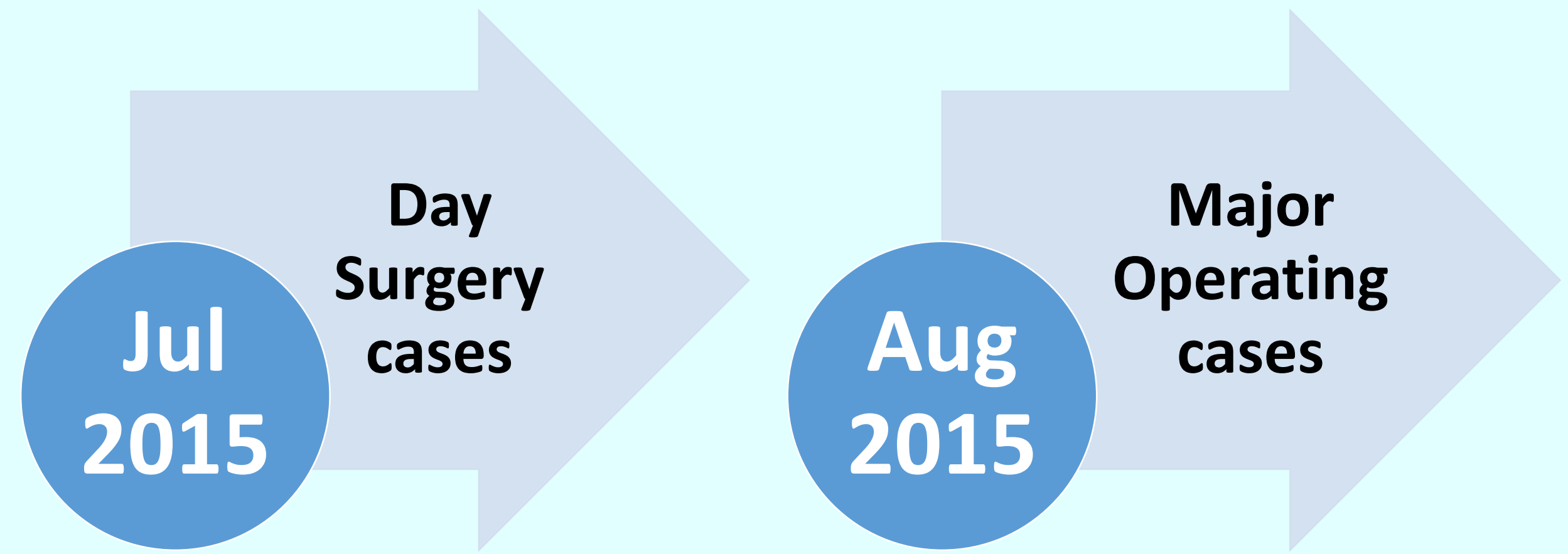
Monitoring by OT/Listing Staff

OT to monitor	Listing Rooms to monitor
<ul style="list-style-type: none"> • OT start time in each OT and by Specialty • Reasons for late start (from listing time: why and whom) • Patient in and patient times • Knife to Skin and Skin closure times (Op time) • Induction and Reversal time • Turnover time 	<ul style="list-style-type: none"> • Difficulties encountered by surgeons trying to list • Difficulties in listing

Frequently asked Questions

FAQ	FAQ
<p>Q1: On which day exactly does this new system start?</p> <p>1. For Day Surgery OT: On 26/6/15 (Fri). All empty slots for Day Surgery (Wed) are open for booking.</p> <p>2. For Major OT: On 31/7/15 (Fri). All empty slots for Major OT on 3 August 2015 (Mon) are open for booking.</p> <p>Q2: How will a Public Holiday (PH) affect the 3-day rule?</p> <p>Public Holidays are excluded. 3-days refer to 3 working days. Eg. If Monday is a PH, the Tuesday list is open for general booking by the preceding Wednesday.</p> <p>Q3: I have a 6 hrs case, I would like to book on tomorrow's list. However, I note that another surgeon has booked a 30 mins case scheduled to start at lunch time. What do I do?</p> <p>Please personally speak to the surgeon to shift his/her case forward or backward. We hope that with access to these additional free lists, surgeons can list more cases, and can schedule it for maximum personal productivity, but the individual convenience of the surgeon must also be balanced with better OT utilisation.</p> <p>Q4: I am the 'original owner' of the list tomorrow. Now my list is fully booked by other surgeons. I have an international patient who come to my clinic today and insists for surgery tomorrow. What do I do?</p> <p>If this is an Emergency case, please list in the Emergency list and contact the anaesthetist to schedule the case.</p> <p>If it is an elective case, please</p> <ol style="list-style-type: none"> look for space in other OT which may still have available slots and operative on your last-minute addition according to available slot. explain to your patient that the list is full and that she needs to wait for the next available slot, which may be on another day. <p>Do note that the hospital 'owns' the resources of an OT and there are no individual owners.</p>	<p>Q5: Now the elective list is all fully booked. I have an emergency case. What do I do?</p> <p>Please call OT reception to list your emergency case and inform the anaesthetist on call. The anaesthetist will arrange. Sometimes space is available due to some cancellations.</p> <p>Very rarely, elective cases may have to make way for emergencies. This will be done only under absolutely necessary situations.</p> <p>Q6: I operate on the pm list. Now the am list is empty. Can I shift my case up 3-day before?</p> <p>The empty am list is open for everyone. You may instruct your listing nurse to shift your cases up if no one has booked yet. If others booked before you, they will have priority for the am list.</p> <p>Q7: My department usually finalizes our list by the day before. What shall we do?</p> <p>Please finalize your list at least 3 working days before. Empty slots 3 working days before will be open for free booking.</p> <p>If there are further questions or problems identified, please email to:</p> <ol style="list-style-type: none"> Jackie Ng Jackie.Ng@sh.com.sg Vivian Hing Vivian.Hing@sh.com.sg Maggie Lim Maggie.Lim.F@sh.com.sg

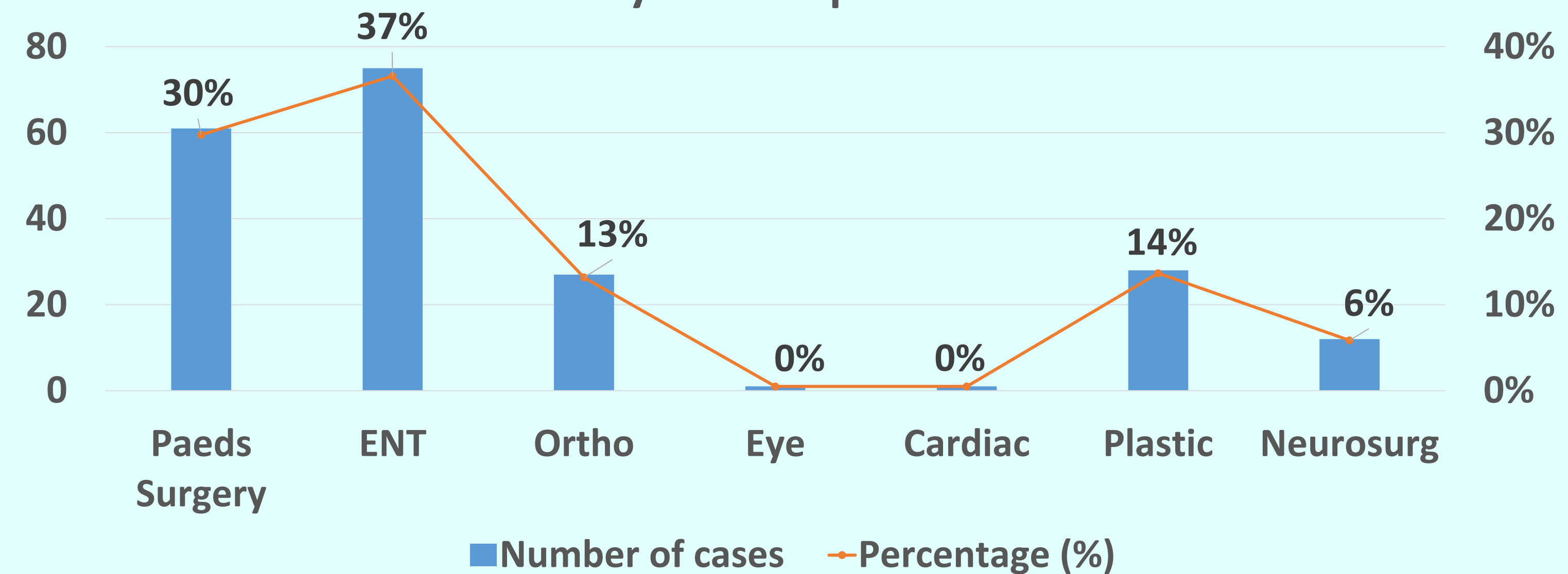
Implementation



OT management were tasked to record any issues or difficulties faced in the initial months after implementation.

Results

Total Number of Surgeries under 3 Day Rule July 2015 - April 2016



Discipline/No of cases	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	TOTAL
ENT	10	9	8	15	10	3	8	6	2	4	75
Paeds Surgery	0	3	4	8	3	4	9	7	7	16	61
Plastic	3	1	0	8	3	2	4	4	1	2	28
Ortho	2	8	4	0	1	0	3	5	3	1	27
Neurosurg	0	0	0	2	1	3	2	1	1	2	12
Eye	0	0	0	0	0	1	0	0	0	0	1
Cardiac	0	0	0	0	0	0	0	0	1	0	1
TOTAL (Month)	15	21	16	33	18	13	26	23	15	25	205

Conclusion

The 3-day rule is a readily adopted option for listing of elective surgical cases. With this new workflow, semi-urgent elective cases may be scheduled for surgery in a timely fashion, while at the same time improving operating theatre utilisation.