

Anaesthetist: Pre-Anaesthesia Evaluation PowerNote

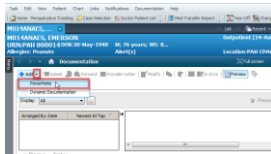
Quick reference guide

A pre-anaesthetic assessment can be documented on any patient by completing a *Pre-Anaesthesia Evaluation PowerNote*, whether they are an Outpatient in Pre Admission Clinic (PAC), an Inpatient on a ward, or in the Emergency Department.

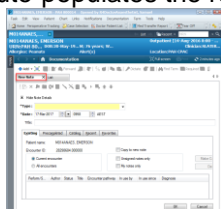
New Note: Pre-Anaesthesia Evaluation PowerNote and Orientation

To add a *Pre-Anaesthesia Evaluation PowerNote* for a patient:

1. Navigate directly to the *Documents* page in *PowerChart*
2. To add a *New Note* click the down arrow next to the *Add* button and select *PowerNote*



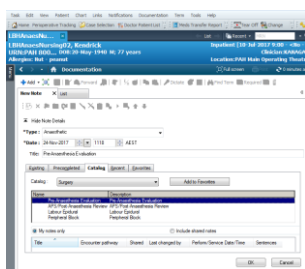
The *New Note* tab is displayed, note the mandatory fields – selecting the appropriate *PowerNote* in the following steps auto-populates the required fields.



3. Click the *Catalog* tab
4. From the *Catalog* drop down menu select *Surgery*

The list of available *PowerNotes* display.

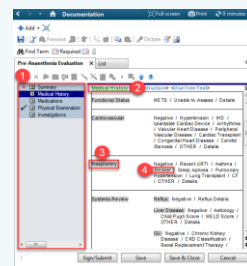
5. Click to select the *Pre-Anaesthesia Evaluation PowerNote*. Note that the required fields (*Type* and *Title*) auto-populate.
6. Click *OK*



The *Pre-Anaesthesia Evaluation PowerNote* opens to complete.



The features of the *PowerNote* include:



1 Table of Contents/Navigator Menu – located on the left side of the *PowerNote* and is used to navigate between *Paragraphs* and *Sentences*.

2 Paragraph Heading – each is indicated by a plus symbol that can be expanded to view the contents E.g. *Medical History*.

A tick next to a *Paragraph* indicates the inclusion of pre-populated information from *PowerChart* or that data has been entered against this *Paragraph*.

3 Sentence Name – listed in the contents of the *Paragraphs* E.g. *Respiratory*

4 Term – these are the details within *Sentences* E.g. *Smoker*.

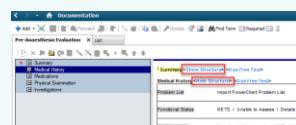
Clicking a *Term* will select it, and may open subsequent options to provide greater details. Clicking the *Term* again will deselect it. If multiple *Terms* have been selected in a *Sentence*, click the *Sentence Name* to remove all selected *Terms*.

Any *Paragraph* or *Sentence* with a red asterisk contains one or more required fields that must be completed to sign the *PowerNote*. Required fields within the *Paragraphs* are marked in yellow with a red asterisk E.g. *Summary* *Summary*

Once completed the red asterisk is replaced with a tick next to the *Paragraph*, indicating that all the required fields have been completed. If there aren't any required fields, the tick indicates that the *Paragraph* contains documentation.

Paragraph Headings can be reordered within the *PowerNote* as required. To move a *Paragraph* up/down, click the *Paragraph Heading* the click the appropriate blue arrow to move.

At any stage of the *PowerNote* clicking *Hide Structure* will allow the user to view how the document will appear once *Signed*. Clicking *Show Structure* will reverse this view.





It is recommended that the **Summary Paragraph** is completed last. When the document is **Signed** it is formatted into a textual rendition in **PowerChart**.

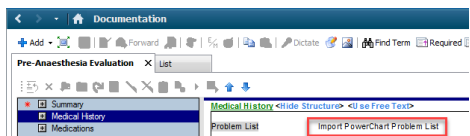
When Clinicians view the document the **Summary** is located at the top of the **PowerNote** and face up in **PowerChart** providing an overall picture as its format is non-linear.

Paragraphs and Import Data:

There are multiple opportunities to import data from **PowerChart** from within the **PowerNote**. The following are examples of these opportunities.

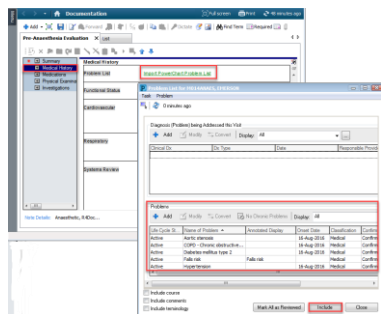
Medical History Paragraph

1. Click **Medical History** from the **Table of Contents Menu**



2. From the **Problem List Sentence** click the **Term Import PowerChart Problem List** to launch the **Problem List** window
3. From the **Problems** displayed, click to select the **Problems** to include in the **PowerNote**

Note use the **Ctrl** key on the keyboard to multi-select in this window. Alternatively clicking the **Include** button includes all **Problems** displayed.



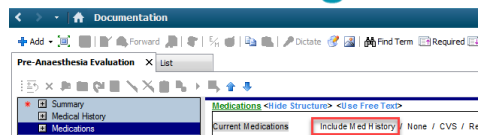
The **Problems** are now displayed in the **PowerNote**.

4. Continue to work through the **Sentences** selecting clinically relevant information to include

Medications Paragraph

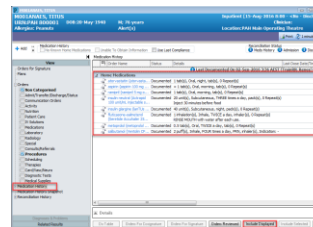
The patients documented medication history can be imported into the **PowerNote**.

1. From the **Medications Paragraph, Current Medications Sentence**, click the **Include Med HistoryTerm**

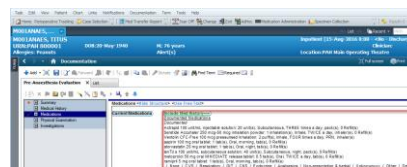


The medication control window is displayed.

2. Click **Include Displayed** to import the data into the **PowerNote**, alternatively use the **Ctrl** key on the keyboard to multi-select in this window



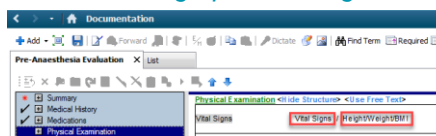
The medication history displays in the **PowerNote**.



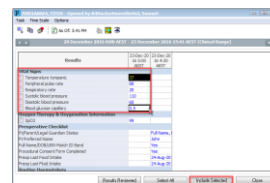
Physical Examinations Paragraph

The patients documented vital signs, height, and weight can be imported into the **PowerNote** if recorded.

1. Click the **Term Vital Signs** within the **Physical Examinations Paragraph, Vital Signs Sentence**



2. Click the **Date** and **Time** column header to import all data within the column required
 - a. Alternatively, use the **Ctrl** key on the keyboard to multi-select in this window.
 - b. The **Select All** button can be used to import all values – note this may import a very large amount of data depending on the **Clinical Date Range** displayed.
 - c. The tick boxes to the left of the rows of data are used to select all values for that data row – e.g. all **Peripheral pulse rates** documented.
3. Click **Include Selected** to import the data into the **PowerNote**

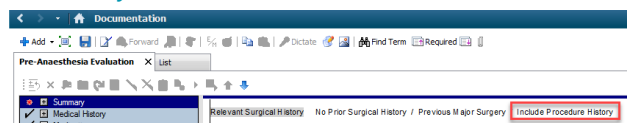


The vital signs as documented now display in the **PowerNote**. Similarly the **Height/Weight** data can also be imported.

Summary Paragraph

The *Summary Paragraph* is recommended to be completed last.

1. Complete all mandatory information as noted by a red asterisk * and marked in yellow.
2. Click the *Operation or Procedure* \equiv *Term* to launch a free text control window to document the proposed procedure/operation
3. Click *OK* to close the *Operation or Procedure – What* window
4. If applicable, i.e. patient has had previous surgery documented in the ieMR, click the *Term Include Procedure History* to launch the *Procedure History* control window

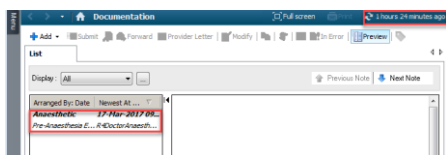


5. The patients documented procedures are displayed, clicking the *Include* button to include all *Procedures* displayed, alternatively use the *Ctrl* key on the keyboard to multi-select in this window
6. Click the *Allergies Term* to *Review/Include Selected Allergies and ADRs*

Note: ensure to complete the mandatory fields as noted by the red asterisk * and marked in yellow fields

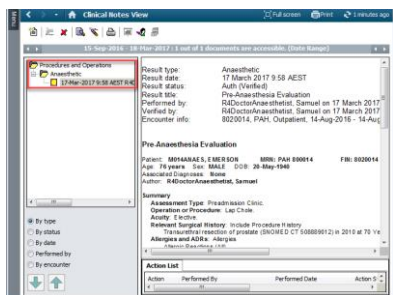
7. When the *PowerNote* has been completed click the *Sign/Submit* button
8. The *Sign/Submit Note* window displays to confirm the *Type*, *Title* and *Date* of the *Document*, the fields have been pre-populated due to the *PowerNote Type* selected, the *Title* can be altered if required, click *Sign* to complete the *Note*

The *Documentation* screen displays with the *PowerNote* in italics:



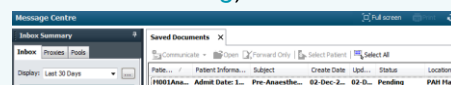
9. Click *Refresh*

The completed *PowerNote* displays, it can also be viewed in *Clinical Notes View*, *Operations and Procedures* folder, *Anaesthetic* sub-folder:



Sign / Submit if the document is complete, this action is recommended

Save to complete later (Note: the document will save in the user's *Message Centre* with the *Status* as *Pending*)



Save & Close results in the same action as *Save* but closes the window as well.

Cancel if the incorrect document was selected or not required.



Refer to the related *Anaesthetist: PowerNote Customisation and Macro Creation QRG* for additional information.