Procedure Title:	Central Zone Perioperative Services – First Case Wait List Room Scheduling
Applies To:	Department of Surgery, Anesthesia Department, Perioperative Network
Location Applicability:	Central Zone
Governing Policy:	

Approved:	**Effective:**	**Next Review:**
June 3, 2024	June 6, 2024	August 2, 2024

Sponsor:	Director, Perioperative Services Network
Approval Authority:	Director, Perioperative Services Network

Number: n/a **Manual:** Perioperative Services

EXECUTIVE SUMMARY

This Standard Operating Procedure (SOP) outlines that:

- The first case of a Wait List Room Block must be identified the day prior, to allow for adequate preparation and notification of all relevant parties. The first case should be identified by:
    - 1300 at Dartmouth General Hospital
    - 1800 at QEII Halifax Infirmary and Victoria General
- The patient selected for the first case **should be from the wait list** that can wait until the following day.
- If no suitable patient is on the wait list, the surgeon has the option to pull a patient from their elective list who meets specified criteria.
- The scheduled first case may not be altered after the deadline, except in extenuating circumstances.

PRE-REQUISITES

Definitions

Elective Cases: For the purposes of this SOP, please consider 'elective cases' to be those that are non-urgent (postponing will not cause harm within reason) and can be booked at least 14 days in advance.

Waitlist Cases: For the purposes of this SOP, please consider 'waitlist cases' to be those that are urgent (postponing may cause harm) and cannot be booked 14 days in advance.

PURPOSE

The processes for booking patients into the wait list rooms can vary and are not consistently following by surgeons. Last minute bookings or changes result in case delays, late starts, and block overruns. The purpose of this SOP is to ensure that the first case of the day in wait list rooms are scheduled the day prior, such that the perioperative staff and physicians can prepare for the case (i.e., case carts, room set up, anesthesia assessment, etc.), and the inpatient ward can prepare the patient (if applicable) to ensure the OR starts on time.

DEFINITIONS

Elective Cases: For the purposes of this SOP, please consider 'elective cases' to be those that are non-urgent (postponing will not cause harm within reason) and can be booked at least 14 days in advance.

Waitlist Cases: For the purposes of this SOP, please consider 'waitlist cases' to be those that are urgent (postponing may cause harm) and cannot be booked 14 days in advance.

PROCEDURE

This procedure outlines the processes to ensure that the first case of a wait list room is scheduled the day prior and outlines the circumstances where scheduling changes can be made.

Seq. No.	Task Description	Role
1.	Patient is identified as an urgent/emergent case and is added to the wait list. The surgeon or resident completes the wait list form providing case details.	Surgeon or Resident
2.A.	The day prior to a wait list room block, the surgeon on-call for the service will review the wait list with the OR Charge Nurse and identify a suitable patient to be scheduled for the following day's wait list room. This must be completed by: • 1800 at QEII sites Halifax Infirmary and Victoria General	Surgeon on-call

	• 1300 at Dartmouth General Hospital	
2.B.	If there are no suitable patients on the wait list, the on-call surgeon will notify the administrative staff of the surgeon who is assigned to the wait list room to pull an elective patient who meets **all** the following criteria: 1. The patient has the required pre-anesthesia assessments and testing. 2. The estimated case length is less than 2 hours. 3. The patient does not require admission post-operatively.	Surgeon on-call
3.	The identified patient is booked into the OR schedule.	OR Clerk or Nurse
4.	The patient (or substitute decision maker) and inpatient unit (if applicable) are notified of the scheduled procedure and relevant preparation requirements (i.e., NPO, medications to continue, etc.)	OR Clerk or Surgeon's Administration Office (if elective)
5.	The scheduled case will go ahead as planned as the first case in the wait list room. Changes to the first case are not permitted except under one of the following circumstances: • An A, B or C level unscheduled case requires surgery immediately to meet their respective target wait time. • The scheduled patient is not suitable for surgery due to not being NPO, unexpected deterioration, etc.	Surgeon on-call

VERSION HISTORY

Version:	**Effective:**	**Approved by:**	**What's changed:**
Original	June 6, 2024	Director, Perioperative Services Network	N/A