

# Anaesthetic workflow: Via Acute Status Board and Surgical Tracker

**The preferred process is using the Acute Status Board (not Surgery Tracker) until further notice**  
**Acute Status Board**

## 1. View your theatre lists in advance on Expanse:

- Select **Acute Status Board** and click on Rounds Patients
- Select 'Surgical Cases'
- Filter by date and location using the filters at the top

## 2. Review the POA documentation and investigations:

- Select Nursing/Allied Health tab and review the Nursing POA document
- Select Diagnostics tab and review all relevant investigations

## 3. Document your Anaesthetic Assessment:

- You can continue to document on the front of the paper chart if preferred
- On Expanse – click on the Document button in the black navigation bar
- Document in the Anaesthetic Assessment or Anaesthetic Note PDOC

## 4. Document intra-operative events:

- Continue to document on the paper Anaesthetic chart as per usual practice
- Document post operative instructions on the paper chart in addition to the verbal handover to recovery staff

## 5. Prescribe post-operative medications on Expanse:

- Select the Orders button within the black navigation bar
- Use the search bar to enter and order the desired medications
- Frequently used medications can be favourited for next time by clicking the star icon on the right
- Use the 'Anaesthetics Post Op (ADULT)' order set if preferred

## 6. Administer high risk medications given intra-op:

- High risk medications: **paracetamol, NSAIDs, antimicrobials and anticoagulants**
- If given intra-op the **time of administration must be clearly documented** in the anaesthetic record.
- This information must also be **verbally handed over** to the recovery team or relevant post-operative team.
- Post-operative doses of these medications should be **prescribed in Expanse** and **timed appropriately** based on the next suitable dosing interval.

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## 7. Document post-operative review on Expanse:

- Document within the Anaesthetic Post Op Review or Anaesthetic Note PDOC
- Complete Difficult Airway PDOC if necessary and add Difficult Airway as an alert:  
Menu > Clinical Data > Special Indicators

## Surgical Tracker

### 1. View your theatre lists in advance on Expanse:

- Select **Surgical Tracker**
- Search for your theatre list by Surgeon or Location using the tabs at the top

### 2. Review the POA documentation and investigations:

- Click on the patient once so the banner is highlighted in green
- Select the Chart button in the black navigation bar
- Select Nursing/Allied Health tab and review the Nursing POA document
- Select Diagnostics tab and review all relevant investigations

### 3. Document your Anaesthetic Assessment:

- Continue to document on the front of the paper chart if preferred
- On Expanse – exit the patient chart and navigate back to the theatre list as you cannot document directly from the Chart in Surgical Tracker
- Click on the patient once and ensure the banner is highlighted in green
- Click on the downwards arrow next to the Document button in the black navigation bar and select Provider Documentation
- Document in the Anaesthetic Assessment or Anaesthetic Note PDOC

### 4. Document intra-operative events:

- Continue to document on the paper Anaesthetic chart as per usual practice
- Document post operative instructions on the paper chart in addition to the verbal handover to recovery staff

### 5. Prescribe post-operative medications on Expanse:

- Select the Orders button within the black navigation bar
- Use the search bar to enter and order the desired medications
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### 7. Document post-operative review on Expanse:

- Document within the Anaesthetic Post Op Review or Anaesthetic Note PDOC
- Complete Difficult Airway PDOC if necessary and add Difficult Airway as an alert: Menu > Clinical Data > Special Indicators