

**PROGRAM MANAGEMENT** COST - EFFECTIVE COMPUTER SYSTEMS  
**Dietetic Services** November 2014

P O BOX 462, BROMHOF, 2154 SOUTH AFRICA

TEL: 011 792 4429

FAX: 086 512 0 511 CELL: 082 212 0324

E-mail: [scharf@icon.co.za](mailto:scharf@icon.co.za)

Internet: <http://www.dieteticservices.co.za>

Surgerytheatre.doc

**SURGERY THEATRE ADMINISTRATION SYSTEM**

**OBJECTIVES:**

- ◆ Capture the information from the theatre "Operations Return" form, as fast as possible, with no errors. (# N)
- ◆ The system is easier to use and it's easier to train new staff.
- ◆ Programs are numbered and colour coded.
- ◆ The system is stable and low maintenance.
- ◆ The hospital theatres, wards, procedures, anaesthetists and the surgeons must be loaded onto the system before use.
- ◆ The data can be captured and checked using this computer program.
- ◆ Any errors must then be corrected. # 5.
- ◆ Not all errors are detected, eg the wrong surgeon may be entered.

**PROGRAM FEATURES** Windows Xp, 7, 8 compatible

- ◆ Password protected - system date and the files are checked each day.
- ◆ Allows user to check the data , daily & monthly (before printing reports) (# 5).
- ◆ The following reports can be generated from a date to a date (e.g. 01/June – 30/June):

From these, the prescribed forms can then be filled in: (menu #7)

- Search and find any patients number or other information using program # F  
Also find lab number and most other details
- Daily / Monthly sterilization stats.
- Theatre daily / monthly stats.
- Theatre data collection per month per time unit per theatre.
- Total number of cases done per month or any other time period.
- The time units of the total cases done per month or other time period.
- The number of procedures and the number of cases.  
and the total duration of a procedure per theatre.
- The total amount of recovery times of all patients.
- Totals of Day cases and Night cases over any time period.
- Operations can be separated according to race (B, W, A or C) / sex / income  
classification/theatre/procedure.
- Doctors stats, ie Cases /Day Night /duration (# D, 7).
- Procedure stats menu C, program 7  
A doctor's patient list menu D, program 5  
A procedure patient list menu C, program 5

- ◆ The Admin Clerk would be able to change the settings of the system (# L).
- ◆ The Admin Clerk is expected to know & maintain the following codes:
  - theatre codes # G i.e. program # G
  - procedure codes menu C, program # 4
  - doctors codes # D,4
  - ward codes # L
- ◆ The data should be entered as soon after operations as possible.
- ◆ BACKUPS must be done regularly.(# U,H).
- ◆ The patient File can be converted to an ASCII File for conversion into MS-EXCEL or MS-ACCESS (#U,T) PTRAN.TXT (#U,T).
- ◆ A short Hand Guide / User Manual is provided -10 pages- This manual should be read and understood.
- ◆ A program is included that will purge / delete data that is older than a year.( # U ,6) – saving the clerks time.
- ◆ It is recommended that 2 staff members be trained to use this system.
- ◆ All the programs have been tested.

Theatre.exe comes with a manual.

Cost of system (including installation & training) = R20 000

**Currently running at Rahima Moosa Hospital** by Clerk Denise.

Been running for (4) years.