

Bluespier Theatre Management Systems – Frequently Asked Questions	
Theatre Management General	
<i>What systems will be used to manage patients requiring surgery and Endoscopy?</i>	Two primary systems will be used to manage patients requiring surgery or endoscopy. These are Careflow Patient Administration System (PAS) and Bluespier Theatre Management System .
<i>How do I access training to use Careflow PAS and Bluespier?</i>	e-Learning is available through https://iris.uhsussex.nhs.uk/login/
<i>Will I require training in both systems?</i>	Yes, you will need to complete both Careflow and Bluespier training. Bluespier is only accessible through a link in Careflow PAS.
<i>How do I log into Careflow PAS?</i>	Click the Careflow Desktop Icon and enter your network username and password to open the application.
<i>How do I log into Bluespier?</i>	In Careflow PAS, click Bluespier Theatres and then click Access Bluespier .
<i>What do I do if I can't see theatres when I log into Careflow?</i>	Theatres access is only available to personnel that work in theatres as a separate systems permission. Complete Bluespier training and place a request through the IT Helpdesk to get access.
Admissions Team	
<i>What do I do if I can't find a patient?</i>	Check that the patient has been registered in Careflow MPI.
<i>How do I schedule an elective admission?</i>	Use Careflow Waiting Lists , add a patient to a waiting list, add a procedure, add a TCI (this automatically opens the theatres booking system).
<i>How do I re-schedule a patient?</i>	Use Careflow Waiting Lists, View Entries by Patient edit TCI. Select close and Re-Book to ensure the booking changes in Bluespier.
<i>How do I find an appropriate TCI Letter that is not listed?</i>	When generating TCI communications ensure that the "Show All Templates" box is ticked to see all available templates.
<i>What do I do if the wrong location is displaying in a TCI Letter?</i>	Admission locations are linked to the waiting list location; move the patient to a waiting list that matches the admission location.
<i>What do I do if I can't see the intended procedure or procedure notes in the waiting list entry?</i>	These items can be viewed by adding them as column headers. Right click on the grey column header bar and click 'Column Chooser' from the drop down list click and drag the header required on to the bar.
<i>What do I do if there is no procedure in the procedure tab it is a waiting list entry migrated from Careflow?</i>	For a small handful of patients, the Sema procedure code does not match those in Bluespier. For these patients you can see the intended procedure in the waiting list entry and you can see the booking notes from Sema. You will need to add the procedure in the normal way before adding an TCI.
Theatres Staff	
<i>How do I List staff for a theatre list to make it quicker than adding for each patient?</i>	In Bluespier Theatre list View, double click on a theatre list header to isolate it from other lists, in the left column click List Staff . When in each patient surgical record, click staffing tab > load staff to pull through the listed staff.
<i>How do I add or remove staff from a specific operation?</i>	On the Theatre List double-click the patient to open their surgical record. Click the Surgical Team tab, from the left-hand menu select New Role to add a staff member or right click on a role and click Delete Role .
<i>How do I schedule an Emergency or Trauma Admission?</i>	Use Bluespier White board , open Bluespier, click Whiteboard, click Add patient (N.B. Check Complex and filters) In-Hours Theatre Admin to add patient to emergency whiteboard, trauma team to add to Trauma whiteboard. Out of Hours Junior doctor to add patient

<i>How do I add comments to a theatre list?</i>	In Bluespier, in Theatre Lists view Highlight the theatre list description, click Notes in the left column in “Edit Theatre List Notes” enter a comment and click OK . A notepad icon indicates there is a note to review.
<i>How do I cancel a patient on the list?</i>	In Bluespier, in Theatre Lists view highlight the patient on the list and from the patient drop down list on the left click Cancel , confirm cancellation and add reason.
<i>How do I re-order a patient on a list?</i>	In Bluespier, in Theatre Lists view highlight the patient on the list right mouse click and click move up or move down or move to the top or bottom of the list
<i>How do I re-schedule a patient on the same day?</i>	In Bluespier, in Theatre Lists view highlight the patient on the list and from the patient drop down list on the left click Reschedule , select Location and Complex and alternate list.
<i>How do I re-schedule a patient for a different Day?</i>	Advise the Admissions Team that the patient needs to be moved they will delete current TCI and re-book a new TCI through Careflow
<i>How do I lock or unlock a list?</i>	In Bluespier in Theatre Lists view highlight the list header and from the Theatre List dropdown list on the left click Lock List , click again to unlock. (N.B. This is a permissions dependent action i.e. Managers/Supervisors only.)
<i>How do I close a list?</i>	Admissions Team need to clear the list by cancelling and rebooking patients. Theatre Schedulers close the list through the Setup Tab.
<i>How do I print a list?</i>	In Theatre Lists View, from the left side menu click ‘Bulk List Print’ to print all theatre lists, or click on a theatre list description to isolate it and then click ‘Send to Word’ > select UH Sussex theatre list
<i>How do I record the Team Brief or Debrief?</i>	In Theatre Lists View, from the left side menu click on ‘Team Brief’ or ‘Team Debrief’ .
<i>How do I record the WHO sign in, time out and sign out?</i>	To access the WHO checklists, open the patient’s surgical record. The links to the WHO assessments will be underneath the Theatre Record menu, bottom left. The icons will initially appear in red to indicate that they have not yet been completed, they will turn to amber when partially complete and green when fully complete.
<i>How do I record patient tracking times?</i>	In Theatre Lists view double-click the patient to open their surgical record. Click the Theatre Management tab, Click ‘New Tracking Time’ from the left-hand menu.
<i>How do I change a tracking time?</i>	In Theatre Lists view double-click the patient to open their surgical record. Click the Theatre Management tab, right mouse click on the Tracking Point that needs amendment, click Edit Time , enter an alternate time and click OK .
<i>How do I delete a tracking time?</i>	In Theatre Lists view double-click the patient to open their surgical record. Click the Theatre Management tab, right mouse click on the Tracking Point that needs deletion, click Delete Time , confirm that the entry is to be deleted by clicking Yes .
<i>How do I change the procedure to be undertaken?</i>	In Theatre Lists view double-click the patient to open their surgical record. Click the Surgery tab, click the ellipsis on the right hand side of the Procedures field, in the Select Event Type window and choose an alternative procedure.
<i>How do I add an additional procedure that was undertaken during the operation, and how many can I add?</i>	Up to <u>four</u> surgical procedures can be added to any surgical event. In Theatre Lists view double-click the patient to open their surgical record. Click the Surgery tab. Click the ellipsis on the right hand side of an <u>empty Procedures</u> field (under the implants field), in the Select Event Type window choose an additional procedure.
<i>How can I get out of completing the WHO checklists?</i>	WHO checklists are mandatory and must be completed.

	How do I cash up a list?	In Theatre Lists view Click ' Cash Up List ' from the left-hand menu. Items with a green tick indicate they are complete, items with a red cross indicate that information is absent and still in need of completion.
Theatre Schedulers		
	How do I create a Master Theatre list	In Bluespier, Click Setup at the top of the screen. From the Dropdown menu, choose Master Theatre List , choose your complex and click New list .
	How do I make Theatre Lists available to the admissions team to use?	In Bluespier, Click Setup at the top of the screen. From the Dropdown menu, choose Weekly Theatre List , choose your complex and click Create Lists . Select a start and end date > ok.
	How do I edit a list on one particular day?	In setup > Weekly Theatre List , click on the date and the list that needs to be closed > right click edit . Amend the appropriate details.
	How do I close a list on a certain day for A/L etc?	If a list cannot be covered, in setup > Weekly Theatre List , click on the date and the list that needs to be closed > cancel . Enter notes if required and double click on the most appropriate reason.
	What do I do if I can't close a list?	You will get a warning if the list contains active patients, the admissions team need to cancel and rebook patients before a list can be closed. You can lock the list in the meantime to prevent more patients being booked on.
	How do I create an Adhoc list	In Bluespier, Click Setup at the top of the screen. From the Dropdown menu, choose Weekly list and click New list .