

| | |
|--|--|
| Operating Room (OR) Surgical Case Scheduling Timelines | |
| Service Area: Provincial Surgical Services | Guideline Number: XX-TBD-XXX V2 |
| Approved By: Provincial Clinical Team, Surgery and Anesthesia | Approved Date: 02/23/2023 |

1.0 **PURPOSE:**

- 1.1
- To provide high-quality, efficient surgical care to all patients in a safe, professional environment.
 - Ensure the full utilization of Operating Room (OR) capacity and resources by proactive planning.

2.0 **GUIDANCE:**

2.1 **Roles and Responsibilities**

- 2.1.1 The current OR scheduling processes at sites outside of Winnipeg are to continue unchanged.
- 2.1.2 The Surgery Site Leadership Team (Site Surgery Director, Site Specialty Lead Surgery, Site Specialty Lead Anesthesia) has overall responsibility for operations at the site level including:
- Slate utilization
 - Financial accountability
 - Human resource management

2.2 **Principles of Surgical Scheduling**

To ensure optimum efficiency elective OR slates should be 100% scheduled. The following process is to be used:

- 2.2.1 Future known absences (e.g. vacation, conferences) for surgeons are communicated **(at a minimum of three months)** to the Surgery Section Lead. The Surgery Section Lead redistributes impacted slates within the section.
- 2.2.2 Complete scheduled surgical cases are submitted to the slating office at:
- a) Victoria General Hospital, Pan Am Clinic, Concordia Hospital and Misericordia Hospital not less than 21 calendar days in advance of the surgery date.
 - b) Grace Hospital, St. Boniface Hospital, and HSC Women's not less than 14 calendar days in advance of the surgery date.
 - c) HSC Adults/HSC Children's and St. Boniface Cardiac OR not less than 7 calendar days in advance of the surgery date.

Not less than 21 calendar days in advance of the surgery date

- Victoria General Hospital
- Pan Am Clinic
- Concordia Hospital
- Misericordia Hospital

Not less than 14 calendar days in advance of the surgery date

- Grace Hospital
- St. Boniface Hospital
- HSC Women's

Not less than 7 calendar days in advance of the surgery date.

- HSC Adults
- HSC Children's
- St. Boniface Cardiac OR

EXCEPTION: Not less than 24 hours in advance of the surgery date.

- HSC Neurosurgery
- Ortho spine
- Plastics trauma/burns
- Oral surgery

2.2.3 If a slate is less than 75% booked (by OR hours) within the timelines above, the following steps must occur:

- Communication to Site Surgical Leadership and Surgical Section Lead by Site Slating Office.
- Site Surgical Leadership and Surgical Section Lead use site-specific processes to fill open slates. For example, filling in emergency list cases or scramble time for other surgeons.
- If slates remain less than 100% booked after 48 hours; communication by Site Surgical Physician Lead with Regional and Provincial Leads for Anesthesia and Surgery will occur and the next steps will be determined.

3.0 **DEFINITIONS:**

3.1 Nil

4.0 **CONTACT:**

Edward Buchel, MD, FACS

Lead contact from the Provincial Surgery Anesthesia Clinical Network

Provincial Specialty Lead, Surgery, Shared Health
 Professor and Head, Department of Surgery
 Rady Faculty of Health Sciences, Max Rady College of Medicine, University of Manitoba
 Surgery Site Director- Health Sciences Centre
 Program Director, University of Manitoba, Microvascular Reconstructive Fellowship
 Editor in Chief Plastic Surgery

Document Version History

| <u>Author</u> | <u>Version</u> | <u>Date</u> | <u>Comments</u> |
|---|----------------|-------------|-----------------|
| Tara Bergner, Provincial Clinical Service Lead Surgery/Anesthesia | V1 | 09-Feb-23 | Initial Draft |
| Tara Bergner | V2 | 24-Feb-23 | Final Draft |

DISCLAIMER: Provincial Clinical Standards, Guidelines and Practice Tools are primarily concerned with patients and how they receive care and services and set out the responsibilities and expectations for the health care team in the delivery of clinical care. These resources do not replace, but are in addition to professional self-regulation and individual accountability for clinical judgment that are an integral part of health care.

Provincial Surgery Anesthesia Clinical Network Working Group Review

| <u>Reviewer</u> | <u>Version</u> | <u>Status</u> <u>Recommend/ Reject</u> | <u>Date</u> | <u>Comments</u> |
|---|----------------|---|-------------|---------------------|
| Dr. Edward Buchel | V16 | Recommend | 02/06/2023 | Approved 02/22/2023 |
| Dr. Chris Christodoulou | V16 | Recommend | 02/06/2023 | Approved 02/23/2023 |
| Provincial Surgery Anesthesia Clinical Team | V16 | Recommend | 02/06/2023 | |