

SESLHD ELECTIVE SURGERY WAITING LISTS
BUSINESS RULE- SESLHDBR/004

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| Name | Management of Elective Surgery Waiting Lists | | |
| What it is | These business rules are designed to make the management of elective surgery cases within SESLHD transparent, equitable and standardised. | | |
| Risk Rating | Medium | Review Date | November 2018 |
| What it is not | These business rules do not relate to the management of emergency surgery cases, nor do they replace individual judgement in efficient management of operating theatres and operating theatre staff rostering. | | |
| Who it applies to | All surgical services, surgeons, theatre nurses, booking clerks, District Access Manager, District Surgery Waiting List Manager, and facility/site Directors of Operations. | | |
| What to do | <ol style="list-style-type: none"> 1. All waiting lists are to be held by the relevant Admission Office. 2. Patients are to be admitted from the waiting list, from each category, where possible in order of total ready for care days. 3. Theatre and bed access resources are to be held to the department and assigned by the department to achieve equitable and timely patient access. 4. Surgical directorates are to have oversight of process and redistribute access to theatres and beds so as to achieve equitable and timely patient access. 5. Facility Executive Directors/General Managers are to have final responsibility for equitable and timely patient access. 6. District Performance and Access resources are to provide forward projections to facilitate waiting list and theatre access management. 7. A minimum 4 weeks, but where possible 8 weeks, notice must be given to any surgical team not needed if theatre sessions are reallocated to accommodate equitable and timely patient access. | | |
| When to use it | These business rules must be followed in the management of elective surgical cases within SESLHD facilities. | | |
| How to use it | To assist in the standardisation of practice relating to management of elective surgical waiting lists. | | |
| Why the rule is necessary | To ensure the management of elective surgical waiting lists is transparent, equitable and standardised. | | |
| Who is responsible | Director of Surgery/Peri-operative/Anaesthetic Stream Director Clinical Services (at individual sites) Heads of Surgery Departments (at individual sites) | | |
| Ministry of Health / SESLHD reference | NSW Ministry of Health Policy - PD2012_011 Waiting Time and Elective Surgery Policy | | |
| Author | Andrewina Piazza-Davies | | |

I, Dr Greg Keogh, Director Surgical, Anaesthetic and Peri-operative Clinical Stream, of South Eastern Sydney Local Health District (SESLHD) attest that this business rule is not in contravention of any legislation, industrial award or policy directive.

Revision and Approval History

| Date | Revision Number | Contact Officer (Position) | Reason for Revision |
|---------------|------------------------|--|--|
| Sept 2010 | 0 | Sheila McCulloch Stream Manager | |
| Sept 2010 | 0 | Approved by SESIAHS Clinical Council | |
| Sept 2012 | 1 | Sheila McCulloch Stream Manager | Document not available on SESLHD website and updated for SESLHD changes. |
| Sept 2012 | 1 | Dr Greg Keogh Director Surgical Surgical, Anaesthetic and Peri-operative Clinical Stream | Approved |
| November 2016 | 2 | Dr Greg Keogh Director Surgical Surgical, Anaesthetic and Peri-operative Clinical Stream | SESLHDBR/004 was due for review in September 2015. |