# Introduction

The BC Women’s Hospital (BCWH) Gynecology Surgical Services OR booking policy covers all cases that are booked for the following elective Gynecologic surgical services at BCWH including General Anesthesia and Procedural Sedation.

# Purpose

The purpose of this policy is to ensure Gynecology Surgical Services operates efficiently to improve the timely access to surgery for patients, in alignment with the Ministry of Healthy Surgical Waitlist Policy. This policy outlines:

* methods for submitting OR slates and booking packages
* guidelines governing the submission of OR slates and booking packages
* potential consequences, if any, for not meeting the guidelines

# Policy

## Booking Packages

Only surgeons with current **privileges in BCWH Surgical Program** and physicians working within affiliated Ambulatory Clinics (EPAC and CARE) may book patients for Gynecologic surgery (daycare or inpatient). Gyne surgeons with admitting privileges at SPH, VGH, or BCWH may submit OR packages for Procedural Sedation; OR packages from surgeons not privileged for Procedural Sedation will be placed on the pooled waitlist for Procedural Sedation booking.

Fully completed booking packages are to be submitted to the BCWH Booking Office immediately upon completion by the surgeon. Patients will not be entered onto the surgical waitlist until the COMPLETE booking package is received.

* + 1. Patient availability: Submission of the booking package assumes that the patient is immediately **available** for surgery; specific unavailable dates (due to work, vacation, personal reasons) must be captured on the Regional OR Booking Form so that this can be reflected in waitlist tracking.
		2. Patient unavailability/cancellation: Patients that **become unavailable** or wish to be removed from the waitlist after submission of the OR package must be identified to the BCWH Surgical Booking Office in writing (email) so that these patients may be placed ‘on hold’ or removed from waitlist tracking.
		3. Per the Ministry of Health Surgical Waitlist Policy, patients are permitted to be unavailable for a total of 6 months
		4. Patient removal from the waitlist will follow the guidelines set out by the Ministry of Health document: Surgical Waitlist Policy Instrument (Appendix D). For patients removed per the policy instrument, the surgeon’s office will be notified by OR Booking. The surgeon’s office will then need to submit a new booking package if the patient becomes available for surgery.

Patients **will not be assigned** an OR date until the surgical package has been reviewed and approved by Nursing and/or Anesthesia as appropriate.

In the event of an urgent case booking (bench time < 2 weeks), direct communication between the surgeon and Pre-anesthesic clinic (PAC) RN (604-875-2424 ext 2278) is required in order to arrange expedited review of the booking package.

The complete booking package includes:

1. Regional OR booking form
2. Pre-Anesthesia Questionnaire
3. Pre-admission Patient Demographics
4. Consent form (BCWH/SPH/VGH)
5. Physician consult letter and relevant investigations (Hemoglobin, endometrial biopsy, ultrasound reports, other specialist consultations)
6. Consent for Survey of Surgical Complications

##  Communication

In adhering to this policy, any communication around OR booking must be provided in writing to the BCWH Booking Office either by email or fax:

Email: BCWHSSBooking@phsa.ca

Fax number: 604-875-2740

Contact phone number: 604-875-2958

Pre-anesthesia clinic (PAC) nurse: 604-875-2424 ext 2278

## 3.1 Eligibility

All patients must meet criteria established by Gynecology Surgical Services in consultation with Anesthesia for suitability at BCWH (Appendix A). In addition, there are specific surgical criteria for booking of patients in Procedural Sedation (Appendix B).

Pre-anesthetic questionnaires will be reviewed by Anesthesia and patients scheduled for Anesthesia consult as necessary (see Anesthesia Preoperative Assessment and Optimization Service for Gynecologic Surgery policy).

It is the responsibility of the surgeon’s office to ensure that accompanying information is received with the booking package in order to facilitate this assessment. This may include any relevant specialist consults, ECG, Exercise stress test, Echo/MIBI scan, Sleep Studies as appropriate.

* + If a patient is ineligible for BCWH Gyne surgery OR, the booking office will directly notify the surgeon’s office, and the patient will be removed from the BCWH waitlist
	+ If a patient is ineligible for Procedural Sedation, the booking office will directly notify the surgeon’s office, and if eligible for Gyne surgery OR, the patient will be moved to the appropriate waitlist

## Submission of Surgical Slates

### Gynecologic Surgery

* Gyne surgery procedures are booked with surgical times between 0800 and 1600 Monday to Friday. The last case of the day must be transferred to PACU by 1615 including post-operative anesthesia time. On the second and fourth Thursday of each month, the ORs will start at 0900 to accommodate regular nursing educational rounds.
* Slate booking will follow the principles of FIFO (first in – first out) i.e. scheduling cases which have waited longest for surgery according to their target wait times.
* It is the responsibility of the Surgeon’s office to submit the completed slate to the booking office a minimum of **15 business days (3 weeks)** prior to the OR date.
* Slates not received 3 weeks prior to the OR day will be considered **unbooked**; these slates will be cancelled and the OR time re-allocated.
* If there are 90 or more minutes available on the slate for another case to be scheduled, it is considered an **incomplete slate;** the day will be cancelled and re-allocated to address patients exceeding their clinical bench times.
* If a physician anticipates that the slate will be incomplete, they must arrange for another physician to use their time at least 15 business days prior to the OR date, or risk cancellation of the entire slate.
* Within 15 business days, the BCWH Booking Office may book emergency cases in an incomplete slate if required.
* In the event of a late case cancellation due to patient illness, the surgeon will have up to 3 business days prior to the slate to rebook another patient from the existing waitlist.

**4.1.2 Procedural Sedation**

* Procedural Sedation slates are booked 0800 - 1130 and 1230 - 1600 Monday to Thursday. On the second and fourth Thursday of each month, the ORs will start at 0900 to accommodate regular nursing educational rounds.
* Slate booking will follow the principles of FIFO (first in – first out) i.e. scheduling cases which have waited longest for surgery according to their target wait times.
* It is the responsibility of the Surgeon’s office to submit the completed slate to the booking office a minimum of **15 business days (3 weeks)** prior to the OR date.
* A minimum of three and a maximum of five cases may be booked per slate. Any remaining time will be booked using the pooled booking procedure by BCWH Booking Office.

## Waitlist Management

* Adherence to FIFO (first in – first out) booking is central to the booking process in order to meet Diagnosis Specific Surgical Targets (Appendix C).
* Principles of waitlist management are documented in the Ministry of Health Guidelines (Appendix D) and are updated periodically.
* The BCWH Surgical Booking Office will assess surgeon specific waitlists weekly.
	+ Cases exceeding target times will be identified.
	+ These patients will be booked by the BCWH Surgical Booking Office on the surgeon’s next available slate.
	+ The surgeon’s office and the patient will be notified by the booking office.
	+ Patients who are unavailable will be placed ‘on hold’ or removed from the waitlist as appropriate.
	+ If patients who are beyond target times are unreachable by the booking office on 3 attempts (over 8 weeks), the patient will be removed from the waitlist and the surgeon’s office notified.

# Supporting Documents

##  Related Policies

* Anesthesia preoperative assessment and optimization service: gynecologic surgery

# Appendices

[Appendix A: Anesthesia preoperative assessment and optimization service: gynecologic surgery](http://policyandorders.cw.bc.ca/resource-gallery/Documents/BC%20Women%27s%20Hospital%20-%20Fetal%20Maternal%20Newborn/C-06-11-60963%20Anesthesia%20Preoperative%20Assessment%20And%20Optimization%20Service.pdf)

[Appendix B: Patient Eligibility for Procedural Sedation](http://www.bcwomens.ca/Gynecology-Site/Documents/Gyne%20Surgical%20Services/Procedural%20Sedation%20Eligibility%20Criteria.pdf)

[Appendix C: Diagnosis Specific Surgical Targets](http://www.bcwomens.ca/Gynecology-Site/Documents/Gyne%20Surgical%20Services/Diagnosis%20Codes%20ObstetricsandGynecology_v2021-P1.pdf)

[Appendix D: Ministry of Health: Surgical Waitlist Policy Instrument](http://www.bcwomens.ca/Gynecology-Site/Documents/Gyne%20Surgical%20Services/Surgical%20WL%20Policy%202021.pdf)

**Version History**

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| **DATE** | **DOCUMENT NUMBER and TITLE** | **ACTION TAKEN** |
| 01/12/2021 | C-06-11-60836 Gynecology Surgical Services: General Booking Policy | Approved at: Ambulatory Leadership Committee  |
| Oct 4, 2022 | Updated booking policy |  |

# Disclaimer

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