

iPM Monthly reports

Policy Ref.	Requirement	Frequency	Available Report iPM	Extra Information
8.1.3	Patients who have incurred a delay during the previous month	Monthly	RES_WLIST37 ADMISSION DELAYS	Provide to Hospital General Manager and Table at appropriate Committee
8.1.3	Patients who have had 2 or more delays	Monthly	WLI013_SBB PATIENTS WITH 2 OR MORE ADMISSION DELAYS	
8.1.3	Patients who have been delayed and do not have a rescheduled PAD	Monthly	WLI014_SBB PATIENT DELAYS WITH NO RESCHEDULED TCI GS_WLIST37 Admission Delays	
8.1.3	Provide treating doctor with comprehensive list of patients on waitlist	Monthly	GS or RSE_WLIST34 - WAITLIST SUMMARY BY AMO	Send to each treating doctor. Treating doctor to confirm list with waiting time coordinator
8.1.3	Review patients on list for > 6 months	When patient on list > 6 months	Batch Review	Letter and Phone call with alternate treatment options where available, advice for clinical reassessment, hospital/ district/network contact details

iPM weekly reports

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8.1.1	Check for duplicate bookings	Weekly	RSE_WLIST 45 or WLI007_SBB WSWL04 or WL 21 DUPLICATE BOOKINGS AT THE SAME FACILITY	Report signed by the responsible person conducting the audit must be sent to the relevant manager and tabled at appropriate committees
8.1.1	Ensure correct Clinical Urgency Category has been assigned	Weekly	RSE_WLIST42 – CATEGORY 1,2,3 WAITLIST REPORT WS_WL33 Total waitlist	
8.1.1	Review listing status of patients whose status review date will become due in the next week	Weekly	RSE_WLIST12 - STATUS REVIEW or RSE_AUDIT04 - WL OPEN SUSPENSION W PRIORITY NOT = 9 RSE_AUDIT 11 WL PRIORITY =9 AND NO CURRENT SUSPENSION RSE_AUDIT 12 - WL SUSPENSIONS W.OUT RESUME DATE WS_WL15 Suspension review date	
8.1.1	Review exceeded planned admission and planned procedure dates	Weekly	WLI008_SBB PLANNED ADMISSION DATE PASSED or GS_WLIST19 - Admission Date Passed WS_WL 33 Admission Date Passed	
8.1.1	Ensure delayed patient is reschedule d for next available theatres session in consultation with treating doctor	Weekly	WLI014_SBB PATIENT DELAYS WITH NO RESCHEDULED TCI GS_WLIST37 Admission Delays	
8.1.1	Identify patients on list admitted through the Emergency Department for the	Weekly	RSE_WLIST39 - EMERGENCY ADMISSION AND HAS ACTIVE WL BOOKING or WLI004- Waiting List Entries for Patients Admitted WS_WL05 Emergency admit and possibly on WL	

	same procedure			
8.1.1	Number of patients removed and reasons for removal from the waiting list	Weekly	RSE_WLIST 40 - REMOVALS FROM THE WAITLIST or WLI011_SBB - removals from WL EXCL.DUE TO ADMISSION	
8.1.1	Identify overdue patients on list	Weekly	WS_WLI06 – National Elective Surgery Target RSE_WLI011 – Inappropriate Waits	