Cancelled Planned Operations

Monthly Submission Guidance

Version 1.2
### Document Control

<table>
<thead>
<tr>
<th><strong>Version</strong></th>
<th>Version 1.2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date Issued</strong></td>
<td>June 2016</td>
</tr>
<tr>
<td><strong>Document purpose</strong></td>
<td>To provide guidance for completion of the Cancelled Planned Operations Monthly Data Submission.</td>
</tr>
<tr>
<td><strong>Author</strong></td>
<td>Brendan de Moor</td>
</tr>
<tr>
<td><strong>Further Information</strong></td>
<td>E-mail: <a href="mailto:NSS.isdwaitingtimes@nhs.net">NSS.isdwaitingtimes@nhs.net</a></td>
</tr>
</tbody>
</table>

### Version History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Summary of Changes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>V1.0</td>
<td>March 2015</td>
<td>Initial outline of new data collection</td>
</tr>
<tr>
<td>V1.1</td>
<td>June 2016</td>
<td>Updated guidance clarifying dataset parameters</td>
</tr>
<tr>
<td>V1.2</td>
<td>May 2019</td>
<td>Additional guidance on recording private patients (FAQS)</td>
</tr>
</tbody>
</table>
# Contents

Purpose .......................................................................................................................... 4  
Background ................................................................................................................... 4  
Cancelled Planned Operations Monthly Data Submission ............................................. 4  
Definitions .................................................................................................................... 4  
Submitting Data ............................................................................................................ 5  
Publication ..................................................................................................................... 6  
FAQs .............................................................................................................................. 6  
Appendix One: Cancelled Elective Operations Submission - Example ......................... 8
Purpose

This document has been produced by the Information Services Division (ISD) of NHS National Services Scotland to provide guidance on the completion of the Cancelled Planned Operations Monthly Data Submission.

Background

A commitment was made by the Cabinet Secretary for Health and Wellbeing to routinely make available the number of patients in NHSScotland who had their scheduled elective operations cancelled and the reason for the cancellation. ISD were tasked with progressing the collection and release of this information in collaboration with NHS Boards. The information was released for the first time on the 30th June 2015

Cancelled Planned Operations Monthly Data Submission

The Cancelled Planned Operations Monthly Data Submission (see Appendix 1) collects data on a monthly basis provided from NHS Boards Theatre Systems and include patients who are cancelled the day before, or on the day of their elective operation. This includes urgent procedures and patients who may have their elective (planned) operation cancelled more than once during their stay. Data is grouped according to the following indicators:

List of indicators

Total no of scheduled elective operations in theatre system:
Total number of scheduled elective cancellations in theatre system
Cancellation based on clinical reason by hospital
Cancellation based on capacity or non-clinical reason by hospital
Cancellation by patient
Other

Definitions

Total number of scheduled elective operations in theatre system:
The "Total no of scheduled elective operations in theatre systems" includes the Cancelled Operations, (i.e. so should incorporate the "Total no of scheduled elective cancellations in theatre systems" figure).

Total number of scheduled elective cancellations in theatre system
The number of cancellations on the day or working day prior to scheduled operation.
Cancellation based on clinical reason by hospital includes:
- Patient unwell e.g. high blood pressure, INR results not satisfactory, has a cold.
- Patient not prepared for procedure correctly by hospital, patient did not follow pre op instructions.

Cancellation based on capacity or non-clinical reason by hospital includes:
- No beds available, general ward, ICU, HDU.
- Staff not available, staff are ill, not available due to an emergency operation taking clinical priority.
- Equipment not available, equipment dirty.
- Theatre session overran therefore patient cancelled.

Cancellation by patient includes:
- Patient decides not to go ahead with procedure.
- Unable to attend.
- Did not attend.
- Patient did not attend pre-op.

Other includes:
Fire alarm prevents operation from taking place.
Weather prevented patient / staff travelling.
Patient transport did not arrive in time to bring patient to hospital.

Submitting Data
A submission template for the following month together with a link to the latest Cancelled Planned Operations Summary on the ISD website is sent to Board contacts during the first week of the month.

A check should be done before submitting that the Total number of scheduled elective cancellations in theatre system is equal to the reasons given for the cancellation.

Please do not make alterations to the excel template by adding or deleting rows or columns.
Completed templates should be sent to nss.isdwaitingtimes@nhs.net no later than the 20th of each month. If the 20th falls on a weekend then the deadline will be shifted to the Monday. A reminder email will be sent out to Boards that have not submitted a few days before submissions are due.

**Publication**

Figures are published [here](#) on the first Tuesday of the month. NHS Performs indicators are available [here](#) at the same time.

**FAQs**

**Question:** Should patients that are cancelled on the day and then rebooked into another slot at the time be counted as a cancellation or should they be seen as rescheduled patients?

**Answer:** These rescheduled cases should be considered Cancellations. The Cancellation sub-category that they fall into would depend on the reason for the cancellation and rescheduling, but these cases should be included in your Cancellations figures.

**Question:** Should elective obstetric cancellations (e.g. elective sections) be counted as a theatre cancellation?

**Answer:** The elective obstetrics cases should be excluded from the total scheduled as well as the cancellations.

**Question:** Should private patients be excluded from the return?

**Answer:** If a patient decides to get treated privately then they should be removed from the waiting list immediately but if they are treated privately on behalf of the NHS Board then they should stay on the list until they are admitted.

**Question:** We require clarification regarding the definition of cancelled within a day of the procedure? Is it the previous working day which means if I have a procedure planned for Monday and am cancelled on Friday, I would be counted as a cancellation on the day before?

**Answer:** number of elective cancellations in theatre system' is the number of cancellations on the day or working day prior to scheduled operation

**Question:** We have recently had, a number of procedures cancelled say a week / 10 days before the scheduled date due to surgeon illness and have not been able to get locum cover. These sessions are therefore not being utilised and we are wondering if we should
be counting these ‘non reportable cancellations’ as part of the total no of scheduled elective operations in the theatre system as these had been scheduled?

**Answer:** We understand that in most cases, the theatre lists are not finalised until roughly the day before the operation, hence the following rule with our Cancelled Planned Operations statistics: “Data are provided from NHS Boards Theatre Systems and will include patients who are cancelled the day before, or on the day of their elective operation.” However, if the theatre lists are finalised (regardless of whether its 10 days before or the day before the operation), then the cases that you refer to should be included both within the “Total Number of scheduled elective operations in theatre system” numbers and within the Cancellation statistics (whenever a cancellation has taken place).

**Question:** ‘Total no of scheduled elective operations in theatre systems’ – should this be completed operations + cancelled operations?

**Answer:** The total number of scheduled elective operations in theatre systems does indeed include the Cancellation figures, i.e. completed operations + cancelled operations.

**Question:** The question was asked whether patients that are cancelled on the day and then rebooked into another slot at the time should be counted as cancellations or whether these are rescheduled patients rather than cancellations?

**Answer:** We agree with you that these reschedule cases should indeed be considered Cancellations. The Cancellation sub-category that they fall into would depend on the reason for the cancellation and rescheduling, but these cases should be included in your Cancellations figures.

**Question:** We could not go ahead with 2 planned procedures last week as we needed to free up a theatre with staff for organ retrieval. The 2 cases had part of their procedure carried out in our day procedure unit, but needed to be rebooked for remainder of the procedure. Would this count as a cancellation if the treatment had started?

**Answer:** Waiting Times Guidance in CEL33, Section 8.4 refers:

“Patients must not be disadvantaged as a result of changes such as cancellations resulting from operational circumstances. Should this occur, the patient’s waiting time clock should continue ticking and the patient should be made a further reasonable offer as soon as possible and within the waiting time standards and Treatment Time Guarantee.

If, having been admitted, a planned treatment is unexpectedly cancelled, the patient cannot be recorded as having started treatment. The patient must still undergo treatment within the waiting time standards and Treatment Time Guarantee.”
We would interpret the sentence in the second paragraph above in relation to the planned treatment being unexpectedly cancelled, as then implying that for the scenario that you are referring to where treatment was started but not finished, because the treatment was cancelled before being completed, that these should indeed be recorded as cancellations.

Appendix 1: Cancelled Elective Operations Submission - Example