Cancelled Planned Operations

Monthly Submission Guidance

Version 1.3
# Document Control

<table>
<thead>
<tr>
<th>Version</th>
<th>Version 1.3</th>
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<tr>
<td>Date Issued</td>
<td>April 2021</td>
</tr>
<tr>
<td>Document purpose</td>
<td>To provide guidance for completion of the Cancelled Planned Operations Monthly Data Submissions</td>
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<tr>
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## Version History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Summary of Changes:</th>
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<tbody>
<tr>
<td>V1.0</td>
<td>March 2015</td>
<td>Initial outline of new data collection</td>
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<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>
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<tr>
<td>V1.3</td>
<td>April 2021</td>
<td>Updated to reflect new submission form and change ISD to PHS. Clarified FAQ responses</td>
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Purpose
This document has been produced by the Waiting Times team of Public Health 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 NHS Scotland who had their scheduled elective operations cancelled and the reason for the cancellation. PHS (formerly 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 operations 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 systems
- Total no. of scheduled elective cancellations in theatre systems
- Cancellation based on clinical reason by hospital
- Cancellation based on capacity or non-clinical reason by hospital
- Cancellation by patient
- Other reason

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 of 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 operation 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 operation
- 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 PHS website is sent to Board contacts during the first week of the month.

Before submitting a check should be done: 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 phs.waittimessubmissions@phs.scot by the mid-month deadline stipulated in the schedule and reminder email. This will be the Thursday in the second full week of the submission month. A reminder email will be sent out to Boards that have not submitted by 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 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:** In the following scenario, should the patient’s cancelled operation be included in the local health board’s return? Scenario: the patient’s operation was due to be conducted at an independent hospital on behalf of a local NHS health board, but this operation was cancelled for any reason.

**Answer:** If it is possible for your board to report on these cases, please do so and advise PHS that you are now including this data. Additionally, if a patient decides to get treated privately then they should be removed from the waiting list immediately.

**Question:** If an operation that was planned for Monday is cancelled on Friday, should this be included?

**Answer:** Yes, this should be included, since the submission should cover operations cancelled on the day of or working day prior to the scheduled operation.

**Question:** We have recently had a number of operations cancelled roughly 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 are aware of differences across the boards as to when operations are input into the theatre systems used. Please include any scheduled operations in the total operations scheduled for that month. However, please only include operations cancelled on the day of or working day prior to the scheduled operation in the further columns of the report. Therefore, in the scenario in the question, the scheduled operations would be included in “Total no of scheduled elective operations.”
in theatre systems” but not in “Total no of scheduled elective cancellations in theatre systems” or any of the other columns, as they were not cancelled within the short-notice period.

**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:** Should patients that are cancelled on the day and then rebooked into another slot at the time be counted as cancellations? Or would they count as rescheduled patients rather than cancellations?

**Answer:** These rescheduled 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 operations last week as we needed to free up a theatre. 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 second paragraph to imply that the patients in the scenario you stated should be recorded as cancellations, since their treatment was started but not finished.
Appendix 1: Cancelled Elective Operations Submission - Example

Notes Tab

![Image of Excel sheet withritz information on cancellation groupings]

**INFORMATION ON CANCELLATION GROUPINGS**

- Total no of scheduled elective operations in theatre system:
  - The "Total no of scheduled elective operations in theatre system" includes the Cancelled Operations, (i.e. so should incorporate the "Total no of scheduled elective cancellations in theatre system") 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 i.e., the clinical reason pertaining to the patient, includes:
  - Patient cancelled: high blood pressure, BMI 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 bed available, general ward, ICU, HDU.
  - Staff not available, staff are A, not available due to an emergency operation taking clinical priority.
  - Equipment not available, equipment dirty.
- 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:
  - Not dry enough for operation, from cleaning place.
  - Not enough staff including patient / staff travelling.
  - Patient transport did not arrive in time to bring patient to hospital.
<table>
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<th>Hospital Code</th>
<th>Specialty Code</th>
<th>Total no of scheduled elective operations in theatre systems</th>
<th>Total no of scheduled elective cancellations in theatre systems</th>
<th>Cancellation based on clinical reason by hospital</th>
<th>Cancellation based on capacity or non-clinical reason by hospital</th>
<th>Cancelled by Patient</th>
<th>Cancelled by Other reason</th>
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