

Section: Division of Nursing
Approval: _____

PROCEDURE

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Issue Date: April 12, 2000
Review Date: April 12, 2010

HACKETTSTOWN REGIONAL MEDICAL CENTER

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OR
(Scope)

TITLE: SPECIALTY ASSIGNMENTS IN THE OR

PURPOSE: To outline the role and responsibility of the individual OR staff member who assumes a specialty assignment. Specialties are as follows:

Anesthesia	Laparoscopy
Dental	Orthopaedics
ENT	Plastics
Eyes	Urology
General	Vascular
Gyn	

PROCEDURE STEPS:

1. Maintain proper levels of supplies that are kept in the OR.
2. Check supplies for expiration dates
3. Check schedule for upcoming cases..
4. Make self available to participate in cases pertaining to your specialty.
5. Act as resource person for the specialty
6. Maintain equipment in working order
7. Maintain instruments and trays
8. Keep Surgeon's Preference Lists and cards current

KEY POINTS:

1. Develop par levels
 2. Write orders on appropriate order sheet.
 3. Follow up on orders to make sure of arrival.
- Rotate stock
- Contact surgeon to verify supplies & equipment if necessary.
- Ensures continuity and communication between staff, physicians, CSR and OR coordinator.
1. Teach staff new procedures.
 2. Keep staff aware of supplies and equipment.
 3. Be available to answer questions during "on call hours".
1. Call Biomed if applicable.
 2. Help arrange for loaner equipment if possible.
 3. Notify Unit Coordinator.
- Collaborate with CSR. Inform CSR of malfunctioning instruments. Initiate the need for repair or replacement.
- Make sure changes are entered into the system.

9. Write Procedures for use of new equipment. Review and revise present procedures yearly.

10. Collaborate with physicians

1. Evaluate new products.
2. Coordinate new procedures
3. Work with groups to eliminate duplication whenever possible.

11. Arrange for backup when on vacation

Notify OR Unit Coordinator of who is covering specialty.

12. Keep OR Unit Coordinator aware of activities of your service.