

Section: Division of Nursing  
Approval: \_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*  
**PROTOCOL**  
\*\*\*\*\*

Index: 7420.047b  
Page: 1 of 2  
Issue Date: December 20, 2000  
Review Date: April 12, 2010

HACKETTSTOWN REGIONAL MEDICAL CENTER

Originator: J. Jacobsen, RN, BSN, CNOR  
D. Kay, RN  
O. Lopez, RN, BSN  
P. Stafford, RN  
Reviewed by: ML Mason, RN

**OR**  
(Scope)

**TITLE: ORDERLY ROLE IN THE OR**

---

**PURPOSE:** The OR Orderly is an integral part of the OR team. He/She collaborates with the OR Unit coordinator and the OR Staff Nurses by planning and carrying out activities related to patient care within the operating room.

**EQUIPMENT LIST:** Check the day's assignment. Be prepared in anatomy, surgeon's preferences and sequence of procedures.

<b>CONTENT:</b>	<b>PROCEDURE STEPS:</b>	<b>KEY POINTS:</b>
<b>MORNING DUTIES</b>	<ol style="list-style-type: none"><li>1. If the Anesthesia Technician is absent, run the dart test, biological tests and steris diagnostic test.</li><li>2. Based on the day's schedule gather the equipment and positioning aids needed for each room.</li></ol>	<p>Chart pertinent data and results of tests.</p> <p>Set up the equipment and assure that it is in working order. This includes putting equipment on the correct side of the room and if necessary plugging it in.</p>

<b>PREOPERATIVE DUTIES</b>	<ol style="list-style-type: none"><li>1. Assist anesthesia with the transport of patients from SDS to the OR.</li><li>2. Provide transport to the OR for floor patients as needed.</li><li>3. Transfer patients onto the OR table, secure the safety strap and remove the stretcher from the room.</li><li>4. Assist the OR Staff Nurses with the positioning of patients.</li><li>5. Set up compression boots as needed.</li><li>6. Place the roller (with a draw sheet) on the stretcher.</li></ol>
----------------------------	---

<b>INTRAOPERATIVE DUTIES</b>	<ol style="list-style-type: none"><li>1. Transport specimens as requested by nursing staff.</li><li>2. Organize the equipment room.</li><li>3. Clean equipment based on the following schedule:  Clean the following <b>after each use</b>:<ul style="list-style-type: none"><li>• Cautery Machine Foot Pedals</li><li>• Fracture Tables</li></ul></li></ol>
------------------------------	--

- Headlight, ENT Cart
- Nitrogen Tanks
- D&C Suction Machine
- Tourniquets Nitrogen Tanks
- Liposuction Equipment
- Positioning Equipment

Clean the following **once weekly**:

- Autoclave Pans
- Autoclave Carts (In between rooms 1&2)
- Bear Huggers, Hypothermia Machine
- Cautery Machines
- Cast Cart
- Microscopes
- Steris Pans

Clean the following **twice weekly**:

- Video Towers

4. Put new supplies away as they are delivered.

#### POSTOPERATIVE DUTIES

1. Transfer patients off the OR table onto the stretcher and raise siderails.
2. Once the room has been cleaned, set up any equipment that is in the room and is needed for the next case.

#### AFTERNOON DUTIES

1. After each room is finished with cases:
  - ◆ Put away any equipment that was used.
  - ◆ Loop and hang all extension cords.
  - ◆ Place ring stands, mayo stands, prep tables, stools, trash and linen containers against the walls
  - ◆ Turn off all electrical equipment
  - ◆ Turn off all lights.
  - ◆ Shut the door.
2. Stock each substerile room with the following:
  - ◆ Sterile water and sterile saline (in warmer)
  - ◆ Blankets (in the warmer)
  - ◆ Suction canisters, tops and tandems
  - ◆ Specimen containers (filled and empty and properly labeled)
3. Review the next day's schedule with either the charge nurse or the float nurse, planning for patient transport needs and the equipment in each room.
4. Set up rooms for the next day whenever possible.

\*Donuts

\*Ulnar Nerve Protector