



**SOP** |

LaQshya Standard  
Operating Procedures  
for District Hospitals

Ministry of Health and Family Welfare  
Maternal Health Division

2018

## SOPs: OT/ CSSD/THEATRE STERILE SUPPLY UNIT

### OBJECTIVES

- To provide skilled and efficient administration of anaesthesia for elective & emergency operation throughout the year.
- Training of all Doctors, OT Nurse & OT Sister.
- Safe & effective Sterilization & Fogging Procedure (using H<sub>2</sub>O<sub>2</sub>)
- Improving coordination among the surgeons & the surgical team
- Having control on the stock available in the OT, by assigning the work to different people & verifying them in regular intervals.
- Standardization of surgeries done in the Operation Theatre, specialty wise along with the surgery code.
- Streamlining of various processes related to implant Procurement, Billing & Consumables.

### Purpose:

To provide guideline/ instructions for Processes Related to Operation Theatre Functioning with the aims that:

- Needs and expectations of patients are established
- Patient satisfaction is enhanced on continual basis, and
- Feedback loop is established for continuous improvements.

### Scope:

It covers the total functioning of the Operation Theatre with relation to the patient and other OT specific processes

### Responsibilities:

#### *Operation Theatre In charge:*

- To schedule surgeries as per priorities and seriousness of cases.
- To ensure maintenance of OT and environmental cleanliness practices mentioned in the Infection Control and Hygiene procedures.
- To formulate the OT protocols and procedures.
- To support Nurse In-charge of OT for routine supervision of above mentioned issues.

#### *OT Nurse / Assistant:*

- To prepare a final list of the planned surgeries in consultation with the HOD for the next day.



- To ensure that all the instruments / linen are autoclaved / sterilized.
- To perform routine Check & proper functioning of equipment with the help of Checklist.
- To ensure that infected cases are taken at the end of the list of surgeries for the OT
- To ensure that OT is fumigated; instruments / equipment are disinfected and cleaned when infected cases are operated.

*Staff Nurses:*

- To receive & hand over the patient along with case file, diagnostic reports duly filled and signed by concerned doctor.
- To facilitate the patients in filling the consent form with full signature, date and time.
- To prepare the patient for operation (ensuring site shaving, antiseptic application and draping of the site).
- To set up the OT table for specific operation or IUCD insertion with required instruments / linen / equipment.
- To assist the gynaecologist / surgeon during the entire process of operation/insertion
- To ensure the availability of cross-matched whole blood units before the commencement of operation and same is recorded.

*Sweeper:*

- To clean / Scrub the OT, minor OT, recovery room and associated area as per procedure specifications provided according to Infection control programme.
- To collect waste and hand it over to the Biomedical Waste collection personnel.
- To assist OT I/C & Staff Nurse in Fumigation / Sterilization / Autoclaving inside PPU including OT, minor OT etc.

**Standard Procedures: SOP for CSSD/ OT**

S.NO.	ACTIVITY	RESPONSIBILITY	REFERENCE DOCUMENT / RECORD
<b>Schedule of Surgery</b>			
1.1	The surgeon informs the OT nurse through an OT Call Register for OT booking. This slip includes the date and type of surgery to be performed.		OT call register
1.2	The OT Nurse records the request in the OT Booking Register. In case of any clash in schedule or non-availability, he informs the concerned surgeon.		OT booking register
1.3	She forwards the details of the OT bookings to the OT in charge and Anaesthetist.		
1.4	OT list is finalized the day before surgery at 3:00 PM by the OT Nurse and the same is approved by OT in-charge & displayed on the notice board of the theatre.		Operating list
1.5	Emergency cases are accorded priority by the OT in-charge of Operation Theatre. This may require rescheduling of planned surgeries which is intimated to the concerned authorities.		
<b>Preparation for surgery</b>			
2.1	Sterilized instruments and linen are collected and arranged in respective OTs from TSSU, on the previous night	Night OT Nurse	
2.2	All OTs checked for readiness for surgery	Chief OT Nurse	
2.3	<ul style="list-style-type: none"> <li>• Anaesthesia trolley is checked and drugs are drawn up</li> <li>• Anaesthesia machines/ Boyle's apparatus, ventilators, central gas supply and cylinders are checked</li> <li>• All sutures needed for surgery listed and taken from OT Pharmacy</li> <li>• List entered into register with date, patient ID, surgery type, and signed</li> <li>• Unused sutures returned to OT Pharmacy, cancelled from Pharmacy register.</li> </ul>	OT Nurse / Anaesthesia Resident OT Nurse / OT Nurse	
2.4	<ul style="list-style-type: none"> <li>• Drugs needed for a surgery are listed out by OT Nurse</li> <li>• Entry made in OT Pharmacy register with date, patient ID, surgery type, and signed</li> <li>• Unused drugs are returned to OT Pharmacy, cancelled from Pharmacy register.</li> </ul>	OT Nurse	
<b>Pre-operative Aesthetic Checks</b>			
3.1	A pre-operative evaluation of the patient is done by the anaesthetist for all cases admitted for surgery a day prior to the surgery. In case the patient is not deemed fit for surgery, the Surgeon and Nursing In-charge, OT is informed through the ward nurses. In emergency case pre anaesthesia check-up is done in emergency / OT. WHO Safe Surgical Checklist being used.	Anaesthetist	PAC form
3.2	After receiving of the patient at the OT, the anaesthetist verifies the identity of the patient against details	Anaesthetist	Case Sheet

