



# Rancho Los Amigos National Rehabilitation Center

## DEPARTMENT OF NURSING

### OPERATING ROOM

### POLICY AND PROCEDURE

**SUBJECT:** SCHEDULING SURGICAL PROCEDURES

**Policy No.:** OR76  
**Supersedes:** ALL  
**Revised Date:** 02/2016  
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**Purpose of Procedure:** To provide set times for physicians and surgical services to schedule operations into their schedules

**Policy Statements:** To permit the most efficient utilization of available Operating Room time:

1. Operating time is assigned using block scheduling. With this system, available time is assigned to the surgical services on a daily basis. Changes in the allocation of time may only be made by the Surgery Committee.
2. The Request to Schedule Surgery form will be submitted electronically and will be available to book after financial clearance. The form must be complete, including date of procedure, patient name, Medical record number, birth date, procedure, and type of anesthesia requested. Any other pertinent information, (e.g., implants needed, cell saver or spinal cord monitoring) that needs special considerations for surgery must also be completed to insure availability of these items.
3. After 0700, any unscheduled time will be assigned on a first-come, first-served basis. It is the responsibility of the Nurse Manager or Charge Nurse to negotiate use of unreserved time when a conflict occurs.
4. Surgical emergencies that occur during normal hours, Monday-Thursday, 0700-1630 and Friday 0700-1530, will be scheduled by notifying the Nurse Manager or Charge Nurse by telephone. All patient information (see #2 above) must be available for scheduling. In addition, the reason for emergent surgery and patient's condition, such as hemorrhage, respiratory distress, etc. must be given. The Nurse Manager or Charge Nurse will notify the anesthesiologist immediately. Any conflict with scheduled procedures will be referred to the Surgical Officer of the Day or the Chairman, Department of Surgery. (See OR-94 - Surgical Officer of the Day)
5. Surgical emergencies occurring after 1630 Monday - Thursday and after 1530 - 0700 on Friday will be handled per the Emergency On-Call Procedure. (See OR-27 – Emergency On-Call Procedure). Emergencies weekends and Holidays will be sent to out to another facility.
6. Cancellations or changes in the sequence of patients may be given to the Operating Room staff Until 1600. After 1600 or on weekends and holidays, a Voice Mail message is left at X8061.
7. Additions to the schedule must be made with the Operating Room staff during normal hours.

**Revised by:** Susie Choi, RN, BSN, CNOR

**References:**

Professional Staff Rules and Regulations 2012

12/08 – 12/12 Reviewed

02/16 - Reviewed

EFFECTIVE DATE: 2/2016

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

**SUBJECT:** Scheduling Surgical Procedures

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