



Rancho Los Amigos National Rehabilitation Center

DEPARTMENT OF NURSING

OPERATING ROOM

POLICY AND PROCEDURE

SUBJECT: STAFFING PATTERNS - OPERATING ROOM

Policy No.: OR87
Supersedes: ALL
Revised Date: 02/2016
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Purpose of Procedure: To assure adequate skill mix and licensed staff are on hand to open operating rooms.

Policy Statements:

1. The Operating Room will be staffed for the operation of four (4) rooms, Monday through Thursday from 0700 - 1630. On Friday 2 rooms from 0700 – 1530.
KEY POINT: During emergencies an additional room can be opened if the appropriate staff mix is available.
2. When the OR is closed an emergency on call team will be available for procedures.
(See policy #OR-27, Emergency on Call Coverage@ for specifics)
3. A surgical team will consist of a registered nurse (circulating nurse), a scrub (either a surgical technician or registered nurse with scrub experience) and a Certified Registered Nurse Anesthetist or Anesthesiologist (not required for local anesthesia). No cases will be done without a full surgical team.
4. A registered nurse must be in the circulating nurse role and must be in attendance with the patient during a procedure, regardless of the type of anesthesia being given. A surgical technician may assist in circulating duties under the direct supervision of a qualified registered nurse. There will be sufficient nursing personnel so that one person is not serving as a circulating nurse for more than one operating room.
5. The registered nurse assigned to each Operating Room will assume responsibility for all activities in his/her room.

Procedural Steps:

1. The master schedule will be maintained on the bulletin board in the Operating Room. All changes must be approved by the Nurse Manager or charge nurse and then marked on the master schedule.
2. Daily personnel assignments will be available by 1500 for the following day. Assignments will be based on patient requirements, staff expertise and primary service assignments. The assignment sheet will reflect the following information:
 - a. **Date**
 - b. **Last name, first initial and classification of employee**
 - c. **Area assigned or Operating Room number**
 - d. **Non-patient care assignments-case cart assembly, control desk, etc.**
 - e. **Relief personnel for scrub and circulating staff Personnel on standby and first call (assigned overtime)**
 - f. **Education activities**
 - g. **"F", "P" time, etc.**

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KEY POINT: Changes in the assignment are reviewed and may be modified the morning of surgery by the Nurse Manager or designee.

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References:

Code of Federal Regulations "Conditions of Participating for Hospitals" (42 CFR S82)
Guidelines for Perioperative Practice 2015 Edition
Essentials of Perioperative Nursing, Fifth Edition

04/06 – Reviewed
09/09 – Reviewed
12/12 - Reviewed
02/16 - Revised