



HEALTH HOLDING

HAFER ALBATIN HEALTH
CLUSTER
MATERNITY AND
CHILDREN HOSPITAL

Department:	Operating Room		
Document:	Departmental Policy and Procedure		
Title:	Duties and Responsibilities of Reception Nurse in the Operating Room		
Applies To:	All Operating Room Nurse		
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1. PURPOSE:

- 1.1 To check and confirm consent is taken for operation.
- 1.2 To check patient for complete preparation to undergo operation.
- 1.3 To check and confirm correct patient, correct site for operation according to consent and operating room list scheduled.
- 1.4 To act as a liaison officer coordinated communication between personnel operating room and outside operating room.
- 1.5 To maintain patients safety and comfortable environment.

2. DEFINITIONS:

- 2.1 **Operating Room Reception Nurse** – a person responsible to receive patient from surgical ward and determine patient is well prepared and safe for operation.

3. POLICY:

- 3.1 All reception nurse should confirm surgical procedure according to written consent obtained from patient.
- 3.2 The reception area must be checked and prepared for cleanliness, functioning of the electrical machines and other equipment according to standard of practice.
- 3.3 Patient safety and privacy must be observed at all times and all patients must not be left unguarded.
- 3.4 Create, maintain and control an optimum therapeutic environment in the reception area for maximum patient's relaxation and effect of sedation are not counteracted.
- 3.5 Reception nurse is to coordinate and maintain communication with anesthetist, surgeon, operating room team members, with ward nurses and other departments in relation to patient's management in operating room.

4. PROCEDURE:

- 4.1 Prepare the completeness of reception area, materials and equipment according to standard practice. To be organized and easy access to materials and equipment as needed.
- 4.2 Damp dust all reception area and equipment. To reduce the risk of contamination to irreducible minimum.
- 4.3 Check the operation list of the day. To assist in efficiency of time management.
- 4.4 Call patient from the ward according to the list schedule ahead of operation time.
- 4.5 Coordinate with circulating nurses, surgeons and anesthetist for plan of care in a particular patient. To anticipate and organize in patient management of care.
- 4.6 Receive patient from the ward staff.
- 4.7 Receive blood, medication or any requested items. Counter check for accuracy and inform anesthetist and circulating nurse or any operating room team members.
- 4.8 Confirm the correct patient and surgery according to written consent and operating room checklist. To ensure correct operation is done on the correct patient.
- 4.9 Provide comfort and safety to patient while waiting for patient to be sent into operating room. Operating room checklist act as a guideline to ensure patient is well prepared for surgery.

- 4.10 Keep noise to a minimum in the waiting area.
- 4.11 Administer medication as per anesthetist orders and record accordingly. To promote relaxation and allay patient's anxiety.
- 4.12 Check and confirms status of the next case in each operating room to call for the next case.
- 4.13 Answer calls, relay messages and coordinate with all operating room team members.
- 4.14 Inform and seek advice from operating room head nurse or supervisor for any immediate problem and difficulties that may arise.
- 4.15 Inform anesthetist, surgeon, circulating nurse and operating room staff of any changes made in a particular patient.
- 4.16 Makes rounds to all rooms in operating room, check for tidiness and keep in contact with operating room personnel. To be well inform of operating room status and to assist in the smooth management of operating room list and OR team members.

5. MATERIALS AND EQUIPMENT:

- 5.1 All the necessary surgical requirements that is needed by the scrub nurse for operation.

6. RESPONSIBILITIES:

- 6.1 Nurse
- 6.2 Head Nurse

7. APPENDICES:

N/A

8. REFERENCES:

- 8.1 Kingdom of Saudi Arabia, Ministry of Health, Bisha General Hospital, 2018.

	Name	Title	Signature	Date
Prepared by:	Ms. Naimah Naif Al-Salem	Head Nurse of the Operating Room		January 05, 2025
Reviewed by:	Dr. AbdulGhani Ibrahim	Head of the Operating Room Department		January 07, 2025
Reviewed by:	Mr. Sabah Turayhib Al - Harbi	Director of Nursing		January 08, 2025
Reviewed by:	Mr. Abdulelah Ayed Al Mutairi	QM&PS Director		January 12, 2025
Reviewed by:	Dr. Tamer Mohamed Naguib	Medical Director		January 12, 2025
Approved by:	Mr. Fahad Hezam Al - Shammari	Hospital Director		January 19, 2025