



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

- 1.1 To assist scrub nurse by providing the sterile items as needed according to surgeon preference and surgical requirements procedures.
- 1.2 To anticipate the needed of the sterile team members for the smooth flow of events before, during and after the operation.
- 1.3 To observe vigilantly in safeguarding the sterility of the operative field.
- 1.4 To maintain patient's safety and comfortable environment throughout the operation.

2. DEFINITIONS:

- 2.1 **Duties and Responsibilities of Circulating Nurse** – a person who is responsible to assist the scrub nurse by providing the sterile supplies needed for the operation, maintaining the integrity of the sterile area and safety of the patient throughout the operation.

3. POLICY:

- 3.1 All circulating personnel shall safety practice and apply strict aseptic to provide optimum care for the surgical patient.
- 3.2 To confirm surgical procedure as according to written consent obtained from patient before any surgical procedure preparation.
- 3.3 The operating room must be checked and prepared for the cleanliness, functioning of the electrical machines and other equipment's according to standard of practice before start of surgery.
- 3.4 The universal precaution standards of practice must be complied at all times.
- 3.5 All instruments and surgical procedures supplies are provide in anticipation, to the scrub nurse according to surgeon's preference and the requirements of surgical procedure.
- 3.6 All circulating nurse shall perform surgical count as per standard practice.
- 3.7 Plan, organize and maintain neatness and tidiness of the operating room at all times.
- 3.8 Patient's safety is to be observed at all times.
- 3.9 All medication or drugs that are required in the procedures must be check for correct drug, dosage and expiry date with the scrub nurse prior to use.
- 3.10 All specimens must be handled correctly and confirmed with scrub nurse per standard practice.
- 3.11 Aseptic techniques must be maintained strictly throughout the surgical procedures.
- 3.12 Always remain in the operating room and ensure there is always a replacement if have to leave. Keep the scrub nurse inform when leaving.

4. PROCEDURE:

- 4.1 Confirm the type of surgery according to OR list prior to induction of patient.
- 4.2 Assess for the following:
 - 4.2.1 Correct patient with written consent according to type of surgery.
 - 4.2.2 Patient's history of any allergies.

- 4.2.3 Correct preparation of patient according to documentation of patient's OR checklist
- 4.2.4 Functioning of electrical surgical unit, suction machine and other necessary machine/equipment's that may require.
- 4.3 Prepare for the completeness of materials and equipment according to required surgery and surgeon reference and standard practice.
 - 4.3.1 Prepare the correct position of operating table and always check that operating table is always locked. Gather all the necessary operating table's accessories as needed in the patient's positioning.
 - 4.3.2 Ensure operating light for focus, intensity and movement.
 - 4.3.3 Ensure functioning of suction apparatus, electrical surgical unit and other electrical and other electrical equipment.
 - 4.3.4 Arrange machines and equipment to maintain the integrity of sterile field.
- 4.4 Fasten the scrub nurse, surgeon and other sterile team member's gown.
- 4.5 Check the sterile equipment for its expiry date, sterility and integrity of packages opening to the scrub nurse.
- 4.6 Assist the scrub nurse in the preparation of sterile field by providing sterile supplies and opening of sterile packages as required.
- 4.7 Provide the required solution or medications as required and check with scrub nurse or surgeon to confirm the correct drug, dosage and expiry.
- 4.8 Perform 1st surgical count with the scrub nurse as per standard practice. Check the count board for correction of count.
- 4.9 Perform surgical count with the circulator personnel, as per standard practice.
- 4.10 Collect the right patient when the operating room is prepared.
- 4.11 Assist in the safe transfer of patient on to the operating table.
- 4.12 Remain with patient during induction and intubation. To anticipate for any emergency that may arise.
- 4.13 Assist in the positioning of patient as accordance to the type of surgical procedure and standard of practice. Position patient upon the anesthetist approval. The anesthetist is in charge of patient airway management. Change of position may dislodge the ETT.
- 4.14 Place the electrical surgical unit conductive pad on the patient according to standard practice.
- 4.15 Expose the operating site.
- 4.16 Turn on the operating light and assist in the focusing on the operative site.
- 4.17 Connect suction and electro surgical unit cord to the machine as required.
- 4.18 Place stools and kick bucket in the suitable place.
- 4.19 Be alert and anticipate the needs of sterile surgical team.
- 4.20 Collect and separate discarded sponges by using forceps or gloves. Place on moisture proof surface and where visible to scrub nurse.
- 4.21 Wear gloves to handle any blood stained equipment/items or body fluids according to universal precautions.
- 4.22 Stay in the operating room all the time and ensure there is always a replacement when have to leave. Inform scrub nurse upon leaving.
- 4.23 Monitor the operating room traffic flow and observe any unauthorized personnel in and out of the operating room. Limit the number of personnel inside the operating room.
- 4.24 Check the operating room doors are kept closed at all times. Keep noise and conversation to a minimum.
- 4.25 Observe the sterile field for any break in aseptic technique. Report immediately if detected.
- 4.26 Anticipate the requirements of scrub nurse and surgeon throughout the procedure.
- 4.27 Perform 2nd surgical count sponges, sharps and instruments with scrub nurse when surgeon begins closure of any open cavity.
- 4.28 Attend to the surgical specimen according to the standard practice.
- 4.29 Perform final count of sponges, sharps and instruments with circulating nurse when surgeon starts the wound closure.
- 4.30 Assist in the connection of drainage equipment is used on completion of surgical procedure.
- 4.31 Check that patient dressing and drainage tube are well secured of any.
- 4.32 Assist in removing the drapes form the patient.
- 4.33 Put on the patient's gown and cover with blanket.

- 4.34 Remove the electrosurgical conductive plate if used. Check for skin integrity.
- 4.35 Open neck and back closure of sterile gown of surgeon and scrub nurse.
- 4.36 Check and complete the recording of all necessary documents.
- 4.37 Supervise and assists with safe transfer of patient to recovery room or intensive care unit.
- 4.38 Pass over complete information to the recovery room nurse or intensive care unit nurse regarding the patient intraoperative care. Check that all charts, x – ray folder and other records are completely endorsed.
- 4.39 Send specimen to laboratory as per standard practice.
- 4.40 Check operating room is clean and ready for next procedure.

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.

9. APPROVALS:

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