



HEALTH HOLDING

HAFER ALBATIN HEALTH  
CLUSTER  
MATERNITY AND  
CHILDREN HOSPITAL

<b>Department:</b>	Operating Room		
<b>Document:</b>	Internal Policy and Procedure		
<b>Title:</b>	Operating Room List and Schedule		
<b>Applies To:</b>	All Surgeon, Anesthesiologist and Operating Room Nurse		
<b>Preparation Date:</b>	January 05, 2025	<b>Index No:</b>	OR-IPP-019
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## 1. PURPOSE:

- 1.1 To provide proper coordination among department staff, surgeons, and operating room staff.
- 1.2 To allow the nurse to have the time to prepare needed instruments and equipment.

## 2. DEFINITIONS:

- 2.1 **Operating Room List and Schedule** – the list of patients waiting for operation on the following day. The scheduling of surgical interventions directly impact the number of patients that can be treated with given operating room resources.

## 3. POLICY:

- 3.1 The list should be made and submitted to Operating Room at 1830H accepted by head nurse or shift in – charge to arrange surgical instrument needed and for PAC.
- 3.2 The list must be signed by the head of the surgical department.
- 3.3 The notification must be fulfilled completely, Patient's 4 names for the Saudi/complete name for the Non – Saudi, Medical Record Number, age, operation, indication, blood group, laboratory investigations and how blood arranged.
- 3.4 The list should indicate the name of the Surgeon who will be fully responsible for the patient.
- 3.5 The priorities are given to major risk patient (DM, HPN, and Bronchial Asthma).
- 3.6 There will be no elective list on Friday and Saturday which is cleaning day of the operating room.
- 3.7 Operating Theatre notification should be made of two copies and filled by treating surgeon himself and signed by him/her.
- 3.8 Additional routine list can be accepted before 1000H and after PAC.

## 4. PROCEDURE:

- 4.1 POSTING – should be done by the surgical resident. Deadline for surgery posting is at 1830H except Friday and Saturday. Operating Room notification should be submitted to and received by the Operating Room staff nurse.
- 4.2 A complete operating room notification consists of the following:
  - 4.2.1 Patient's Four Names for the Saudi and Complete name for the Non – Saudi
  - 4.2.2 Nationality
  - 4.2.3 Age
  - 4.2.4 Sex
  - 4.2.5 Medical Record Number
  - 4.2.6 Hospital unit where the patient is admitted
  - 4.2.7 Pre-Operative Diagnosis
  - 4.2.8 Operative Procedures(s)
  - 4.2.9 Type of Anesthesia Requested
  - 4.2.10 Any special preference of surgeon that requires preparation
  - 4.2.11 Laboratory Investigations

- 4.2.12 NPO time
- 4.2.13 Blood Group
- 4.2.14 How many blood unit arranged
- 4.4 Necessary arrangement and adjustment will be made.
- 4.5 Aged, diabetic patients and children should be the priority to avoid long time of fasting.
- 4.6 After a final list has been made, signed and approved by the chief of surgery it will be posted in operating room at 1830H.
- 4.7 The head nurse begins to make daily staffing assignment based on knowledge and skills and experience of the staff members.
- 4.8 Residents and anesthetist notify operating room for any cancellation in patients who are expected to be admitted at 2100H for further investigations and preparation.
- 4.9 Emergencies will be on a first come, first serve basis or according to the urgency required by the patient's condition, it will be an arrangement between the Surgeon and Anesthesiologist.
- 4.10 Urgent Cases – which are urgent, but not true emergencies the case will be placed on the first room that completes its listed cases.
- 4.11 The Morning Surgery:
  - 4.11.1 First cases for each theatre will be in OR 30 minutes before starting time (0730H) and cutting time is 0800H.
    - 4.11.1.1 If a case is to start at an earlier time; coordination will be made between surgeon and anesthetist. The patient will be called on a requested time that they have agreed upon.
    - 4.11.1.2 If a case is to be delayed or cancelled; the head nurse must be notified as soon as possible in order that the room may be utilized for other cases.

## **5. MATERIALS AND EQUIPMENT:**

- 5.1 Operation List Form

## **6. RESPONSIBILITIES:**

- 6.1 Nurse
- 6.2 Anesthesiologist
- 6.3 Surgeon

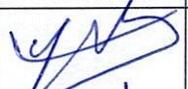
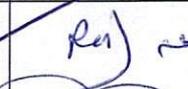
## **7. APPENDICES:**

N/A

## **8. REFERENCES:**

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

9. APPROVALS:

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