



HEALTH HOLDING

HAFER ALBATIN HEALTH
CLUSTER
MATERNITY AND
CHILDREN HOSPITAL

Department:	Operating Room		
Document:	Departmental Policy and Procedure		
Title:	Preparation of Recovery Room		
Applies To:	All Operating Room Nurse		
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1. PURPOSE:

- 1.1 To ensure proper supplies and equipment are available at all times on a 24 hours basis.
- 1.2 To ensure that all recovery room equipment are always functioning.

2. DEFINITONS:

- 2.1 **Preparation of Recovery Room** – making the recovery room unit prepared and ready to received post anesthesia patient to deliver an optimum care for patient.

3. POLICY:

- 3.1 Supplies are to be ordered when needed on requisition provided.
- 3.2 Replace supplies daily as needed.
- 3.3 Every Monday, a thorough check of supplies is made and recording is done.
- 3.4 A logbook is provided to check all equipment and supply daily, for endorsement and inventory purposes.
- 3.5 Discard drapes if sterility is in doubt or when contaminated. Do not handle a contaminated drape further; discard it without contaminating gloves or other items.

4. PROCEDURE:

- 4.1 At the beginning of the every 8 hours shift, the senior in charge nurse in recovery room checks all supplies and equipment guided by a logbook to be signed.
- 4.2 Receive special endorsement form outgoing shift staff.
- 4.3 Crash cart has to be check for completeness of emergency drugs and function of defibrillator and suction machine.
- 4.4 Check to see that all machine are functioning well and all accessories are present.
- 4.5 Put on draw sheet on all trolleys, ready to receive patient at any time.
- 4.6 Check the following:
 - 4.6.1 Wall mounted suction
 - 4.6.2 Warmer
 - 4.6.3 Centralized Oxygen Supply
 - 4.6.4 Blood pressure, Saturation, ECG Monitoring Machines
- 4.7 Check all forms and other supplies if available and replace if needed.
- 4.8 Be quick to answer phone calls if possible as nobody will call without purpose.
- 4.9 Report to head nurse any supply needed but not available.
- 4.10 Report to head nurse any equipment or machine not in function to coordinate with technicians as quick as possible.

5. MATERIALS AND EQUIPMENT:

- 5.1 Oxygen Flow Meter
- 5.2 Oxygen Mask, Prongs and Tubing
- 5.3 Blood Pressure Cuff
- 5.4 Stethoscope
- 5.5 Various Size Syringes
- 5.6 Various Size Needles
- 5.7 Dressing (Sterile Gauze)
- 5.8 Various Tapes and Adhesive
- 5.9 Tissues
- 5.10 Cardiac Monitor and Electrodes
- 5.12 Towel and Wash Clothes
- 5.13 Tongue Depressor
- 5.14 Alcohol Prep
- 5.15 Emesis Basins
- 5.16 Oral Airways, Various Sizes
- 5.17 Suction Catheter, Various Sizes
- 5.18 Sterile Gloves
- 5.19 Sterile Water for Injection
- 5.20 Kelly Clamps
- 5.21 Intravenous Infusion
- 5.22 Urinals and Bedpans

6. RESPONSIBILITIES:

- 6.1 Nurse

7. APPENDICES:

- 7.1 N/A

8. REFERENCES:

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

9. APPROVALS:

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