**Chapter B14 - Operating Theatre Service**

1. **Basic Information**

|  |  |
| --- | --- |
| Name of Service |       |
| Location of Service |       |
| Scope of Service |       |
| Operating hours |       |
| 24-hour emergency service is available | Choose an item. |
| Number of operating rooms |       |
| Number of recovery beds / chairs |       |
| Age limit of patients |       |

 Please indicate whether the following anaesthetic procedures will be provided:

|  |  |
| --- | --- |
| **Anaesthetic procedures** | **If yes, please indicate location** |
| General anaesthesia Yes [ ]  No [ ]  |       |
| Major regional anaesthesia Yes [ ]  No [ ]  |       |
| Deep sedation Yes [ ]  No [ ]  |       |

1. **Medical Practitioner-in-charge**

|  |  |
| --- | --- |
| Name in English |       |
| Name in Chinese |       |
| Post Title |       |
| Qualifications |       |

1. **Nurse-in-charge**

|  |  |
| --- | --- |
| Name in English |       |
| Name in Chinese |       |
| Post Title |       |
| Qualifications |       |

1. **Staffing**
	1. List of advisors

| **Name****(in English)** | **Name****(in Chinese)** | **Specialty** |
| --- | --- | --- |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

* 1. Manpower\* (including the Nurse-in-charge)

|  | **Rank** | **No.** |
| --- | --- | --- |
| Resident medical practitioner |       |       |
|  |       |       |
| Nurse | Nursing Officer |       |
|  | Registered Nurse |       |
|  | Enrolled Nurse |       |
| Others | Operating Theatre Assistant (OTA) |       |
|  |       |       |
|  |       |       |
|  |       |       |

*\* “Proposed manpower” for new hospital*

* 1. Other requirements

|  |  |
| --- | --- |
| 1. A registered nurse who has been trained in operating theatre (OT) nursing or perioperative nursing is available at all times as the duty nurse-in-charge to supervise nursing care of the service
 | Choose an item. |
| 1. Nurses are required to receive adequate training before assisting in new operating procedures
 | Choose an item. |
| 1. Nurses who have received training are assigned to assist the medical practitioner, and to provide care and support to the patient
 | Choose an item. |
| 1. There is a medical practitioner or nurse who holds a valid certificate in Advanced Cardiac Life Support (ACLS) or equivalent on duty in the operating theatre at all times
 | Choose an item. |
| 1. At times when paediatric patients are undergoing surgery, there is a medical or nursing staff who holds a valid certificate in Paediatric Advanced Life Support (PALS) or equivalent on duty in the operating theatre
 | Choose an item. |
| 1. A trained nurse is assigned to carry out circulating duties in the operating theatre where surgery is performed when necessary
 | Choose an item. |
| 1. A medical practitioner or registered nurse trained in post-anaesthetic care is in-charge of the operation of the recovery area
 | Choose an item. |
| 1. Staff working in the recovery area are trained for their respective roles
 | Choose an item. |
| 1. Following anaesthesia, postoperative patients in the recovery area are closely observed by the anaesthesiologist or a designated registered nurse who holds a valid certificate in ACLS or equivalent until they are discharged from the OT
 | Choose an item. |
| 1. For paediatric patients, the observation in the recovery area is conducted by the anaesthesiologist or a designated registered nurse who holds a valid certificate in PALS or equivalent
 | Choose an item. |
| 1. The anaesthesiologist who administered the anaesthesia for the patient is responsible for the supervision of the recovery period and the authorization of the patient’s discharge from the recovery area
 | Choose an item. |
| 1. The hospital establishes and monitors a prearranged roster of medical practitioners who are competent in surgery and anaesthesiology and who could respond quickly to emergencies
 | Choose an item. |
| 1. Staff arrangements for monitoring of patients undergoing procedural sedation, general anaesthesia or major regional anaesthesia are complied with the relevant guidelines published by the Hong Kong Academy of Medicine and its colleges, where applicable
 | Choose an item. |

1. **Physical Conditions**

|  |  |
| --- | --- |
| 1. The ceiling, walls and floors are made from materials that can be easily cleaned and disinfected as needed to meet infection control requirements
 | Choose an item. |
| 1. The operating theatre is maintained at acceptable levels of sterility by taking reference from the latest “ICB Infection Control Guidelines” promulgated by the Infection Control Branch of the Centre for Health Protection of the Department of Health
 | Choose an item. |
| 1. The operating theatre is provided with specialized ventilation systems of internationally acceptable standards of air quality to prevent the spread of airborne infectious disease and to minimise surgical site infection
 | Choose an item. |
| 1. The ventilation systems are regularly inspected and maintained to ensure effective functioning for patient and staff safety
 | Choose an item. |
| 1. Documentation of repair and maintenance of the systems is kept
 | Choose an item. |

1. **Critical or Major Equipment**
	1. Equipment list *(e.g. anaesthetic machine, robotic surgery system, endoscopes, etc.)*

| **Type of equipment** | **Quantity** | **Schedule of maintenance as per the manufacturer’s recommendation** | **Date of last service / maintenance#** |
| --- | --- | --- | --- |
|       |       |       |       |
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*# Not applicable for new hospital*

* 1. Other requirements

|  |  |
| --- | --- |
| 1. There are drugs to deal with any emergencies or complications arising from the operation / procedure
 | Choose an item. |
| 1. If the patient is to be revived outside the operating room, monitoring and recovery of patients who have received sedation or major regional or general anaesthesia for an operation takes place in an area that is adequately equipped in accordance with relevant guidelines published by the Hong Kong Academy of Medicine and its colleges
 | Choose an item. |
| 1. All equipment is installed, operated, maintained and calibrated according to manufacturer’s recommendation
 | Choose an item. |
| 1. There are operating manuals and procedures for use of equipment
 | Choose an item. |
| 1. There are procedures and schedules for cleaning, disinfection and decontamination of equipment
 | Choose an item. |
| 1. Staff using equipment have completed training in the safe and proper use of the equipment
 | Choose an item. |
| 1. There is preventive maintenance schedule established for all critical or major equipment
 | Choose an item. |

1. **Service Delivery and Care Process**

|  |
| --- |
| 1. There are written policies and procedures on service delivery and care process which include:
 |
| 1. patient identification and checking of consent forms
 | Choose an item. |
| 1. verification processes to ensure correct patient, surgical site and procedure
 | Choose an item. |
| 1. counting of items used during the operations, such as swabs, needles, blades and other operative instruments and supplies, and what to do if items cannot be accounted for
 | Choose an item. |
| 1. aseptic practices
 | Choose an item. |
| 1. infection control measures
 | Choose an item. |
| 1. pre-operative assessment
 | Choose an item. |
| 1. pre-operative instructions (e.g. fasting, medication) and care
 | Choose an item. |
| 1. monitoring patient undergoing sedation or general anaesthesia or major regional anaesthesia
 | Choose an item. |
| 1. documentation of operations
 | Choose an item. |
| 1. specimen handling
 | Choose an item. |
| 1. storage, cleaning, decontamination, disinfection and sterilization of surgical instrument and equipment
 | Choose an item. |
| 1. use of single-use devices
 | Choose an item. |
| 1. radiation protection
 | Choose an item. |
| 1. means of obtaining help in case of emergency
 | Choose an item. |
| 1. patient discharge from operating theatre / recovery room, including discharge criteria, and care after discharge
 | Choose an item. |
| 1. Arrangements are in place for immediate transfer of patients to nearby hospitals with critical care services where necessary
 | Choose an item. |
| 1. If the service is operated by a separate entity outside the hospital, mechanism exists to monitor the quality of services provided by the entity
 | Choose an item. |