

## TABLE OF CONTENTS

1.0.	Administration .....	5
	1.1 Governing Body/ Board of Director Responsibilities.....	6
	1.2 Executive Committee Responsibilities .....	7
	1.3 Medical Director .....	8
	1.4 Approved Personnel .....	9
	1.5 Surgery Scheduling/ Log Book .....	10
	1.6 Required Maintenance logs .....	11
	1.7 Surgical Log.....	12
2.0	Transfer Agreement .....	13
	2.1 Transfer agreement requirements .....	14
	2.2 Sample transfer agreement .....	15
3.0	Emergency Care .....	17
	3.1 Malignant Hyperthermia .....	18
	3.2 Latex sensitivity .....	19
	3.3 Code Blue responsibilities .....	20
	3.4 Code blue sample documentation .....	23
	3.5 Anaphylaxis-Shock.....	24
4.0	Surgical Services .....	26
	4.1 Managing the patient receiving Conscious sedation/analgesia .....	27
	4.2 Patient ID/ site verification/marketing of the surgical site/ time out verification .....	31
	4.3 Preoperative requirements .....	33
	4.4 Positioning the Surgical patient .....	34
	4.5 Preoperative hair removal.....	39
	4.6 Operative skin prep .....	40
	4.7 Warming solutions.....	41
	4.8 Wound Classification System .....	42
5.0	Materials Management.....	43
	5.1 Central Supply stocking.....	44
	5.2 Equipment evaluation/purchase .....	45
	5.3 Outdates and rotation of stock.....	46
	5.4 End of the year inventory.....	47
6.0	Quality Assurance/Risk Management.....	49
	6.1 Quality Assurance .....	50
	6.2 Risk Management .....	53
7.0	Education/Orientation .....	57
	7.1 RN self assessment/evaluation.....	58
	7.2 New employee orientation .....	59
	7.3 RN and Surgical Technologist skills inventory .....	60 & 61
	7.4 Inservice/staff meetings .....	62

7.5	Competencies	
7.5.1	Fire Prevention	63
7.5.2	Cleaning and Disinfection of Endoscopes	64
7.5.3	Sterilization- Bowie Dick Test	65
7.5.4	Pharmacology Test	66
7.5.5	Transport of the patient in the OR	68
7.5.6	Skin Prep competency	69
8.0	Safety	71
8.1	Electrical Safety	72
8.2	Fire Safety	73
8.3	Laser Safety	75
8.4	Electrosurgery	77
8.5	Sponge, sharp and instrument count	79
8.6	Universal precautions	81
8.7	Temperature and Humidity Monitoring	82
9.0	Infection Control	83
9.1	Infection Control Committee	84
9.2	Surgical Attire	85
9.3	Cleaning/Processing Anesthesia Equipment	86
9.4	Cleaning and processing Endoscopes and Endoscopic Accessories	87
9.5	Environmental Cleaning in the Ambulatory Surgery setting	89
9.6	Cleaning and caring for surgical instruments and power equipment	91
9.7	Aseptic technique	93
9.8	Biohazardous waste handling	95
9.9	Hand washing and surgical hand scrub	97
9.10	Post operative infection monitoring/reporting	99
9.11	Product recall	100
9.12	Sterilization standards	102
9.13	Sterilization- STERRAD	105
9.14	Sterilization- "Flash" sterilization	107
9.15	Sterilization- Event related	109
9.16	Sterilization- Wrapped implantables	112
10.0	Medical Staff	114
10.1	Medical Staff Requirements	115
10.2	Rules and Regulations	117
10.3	Request for granting privileges	118
10.4	Procedures for re-appointment	120
10.5	Corrective action of medical staff	121
10.6	Medical staff committees	123
11.0	Nursing Services	124

11.1	Nursing Services positions.....	125
11.2	Professional Conduct.....	127
11.3	Job Description/Evaluation.....	128
11.3.1	Director of Nursing/Evaluation.....	129
11.3.2	Registered Nurse Operating Room/Evaluation.....	132
11.3.3	Registered Nurse Pre-op/PACU/Evaluation.....	135
11.3.4	Surgical Technologist/Evaluation.....	138
11.3.5	Radiology Technologist/Evaluation.....	141
11.3.6	Materials Manager/Evaluation.....	143
11.3.7	Scheduling Coordinator/Evaluation.....	146
11.3.8	Front Office Coordinator/Evaluation.....	149
11.3.9	Operating Room Assistant/Evaluation.....	152
12.0	Personnel.....	155
12.1	Personnel file content.....	156
12.2	Physical examination.....	157
12.3	Hepatitis B waiver form.....	158
12.4	HIV testing waiver form.....	159
12.5	Policy and Procedure confirmation.....	160
12.6	Employee Counseling.....	161
12.7	Disciplinary Counseling form.....	162
13.0	Medical Records.....	163
13.1	Patient chart contents.....	164
13.2	Medical record entries.....	165
13.3	Informed Consent.....	166
13.4	Retention and storage of medical records.....	167
13.5	Observers in the OR.....	168
13.6	Approved abbreviations.....	169
13.6.1	Abbreviation list.....	170
14.0	Radiology.....	174
14.1	Reducing Radiological Exposure in the Ambulatory Setting.....	175
15.0	Laboratory.....	178
15.1	Specimen Handling.....	179
16.0	Pharmacy.....	180
16.1	Ordering, Handling and storage of medications.....	181
16.2	Administering Medication.....	182
16.3	Education.....	184
16.4	Reporting and Monitoring.....	185
17.0	Patient's Rights and Responsibilities.....	186
17.1	List of rights and responsibilities.....	187