

Aga Khan University Hospital

Title:	Delivery of Used Operating Room (OR) Instruments to Central Sterile Service Department (CSSD) by OR Staff		
Department / Division:	Department of Anesthesiology/Operating Room		
Approved By:		Document No.:	OR-PP-002
Chair, Department of Anesthesiology <i>For ASST</i>	<i>M. H. Khan</i>	Issuance Date:	August 1, 2001
		Revision Date:	May 27, 2021
Nurse Manager, Department of Anesthesiology	<i>Asma</i>	Revision No.:	05
		Prepared By :	-
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1. **Purpose:**

- 1.1. All used OR instruments will be delivered to CSSD for re-sterilization and return to OR for next use.
- 1.2. To ensure safe delivery of instruments for sterilization.
- 1.3. To avoid loss of instruments.
- 1.4. To identify and inform regarding breakage or damage and missing of instruments.

2. **Scope:**

The policy is applicable on the campus main operating room, SDC- OR and CSSD Staff

3. **Responsibility:**

To all OR and CSSD Staff

4. **Terms and Definitions:**

5. **Process / Procedure:**

5.1. Process:

- 5.1.1. After completion of each case, the scrub person together with circulator will check and count all instruments, supplementary and trays used.
- 5.1.2. Scrub person should make sure that the circulator has tick instrument against the slip and have signed before keeping in the soiled room.
- 5.1.3. Scrub person will place the instruments in the designated place, and ensure that sharps are properly discarded in danger box and not lying in the instrument tray.

5.2. Documentation:

- 5.2.1. The assigned scrub person will keep soiled instruments and checklist along with hand written charge slip at trolley in soiled room and make sure to enter sets in CSSD Inventory Control System CICS.
- 5.2.2. Designated CSSD staff will check instrument sets for proper charging against slips and will contact with assigned OR Staff if any discrepancy in the instrument charging is found, and will charge instruments accordingly.
- 5.2.3. CSSD staff will pick soiled instrument trolley every hour after checking of instruments tray against the check list. Staff will discuss immediately with designated CSSD staff for any discrepancy.
- 5.2.4. CSSD staff will report for any damage, breakage or missing instruments within half an hour of taking instruments, packs, trays etc. from OR staff.
- 5.2.5. Urgent request set will be transported immediately by designated CSSD staff to CSSD for Processing.
- 5.2.6. Urgent request for Store soiled instrument sets, store staff will request OR staff to transport instrument set to CSSD immediately for processing

6. **Reference (s):**

7. **Annexures:**

8. **Document Change Record:**

Review #	Review Date (dd-mm-yyyy)	Description of Change	Identification of Change
03	13-May-2015	Change in new format	Choose an item.
04	04-Feb-2016	Formatting as per service line. Change in document no.	-
05	27-May-2021	Documentation changes in process/ procedure and Documentation.	5.3 & 5.4.2