1- ORAP: Information

Background information

Start date:	End date:
Hospital:	Surgical suite:
No. of rooms:	No. of surgeries during past year:

Item	No.	Remarks
No. of surgeons affiliated to the suite		
No. of anesthetists affiliated to the suite		
No. of nurses affiliated to the suite		
No. of auxiliary staff affiliated to the suite		

Type of surgery performed in surgical suite

Type of surgery	Yes	No		Yes	No
Emergency surgery			Renal surgery		
Trauma surgery			Pediatric surgery		
General surgery			Neurosurgery		
Orthopedic surgery			Cardiothoracic surgery		
Plastic surgery			Gynecological surgery		
Vascular surgery			Ophthalmic surgery		
Other (specify)			Ear, nose and throat		

Recovery in surgical suite

Ref.	Item	Yes	No	Remarks
	Dedicated recovery area			

Remarks

2- ORAP: Policies and Procedures

Policy and procedures

Ref.	Item	Available	Unavailable	Comments
Correct patient correct site				
1.8	Patient identification			
1.8	Surgical site marking			
1.8	Time out			
Maintenance of respiratory function				
3.6	Difficult airway			
3.9	Patient fasting			
Risk of blood loss				
4.4	Peripheral line insertion			
4.4	Central line insertion			
Medication safety				
5.2	Patient identification			
5.4	Drug administration – on behalf			
5.12	Medication adverse event			
Surgical site infection				
6.1	Prophylactic antibiotics			
6.5	Sterilization			
6.6	Hair removal			
6.8	Hand disinfection			
6.11	Postoperative oxygen therapy			
6.13	Preoperative smoking cessation			
6.17	Postoperative wound dressing			
6.18	SSI surveillance			
6.20	Cleaning policy			
6.22	Operating room infection control			
Instrument retention				
7.4	Cavity exploration before closure			
7.4	Count discrepancy			

Staff training

Ref.	Item	< 2 YEARS	Not done	Comments
3.5	Difficult airway			
3.7	Regional anesthesia			
	Infection control			
6.23	Doctors			
6.23	Nurses			
6.23	Auxiliary staff			
	Surgical skills			

3- ORAP: Essential Equipment

Tools and equipment for operating room number:

Ref	Item	Yes	No	Remarks
	General			
1.3	Permanent skin markers			
2.2	Oxygen canisters			
2.2	Central oxygen supply			
2.3	Pulse oximetry			
2.5	Hemodynamic monitor with alarms			
2.7	Temperature probe			
2.8	Body warmer			
2.9	Blood warmer			
2.10	Electroencephalography			
2.11	Cardiac defibrillator			
2.12	Nerve stimulator			
3.12	Suction facility			
4.7	Haemostatic devices			
6.5	Sterility indicators			
6.16	Water proof gowns			
6.16	Disposable plastic drapes			
7.6	Radio-labeled sponges			
9.2	Imaging display lanterns			
9.4	White board			
	Anesthetic machines			
2.4	Airway pressure			
2.4	Tidal volume			
2.4	Minute volume			
2.4	Analysis of inspired oxygen			
2.4	Oxygen lack alarm			
2.4	Capnography			
2.4	Volatile agent analyser			
	Difficult airway			
3.4	Stylet			
3.4	Elastic bougie			
3.4	Laryngeal masks			
3.4	Fiberoptic intubation			
	Medication storage			
5.10	Orderly			
5.10	High alert drugs secured			
5.10	Look alike separated			
5.10	Sound alike separated			
5.10	No medication without labels			
5.10	No expired medication			
	Emergency drugs reachable			
5.1	Available at convenient place			
5.1	Corticosteriods			
5.1	Adrenaline			
5.1	Ephedrine			
5.1	Calcium			
5.1	Atropine			

4- ORAP: Safe practices

Following patient number:

Type of surgery:

Ref	Item	Yes	No	NA	Remarks
	Patient				
1.1	Wearing identification wristband				
1.1	Full name on wristband				
1.1	Date of birth on wristband				
6.14	Had a preoperative shower (ask patient)				
6.7	Had his surgical site hair removed (ask patient)				
6.7	Had his surgical site hair shaved (ask patient				
	Team				
1.4	Confirmed patient identification (with patient)				
1.4	Verified patient informed consent (with patient)				
1.4	Verified surgical procedure (with patient)				
1.5	Surgeon marked surgical site (with patient)				
1.6	Team members verified surgical site marking				
	Anesthetist				
2.1	Present at all times				
4.5	Inserted two peripheral lines				
4.6	Inserted a central line before incision				
3.2	Assessed difficult airway				
	Assessed endotracheal tube placement by				
3.8	Hearing breath sound				
3.8	Listening to gastric ventilation				
6.4	Antibiotic prophylaxis administered in OR				
	General				
6.15	Surgeon(s) wearing mask and head cover				
6.15	Anesthetist wearing mask and head cover				
6.15	Nurse wearing mask and head cover				
6.15	Auxiliary staff wearing mask and head cover				
9.2	Images displayed on lanterns				
6.7	Hair removal in OR				
6.7	Hair shaving in OR				
	Nurse				
7.2	Knows number of instruments				
7.2	Knows number of needles and blades				
7.2	Knows number of sponges				
7.2	Have the numbers been double checked				
7.2	Have the numbers been documented				
	Time out				
1.7	Team performed a standard time out				
1.7	Surgeon stated patient name				
1.7	Surgeon stated type of surgery				
1.7	Surgeon stated surgical site				
1.7	Team confirmed above data				
4.3	Team discussed expected blood loss				

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4.3	Team confirmed availability of blood products				
4.3	Team confirmed adequacy of IV access				
6.4	Team confirmed antibiotic prophylaxis				
9.1	Surgeon stated how long surgery would take				
9.1	Surgeon declared surgical critical steps to team				
9.1	Surgeon declared special equipment required				
9.1	Surgeon declared likely deviation from routine				
9.1	Anesthetist declared any resuscitation concerns				
9.1	Anesthetist declared co-morbidity concerns				
9.1	Nurse comments on equipment availability				
9.1	Nurse comments on equipment function				

Monitoring

2.3	Oxygen saturation displayed on monitor				
2.4	CO_2 in expired air displayed on monitor				
2.5	Heart rate/blood pressure displayed on monitor				
2.6	Upper and lower limit alarm set for above data				
2.6	Documentation of O_2 saturation, HR and BP				
2.6	Documentation done every 5 minutes				

Medication

5.8	Syringes labeled				
5.8	Labels include drug name / concentration				
5.9	Double checking before drug administration				

Surgeon

| 7.5 | Explored cavity before closure | | | | |

Nurse

7.2	Checked number of instruments				
7.2	Checked number of needles and blades				
7.2	Checked number of sponges				
7.2	Double checking of numbers				
7.3	Numbers (tally) declared to surgeon				

Team

| 9.3 | Discussed postoperative plan | | | | |

Pathology specimen labeling

8.1	Full name				
8.1	Date of birth				
8.2	Anatomical description				
8.3	Double check label data				

Auxiliary staff

| 6.21 | Cleaned operating room | | | | |

Patient

| 6.12 | Receiving oxygen during recovery | | | | |

5- ORAP: Documentation

File of patient number (after surgery):

Ref	Item	Yes	No	Remarks
	General			
1.2	Informed consent			
3.3	Difficult airway assessment			
4.1	Blood risk assessment			
4.2	Evidence of blood reservation			
5.7	Allergies sheet			
5.11	Medication adverse event			
	Antibiotic prophylaxis			
6.3	Timing			
6.3	Antibiotic			
6.2	Personnel responsible			
	Surgical notes			
9.4	Main procedure			
9.4	Secondary procedures			
9.4	Details			
9.4	Blood loss			
9.4	Signature			
	Anesthetic notes			
9.4	5 minute vital signs recording			
9.4	Medication administration			
9.4	IV fluids			
9.4	Periods of instability			
9.4	Signature			
	Nursing notes			
9.4	Preoperative sponge count			
9.4	Preoperative needle and scalpel blades count			
9.4	Preoperative instrument count			
9.4	Post-operative sponge count			
9.4	Post-operative needle and scalpel blades count			
9.4	Post-operative instrument count			
9.4	Two person responsible for counts			
9.4	Two signature			
	General			
9.4	Revealed correction			