

THE UNIVERSITY OF TOLEDO MEDICAL CENTER STERILE PROCESSING DEPARTMENT PROCEDURE

SUBJECT: CASE CART SET UP

PROCEDURE NO: SP1-5

PROCEDURE STATEMENT

Sterile Processing will to set up surgical case carts for scheduled, trauma and stat cases.

PURPOSE OF PROCEDURE

To assure that the required supplies are available for the O.R. and OPS at the time needed.

PROCEDURE

1. The O.R. will call Sterile Processing when Case Cart Pick Tickets are ready. The OR will either tube them down to SPD or SP personnel will pick up the pick tickets when called.
2. Pick Tickets are sorted according to location (OPS or the OR) and by the time of the case.
3. Cases are pulled in order of location (OPS or OR) and procedure time. (7:30, 8:00, 8:30, etc.)
4. Quantity issued will be entered next to each item as it is pulled.
5. Any missing items are written on orange sticker and placed on top of front page of pick ticket.
6. The person setting up the case cart will initial the pick ticket. Place the pick ticket in the gray bin for that cart.
7. All trauma carts should be checked every morning to make sure they are available.

Reviewed/Revised
2007, 2010, 1/28/2014