

## OPERATING ROOM GUIDELINE GENERAL

**Guideline:** Creating resource maps

**Policy Number Superseded:**

**Responsibility:** OR personnel using Electronic Medical Record (EMR)

**Purpose of Guidelines:** Every procedure scheduled in the OR will have a resource map (aka case card) containing the most current information available for OR staff to use to provide patient care. The purpose is to provide a consistent and cohesive process for creating resource maps to use for every procedure.

### **Procedure:**

- (A) At the time a procedure is scheduled, a resource map is identified for a specific procedure. When no resource map exists, one will be created.
- (B) The scheduler will notify the appropriate service co-ordinator or designee when a resource map doesn't exist for a procedure.
- (C) The service co-ordinator will develop and initiate a resource map for the procedure.
- (D) The newly created resource map should then be validated with the surgeon prior to the scheduled procedure. The assigned circulator should verify the resource map and make changes as required if it cannot be validated with the surgeon before the scheduled surgery.

Approved by:

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