



जवाहरलालस्नातकोत्तरआयुर्विज्ञानशिक्षाएवंअनुसंधानसंस्थान  
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(स्वास्थ्यएवंपरिवारकल्याणमंत्रालय, भारतसरकारकेअधीनराष्ट्रीयमहत्वकासंस्थान)  
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## DEPARTMENT OF NURSING SERVICES

### DUTIES AND RESPONSIBILITIES OF NURSING OFFICERS IN OPERATION ROOM

#### REPONSIBILITIES OF SCRUB NURSE IN OT

1. He / She is the member of the surgical team who prepares and preserves a sterile field in which the operation take place.
2. The scrub nurse works directly with the surgeon within the sterile field, passing instruments, sponges and other needed articles/items during the procedure.
3. The scrub nurse must check for case record of the patient for informed consent and "Sign In" part of check list which includes confirmation of NPO status, skin preparation, Site marking, Vitals, History of allergies, loose tooth, dentures, wearing any kind of ornaments and Pre operative orders / Pre anesthesia orders are carried out.
4. Communicate with the patient, ensure comfort and reassure them.
5. Ensure that the circulating nurse has checked all the equipment and consumables needed for the surgery.
6. Ensure that the theatre has been cleaned before the trolley is set.
7. Ensure the sterility of trays, instruments, linen and other items needed for surgery.
8. Prepare own self by using sterile technique like scrubbing, gowning and gloving.
9. Receive sterile equipment via circulating nurse using sterile technique.
10. Prepare the instruments and equipment needed for the surgery.
11. Perform initial sponges, instruments and needle count, checks with circulating nurse and ensure those counts are written legibly on the counts board by circulating nurse.
12. Provide assistance for gowning and gloving to the surgeon and assistant surgeon as soon as they are scrubbed(if needed)

13. Actively participate in the "Time out" part of the checklist.
14. Drape the patient with the help of surgeon aseptically according to the surgery.
15. Ensure the working condition of all equipments including diathermy, energy devices, suction etc. before surgeon makes incision on the patient.
16. Prepare sutures and needles according to the surgery.
17. Maintain sterility throughout the procedure.
18. Do the sponge/instruments count/surgical needles count before closure of any cavities/ anastomosis /rectus closure/ before and after skin closure.
19. Should cover the exposed viscera like bowel or any organ with warm wet pads to prevent dried by exposing to external environment.
20. Every instruments as well as tissues must be handled gently with respect and care.
21. Watch the field/procedure and assist anticipating the surgeon's needs.
22. Pass the instrument in a decisive and positive manner as needed in the procedure.
23. Watch out for hand signals to ask for instruments and maintain instruments, energy equipments as clean as possible by wiping it with moist sponge.
24. Notify circulating nurse if you need additional instruments as clear as possible.
25. Always keep 2 sponges on the field throughout the procedure.
26. Save and care for tissue specimen according to the hospital policy.
27. At the time of closure, confirm the count of sponges and instruments with circulating nurse as documented in the counts board.
28. Informs the surgeon regarding counts before starting closure. If counts are incorrect, do not allow the surgeon for closure. Take all measures to search for the missing count and inform the Senior Nursing Officer on duty. If not found even after thorough checking, inform the same to the surgeon and document it in the operation record and OT Register( Both scrub and circulating Nurse)
29. Ensure "Sign Out" part of the checklist is done by the circulating nurse.
30. Assist the surgeon in performing dressing over the surgical site, clean the patient and ensure no blood stains left on patients. Cover the patient appropriately with gown and clean linen.
31. Shift the patient to the transport trolley after extubation.
32. Ensure sharps are discarded in sharps container, Clears away used instrument and

equipment. Wash fine and micro instruments to ensure its safety.

33. Ensure appropriate labeling of the specimen by the surgeon and OT assistant places the specimen in the specimen rack.
34. Sign in the OT register for the correct counts.
35. Once instruments washed, assemble the trays as per the tray setting book and send it for sterilization.
36. Ensure cleaning of OT done between the cases appropriately.
37. Do fillings. Supervise terminal cleaning of the OT and set the theatre ready for next day or to utilize for any emergency case.
38. Ensure the OT is locked and key is handed over to EMS OT.

#### **RESPONSIBILITIES OF CIRCULATING NURSE IN OT**

1. Send DRL with trolley and patient transfer slip to ward to bring the patient after confirming with surgeon/anesthetist and ward nurse.
2. Ensure AC is switched on and temperature is maintained between 19 -21 degree Celsius and humidity at 50-60%.
3. Ensure theatre floor is carbolicised by OT Attender and wall, OT light, OT table and trolleys by OT Assistant.
4. Ensure that OT Technician/OT Assistant checks all equipment such as diathermy machine, warmer suction machine, OT light and OT table for its proper functioning.
5. Ensure a clean sheet, arm board and a head ring is placed on the OT table by the OT Assistant.
6. Collect necessary trays, equipments and consumables needed for surgery.
7. Help the scrub nurses in setting up the trolley and assist with counts and records.
8. Read "Sign In" part of surgical checklist loudly and document once the patient is wheeled in to the OT.
9. Write the counts board legibly regarding the patient details, identification number, diagnosis, proposed surgery and all the sponge and special instrument counts after verifying with the scrub nurse.
10. Assist the anesthetist in positioning the patient along with OT Technician/ Assistant.

11. Assist the surgeon in positioning the patient as per the proposed surgery.
12. Ensure that all safety measures are taken care (proper alignment of body parts, placing safety straps, protecting the pressure points and securing neutral plate).
13. Cover the patient appropriately and expose only the required area for skin preparation.
14. Catheterize the patient as indicated by the anaesthesiologist/Surgeon (for female patients).
15. Perform skin preparation as per the department policy.
16. Perform "Time Out" part of checklist along with all team members before giving skin incision.
17. Remain in theatre throughout the surgery.
18. Update family members about the status of surgery when surgery is in process.
19. Replenish and record sponges, instruments and needles as per need.
20. Ensure the theatre door remains closed and patient's dignity and sterility is maintained throughout the procedure.
21. Watch for any breach in aseptic technique. If so, inform immediately to the surgeon and the senior nursing officer.
22. Assist with final sponge and instruments count as documented in counts board along with the scrub nurse for consensus.
23. Ensure availability of bed in the ICU/RR/Ward (for elective cases) as per the plan of anesthetist/Surgeon.
24. At the end of surgery, Perform "Sign Out" part of checklist.
25. Help the scrub nurse in removing and disposing the drapes.
26. Assess the patient skin for any sign of pressure injury or thermal or electric burns.
27. Help the anesthetist to prepare the patient for transporting to the recovery room.  
Ensure that the tubes and drains are taken care while shifting the patient.
28. Assist the scrub nurse, taking the instruments to the wash room.
29. Affix Signature on the OT register for the correct count of instruments, sponges, needles etc., that are used for the surgery.
30. Ensures that all the specimen are properly labeled by the surgeons and placed in the specimen rack by the OT Assistant/Attender.

31. Once instruments are washed, assemble the trays as per the tray setting book and send it for sterilization.
32. Supervise the cleaning of OT being done in between cases.
33. Do fillings. Supervise terminal cleaning of the OT and set the theatre ready for next day or to utilize for emergency case.
34. Ensure the OT is locked and key is handed over to EMS OT.

**RESPONSIBILITIES OF NURSES IN PRE OPERATIVE HOLDING AREA(SSB):**

1. Keep the pre-operative area ready to receive the pre-operative cases from various units.
2. Ensure multipara monitors, suction, O2 flow meters are in working condition.
3. Ensure crash cart is available with all drugs and equipments needed to handle any emergencies like reintubation or cardiac arrest.
4. Once a patient is received for surgery in the pre-operative area, she has to identify the patient by making the patient to verbalize their name with their husband/father name and with the patient case record.
5. Receive post operative patients and monitor for complications of surgery and anesthesia (consciousness, vitals, Hypothermia, leaking from surgical site/ drains/ invasive lines and distension of abdomen etc.)
6. Transfer the patient only after getting the written order from the concerned Anesthetist/Surgeon. Confirm the availability of bed in ICU/Ward before shifting.
7. Ensure safety of patient while transporting in and out of the operating room.

## GENERAL RESPONSIBILITIES OF NURSES IN OT

1. Should reach for duty on time and report to Senior Nursing Officer.
2. Should be aware of your duties and responsibilities.
3. Should come in proper uniform. Ensure beard is well trimmed (for males), no hanging jewellerys, no nail polish and nails are cut short.
4. Should possess sound knowledge about surgical asepsis, Principles of sterile technique, OT protocols, procedure, initial and terminal cleaning of OT after all surgeries.
5. Any untoward incidents should be reported immediately to Senior Nursing Officer on duty.
6. Oriented to the availability of all instruments, equipments and consumables in the store.
7. Replacing all the used items in their respective place after cleaning, disinfecting and sterilization.
8. Scope items and instruments are to be washed, disinfected, dried and kept in their respective containers / sending for ETO or plasma sterilisation.
9. Ensure weekly cleaning and fumigation done in the OTs.
10. Ensure the safety of controlled drugs in the absence of Senior Nursing Officers.
11. Attending call duty for emergency cases.
12. Follow HICC protocols and Bio medical waste management protocols.
13. Do Evening and Night duties in emergency OTs. Inventory checking during each shift change in all emergency OT's.
14. Actively participate in weekly discussions in Operating room. Ensure active participation in CNE related to OT Topics.
15. Check the medication for its expiry once in a month and maintain register for the same.
16. Any other duties assigned by the higher officials from time to time.



Prepared and Approved by CHIEF NURSING OFFICER  
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