

## Clinical Standard Operating Procedure (SOP)

# THEATRE STANDARDS

**SETTING** Operating Theatres Trust-wide

**FOR ALL STAFF** Who have been appointed to, or have a subsidiary role involving work in a theatres environment. For all staff working in UH Bristol and Weston Theatres.

## RATIONALE

Theatre etiquette is a conventional code of conduct that defines the way we work and enhances patient care and safety. Patients are often very aware of the way in which we present ourselves.

The following points should be adhered to wherever possible.

## DRESS

- Ensure you wear theatre scrubs that are serviceable and fit correctly, and wear hats and clean footwear at all times. Ensure the theatre hat covers your hair.
- Long sleeves are not allowed, even under theatre tops.
- Observe the Trust jewellery policy at all times.
- Do not enter or “breach” the sterile environment unless correctly dressed in theatre attire.
- Refer to Trust uniform policy.
- Ensure surgical mask worn correctly (covering nose and mouth) with in the perioperative setting.

## COMMUNICATION

- Initiate the team leader in theatre safety briefing before start of lists.
- If needing to leave theatre for personal reasons ensure a member of the team knows you are leaving.
- Be silent or talk quietly whilst in theatre.
- All communication to the operating surgeon must be made via the Scrub Practitioner or Anaesthetist.
- Alert the surgical team of any unforeseen equipment problems which have not already been highlighted in the safety briefing.
- All matters relating to theatre list administration/case allocation should be addressed to the theatre lead or to the floor co-ordinator.
- Inform Post Anaesthetic Care Unit (PACU) as per local arrangements prior to leaving theatre to ensure swift and efficient handover.
- Liaise with wards to coordinate the safe transfer of patients to the ward.

## ATTITUDE AND PROFESSIONALISM

- Personal issues should not inhibit your work performance – if there are compassionate problems speak to your line manager.
- Skill mix is established to allow optimum care of the patient and to ensure a professional approach and attitude at all times.
- Shift start times are established to enable lists to start on time, please be changed and in designated area at shift start time to ensure the preparation of theatre.

- Avoid gathering outside anaesthetic rooms to discuss issues once the patient has arrived.
- As a courtesy to the patient, do not enter the anaesthetic room whilst the patient is being anaesthetised.
- Avoid entering or leaving theatre through doors connecting directly onto the main theatre corridor – they are for patient bed use only. Local arrangements must be adhered to in theatres where there are no anaesthetic rooms.
- Intubation and extubation requires a calm atmosphere – avoid moving any equipment at this time.

## TELEPHONE / BLEEP

- Mobile phones should not be used whilst in the perioperative environment for personal use including social media tasks/texting. These tasks should be limited to use in coffee rooms.
- Bleeps should be answered in a timely manner and acted upon appropriately.
- Depending upon importance level either take a message/phone number or when appropriate inform the necessary staff member observing protocol.

## SAFETY

- Never touch or approach sterile personnel or equipment unless you are scrubbed and gowned.
- Avoid duplicating tasks delegate with clear instructions.
- Ensure all patient drugs are disposed of in line with Trust drug policy between each patient.
- Ensure all drugs are removed from the anaesthetic machine on theatre close down.
- Do not place rucksacks/bags in anaesthetic rooms or other patient areas, please use lockers provided these can cause a trip/falls hazard.
- Don't attempt tasks you are not competent to undertake.
- Observe the 5 Steps to Safer Surgery, (Team Brief, Sign in, Time out, Sign out, Debrief) (WHO) and complete all patient documentation fully.
- Complete all admin/paperwork functions thoroughly and accurately.
- Only remove used trays and equipment once all checks have been carried out and the surgeons no longer require them, in accordance with the policy for checking of countable items, including Swabs Sharps and Disposable items.

## FOOD

- Eating by staff in the operating theatre is prohibited.
- In exceptional circumstances e.g. during long procedures, non-scrubbed theatre personnel are permitted to eat/drink in the anaesthetic room but should use the staff room for eating wherever possible and never eat in the main perioperative corridor as fasted patients for other theatres could pass by.
- Never consume food or drinks when setting up the anaesthetic room.
- Lids are to be used on all hot drinks whilst being transported from staff coffee rooms.
- Prior to returning to theatre the work bench is to be cleaned using a universal sanitising wipe.
- Hands are to be decontaminated prior to returning to theatre.

## MISCELLANEOUS

- Ensure all specimens are correctly accounted for as per Trust Transport of Specimens

Policy.

- Ensure all patient documentation and belongings accompany patient from theatre.
- It is a legal requirement for the names of anyone present during an operation to be recorded.
- Ensure theatre electronic record has been completed for each patient before leaving theatre.

## PHILOSOPHY

- Above all remain adaptable in approach.
- Treat the patient with respect at all times.
- Stay professional at all times.
- Maintain effective transfer of information.
- Observe Trust policies and protocols.
- Observe sterile areas correctly especially when entering theatre.

## REFERENCES

Association for Perioperative Practice (2016) **Standards and Recommendations for Safe Perioperative Practice**. Harrogate, AfPP

Health and Care Professions Council (2016) **Standards of conduct, performance and ethics**. [www.hcpc-uk.org](http://www.hcpc-uk.org) (accessed January 2021)

National Patient Safety Agency (2009) **WHO Surgical Checklist**. [www.nrls.npsa.nhs.uk/resources](http://www.nrls.npsa.nhs.uk/resources) (accessed January 2021)

Nursing and Midwifery Council (2015) **Professional Standards of practice and behaviour for nurses and midwives**. [www.nmc-uk.org/Nurses-and-midwives/The-code](http://www.nmc-uk.org/Nurses-and-midwives/The-code) (accessed January 2021)

### RELATED DOCUMENTS

Trust jewellery policy

[REDACTED]

Transport of Clinical Specimens Policy

[REDACTED]

Policy for the Checking of Countable Items including Swabs Needles and Instruments [REDACTED]

### AUTHORISING BODY

Theatre Exec

### SAFETY

None

### QUERIES

[REDACTED], matron, [REDACTED].

[REDACTED], Periop Education team, [REDACTED]  
[REDACTED] clinical director theatres.