

# ENT Theatres SOP

## Standard Operating Procedure

### Title: Intraocular Lens implantation ENT Theatres

<b>Subject</b>	Intraocular Lens Implant Management
<b>Background</b>	<p>To Ensure correct lens Implant Insertion</p> <p>All patients undergoing an invasive procedure where an intraocular lens, hereafter known as IOL, is inserted must undergo additional safety steps as described below.</p> <p>Definitions:  <b>Intraocular lenses (IOLs)</b> are medical devices that are implanted inside the eye to replace the eye's natural <b>lens</b> when it is removed during cataract surgery.  <b>Special lens</b> – are IOLs that need to be specially ordered.</p>
<b>Assessment</b>	An audit of compliance will take place after 3 months of implementation by the Ophthalmology Deputy team leader.
	<p><b>1. Pre-operative communication by the operating team is essential to plan for specific requirements.</b></p> <p>Required Intraocular lens (IOL) are identified by lens power and strength during the pre-operative assessment and must be recorded on the patient care pathway and Medisoft at the pre-operative check.</p> <p><b>2. Efficient management and ordering of stocks. There should be a named person responsible for stock availability and ordering.</b></p> <p>Appendix 1 defines the full range of IOLs kept within the bank of stock.</p> <p>The bank of stock lenses is stored in a locked cupboard outside ENT theatre 3. The keys for this cupboard are locked in the key cupboard in ENT theatre office.</p> <p>At the end of each list the Nurse in Charge is responsible for notifying an appropriately trained person (see appendix 2 for details) of lenses used in order for the bank of stock to be replenished.</p> <p>Lenses are ordered by an appropriately trained person regularly in order to maintain the defined stock bank (appendix 1)</p>

Version 1	Author: D Wood	Ref SA0227	Link to policy/guideline
Approval date October 2017	Approval mechanism Speciality Governance	Review date October 2019	

### **Special Order lenses**

When a special lenses is required the pre assessment clinic nurse will contact an appropriately trained person (Appendix 2) to place the order.

When the lens is received into ENT Theatres it is labelled and stored in the special order lens box at reception.

The Ophthalmic secretary is informed of arrival by an appropriately trained person so that the patient can be listed for surgery.

Where a special lens is identified as required at the weekly planning meeting the Site Co-ordinator performs a check to ensure it has been received and is appropriately labelled.

The presence of a special order lens must be checked at team brief using the same checks as a standard IOL insertion.

Special order lenses are ordered as one plus a spare. At the end of procedure it must be confirmed with the surgeon whether to return the spare or to check if it is required for other eye.

### **3. For every procedure the five steps to safer surgery must take place:**

- Team brief
- Sign in
- Time out
- Sign out
- Debrief

### **4. The team brief is used to do an implant check. Do we have the correct implant? Has the implant availability been checked?**

During team brief required lenses are identified by the operating surgeon by lens power and type for each patient, but **NOT** brought into theatre.

### **5. Time out**

At time out, the patient's details, lens power and type and side of surgery are confirmed.

The details are displayed on Medisoft, confirmed on patient care pathway and also recorded on the white board in theatre by Medical staff.

At this time the lens may be brought into theatre.

### **6. The procedure should be stopped while the implant is verified with an "implant time out" before opening which includes the scrub nurse, the surgeon and covers the details below:.**

Immediately prior to lens insertion a further STOP and verbal recheck

should be performed confirming lens power and type, checking with Medisoft, patient care pathway and white board. The check should include circulating staff, scrub staff and surgeon.

**7. Correct recording of implant insertion should be added to the patient notes including the operation record, care plan, and via specialty specific registers if applicable.**

After insertion lens stickers are placed into the care pathway, theatre implant book and onto the lens reorder sheets. The empty lens box placed on the side to ensure that all lenses used during the list are reordered.

After completion of each procedure lens details from the white board need to be erased by medical staff.

At the end of the operating list check all the lens boxes against the implant book, the lens ordering sheet is then placed in the theatre order box at reception.

Lenses are ordered after use by an appropriately trained person in order to maintain the stock bank.

## Intraocular Lens implantation Flow chart

### Pre operative

- Intraocular lens (IOL) identified by lens power and strength during the pre-operative assessment
- Lens power and type recorded on Patient Care Pathway and Medisoft

### Team brief

- Lenses required are identified by the operating surgeon by lens power and type for each patient, but **NOT** brought into theatre

### Time out

- Patient's details, lens power and type and side of surgery are confirmed
- Details are displayed on Medisoft, confirmed on patient care pathway and recorded on the white board in theatre by Medical staff
- The lens may be brought into theatre

### Implant time out

- Immediately prior to lens insertion a further STOP and verbal recheck is performed confirming lens power and type, checking with Medisoft, patient care pathway and white board. The check should include all circulating staff, scrub staff and surgeon

### Post Operative

- After insertion lens stickers are placed into the care pathway, theatre implant book and onto the lens reorder sheets. The empty lens box placed on the side to ensure that all lenses used during the list are reordered
- After completion of each procedure lens details from the white board need to be erased by medical staff.
- At the end of the operating list check all the lens boxes against the implant book, the lens ordering sheet is then placed in the theatre order box at reception.
- Lenses are ordered after use by an appropriately trained person in order to maintain the stock bank.

## Appendix 1

Definition of full range of stock (Stock Bank)

Insert full list

Version 1	Author: D Wood	Ref SA0227	Link to policy/guideline
Approval date October 2017	Approval mechanism Speciality Governance	Review date October 2019	

## Appendix 2

Detailed list of Appropriately Trained Persons who can order stock and special lenses

Diane Wood Team leader ENT Theatres  
Linda Sanderson ENT Theatre clerk  
Sarah Pollard Theatre Practitioner ENT Theatres  
Katharine Keegan Deputy team leader ENT Theatres  
Karen Walker Deputy Team leader ENT Theatres

Version 1	Author: D Wood	Ref SA0227	Link to policy/guideline
Approval date October 2017	Approval mechanism Speciality Governance	Review date October 2019	