

SOP

Standard Operating Procedure

Title: Process for changes to Operating lists on day of surgery

Subject	What is the process to follow when making changes to the operating list
Background	Operating lists are regularly changed either at the start of the list during the briefing or during the list. This can be a change of order, correction of patient or procedure details. These changes are usually written on to the list by a member of the theatre team. Not all lists that are printed may be changed.
Assessment	Any changes made to the list should be updated on all operating lists. Changes to order should also be updated on the Galaxy system. If changes are not made this is a risk of sending for the incorrect patient, having the wrong equipment/implants available or performing the wrong procedure
Rule	<p>Changes to order should ideally be made at scheduling meetings prior to the day of surgery to prevent any confusion on the day of surgery</p> <p>Any changes to order or patient details that need to be made on the day of surgery must be discussed by the whole team at the briefing to take account of</p> <ul style="list-style-type: none"> • Patient arrival and fasting times • Equipment availability/issues • Staff availability with respect to skills • Need for interpreter • Anaesthetic/surgeon availability/skills • Potential to cause the patient to need an overnight stay <p>When changes have been agreed the details of those changes should be given to the Theatre Clerk to update on Galaxy and print new lists. When the Clerk is not available this must be done by a member of the theatre team.</p> <p>All original/incorrect printed lists should be removed from theatre and disposed of in the confidential waste.</p> <p>Wards should be contacted and informed of the changes. Copies of the updated list should be shared with the ward.</p>

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