

COVID-19 Checklist

Theatre Preparation

Prepare Anaesthetic Room

- Collect 'micro alert' trolley and PPE, ensure **orange long-cuff** gloves are available
- Set up donning station with donning checklist
- Ensure spare disposable hats available
- Collect COVID resource box from theatre front desk
- Prepare all airway, cannulation and invasive monitoring equipment
- Prepare basic drugs and airway trolleys to be used for intubation in theatre
- Ensure drug and airway trolley remains in anaesthetic room
- Ensure waste bin present adjacent to sink for doffing N95 mask
- Consider the use of baby monitors – available in tech storeroom

Prepare Operating Theatre

- Place COVID-19 signs on all theatre doors
- Remove all unnecessary equipment from theatre
- Take the COVID kit from front reception for set up
- Prepare anaesthesia machine, equipment and video-laryngoscope
 - Standard equipment checks
 - Remove all contents from anaesthetic machine drawers
 - Cover anaesthesia machine, syringe drivers and video-laryngoscope with clear plastic (including ultrasound as necessary)
- Position clinical waste bin near hand sanitiser and put up doffing cheat sheet
- Position all equipment for use including drugs and COVID airway trolleys
- Prepare all patient positioning equipment in theatre
- Dirty tray for used video-laryngoscope blade and other soiled equipment
- COVID intubation checklist available
- Ensure disposable pen set up at computer station for patient notes

Prepare Staff

- Team Huddle including patient positioning and any goals of care
- Confirm all surgical and anaesthesia equipment requirements
- Communicate clear airway and emergency plans including difficult airway trolley, defibrillator and who will attend emergencies
- Discuss means of communication between dirty and clean room (baby monitors/whiteboard)
- Location of all staff at induction and extubation:
 - Theatre – anaesthetist, intubating technician, scout nurse
 - Anaesthetic room – 2nd assistant - technician (anaesthetist if available)
 - Corridor – runner (technician or 3rd nurse) if available
- Empty all pockets
- Theatre nurse donned in PPE collects patient with HSA when ward ready
- Communicate which essential staff required in theatre during induction and extubation
- Inform TSSU and PACU – whole team understands plan
- Confirm cleaning, waste and dirty linen processes
- Remember to double glove

Prepare Transfer

- Communicate to ward nurse regarding patient transfer
 - Phone handover
 - Theatre nurse to change PPE and escort patient to ward
- Communicate to PACU
 - If patient is going to ICU **or** ward
 - Recover in theatre if required

