



BOTSWANA NATIONAL HEALTH QUALITY STANDARDS FOR CLINICS

8. Operating Theatre and Anaesthetic Services

These forms are designed to be used by both hospital personnel and external surveyors. The following information must be provided after each survey, before submitting the completed survey forms.

1. NAME OF HOSPITAL/CLINIC/FACILITY: _____

2. BASELINE/INTERNAL SURVEY INFORMATION:

Title and name of person who completed this document: _____

Post and position held: _____

Date of survey: _____

3. EXTERNAL SURVEY INFORMATION:

Name of external surveyor: _____

Date of external survey: _____

GUIDE TO COMPLETION OF FORM

N.B. Hospital staff are please to use BLACK ink at all times. The external surveyors are requested to use RED ink at all times.

Please circle the rated compliance with the criterion, e.g. NA (Not applicable), NC (Non-compliant), PC (Partially compliant), C (Compliant).

The default category affected is designated on the form for each criterion as follows:

1. patient and staff safety
2. legality
3. patient care
4. efficiency
5. structure
6. basic management
7. basic process
8. evaluation

The seriousness of the default is designated on the form for each criterion as follows:

1. mild
2. moderate
3. serious
4. very serious

Documents Checked

Surveyor:

Surveyor:



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8.1 Management and Staffing

8.1.1 Standard

The operating theatre and anaesthetic service is managed and staffed to provide a safe and effective service.

Standard Intent: Theatre management personnel work with organisational leaders to ensure adequate and suitable management processes and staffing of the theatre, anaesthetic service and recovery room.

The qualifications of those persons who administer anaesthesia in the clinic/healthcare centre are documented in accordance with current professional society standards. There may not be a formally constituted theatre users' committee, but the function must be performed at some level. Representatives of the theatre nursing staff should be included.

Privileges assigned to individuals may not be documented, but the organisation places restrictions on who may administer anaesthetics.

	Criterion	Comments Recommendations
Criterion 8.1.1.1 Critical: .. Catg: Basic Management + Efficiency Compliance NA NC PC C Default Severity for NC or PC = 3 Serious	A senior professional, who is suitably qualified and/or experienced, is in charge of the theatre and recovery area.	
Criterion 8.1.1.2 Critical: .. Catg: Basic Management + Efficiency Compliance NA NC PC C Default Severity for NC or PC = 3 Serious	Operating theatre rosters ensure that registered nurses with suitable qualifications and/or experience are present during all shifts, for theatre duties, anaesthetic assistance and for recovery room duties.	
Criterion 8.1.1.3 Critical: 0 Catg: Basic Process + Efficiency Compliance NA NC PC C Default Severity for NC or PC = 4 Very Serious	Anaesthesia is administered only by qualified practitioners, who are privileged by the organisation to do so.	



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Criterion 8.1.1.4 Critical: '' Catg: Basic Process + Patient Care Compliance NA NC PC C Default Severity for NC or PC = 3 Serious	Anaesthesia is commenced and terminated only in the presence of a staff member, whose sole duty it is to assist the anaesthetist, until such time as the latter indicates that assistance is no longer required.	
Criterion 8.1.1.5 Critical: '' Catg: Basic Management + Efficiency Compliance NA NC PC C Default Severity for NC or PC = 3 Serious	There is at least one suitably trained and/or experienced anaesthetic nurse per operating theatre.	
Criterion 8.1.1.6 Critical: '' Catg: Basic Process + Patient Care Compliance NA NC PC C Default Severity for NC or PC = 3 Serious	Nurses who are trained in recovery room care are available until the patient has fully recovered.	
Criterion 8.1.1.7 Critical: '' Catg: Basic Process + Patient Care Compliance NA NC PC C Default Severity for NC or PC = 4 Very Serious	The anaesthetist is responsible for supervising the recovery period and authorising the patient's discharge.	



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8.2 Facilities, Equipment, Supplies and Medications

8.2.1 Standard

Facilities for safe surgical and anaesthetic care are provided and maintained.

Standard Intent: The design of the operating theatre provides space for the reception, anaesthesia, surgery, recovery and observation of patients. Access to the operating theatre suite is controlled. Anyone entering the area is required to change into theatre attire and wash their hands.

There are areas for the disposal and collection of used equipment and waste, including contaminated waste and sharps. Safe and adequate storage space for pharmaceutical and surgical supplies is available. This includes separate lockable cupboards for medicines requiring control in accordance with legislation or organisational policy and for inflammable substances.

Theatre personnel are provided with office facilities or a day station, a restroom, washrooms, toilets, changing facilities and a separate space for their personal clothing and theatre clothing.

There are facilities for scrubbing-up procedures in each theatre, with hot and cold running water and elbow-operated taps. There is an anaesthetist's chair, an operating table with Trendelenburg position control, at least one lateral padded straight arm support, and an infusion pole. Equipment for patients awaiting surgery includes blood pressure monitoring equipment, vacuum points with ancillary fittings and oxygen points with flowmeters and all ancillary fittings. Space and facilities are available for setting up surgical trays and for autoclaving instruments.

	Criterion	Comments
		Recommendations
Criterion 8.2.1.1 Critical: '' Catg: Basic Management + Physical Struct Compliance NA NC PC C Default Severity for NC or PC = 3 Serious	The design of the operating theatre complex provides space for the reception, anaesthesia, surgery, recovery and observation of patients.	
Criterion 8.2.1.2 Critical: '' Catg: Basic Management + Physical Struct Compliance NA NC PC C Default Severity for NC or PC = 3 Serious	Access to the theatre suites is controlled.	



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Criterion 8.2.1.3 Critical: '' Catg: Basic Management + Physical Struct Compliance NA NC PC C Default Severity for NC or PC = 3 Serious	There is direct access to the operating theatres from the receiving, scrubbing-up and recovery areas.	
Criterion 8.2.1.4 Critical: '' Catg: Basic Management + Physical Struct Compliance NA NC PC C Default Severity for NC or PC = 3 Serious	The accommodation for patients awaiting surgery is suitably equipped.	
Criterion 8.2.1.5 Critical: '' Catg: Basic Management + Physical Struct Compliance NA NC PC C Default Severity for NC or PC = 4 Very Serious	There is safe and adequate storage space for pharmaceutical and surgical supplies.	
Criterion 8.2.1.6 Critical: '' Catg: Basic Management + Physical Struct Compliance NA NC PC C Default Severity for NC or PC = 3 Serious	There is access to sterilisation and disinfection facilities.	
Criterion 8.2.1.7 Critical: '' Catg: Basic Management + Physical Struct Compliance NA NC PC C Default Severity for NC or PC = 3 Serious	There is a system for controlling the environmental temperature and humidity that ensures safe limits for anaesthetised patients (temperature between 22 degrees celcius and 25 degrees celcius and relative humidity between 40% and 70%).	



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Criterion 8.2.1.8 Critical: .. Catg: Basic Management + Physical Struct Compliance NA NC PC C Default Severity for NC or PC = 4 Very Serious	There is either an uninterrupted power supply (UPS) or a battery backup system for the theatre lamp which is regularly tested, with such tests being fully documented.	
Criterion 8.2.1.9 Critical: .. Catg: Basic Management + Physical Struct Compliance NA NC PC C Default Severity for NC or PC = 4 Very Serious	There is a functional operating theatre table which is regularly tested, with such tests being fully documented.	
Criterion 8.2.1.10 Critical: .. Catg: Basic Management + Physical Struct Compliance NA NC PC C Default Severity for NC or PC = 3 Serious	The theatre has a lockable refrigerator for medications, the temperature of which is measured and recorded daily.	

8.2.2 Standard

The anaesthetic equipment, supplies and medications used comply with the recommendations of professional anaesthetic organisations, or alternate authoritative sources.

	Criterion	Comments
		Recommendations
Criterion 8.2.2.1 Critical: .. Catg: Basic Management + Physical Struct Compliance NA NC PC C Default Severity for NC or PC = 3 Serious	The provision and use of anaesthetic mixture components and other peri-operative medication complies with the guidelines of a professional society or similar reputable professional body.	



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Criterion 8.2.2.2 Critical: '' Catg: Basic Management + Physical Struct Compliance NA NC PC C Default Severity for NC or PC = 3 Serious	The provision and use of breathing circuits complies with the guidelines of a professional society or similar reputable professional body.	
Criterion 8.2.2.3 Critical: '' Catg: Basic Management + Physical Struct Compliance NA NC PC C Default Severity for NC or PC = 3 Serious	The provision and use of ancillary equipment complies with the guidelines of a professional society or similar reputable professional body.	
Criterion 8.2.2.4 Critical: '' Catg: Basic Management + Physical Struct Compliance NA NC PC C Default Severity for NC or PC = 3 Serious	The provision and use of monitoring equipment complies with the guidelines of a professional society or similar reputable professional body.	
Criterion 8.2.2.5 Critical: '' Catg: Basic Management + Physical Struct Compliance NA NC PC C Default Severity for NC or PC = 3 Serious	An anaesthesia trolley is available for the exclusive use of the anaesthetist in each theatre.	
Criterion 8.2.2.6 Critical: '' Catg: Basic Process + Efficiency Compliance NA NC PC C Default Severity for NC or PC = 4 Very Serious	Expiry dates of medications are checked regularly, with documented records of such checks.	



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Criterion 8.2.2.7 Critical: .. Catg: Basic Management + Physical Struct Compliance NA NC PC C Default Severity for NC or PC = 3 Serious	A tracheotomy tray is available.	
Criterion 8.2.2.8 Critical: .. Catg: Basic Process + Efficiency Compliance NA NC PC C Default Severity for NC or PC = 4 Very Serious	Theatre personnel ensure that all equipment is included in the organisation's equipment replacement and maintenance programme.	

8.2.3 Standard

Emergency and protective equipment and supplies are provided in the operating theatre.

	Criterion	Comments
		Recommendations
Criterion 8.2.3.1 Critical: .. Catg: Basic Management + Physical Struct Compliance NA NC PC C Default Severity for NC or PC = 4 Very Serious	Emergency resuscitation equipment and supplies are available.	
Criterion 8.2.3.2 Critical: .. Catg: Basic Process + Pat & Staff Safety Compliance NA NC PC C Default Severity for NC or PC = 4 Very Serious	Emergency and resuscitation equipment and supplies have clearly defined instructions for use.	



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Criterion 8.2.3.3 Critical: 0 Catg: Basic Process + Pat & Staff Safety Compliance NA NC PC C Default Severity for NC or PC = 4 Very Serious	Emergency resuscitation equipment shows evidence of regular checking.	
Criterion 8.2.3.4 Critical: '' Catg: Basic Process + Patient Care Compliance NA NC PC C Default Severity for NC or PC = 4 Very Serious	There is a mechanism for summoning assistance in the operating theatre.	
Criterion 8.2.3.5 Critical: '' Catg: Basic Management + Physical Struct Compliance NA NC PC C Default Severity for NC or PC = 4 Very Serious	There is appropriate shielding and protective clothing in the presence of biohazards (including lasers) or radiographic equipment.	
Criterion 8.2.3.6 Critical: '' Catg: Basic Process + Pat & Staff Safety Compliance NA NC PC C Default Severity for NC or PC = 4 Very Serious	Hazard or warning notices are displayed.	



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8.2.4 Standard

Recovery room facilities and equipment are available to provide safe and effective care.

Standard Intent: The number of beds/trolley spaces in the recovery room provides sufficient space for at least one patient from each operating theatre that it services, and is sufficient for peak loads. The provision, use and maintenance of recovery room equipment comply with the guidelines for practice of the professional society.

	Criterion	Comments
		Recommendations
Criterion 8.2.4.1 Critical: '' Catg: Basic Management + Physical Struct Compliance NA NC PC C Default Severity for NC or PC = 3 Serious	The recovery area forms part of the operating theatre complex.	
Criterion 8.2.4.2 Critical: '' Catg: Basic Management + Physical Struct Compliance NA NC PC C Default Severity for NC or PC = 3 Serious	There are enough recovery beds for the patients from the operating theatre.	
Criterion 8.2.4.3 Critical: '' Catg: Basic Management + Physical Struct Compliance NA NC PC C Default Severity for NC or PC = 3 Serious	There is adequate lighting.	
Criterion 8.2.4.4 Critical: '' Catg: Basic Management + Physical Struct Compliance NA NC PC C Default Severity for NC or PC = 3 Serious	The provision, use and maintenance of recovery room equipment comply with the professional society's guidelines.	



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8.2.5 Standard

The sterilising and disinfecting unit is designed to allow for effective sterilising and disinfecting of equipment and supplies.

Standard Intent: Even in a small one-room unit, the separation of activity sites and the flow of work can be achieved by careful planning. There should be a dedicated area for cleaning equipment and instruments.

There are many methods of sterilising equipment. Whatever methods are used, the personnel need to ensure that the equipment used is effective. There must, therefore, be established systems for ensuring that sterility is obtained through the sterilisation processes.

The number of autoclaves required will depend upon the size of the clinic/healthcare centre and the services provided, how much is processed on site and how much is acquired pre-packed and sterilised and whether the needs of both the operating theatre suite and other departments/services are catered for.

	Criterion	Comments
		Recommendations
Criterion 8.2.5.1 Critical: '' Catg: Basic Management + Physical Struct Compliance NA NC PC C Default Severity for NC or PC = 3 Serious	The design of the sterilising and disinfecting unit and the layout of equipment ensure the flow of work from the soiled to the clean side of the unit.	
Criterion 8.2.5.2 Critical: '' Catg: Basic Management + Physical Struct Compliance NA NC PC C Default Severity for NC or PC = 3 Serious	There is a washing and decontamination area with stainless steel sinks and running water, and a sanitary sewage system.	
Criterion 8.2.5.3 Critical: '' Catg: Basic Management + Physical Struct Compliance NA NC PC C Default Severity for NC or PC = 3 Serious	There is a pre-packing area with storage facilities for clean materials.	



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Criterion 8.2.5.4 Critical: .. Catg: Basic Management + Physical Struct Compliance NA NC PC C Default Severity for NC or PC = 3 Serious	There is a storage area for sterile packs with racks that allow for an adequate circulation of air.	
Criterion 8.2.5.5 Critical: .. Catg: Basic Management + Physical Struct Compliance NA NC PC C Default Severity for NC or PC = 3 Serious	Adequate light and ventilation are available.	
Criterion 8.2.5.6 Critical: .. Catg: Basic Management + Physical Struct Compliance NA NC PC C Default Severity for NC or PC = 3 Serious	There are one or more autoclaves or their equivalents that are capable of sterilising porous loads (gowns, drapes and dressings), as well as wrapped and unwrapped instruments.	
Criterion 8.2.5.7 Critical: <input type="checkbox"/> Catg: Basic Management + Physical Struct Compliance NA NC PC C Default Severity for NC or PC = 4 Very Serious	Where ethylene oxide is used as a sterilising agent, the installation complies with relevant safety standards and legislation.	
Criterion 8.2.5.8 Critical: <input type="checkbox"/> Catg: Basic Process + Pat & Staff Safety Compliance NA NC PC C Default Severity for NC or PC = 4 Very Serious	Autoclave sterility is tested daily and the test results are recorded.	



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Criterion 8.2.5.9	The sterility of each pack is shown on indicator tapes that are suited to the processes used.	
Critical: ..		
Catg: Basic Process + Pat & Staff Safety		
Compliance		
NA NC PC C		
Default Severity for NC or PC = 4 Very Serious		

8.3 Policies and Procedures

8.3.1 Standard

Policies and procedures are developed relating to the activities in the operating theatre and anaesthetic service.

Standard Intent: Policies and procedures are necessary to guide the administration of the operating theatre and anaesthetic services to ensure the smooth operation of those services, and to ensure that personnel act swiftly and in a coordinated manner in an emergency. Those policies and procedures are made available to all theatre, recovery room and anaesthetic personnel, and are known and implemented.

Biohazards that need to be monitored and notified include radiation, laser and electrical hazards. Policies and procedures are available to ensure that informed consent is documented, the patient is correctly identified and the nature of and the site for surgery are correctly documented. Processes during the surgery, such as the use of instruments and counting procedures, are documented to ensure coordination and safety.

The implementation of policies will be assessed on site. For example, the assessor will require the person in charge to describe their performance step by step, while showing where and when/how to get the required equipment. At the same time, expiry dates, functioning of equipment and sterilisation issues will be checked.

	Criterion	Comments
		Recommendations
Criterion 8.3.1.1	There are written policies and procedures to guide the activities of the theatre and the anaesthetic service.	
Critical: ..		
Catg: Basic Process + Efficiency		
Compliance		
NA NC PC C		
Default Severity for NC or PC = 3 Serious		
Criterion 8.3.1.2	Policies and procedures are developed relating to the preparation of patients for surgery.	
Critical: 0		
Catg: Basic Process + Patient Care		
Compliance		
NA NC PC C		
Default Severity for NC or PC = 4 Very Serious		



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Criterion 8.3.1.3 Critical: .. Catg: Basic Process + Patient Care Compliance NA NC PC C Default Severity for NC or PC = 3 Serious	Policies and procedures are developed relating to intra-operative recording.	
Criterion 8.3.1.4 Critical: .. Catg: Basic Process + Patient Care Compliance NA NC PC C Default Severity for NC or PC = 3 Serious	Policies and procedures are developed relating to the anaesthetic service.	
Criterion 8.3.1.5 Critical: .. Catg: Basic Process + Patient Care Compliance NA NC PC C Default Severity for NC or PC = 3 Serious	There are guidelines relating to the administration of major regional anaesthesia.	
Criterion 8.3.1.6 Critical: .. Catg: Basic Process + Patient Care Compliance NA NC PC C Default Severity for NC or PC = 3 Serious	There are guidelines relating to the use of conscious sedation, where applicable.	
Criterion 8.3.1.7 Critical: 0 Catg: Basic Process + Pat & Staff Safety Compliance NA NC PC C Default Severity for NC or PC = 4 Very Serious	Policies and procedures comply with current guidelines of the professional society.	



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8.4 Pre-Operative and Operative Care

8.4.1 Standard

A pre-anaesthetic assessment is conducted and recorded.

Standard Intent: Because anaesthesia carries a high level of risk, its administration is carefully planned. The patient's pre-anaesthetic assessment is the basis for that plan and for the use of post-operative analgesia. The pre-anaesthetic assessment provides information needed to:

- select the type of anaesthesia to be administered and plan anaesthetic care
- identify any drug sensitivities
- safely administer the appropriate anaesthetic, and
- interpret the findings of patient monitoring.

An anaesthesiologist or other qualified individual conducts the pre-anaesthetic assessment.

Anaesthetic care is carefully planned and documented in the anaesthetic record. The plan considers information from other patient assessments and identifies the anaesthetic to be used, the method of administration, other medications and fluids, monitoring procedures and the anticipated post-anaesthetic care.

The anaesthetic planning process includes educating the patient and his or her family or decision-maker regarding the risks, potential complications and options related to the planned anaesthesia and postoperative analgesia. This discussion occurs as part of the process of obtaining consent for anaesthesia. The anaesthesiologist or the qualified individual who will administer the anaesthetic provides this education.

	Criterion	Comments
		Recommendations
Criterion 8.4.1.1 Critical: .. Catg: Basic Process + Patient Care Compliance NA NC PC C Default Severity for NC or PC = 3 Serious	An anaesthetic assessment of the patient is performed before the anaesthesia is administered.	
Criterion 8.4.1.2 Critical: .. Catg: Basic Process + Patient Care Compliance NA NC PC C Default Severity for NC or PC = 3 Serious	The medical assessment of surgical patients is documented before the start of the anaesthesia.	



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8.4.2 Standard

Each patient's physiological status is monitored and recorded during anaesthesia and surgery.

Standard Intent: The anaesthetist monitors and records the physiological status of the patient during anaesthesia, and enters the anaesthetic, drugs and intravenous fluids used in the patient's anaesthetic record.

The anaesthetist has access to the patient care notes and is familiarised with the findings of the medical examination. It is important that each health professional has access to the records of other care providers, in accordance with organisational policy.

	Criterion	Comments
		Recommendations
Criterion 8.4.2.1 Critical: '' Catg: Basic Process + Patient Care Compliance NA NC PC C Default Severity for NC or PC = 4 Very Serious	The patient's physiological status is continuously monitored and recorded during anaesthesia and surgery.	
Criterion 8.4.2.2 Critical: '' Catg: Basic Process + Efficiency Compliance NA NC PC C Default Severity for NC or PC = 4 Very Serious	The anaesthesia used is entered in the patient's anaesthetic record.	



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8.4.3 Standard

Each patient's post-anaesthetic status is monitored, and the patient is discharged from the recovery area in accordance with accepted guidelines.

Standard Intent: Physiological monitoring provides reliable information about the patient's status during the administration of anaesthesia and the recovery period. Monitoring methods depend on the patient's pre-anaesthetic status, anaesthetic choice and the complexity of the surgical or other procedure performed during anaesthesia. In all cases, however, the monitoring process is continuous and the results are entered into the patient's record.

Monitoring during anaesthesia provides the basis for monitoring during the post-anaesthetic recovery period. The on-going, systematic collection and analysis of data on the patient's status in recovery may support decisions about moving the patient to other settings and less intensive services. Only a suitably qualified and experienced registered nurse or designated member of the medical staff may carry out monitoring in the recovery area. Recording of monitoring data provides the documentation to support discharge decisions.

The anaesthetist or other qualified individual decides whether the patient can be discharged from the recovery area to the inpatient ward or from the organisation (as in the case of ambulatory anaesthesia). Standardised criteria developed by medical personnel are used to make discharge decisions. The decision to discharge the patient from the recovery area is entered into the patient's record. The time of arrival in and discharge from the recovery area are recorded. The signatures of those who handed over and those who received the patient are recorded.

	Criterion	Comments
Criterion 8.4.3.1 Critical: 0 Catg: Basic Process + Patient Care Compliance NA NC PC C Default Severity for NC or PC = 4 Very Serious	During the post-anaesthetic recovery period, patients receive monitoring appropriate to their condition.	Recommendations
Criterion 8.4.3.2 Critical: .. Catg: Basic Process + Efficiency Compliance NA NC PC C Default Severity for NC or PC = 4 Very Serious	Monitoring findings are entered in the patient's record.	
Criterion 8.4.3.3 Critical: .. Catg: Basic Process + Patient Care Compliance NA NC PC C Default Severity for NC or PC = 4 Very Serious	Established criteria are used to make decisions regarding the patient's discharge from the recovery room.	



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Criterion 8.4.3.4 Critical: '' Catg: Basic Process + Efficiency Compliance NA NC PC C Default Severity for NC or PC = 4 Very Serious	The decision to discharge the patient is recorded.	
Criterion 8.4.3.5 Critical: '' Catg: Basic Process + Efficiency Compliance NA NC PC C Default Severity for NC or PC = 3 Serious	Recovery area arrival and discharge times are recorded.	
Criterion 8.4.3.6 Critical: '' Catg: Basic Process + Efficiency Compliance NA NC PC C Default Severity for NC or PC = 3 Serious	The signatures of those handing over and those receiving the patient are recorded.	