

Process Flow Worksheet – Pre-Op – Standard Flow

Team: Peri-Op Services

Date: _____ **Sheet** _____ **of** _____

Process Description: Preop - Standard

Location: KRMC 2nd Floor Operating Room

Op	Description	Time								Inv	VA/NVA	Notes / Resp
		HUC	CNA	PAU RN	OR RN	A MD	S MD	Patient	Elapsed			
0	Patient arrives							0.0	0.0			
1	Verify patient identification	0.1							0.1			
2	Check patient into Epic	0.1							0.2			
2	Enter patient info into EPIC (RN assignment, assign to patient to bay)			0.1					0.2			
2	Acknowledge, sign and release orders			0.5					0.2			
3	Pull patient folder (consent, labels, orders)	0.1							0.3			Stays with patient
4	Reviewing folder contents and correct	0.1							0.4			
5	Call interpreter services / Lift Facilitator if needed	0.3							0.7			
6	Verify Care Partner arrangements	0.1							0.8			
7	Document family identity (i.e. visual description)	0.2							1.0			
8	Contact Desk / Lead to notify RN that patient is ready	0.1							1.1			
9	Contact RN to notify that patient is ready			0.3					1.4			
10	Travel to Family Lounge			0.1					1.5			
11	Greet Patient			0.1					1.6			
12	Patient / Care provider separation activity / conversation			2.0					3.6			
13	Move to scale			0.1					3.7			
14	Weight / Measure - Record height and weight on "note paper"			0.5					4.2			
15	Move to PSU and take body temp and ask std questions			0.5					4.7			
16	Record temp and responses questions on "note paper"			0.5					5.2			
17	Move patient to restroom and void			2.5					7.7			
18	Collect Sample if required			0.2					7.9			
19	Move to room			0.1					8.0			
20	Disrobe and gown up and place items in belonging bag							4.0	12.0			
20	Move urine to tester and test			1.0					12.0			

20	Travel to gather supplies (blood sugar, warm blankets)			1.5					12.0			
21	Open curtain when gown on - Complete Process Status Board							0.1	12.0			
22	Cover with warm blankets			0.3					12.3			
23	Review patient chart and verify correct patient, procedure			0.5					12.8			
24	Perform blood sugar test			1.0					13.8			
25	Assess vitals and chart in EPIC			2.0					15.8			
26	Measure legs and apply TED and SCD			2.0					17.8			
27	Start IV and band patient			2.0					19.8			Single Stick
28	Complete Process Status Board			0.1					19.8			
29	Surgeon travel to PSU delay							1.0	19.8			Variable Task - 60%
30	Update H&P in Epic							0.5	20.3			Variable Task - 60%
31	Perform site marking and answer questions							0.5	20.8			Variable Task - 60%
32	Complete Process Status Board							0.1	20.8			
33	Perform RN Assessment and enter data into system			5.0					25.8			
33	Circulator travels to PSU after drop off of patient in PACU					0.3			25.8			
34	Review Patient Chart / Patient at a Glance					2.0			27.8			
35	Verify procedure and consent with patient					1.0			28.8			
36	Complete Process Status Board					0.1			28.8			
37	Travel to PSU after patient work in PACU complete						0.3		28.8			
38	Review Chart / Patient at a Glance						0.5		29.3			
39	Assess and interview patient - verify info / confirm in EPIC.						2.0		31.3			
40	Perform physical evaluation qnd discuss anesth risk w/pt						2.3		33.6			
41	Premedicate patient and document						0.5		34.1			
42	Complete Process Status Board						0.1		34.1			
43	Travel to OR for case						1.0		34.1			
44	Travel to PSU to pull patient					1.0			34.1			Nextel Call
45	Move patient to OR					2.0			36.1			
46	Clean Room		2.0						36.1			
47	Clear Process Status Board		0.1						36.1			
		1.1	2.1	22.9	6.4	6.7	2.1		36.1			