



Current Status: Active

PolicyStat ID: 7435702



Origination: 06/2011
Effective: 01/2020
Last Approved: 01/2020
Last Revised: 01/2020
Next Review: 01/2023
Owner: *Roshelle Satterthwait: Dir
 Perioperative Svcs*
Policy Area: *Sterile Processing*
References:
Applicability: *WA - Kadlec Regional Medical
 Center*

Case Cart Picking, 32.15.07

Document Type: Policy

DESCRIPTION

This document describes the Case Cart Assembly, Delivery and Replenishment System policies and general procedures that establishes the methods and rules to manage case carts between SPD (sterile processing department) and the OR (operating room). The Case Cart Assembly, Delivery, Replenishment Policies, and the roles / responsibilities for the system operation are defined here.

PURPOSE

The purpose of this policy is to assure there is a design and method to match case cart supply to demand, maximize case cart accuracy, and minimize raw supplies while preventing stock-outs.

SCOPE

The scope of this document includes general rules to maintain:

- Case Cart Assembly
- Case Cart Delivery
- Raw Supply Replenishment

DEFINITIONS

- Case Carts – Carts used to deliver instruments (RME) and consumable supplies from the SPD to OR
- Pick list – A list of instruments and supplies deemed necessary by the physician performing the procedure.
- Preference Card- a list of specialty items per surgeon
- Case Cart Area– An area within SPD designed to maximize case cart picking efficiency

INPUTS

The Case Cart Assembly, Delivery and Replenishment System is a closed system such that there are no customers outside the inputs described below to operate.

Case Cart Assembly – Each OR has a designated location with SPD designed to house a single case cart.

When the case cart is pulled by the OR, the empty location serves as the input for Case Cart Assembly.

Delivery – All pre-assembled case carts that are complete are staged in the OR sterile core according to time and OR location.

Replenishment System – The consumable area is designed to hold one day's worth of supply of each item. Once per day, a member from the materials replenishment group walks the area and fills any empty bins. An empty bin serves as the input for replenishment. Supply usage should be evaluated frequently to prevent overstocking and/or stock outs of supplies. Bin size and quantity in the consumable area should be adjusted accordingly.

OUTPUTS

Case Cart Assembly – A complete cart location in the correct designated OR location is the output.

Delivery – A complete cart delivered directly to the OR core is the output.

Replenishment System – Fill bins (based on par quantity) of supplies at each location within the consumable storage area is the output.

GENERAL

A. Case Cart Assembly

- a. For scheduled cases, case carts are to be assembled on the previous day shift in advance of the daily scheduled cases.
- b. Nurses' station is to notify SPD immediately of any changes in procedure, location, or sequence.
- c. Nurses' station is to notify SPD of any additional add-on or immediate cases.
- d. All case carts are to be delivered to the OR sterile core once completed to the best of SPD's ability. In the rare case that specific supplies or instrumentation are not available upon delivery, those items are to be highlighted in yellow on the pick list and cover sheet.

B. Delivery

- a. Case carts will be delivered to OR core as completed, or as needed (if an add on or emergent case).

C. Replenishment

- a. Replenishment of items in the consumable area is to occur at least once per day by the material management team.

PROCESS

A. Case Cart Assembly Process

1. SPD tech prints pick list for the specific case.
2. Cart is filled completely with all items on the pick list.
3. Cover sheet is attached to front of case cart and pick list is initialed.
4. Cart is delivered to the OR sterile core location.

Details are to be included in the department's Standard Work Instructions.

A. Case Cart Delivery Process

1. A visual scan of the pick list is performed to ensure no remaining items are highlighted/ missing.
2. Cart is delivered to OR sterile core.

Details are to be included in the department's Standard Work Instructions.

A. Replenishment Process (For Materials Management)

1. At least once per day, the supplies housed in the consumable area are visually scanned for usage.
2. All bins are resupplied using the par quantity located on the bin tag

Details are to be included in the Materials Management department's Standard Work Instructions.

ROLES / RESPONSIBILITIES

- Nursing – It is Nursing's responsibility to notify the SPD tech that a case cart is needed (if an add on or emergency case).
- SPD tech – It is the SPD tech's responsibility to deliver a complete case cart to the OR sterile core. In the rare case at the cart is incomplete, the SPD tech is to highlight those items in yellow in the pick list.
- Materials Management – It is the Materials Management Techs responsibility to maintain the inventory of the consumable area. The Materials Management Tech is also responsible for adjusting par quantities based on item usage.

Attachments

No Attachments

Approval Signatures

Approver	Date
Kirk Harper: CNO	01/2020
Heather Shipman: Executive Assistant	01/2020
Roshelle Satterthwait: Dir Perioperative Svcs	01/2020

Applicability

WA - Kadlec Regional Medical Center