



Service Priorities and Programmes Electronic Presentations

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Rectifying and Reorganizing of Operating Theatre Equipment Asset and Consumable Items

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Introduction

According to the ACHS mandatory criterion 3.2.1 (HA Procurement & Materials Management Manual of safety management systems), we must have a well-developed Operating Theatre (OT) equipment assets and consumable items ordering system. The Ruttonjee Hospital (RH) Facilities Management Department (F&M) provides OT equipment asset procurement, day-to-day repair and Preventive Maintenance (PM) checking. RH Supplies Department coordinates and delivers the consumables from different suppliers or through consignment. However, the existing unstructured and non-systematic equipment asset management and consumables ordering system in OT is not efficient. Maintenance of some items was sometimes overlooked and stocking of some consumables was not optimal.

Objectives

For the OT equipment assets:

1. Classify the existing list into groups of 'Existing-use', 'Pending condemnation' and 'Missing'
2. Update the equipment PM check list
3. Relocate the equipment assets systematically and label properly

For daily consumables:

1. Keep an accurate and adequate consumables stock level
2. Rearrange consumables in an accessible and standardized way

Methodology

Equipment management workflow:

1. Record the existing locations for about 650 OT items systematically
2. Classify the equipment list into three groups

3. Update the PM check list according to the planned schedule, condemn any broken equipment and locate any missing items

OT consumables management workflow:

1. Revise all ordering forms from different specialties with involved staff
2. Combined items into one form
3. Designated person order consumables at the appropriate time
4. Store in a convenient place with logical manner

Result

From August to October 2016, around 1/3 of the equipment was inventoried. Those were recorded with an asset number and picture for future reference. From November to December 2016, we made a PM schedule for all Existing-use equipment to ensure patient safety. We made progress on revising the stock levels, including sources from RH Central Sterile Supplies Department (CSSD), Pamela Youde Nethersole Eastern Hospital (PYNEH), and JardineOneSolution (JOS) and other companies.

This is a challenging project requiring participation of all OT staff. During the past half year, we have accomplished the first phase stock take, arranged the necessary PM check and reorganized the form for ordering all OT consumable items. A well-developed OT ordering system can increase the OT efficiency, enhance staff and patient safety, but also meet the requirement for the upcoming hospital accreditation mandatory criteria 3.2.1.