



New nursing staff (Operating Theatre)
Training Program
手術室訓練課程

Date:

**Log Book for the
4-week Clinical Assessment**

Name of Trainee : _____
Name of Mentor : _____
Hospital : _____
Period : _____

Maintenance of a Sterile Field

Please tick in the appropriate column

	Criteria Item	Sat	Unsat	N/A	Explanatory Notes
1	Ensure scrubbed persons dressed in proper scrub attire.				
	1.1 Ensure scrubbed personnel dress in proper scrub attire				
	1.2 Wear sterile gown and gloves without contamination				
2	Ensure scrubbed persons function within a sterile field.				
	2.1 Keep the hands in front of the chest				
	2.2 Keep the hands below the shoulder level				
	2.3 Keep the hands above the waist level				
3	Demonstrate the required competence in draping when establishing a sterile field				
	3.1 Cover the client, furniture or equipment fully with sterile drapes				
	3.2 Handle the sterile drapes as gentle as possible				
	3.3 Handle the sterile drapes only when required				

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	3.4	Create the sterile field				
	3.4.1	From own side first				
	3.4.2	From surgical site to periphery				
	3.4.3	From above downwards				
	3.5	Ensure no shifting once sterile drapes are positioned				
4	Ensure all items used within the sterile field are sterile					
	4.1	Confirm the sterility of the supplies before opening				
	4.2	Demonstrate the required method while opening sterile items for procedure				
	4.2.1	Inspect for the integrity of the package				
	4.2.2	Inspect for the status of sterilization indicator				
	4.2.3	Inspect for sterilization/ expiration date				
	4.2.4	Open outer wrapper of sterile items from opposite side first by circulating personnel				
	4.2.5	Open the inner wrapper of sterile items from own-side first by scrubbed personnel				
	4.2.6	Secure all outer wrapper edges when opening items to the sterile field				
	4.3	Cover non-sterile item with sterile barrier material(s) before introducing to or passing over a sterile field				

Maintenance of a Sterile Field

Please tick in the appropriate column

	Criteria Item	Sat	Unsat	N/A	Explanatory Notes
5	Maintain and monitor the sterile field constantly.				
	5.1	All personnel moving within or around a sterile field should do so in a manner that maintains the sterile field			
	5.2	Maintain a distance of at least 30cm from the sterile field			
	5.3	Approach the sterile field by facing it			
	5.4	Avoid walking between two sterile fields			
	5.5	Ensure sterile persons touch only sterile items			
6	Initiate corrective action(s) when breaks in technique occur				

Grading Formula :
$$\frac{\text{Number of "Sat"}}{(\text{Number of "Sat"} + \text{Number of "Unsat"})} \times 100$$

Final Score : _____
 Date of Assessment : _____
 No. of Attempt : _____
 Name of Trainee : _____
 Signature of Trainee : _____
 Name of Assessor : _____
 Signature of Assessor : _____

Grading:
 80 or above
 Pass
 0-79

Fail

Counting of Sponges/ Needle/ Instrument

Please tick in the appropriate column

	Criteria Item	Sat	Unsat	N/A	Explanatory Notes
1	Count all account objects that possess likelihood to be retained in the client's body				
	1.1 Count all account objects audibly				
	1.2 Count instrument according to instrument list				
	1.3 Perform counts in the same sequence				
	1.4 Count the number of unavoidable cut swab during operative procedure(s)				
2	Perform counts concurrently by two individuals, one of whom must be a registered nurse				
3	Maintain concurrent information for all account objects throughout the operative procedures				
4	Perform counts for all account objects before the procedure to establish baseline for subsequent counts				
5	Perform counts when additional account objects are added to the sterile field				
6	Perform counts for all account objects prior to closure of a cavity within a cavity				
7	Perform counts for all account objects before wound closure begins				
8	Perform counts for all account objects at skin closure or end of operative procedure(s)				
9	Perform counts for all account objects at the relief of scrub person				
10	Confine all account objects in the operating room during the operative procedure(s)				
11	Check all account objects for entirety throughout the operative procedure(s)				
12	Confirm with the surgeon the status of the count at skin closure or end of operative procedure(s)				
13	Initiate appropriate actions when discrepancy of counts occurs				
	13.1 Inform the surgeon				
	13.2 Inform the anaesthetist				
	13.3 Report to the nurse in-charge				
	13.4 Initiate recount				
	13.5 Conduct search and follow up actions for the missing object(s)				

Counting of Sponges/ Needle/ Instrument

Please tick in the appropriate column

	Criteria Item	Sat	Unsat	N/A	Explanatory Notes
14	Maintain an accurate documentation of the count result				
15	Document account objects intentionally left in client's cavity				

Remark: 'all account objects' in item no. 3 refers to all additional account objects added to the sterile field

Account objects are, but not limited to:

1. Swabs

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2. Sharps include suture needles, scalpel blades, injection needles, electrosurgical needles and blades, safety pins
3. Instruments
4. Small items that have the potential for being retained in a surgical incision

Grading Formula : $\frac{\text{Number of "Sat"}}{(\text{Number of "Sat"} + \text{Number of "Unsat"})} \times 100\%$

Grading: 80 or above Pass 0-79 Fail
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Final Score : _____

Date of Assessment : _____

No. of Attempt : _____

Name of Trainee : _____

Signature of Trainee : _____

Name of Assessor : _____

Signature of Assessor : _____

Handling of Sharps

Please tick in the appropriate column

	Criteria Item	Sat	Unsat	N/A	Explanatory Notes
1	Insert or remove the scalpel blade by instruments				
2	Place all sharps properly into a container when not in use				
3	Use the kidney dish to pass the sharps to and from the surgeons				
4	Announce clearly passing of sharps				
5	Place used suture needles and scalpel blade into needle counter/container				
6	Avoid recapping, breaking, and bending of syringe needles				
7	Keep the sharp items away from the patient when not in use				
8	Cover the protrude tip of pins and wire with protective device after being inserted into the client				
9	Use proper devices for disposal of sharps into puncture-resistant container after use				

Grading Formula : $\frac{\text{Number of "Sat"}}{(\text{Number of "Sat"} + \text{Number of "Unsat"})} \times 100\%$

Grading: 80 or above Pass 0-79 Fail
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Date of Assessment : _____

No. of Attempt : _____

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Name of Trainee : _____
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Handling of Surgical Instrument

Please tick in the appropriate column

	Criteria Item	Sat	Unsat	N/A	Explanatory Notes
1	Prepare appropriate instruments for operative procedure				
2	Check the sterility of instruments before use				
	2.1 Check before open the instrument tray/ container				
	2.2 Check after open the instrument tray/ container				
3	Check the integrity of instruments before use				
4	Ensure good functioning of instruments before application				
5	Handle instruments in a manner to minimize potential injury to the client				
	5.1 Rinse instruments thoroughly for removal of chemical residue before use				
	5.2 Cool heated instruments before application				
	5.3 No heavy instrument placed on client's body				
	5.4 No sharp instrument placed on client's body parts				
	5.5 Keep trigger handle(s) safety lock(s) on when powered equipment is not in used				
	5.6 Provide cooling to the site of application when powered equipment is used				
6	Keep instruments free of gross soil during surgical procedures.				
	6.1 Wipe instruments with sponges moistened with sterile water				
	6.2 Irrigate lumenated instruments with sterile water				
7	Identify any unintentional injury to client caused by the use of surgical instruments.				

Handling of Surgical Instrument

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	Criteria Item	Sat	Unsat	N/A	Explanatory Notes
8	Check the integrity and function of instruments throughout the operative procedure(s).				
	8.1 Check integrity after each application				
	8.2 Check function after each application				
9	Initiate appropriate actions if required				
10	Maintain an accurate documentation				

Grading:

80 or above

Pass

0-79

Fail

$$\frac{\text{Number of "Sat"}}{(\text{Number of "Sat"} + \text{Number of "Unsat"})} \times 100\%$$

File

Date of Assessment :

No. of Attempts :

Name of Trainee :

Signature of Trainee :

Name of Assessor :

Signature of Assessor :