

Process Flow Worksheet – Pre-Op – Inpatient Flow

Team: Peri-Op Services

Date: _____

Sheet _____ **of** _____

Process Description: Preop - Inpatient

Location: KRMC 2nd Floor Operating Room

Op	Description	Time							Patient	Elapsed	Inv	VA/NVA	Notes / Resp
		HUC	CNA	PAU RN	OR RN	A MD	S MD						
0	Patient arrives								0.0	0.0			
1	Verify patient identification	NA								0.0			
2	Check patient into Epic	NA								0.0			
2	Enter patient info into EPIC (RN assignment, assign to patient to bay)			0.1						0.1			
2	Acknowledge, sign and release orders			0.5						0.6			
3	Pull patient folder (consent, labels, orders)	NA								0.6			Stays with patient
4	Reviewing folder contents and correct	NA								0.6			
5	Call interpreter services / Lift Facilitator if needed	NA								0.6			
6	Verify Care Partner arrangements	NA								0.6			
7	Document family identity (i.e. visual description)	NA								0.6			
8	Contact Desk / Lead to notify RN that patient is ready	NA								0.6			
9	Call Floor RN for Report - Send CNA for transport			2.0						2.6			
10	Travel to Family Lounge			NA						2.6			
11	Greet Patient			NA						2.6			
12	Patient / Care provider separation activity / conversation			NA						2.6			
13	Move to scale			NA						2.6			
14	Weight / Measure - Record height and weight on "note paper"			NA						2.6			
15	Move to PSU and take body temp and ask std questions			NA						2.6			
16	Record temp and responses questions on "note paper"			NA						2.6			
17	Move patient to restroom and void			NA						2.6			
18	Collect Sample if required			NA						2.6			
19	CNA transport patient from floor to Pre-op		10.0	NA						12.6			
20	Disrobe and gown up and place items in belonging bag								NA	12.6			
20	Move urine to tester and test			NA						12.6			

20	Travel to gather supplies (blood sugar, warm blankets)			NA					12.6			
21	Open curtain when gown on - Complete Status Board							NA	12.6			
22	Cover with warm blankets			0.3					12.9			
23	Review patient chart and verify correct patient, procedure			0.5					13.1			
24	Perform blood sugar test			1.0					14.1			
25	Assess vitals and chart in EPIC			2.0					16.1			
26	Measure legs and apply TED and SCD			NA					16.1			
27	Start IV and band patient			NA					16.1			Single Stick
28	Complete Room Status Board			0.1					16.1			
29	Surgeon travel to PSU delay						1.0		17.1			Variable Task - 60%
30	Update H&P in Epic						0.5		17.6			Variable Task - 60%
31	Perform site marking and answer questions						0.5		18.1			Variable Task - 60%
32	Complete Room Status Board						0.1		18.1			
33	Perform RN Assessment and enter data into system			NA					18.1			
33	Circulator travels to PSU after drop off of patient in PACU				0.3				18.1			
34	Review Patient Chart / Patient at a Glance				2.0				20.1			
35	Verify procedure and consent with patient				1.0				21.1			
36	Complete Room Status Board				0.1				21.2			
37	Travel to PSU after patient work in PACU complete					0.3			21.2			
38	Review Chart / Patient at a Glance					0.5			21.7			
39	Assess and interview patient - verify info / confirm in EPIC.					2.0			23.7			
40	Perform physical evaluation qnd discuss anesth risk w/pt					2.3			26.0			
41	Premedicate patient and document					0.5			26.5			
42	Travel to OR for case					1.0			26.5			
43	Travel to PSU to pull patient				1.0				26.5			Nextel Call
44	Move patient to OR				2.0				28.5			
45	Clean Room		2.0						28.5			
46	Clear Room Status Board		0.1						28.5			
		0.0	12.1	6.5	6.4	6.6	2.1		37.1			