

Theatre Etiquette

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Key Amendments		
Date	Amendment	Approved by
Oct 2020	Reviewed and approved	SCSD Governance Meeting
July 2023	Reviewed and minor changes made	AF/RB
28th Nov 2023	Document extended for 3 months whilst under review	Dr J Hutchinson
17.1.24	Review approved	TACCSS Governance

OPERATING THEATRE CODE OF CONDUCT

Please be mindful of the following to help maintain professional standards throughout all our theatres. This information will be shared with all new theatre users and it is expected that all existing theatre users will support the team in maintaining these standards.

CONSIDERATION FOR OTHERS:

- Treat every patient as you would like to be treated. Respect their dignity and confidentiality at all times
- Give consideration to the team whilst in theatre. Avoid unnecessary circulation, chat or noise, particularly when others are dealing with complex or sensitive matters.
- Remember that patients are often able to hear and recall conversations around them, particularly whilst in the recovery room.
- Look after colleagues who are new to the team. Introduce yourself and make them feel welcome, always address colleagues in a professional, respectful and courteous manner.
- We are often in a hurry but please leave a tidy theatre, staff room and changing room behind you.
- Non-essential personal items (eg coats bags food) are not to be brought in to clinical areas.

UNIFORM AND PROTECTIVE EQUIPMENT:

- Whether in uniform or not, present yourself in a clean and professional manner
- Scrub suits are not to be worn in the public retail areas (restaurant, café or shops) or taken home. See the Uniform Policy for more detail
- ID badges must be clipped to your uniform, lanyards are not permitted
- Theatre shoes must be kept clean of spills and splatters. Cleaning wipes are available for your use. Please ask for a replacement pair if they are stained or damaged
- Be 'bare below the elbow'. This includes the areas in and around the anaesthetic rooms, operating theatres, recovery room and whilst on clinical duties outside the department. Refer to the Trust Hand Hygiene policy if you are unsure what this means
- Check your pockets for unused items before disposing of your scrubs into the laundry
- Surgical gowns are for aseptic procedures only and must be removed when finished. They are not to be worn as warm up gowns. Please use a second scrub top or a disposable 'warm-up' jacket if you are chilly
- Face masks - always remove them and gel your hands before you leave the theatre. Avoid scrunching them up in your hands as this may transfer your oral bacteria/viruses to frequent touch points (i.e. door handles) via your hands.
- Gloves and aprons - wear for potential exposure to bodily fluids and to protect your scrubs from cross contamination, wash your hands promptly after use
- A theatre cap must be worn in the operating theatre, please tuck your hair neatly out of sight. Unless on patient escort duties please remove your theatre cap on leaving the department

W.H.O SURGICAL SAFETY CHECKLIST:

Staff must adhere to the local LocSSIPs which give guidance on the key safety steps in theatre.

- Team brief: We aim to commence this by 8.30am / 1.30pm in the theatre or anaesthetic room unless otherwise specified. The lead surgeon must be present.
- Sign in: This check must be done by the Anaesthetist and Anaesthetic Practitioner together prior to needle to skin (or Operator if LA)
- Site Marking and Consent: This is completed in conjunction with the operator.
- Time out: This check must be done by the whole team prior to knife to skin, and preferably prior to skin preparation
- Prevention of retained foreign objects: Staff should adhere to SOP for Instruments, swabs and sharps count
- Sign out: This check must be done by the whole team once the final instrument and swab check has been completed
- Team de-brief: This should be done in theatre after the final Sign-out
- Implant verification: This should be done in conjunction with the operator

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Please note that the key documents are not designed to be printed, but to be used on-line. This is to ensure that the correct and most up-to-date version is being used. If, in exceptional circumstances, you need to print a copy, please note that the information will only be valid for 24 hours and should be read in conjunction with the key document supporting information page

- Please give these processes your fullest attention

CONDUCT IN THEATRE:

- Do not attempt to use any equipment or perform any procedure without the appropriate competency or supervision
- Do not sit on the theatre trollies, operating table or ward beds - stools are provided if you need them
- Mobile phones may only be carried on trust business. They must not distract from the proceedings in theatre. Permission to carry your phone for personal use must first be approved by the theatre co-ordinator
- Food and beverages (with exception of water) and non-essential personal items are not to be taken in to the anaesthetic room or theatre without senior theatre practitioner approval

This guidance will be regularly reviewed and updated. More detailed information can be found in the relevant Trust Policies and Procedures.

If you fail to meet these standards please do not be offended if you are respectfully reminded by a member of the team. Persistent non-compliance will be escalated to your Team Leader or Clinical Director.

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