

THE UNIVERSITY OF TOLEDO MEDICAL CENTER STERILE PROCESSING DEPARTMENT PROCEDURE

SUBJECT: CASE CART MISSING ITEMS LIST

PROCEDURE NO: SP1-8

PROCEDURE STATEMENT

Sterile Processing will set up surgical case carts for scheduled, trauma and stat cases and acknowledge items that are missing.

PURPOSE OF PROCEDURE

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 preventing stock-outs.

PROCEDURE

1. For scheduled cases, case carts are to be assembled on the previous day.
2. ASC cases and first cases for the OR are to be pulled as soon as the pick tickets arrive in SPD department.
3. If a case cart is missing an item, the item is to be highlighted on the pick ticket and the information completed on the Case Cart Missing Items sheet.
4. The Case Cart Missing Items sheet is to be given to a Distribution employee in Surgical Support for replenishment of items.

Reviewed/Revised
2023