
Operating Room Turnover Checklist

1. General Information

- Name of the departing staff:
- Name of the incoming staff:
- Date of turnover:
- Supervisor's name:

2. Equipment & Instruments

- **Surgical Instruments**
 - ☐ Ensure all surgical instruments are cleaned, sterilized, and organized
 - ☐ Verify the readiness and availability of backup instruments
- **Medical Equipment**
 - ☐ Check operating table, anesthesia machines, and monitors for proper functionality
 - ☐ Ensure availability of all disposables like gloves, gauze, and syringes

3. Sterilization & Safety

- **Sterilization Process**
 - ☐ Confirm the sterilization procedures have been followed correctly
 - ☐ Ensure all sterilization equipment is functioning
- **Personal Protective Equipment (PPE)**
 - ☐ Ensure that required PPE (masks, gloves, gowns) is available and in good condition
- **Infection Control**

- ☐ Ensure that infection control protocols are followed, and the room is sanitized

4. Patient Information

- **Patient Record Handover**

- ☐ Ensure patient records are properly transferred and up to date
- ☐ Confirm that medical history, consent forms, and preoperative instructions are shared

5. Staff Handover

- ☐ Review patient's surgical plan and any special requirements
- ☐ Communicate any concerns or updates related to the procedure or patient

6. Sign-off

- **Signature of Departing Staff:**
- **Signature of Incoming Staff:**
- **Date:**