### horizontal line**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**: