

SOP Template: Issuance and Return Process for Surgical Sets

This SOP details the **issuance and return process for surgical sets**, covering the standardized procedures for tracking, handling, and managing surgical instruments. It ensures proper sterilization verification, accurate documentation during issuance, timely return of used sets, inspection for damage or contamination, and secure storage. The process aims to maintain surgical instrument integrity, enhance operating room efficiency, and uphold patient safety by preventing infection and instrument shortages.

1. Purpose

To establish a consistent process for the issuance and return of surgical sets, ensuring sterility, accountability, and readiness for surgical procedures.

2. Scope

This SOP applies to all staff involved in the handling, tracking, issuance, use, and return of surgical sets within the facility.

3. Responsibilities

- **Central Sterile Services Department (CSSD) Staff:** Sterilize, inspect, document, and issue surgical sets.
- **Operating Room (OR) Staff:** Receive, verify, and return surgical sets as per protocol.
- **Supervisors:** Oversee process compliance and resolve discrepancies.

4. Procedure

4.1 Issuance of Surgical Sets

1. Verify that surgical sets are properly sterilized and labeled with expiry dates.
2. Document issuance details in the log/register/electronic tracking system (including set ID, date, time, recipient, and procedure).
3. Hand over the sealed sets to authorized OR staff, obtaining acknowledgment (signature or digital confirmation).

4.2 Use in Operating Room

1. OR staff receive and verify the correct sets for the scheduled procedure.
2. Inspect seal integrity and expiry before opening.
3. Use instruments as per surgical requirements.

4.3 Return of Surgical Sets

1. After use, place instruments back in respective trays and close sets securely.
2. Label sets as "used" and segregate visibly contaminated sets if needed.
3. Return sets to CSSD promptly, along with documentation of return (date, time, person).

4.4 Inspection, Cleaning, and Storage

1. CSSD staff inspect returned sets for completeness, damage, or contamination.
2. Record any discrepancies, missing, or damaged items in the log.
3. Perform cleaning and sterilization per infection prevention protocols.
4. Store sterilized sets in designated sterile storage areas, ready for next use.

5. Documentation

- Issuance and return registers or electronic tracking systems must be updated in real-time.
- Report any discrepancies, missing, or damaged instruments as per incident reporting guidelines.

6. References

- Facility Infection Control Policy
- Instrument Tracking Guidelines
- Manufacturer's Instrument Care Instructions

7. Revision History

Date	Version	Changes Made	Approved By
2024-06-12	1.0	Initial SOP release	[Name/Title]