

SOP: Setup and Arrangement of Surgical Instruments and Supplies

This SOP details the proper **setup and arrangement of surgical instruments and supplies**, ensuring all necessary tools are sterilized, organized, and readily accessible for surgical procedures. It covers the preparation of the sterile field, correct placement of instruments based on surgery type, verification of supply inventories, and maintaining aseptic techniques to promote patient safety and surgical efficiency.

1. Purpose

To establish standardized procedures for preparing, arranging, and managing surgical instruments and supplies, maintaining sterility, efficiency, and patient safety in the operating room.

2. Scope

This SOP applies to all perioperative nurses, surgical technologists, and staff responsible for the preparation and arrangement of surgical supplies and instruments.

3. Responsibilities

- Ensure all instruments and supplies are properly sterilized and available.
- Maintain aseptic technique during setup and throughout the procedure.
- Accurately document and verify the counts of instruments and materials before, during, and after surgery.

4. Procedure

1. Preparation

- Wash hands as per hand hygiene protocol.
- Review surgical schedule and procedure requirements.
- Check that all supplies and instrument sets are present and properly sterilized with intact indicators.

2. Setting Up the Sterile Field

- Open the sterile packages and drape the instrument tables, using aseptic technique.
- Arrange sterile towels and drapes as dictated by procedure type.

3. Instrument & Supply Arrangement

- Place frequently used instruments closest to the surgical field or instrument handler.
- Arrange instruments in the order of use, grouping similar items together (e.g., cutting, clamping, retracting).
- Ensure all counted sponges, needles, and sharps are clearly visible and accessible.
- Label medications and solutions on the sterile field as per protocol.

4. Verification and Inventory

- Verify that all required instruments and supplies are accounted for using the checklist.
- Perform an initial count of instruments, sponges, and sharps with another staff member.
- Document any missing or damaged items and report immediately.

5. Maintaining Aseptic Technique

- Use sterile gloves and attire at all times when handling sterile instruments and supplies.

- Minimize movement and talking over the sterile field.
- Replace contaminated items immediately to maintain field integrity.

5. Documentation

- Complete surgical count sheets and supply checklists as per policy.
- Record lot numbers and expiration dates for implants and medications when required.

6. References

- Facility Infection Control Policy
- Operating Room Procedures Manual

7. Review/Revision History

- Date: _____ Reviewed by: _____ Revision #: _____