**Matrix for roles and responsibilities for minor ops**

**Items to be prepared before arrival of patients:**

Care plan and patient pack: (to include)

Post op care and driving leaflet

Consent form

WHO checklist

Confirmation of consent

Surgical marking pen

Add 2mls 8.4% bicarbonate to each 20mls vial of 1% Xylocaine with 1:200000 adrenaline

Prepare sufficient local anaesthetic for all cases and pass one tray to minor ops (see amounts below for each case)

Draw up as normal then apply a 27g x 40mm needle to each syringe.

Tray to include:

Syringe with LA and 27g needle

**Amounts to prepare of 1% lignocaine with 1:200000 per op:**

Carpal tunnel: 10mls

Trigger: 3mls per finger

Dupuytren’s fasciectomy: 20mls

Finger ganglion: 10mls

Cubital tunnel: 50mls

Chloraprep – **clear**, small

Small gauze squares

In Minor ops theatre:

Stool

Two trolleys for instruments (one in use, one being prepared)

One trolley / arm board for hand

(Pillow on trolley for hand)2

Paper roll to place on theatre bed

Enough disposable packs for cases **+1 spare**

**Surgical extras** per case: Jelonet, 15 blade, 10mls saline and 5/0 vicryl rapide

Non-sterile wool and crepe – one per pt (keep on side)

Arm board/trolley (with pillow)

Hibiscrub surgical soap for initial surgeon hand scrub then alcohol gel after that between cases.

Size 8 gloves (preferably size 8 Gammex “non-latex sensitive” (brown))

Diathermy disposable kit (not open, just in case)

Patients should have read consent and operation information prior to arrival so consent is just a checking process and signing.

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| **Consultation room nurse** | **Minor ops nurse** | **Nurse 3** | **ARP** |
| -Pt 1 into room  -Check if pt has read consent leaflet and sign form  -1st WHO check  -Lie pt on couch  -Have pt pack with LA tray on desk | -Pt 2 into room  - Check if pt has read consent leaflet and sign form  -1st WHO check  -Lie pt on theatre trolley  - Have pt pack with LA tray in theatre | -Prepare first instrument tray on trolley  -Prepare gloves (size 8)/towel for ARP in theatre  -Arrange tray (instruments at front) + surgical extras on trolley. Connect blade  -Prepare crepe and wool (one per pt), leave on side | -Consent then inject and mark limb and surgical incision of pt 1 |
| -Escort pt 1 to waiting area to sit with hand elevated  -Get pt 3 into room and repeat process as per pt 1 | -Arrange bed with trolley/arm board on appropriate side  -Pillow and inco-pad on trolley | -Escort pt 2 to waiting area to sit with hand elevated | -Move to Minor ops room to consent etc. pt 2 |
| -Once injected etc., escort pt 3 to waiting area with hand elevated | -Pt 1 into theatre  -Position with hand on arm board/trolley  -**Using sterile gloves** prep area described below using **tinted Cholraprep**  -Place hole of drape so incision mark is clearly visible |  | -Move to consultation room to inject etc. pt 3  -Move to minor ops theatre to start operation on pt 1 |
| -Get pt 4 into room and repeat process as per pt 1  -Once injected etc., escort pt 4 to waiting area with hand elevated | -Move instrument tray trolley for pt 2 into theatre  -Replace paper on bed  -Pt 2 into theatre  -Position with hand on arm board/trolley  Prep pt as per pt 1 | -Escort pt 1 back to waiting area and ensure pt has **post op care and driving leaflets**  -Check they are ok and that they have a lift to get home  -Prepare instrument tray for pt 3  -Escort pt 2 out at end of procedure as per pt 1 | -Move to consultation room to inject pt 4  -Move to minor ops theatre to start operation on pt 2 |
| -Get pt 5 into room and repeat process as per pt 1  -Once injected etc., escort pt 5 to waiting area with hand elevated | -Move instrument tray trolley for pt 3 into theatre  -Replace paper on bed  -Pt 3 into theatre  -Position with hand on arm board/trolley  Prep pt as per pt 1 | -Prepare instrument tray for pt 4  -Escort pt 3 out at end of procedure as per pt 1 | -Move to consultation room to inject pt 5  -Move to minor ops theatre to start operation on pt 3 |
| -Get pt 6 into room and repeat process as per pt 1  -Once injected etc., escort pt 6 to waiting area with hand elevated | -Move instrument tray trolley for pt 4 into theatre  -Replace paper on bed  -Pt 4 into theatre  -Position with hand on arm board/trolley  Prep pt as per pt 1 | -Prepare instrument tray for pt 5  -Escort pt 4 out at end of procedure as per pt 1 | -Move to consultation room to inject pt 6  -Move to minor ops theatre to start operation on pt 4 |
| -Get pt 7 into room and repeat process as per pt 1  -Once injected etc., escort pt 7 to waiting area with hand elevated | -Move instrument tray trolley for pt 5 into theatre  -Replace paper on bed  -Pt 5 into theatre  -Position with hand on arm board/trolley  Prep pt as per pt 1 | -Prepare instrument tray for pt 6  -Escort pt 5 out at end of procedure as per pt 1 | -Move to consultation room to inject pt 7  -Move to minor ops theatre to start operation on pt 5 |
| -Get pt 8 into room and repeat process as per pt 1  -Once injected etc., escort pt 8 to waiting area with hand elevated | -Move instrument tray trolley for pt 6 into theatre  -Replace paper on bed  -Pt 6 into theatre  -Position with hand on arm board/trolley  Prep pt as per pt 1 | -Prepare instrument tray for pt 7  -Escort pt 6 out at end of procedure as per pt 1 | -Move to consultation room to inject pt 8  -Move to minor ops theatre to start operation on pt 6 |
| -Get pt 9 into room and repeat process as per pt 1  -Once injected etc., escort pt 9 to waiting area with hand elevated | -Move instrument tray trolley for pt 7 into theatre  -Replace paper on bed  -Pt 7 into theatre  -Position with hand on arm board/trolley  Prep pt as per pt 1 | -Prepare instrument tray for pt 8  -Escort pt 7 out at end of procedure as per pt 1 | -Move to consultation room to inject pt 9  -Move to minor ops theatre to start operation on pt 7 |
| -Get pt 10 into room and repeat process as per pt 1  -Once injected etc., escort pt 10 to waiting area with hand elevated | -Move instrument tray trolley for pt 8 into theatre  -Replace paper on bed  -Pt 8 into theatre  -Position with hand on arm board/trolley  Prep pt as per pt 1 | -Prepare instrument tray for pt 9  -Escort pt 8 out at end of procedure as per pt 1 | -Move to consultation room to inject pt 10  -Move to minor ops theatre to start operation on pt 8 |
|  | -Move instrument tray trolley for pt 9 into theatre  -Replace paper on bed  -Pt 9 into theatre  -Position with hand on arm board/trolley  Prep pt as per pt 1 | -Prepare instrument tray for pt 10  -Escort pt 9 out at end of procedure as per pt 1 | -Stay in minor ops theatre to help prep and drape then start operation on pt 9 |
|  | -Move instrument tray trolley for pt 10 into theatre  -Replace paper on bed  -Pt 10 into theatre  -Position with hand on arm board/trolley  Prep pt as per pt 1 | -Escort pt 10 out at end of procedure as per pt 1 | -Stay in minor ops theatre to help prep and drape then start operation on pt 10 |