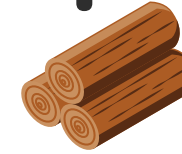




SAVE THE TREES! Take the Paper Out of Procedure LOGS.

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Clinical Issue

- Procedure logs track surgical cases that new hires have assisted in the operating room (OR). The process at the medical center was for new hires to log their procedures on a paper spreadsheet.
- Access to paper forms during orientation of OR nurses and certified surgical technologists (CSTs) was becoming an issue as they were not being completed and were lost.
- During progress meetings, new hires have had troubles with their paper work and time has been a constant issue. Others have resulted to completing their procedure logs during the meeting.
- The need for a better process to complete procedure logs was necessary as it impacts the new hires' progress during orientation.

Description of the Team

Perioperative Nursing Professional Development (NPD) Practitioners.

Preparation and Planning

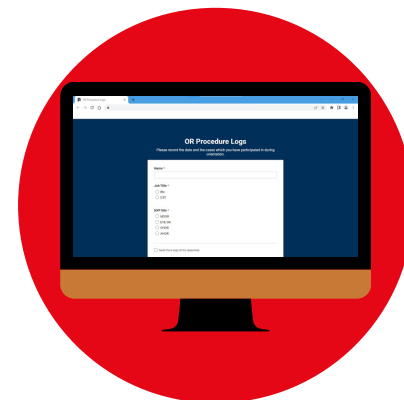
An electronic quick access form (EQAF) was necessary to provide better access and record keeping of procedure logs. The team utilized the paper forms and converted it to an EQAF using a flexible spreadsheet-centric work management tool that can be accessed on mobile phones and computers.

Implementation



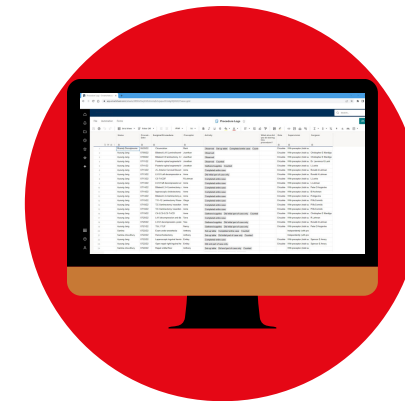
After the creation of the EQAF, a hyperlink was generated as well as a quick response (QR) code. New hires were given access to the hyperlink and QR code.

New hires are instructed to follow the instructions as noted on the EQAF. Once they complete the EQAF, they are given the option to send a copy of their responses to their email.



Data that was filled out by the new hire is automatically transmitted to a flexible spreadsheet-centric work management tool accessible to Perioperative NPD Practitioners & OR management.

This can then be presented on a digital spreadsheet and used during progress meetings. The spreadsheet can be filtered in various ways to provide a clear data on a new hire's progress.



Outcome

- OR nurses & CSTs were able to complete their procedure logs on the EQAF with ease.
- Paper forms were removed & the electronic database has been very beneficial in record keeping.
- Positive feedback was provided by the new hires as they can complete the EQAF immediately.
- Paperwork received by the Perioperative NPD Practitioners lessened & tracking the procedures of new hires was made easier.
- Progress meetings have been more efficient with the use of the EQAF.

Implications for Perioperative Nursing

- Procedure log is an important tool when tracking a new hires' progress during orientation.
- EQAF provides new hires, Perioperative NPD Practitioners, and OR management more time during progress meetings to discuss orientation.
- EQAF improves record keeping, and provides Perioperative NPD Practitioners as well as OR management appropriate data to plan for a new hire's next steps during orientation.