



# **DEDER GENERAL HOSPITAL**

## **GYNECOLOGY OPERATION ROOM TEAM**

### **TERMS OF REFERENCE (TOR)**

***PREPARED BY: HSQU***

***July 2016E.C***

***Deder, Eastern Ethiopia***

**PROTOCOL APPROVAL SHEET**

TITLE	<b>Title:</b> Gynaecology Operation Room Team Terms of Reference (TOR)			
TITLE OF TEAM MEMBERS	<b>Name</b>	<b>Position</b>	<b>Role</b>	<b>Sign</b>
	Abdi Tofik (BSc, MPH)	Quality Director	Team leader	
	Mahammad Aliyi (BSc N)	Quality Officer	Member	
	Abdella Aliyi (BSc MW)	Quality Officer	Member	
SUPPORTING TEAM MEMBERS	<b>Draft Date:</b> July 15, 2016E.C		<b>Approved Date:</b> July 20, 2016E.C	
	<b>Name</b>	<b>Position</b>	<b>Role</b>	<b>Sign</b>
	Nuredin Yigezu (BSc, MPH)	CEO	Chair person	
	Dr. Derese Gosa (GP)	Medical director	Member	
	Dr Isak Abdi (G/Surgeon)	Staff Representative	Member	
	Dr. Dawit Seifu (GP)	IPD Director	Member	
	Hamza Jamal (BSc N)	Metron	Member	
	Abrahim Tahir (BSc N)	HR Head	Secretary	
	Obsa Usma'il (BA)	Finance and procurement head	Member	
	Bellisa Usma'il (BSc Pharm)	Pharmacy head	Member	
	Alamudin Usma'il (BSc Lab)	Laboratory head	Member	
	Dine Bakar (BA)	Internal Auditor	Member	
	Redwan Sharafuddin (BSc Pharm)	Planning Head	Member	
	Mahammad Aliyi (BSc N)	Reform Head	Member	
REVIEW	<b>Reviewed and updated</b>			
	<b>Review date:</b> July 2018E.C			

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## **1. Purpose**

To define the roles, responsibilities, and functions of the Gynecology Operation Room (OR) Team to provide safe, effective, and timely surgical care for gynecological patients.

## **2. Scope**

This TOR applies to all members of the Gynecology OR Team involved in preoperative, intraoperative, and postoperative care within the Gynecology OR suite.

## **3. Composition of the Team**

<b>Position</b>	<b>Key Role</b>	<b>Number Recommended</b>
Gynecology Surgeon(s)	Lead surgeon responsible for procedure	As per surgical schedule
Anesthesia professionals / Nurse Anesthetist	Manage anesthesia and patient monitoring	At least 1 per OR
OR Nurse (Circulating Nurse)	Coordinate OR logistics, documentation	1 per procedure
Scrub Nurse / Surgical Technologist	Assist surgeon with instruments and sterile field	1 per procedure
Anesthesia Assistant	Support anesthesia team	Optional/depends on workload
Support Staff (Orderlies, Cleaners)	Maintain OR environment, equipment readiness	As needed

## **4. Roles and Responsibilities**

### **4.1 Gynecology Surgeon(s)**

- Perform surgical procedures according to accepted standards and protocols.
- Ensure informed consent is obtained prior to surgery.
- Lead the surgical team and make intraoperative decisions.
- Collaborate with anesthesia and nursing staff for patient safety.
- Participate in preoperative and postoperative patient evaluation.

### **4.2 Anesthesia professionals / Nurse Anesthetist**

- Conduct pre-anesthetic assessments and prepare anesthesia plan.
- Administer anesthesia and continuously monitor vital signs.
- Manage airway, ventilation, and hemodynamic stability intraoperatively.
- Document anesthesia care and any intraoperative events.
- Participate in postoperative pain management planning.

### **4.3 OR Nurse (Circulating Nurse)**

- Coordinate all activities inside the OR, including patient positioning and equipment setup.
- Ensure sterile technique is maintained throughout the procedure.
- Assist in documentation including surgical checklists, instrument counts, and time-outs.
- Communicate with other hospital departments as needed.
- Ensure availability and proper functioning of surgical instruments and supplies.

#### **4.4 Scrub Nurse / Surgical Technologist**

- Prepare and maintain the sterile field and surgical instruments.
- Assist the surgeon by passing instruments and supplies during the procedure.
- Count all sponges, needles, and instruments before and after surgery.
- Monitor sterile field integrity and alert team to any breaks.

#### **4.5 Anesthesia Assistant**

- Support anesthesia provider with equipment and patient monitoring.
- Assist in airway management and preparation of anesthesia drugs.
- Help maintain patient safety throughout the procedure.

#### **4.6 Support Staff**

- Maintain cleanliness and sterility of the OR environment.
- Transport patients to and from the OR.
- Assist with equipment sterilization and restocking.

### **5. Team Meetings and Communication**

- Participate in daily briefings prior to the start of surgical lists.
- Conduct surgical safety checklist (“time-out”) before incision.
- Hold debrief sessions after complex or emergency procedures.
- Report adverse events or near misses through the hospital’s incident reporting system.
- Participate in daily team briefing and debriefing at the beginning and end of the OR day
- Participate in multidisciplinary pre-admission patients evaluation conference.
- Participate in SaLT committee meeting

## **6. Training and Competency**

- Attend regular training on aseptic technique, surgical protocols, and emergency response.
- Maintain certification in basic and advanced life support (BLS/ACLS).
- Participate in audits and quality improvement activities.

## **7. Quality and Safety Standards**

- Adhere to hospital infection prevention and control policies.
- Follow national surgical safety standards and protocols.
- Maintain confidentiality and patient dignity at all times.
- Ensure documentation is accurate and timely.

## **8. Review and Amendment**

- Review meeting monthly to review performance
- This TOR shall be reviewed annually or as needed based on changes in surgical practice or hospital policy.
- Amendments shall be approved by the hospital surgical committee.