

# Surgical Procedure Room (SPR) Booking Guideline

## Site Applicability

This guideline applies to all surgical services requesting to schedule cases at St. Paul's Hospital in the Surgical Procedure Rooms (SPR).

Only procedures under regional block or local anesthesia are done in SPR.

## Surgical Procedure Rooms General Information

- SPR is open from 07:30 – 17:30 Monday to Friday.
- Operative booking time is 07:50 – 16:45.
- The last patient needs to be out of the SPR theatre by 16:45.
- The last patient needs to be discharged from the unit by 17:30.

### ***Patients must be informed that they will:***

- Receive regional anesthesia only and minimal sedation can be given.
- Be awake for most of the procedure and possibly be aware of their surroundings, including “surgical noise”.
- Need to arrange for someone to pick them up and accompany them home.

## Cases that cannot be performed in SPR:

- Patients with high/severe anxiety (this includes severe “needle phobia”).
- Patients with a BMI of 38 or above, unless under local anesthesia with no sedation. (Note BMI of 38 or above in comment section on booking card).
- Total operating time more than 2 hours.
- Cases requiring more than three procedure codes.
- Lower limb procedures above the knee.
- Cases requiring a recovery time longer than 30 minutes.
- Patients on anticoagulants, unless surgeon provides the patient with stop orders. (Low-dose ASA acceptable).

## Booking and Scheduling Principles

The following guidelines facilitate patient care and improve efficiency in SPR. Cases will be booked using the Cerner average case length times. It is preferable to book the:

- First two cases to be regional procedures that are at least 45 minutes long.
- Longest procedure booked around 11:00 to help with staffing flow.
- Out-of-town or complicated/long cases earlier in the day.

- Short procedures towards the end of day unless the patient is elderly in which case an earlier booking is preferable.
- Local anesthesia cases towards the end of the day.
  - If there are more than two cases with local anesthesia only for the day, stagger them with short procedures to allow turnaround time.

In order to facilitate efficiency and resource utilization, where possible, avoid slate changes after its finalization at 13:00 on the day prior.

Case order changes may be requested/made at the discretion of the CNL or anesthesiologist. The surgeon's office will be notified. The reasons for changes in the order are commonly related to optimizing the block time, improving case flow and facilitating equipment needs.

## SPR Patient Instructions

- NPO guidelines:
  - Large or heavy meal (e.g., fatty or fried foods, meat) – 8 hours
  - Light meal or full fluids (e.g., milk or fluids containing dairy products, opaque juice or juice with pulp) – 6 hours
  - Clear fluids (e.g., water, clear juice, pop, black tea or coffee, Jello) – 2 hours
  - Preoperative or regular medications may be taken with a sip (30 mL) of water
- Patients will be notified of procedure date and time by physician's office
- The first patient is admitted in Pre-Admission Clinic which opens at 06:30. The patient should arrive at the clinic at 06:20 and knock on the door. Someone will be expecting them.
- If the second patient is receiving a block, they should arrive at 06:50. Otherwise, subsequent patients are asked to arrive 2 hours before their booked surgical time.
- Patients should be encouraged to wear clothing that facilitates access to the surgical site and application of monitoring devices. For upper limb surgery, patients should wear a loose top that is button down or zipper front. For lower limb surgery, patients should wear a loose, stretchy pair of pants or shorts that will be easy to get over a post-op boot/brace/immobilizer.
- Patients are asked to leave all valuables at home but they may choose to bring earplugs or earphones.
- Patients are reminded to bring the following items, per physician's orders:
  - Post-op boot or shoe, etc.
  - Crutches
  - Air cast
  - Special post-op brace or immobilizer
  - Custom-made splint
  - Post-op sling

## Related Policies

- [B-00-11-10002 – Operating Room Booking Policy](#)

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