***![C:\Documents and Settings\burken\Local Settings\Temporary Internet Files\Content.IE5\VNB1DP86\MC900440428[1].wmf]()***

***BEGINNING OF DAY CHECKLIST FOR NEURO ROOMS***

1. Wipe down all surfaces in the room
2. Verify that the room has 2 back tables, 2 prep tables, mayo stand, step stools, and sitting stools
3. Pull up the surgery scheduling draft in Star Panel for case notes and special requests
4. Scan the case into POU system
5. Unload the instruments and supplies from the case cart
6. Call ORTA for any additional instruments needed
7. Gather any additional supplies from the core and scan into POU
8. Verify the correct bed, make the bed, and call CT1 if changes are needed
9. Obtain additional equipment needed according to the surgery scheduling draft such as

2 headlight boxes with headlights, 2 bovies, Mayfield base and clamp, microscope, irrigating bipolar, stealth, ultrasound, cusa, bair hugger, SCD, lead aprons, Thompson chair, etc.

1. If applicable, set up the Mayfield clamp with skull pins, clipper with blade, comb, surgilube, marking pen, and xeroform
2. Have extension cords available and make sure all equipment has electrical cords attached
3. Gather positioning aids such as bean bag, gel pads, gel leg cradles, pillows, axillary roll, shoulder roll, foam arm cradles, foam donuts, adaptors for bed, etc.
4. Stock suture caddy, suction cannisters, and needle boxes
5. Correct copy of the DPC with additional instruments and supplies needed
6. Log off of the computer, but do NOT click done with patient or cancel this session in POU. Simply log off of the computer by clicking red X at the bottom of the screen.