

Rush University Medical Center

Policies and Procedures

Policy Number:	OP-
Category Name:	Main Operating Room Scheduling
Title:	OR Priority Block Release
Type:	Operational
Approval Date:	
Supersedes:	

Policy	Unused priority block time will be released to the priority surgeon's surgical department three (3) business days prior to surgery and to all RUMC surgeons two (2) business days prior to surgery. The preliminary schedule will be published at 6:00 PM two (2) days prior to the surgery date.
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Responsibility

Procedure

Surgeon/Surgical
Office Staff

1. Submit a completed surgical reservation form to OR Scheduling Office

OR Scheduling Office

2. Schedule cases for priority surgeons into available priority time blocks within 24 hours of receipt of request

3. At 11:00 AM three (3) business days prior to the surgery date release unused priority block time to surgeons within the priority surgeon's surgical department

- Schedule cases into the department's unused priority time blocks on a first come-first serve basis

4. At 11:00 AM two (2) business days prior to the surgery date release remaining unused priority block time to all RUMC surgeons

- Schedule cases into remaining unused priority time blocks on a first come-first serve basis

5. At 6:00 PM two (2) business days prior to the surgery date publish the preliminary OR schedule.

6. Continue to schedule additional case requests into open time slots until 4:00 PM one (1) business day prior to surgery

7. Ongoing exceptions to this policy by surgeon or surgical department are granted through agreement by the Chair of the Surgical Services Executive Committee, the Vice Chairs of the Surgical Services Executive Committee and the Chief Medical Officer.

OR Scheduling/
Charge Nurse

8. Schedule case requests received after 4:00 PM one (1) business day prior to surgery date as add-ons

- Clinically Urgent Cases (patient requires surgery within 24 hrs) will bump an elective case within the same department when an alternative open time is not available.
- Clinically Emergent Cases (patient requires surgery immediately) will go to the first available OR

Surgeon/Surgical
Office Staff

9. Submit all required pre-operative documentation (H&P, Consent, Lab Results, etc) or a completed exception form to Pre-Op Nursing by 11:00 AM one (1) business day prior to surgery

- Acceptance of an exception form for missing pre-operative documentation will be granted at the discretion of the scheduling office. Accepted cases will not be flagged. The scheduling office will not schedule cases granted an exception as a 1st case in any room.

Pre-Op Nursing

10. At 11:00 AM one (1) business day prior to surgery flag cases without completed pre-operative documentation requirements

- Notify Surgical Services Executive Committee of surgeons who accumulate three (3) flagged cases within a calendar quarter