

STANDARD OPERATING PROCEDURE	Theatre: Etiquette in Theatres
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**AT ALL TIMES, STAFF MUST TREAT EVERY INDIVIDUAL WITH RESPECT
AND UPHOLD THEIR RIGHT TO PRIVACY AND DIGNITY**

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1 INTRODUCTION

Theatre etiquette and practice are, in essence, about a combination of 4 factors: common sense, good manners, health and safety and infection control. All staff will endeavour to always maintain a professional demeanour within the department, treat their colleagues with courtesy and respect, and provide the best possible care for all patients who enter the department.

2 KEY PRINCIPLES

- 2.1 Staff must be familiar with and adhere to the existing Operating Theatre Standard Operating Procedures' (SOP's) and Policies.
- 2.2 Staff must be familiar with and adhere to the Operating Theatre Philosophy.
- 2.3 It is also the intention of this SOP to ensure the Health and Safety standards are met and maintained and that the risk of cross infection is minimized.

3 BEHAVIOURS

- 3.1 All staff should uphold the Trust standards and be respectful to all staff members
- 3.2 Staff must ensure that entitlement to lunch and breaks is not exceeded. Meal breaks are not to exceed 30 minutes. The morning and afternoon break, which is a 10-minute break, is discretionary and will be granted, when possible, by the theatre team leader.
- 3.3 No Food or drink to be taken into clinical areas including anaesthetic rooms, all food and drink must be consumed within staff rest rooms.
- 3.4 Smoking, including the use of E-Cigarettes, is not allowed within Wrightington Wigan and Leigh Teaching Hospitals NHS Foundation Trust. Staff may leave the department dressed in outdoor attire in their allotted meal break only.
- 3.5 Staff should address members of the theatre team by their appropriate title unless invited to do otherwise, especially in front of awake patients and visitors.
- 3.6 Talking outside of the anaesthetic rooms and theatres must be kept to a minimum to avoid disruption.
- 3.7 Noise – talk keeping voices low, music should be set at an acceptable limit and appropriate for the team and patient (if Local Anaesthetic). Staff should be aware of what you are saying and if it is appropriate, especially if the patient is having a local anaesthetic. Sudden noises must be kept to minimum as this could cause the patient to jump or disturb a patient during induction. On induction and on awakening please keep noise low, as this sense is the last to be lost and the first to return to the patient. To ensure patient safety staff must communicate to each other in English irrespective of an individual's first language.
- 3.8 It is important that staff do not use the anaesthetic room as a thoroughfare; if staff must enter staff must ensure that a patient is not being anaesthetised, (to enter at this stage is very disruptive for the patient and the anaesthetist). Theatres should be entered and exited via the scrub room to maintain the correct airflow; taking care as the floor may be wet.
- 3.9 To prevent disruption of air flows and minimise the risk of cross infection staff must restrict their movement in and out of each theatre environment.
- 3.10 If it is necessary to speak to a member of the surgical team during an operative procedure, it is essential that this is initiated through the scrub person.

4 THEATRE CLOTHING

- 4.1 Various articles of surgical attire e.g., impervious gowns, hair coverings, masks, protective eye wear, and other protective barriers are worn within the semi-restricted and restricted areas of the surgical environment to provide a barrier to contamination that may pass from personnel to patient, as well as from patient to personnel. This SOP is not intended to address sterile attire worn in the sterile field.
- 4.2 An adequate supply of theatre clothing should be available at all times and this clothing will be stored and sorted in a clean and dry area. As each area will have specific storage point it is essential that you ask on induction where the storage facility on the department is.
- 4.3 Clinical staff working in the operating theatres **MUST** use the conventional theatre clothing provided i.e., suit or dress.
- 4.4 Navy scrubs are worn Staff of Band 6 and above only.
- 4.5 Grey coloured tops will only be worn by Stores and Equipment Co-ordinators. RAEI & Leigh site only.

5 HAIR COVERING

- 5.1 Caps or hoods must be worn within the operating theatres and must completely cover the hair. All caps must be removed on leaving the department.
- 5.2 Head coverings: Turban, Hijab and skull cap may be worn for religious reasons. All head garments must be clean, washed and changed daily. All head garments must be secured and covered with either a standard theatre hat or an orthopaedic hood when working within the operating theatre. This is not a requirement for the recovery area.
- 5.3 In the outer areas e.g., recovery, patient reception, where it is not necessary to wear a theatre hat, hair should be clean and neat, long hair should be fixed above the collar.

6 FOOTWEAR

- 6.1 Standard theatre footwear is provided by the department. All shoes provided and bought after 01/01/2017 will comply with this SOP. Existing shoes can be worn providing they meet all other requirements within the SOP and are to a good standard.
- 6.2 Shoes should be black or navy in line with the Trust TW13-005 Uniform Dress Code Policy. Theatre footwear should provide toe protection and grip at the heel. Strapless or open toe shoes are not to be worn due to the risk of trips, slips and falls. Theatre users are responsible for cleaning their own footwear.
- 6.3 If a member of staff requires alternative footwear due to a medical condition, then a letter from Occupational Health, Podiatrist or GP must be provided. It is acceptable under these conditions to provide own footwear providing it meets the TW13-005 Uniform Dress Code Policy as stated in 6.2 and are only used whilst at work within theatre. The cost of this can be reclaimed by the staff member via personal tax.

7. WEARING OF PERSONAL PROTECTIVE EQUIPMENT

- 7.1 Protective attire should be provided and worn in accordance with occupational Health standards. Employees should remember that they have a responsibility to co-operate with any measures that their employer may take to protect their health in the workplace.
- 7.2 Disposable filtration masks must be provided near the restricted areas, completely covering the nose and the mouth. The correct mask for the right function must be worn in accordance with local policy e.g., Fluid repellent mask for blood and body fluids, "Smoke" masks for laser/smoke plume etc.
- 7.3 When using, masks if the tie variety should be tied using all 4 ties for efficient use and should not be handled except when being put on and taken off the face.
- 7.4 Masks should be changed when soiled and removed when leaving the operating theatre not left around the wearer's neck. Hands must be washed after removal of surgical masks.
- 7.5 Whilst there is insignificant evidence to support the continued wearing of masks to prevent wound infection in general surgery, especially in circulating staff, it is recommended that staff wear masks to protect them from body fluid splashes.
- 7.6 Masks must be worn by all members of the team within the Orthopaedic theatres.
- 7.7 Safety spectacles or visors are available, and it is highly recommended that staff use when it is appropriate.

8 PROCESS

- 8.1 Adequate and suitable storage and changing facilities should be provided for staff clothing and theatre attire.
- 8.2 Theatre clothing stained with blood or body fluids must be changed as soon as possible, especially prior to leaving the department. There will be adequate provision for disposal of soiled linen within changing rooms.
- 8.3 After daily use, or if contaminated before end of shift, re-usable surgical attire should be sent for laundering via the Trust laundry service. Single use protective equipment/clothing (hats, masks, visors which require disposal must be segregated appropriately into clinical and non-clinical waste in accordance with the Trust TW10-022 Waste Management Policy.
- 8.4 Laundering of named surgical attire (i.e., Navy scrubs) in domestic laundries must adhere to the following washing instructions: Uniforms must be laundered on a standard 60-degree cycle (minimum 10 minutes at temperature). Additionally, items must be either tumble dried or hot ironed to eliminate any remaining infection risk. In the case of heavily soiled/highly infectious garments – these will be sent to Synergy in accordance with the Trust laundry service procedure.
- 8.5 Staff transferring patients between departments and collecting clinical items from other departments are not required to change when leaving the theatre departments.
- 8.6 When eating in the canteen areas staff must change into outdoor clothing however it is agreed by Infection Prevention and Control that staff may collect food from the canteen in theatre scrubs providing, they remove hats and masks prior to leaving the theatre department.
- 8.7 Theatre clothes must not be worn outside hospital grounds.

9 PREPARATION OF PERSONNEL

- 9.1 It is essential that all staff are aware of the importance of strict personal hygiene, good health, and the implications of these to patient care.
- 9.2 It is recommended by the Association of Perioperative Practitioners (AfPP) that all staff change in the following manner:
- 9.2.1 All outer clothes and jewellery should be removed and stored in personal lockers or confined within the theatre attire. Jewellery will be limited to, one pair of plain stud earrings and one smooth ring without stones (e.g., wedding band) surgeons may be advised to remove these, particularly if working with metal prostheses.
 - 9.2.2 Hands should be washed, a surgical hat or hood placed over the hair ensuring that all hair is covered.
 - 9.2.3 Freshly laundered clothing is chosen, clean footwear is put on.
 - 9.2.4 Hands are washed again once the changing procedure is complete. If Hand washing facilities are not available within the changing area, alcohol gel may be used, and hands washed at the earliest opportunity.
- 9.3 Personnel should have facilities to shower and change theatre attire should they become contaminated.
- 9.4 In the case of an emergency immediate life-threatening situation whereby staff are called to theatre e.g., paediatrician for neonatal resuscitation the wearing of a hat, shoe covers, and apron will be encouraged.
- The Trust 'Bare below the Elbow' principle must be adhered to by staff within the Department when in direct patient contact.
- 9.5 Additional garments e.g., fleece/cardigan must not be worn when delivering direct patient care in theatres. Disposable warm up jackets must be replaced daily.
- 9.6 Clinicians wearing disposable gowns as warming jackets within theatres must change between patients and must remove gown before leaving theatre.

10 HUMAN RIGHTS ACT

Implications of the Human Rights Act have been taken into account in the formulation of this policy and they have, where appropriate, been fully reflected in its wording.

11 ACCESSIBILITY STATEMENT

This document can be made available in a range of alternative formats e.g., large print, Braille, and audio cd.

For more details, please contact the HR Department on 0194277(3766) or email equalityanddiversity@wwl.nhs.uk