OR supply readiness checklist

A practical team review before the day of surgery

Facility / service: _____ Review date: _____

01 Procedure requirements

- [ ] Confirm the upcoming case list, locations and procedure changes.
- [ ] Verify the supply template and required quantities for each case.
- [ ] Check items outside the usual template with the clinical team.

02 Inventory and availability

- [ ] Confirm usable stock at the right facility and the latest stock update.
- [ ] Check expiration, lot information and reserved or unavailable quantities.
- [ ] Identify shortages and confirm delivery or transfer timing with an owner.

03 Clinical review and escalation

- [ ] Route proposed substitutions to the authorized clinical approver.
- [ ] Escalate unresolved shortages under local policy; document owner and next check.
- [ ] Confirm the team can see the latest issue and request status.

04 Final handoff

- [ ] Record remaining gaps, accountable owners and agreed follow-up times.
- [ ] Recheck readiness when the case list, stock or delivery status changes.
- [ ] Share the final supply handoff with OR and supply-chain teams.

Priority gap: _____

Owner: _____ Next review: _____

Operational discussion aid only. Not a validated clinical assessment, clearance for surgery, or a replacement for facility policy and clinical judgment.