**Surgical Daily and Weekly Checksheet**

**Daily:**

\_\_\_\_\_ 1. Be sure all set up/ clean up sheets are returned to CMZ

\_\_\_\_\_ 2. All notes are done from today

\_\_\_\_\_ 3. All transactions done from today

\_\_\_\_\_ 4. Any implants logged in computer and log book, along with materials

\_\_\_\_\_ 5. Drill usage logged in book

\_\_\_\_\_ 6. All buckets done for the next day with their PC sheets in bucket

\_\_\_\_\_ 7. Be sure all implants, prosthetics and materials are all here for the sx today

\_\_\_\_\_ 8. Surgeries are assigned for tomorrow

\_\_\_\_\_ 9. Lunches are scheduled out for tomorrow

\_\_\_\_\_ 10. “FINISH” cases if any appointment had a case associated with it

\_\_\_\_\_ 11. Check if upcoming appointments need Vista syringes made, if so have some prepared

\_\_\_\_\_ 12. Turn this sheet into CMZ :)

**Weekly:**

\_\_\_\_\_ 1. Send back any failed implants

\_\_\_\_\_ 2. Have you or CMZ gone through inventory?

\_\_\_\_\_ 3. Have you or CMZ turned in PC sheets to MVF to plan?

\_\_\_\_\_ 4. Check any implant drill logs and pilot drills and order what we need

\_\_\_\_\_ 5. Have all parts been ordered for pt.’s next week?

\_\_\_\_\_ 6. Stock sx. carts in rooms 3 and 6

\_\_\_\_\_ 7. Stock all sx. materials in Rooms 2,3,6

\_\_\_\_\_ 8. Room 6 stocked

\_\_\_\_\_ 9. Stat Sheet filled out

\_\_\_\_\_ 10. Check refrigerators upstairs and downstairs to throw things out. GIVE GIRLS warning on Thursday morning that all things and their containers are going to be thrown out Friday afternoon.

\_\_\_\_\_12. Turn this sheet in to CMZ

*Updated 1/14/2020*