

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: _____