

TUTORIAL WEEKS CHECKLIST

TUTOR: _____

DATE: _____

TUTEE: _____

GROUP: _____

INFORMATION SYSTEMS

- ☐ EPIC
 - ☐ Patient Chart
 - ☐ Labs/Imaging
 - ☐ Anesthesia Records
 - ☐ Scanned Records
- ☐ EPIC Weblinks
- ☐ MGH Safety Reporting System

PREOP EVALUATION:

- ☐ AIRWAY EVALUATION
- ☐ REVIEW OF SYSTEMS
- ☐ INFORMED CONSENT
- ☐ PERFORM ONE POSTOP PHONE CALL
- ☐ PERFORM ONE INPATIENT POSTOP CHECK TOGETHER
- ☐ ADDING RISKS OF OTHER PROCEDURES (REGIONAL/LINES) TO CONSENT FORM
- ☐ REVIEW OF MEDICATIONS TAKEN DAY OF SURGERY
- ☐ DISCUSSION OF NPO STATUS
- ☐ REVIEW OF EMAR/HOME ANTICOAGULANTS FOR NEURAXIAL PLACEMENT
- ☐ OBTAINING A BLOOD BANK SAMPLE
- ☐ CHECKING PREOP LABS ON EPIC

MONITORS:

- ☐ STANDARD ASA MONITORS
- ☐ TOF
- ☐ GLUCOMETER
- ☐ APPROPRIATE ECG LEAD PLACEMENT
- ☐ ARTERIAL LINE ZEROING AND PRESSURE BAG SETUP
- ☐ FOLEY BAG EMPTYING
- ☐ FLUID WARMER SETUP

DRUGS:

- ☐ DRAWING UP DRUGS USING STERILE TECHNIQUE
- ☐ NEEDLE SAFETY (NO RECAPPING)
- ☐ DRUG LABELING AND DILUTION
- ☐ VIALS ARE SINGLE USE ONLY
- ☐ DRUG STORAGE, RECONCILIATION AND WASTING OF CONTROLLED SUBSTANCES
- ☐ INTRAOPERATIVE
- ☐ NEBULIZER ADMINISTRATION
- ☐ SCOPOLAMINE PATCH LOCATION/USE
- ☐ BICITRATE LOCATION/USE
- ☐ DISCUSSION OF HIGH RISK MEDICATIONS: (INSULIN, VANCOMYCIN, HEPARIN, POTASSIUM, SUCCINYLCHOLINE)

SKILLS:

- ☐ PERFORM ONE SPINAL
- ☐ PROVIDE MONITORED ANESTHESIA CARE (MAC) TO AT LEAST ONE PATIENT
- ☐ PERFORM AT LEAST 2 GENERAL ANESTHESIA CASES BY HAND MASK VENTILATION
- ☐ CHECK BLOOD ON ONE PATIENT – AND TRANSFUSE IF INDICATED
- ☐ BLOOD SCANNING AND ORDERING
- ☐ PERFORM ONE ARTERIAL LINE AND INTERPRET ARTERIAL BLOOD GAS RESULTS

PAGING/ELECTRONICS:

- ☐ HOW TO CALL FOR ANESTHESIA HELP
- ☐ ANESTHESIA TECH PAGING
- ☐ ELECTRONIC DEVICES IN THE OR (NO PHONES/TEXTING/FACEBOOK)
- ☐ Vocera Use

POSTOP:

- ☐ GIVING REPORT TO PACU RNs
- ☐ WRITING POSTOP ANESTHESIA NOTE
- ☐ COMPLETING QA NOTE
- ☐ WRITING PACU ORDERS INCLUDING EPIDURAL ORDERS
- ☐ ENTERING PATIENTS INTO ACGME COMPUTER LOG

CASE CHARTING

- ☐ Anesthesia Start/Stop Times
- ☐ Data Collection Start/Stop
- ☐ Medication
- ☐ Position and Patient Checks
- ☐ Airway/Procedure Notes
- ☐ PACU Orders
- ☐ Post-op Note
- ☐ MGH Safety Reporting System

EMERGENCY EQUIPMENT:

- ☐ Emergency Manual
- ☐ How to obtain Code Cart
- ☐ How to obtain Airway Cart