Jackson Medical

GloShield Launch Checklist

The following document provides a general list of suggested actions to complete in preparation of launching or formally introducing GloShield for use in operating rooms at a hospital. Actual launch of GloShield is recommended to only initiate when all items are complete. Some action items may be completed at a system level while others at a hospital or site level. Specific action items can be added to the launch checklist based on the needs of the specific hospital as determined by perioperative management/administration.

Table 1: GloShield Launch Checklist

Complete?	Action Items	OR*	SP*	MM*	PS*
❏	Equipment IDs - Issue equipment IDs within system with correct reference numbers. Carton-level reference numbers (16-3001, 17-3001) will be used for ordering GloShields. Pouch-level reference numbers (16-2001, 17-2001) will be used for tracking usage internally.				✓
❏	Core Location - Determine appropriate location(s) in core(s) and create limited stockpile as contingency for case cart supply. Show OR staff location in core(s) where GloShields are kept.	✓		✓	
❏	Case Carts Stockpile - Build primary stockpile located specifically with SP. This will serve as the main GloShield supply channel for the ORs via case carts.		✓	✓	
❏	Preference Card Updates - Update preference cards by linking the appropriate GloShield equipment ID with the corresponding light cable/HD camera equipment ID. Every time a tray with a light cable is placed on the case cart, GloShields are included with other disposables.	✓			
❏	Inform Staff - OR staff and surgeons should be notified of new products and GloShield launch date. If GloShields are to be standardized across services to mitigate risk, relay administration's and management's expectations to OR staff and surgeons. Designate team leads, if appropriate.	✓			
❏	On-Site In-Service Scheduling - Educators/Managers should schedule staff in-services and/or GloShield training.	✓	✓		
	Launch Date: _____				

✓'s denote which departments are primarily involved/responsible

*OR - Perioperative Services; SP - Sterile Processing; MM - Materials Management; PS - Purchasing/Supply Chain