INTERNAL USE ONLY

In-Service Guide

aspen surgical®

Modular Laparoscopic Instruments

Departments Needing In-Servicing

- OR Staff
  - Nursing – Circulating Nurses, OR Coordinators, Nurse Managers, OR Directors
  - Technical Staff – Surgical Techs
  - Surgeons
- SPD
  - Decontamination
  - Assembly, Technicians
- Purchasing

Before you begin:

- Are they purchasing reusable components, single use scissors, or both?
- If using single use, were they using a competitor before? What was their process for sterilization and assembly?
  - Scissors should be assembled clean and then sent through the sterilizer, will this require a process change from their current method?

Clear Lead Time Expectations

- Make sure *every team* you work with understands that this is a **made to order** product.
  - A small or standard order of 1-2 trays will **average** 3-4 weeks to turn around.
  - Anything larger will take more time, we can provide a specific ETA after the order is placed.
  - These lead times can and will adjust based on overall order volume.

Scissors vs. All Other Instruments

- Scissors require a different style of insulation shaft to protect the instrument all the way to the tip.
- To differentiate scissor specific handles, there will be a blue knob on the handle.
- Blue knob handles will accent reusable and single-use scissor inserts.
- Black handles are for all other inserts.

Blue handles will ONLY accept Symmetry Scissor Inserts

Black handles will NOT accept Symmetry Scissor Inserts

Single-Use vs. Reusable Components

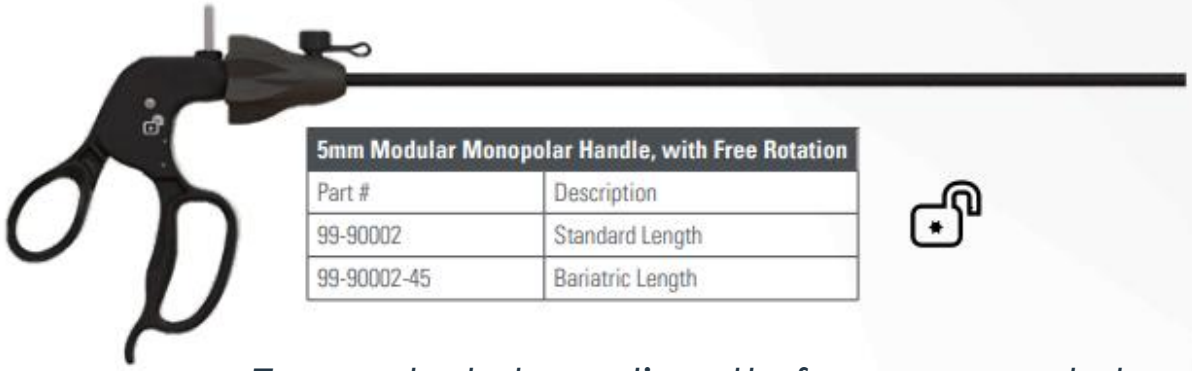
- **Scissors inserts** are also available as a single-use option in addition to reusable.
- The single-use scissor inserts are shipped clean but not sterile.
- The scissors can and should be assembled clean and then sent through the sterilization process.
  - Additional inserts could be separately peel-packed and added to the shelf for replacements during a long case in the sterile field.
- Single-use scissor inserts will be labeled Symmetry but do have a EndoPlus branded sleeve for the individual inserts.
- The single-use inserts will only work in the specified scissor handles with the blue knobs.

Free-Rotation

What is Free Rotation?

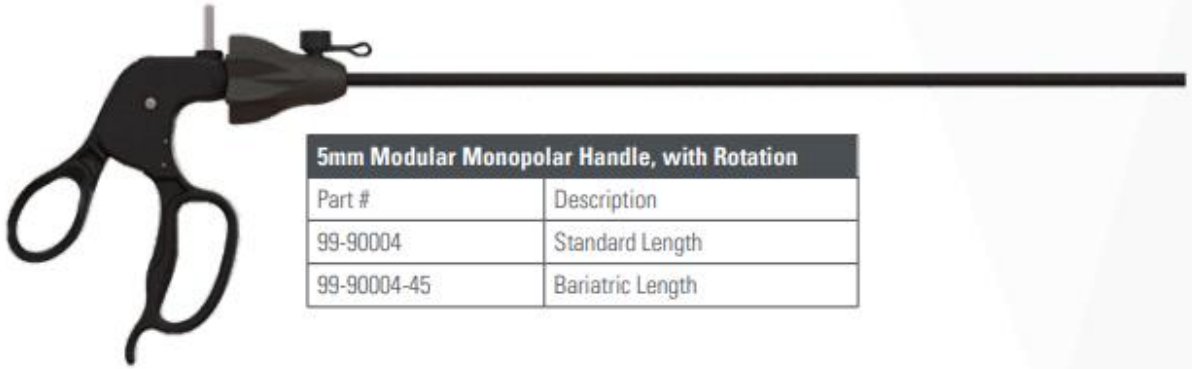
Rotations  will NOT TURN when grasping tissue unless handles are marked with  indicating non-locking Free Rotation.

 means the  WILL TURN when grassping tissue.



5mm Modular Monopolar Handle, with Free Rotation	
Part #	Description
99-90002	Standard Length
99-90002-45	Bariatric Length

Example taken directly from our catalog



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Cleaning

- Instruments should be disassembled for cleaning
- Instruments come apart into two pieces:
  - Insert
  - Handle and insulated shaft
- Run an instrument brush completely through the channel of the instrument to ensure you've captured all bio burden.
- Clean instruments should then be reassembled and sent through the sterilizer.

Assembly

- Assembly videos for you to practice with and ensure you're comfortable with assembly and disassembly.
  - Ratcheting Monopolar and Steel Handle Assembly
  - Ratcheting Monopolar and Steel Handle Disassembly
  - Non-Ratcheting Monopolar and Steel Handle Assembly
  - Non-Ratcheting Monopolar and Steel Handle Disassembly
  - Modular Slidelock Assembly, Disassembly, and Cleaning
- Ensure that **both the OR and SPD** are familiar with how to assemble and disassemble the instrument.
  - Pay close attention to the position of the back of the handle, it helps to hold the instrument vertical, so the back piece remains open while installing the insert.
  - If done improperly it will screw in but won't grasp. Remove the insert and reinstall to fix.
- Ideally have each staff member practice this as a part of the in-service.
- The IFU also has great step by step directions in this process.