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User Guide

Circulating Nurse

Product Retrieval (Kiosk)



Circulating Nurse

Task Product Retrieval (Kiosk)

1



Review the locker displays to find the name details of the case you are picking.

2



Open the locker and remove the sutures from the bin inside.

Note: Remember to check package integrity, correct SKU and expiry before procedure.

3



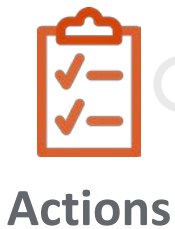
Close the locker door and make sure to press the button next to your locker to confirm retrieval.

4



Repeat for each case as necessary.

Note: For cases in which there exists sutures that are not included in the Kiosk, product retrieval should occur at the AITA Smart Shelf.



Actions

Video



Product Retrieval (Suture Hub)



Circulating Nurse

Task

Product Retrieval (Suture Hub)

1



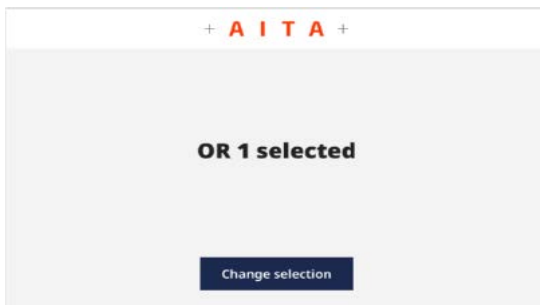
Select appropriate operating room on screen.

2



Selection is highlighted on screen.

3



Verify OR selection. If incorrect, select "Change Selection" and return to Step 1.

4



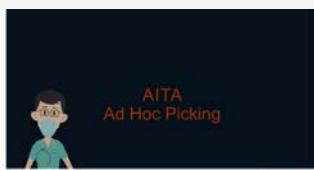
Use both thumb and index finger to remove one suture.

Note: Remember to make sure suture is horizontal and straight when removed (avoid removing at an angle). If 2 packages are picked at once, record this in the AITA web app through reconciliation.



Actions

Video



Reconciliation

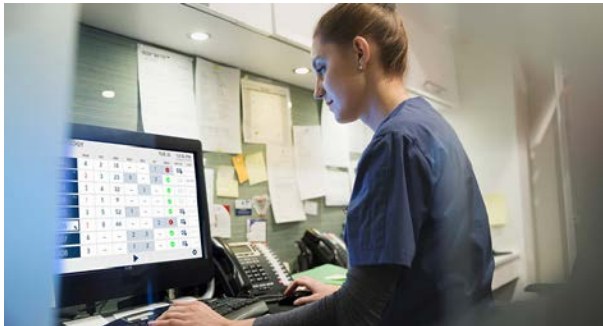


Circulating Nurse

Task

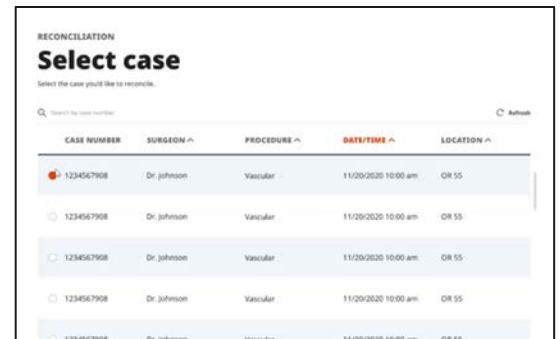
Reconciliation

1



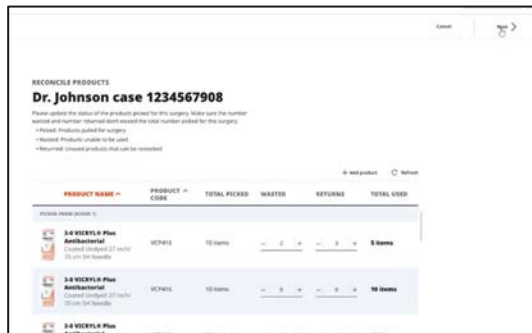
Proceed to the nearest workstation and sign into the AITA web app.

2



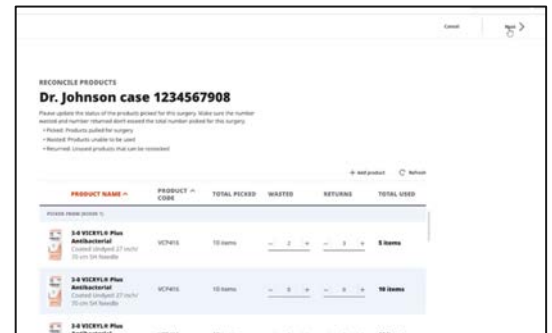
Navigate to the reconciliation page and select your case.

3



Here you can enter the quantities of sutures wasted during the case and the amount that will be returned.

4



Repeat for each product if necessary. The system will calculate the total number of sutures used during a case.



Actions

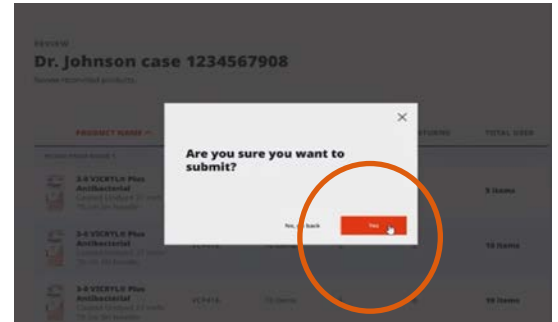
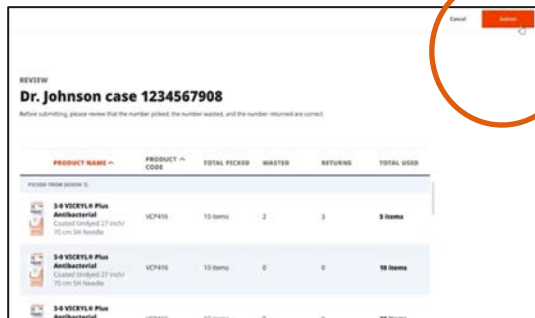


Circulating Nurse

Task

Reconciliation

5



When you are ready to submit, click the submit button and confirm “yes.”

Note: Put aside any remaining sutures so they can be restocked at a later time.



Actions

Video



Materials Handler

Replenishment (Suture Hub)



Materials Handler

Task Replenishment (Suture Hub)

Identify which units need to be replenished on the AITA platform via web-based application.

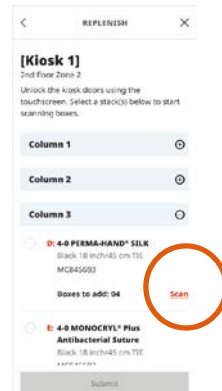
1



Note: Screenshots are of kiosk replenishment. Hub replenishment functionality is similar.

After the specific suture hub is selected, a replenishment overview will appear on the handheld scanner.

2



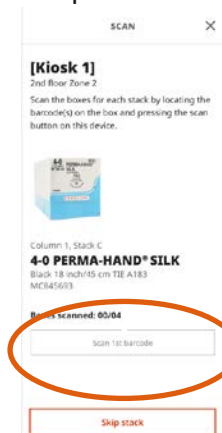
Select "Scan" next to the first cartridge to be replenished.

3



Remove selected cartridge.

4



Verify the cursor is flashing in the scanning field.

5



Scan the specified suture boxes with the HH scanner by quickly clicking and releasing the trigger.

6



Refill cartridge with the full content of the suture boxes while making sure: (a) Barcode side is facing up; and (b) Peel end is to the back of the cartridge.

Actions



Materials Handler

Task

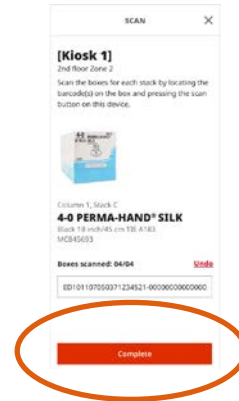
Replenishment (Suture Hub)

7



Insert replenished cartridge to respective position based on hub and cartridge labels, making sure magnets engage.

8



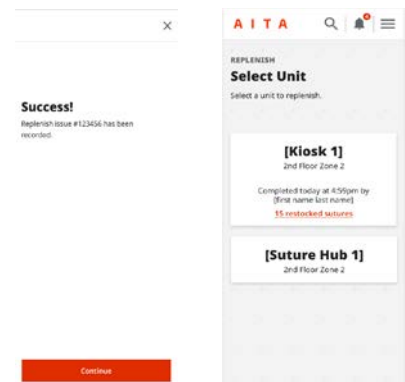
Select "Complete". If replenishing more cartridges, refer back to step 2.



Actions



Continue selecting the remaining cartridges until all are selected. Then select "Submit" to complete the replenishment.



The replenishment will then be confirmed on the next screen. After selecting "continue", the respective machine will be updated with information on the recently completed replenishment.

Video



Replenishment (Kiosk)



Materials Handler

Task

Replenishment (Kiosk)

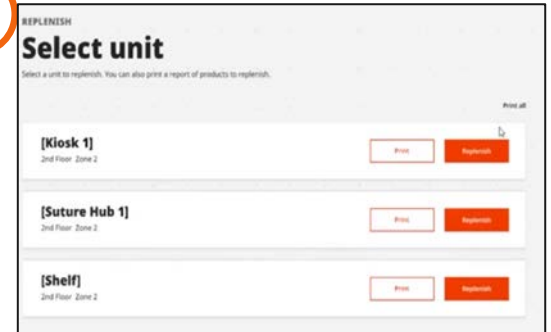
Identify which units need to be replenished on the AITA platform via web-based application.

1



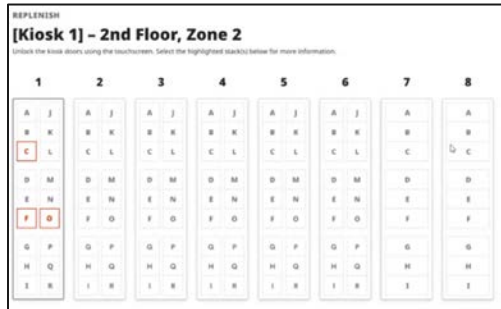
locate and sign into the Handheld Scanner.

2



Using the built-in touch screen, select the unit you will replenish.

3



You will see a list of all the products that need to be replenished.

4



Use the touchscreen at the Kiosk to unlock the doors and ready the system for replenishment.

5



Remove the column and locate the stack with the matching product SKU.

6



Scan the new box of sutures using the handheld scanner.



Actions



Materials Handler

Task

Replenishment (Kiosk)

6



Remove the existing sutures from the stack, load in the new sutures, and place the existing sutures on top.

Note: Sutures must be loaded with 2D barcode facing up and on right side of stack.

7



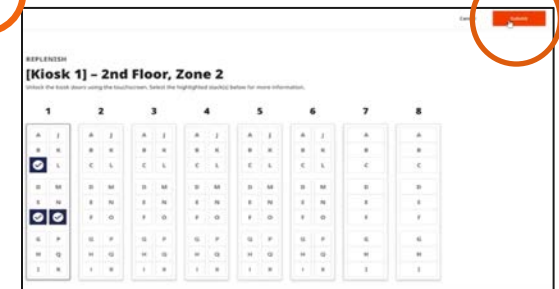
Mark stack as complete using web app and repeat until all sutures are replenished.

8



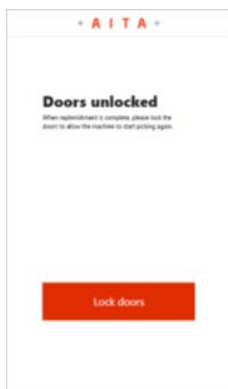
Once all sutures have been loaded into the Kiosk, push the columns back into the Kiosk and close the doors.

9



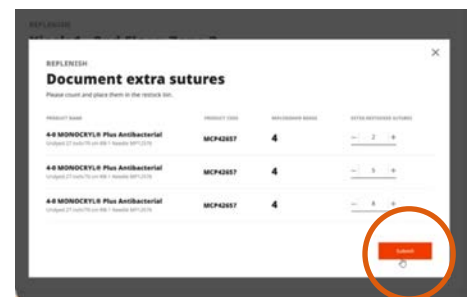
If no additional stacks need to be replenished, press "submit" on the touch screen.

10



Remember to close open kiosk doors and press 'Lock Door' to complete process.

11



Document left over sutures that could not fit in stack using handheld scanner.

Actions



Video



Restocking



Materials Handler

Task

Restocking (Kiosk)

1



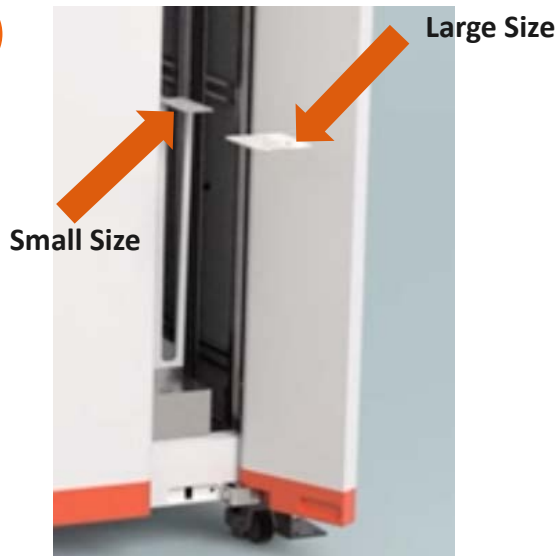
Unlock the Restocking Door using the Kiosk's built-in touch screen.

2



Once unlocked open the Restocking Door.

3



Sort and place the sutures into stacks depending on the suture sizes, with one stack being for small sutures, and the other for large.



Note: Sutures must be loaded with 2D barcode facing up and on right side of stack.



Actions



Materials Handler

Task

Restocking (Kiosk)

4



Once the sutures are placed correctly, the user can close the Restocking door. The door will automatically lock once closed .

5

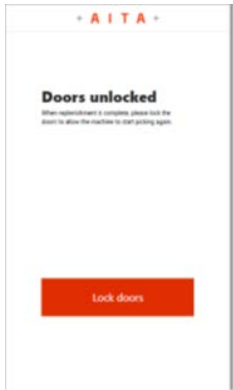


The Kiosk will scan suture information, restock the suture, and verify completion to the cloud. Restocked sutures are acknowledged in the system and will be available in for upcoming cases.



Actions

6



Remember to close open kiosk doors and press 'Lock Door' to complete process.

Video



Materials Manager

Order Management



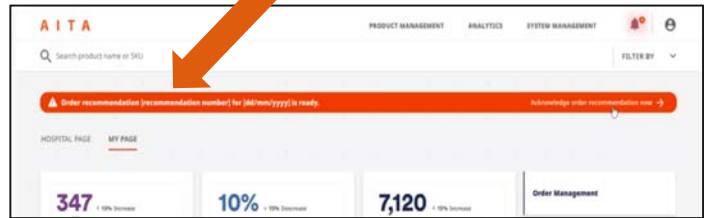
Materials Manager

Task Order Management

1



Recommendation



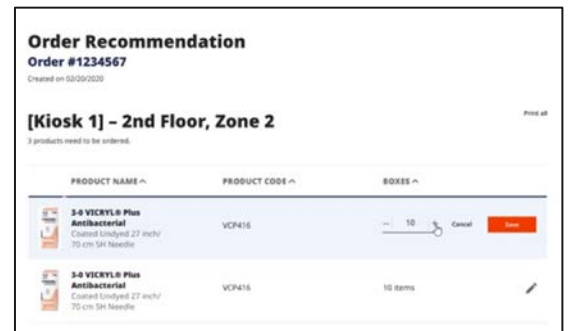
When inventory levels reach a pre-determined par level, the materials manager will receive a recommendation to reorder sutures.

2

Notification Tray



3



Select the notification from the notification tray or click on the banner alert to manage your order recommendation.

Once you have reviewed the recommended order, you may accept, decline, or edit the recommendation using the tools provided on screen.



Actions



Materials Manager

Task

Order Management

4



Once you are satisfied, and the order has been placed, you can select “order placed” to update the status change in the order management screen.

Note: The order recommendation does not place the order for you. You must continue to place your order through your existing order management process.



Actions

Video

