



DR. PABLO O. TORRE  
MEMORIAL HOSPITAL

# RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH  
THE HEART OF FILIPINO HEALTHCARE

<b>DEPARTMENT:</b> Nursing Services Division		<b>POLICY NUMBER:</b> DPOTMH-MPP-NSD-P041 (01)	
<b>TITLE/DESCRIPTION:</b>  OUT ON PASS PROTOCOL			
<b>EFFECTIVE DATE:</b> July 15, 2025	<b>REVISION DUE:</b> July 14, 2028	<b>REPLACES NUMBER:</b> DPOTMH-I-P09-S04	<b>NO. OF PAGES:</b> 1 of 9
<b>APPLIES TO:</b> Nursing Services Division, Medical Services Division		<b>POLICY TYPE:</b> Multi disciplinary	

## PURPOSE:

To provide guidelines for the safe and appropriate granting of "Out on Pass" privileges to inpatients, in accordance with institutionalized hospital policy. This protocol ensures that all requests are properly authorized, documented, and monitored to uphold patient safety, professional accountability, and legal compliance.

## DEFINITIONS:

**Out on Pass** – A temporary leave from the hospital granted to an inpatient, allowing the patient to leave the facility for a limited period, under specific conditions, with prior written medical approval and completion of the required waiver.

## RESPONSIBILITY:

Staff Nurse, Nurse Supervisors, Security Guards, Auxiliary, Ambulance Driver, Physician, Medical Doctors, VP-Chief Medical Officer

## POLICY:

1. The *Attending Physician* shall authorize any request for "Out on Pass." *Residents-on-duty* may write the "Out on Pass" order in the patient's chart only after informing the Attending Physician and with the approval of the Medical Director or the Vice President – Chief Medical Officer.
2. Phone order for "Out on Pass" shall not be allowed.
3. The duration of "Out on Pass" leave shall be 4 to 8 hours only. If the patient does not return after 8 hours, the Nurse-on-duty informs the Nurse Supervisor and the Attending Physician/Resident-on-duty.
4. Only the following reasons shall be considered valid in obtaining an "Out on Pass" permit:
  - To follow up documents such as bank and other financing transactions from outside the hospital premises, necessary for hospital admission/discharge.
  - For medical check-up/work up in the other clinics/hospitals, diagnostic test and procedures not available in DPOTMH.
5. Ambulance services shall be used accompanied by nurse.





DR. PABLO O. TORRE  
MEMORIAL HOSPITAL

# RIVERSIDE MEDICAL CENTER, INC.



**METRO PACIFIC HEALTH**  
THE HEART OF FILIPINO HEALTHCARE

<b>DEPARTMENT:</b> Nursing Services Division		<b>POLICY NUMBER:</b> DPOTMH-MPP-NSD-P041 (01)	
<b>TITLE/DESCRIPTION:</b>  <b>OUT ON PASS PROTOCOL</b>			
<b>EFFECTIVE DATE:</b> July 15, 2025	<b>REVISION DUE:</b> July 14, 2028	<b>REPLACES NUMBER:</b> DPOTMH-I-P09-S04	<b>NO. OF PAGES:</b> 2 of 9
<b>APPLIES TO:</b> Nursing Services Division, Medical Services Division		<b>POLICY TYPE:</b> Multi disciplinary	

6. For pediatric patients (those under 18 years of age), the parent or authorized guardian shall accomplish the "Out on Pass" form and receive all pertinent instructions on behalf of the patient.
7. Official "Out on Pass" forms shall be available at the Nursing Stations/Units and shall be filled out completely.
8. The hospital shall not be liable for any drug administration done outside of the hospital. Medications taken by the patients while "Out on Pass" are documented on the Medication and Treatment Record by encircling the time the medication was supposed to be given and writing the phrase "Out on Pass."
9. The Nurse on-duty shall re-orient the patient about the hospital security measures.
10. The re-orientation shall be reflected and properly documented in the patient's chart (Nurses Remark). The hospital shall not be liable for any loss of valuables in the hospital premises, or, in this case, that may occur during the "Out on Pass" period.





DR. PABLO O. TORRE  
MEMORIAL HOSPITAL

# RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH  
THE HEART OF FILIPINO HEALTHCARE

<b>DEPARTMENT:</b> Nursing Services Division		<b>POLICY NUMBER:</b> DPOTMH-MPP-NSD-P041 (01)	
<b>TITLE/DESCRIPTION:</b>  OUT ON PASS PROTOCOL			
<b>EFFECTIVE DATE:</b> July 15, 2025	<b>REVISION DUE:</b> July 14, 2028	<b>REPLACES NUMBER:</b> DPOTMH-I-P09-S04	<b>NO. OF PAGES:</b> 3 of 9
<b>APPLIES TO:</b> Nursing Services Division, Medical Services Division		<b>POLICY TYPE:</b> Multi disciplinary	

## PROCEDURE (SOP):

1. The Nurse on-duty informs the Medical Doctors of the request for "Out on Pass".
2. The Nurse on-Duty secures a written order from the Attending Physician or Resident Physician. (Phone orders are not allowed).
3. The Medical Doctors/ Resident on duty explains the risk and benefits to the patient and his folks when leaving the hospital premises. And, the corresponding safety measures to undertake.
4. The Nurse on-duty obtains the "Out on Pass" waiver signature from the patient/ authorized guardian. The Nurse on-duty stands as a witness and signs the form as well.
5. The Nurse on duty informs the immediate head / Nursing Supervisor, The immediate Head / Nurse Supervisor informs and ask permission to the Medical Director or the Vice President – Chief Medical Officer of the Out On Pass request.
6. Once approved, the Nurse on-duty accomplishes three (3) copies of "Out on Pass" slip.
7. The Nurse on-Duty instructs the patient to take medication as scheduled and to comeback on the time specified. Note the medications due on "Out on Pass" sheet and provide the needed medication.
8. The patient/authorized guardian signs the "Out on Pass" form indicating that he/she has been instructed on the correct administration of medications sent with him/her.
9. The Nurse on-duty distributes the three (3) copies of "Out on Pass" slip as follows:
  - 9.1 Patient's copy
  - 9.2 Patient's chart
  - 9.3 Security Guard
10. Nurse on-duty attaches one (1) signed "Out on Pass" waiver in the patient's chart.
11. Nurse on-duty instructs the patient to report to the nurse's station upon arrival.
12. The Nurse on-duty documents in the Nurses Remarks: the time the patient went out of the hospital and the time the patient came back; and the nurse's observation, physical assessment, and other comments.
13. The Nurse on-duty endorses the patient to the incoming nurse with emphasis on the time of arrival or the expected time of arrival.





DR. PABLO O. TORRE  
MEMORIAL HOSPITAL

# RIVERSIDE MEDICAL CENTER, INC.



**METRO PACIFIC HEALTH**  
THE HEART OF FILIPINO HEALTHCARE

<b>DEPARTMENT:</b> Nursing Services Division		<b>POLICY NUMBER:</b> DPOTMH-MPP-NSD-P041 (01)	
<b>TITLE/DESCRIPTION:</b>  OUT ON PASS PROTOCOL			
<b>EFFECTIVE DATE:</b> July 15, 2025	<b>REVISION DUE:</b> July 14, 2028	<b>REPLACES NUMBER:</b> DPOTMH-I-P09-S04	<b>NO. OF PAGES:</b> 4 of 9
<b>APPLIES TO:</b> Nursing Services Division, Medical Services Division		<b>POLICY TYPE:</b> Multi disciplinary	

## WORK INSTRUCTION:

KEY TASK	PERSON RESPONSIBLE
1. Informs the Medical Doctors of the request and the need for "Out on Pass".	Nurse on-duty
2. Secures a written order from the Attending Physician or Resident Physician.	
3. Obtains the "Out on Pass" waiver signature from the patient/ authorized guardian and stands as a witness and signs the form as well.	
4. Informs the immediate head / Nursing Supervisor, The immediate Head / Nurse Supervisor informs and ask permission to the Medical Director or the Vice President – Chief Medical Officer of the Out On Pass request	
5. Instructs the patient to take medication as scheduled and to comeback on the time specified. Note the medications due on "Out on Pass" sheet and provide the needed medication.	
6. Accomplishes three (3) copies of "Out on Pass" slip.	
7. Instructs the patient to take medication as scheduled and to comeback on the time specified. Note the medications due on "Out on Pass" sheet and provide the needed medication.	
8. Distributes the three (3) copies of "Out on Pass" slip	
9. Attaches one (1) signed "Out on Pass" waiver in the patient's chart.	
10. Instructs the patient to report to the nurse's station upon arrival	
11. Documents in the Nurses Remarks: the time the patient went out of the hospital and the time the patient came	





DR. PABLO O. TORRE  
MEMORIAL HOSPITAL

# RIVERSIDE MEDICAL CENTER, INC.



**METRO PACIFIC HEALTH**  
THE HEART OF FILIPINO HEALTHCARE

<b>DEPARTMENT:</b> Nursing Services Division		<b>POLICY NUMBER:</b> DPOTMH-MPP-NSD-P041 (01)	
<b>TITLE/DESCRIPTION:</b>  OUT ON PASS PROTOCOL			
<b>EFFECTIVE DATE:</b> July 15, 2025	<b>REVISION DUE:</b> July 14, 2028	<b>REPLACES NUMBER:</b> DPOTMH-I-P09-S04	<b>NO. OF PAGES:</b> 5 of 9
<b>APPLIES TO:</b> Nursing Services Division, Medical Services Division		<b>POLICY TYPE:</b> Multi disciplinary	

back; and the nurse's observation, physical assessment, and other comments.	
12. Endorses the patient to the incoming nurse with emphasis on the time of arrival or the expected time of arrival.	
13. Explains the risk and benefits to the patient and his folks when leaving the hospital premises. And, the corresponding safety measures to undertake.	Medical Doctors/ Resident
14. Signs the "Out on Pass" form indicating that he/she has been instructed on the correct administration of medications sent with him/her	Patient/authorized guardian
15. Approves the Out On Pass request.	Medical Director or the Vice President – Chief Medical Officer





DR. PABLO O. TORRE  
MEMORIAL HOSPITAL

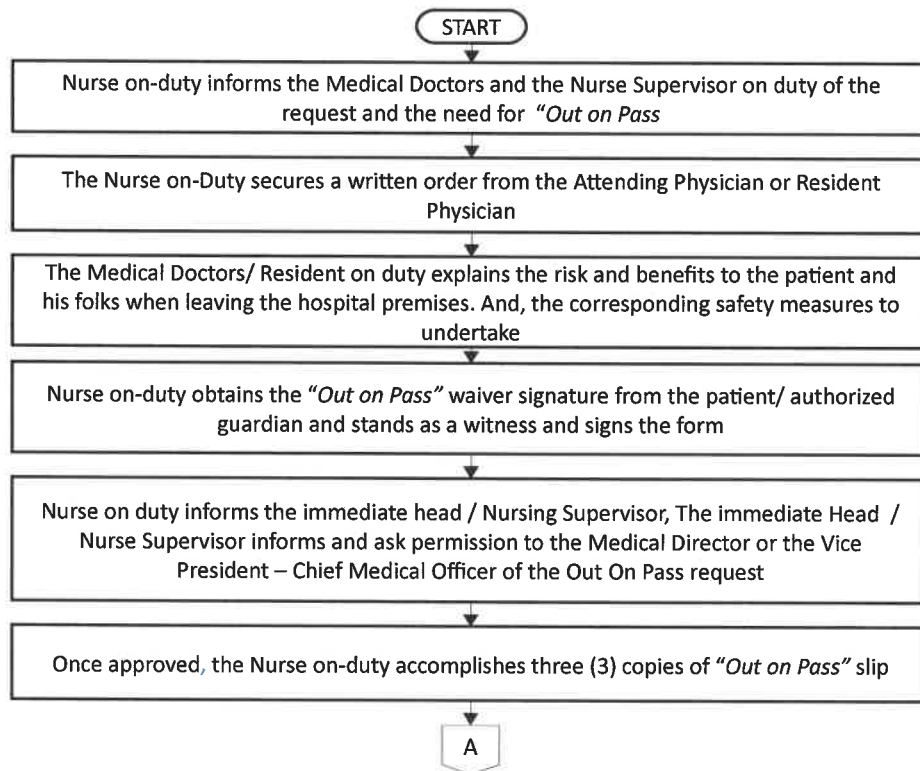
# RIVERSIDE MEDICAL CENTER, INC.



**METRO PACIFIC HEALTH**  
THE HEART OF FILIPINO HEALTHCARE

<b>DEPARTMENT:</b> Nursing Services Division		<b>POLICY NUMBER:</b> DPOTMH-MPP-NSD-P041 (01)	
<b>TITLE/DESCRIPTION:</b>  OUT ON PASS PROTOCOL			
<b>EFFECTIVE DATE:</b> July 15, 2025	<b>REVISION DUE:</b> July 14, 2028	<b>REPLACES NUMBER:</b> DPOTMH-I-P09-S04	<b>NO. OF PAGES:</b> 6 of 9
<b>APPLIES TO:</b> Nursing Services Division, Medical Services Division		<b>POLICY TYPE:</b> Multi disciplinary	

## WORK FLOW:







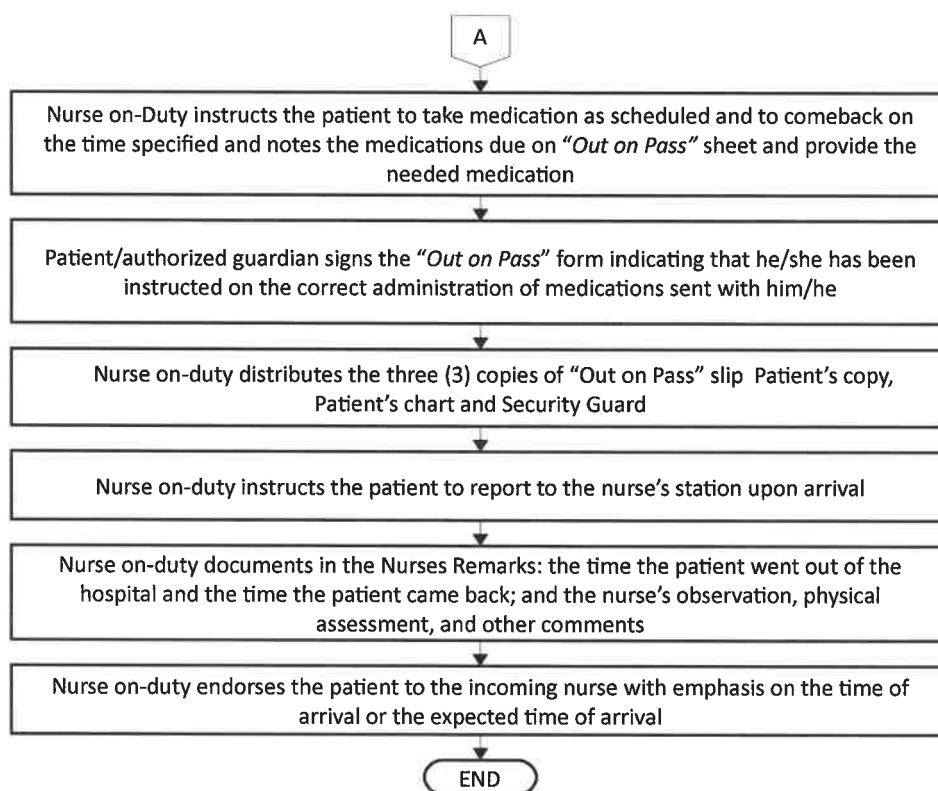
DR. PABLO O. TORRE  
MEMORIAL HOSPITAL

# RIVERSIDE MEDICAL CENTER, INC.



**METRO PACIFIC HEALTH**  
THE HEART OF FILIPINO HEALTHCARE

<b>DEPARTMENT:</b> Nursing Services Division		<b>POLICY NUMBER:</b> DPOTMH-MPP-NSD-P041 (01)	
<b>TITLE/DESCRIPTION:</b>  OUT ON PASS PROTOCOL			
<b>EFFECTIVE DATE:</b> July 15, 2025	<b>REVISION DUE:</b> July 14, 2028	<b>REPLACES NUMBER:</b> DPOTMH-I-P09-S04	<b>NO. OF PAGES:</b> 7 of 9
<b>APPLIES TO:</b> Nursing Services Division, Medical Services Division		<b>POLICY TYPE:</b> Multi disciplinary	



MASTER COPY



DR. PABLO O. TORRE  
MEMORIAL HOSPITAL

# RIVERSIDE MEDICAL CENTER, INC.



**METRO PACIFIC HEALTH**  
THE HEART OF FILIPINO HEALTHCARE

<b>DEPARTMENT:</b> Nursing Services Division		<b>POLICY NUMBER:</b> DPOTMH-MPP-NSD-P041 (01)	
<b>TITLE/DESCRIPTION:</b> <b>OUT ON PASS PROTOCOL</b>			
<b>EFFECTIVE DATE:</b> July 15, 2025	<b>REVISION DUE:</b> July 14, 2028	<b>REPLACES NUMBER:</b> DPOTMH-I-P09-S04	<b>NO. OF PAGES:</b> 8 of 9
<b>APPLIES TO:</b> Nursing Services Division, Medical Services Division		<b>POLICY TYPE:</b> Multi disciplinary	

<b>FORMS:</b> <ul style="list-style-type: none"><li>1. NSD-F004 (01)-Out on Pass Form 1</li><li>2. NSD-F004 (01)-Out on pass Form 2</li></ul>
<b>EQUIPMENT:</b> N/A
<b>REFERENCES:</b> N/A







DR. PABLO O. TORRE  
MEMORIAL HOSPITAL

# RIVERSIDE MEDICAL CENTER, INC.



**METRO PACIFIC HEALTH**  
THE HEART OF FILIPINO HEALTHCARE

<b>DEPARTMENT:</b> Nursing Services Division		<b>POLICY NUMBER:</b> DPOTMH-MPP-NSD-P041 (01)	
<b>TITLE/DESCRIPTION:</b> <b>OUT ON PASS PROTOCOL</b>			
<b>EFFECTIVE DATE:</b> July 15, 2025	<b>REVISION DUE:</b> July 14, 2028	<b>REPLACES NUMBER:</b> DPOTMH-I-P09-S04	<b>NO. OF PAGES:</b> 9 of 9
<b>APPLIES TO:</b> Nursing Services Division, Medical Services Division		<b>POLICY TYPE:</b> Multi disciplinary	

APPROVAL:				
	Name/Title	Signature	Date	TQM Stamp
Prepared by:	<b>ANTONIO O. LINACERO</b> Policy Compliance Specialist		7/12/25	
Reviewed by:	<b>WENDY MAE D. GOMEZ</b> Accreditation & Documentation Manager		7/11/25	
Approved by:	<b>MARIA LIZA C. PERAREN</b> Assistant Chief Nurse		7/15/2025	
	<b>HANNAH KHAY S. TREYES</b> Chief Nursing Officer		7/17/2025	
	<b>JOSE PEPITO B. MALAPITAN, MD</b> Medical Director		07/18/2025	
	<b>MA. ANTONIA S. GENSOLI, MD</b> VP/ Chief Medical Officer		7-19-25	
Final Approved by:	<b>GENESIS GOLDI D. GOLINGAN</b> President and Chief Executive Officer		07/22/25	

