



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Nursing Service Division		POLICY NUMBER: DPOTMH-MPP-SURGCOM-ASC-P013-(01)	
TITLE/DESCRIPTION: 			

PURPOSE:

1. To ensure patients are ready for outpatient procedures by reviewing their medical history, conducting necessary tests, and confirming their adherence to preoperative instructions. This process optimizes outcomes, reduces patient anxiety, and improves efficiency. Additionally, it provides detailed recovery instructions and follow-up scheduling for enhanced safety and effectiveness.

DEFINITIONS:

Changing Room - a designated area where patients can change into or out of surgical or procedure-related clothing. It serves several important functions in preparing patients for their procedures and ensuring their comfort and privacy.

Pre-operative assessment - a comprehensive evaluation conducted before a surgical procedure to ensure that a patient is in optimal condition for the operation. This assessment aims to identify any potential risks or complications that might arise during or after the surgery and to plan accordingly to enhance patient safety and improve surgical outcomes.

Pre-operative checklist - a structured tool used to ensure that all necessary steps and requirements are completed before a patient undergoes a surgical procedure. This checklist helps to standardize the preparation process, minimize the risk of errors, and enhance patient safety by verifying that all critical aspects of pre-operative preparation are addressed.

RESPONSIBILITY:

All clinical staff involved in ambulatory surgical center (nursing, medical, allied health professional)

POLICY:

1. All patients for ambulatory surgery shall pass through the patient's ante-room.
2. The patient's folks and/or significant other shall stay in the ASC waiting area.
3. Pre-operative checklist and consent shall be completed before wheeling in or assisting the patient for surgery.
4. The circulating nurse receiving the patient shall verify the pre-operative checklist to ensure the accuracy of the information documented in the medical form.





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PROCEDURE (SOP):

1. Upon arrival at the Ambulatory Surgery Center (ASC), the patient presents with a physician's order for the scheduled surgical procedure.
2. The ASC clerk is responsible for obtaining the necessary consent for the procedure. This consent must be documented through a signed consent form, which must be completed by the patient or, if the patient is a minor, their legal guardian.
3. The circulating nurse then confirms the patient's identity, the name of the surgeon, and the specific procedure to be performed.
4. The nurse must gather and document the patient's relevant medical history and perform a pre-operative vital signs assessment as part of the pre-operative information-gathering process.
5. Responsibility for patient education regarding the surgery, including details about the procedure and post-operative expectations, falls to the circulating nurse, physician, or the physician's medical assistant.
6. The circulating nurse will help the patient walk comfortably to the changing area, ensuring they are steady and secure. If needed, use a crutches, wheelchair, or transfer board to aid patient's comfort and safety.
7. Confirm that the changing area is private and secure, with doors or partitions closed to maintain the patient's dignity and confidentiality. The area should be clean and comfortable, with necessary amenities such as chairs or benches available for the patient to sit on if needed.
8. Inform the patient about the next steps, including any specific instructions they need to follow while in the changing area. This might include waiting for a nurse or surgeon, or preparing for a pre-operative assessment.
9. The circulating staff provide assistance as needed to help the patient remove their clothing and put on a hospital gown. Ensure that the gown is properly secured and provides adequate coverage. Any personal items such as jewelry, dentures, or other accessories should be safely surrendered to the patient's relatives or designated representative.
10. The ASC staff will help the patient onto the operating room bed and ensure that all necessary patient monitors are properly attached.
11. Inform the clinical team that the patient is ready and in the changing area, ensuring a smooth transition to the next phase of their care. Provide any relevant updates or information about the patient's status.





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WORK INSTRUCTION:

KEY TASK	PERSON RESPONSIBLE
1. Patient Movement to Ante-Room.	Desk Staff, Circulating Nurse
2. Family and Significant Other Management.	Desk Staff
3. Completion of Pre-Operative Checklist and Consent.	Desk Staff, Circulating Nurse
4. Verification of Pre-Operative Checklist.	Circulating Nurse
5. Final Preparation Before Surgery.	Operating Room





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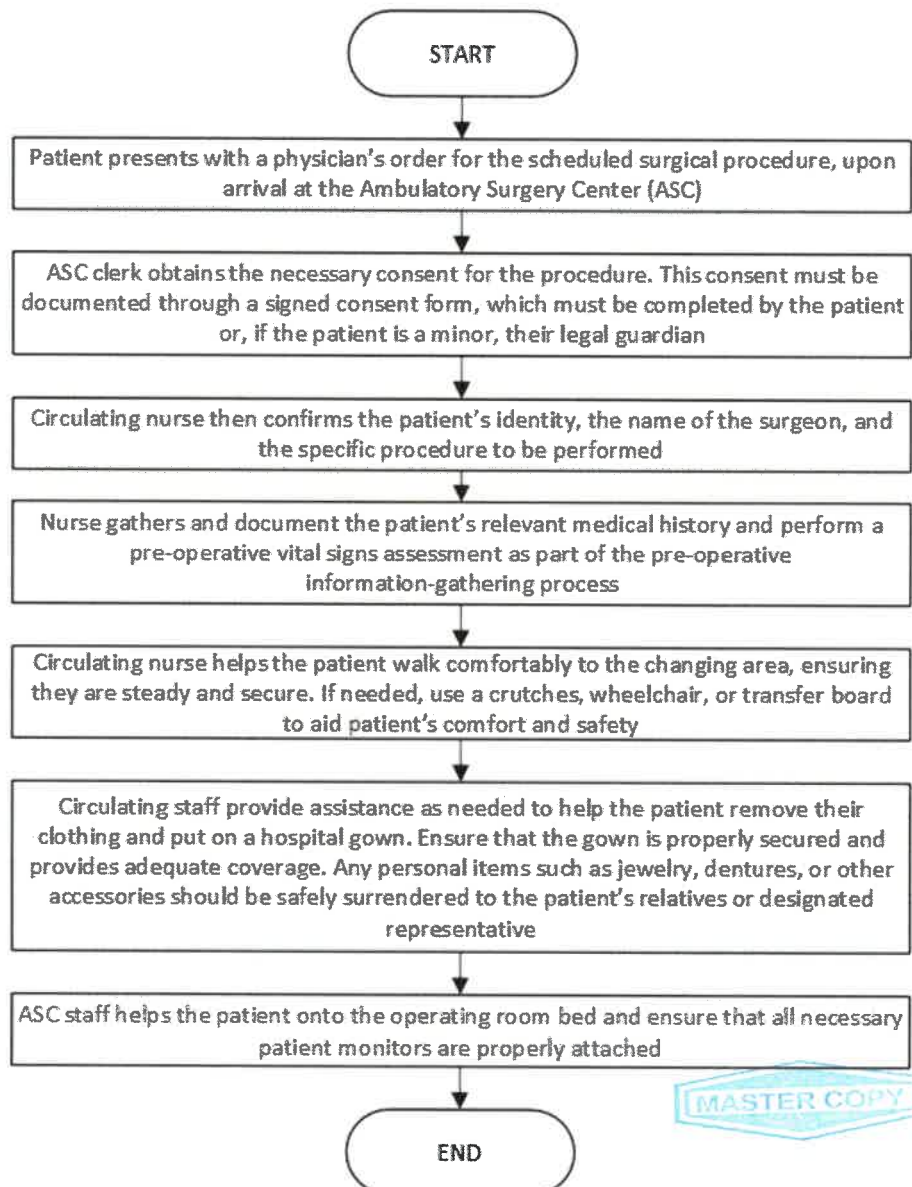
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WORK FLOW:



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DEPARTMENT: Nursing Service Division		POLICY NUMBER: DPOTMH-MPP-SURGCOM-ASC-P013-(01)	
TITLE/DESCRIPTION: AMBULATORY PRE-SURGERY PREPARATION			
EFFECTIVE DATE: January 31, 2025	REVISION DUE: January 30, 2028	REPLACES NUMBER: N/A	NO. OF PAGES: 5 of 6
APPLIES TO: Ambulatory Surgical Center		POLICY TYPE: Multi Disciplinary	

FORMS: N/A
EQUIPMENT: N/A
REFERENCES: N/A





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