



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-P005-(01)	
TITLE/DESCRIPTION: INTRA-AMBULATORY SURGERY PREPARATION			
EFFECTIVE DATE: January 31, 2025	REVISION DUE: January 30, 2028	REPLACES NUMBER:	NO. OF PAGES: 1 of 8
APPLIES TO: Ambulatory Surgical Center		POLICY TYPE: Multi Disciplinary	

PURPOSE:

To guarantee a successful and safe procedure by optimizing conditions for the best patient outcomes.

DEFINITIONS: N/A

RESPONSIBILITY:

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

POLICY:

1. The patient shall be positioned securely and comfortably on the operating table allowing optimal access to the surgical site and minimize the risk of pressure sores or discomfort. Use positioning aids as necessary to maintain proper alignment and prevent injury during the procedure.
2. The Anesthesiologist shall administer anesthesia according to the predetermined surgical plan. This involves selecting the appropriate anesthetic agents and dosages, monitoring the patient's sedation level, and adjusting anesthesia as needed. Continuous observation of the patient's response is crucial to manage any adverse effects and ensure stable anesthesia throughout the procedure.
3. The Circulating Nurse shall be responsible for continuously monitoring the patient's vital signs, including heart rate, blood pressure, and oxygen levels. This ongoing assessment helps detect any changes in the patient's condition that could indicate complications, allowing for prompt intervention to maintain patient stability.
4. The Surgical Team, including the Surgeon, Anesthesiologist, Nurses, and Support Staff shall maintain clear and ongoing communication among all members. Effective communication helps to address any issues or changes in the patient's condition quickly, ensuring that the procedure proceeds smoothly and any problems are resolved promptly.
5. The team shall strictly adhere to established surgical protocols and checklists. This includes following guidelines for sterilization, procedural steps, and patient care before, during, and after the surgery. Compliance with these protocols helps to maintain high standards of care and reduce the risk of errors.





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6. Implement best practices for infection control to minimize the risk of postoperative infections. This involves maintaining a sterile environment, using appropriate protective equipment, and following hygiene protocols. Ensure patient safety by adhering to procedures designed to prevent complications and promote accurate surgical execution.
7. Accurately document all intraoperative activities, including observations of the patient's condition, procedural steps taken, and any deviations from the planned procedure. Detailed records are essential for continuity of care, facilitating postoperative assessment, and providing legal documentation if needed.
8. The Circulating Nurse shall ensure that all documentation is updated in the patient's medical file in real time. This includes recording changes in the patient's condition, adjustments made during the procedure, and any other relevant information. Updated records support continuity of care and provide a comprehensive account for future reference.
9. The ASC team shall review and implement emergency protocols to manage potential complications or unexpected events that may arise during the surgery. Prepare for scenarios such as sudden changes in the patient's condition or equipment failures by having contingency plans in place.
10. Ensure that all team members are well-prepared to handle emergencies by regularly reviewing emergency procedures and keeping necessary equipment and medications readily available. This preparation helps the team respond effectively to any unforeseen issues, ensuring patient safety and minimizing risks.





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PROCEDURE (SOP):

1. Circulating Nurse safely transfers the patient to the operating room table, utilizing a patient transfer board if necessary. Circulating Nurse carefully assists the patient to position on the operating table in accordance with the type of surgery being performed. Ensure the patient is comfortable and properly aligned to facilitate the procedure. This may involve adjusting the table and using supports or straps as needed to maintain the correct position throughout the surgery.
2. Circulating Nurse secures attach the patient to physiologic monitors to monitor vital signs throughout the procedure.
3. Circulating Nurse and Scrub Nurse inspects all surgical instruments and equipment to ensure they are functioning correctly and are ready for use. This includes checking that all necessary tools are sterile and available, testing any electronic devices, and ensuring that backup instruments are prepared in case of need
4. The Anesthesiologist administers anesthesia according to the type required for the procedure (local, or regional) and monitor the patient's response to ensure they are adequately sedated or anesthetized. This involves following protocols for drug administration, monitoring vital signs, and adjusting anesthesia levels as needed.
5. The Operating Team performs final sterilization of the surgical area and apply sterile drapes to create a sterile field around the surgical site. This includes cleaning and disinfecting the area where the incision will be made and draping the patient to prevent contamination.
6. The Circulating Nurse and Scrub Nurse ensures all sterile supplies and equipment are handled properly to maintain a sterile environment.
7. The Scrub Nurse dons a sterile gown and gloves using the appropriate gloving technique after performing aseptic hand washing.
8. Ensure adherence to the correct gloving procedure based on the technique required for the surgical procedure.
9. The Circulating Nurse prepares the working table and ensure the safety of the procedural field for optimal surgical conditions.
10. Participate in and adhere to the surgical Safety Checklist to maintain a standardized approach to patient safety. The circulating nurse and scrub nurse will have initial and final sponge count.
11. The Circulating Nurse or Recovery Nurse administers prescribed medication before the procedure

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as directed by the surgeon or anesthesiologist.

12. Circulating Nurse attends to all patient needs, maintaining a tranquil environment for the patient's comfort and well-being.
13. The Scrub Nurse applies appropriate sterile or non-sterile drapes based on the nature of the procedure to maintain an aseptic condition.
14. The Scrub Nurse stands ready to assist the surgeon throughout the procedure, maintaining seamless teamwork.
15. The Circulating Nurse remains present in the room, except for essential tasks like retrieving supplies or specimens during the procedure.
16. Conduct a thorough assessment of the patient's condition and consciousness before exiting the procedure room.
17. The Circulating Nurse verifies and document the names and titles of all team members involved in the procedure accurately in the patient record.
18. The Circulating Nurse and Auxiliary Personnel transport the patient to the recovery area and provide necessary information to the nurse in charge based on the type of anesthesia administered.
19. The Circulating Nurse completes the charges checklist and submit it to the responsible clerk for accurate documentation and billing purposes.





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WORK INSTRUCTION:

KEY TASKS	PERSON RESPONSIBLE
1. Transfers the patient to the operating room table, utilizing a patient transfer board if necessary	Circulating Nurse
2. Secures attach the patient to physiologic monitors to monitor vital signs throughout the procedure.	
3. Prepares the working table and ensure the safety of the procedural field for optimal surgical conditions.	
4. Attends to all patient needs, maintaining a tranquil environment for the patient's comfort and well-being.	
5. Remains present in the room, except for essential tasks like retrieving supplies or specimens during the procedure.	
6. Verifies and document the names and titles of all team members involved in the procedure accurately in the patient record.	
7. Completes the charges checklist and submit it to the responsible clerk for accurate documentation and billing purposes.	
8. Administers anesthesia according to the type required for the procedure (local, or regional)	Anesthesiologist
9. Inspects all surgical instruments and equipment to ensure they are functioning correctly and are ready for use.	Circulating Nurse and Scrub Nurse
10. Transport the patient to the recovery area and provide necessary information to the nurse in charge based on the type of anesthesia administered.	Circulating Nurse and Auxiliary Personnel
11. Performs final sterilization of the surgical area and apply sterile drapes to create a sterile field around the surgical site.	Operating Team





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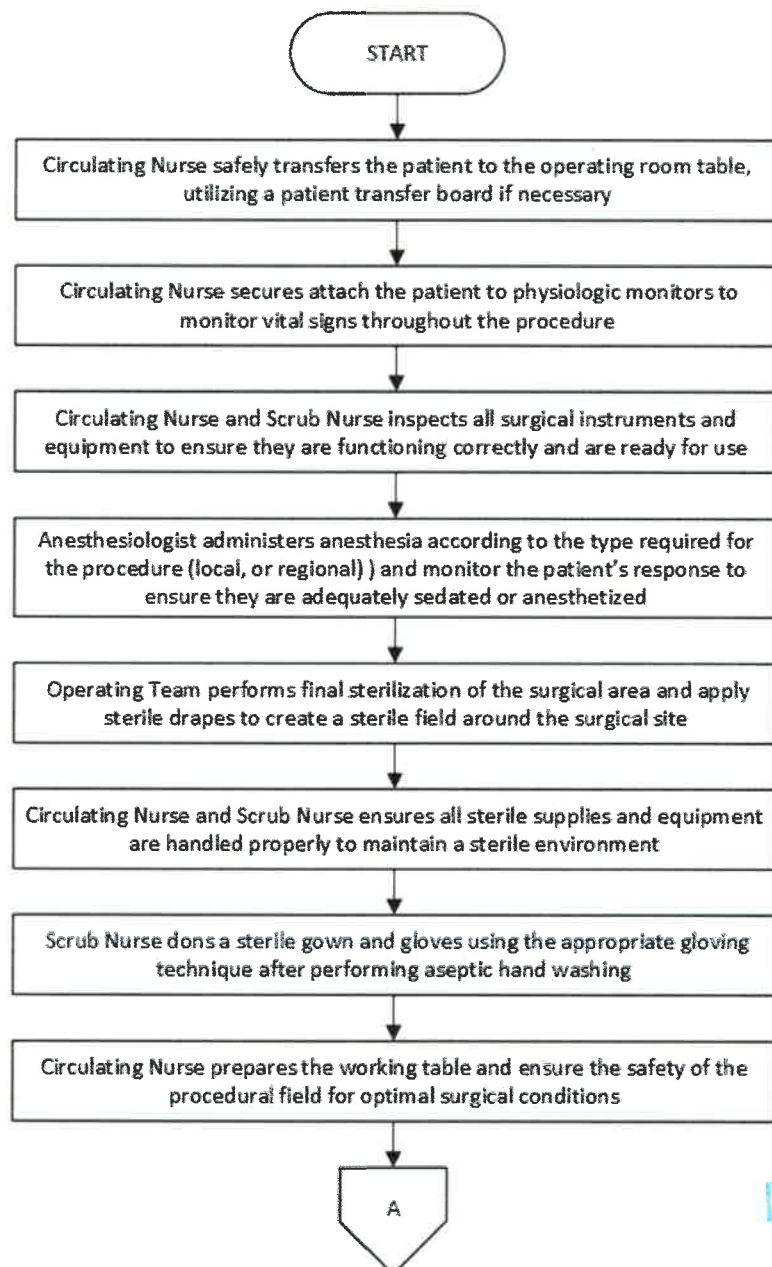
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WORK FLOW:



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DEPARTMENT:

Nursing Service Division

POLICY NUMBER:

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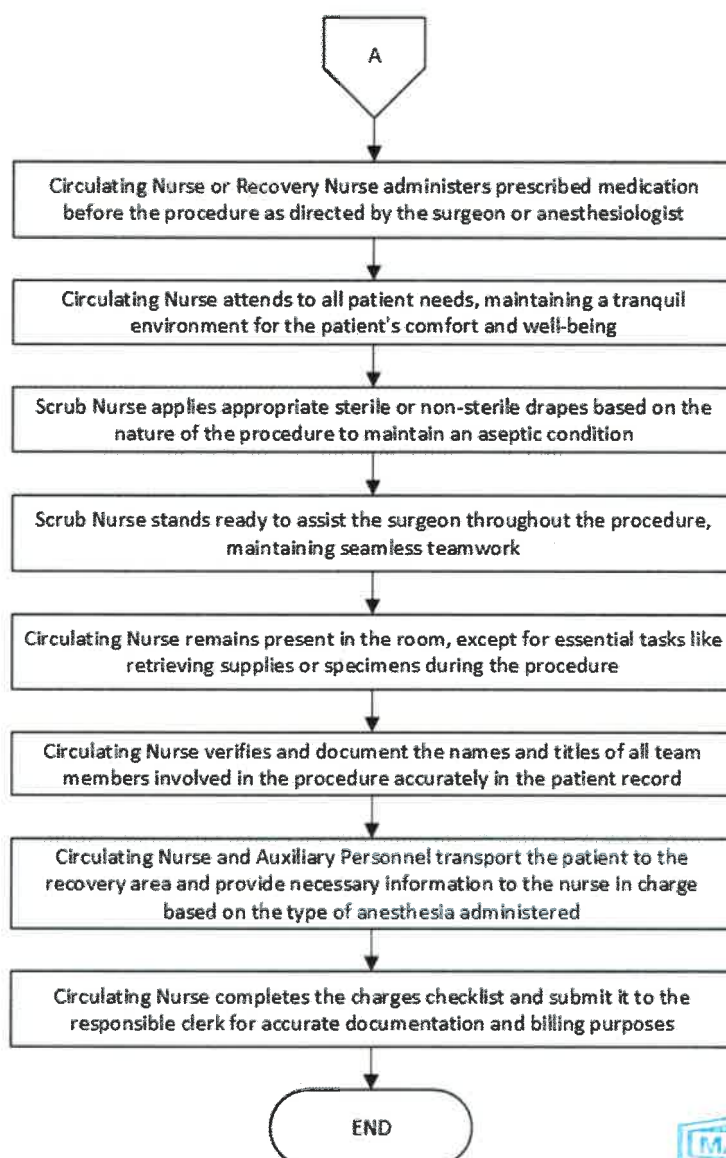
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FORMS: N/A

EQUIPMENT: N/A

REFERENCES: N/A



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