



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-P007-(01)	
TITLE/DESCRIPTION: SAFE AND EFFICIENT MOVEMENT OF PATIENTS IN THE AMBULATORY SURGICAL CENTER			
EFFECTIVE DATE: January 31, 2025	REVISION DUE: January 30, 2028	REPLACES NUMBER:	NO. OF PAGES: 1 of 7
APPLIES TO: Ambulatory Surgical Center		POLICY TYPE: Multi Disciplinary	

PURPOSE:

To direct patients and Ambulatory Surgical center (ASC) staff on designated traffic routes within the clinic, ensuring safe and organized movement. This approach enhances patient care, streamlines operations, and improves overall experience by minimizing wait times, reducing errors, and ensuring timely, effective care.

DEFINITIONS:

Ante-room - defined as an essential tool for hospital renovation, maintenance and infection control, it is a small room between areas of contamination and treatment areas.

Pre-operative checklist - designed to aid patient preparation prior to their transfer to theatre and support effective clinical handover when there is a transfer of professional responsibility and accountability.

Triage - means " sorting out " it's a process used to prioritize who needs emergency medical attention first, whether injured or sick people or disaster survivors.

RESPONSIBILITY:

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

POLICY:

1. All ASC patients shall enter at the main entrance of the ASC and Wound Care Center (WCC).
2. Patient representatives and companions shall require to remain in the designated general waiting area within the ASC and WCC. For pediatric and special needs patients, companions are permitted, provided they also change into sterile attire.
3. Triage and consent procedure shall be handled at the ASC and WCC central reception area.
4. Before escorting the patient to the procedure room, a comprehensive pre-operative checklist shall be completed.
5. Patients shall proceed through the common ante-room (semi-restricted area) upon entering the ASC.
6. The assigned circulating nurse shall verify the completed consents and pre-operative checklist to ensure accuracy of all entered information.





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7. After assessment and administration of necessary pre-op medication, patients shall be escorted to the designated procedure room by the circulating nurse/ surgeon/ anesthesiologist.
8. Following surgery, patients shall be transferred to the Recovery Room according to post-operative protocols and physician orders.





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PROCEDURE (SOP):

1. The Charge Nurse notifies the circulating nurse upon the patient's arrival.
2. The Circulating Nurse reviews the pre-operative checklist, patient's chart, and conducts an initial assessment.
3. Meanwhile, the Scrub Nurse prepares the procedure room and gathers necessary supplies and equipment.
4. The Circulating Nurse prepares the patient for surgery in the anteroom room and informs the surgeon/anesthesiologist of the patient's arrival.
5. Subsequently, the patient is escorted to the designated procedure room and ensures their comfort.
6. Ensure that patient flow between preparation, procedure, and recovery areas is smooth and organized.
7. Communicate with medical and support staff to manage patient movement efficiently.
8. After the operation, the circulating nurse follows post-operative orders from the doctors for transferring out of the procedure room.
9. The Medical Team moves patients to the recovery area and provides post-procedure instruction.
10. The Circulating Nurse will prepare to discharge documents and ensure all necessary follow-up instructions are provided.
11. Assist patients with exiting the clinic and ensure they have any required transportation arrangements.





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WORK INSTRUCTION:

KEY TASKS	PERSON RESPONSIBLE
1. Notifies the circulating nurse upon the patient's arrival.	Charge Nurse
2. Prepares the procedure room and gathers necessary supplies and equipment.	Scrub Nurse
3. Reviews the pre-operative checklist, patient's chart, and conducts an initial assessment.	Circulating Nurse
4. Prepares the patient for surgery in the anteroom room and informs the surgeon/anesthesiologist of the patient's arrival.	
5. Ensures that patient flow between preparation, procedure, and recovery areas is smooth and organized.	
6. Communicates with medical and support staff to manage patient movement efficiently.	
7. Follows post-operative orders from the doctors for transferring out of the procedure room.	
8. Prepares to discharge documents and ensure all necessary follow-up instructions are provided.	
9. Assists patients with exiting the clinic and ensure they have any required transportation arrangements.	
10. Moves patients to the recovery area and provides post-procedure instruction.	Medical Team





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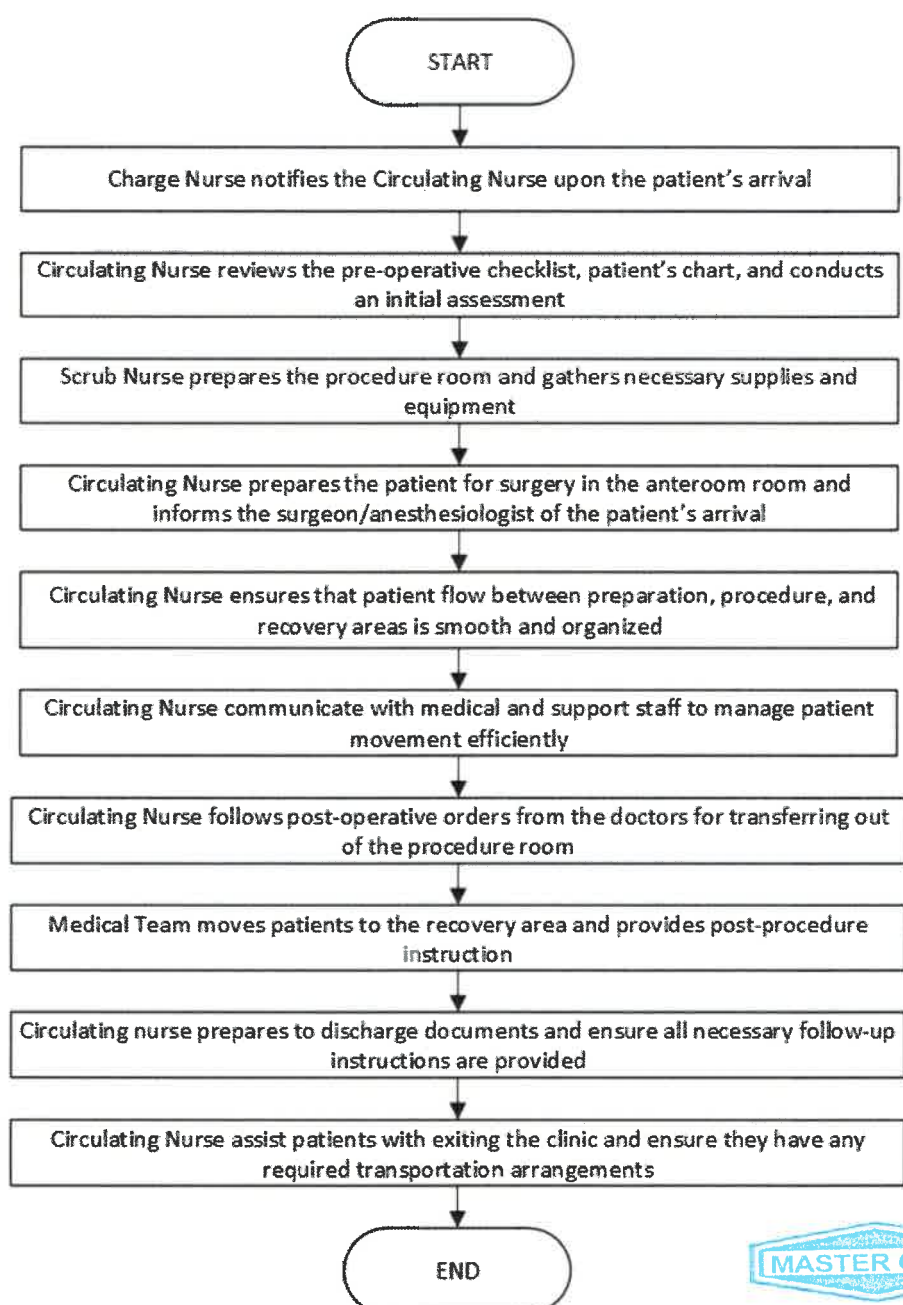
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WORK FLOW:





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





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