



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-P001-(01)	
TITLE/DESCRIPTION:			
SCOPE OF SERVICE			
EFFECTIVE DATE: January 31, 2025	REVISION DUE: January 30, 2028	REPLACES NUMBER: N/A	NO. OF PAGES: 1 of 5
APPLIES TO: Ambulatory Surgical Center		POLICY TYPE: Multi Disciplinary	

PURPOSE:

To supply information on the services being offered by the Ambulatory Surgical Center of Riverside Medical Center Inc. (RMCI)

DEFINITIONS:

Elective surgical procedures - non-urgent, planned surgeries chosen by patients for personal or lifestyle reasons, typically performed on an outpatient basis.

Local Anesthesia - safely and painlessly performed while the patient is awake. Local anesthesia, also called local anesthetic, is usually a one-time injection of medicine that numbs a small area of the body. It is used for procedures such as performing a skin biopsy or breast biopsy, repairing a broken bone, or stitching a deep cut.

Regional Anesthesia - A temporary loss of feeling or awareness in a part of the body, such as an arm or a leg, caused by special drugs or other substances called anesthetics. The patient stays awake but has no feeling in the part of the body treated with the anesthetic.

RESPONSIBILITY:

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

POLICY:

The Ambulatory Surgical Center at Riverside Medical Center Inc. (RMCI) offers a wide range of elective (non-emergency) surgical procedures that may involve local or regional anesthesia. One of the main features of ASC is that patients can go home on the same day as their procedure, allowing them to recover in the comfort of their own homes.

The clinic's primary goal is to reduce unnecessary hospital admissions while maintaining high standards of care and patient satisfaction. It offers many benefits over traditional inpatient models, such as shorter wait times, lower costs, and a reduced risk of hospital-acquired infections. The clinic's efficient design allows many patients to have their procedures and return home on the same day.

Physicians benefit from having more control over their schedules and better access to patients, which helps improve pre-and post-operative care.



The treatment plans are designed to work in collaboration with physician care, promoting close teamwork among the healthcare team to provide appropriate treatment.



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-P001-(01)	
TITLE/DESCRIPTION: SCOPE OF SERVICE			
EFFECTIVE DATE: January 31, 2025	REVISION DUE: January 30, 2028	REPLACES NUMBER: N/A	NO. OF PAGES: 2 of 5
APPLIES TO: Ambulatory Surgical Center		POLICY TYPE: Multi Disciplinary	

Treatment plans complement physician care, ensuring close collaboration between the healthcare team to deliver appropriate treatment. Individuals seeking modern outpatient facilities that provide a wide range of same-day diagnostic, preventive, and minor surgical procedures can make appointments at the RMCI Ambulatory Surgical Center. The experienced staff at the clinic is committed to delivering efficient and compassionate care in a comfortable and supportive environment.

The Ambulatory Surgery Center's scope of services is limited:

To those surgical and other medical procedures that may be safely performed in ASC and which may require a postoperative recovery room or short-term, not overnight convalescent room. ASC should not retain patients overnight.

- A) Surgical procedures which may not be performed in an ambulatory surgery center include those that:
- Generally, results in extensive blood loss;
 - Require major or prolonged invasion of body cavities;
 - Directly involve major blood vessels;
 - Are generally emergent or life-threatening in nature; or
 - Require admission on an inpatient basis to have the procedure performed or to recover from the procedure.
- B) The following procedures may be conducted at the clinic, subject to the availability and capabilities of the healthcare team, equipment, and facilities, including but not limited to:
- Amputation/Disarticulation (ie. traumatic injuries to fingers/toes)
 - Circumcision
 - Excision
 - Debridement
 - Incision and Drainage (ie. abscess carbuncle, hematoma)
 - Incisional/Excisional biopsy (benign or malignant lesions, soft tissue masses)
 - Orchiectomy
 - Orchidopexy
 - Release of trigger finger
 - Repair of superficial wounds, traumatic injuries
 - Removal of foreign bodies
 - Tendon sheath repair
 - Suturing of wounds





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-P001-(01)	
TITLE/DESCRIPTION: SCOPE OF SERVICE			
EFFECTIVE DATE: January 31, 2025	REVISION DUE: January 30, 2028	REPLACES NUMBER: N/A	NO. OF PAGES: 3 of 5
APPLIES TO: Ambulatory Surgical Center		POLICY TYPE: Multi Disciplinary	

HOURS OF OPERATION

The Ambulatory Surgical Center is open for appointments and non-scheduled patients from Monday to Friday, 8:00 AM to 4:00 PM. The clinic is closed on weekends and holidays, and services are unavailable outside these hours. Walk-in patients will be accommodated on the same day based on clinic capacity and availability; however, walk-ins are highly discouraged to avoid disrupting the clinic's operational efficiency.

STAFFING PLAN

The RMCI Ambulatory Surgical Clinic is staffed by a highly-skilled, multidisciplinary team. A team of nurses certified in advanced perioperative nursing, who provide support for surgical cases and post-operative care, as well as an experienced surgical technician who assists during procedures. Board-certified physicians specializing in general surgery, orthopedics, urology, and podiatry rotate through the clinic on scheduled days. This expert team enables the clinic to efficiently and conveniently offer a diverse range of low-risk surgical treatments in an outpatient setting.

LOCATION

The Ambulatory Surgical Center is located in the North Wing of the Hospital, adjacent to the Wound Care Center and facing the Metro RMCI Cancer Care Center.

IN-SERVICE/CONTINUING EDUCATION PROGRAMS

The Department is dedicated to cultivating a highly skilled workforce that meets all performance standards. To achieve this, they actively engage in the training, orientation, and evaluation of both new and existing staff. Continuous training and educational opportunities are offered to support professional growth and ensure that all employees complete the required competency programs. These efforts are designed to develop a team well-equipped to fulfill the Department's critical responsibilities effectively.





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-P001-(01)	
TITLE/DESCRIPTION: SCOPE OF SERVICE			
EFFECTIVE DATE: January 31, 2025	REVISION DUE: January 30, 2028	REPLACES NUMBER: N/A	NO. OF PAGES: 4 of 5
APPLIES TO: Ambulatory Surgical Center		POLICY TYPE: Multi Disciplinary	

PROCEDURE (SOP): N/A

WORK INSTRUCTION: N/A

WORK FLOW: N/A

FORMS: N/A

EQUIPMENT: N/A

REFERENCES:

1. Department of Health. (2015). Checklist of requirements on equipment and instruments for general ambulatory surgery. https://drive.google.com/file/d/1l4fWLnPsJ_wnvxa-RFfXZduiqID7lH3O/view
2. Local Anesthesia - Procedures & risks | Made for this moment. (n.d.). Made for This Moment | Anesthesia, Pain Management & Surgery. <https://www.asahq.org/madeforthismoment/anesthesia-101/types-of-anesthesia/local-anesthesia/>
3. NCI Dictionary of Cancer Terms. (n.d.-b). Cancer.gov. <https://www.cancer.gov/publications/dictionaries/cancer-terms/def/regional-anesthesia>





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-P001-(01)	
TITLE/DESCRIPTION:			
SCOPE OF SERVICE			
EFFECTIVE DATE: January 31, 2025	REVISION DUE: January 30, 2028	REPLACES NUMBER: N/A	NO. OF PAGES: 5 of 5
APPLIES TO: Ambulatory Surgical Center		POLICY TYPE: Multi Disciplinary	

APPROVAL:				
	Name/Title	Signature	Date	TQM Stamp
Prepared by:	CLAIRE NICOLE T. TIEMPO Ambulatory Surgical Center Nurse		10 JAN 2025	
Reviewed by:	WENDY MAE D. GOMEZ Accreditation & Documentation Manager		13 JAN 2025	
Approved by:	AILEEN B. PALENCE Ambulatory Surgical Center Unit Head		15 JAN 2025	
	VANESSA V. VERDE Specialized Care Unit Manager		17 JAN 2025	
	MA. AGNES A. SARIOGO Assistant Chief Nurse		21 JAN 2025	
	HANNAH KHAY S. TREYES Chief Nursing Officer		23 JAN 2025	
	JOSE PEPITO B. MALAPITAN, MD Medical Director		27 JAN 2025	
	MA. ANTONIA S. GENSOLI, MD VP-Chief Medical Officer		28 JAN 2025	
Final Approved by:	GENESIS GOLDI D. GOLINGAN President and Chief Executive Officer		31 JAN 2025	

