 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-22-P01-S11
	Effective Date:	07-31-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Intensive Care Unit
	Document Title:	ADMISSION PROTOCOL

B.S. Aquino Drive,
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Negros Occidental,
6100

PURPOSE:

1. To see to it that the admission processes of a patient in the Intensive Care Unit are *within the required standards*.
2. To prepare the materials and perform the necessary procedures needed in the admission of a patient into the Intensive Care Unit to establish ease, ensure safety and promote quality patient care.

SCOPE:


Applies to all Intensive Care Unit Staff of Dr. Pablo O. Torre Memorial Hospital (DPOTMH)

PERSON RESPONSIBLE:

Nurse-on-duty, Admitting and Billing Sections Staff, Attending Physician

GENERAL GUIDELINES:


1. Healthcare personnel must have seamless coordination regarding consultation, appropriate referral and transfer of care if the need arises.
2. As a receiving unit, DPOTMH Intensive Care Unit staff shall be conversant in the giving and collection of information to the patient, as well as orientation of the unit policies and procedures to the patient upon admission.
3. All Intensive Care Unit admissions shall be confirmed by the Admitting Section and the Billing Section.
4. Attending Physicians, Residents and Interns shall be responsible for handing over his or her patients to one of the in-coming shift doctors.
5. The Intensive Care Unit shall not be left unattended at any time.

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	Effective Date:	07-31-2022
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

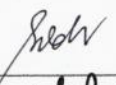


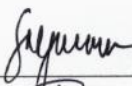

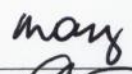
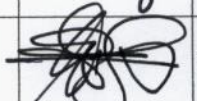
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PROCEDURE:

1. The Nurse on duty and/or Nursing Aide prepares for admission.
2. The Nurse on duty re-checks for readiness of the room.
3. The Nurse on duty makes sure all equipment needed are present and properly functioning.
4. The Nurse on duty requests equipment if not available in the Intensive Care Unit.
5. The Nurse on duty verifies identification of patient using the two patient identifiers (*name tag and patient's chart*).
6. The Nurse on duty assists the patient to bed and places patient in a comfortable and safe manner.
7. The Nurse on duty attaches patient to the bedside monitor and assess patient's vital signs.
8. The Nurse on duty informs the Resident on duty regarding the new admission.
9. The Nurse on duty orients patient and watcher to the physical set-up of station, unit schedules, call system, facilities, equipment, medicine and support services.
10. The Nurse on duty provides admission pack.
11. The Nurse on duty carries out doctor's order.
12. The Nurse on duty scans all requests.
13. The Nurse on duty transcribes medications ordered in the Kardex, Medication and Treatment Record, Medication Reconciliation and PhilHealth summary of medicine and treatment.
14. The Nurse on duty makes the medication cards and gives the STAT and initial doses.
15. The Nurse on duty follows up the result of the diagnostic exams and refers these to the Resident on duty.

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	Document Type:	Standard Operating Procedure
	Page Number:	3 of 3
	Department/Section:	Intensive Care Unit
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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	CYRENE EXAMEN, RN ICU Head Nurse		7/7/2022
Verified by:	RICHARD S. MONTILJAO, RN OIC Policy Development		7/7/2022
	SHALAINE SOCORO L. DURAN, RN Nurse Manager for Operations		7/8/2022
	HANNAH KHAY S. TREYES, RN, MN Chief Nurse		7/8/2022
Reviewed:	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor		7/8/2022
Recommending Approval:	MARIA LIZA C. PERAREN, RN, MAN Nursing Service Division Officer		7/8/2022
	FREDERIC IVAN L. TING, MD OIC - Total Quality Division		7/8/2022
	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President, Chief Medical Officer		7-8-22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		7/10/22




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MEMORIAL HOSPITAL


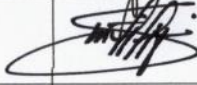



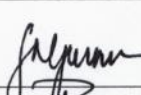

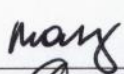

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Effective Date:	07-31-2022
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Page Number:	1 of 2
Department/Section:	Intensive Care Unit
Document Title:	ADMISSION PROTOCOL

KEY TASKS	PERSON RESPONSIBLE
1. Prepares admission and checks readiness of the room.	Staff Nurse
2. Makes sure all equipment needed are present and functional. Requests for equipment if not available in the ICU.	
3. Receives patient from other stations. Welcomes the patient and watcher, orients patient and watcher to the set-up of the station and the services.	
4. Verifies patient ID using two identifiers. Assists the patient to bed. Checks IV fluids for patency and accuracy.	
5. Attaches patient to the bedside monitor. Assesses patient's vital signs.	
6. Provides admission pack and carries out doctor's order.	
7. Informs the resident regarding new admissions.	
8. Scans all requests and transcribes medications and treatments ordered.	
9. Makes medication cards and gives STAT and initial doses.	
10. Follows up the result of the diagnostic exams and refers to the resident on duty.	

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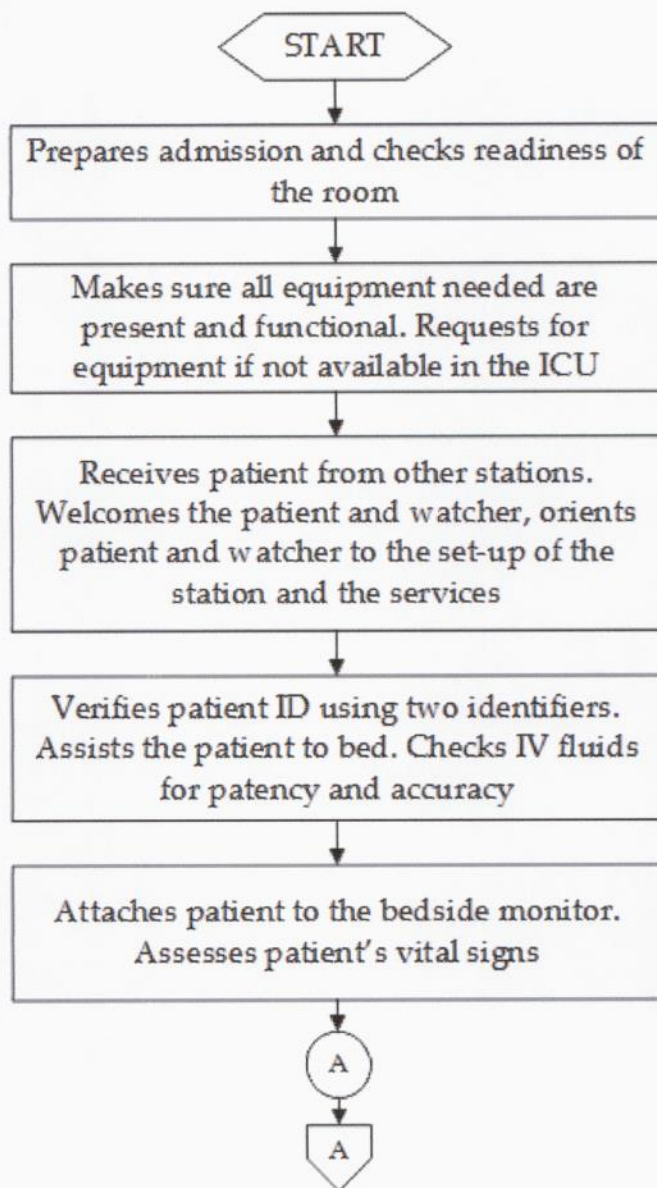


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Effective Date:	07-31-2022
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Page Number:	1 of 3
Department/Section:	Intensive Care Unit
Document Title:	ADMISSION PROTOCOL

FLOWCHART



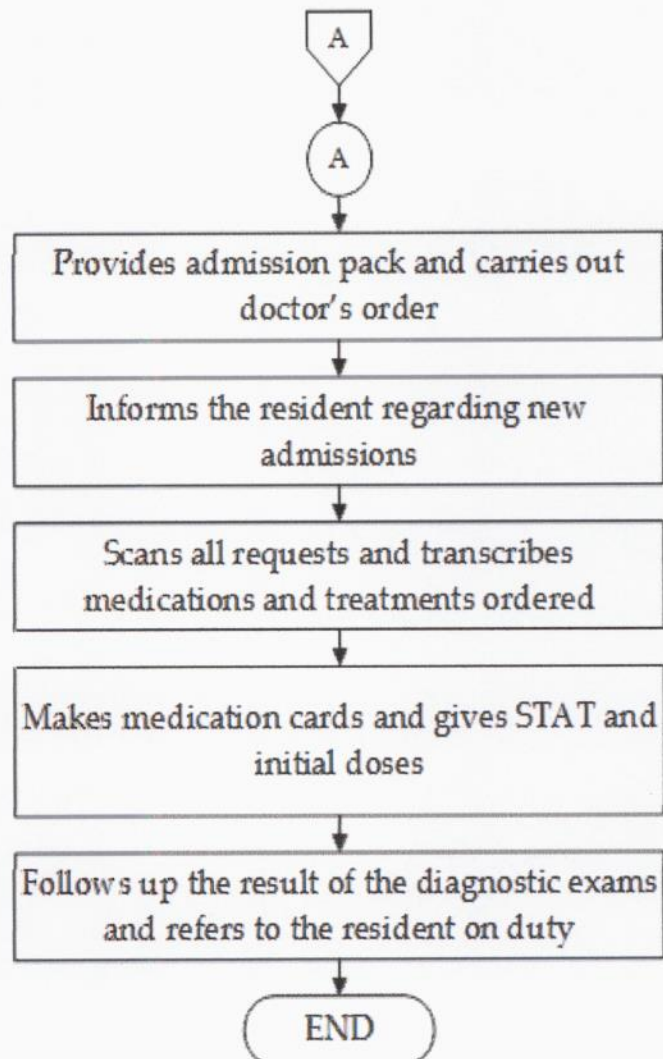



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
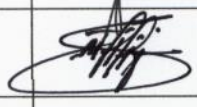
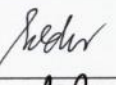


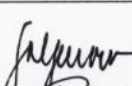

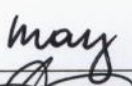

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Document Type:	Flowchart
Page Number:	2 of 3
Department/Section:	Intensive Care Unit
Document Title:	ADMISSION PROTOCOL

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