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|  <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> | Document Code: | DPOTMH-I-22-P01-S09 |
| | Effective Date: | 07-31-2022 |
| | Document Type: | Standard Operating Procedure |
| | Page Number: | 1 of 3 |
| | Department/Section: | Intensive Care Unit |
| | Document Title: | PREPARING A PATIENT FOR AN OPERATION |

PURPOSE:

1. To provide guidelines and step-by-step process of preparing a patient for an operation.
2. To ensure safe and efficient service to a patient upon preparation for operation/surgery.

SCOPE:


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

RESPONSIBLE PERSON:


Staff Nurses, Intensivists, Consultants, Nursing Students and Clinical Instructor

PROCEDURE:

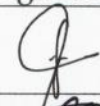
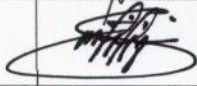
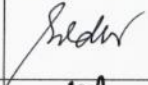


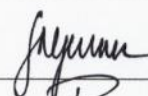

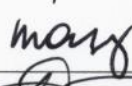
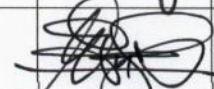
- 1 The Nurse on duty verifies the Attending Physician's order for the following:
 - 1.1 Proposed operation
 - 1.2 When the operation is to be performed
 - 1.3 Name of the surgeon and anesthesiologist
 - 1.4 Name of the doctor that will perform CP Clearance (If applicable)
 - 1.5 Type of anesthesia *with*
 - 1.6 To secure Complete Blood Count and Blood Typing (Hospital Policy)
- 2 The Nurse on duty secures informed consents for the surgery to be performed and the type of anesthesia.
 - 2.1 Makes sure that the surgical operation was clearly explained by the Attending Physician or Resident on duty to the patient and/or his significant other.
 - 2.2 Assesses the mental capacity of the individual involved in consenting for the surgical operation. Then, have the patient or person in authority sign the consent.
- 3 The Nurse on duty calls the Billing Department and checks if the patient's account is okay for surgery.

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- 4 If the patient's account is not okay, the Nurse on duty instructs the significant others to settle their account at the Billing Section.
- 5 In emergency and STAT cases, the Nurse on duty informs the Billing personnel that the surgical operation is STAT.
- 6 The Nurse on duty informs the Surgery Resident, Anesthesiology Resident and Medical Resident (If required).
- 7 The Nurse on duty ensures that the patient is CP (Cardio-pulmonary) cleared prior to scheduling (If required).
- 8 The Nurse on duty prepares the OR schedule.
 - 8.1 Completes the data in the form.
 - 8.2 Indicates in the upper right hand corner the patient's hospital and admission number, if the patient is OK or NOT OK for OR and the Birth Date.
- 9 The Nurse on duty sends the OR schedule to the Operating Room for scheduling.
- 10 Prior to sending the patient to the Operating Room, the Nurse on duty does the following:
 - 10.1 Does the Pre-Operative Checklist (Have the Head Nurse or another Staff Nurse verify the completeness of the checklist).
 - 10.2 Gives the pre-operative medications as ordered.
 - 10.3 Takes the patient's vital signs.
 - 10.4 Informs the Medical Resident assigned for intra-operative monitoring if the patient is about to be wheeled to the Operating Room (If intra-operative monitoring is required).
 - 10.5 Informs the Surgery Resident and Anesthesiology Resident that the patient is about to be wheeled to the Operating Room.
 - 10.6 Secures the patient's chest x-ray plates and CT scan plates which may be needed for the surgical procedure.
 - 10.7 Accompanies the patient to the Operating Room and endorses the data to the receiving Operating Room nurse.

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APPROVAL:

| | Name/Title | Signature | Date |
|------------------------|---|---|----------|
| Prepared by: | CYRENE EXAMEN, RN ICU Head Nurse |  | 7/7/2022 |
| Verified by: | RICHARD S. MONTILIJAO, 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 |  | 7-18-22 |
| Approved: | GENESIS GOLDI D. GOLINGAN President and CEO |  | 9/10/22 |




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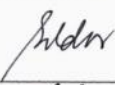


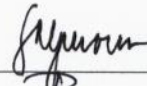

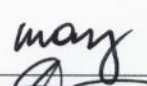

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| KEY TASKS | PERSON RESPONSIBLE |
|---|--------------------|
| 1. Nurse verifies the Doctor's orders. | Staff Nurse |
| 2. Secures CBC and blood typing result. Secures the informed consent of the surgery and anesthesia. | |
| 3. Calls the Billing Section to check if account is clear for surgery. | |
| 4. Informs Billing Section when the operation is STAT. | |
| 5. Gives the pre-operative meds as ordered. Takes V/S. | |
| 6. Endorses data to the receiving OR Nurse. | |

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| Recommending Approval: | MARIA LIZA C. PERAREN, RN, MAN Nursing Service Division Officer |  | 7/8/2022 |
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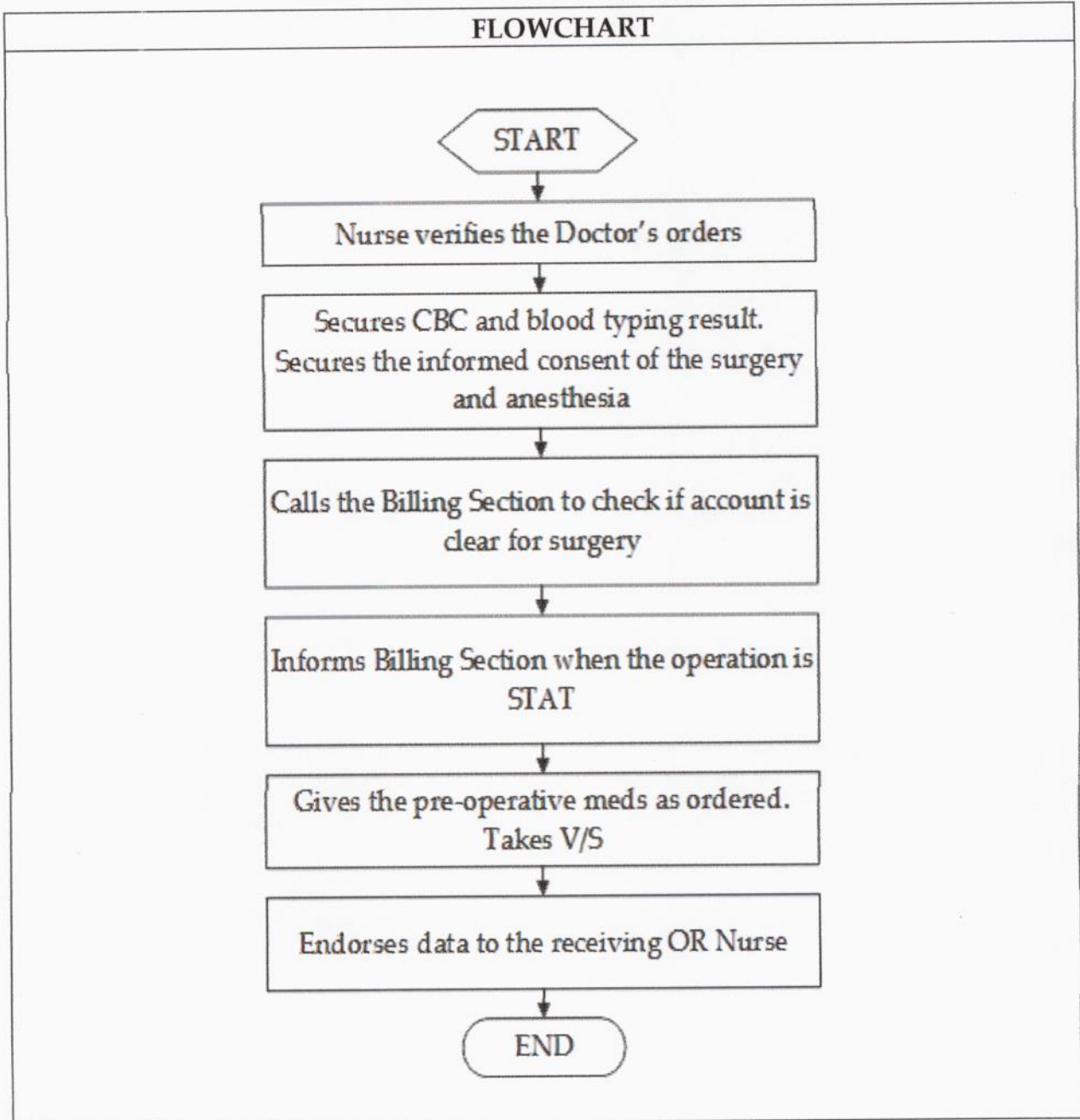


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FLOWCHART





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| Document Title: | ADMISSION PROTOCOL |

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