 <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-S10
	Effective Date:	07-31-2022
	Document Type:	Standard Operating Procedure
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	Department/Section:	Intensive Care Unit
	Document Title:	<b>PREPARING A PATIENT FOR HEMODIALYSIS</b>

### **PURPOSE:**

1. To ensure safe and efficient service to a patient being prepared for Hemodialysis.
2. To provide a treatment that is capable of adequately removing fluids and wastes from the body of the patient or of maintaining the proper level of certain kidney-regulated chemicals in the bloodstream

### **SCOPE:**


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

### **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 schedule for hemodialysis
  - 1.2 Hemodialysis machine set up.
  - 1.3 Ensuring that patient has Hepatitis B Screening Test result
- 2 The Nurse on duty secures an informed consent. (Two (2) copies – one (1) for the patient's chart, one (1) for the Hemodialysis Unit's chart)
  - 2.1 Makes sure that the hemodialysis procedure 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 hemodialysis procedure. 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 hemodialysis.
- 4 If the patient's account not okay, the Nurse on duty instructs the significant others to settle their account at the Billing Section.


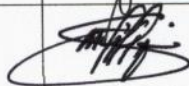
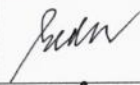


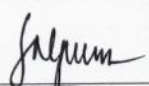

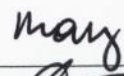
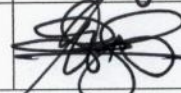
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- 4 If the patient's account not okay, the Nurse on duty instructs the significant others to settle their account at the Billing Section.
- 5 In emergency and STAT cases, the Nurse on duty informs the Billing personnel that the hemodialysis procedure is STAT.
- 6 The Nurse on duty prepares the schedule.
  - 6.1 Completes the data in the form.
  - 6.2 Indicates in the upper right hand corner the patient's hospital and admission number and if the patient is OK or NOT OK for hemodialysis.
- 7 The Nurse on duty sends the schedule to the Hemodialysis Unit for scheduling and informs the receiving hemodialysis of the set up.
- 8 Water system is available at the ICU rooms making the hemodialysis procedure possible to be done inside the unit. This allows the Nurse on duty to do close monitoring of the patient during the entire duration of the procedure.
- 9 The Nurse on duty makes sure that the laboratory results required, such as the Hepatitis Profile, by the Hemodialysis Unit are available prior starting the procedure. This is for the Nurse on duty to ensure that the machine intended for non-infectious and infectious cases are appropriately selected.



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**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>CYRENE EXAMEN, RN</b> ICU Head Nurse		7/7/2022
Verified by:	<b>RICHARD S. MONTILJAO, RN</b> OIC Policy Development		7/7/2022
	<b>SHALAINE SOCORO L. DURAN, RN</b> Nurse Manager for Operations		7/8/2022
	<b>HANNAH KHAY S. TREYES, RN, MN</b> Chief Nurse		7/8/22
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPSQua</b> Quality Assurance Supervisor		7/8/2022
Recommending Approval:	<b>MARIA LIZA C. PERAREN, RN, MAN</b> Nursing Service Division Officer		7/8/2022
	<b>FREDERIC IVAN L. TING, MD</b> OIC - Total Quality Division		7/8/22
	<b>MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA</b> Vice President, Chief Medical Officer		7-15-22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		7/10/22




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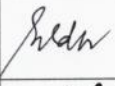


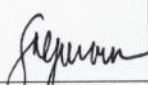

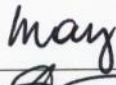

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KEY TASKS	PERSON RESPONSIBLE
1. Verifies the doctor's order.	Staff Nurse-on-duty
2. Secures informed consent. Makes sure procedure was properly understood by the patient or significant others.	
3. Checks with Billing Section if the patient's account is clear for hemodialysis.	
4. Prepares the schedule and informs the Hemodialysis Unit staff.	
5. Monitors the entire procedure.	
6. Makes sure Hepatitis profile <sup>test</sup> is taken prior to the procedure to ensure machine intended for non-infectious and infectious cases are appropriately selected.	

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Reviewed:	<b>DENNIS C. ESCALONA, MN, FPSQua</b> Quality Assurance Supervisor		7/12/2022
Recommending Approval:	<b>MARIA LIZA C. PERAREN, RN, MAN</b> Nursing Service Division Officer		7/8/2022
	<b>FREDERIC IVAN L. TING, MD</b> OIC - Total Quality Division		7/8/2022
	<b>MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA</b> Vice President, Chief Medical Officer		7-15-22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		9/10/22



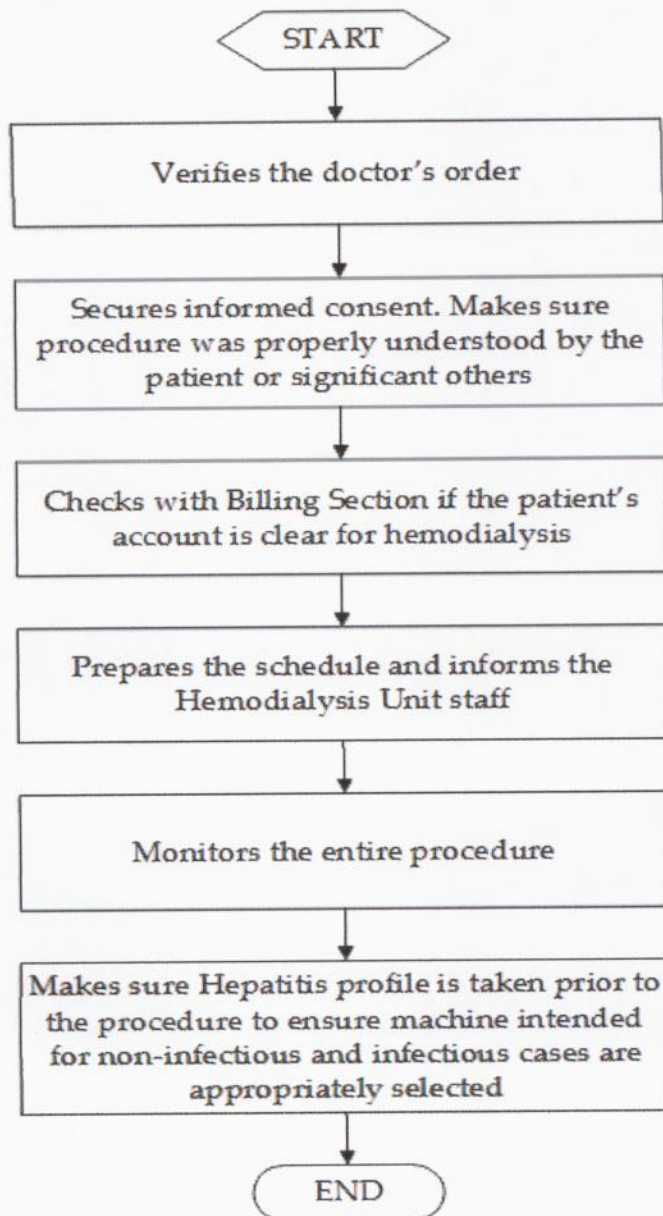



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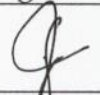

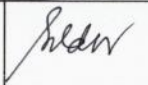


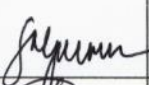

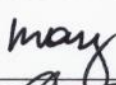

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## FLOWCHART



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