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	Effective Date:	07-31-2022
	Document Type:	Standard Operating Procedure
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	Department/Section:	Intensive Care Unit
	Document Title:	PREPARING AND TRANSPORTING PATIENT FOR A DIAGNOSTIC EXAM

PURPOSE:

To ensure safe and efficient service to a patient being prepared for transport for Ultrasound.

SCOPE:

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


RESPONSIBLE PERSON:

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

PROCEDURE:


Preparing a Patient for a Diagnostic Examination:

1. The Nurse on duty verifies the doctor's order for a diagnostic examination.
2. The Attending Physician or Resident on duty secures an informed consent and signature of a witness.
3. The Nurse on duty calls the Billing Department and checks the patient's account.
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. The Nurse on duty requests the procedure in the computer.
6. The Nurse on duty refers to the Imaging Sciences Department for the appropriate preparation for a specific procedure.
7. The Nurse on duty calls and informs the Imaging Sciences Department that an ICU patient is for a diagnostic examination. If possible, the patient is scheduled as first case. The Imaging Sciences Department is also informed of the materials and equipment to prepare (e.g. oxygen tank).
8. The Nurse on duty prepares the patient according to the instructions given by the Imaging Sciences Department.






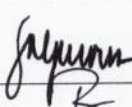

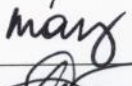
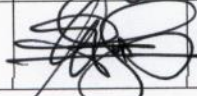
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Transporting the Patient for a Diagnostic Examination:

1. The Nurse on duty informs the patient or significant others that the patient is to be transported for a diagnostic examination.
2. The Nurse on duty removes any clothing, jewelry or other objects that may interfere with the procedure.
3. The Nurse on duty gathers all needed materials, (e.g. emergency kit, ambubag, intubation set, syringes, chart, and portable oxygen).
4. The Nurse on duty pages for Auxiliary and DIS or RTS personnel (if necessary).
5. The Nurse on duty pages for PGI on duty to accompany the patient.
6. The Nurse on duty obtains the patient's vital signs prior to transport.
7. The Nurse on duty, PGI and Auxiliary transport the patient to the Imaging Sciences Department or NICIS.
8. The Nurse on duty assists the sonologist during the procedure.
9. After the procedure, the Nurse on duty, PGI and Auxiliary place the patient comfortably back to his/her bed.
10. The Nurse on duty, PGI and Auxiliary transport the patient back to his/her room accompanied by the DIS or NICIS personnel (if needed).
11. The Nurse on duty makes the patient comfortable back in his/her room and obtains the vital signs.

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	Name/Title	Signature	Date
Prepared by:	CYRENE EXAMEN, RN ICU Head Nurse		7/7/2022
Verified by:	RICHARD S. MONTILJAO, RN OIC Policy Development		7/7/22
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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		7/8/22
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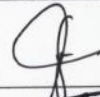
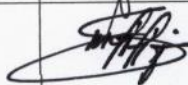
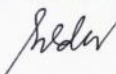


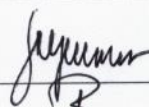

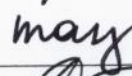
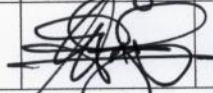
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KEY TASKS	PERSON RESPONSIBLE
1. Verifies the doctor's order for a diagnostic examination.	Staff Nurse
2. Secures informed consent and signature of witness.	Attending Physician
3. Calls Billing Section and checks patient's account.	Staff Nurse
4. Instructs the SO to settle their account at the Billing Section.	
5. Requests the procedure in the computer.	
6. Refers to Department of Imaging Sciences (DIS).	
7. Prepares the patient according to the instructions given by the DIS.	
8. Informs patient and SO that the patient is to be transported for a diagnostic examination.	
9. Removes any clothing, jewelry or other objects that may interfere with the procedure.	
10. Obtains vital signs. Assists the sonologist during procedure.	
11. Makes patient comfortable back to his/her room.	

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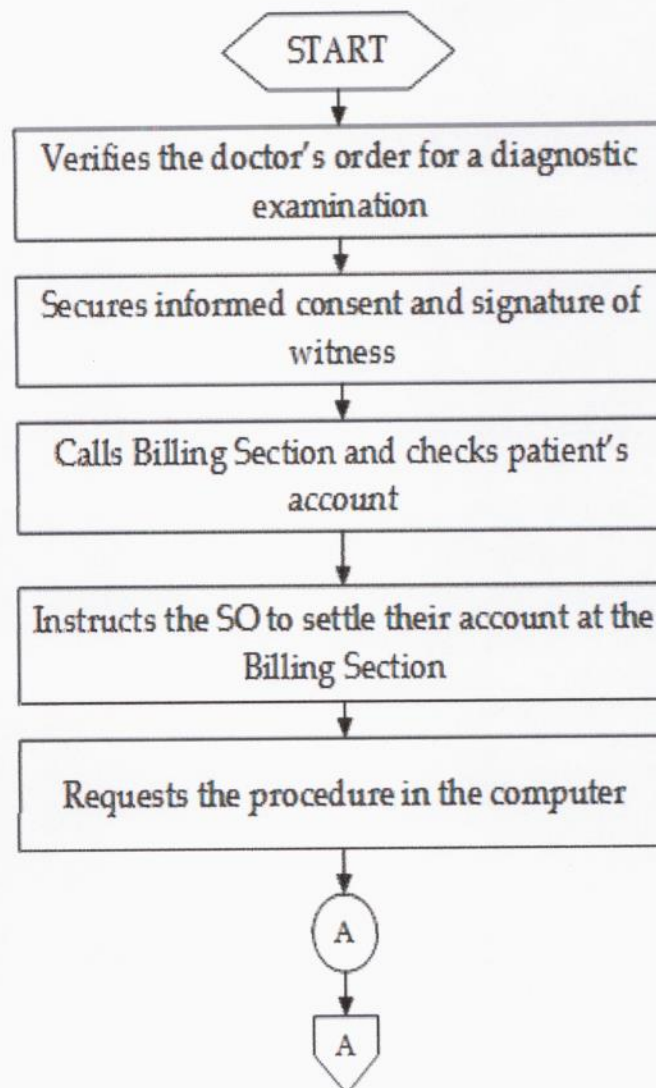


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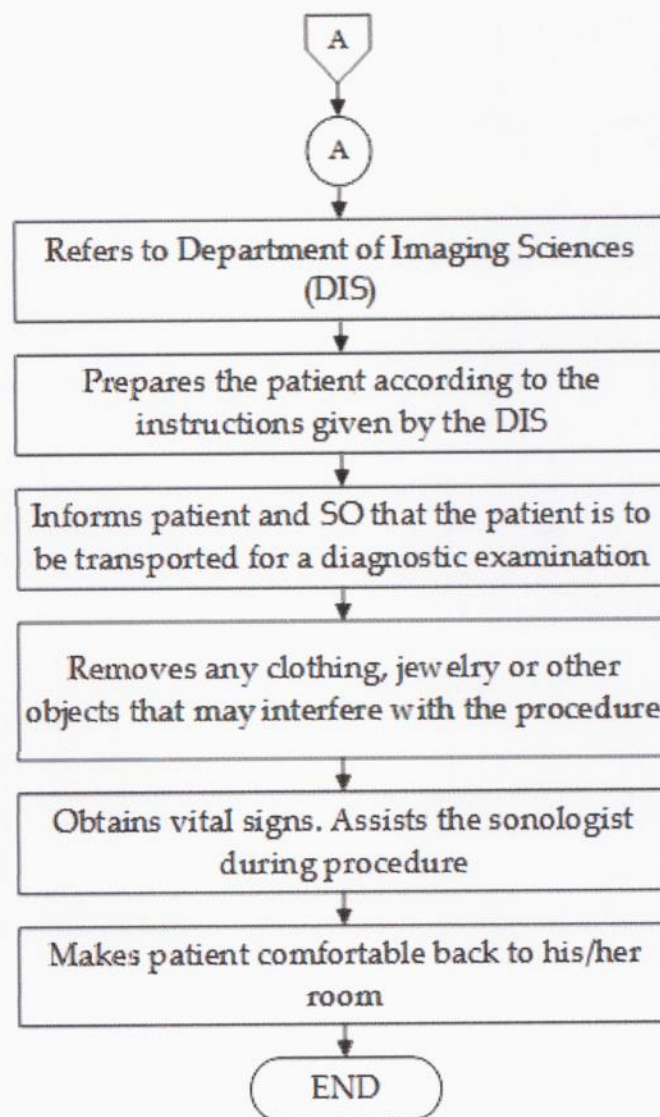
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FLOWCHART








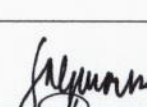

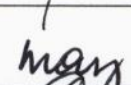

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