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### **PURPOSE:**

1. To provide guidelines for a thorough turnover of patients.
2. To ensure safe and quality continuity of care.
3. To enhance communication as well as bridge communication gap between the nurses.

### **SCOPE:**


Applies to all Nursing Service Division Staff of Dr. Pablo O. Torre Memorial Hospital (DPOTMH)

### **PERSON RESPONSIBLE:**

Registered Nurses, Nursing Attendants, Midwives, Riverside College Students and Clinical Instructors

### **GENERAL GUIDELINES:**

1. Dr. Pablo O. Torre Memorial Hospital advocates continuity of care of its patients from one shift to the next and shall require a thorough turn-over of all patients in a given area.
2. The safe patient turnover requires proper endorsement every shift.
3. Medication cards due for the incoming shift, those with changes, and those made for newly ordered medications shall be endorsed.
4. Any unusual incidents that has occurred during the shift shall be endorsed.
  - 4.1. Deficiencies on nursing documentation identified during endorsement shall be complied immediately.
5. Strict confidentiality shall be observed during endorsement.
6. Completeness of E-Cart, apparatus and equipment, and fire brigade team shall be endorsed separately between the assigned personnel.
7. Endorsement shall start 15 minutes before the start of a new shift.
  - 7.1. There are three (3) shifts/day:


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Morning shift - 6:00 am – 2:00 pm  
 Afternoon shift - 2:00 pm – 10:00 pm  
 Night shift - 10:00 pm – 6:00 am


### **PROCEDURE:**

1. The Outgoing Nurse/Nursing Attendant/Midwives, Riverside College Students and Clinical Instructors starts the endorsement with a prayer followed by a recitation of the mission and vision statements.
2. The Outgoing Nurse/ Riverside College Students and Clinical Instructors reads the Kardex and the Receiving Nurse/Nursing Attendant/Midwives/ Riverside College Students and Clinical Instructors takes note of pertinent information required in delivering healthcare.
3. The Outgoing Nurse/ Riverside College Students and Clinical Instructors reviews together with Receiving Nurse/ Riverside College Students and Clinical Instructors the latest doctor's orders made on the patient's chart during the shift.
4. The Outgoing Nurse endorses the following to the incoming Nurse/Nursing Attendant/Midwives, Riverside College Students and Clinical Instructors:
  - 4.1. Total Census per shift and acuity;
    - a) Number of admission
    - b) Number of discharges
    - c) Transferred in patients
    - d) Transferred out patients
    - e) Number of deaths(if any)
    - f) Absconded/ Out on pass(if any)
  - 4.2. Using the Kardex, the Outgoing Nurse endorses in sequence:
    - a) General data
    - b) Diet
    - c) Priorities
    - d) Diagnostic Test ordered
    - e) Special Notations

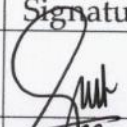

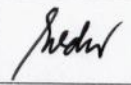


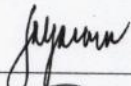

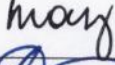



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- f) Standing Medications
- g) PRN Medications
- h) Treatments
- i) Stat and Single Future Orders
- j) IV Fluids
- k) Latest vital signs and Intake & output
- l) Completeness of the Emergency Cart contents and things borrowed from the E-cart that needs to be replaced or followed up.
- m) Completeness of equipment/apparatus and functionality.

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**APPROVAL:**


	Name/Title	Signature	Date
Prepared by:	<b>KAREN JOY GUMBAN, RN</b> Staff Nurse		5/31/2022
Verified by:	<b>RICHARD S. MONTILIJAO, RN</b> OIC-Policy Development		5/31/2022
	<b>SHALAINE SOCORO L. DURAN, RN</b> Nurse Manager for Operations		6/1/2022
	<b>HANNAH KHAY S. TREYES, RN MN</b> Chief Nurse		06/02/2022
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		06/02/2022
Recommending Approval:	<b>MARIA LIZA C. PERAREN, RN MAN</b> Nursing Division Officer		06/2/2022
	<b>FREDERIC IVAN L. TING, MD</b> OIC-Total Quality Division		6/9/22
	<b>MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA</b> Vice President – Chief Medical Officer		6.13.22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		7/1/22



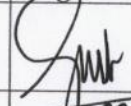

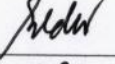


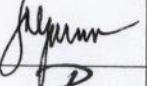

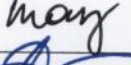

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KEY TASKS	PERSON RESPONSIBLE
1. Starts the endorsement with a prayer followed by a recitation of the Mission and Vision statements	Outgoing Nurse/ Nursing Attendant/Midwives, Riverside College Students and Clinical Instructors
2. Reads the Kardex and takes note of pertinent information required in delivering healthcare	Outgoing Nurse/Nursing Attendant/Midwives, Riverside College Students and Clinical Instructors
3. Reviews together with Receiving Nurse/ Riverside College Students and Clinical Instructors the latest doctor's orders made on the patient's chart during the shift	Outgoing Nurse/ Riverside College Students and Clinical Instructors
4. Endorses the total census per shift and acuity	Outgoing Nurse
5. Endorses the completeness of the Emergency Cart, equipment/apparatus and its functionality	Outgoing Nurse
6. Receives all the information endorsed by the outgoing nurse	Receiving Nurse/ Riverside College Students and Clinical Instructors

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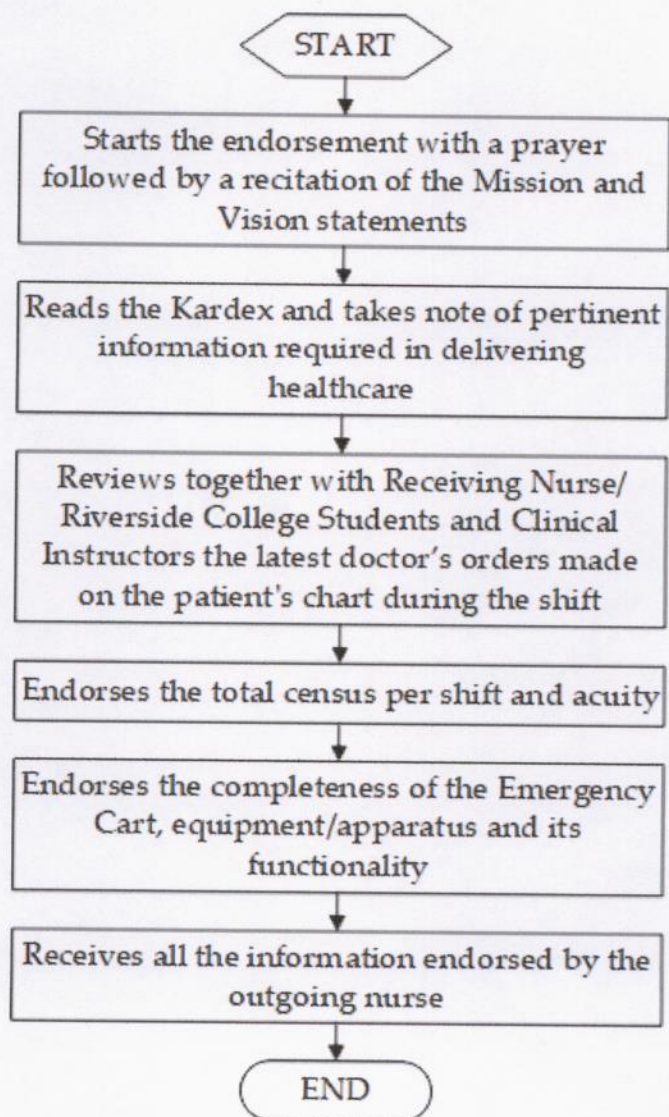


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## FLOWCHART





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Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		9/10/22