 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-P05-S19
	Effective Date:	06-30-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Nursing Service Division
	Document Title:	IDENTIFYING AND ASSESSING PATIENTS WITH SPECIAL NEEDS

PURPOSE:

1. To ensure that the nursing care of patients with special needs are being met and appropriate care and services provided.
2. To include the patient, family members and significant others in the communication process and promote safe care.

SCOPE:

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

PERSON RESPONSIBLE:


Staff Nurses, Nurse Supervisor, Medical Doctors, Admitting Section

GENERAL GUIDELINES:


1. All patients shall be assessed upon admission by nurse on duty, Resident/Intern on duty/Attending Duty.
2. All referrals made for the patient must be coordinated with the patient or family.
3. All health teachings and rehabilitation process of the patient should involve the family members.
4. Appropriate safety guidelines for each special need should be followed.
5. Ensure that assistive devices/materials are available in the hospital.

PROCEDURE:

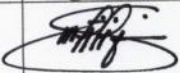



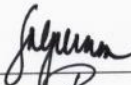

- 1 Nurse on duty/Medical Doctors elicit complete history of the patients.
- 2 Healthcare providers follow an appropriate guidelines in identifying and assessing patients with special needs:

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	Page Number:	2 of 3
	Department/Section:	Nursing Service Division
	Document Title:	IDENTIFYING AND ASSESSING PATIENTS WITH SPECIAL NEEDS

- 2.1 Provide accessible disaster facilities and services with adequate communications technology to help people with disabilities assess damage, collect information and deploy supplies.
- 2.2 Provide access to technology that includes interpreters, mobile phones and signaling devices and assistance for those with cognitive impairments or mental or emotional illness to cope with new surroundings and minimize confusion.
- 3 Healthcare providers anticipate needed supplies and services of the patient before and after emergency.
- 4 Healthcare providers coordinate with patient/family every referral to appropriate specialized Physicians and Private/Local Agencies.
- 5 Healthcare providers involve family members in health teachings and rehabilitation process of the patient.
- 6 Proper documentation of nursing procedures, interventions and securing waiver/consent forms.

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	Effective Date:	06-30-2022
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APPROVAL:

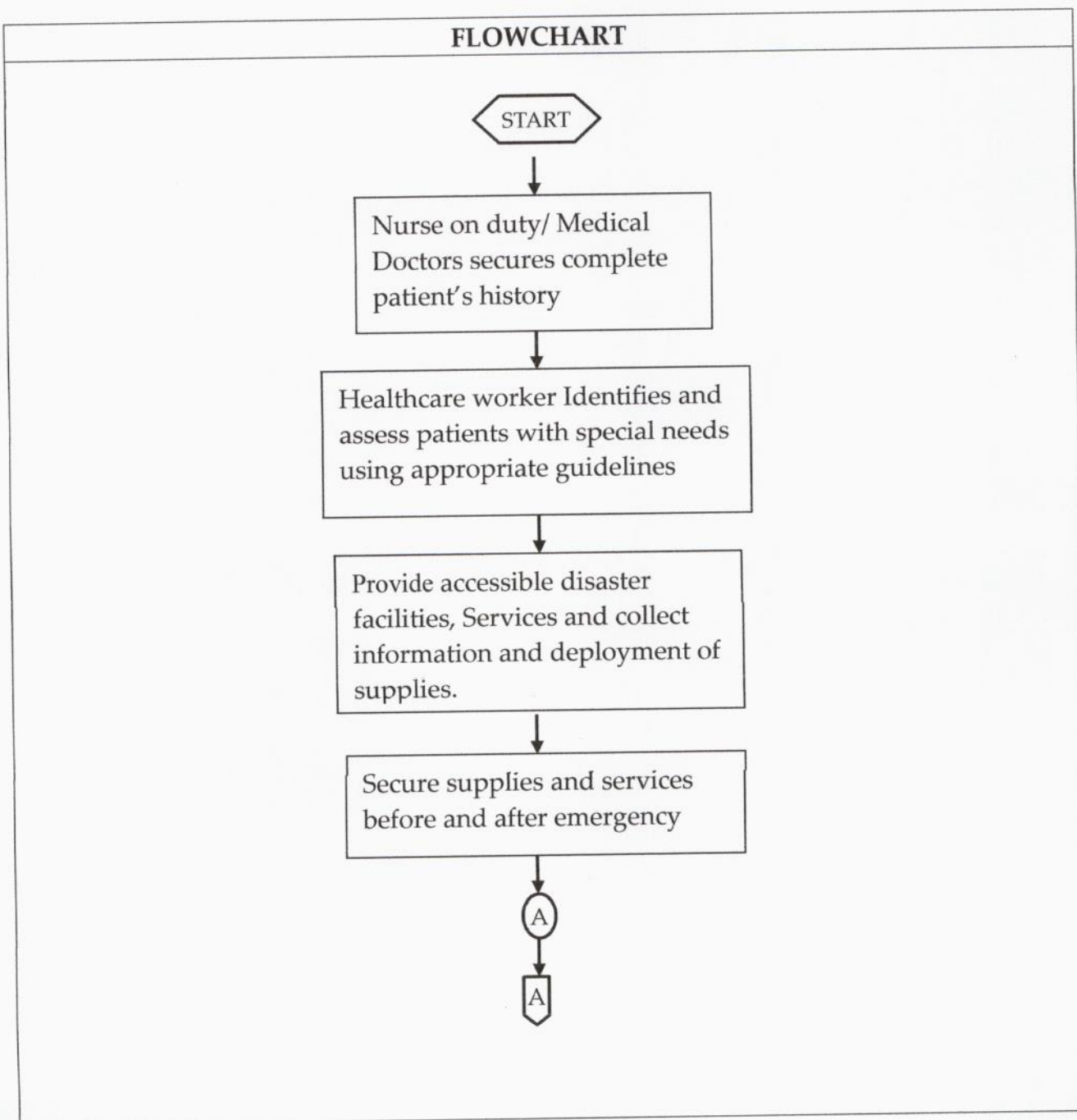
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Prepared by:	RICHARD S. MONTILIJAO, RN OIC Policy Development		6/28/22
Verified by:	SHALAINE SOCORO L. DURAN, RN Nurse Manager for Operations		7/8/22
	HANNAH KHAY S. TREYES, RN, MN Chief Nurse		07/08/2022
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		07/08/2022
Recommending Approval:	MARIA LIZA C. PERAREN, RN, MAN Nursing Division Officer		7/8/2022
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Page Number:	1 of 3
Department/Section:	Nursing Service Division
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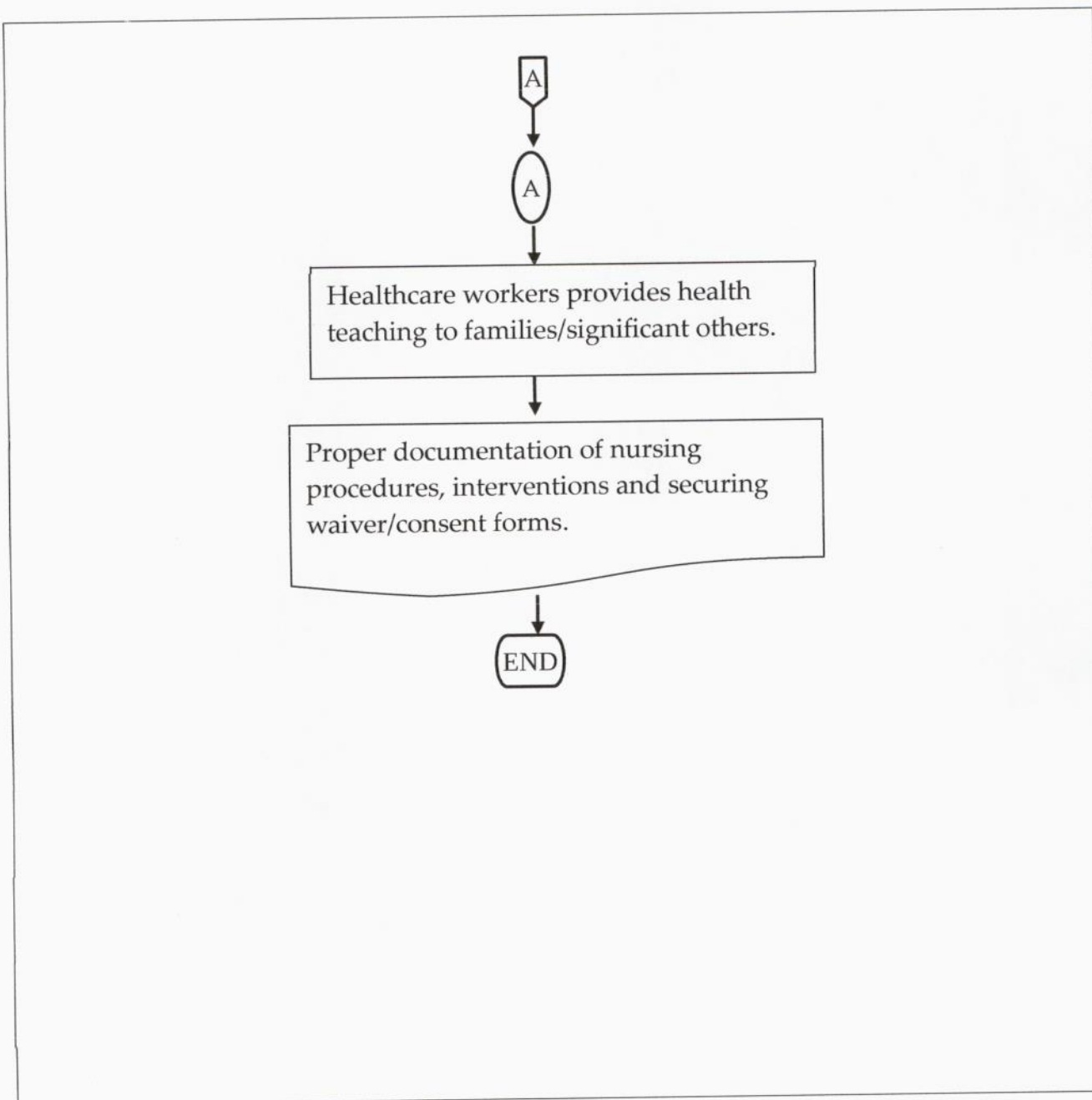
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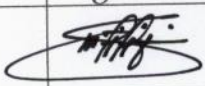
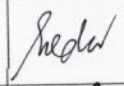


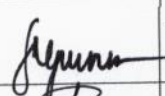

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	Document Type:	Work Instruction
	Page Number:	1 of 2
	Department/Section:	Nursing Service Division
	Document Title:	IDENTIFYING AND ASSESSING PATIENTS WITH SPECIAL NEEDS

KEY TASKS	PERSON RESPONSIBLE
1. Assesses patients and documents it in the medical file.	Staff Nurse
2. Identifies, validates and prioritizes patients according to their special needs.	Nurse Supervisor
3. Prescribes medical interventions and provides special precautions needed.	Medical Doctors
4. Facilitates, provides and assigns designated appropriate area/room according to their special needs.	Admitting Section Staff

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