 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-P09-S04
	Effective Date:	05-31-2022
	Document Type:	Standard Operating Procedure
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	Department/Section:	Nursing Service Division
	Document Title:	OUT ON PASS PROTOCOL

PURPOSE:

1. To facilitate a patient's request for an "Out on Pass" leave.
2. To provide a procedural flow when the Attending Physician allows the patient to go "Out on Pass".

SCOPE:


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

PERSON RESPONSIBLE:

Staff Nurses, Nurse Supervisors, Medical Doctors, Security Guards, Auxiliary, Ambulance Driver

GENERAL GUIDELINES:


1. Attending Physician shall authorize a request for "Out on Pass". Residents-on-duty may write the "Out on Pass" order in the patient's chart but only after informing the Attending Physician.
2. Phone order for "Out on Pass" shall not be allowed.
3. The duration of "Out on Pass" leave shall be 4 to 8 hours only. If the patient does not return after 8 hours, the Nurse-on-duty informs the Nurse Supervisor and the Attending Physician/Resident-on-duty.
4. Only the following reasons shall be considered valid in obtaining an "Out on Pass" permit:
 - 4.1. To follow up documents such as SSS/ GSIS/ PhilHealth, HMO/ Insurance Services, bank and other financing transactions from outside the hospital premises, necessary for hospital admission/discharge.
 - 4.2. For medical check-up/work up in the other clinics/hospitals, not available in DPOTMH;

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- a) For pediatric patients (those under 18 years of age), the parent or authorized guardian shall accomplish the "Out on Pass" form and receive all pertinent instructions on behalf of the patient.
 - b) Ambulance services shall be provided.
 - c) Patients chart shall not be sent to other institutions while the patient is on "Out on Pass".
5. Official "Out on Pass" forms shall be available at the Nursing Stations/Units and shall be filled up completely.
 6. The hospital shall not be liable for any drug administration done outside of the hospital. Medications taken by the patients while "Out on Pass" are documented on the Medication and Treatment Record by encircling the time the medication was supposed to be given and writing the phrase "Out on Pass".
 7. The Nurse on-duty shall re-orient the patient about the hospital security measures.
 8. The re-orientation shall be reflected and properly documented in the patient's chart (Nurses Remark). The hospital shall not be liable for any loss of valuables in the hospital premises, or, in this case, that may occur during the "Out on Pass" period.

PROCEDURE:







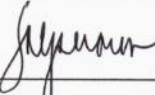
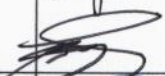

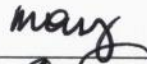
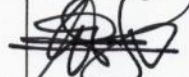
1. The Nurse on-duty informs the Medical Doctors and the Nurse Supervisor on duty of the request and the need for "Out on Pass".
2. The Nurse on-Duty secures a written order from the Attending Physician or Resident Physician after informing Attending Physician (Phone orders are not allowed).
3. For medical check-up/work up in the other clinics/hospitals, not available in DPOTMH:
 - 3.1. For pediatric patients (those under 18 years of age), the parent or authorized guardian accomplishes the "Out on Pass" and receives all pertinent instructions on behalf of the patient.
 - 3.2. Nurse on duty informs resident on duty to secure proper scheduling of resident/ PGI who will accompany the patient during transport.


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- 3.3. Nurse on duty coordinates for ambulance service.
4. The Medical Doctors/ Resident on duty explains the risk and benefits to the patient and his folks when leaving the hospital premises. And, the corresponding safety measures to undertake.
5. The Nurse on-duty obtains the "*Out on Pass*" waiver signature from the patient/ authorized guardian. The Nurse on-duty stands as a witness and signs the form as well.
6. The Nurse on-duty accomplishes three (3) copies of "*Out on Pass*" slip.
7. The Nurse on-Duty instructs the patient to take medication as scheduled and to comeback on the time specified. Note the medications due on "*Out on Pass*" sheet and provide the needed medication.
8. The patient/authorized guardian signs the "*Out on Pass*" form indicating that he/she has been instructed on the correct administration of medications sent with him/her.
9. The Nurse on-duty distributes the three (3) copies of "*Out on Pass*" slip as follows:
 - 9.1. Patient's copy
 - 9.2. Patient's chart
 - 9.3. Security Guard
10. Nurse on-duty attaches one (1) signed "*Out on Pass*" waiver in the patient's chart.
11. Nurse on-duty instructs the patient to report to the nurse's station upon arrival.
12. The Nurse on-duty documents in the Nurses Remarks: the time the patient went out of the hospital and the time the patient came back; and the nurse's observation, physical assessment, and other comments.
13. The Nurse on-duty endorses the patient to the incoming nurse with emphasis on the time of arrival or the expected time of arrival.


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APPROVAL:


	Name/Title	Signature	Date
Prepared by:	GIA P. BANDRIA, RN Head Nurse		5/24/22
Verified by:	RICHARD S. MONTILIJAO, RN OIC Policy Development		5/24/22
	SHALAINE SOCORO L. DURAN, RN Nurse Manager for Operations		5/30/22
	2LT EVA R. SEDAYON (AGS) PA (RES) Security Specialist		6/1/22
	HANNAH KHAY S. TREYES, RN, MN Chief Nurse		06/03/22
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		06/06/22
Recommending Approval:	MARIA LIZA C. PERAREN, RN, MAN Nursing Director		06/07/2022
	ENGR. NOEL P. GARBO, FPCHA Engineering and General Services Division Officer		6/7/2022
	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer		6/27/22
	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President – Chief Medical Officer		7-7-22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		11/11/22

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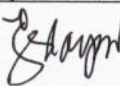


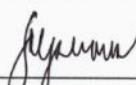


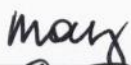
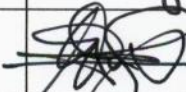
KEY TASKS	PERSON RESPONSIBLE
1. Informs the Attending Physician and the Nurse Supervisor of the request and the need for <i>"Out on Pass"</i> .	Nurse-on-duty
2. Secures a written order from the Attending Physician/Resident in charge.	
3. Accomplishes the <i>"Out on Pass"</i> Form for pediatric patients and receives all pertinent instructions on behalf of the patient.	Parent or Authorized Guardian
4. Informs Resident-on-duty to secure proper scheduling of Resident/ PGI who will accompany the patient during transport and coordinates for ambulance service.	Nurse-on-duty
5. Explains the risk and benefits to the patient and his folks when leaving the hospital premises.	Medical Doctors/ Resident-on-duty
6. Obtains the <i>"Out on Pass"</i> waiver signature from the patient/authorized guardian, stands as a witness and signs the form as well.	Nurse-on-duty
7. Accomplishes three (3) copies of <i>"Out on Pass"</i> slip.	
8. Instructs the patient to take medication as scheduled and to comeback on the time specified.	
9. Distributes the three (3) copies of <i>"Out on Pass"</i> slip as patient's copy, patient's chart and to Security Guard.	
10. Attaches one (1) signed <i>"Out on Pass"</i> waiver in the patient's chart.	Nurse-on-duty
11. Instructs the patient to report to the Nurse's Station	

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upon arrival.	
12. Documents in the Nurses Remarks the time the patient went out of the hospital and the time the patient came back, the nurse's observation, physical assessment, and other comments.	
13. Endorses the patient to the incoming nurse with emphasis on the time of arrival or the expected time of arrival.	

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APPROVAL:

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Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		11/11/22

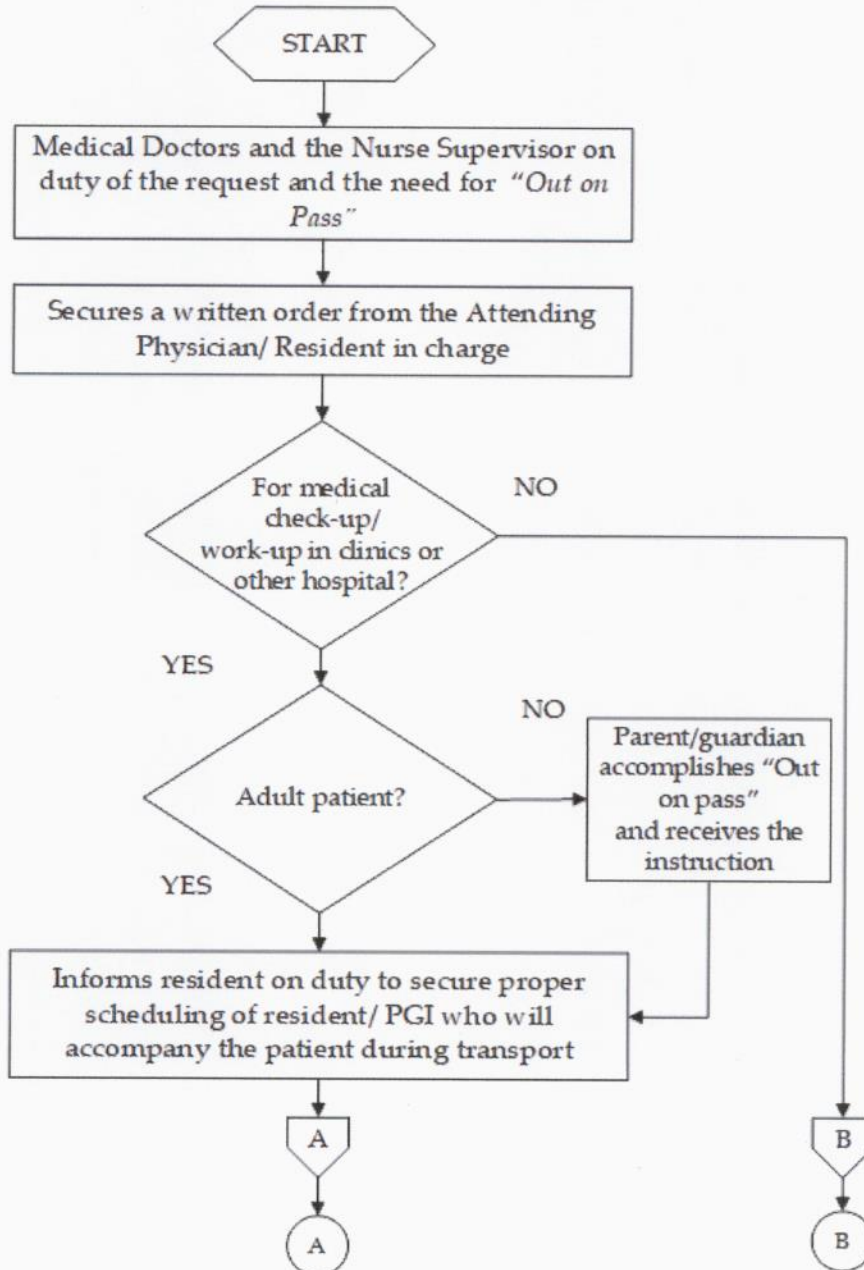


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FLOWCHART

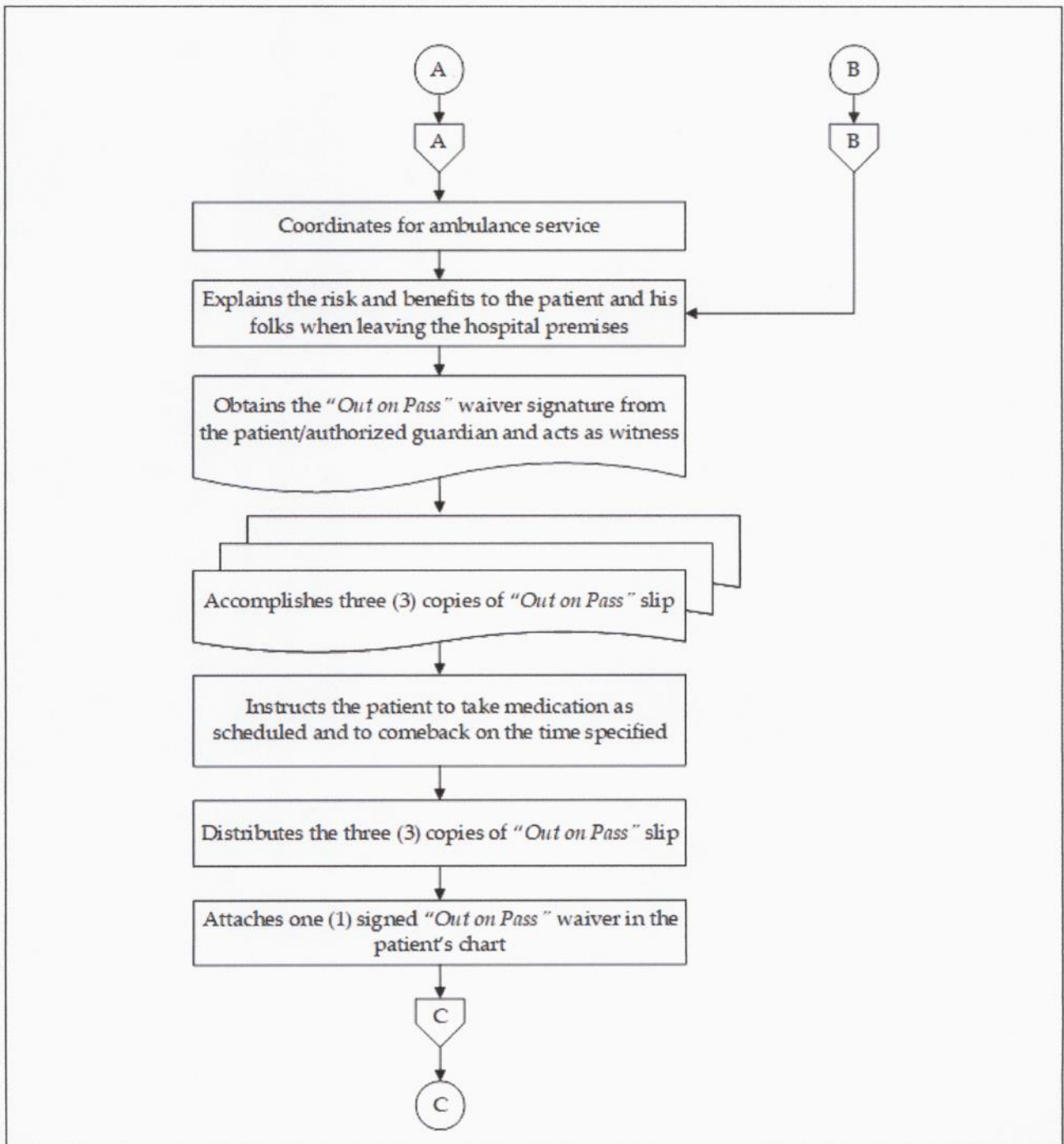




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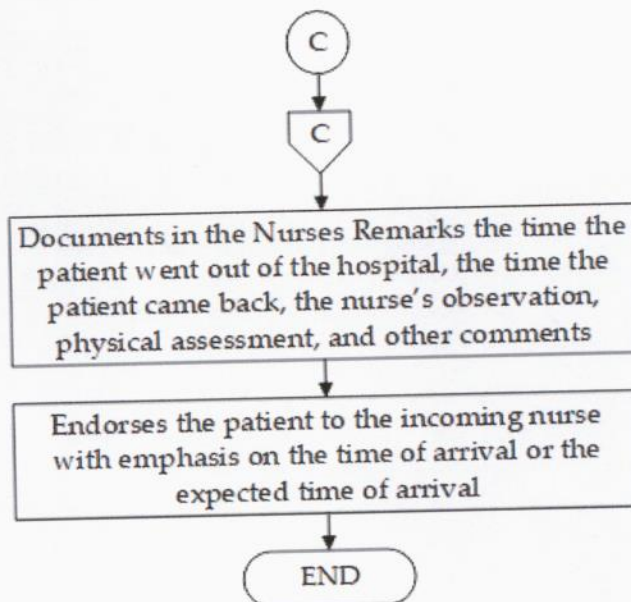





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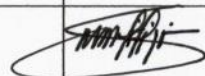

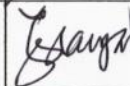


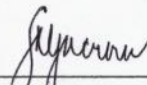


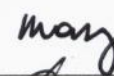

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