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	Document Type:	Standard Operating Procedure
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	Document Title:	PROTOCOL IN SECURING CONSENT

PURPOSE:

1. To assure that informed consent is obtained from patient or significant other.
2. To identify the process for obtaining general and specific informed consent for health care procedures and other activities in the field of patient care.

SCOPE:


Applies to all Nursing Service Department Staff, Patients/Relatives and significant others of Dr. Pablo O. Torre Memorial Hospital (DPOTMH)

PERSON RESPONSIBLE:

Medical Doctor, Registered Nurse, Patients, Relatives/Significant Others

GENERAL GUIDELINES:

- 1 Informed consent shall be obtained and placed in the patient's medical record for surgical procedures, emergency service treatment, administration of blood and/or blood components, ambulatory care treatment, and other services, including treatment of minors and the mentally disabled, anesthesia and/or deep sedation.
 - 1.1 **Specific Informed Consent** ("Consent for Operation/Procedure" **Form 2**) shall be obtained for invasive/operative procedures, anesthesia services (Form 3) and other medical services.
 - 1.2 **Consent for other procedure treatment and referrals** (Form 4) shall be obtained for other procedure treatment and referrals.
- 2 Appropriate informed consent will be obtained in all cases. Information should be withheld in limited extraordinary circumstances only, for example if the doctor judges on reasonable grounds, that the patient's physical or mental health may be seriously harmed by the information.
- 3 If the patient is not competent to make such decisions, such information will be given to and consent obtained from the legally appointed next-of-kin as follows:
 - 3.1 Spouse
 - 3.2 Parents
 - 3.3 Children (of legal age)
 - 3.4 Sibling/s (of legal age)


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***Note:** Unless there is a legally **declared guardian** – in which case the guardian precedes all others. However the guardianship must be specific to cover or include medical decisions. Most guardianship refers only to administration of property.*

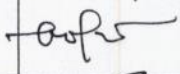

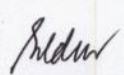


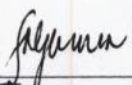
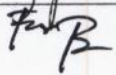
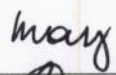
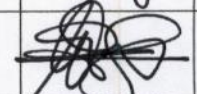
- 4 In case of medical emergencies where time is of the essence in saving the patient's life, the above policy may not be followed, and the emergent needs of the patient are met with acceptable standards of medical practice.
- 5 All unaccompanied unconscious patients shall receive emergency medical/surgical treatment. The Attending Physician shall consent on the patient's behalf. The informed consent of patient's representative must be secured as soon as possible and attached to the patient's chart.
- 6 All inpatient consent form is valid during the entire admission.
- 7 New Consent is required on the following condition:
 - 7.1 Every procedure
 - 7.2 If with changes and additional procedures
 - 7.3 If procedure/s is canceled, hold and reordered
 - 7.4 If refused

PROCEDURE:

1. Nurse-in-charge checks and verifies the Doctor's order for any procedures or treatment.
2. Nurse-in-charge prepares the consent form.
3. Nurse-in-charge lets the patient/significant others to sign the consent form.
4. Nurse-in-charge affixes her signature over printed name as witness.

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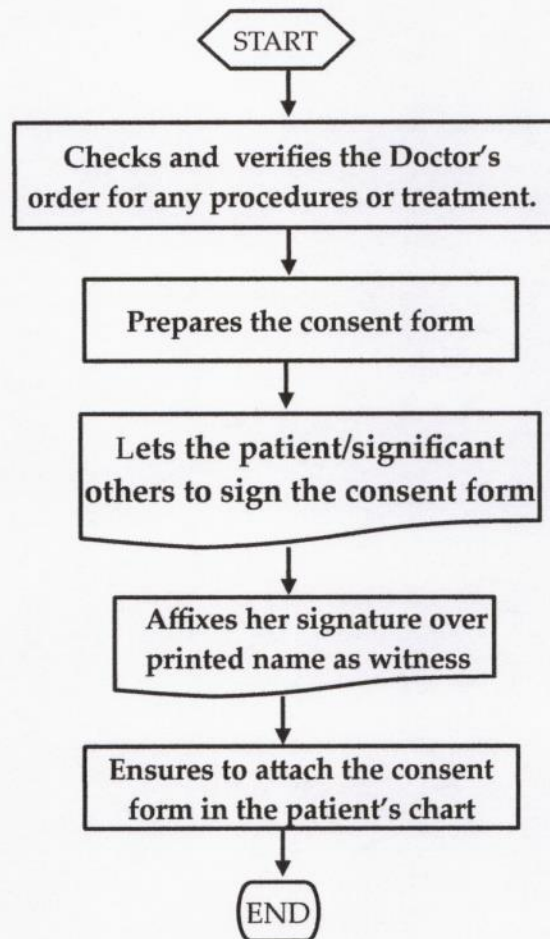



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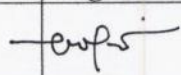
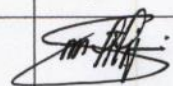
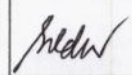


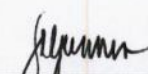
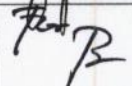
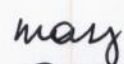
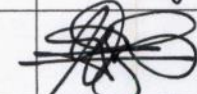
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FLOWCHART




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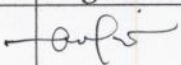

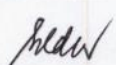




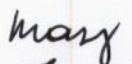
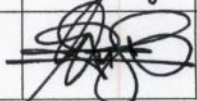
	Name/Title	Signature	Date
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KEY TASKS	PERSON RESPONSIBLE
1. Checks and verifies the Doctor's order for any procedures or treatment.	Staff Nurse
2. Prepares the consent form	
3. Affixed signature as a witness	
4. Ensures to attach the consent form in the patient's chart.	

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