 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-38-P04-S02
	Effective Date:	09-30-2021
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Surgical Complex
	Document Title:	COMMUNICATION FLOW FOR "TO FOLLOW CASE(S)"

PURPOSE:

To expedite case flow in the Surgical Suites.

SCOPE:

Applies to all Surgical Complex and Nursing Service Division staff of Dr. Pablo O. Torre Memorial Hospital


PERSON RESPONSIBLE:

All Surgical Suites Personnel, Nurses, Doctors, Auxiliary

GENERAL GUIDELINES:

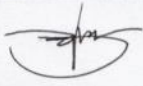
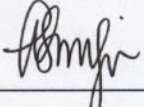

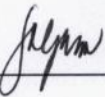
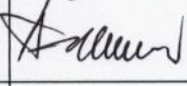
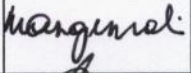
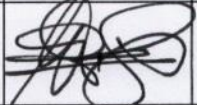
1. The Surgical Suites Charge Nurse shall assure that the Surgical Suites schedule runs smoothly and efficiently.
2. Surgical Suites Charge Nurse shall notify the attending surgeon and/or anesthesiologist of any changes or delays in the schedule.
3. Changes in the posted procedure shall only be valid with reasons such as:
 - 3.1. attending availability or unavailability
 - 3.2. time procedure
 - 3.3. personnel (in case another attending will do the case)
 - 3.4. equipment and/or instruments needed
 - 3.5. additions or deletions in the procedure
4. First case in the Surgical Suites shall start at 7:00 am or 7:30 am in the morning. Other cases if no first case available shall be scheduled accordingly as "to follow".
5. Stat cases shall be catered in accordance to the Surgical Suites policy on Scheduling.
6. The attending physician shall notify the Surgical Suites of any changes to the scheduled procedure.
7. Charge Nurse shall assure the presence of the attending surgeon and/or responsible Resident or Fellow in the operating room during positioning, draping, and prepping, before the incision.

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B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

APPROVAL:

	Name/Title	Signature	Date
Prepared by:	VANESSA V. VERDE, RN Surgical Suites Head Nurse		09.22.21
Verified:	MARIA AGNES A. SARIOGO, RN, MN, FPCHA Surgical Complex Manager		9-22-2021
Reviewed by:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		10-02-2021
Recommending Approval:	MARIA LIZA C. PERAREN, RN, MN Nursing Service Division Officer		10-04-2021
	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer		10/4/2021
	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President – Chief Medical Officer		10-6-2021
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		10/30/2021

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PROCEDURE:

1. Circulating nurse notifies the Surgical Suites front desk at least an hour before the end of a case that the next patient should be readied.
2. Surgical Suites Charge Nurse confirms with the nursing unit if the next patient is okay for operation (awaiting laboratories, awaiting billing's clearance for operation).
3. Charge Nurse informs the nursing unit that the patient should be readied for surgery.
4. Station nurse in charge prepares, endorses via phone and sends patient to the operating room. For ICU patients, nurse in charge accompanies patient and endorses him/her at the Operating Room.
5. Circulating nurse receives patient at the Surgical Suite.
6. Circulating nurse ensures completeness of the case cart.
7. Charge Nurse notifies the attending surgeon as the patient enters the operating room. No notification is necessary for the first case of the day.

REFERENCES:

1. Surgery Management Improvement Group (2012). *Operating Room Scheduling, Improving OR Resource Utilization*. From <http://surgerymanagement.com/presentation/operating-room-scheduling.php>
2. International Anesthesia Research Society (2002). How to Schedule Elective Surgical Cases into Specific Operating Rooms to Maximize the Efficiency of Use of Operating Room Time. From [http://journals.lww.com/anesthesia-analgesia/fulltext/2002/04000/How to Schedule Elective Surgical Cases into.30.aspx](http://journals.lww.com/anesthesia-analgesia/fulltext/2002/04000/How_to_Schedule_Elective_Surgical_Cases_into.30.aspx)

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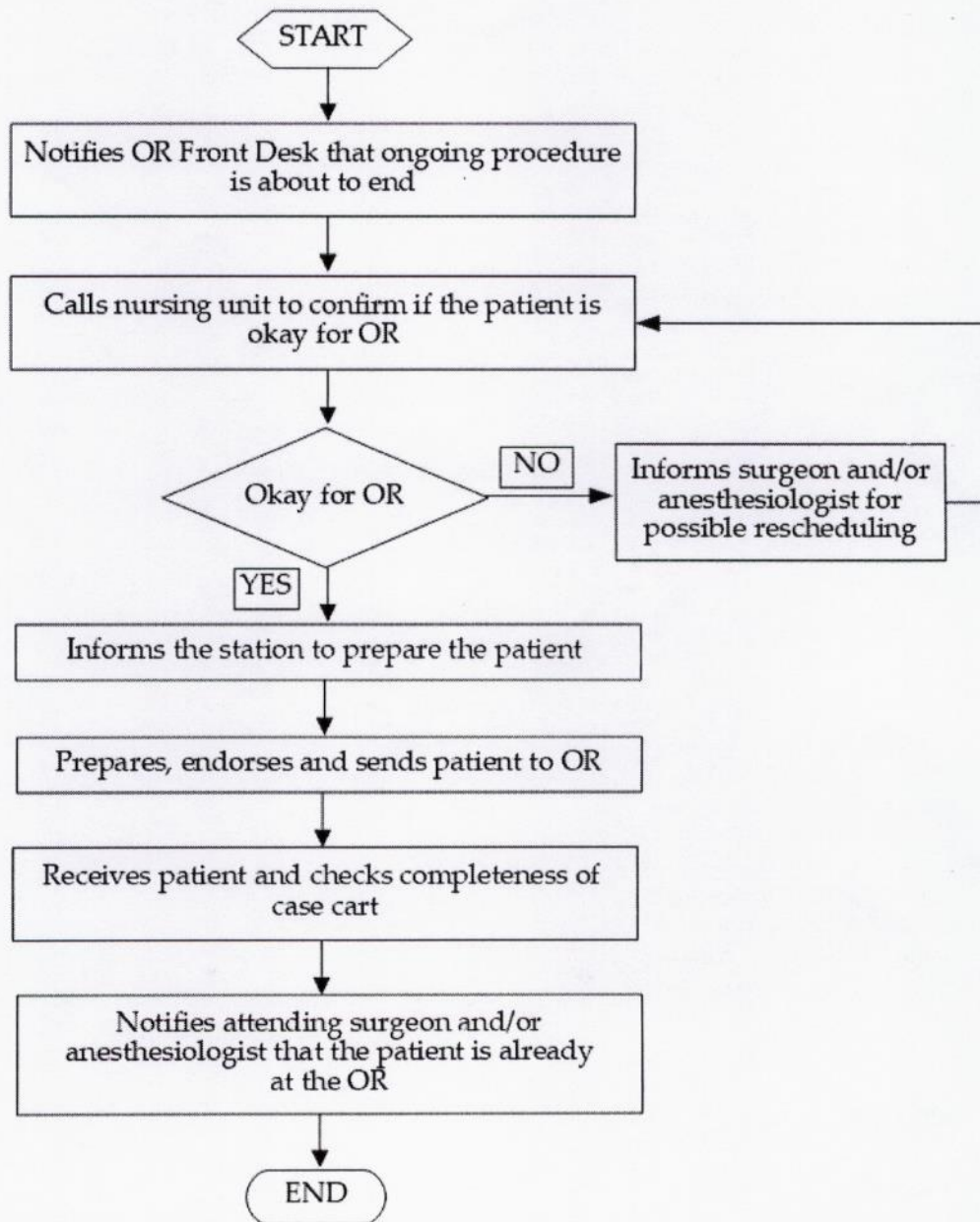


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Document Code:	DPOTMH-I-38-P04-S02-FC02
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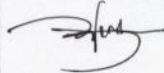
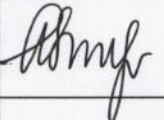

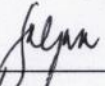
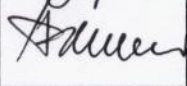
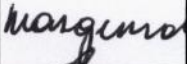
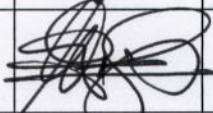
FLOWCHART




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APPROVAL:


	Name/Title	Signature	Date
Prepared by:	VANESSA V. VERDE, RN Surgical Suites Head Nurse		09.22.21
Verified:	MARIA AGNES A. SARIEGO, RN, MN, FPCHA Surgical Complex Manager		9-28-2021
Reviewed by:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		10-04-2021
Recommending Approval:	MARIA LIZA C. PERAREN, RN, MN Nursing Service Division Officer		10-04-2021
	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer		10/4/2021
	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President – Chief Medical Officer		10.6.2021
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		10/30/2021

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KEY TASKS	PERSON RESPONSIBLE
<ol style="list-style-type: none"> 1. Notifies the Surgical Suites front desk at least an hour before the end of a case that the next patient should be readied. 2. Receives patient at the Surgical Suite 3. Ensures completeness of the case cart 	Circulating nurse
<ol style="list-style-type: none"> 1. Confirms with the nursing unit if the next patient is okay for operation (awaiting laboratories, awaiting billing's clearance for operation) 2. Informs the nursing unit that the patient should be readied for surgery 3. Notifies the attending surgeon as the patient enters the surgical suite. 	Surgical Suite Charge Nurse
Prepares, endorses via phone and sends patient to the operating room/ Accompanies patient and endorses him/her at the Surgical Suite.	Station nurse in charge/ ICU nurse in charge

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Verified:	MARIA AGNES A. SARIEGO, RN, MN, FPCHA Surgical Complex Manager		9-22-2021
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