 <p><b>DR. PABLO O. TORRE MEMORIAL HOSPITAL</b></p>	Document Code:	DPOTMH-I-38-P06-S04
	Effective Date:	09-30-2021
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Surgical Complex
	Document Title:	<b>PROTOCOL ON SPECIMEN NEEDED FOR MEDICO-LEGAL PROCEEDINGS</b>

**PURPOSE:**

To ensure the safety of the patient, surgical team and medical institution through safekeeping of specimens taken from the patient during surgery which may be used for future legal proceeding.

**SCOPE:**


Surgical Complex, Medical Services Division

**PERSON RESPONSIBLE:**

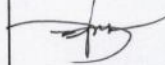
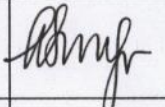

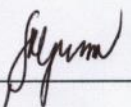

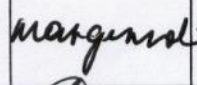
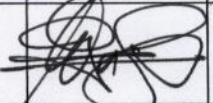
Surgical Team, Medical Director

**GENERAL GUIDELINES:**


1. All specimen (bullets, shots, knives or other forms of weapons which may suggest assault or criminality) which will be used for medico-legal proceedings should be kept in the Surgical Suites.
2. Patient's Chart and Surgical Suites records should be kept at Medical Record Section and labeled as possible medico-legal.
3. These materials will continue to be handled according to prescribed directives and procedures of the hospital.

 <p><b>DR. PABLO O. TORRE MEMORIAL HOSPITAL</b></p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-I-38-P06-S04
	Effective Date:	09-30-2021
	Document Type:	Standard Operating Procedure
	Page Number:	2 of 3
	Department/Section:	Surgical Complex
	Document Title:	<b>PROTOCOL ON SPECIMEN NEEDED FOR MEDICO-LEGAL PROCEEDINGS</b>

**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>VANESSA V. VERDE, RN</b> Surgical Suites Head Nurse		09.29.21
Verified:	<b>MARIA AGNES A. SARIEGO, RN, MN, FPCHA</b> Surgical Complex Manager		9-28-2021
Reviewed by:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		10-04-2021
Recommending Approval:	<b>MARIA LIZA C. PERAREN, RN, MN</b> Nursing Service Division Officer		10-08-2021
	<b>HENRY F. ALAVAREN, MD, FPSMID, FPSQua</b> Total Quality Division Officer		10/18/2021
	<b>MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA</b> Vice President – Chief Medical Officer		10-22-2021
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		11/25/2021




 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-38-P06-S04
	Effective Date:	09-30-2021
	Document Type:	Standard Operating Procedure
	Page Number:	3 of 3
	Department/Section:	Surgical Complex
	Document Title:	<b>PROTOCOL ON SPECIMEN NEEDED FOR MEDICO-LEGAL PROCEEDINGS</b>

### **PROCEDURE:**

1. Circulating nurse labels the container and records in the Surgical Suites Medico-legal logbook
  - 1.1. Patient's Name
  - 1.2. Date of Operation
  - 1.3. Admission and Hospital Nos.
  - 1.4. Name of Operation
  - 1.5. Attending Surgeon
  - 1.6. Type or Description of Items
  - 1.7. Name and initial of Staff-in-Charge
2. Circulating nurse secures the specimen in the Medico-legal container.
3. Should there be need to retrieve a specimen, the requesting party secures a written permission from the officer in charge of the case with the approval of the Medical Director.
4. Upon release of the specimen, the receiver signifies complete name and signature in the Medico-legal logbook.


### **REFERENCE:**

1. Association of Surgical Technologists (2008). *AST Standards of Practice for Handling and Care of Surgical Specimens*. From [https://www.ast.org/uploadedFiles/Main\\_Site/Content/About\\_Us/Standard\\_Handling\\_Care\\_Surgical\\_Specimens.pdf](https://www.ast.org/uploadedFiles/Main_Site/Content/About_Us/Standard_Handling_Care_Surgical_Specimens.pdf)


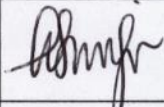

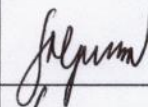
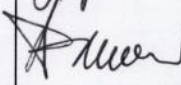
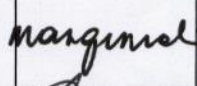

 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-38-P06-S04-WI04
	Effective Date:	09-30-2021
	Document Type:	Work Instruction
	Page Number:	1 of 2
	Department/Section:	Surgical Complex
	Document Title:	<b>PROTOCOL ON SPECIMEN NEEDED FOR MEDICO-LEGAL PROCEEDINGS</b>


KEY TASKS	PERSON RESPONSIBLE
1. Labels the container and records in the Surgical Suites Medico-legal Logbook. Secures the specimen in the Medico-legal container	Circulating Nurse
1. Secures written permission from the officer in charge of the case. 2. Signifies complete name and signature in the Surgical Suites Logbook	Recipient of the specimen
1. Gives the approval for release of specimen	Medical Director



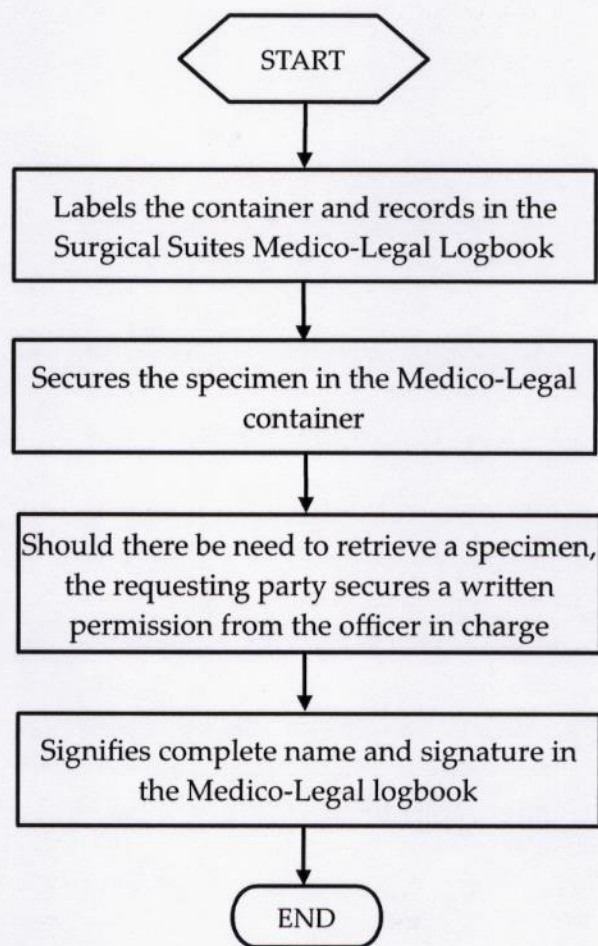
 <p><b>DR. PABLO O. TORRE MEMORIAL HOSPITAL</b></p>	B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100	Document Code:	DPOTMH-I-38-P06-S04-WI04
		Effective Date:	09-30-2021
		Document Type:	Work Instruction
		Page Number:	2 of 2
		Department/Section:	Surgical Complex
		Document Title:	<b>PROTOCOL ON SPECIMEN NEEDED FOR MEDICO-LEGAL PROCEEDINGS</b>

**APPROVAL:**


	Name/Title	Signature	Date
Prepared by:	<b>VANESSA V. VERDE, RN</b> Surgical Suites Head Nurse		09.23.21
Verified:	<b>MARIA AGNES A. SARIEGO, RN, MN, FPCHA</b> Surgical Complex Manager		9.28.2021
Reviewed by:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		10-07-2021
Recommending Approval:	<b>MARIA LIZA C. PERAREN, RN, MN</b> Nursing Service Division Officer		10-08-2021
	<b>HENRY F. ALAVAREN, MD, FPSMID, FPSQua</b> Total Quality Division Officer		10/18/2021
	<b>MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA</b> Vice President – Chief Medical Officer		10.22.2021
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		11/25/2021

 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-38-P06-S04-FC04
	Effective Date:	09-30-2021
	Document Type:	Flowchart
	Page Number:	1 of 4
	Department/Section:	Surgical Complex
	Document Title:	<b>PROTOCOL ON SPECIMEN NEEDED FOR MEDICO-LEGAL PROCEEDINGS</b>

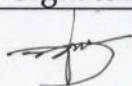
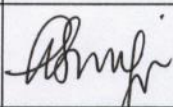

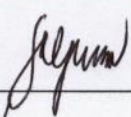
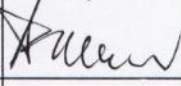
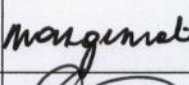
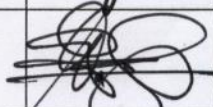
### FLOWCHART:





 <p><b>DR. PABLO O. TORRE MEMORIAL HOSPITAL</b></p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-I-38-P06-S04-FC04
	Effective Date:	09-30-2021
	Document Type:	Flowchart
	Page Number:	2 of 4
	Department/Section:	Surgical Complex
	Document Title:	<b>PROTOCOL ON SPECIMEN NEEDED FOR MEDICO-LEGAL PROCEEDINGS</b>

**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>VANESSA V. VERDE, RN</b> Surgical Suites Head Nurse		09.23.21
Verified:	<b>MARIA AGNES A. SARIEGO, RN, MN, FPCHA</b> Surgical Complex Manager		9-28-2021
Reviewed by:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		10-07-2021
Recommending Approval:	<b>MARIA LIZA C. PERAREN, RN, MN</b> Nursing Service Division Officer		10-08-2021
	<b>HENRY F. ALAVAREN, MD, FPSMID, FPSQua</b> Total Quality Division Officer		10/18/2021
	<b>MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA</b> Vice President – Chief Medical Officer		10-22-2021
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		11/25/2021