 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-38-P01-S01
	Effective Date:	09-30-2021
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Surgical Complex
	Document Title:	SAFE AND EFFICIENT DIRECTION OF INPATIENTS IN THE SURGICAL SUITES

PURPOSE:

To provide directions to inpatients and other hospital personnel as to the traffic flow in the Surgical Complex.

SCOPE:

Surgical Complex, Nursing Service Division


PERSON RESPONSIBLE:

All Surgical Suites Personnel, Nurses, Doctors, Auxiliary personnel

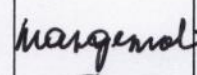
GENERAL GUIDELINES:

1. All inpatients for surgery shall enter the Surgical Complex main entrance (except for isolation cases who will pass through the service areas at the back going to the Isolation Surgical Suite).
2. Patient's representative and/or significant other shall stay in the patient's room unless required by the surgeon to stand by in the general waiting area or if the patient is a pediatric.
3. Endorsement shall be done via phone call by the nurse in charge in the ward to the circulating nurse.
4. The Pre-operative checklist shall be completed before wheeling in the patient for surgery.
5. Upon entry in the complex, inpatients shall pass through the Pre-Induction Room.
6. Receiving circulating nurse shall check the pre-operative checklist and shall ensure that all the information entered in the form are true.
7. After assessment and necessary pre-anesthetic medications were given, patient shall be brought to the designated surgical suite accompanied by the Circulating Nurse and Anesthesiologist.
8. Post operatively, inpatients shall be recovered in the Post Anesthesia Care Unit as ordered.


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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	VANESSA V. VERDE, RN Surgical Suites Head Nurse		09.23.21
Verified:	MARIA AGNES A. SARIEGO, RN, MN, FPCHA Surgical Complex Manager		09-28-2021
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		10/16/2021
	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. Surgical Suites Charge Nurse informs the nurse's station to prepare the patient approximately an hour before the scheduled surgery.
2. Once the surgical suite is prepared and the surgical team is ready, the circulating nurse calls the nurse's station to get the endorsement.
3. Nurse in charge sends the patient to the surgical complex.
4. Auxiliary personnel wheels in the patient to the pre-induction area.
5. Circulating nurse checks the pre-operative checklist, patient's chart and assesses the patient.
6. Anesthesiologist gives pre-anesthetic and/or sedative drugs to the patient if necessary.
7. Circulating nurse and anesthesiologist wheels in the patient to the designated surgical suite.
8. Post operation, circulating nurse transfers out and endorses the patient to the Post Anesthesia Care Unit.

REFERENCES:

1. International Health Facility Guidelines (2017). *Part B – Health Facility Briefing and Design 235 Operating Unit*. From https://healthfacilityguidelines.com/ViewPDF/ViewIndexPDF/iHFG_part_b_operating_unit
2. ResearchGate (2016). *A hospital admission planning model for operating room allocation under uncertain demand requirements*. From [https://www.researchgate.net/publication/289494313 A hospital admission planning model for operating room allocation under uncertain demand requirements](https://www.researchgate.net/publication/289494313_A_hospital_admission_planning_model_for_operating_room_allocation_under_uncertain_demand_requirements)

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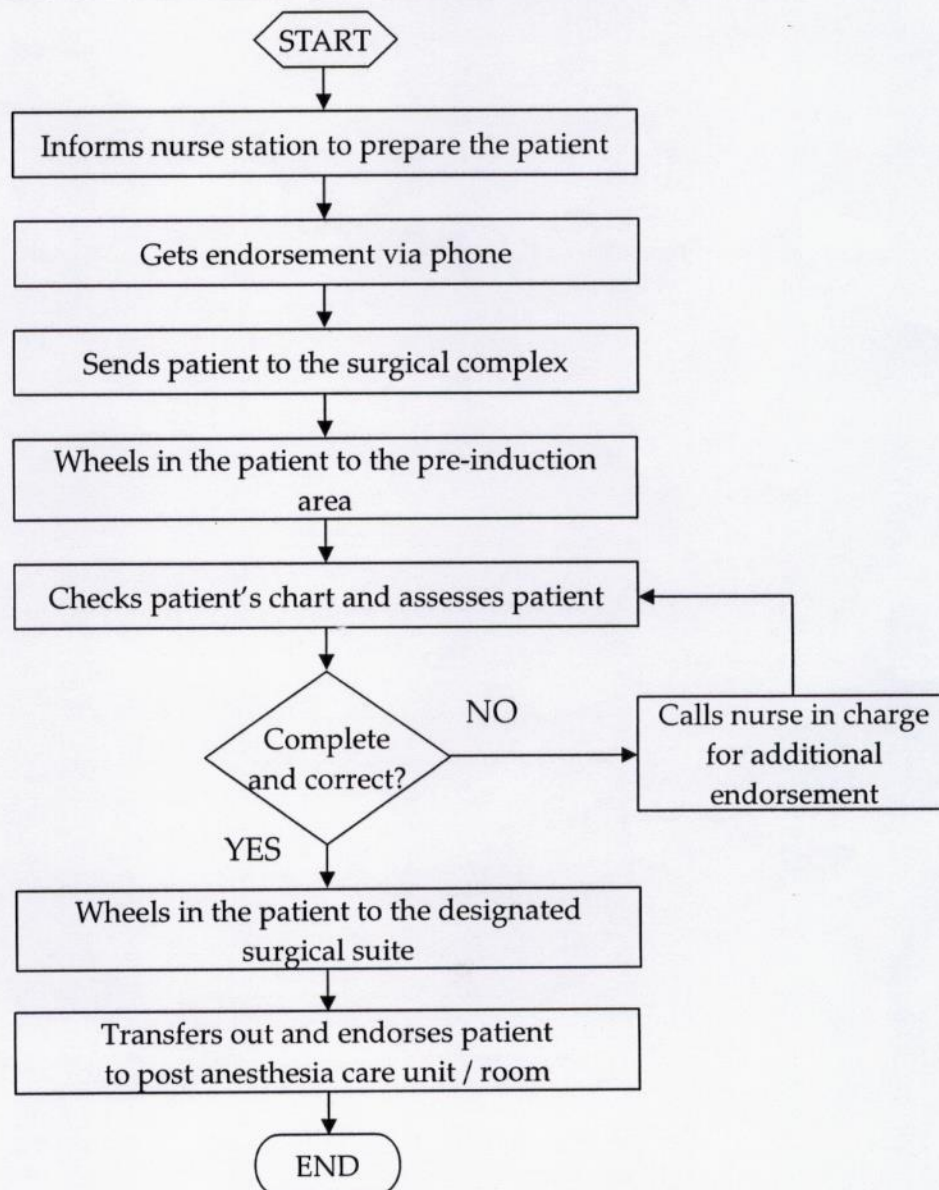


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FLOWCHART

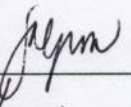
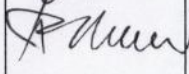
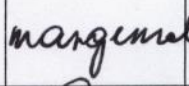


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APPROVAL:


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Prepared by:	VANESSA V. VERDE, RN Surgical Suites Head Nurse		09.23.21
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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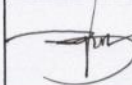
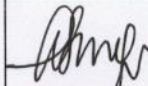

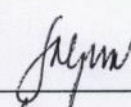
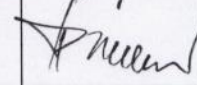
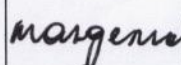
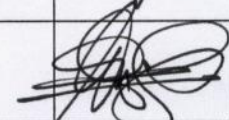
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KEY TASKS	PERSON RESPONSIBLE
Informs nurse's station to prepare the patient for surgery	Surgical Suites Charge Nurse
<ol style="list-style-type: none"> 1. Gets patient endorsement from the nurse station via phone 2. Checks the patient's chart and assesses the patient 3. Wheels in the patient to the designated surgical suite 4. Transfers out and endorses the patient to the post anesthesia care unit 	Circulating Nurse
Sends patient to the surgical complex	Station Nurse in charge
Gives pre-anesthetic and/or sedative drugs to the patient	Anesthesiologist
Wheels in the patient from room to the pre-induction area	Auxiliary

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