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	Effective Date:	09-30-2021
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 5
	Department/Section:	Surgical Complex
	Document Title:	SCHEDULING OF PATIENTS FOR SURGERY

PURPOSE:

To communicate guidelines for scheduling surgical cases on a first-come first-served basis.

SCOPE:

Surgical Complex


PERSON RESPONSIBLE:

Surgical Complex Personnel, Doctors

GENERAL GUIDELINES:

1. Surgical Suites functions 24 hours a day / 7days a week. Regular schedules starts at 7:00 AM daily.
2. Scheduling of cases on Sunday/ holidays are accepted without surcharge. However, due to limited number of staff on duty especially on Sunday one case after the other shall be done as much as possible.
3. Physicians who are duly accredited by the Dr. Pablo O. Torre Memorial Hospital- Medical Services Division are authorized to schedule cases for surgery.
4. All elective cases shall be arranged/booked by the physician or ward nurse in charge with the Surgical Suites Staff Nurse. Posting of patient information can be done via phone call.
5. Surgical Suites Schedule Slip shall be properly filled up by the ward nurse in charge after proper communication with the Surgical Suites staff nurse.
6. Surgical Suites Schedule Slip shall be submitted to the Surgical Suites within 2 hours after communication.


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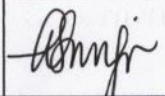

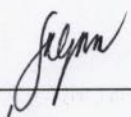
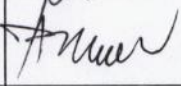
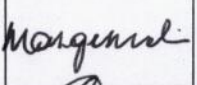

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7. Patients must be admitted the day/night before the scheduled surgery, except for outpatient cases.
8. All scheduled patients shall be in the operating room 30 minutes before the scheduled time. Scheduled time is the cutting time.
9. In case the schedule is not okay (awaiting laboratories, billing not yet settled), ward nurse in charge shall inform all the attending doctors and the Surgical Suites. Surgical Suites personnel shall then negotiate/offer alternative time/date/room to avoid delay to other scheduled operations.
10. For multiple procedures required for a single patient, one schedule slip shall be submitted indicating the sequence if it will be consecutive or simultaneous.
11. Final printed schedule shall be completed by the Surgical Suites charge nurse on duty a day before and shall be made available at the front desk as well as on the Surgical Suites Schedule Board.
12. All elective procedures shall be finalized by 7:00 PM. Thereafter, if the patient is not admitted, the charge nurse shall confirm with the surgeon for possible cancellation or rescheduling.
13. For emergency case that needs to overlap a scheduled case, charge nurse shall inform all surgeons, anesthesiologists, and/or station that there would be a delay in their schedule.
14. In case there is a need for a case reordering, charge nurse shall inform all involved surgeons, anesthesiologists, and/or station wherein the patient is admitted.
15. Case substitution shall be made possible only if the following criteria are met:
16. Patient can arrive at hospital at the necessary time.
17. Patient has completed medical record, pertinent laboratories and x-ray results, signed operative consent, cardiac clearance and anesthesia pre-op evaluation. Personnel, equipment, instruments and supplies are available.


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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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PROCEDURE:

- 1 Receive schedule for posting from physician/ward nurse in charge with the following data:
 - 1.1 Patient's Name
 - 1.2 Planned surgery to be done
 - 1.3 Surgeon
 - 1.4 Anesthesiologist
 - 1.5 Desired Date
 - 1.6 Patient type, Case Type (In/Out; Elective/Emergency)
 - 1.7 Specific Supplies or Equipment to be prepared
- 2 Check for surgeon, date & time, room, operating hours, equipment and special instrument conflicts like microscopes or C-Arm. Conflicts may not be overridden without approval of Surgical Suites Head Nurse.
- 3 Provide approximated average times calculated from start and stop of each procedure documented in the Surgical Suites chart. Add average turnaround time with a default of 15 minutes for clean up and another 15 minutes for set up.
- 4 Receive Schedule Slip duly filled up by ward nurse in charge
- 5 Check and complete Surgical Suites Schedule Form
- 6 Post final schedule at the Surgical Suites Schedule Board

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1. Surgery Management Improvement Group (2012). *Operating Room Scheduling, Improving OR Resource Utilization*. From <http://www.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 [https://journals.lww.com/anesthesia-analgesia/fulltext/2002/04000/How to Schedule Elective Surgical Cases into.30.aspx](https://journals.lww.com/anesthesia-analgesia/fulltext/2002/04000/How_to_Schedule_Elective_Surgical_Cases_into.30.aspx)

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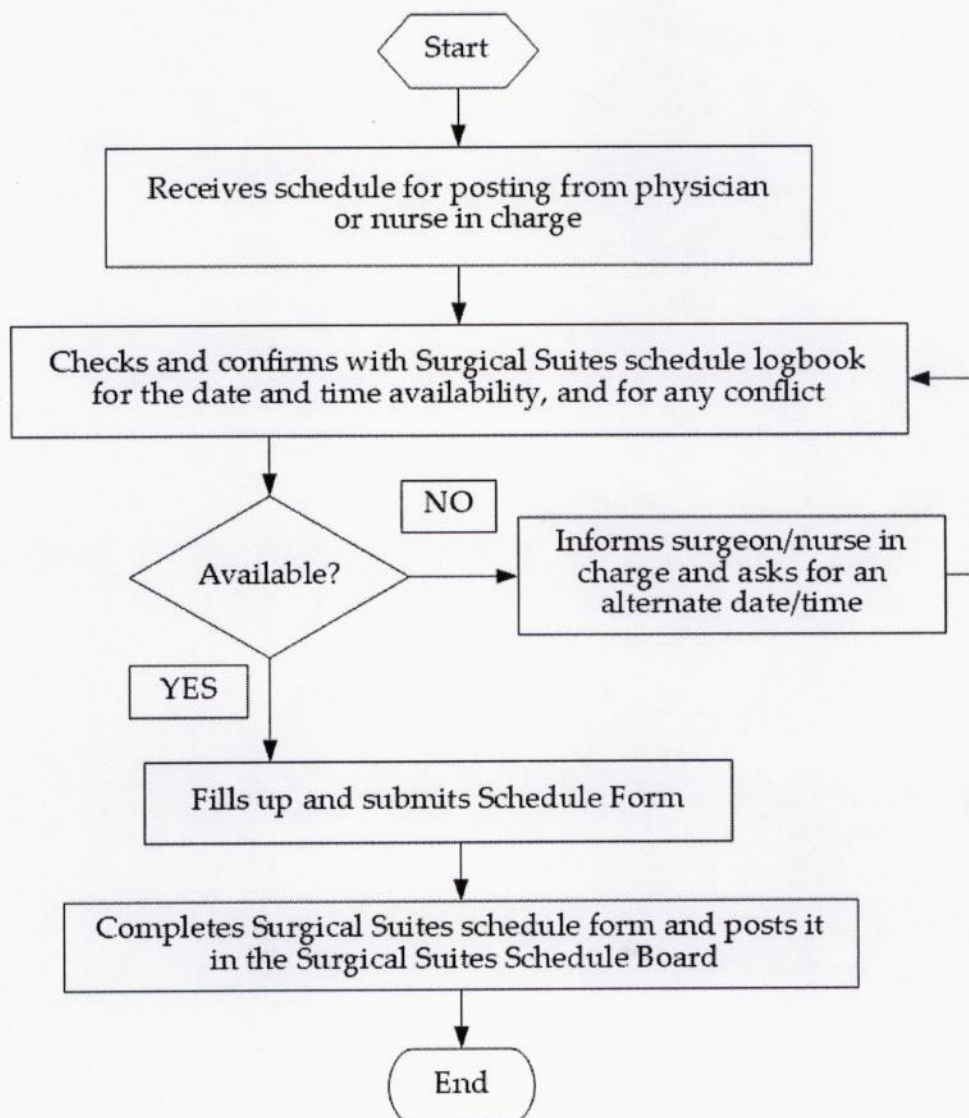


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FLOWCHART




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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
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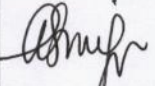

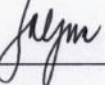
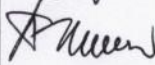
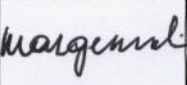
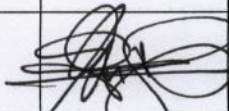
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KEY TASKS	PERSON RESPONSIBLE
<ol style="list-style-type: none"> 1. Fills out and submits Schedule Slip 2. Confirms with Surgical Complex the schedule of the surgery 	Ward Nurse in Charge
<ol style="list-style-type: none"> 1. Receives schedule for posting from physician/ward nurse in charge 2. Checks for the name of the surgeon, date & time, room, operating hours, equipment and special instrument conflicts like microscopes or C-Arm. 3. Provides approximated average times calculated from start and stop of each procedure documented in the chart. 4. Receives Schedule Slip duly filled up by ward nurse in charge 5. Checks and completes Schedule Form 6. Posts final schedule at the Surgical Suites Schedule Board 	OR Charge Nurse

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