

Document Title:	INPATIENT SERVICES
Department/Section:	Wound Care Center
Page Number:	1 of 3
Document Type:	Standard Operating Procedure
Effective Date:	07-30-2022
Document Code:	DPOTMH-I-35-P01-S01

### **PURPOSE:**

To set guidelines for the safe and appropriate practice of wound dressing in inpatients.

### SCOPE:

Applies to all Wound Care Center Staff of Dr. Pablo O. Torre Memorial Hospital (DPOTMH)

### PERSON RESPONSIBLE:

Attending Physician, Wound Care Center Nurses, Wound Care Center Clerks

### **GENERAL GUIDELINES:**

- 1 The Wound Care Center Nurses shall do wound, ostomy care and other wound-related procedures to inpatients as requested by his/her attending physician.
- 2 Services rendered and supplies used shall be directly charged to the patient as post charges through BIZBOX by the Wound Care Nurse/Clerk.
- 3 Hemodialysis central line catheters shall be only dressed by the wound care nurses as ordered by her/his attending physician
- 4 Consent shall be signed prior to the procedure.
- 5 The Wound Care Center shall operate from 8 AM to 4 PM with no noon break.
- 6 Non-dialysis access central line shall be dressed and flush with saline solution by the Wound Care Center Nurses every 3 days or as indicated by his/her Attending Physician.



Document Title:	INPATIENT SERVICES
Department/Section:	Wound Care Center
Page Number:	2 of 3
Document Type:	Standard Operating Procedure
Effective Date:	07-30-2022
Document Code:	DPOTMH-I-35-P01-S01

## **PROCEDURE:**

- 1. The Station Nurse calls the Wound Care Center Nurse(s) for the procedure.
- 2. The Wound Care Center Nurse(s) verifies the procedure and get patient demographics for recording.
- 3. The Wound Care Center Nurse(s) schedules the patient.
- 4. The Wound Care Center Nurse(s) goes to the patient room, introduces themselves, explain the procedure and secure signed consent.
- 5. The Wound Care Center Nurse(s) performs the procedure.
- 6. The Wound Care Center Nurse(s) do after-care of procedure.
- 7. The Wound Care Center Nurse(s)/Clerk encodes the charges and supplies used during the procedure.
- 8. The Wound Care Center Nurse(s) accomplishes the Wound Care Center logbook for inpatient procedures.



Document Code:	DPOTMH-I-35-P01-S01
Effective Date:	07-30-2022
Document Type:	Standard Operating Procedure
Page Number:	3 of 3
Department/Section:	Wound Care Center
Document Title:	INPATIENT SERVICES

# APPROVAL:

8	Name/Title	Signature	Date
Prepared by:	KONRAD JAN J. ESCOBIA, RN	1.	16.60
	OIC- Department of Emergency Medicine		The
	RICHARD S. MONTILIJAO, RN	A A	7/20/200
	OIC Policy Development	THE STATE OF THE S	
Verified by:	SHALAINE SOCORO L. DURAN, RN	801.	7/28/202
	Nurse Manager for Operations	Melin	1/20/12
	HANNAH KHAY S. TREYES, RN, MN	Land	768hm
	Chief Nurse	00	1/20/000
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua	2	7/28/2022
	Quality Assurance Supervisor		.,,
	MARIA LIZA C. PERAREN, RN, MAN	Humm	1/28/2022
	Nursing Division Officer	Marin	17-01
Recommending	FREDERIC IVAN L. TING, MD	W B	7/29 h
Approval:	OIC- Total Quality Division	7	1 '
	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA	1	8-12-2
	Vice President – Chief Medical Officer	many	0-11-11
Approved:	GENESIS GOLDI D. GOLINGAN	ARCO	alisha
	President and CEO	100	1115/22



Document Code:	DPOTMH-I-35-P01-WI01	
Effective Date:	07-31-2022	
Document Type:	Work Instruction	
Page Number:	1 of 2	
Department/Section:	Wound Care Center	
Document Title:	INPATIENT SERVICES	

	KEY TASKS	PERSON RESPONSIBLE
1.	Calls the Wound Care Center Nurses for the procedure.	Station Nurse
2.	Verifies the procedure and get patient demographics for recording.	
3.	Schedules the patient.	
4.	Goes to the patient room, introduces self, explains the procedure and secures signed consent.	
5.	Performs the procedure.	Wound Care Center Nurses
6.	Does after care of procedure.	
7. Encodes the charges and supplies used during the procedure.		
8.	Accomplishes the Wound Care Center logbook for inpatient procedures.	



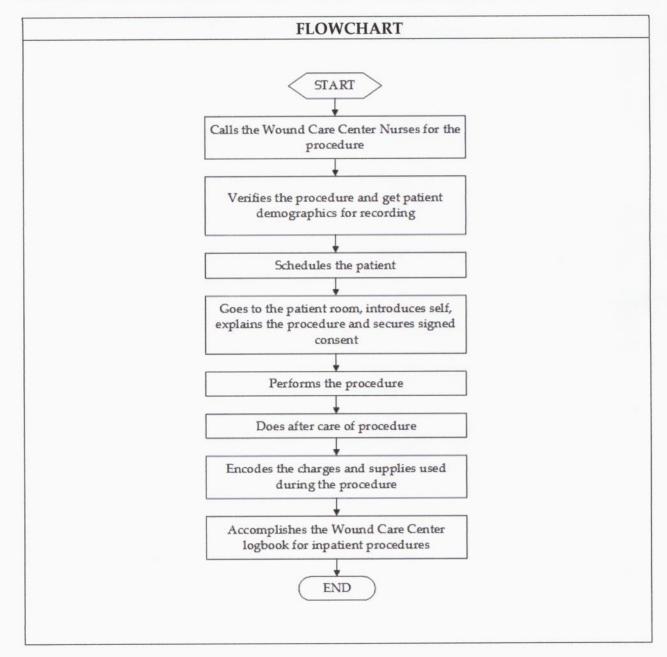
Document Code:	DPOTMH-I-35-P01-WI01
Effective Date:	07-31-2022
Document Type:	Work Instruction
Page Number:	2 of 2
Department/Section:	Wound Care Center
Document Title:	INPATIENT SERVICES

# APPROVAL:

	Name/Title	Signature	Date
Prepared by:	KONRAD JAN J. ESCOBIA, RN OIC- Department of Emergency Medicine	4.	Flight
	RICHARD S. MONTILIJAO, RN OIC Policy Development		7/26/2027
Verified by:	SHALAINE SOCORO L. DURAN, RN Nurse Manager for Operations	Seder	7/28/202
	HANNAH KHAY S. TREYES, RN, MN Chief Nurse	Jag .	7/28/202
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor	0	7/28/2002
	MARIA LIZA C. PERAREN, RN, MAN Nursing Division Officer	Marour	7/28/2026
Recommending Approval:	FREDERIC IVAN L. TING, MD OIC- Total Quality Division	B	7/28/2
	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President – Chief Medical Officer	many	8-12-20
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO	700	9/13/22



Document Code:	DPOTMH-I-35-P01-FC01
Effective Date:	07-31-2022
Document Type:	Flowchart
Page Number:	1 of 2
Department/Section:	Wound Care Center
Document Title:	INPATIENT SERVICES





Document Title:	INPATIENT SERVICES	
Department/Section:	Wound Care Center	
Page Number:	2 of 2	
Document Type:	Flowchart	
Effective Date:	07-31-2022	
Document Code:	DPOTMH-I-35-P01-FC01	

# APPROVAL:

	Name/Title	Signature	Date
Prepared by:	KONRAD JAN J. ESCOBIA, RN	1 -	1 10
	OIC – Department of Emergency Medicine	1	478 W
	RICHARD S. MONTILIJAO, RN	aff.	7/26/202
	OIC Policy Development		1/20/000
Verified by:	SHALAINE SOCORO L. DURAN, RN	041/	Thehm
	Nurse Manager for Operations	moder	(1/18/11)
	HANNAH KHAY S. TREYES, RN, MN	Mal	7/20/201
	Chief Nurse	100	1/20/000
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua	0	7/28/2020
	Quality Assurance Supervisor		11 -4 -51
	MARIA LIZA C. PERAREN, RN, MAN	1	7/28/202
	Nursing Division Officer	Hunn	1/20/202
Recommending	FREDERIC IVAN L. TING, MD	OR	7/20/-
Approval:	OIC- Total Quality Division	P	17-01-
	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA	, (	
	Vice President – Chief Medical Officer	may	8-12-11
Approved:	GENESIS GOLDI D. GOLINGAN		alal
	President and CEO	100	4/13/22