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|  <p>DR. PABLO O. TORRE<br/>MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive,<br/>Bacolod City,<br/>Negros Occidental,<br/>6100</p> | Document Code:      | DPOTMH-I-35-P01-S09   |
|   | Effective Date:     | 07-30-2022  |
|   | Document Type:      | Standard Operating Procedure  |
|   | Page Number:        | 1 of 3  |
|   | Department/Section: | Wound Care Center   |
|   | Document Title:     | <b>SAFE AND EFFECTIVE DIRECTION OF<br/>STAFF, PATIENTS AND VISITORS</b> |

**PURPOSE:**

To provide an organized flow of clients and personnel in the Wound Care Center.

**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, and Cashier

**GENERAL GUIDELINES:**


1. All employees in the Wound Care Center shall wear the hospital-prescribed uniform and their employees' ID all the time for proper identification.
2. All employees shall report to work on time.
3. All employees shall work as a team.
4. Hospital visitors are discouraged to stay inside the treatment room.
5. Client should follow the Keep Right rule to avoid traffic in the alleys, corridors, and stairways.
6. Directional Flow shall be provided for client's convenience.
7. Wound Care Center Staff shall be courteous in dealing clients at all times.
8. Wound Care Center Staff shall abide by hospital telephone courtesy.

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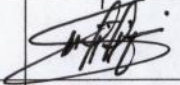
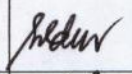

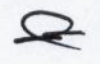
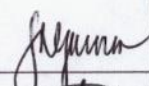
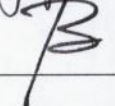
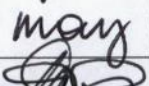

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### **PROCEDURE:**

- 1 The client enters the Wound Care Center.
- 2 The client goes to the WCC Reception Area.
- 3 The client presents his/her doctor's order to the clerk.
  - 3.1 The clerk asks the client to fill up the information completely.
  - 3.2 The clerk encodes the information
- 4 The WCC(wound care center) technician prepares the supplies and equipment needed.
- 5 The patient waits for his/her name to be called in the waiting area.
- 6 The patient is comfortably positioned and nurse explains the procedure.
- 7 Procedure is done.
- 8 The Nurse gives instruction and the patient proceeds to the cashier for bill settlement.


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**APPROVAL:**


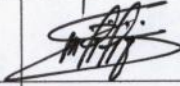
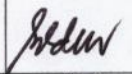


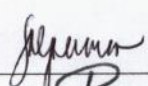

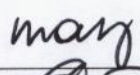
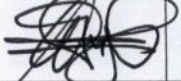
|                        | Name/Title   | Signature   | Date      |
|------------------------|--|---|-----------|
| Prepared by:           | <b>KONRAD JAN J. ESCOBIA, RN</b><br>OIC- Department of Emergency Medicine                |    | 7/26/22   |
| Verified by:           | <b>RICHARD S. MONTILIJAO, RN</b><br>OIC Policy Development                               |    | 7/26/2022 |
|                        | <b>SHALAINE SOCORO L. DURAN, RN</b><br>Nurse Manager for Operations                      |  | 7/28/2022 |
|                        | <b>HANNAH KHAY S. TREYES, RN, MN</b><br>Chief Nurse                                      |  | 7/28/2022 |
| Reviewed:              | <b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b><br>Quality Assurance Supervisor             |  | 7/28/2022 |
| Recommending Approval: | <b>MARIA LIZA C. PERAREN, RN, MAN</b><br>Nursing Division Officer                        |  | 7/28/2022 |
|                        | <b>FREDERIC IVAN L. TING, MD</b><br>OIC- Total Quality Division                          |  | 7/28/22   |
|                        | <b>MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA</b><br>Vice President – Chief Medical Officer |  | 8.12.22   |
| Approved:              | <b>GENESIS GOLDI D. GOLINGAN</b><br>President and CEO                                    |  | 9/13/22   |

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| KEY TASKS   | PERSON RESPONSIBLE                |
|---|-----------------------------------|
| 1. Enters the Wound Care Center and goes to the WCC Reception Area.           | Client                            |
| 2. Presents his/her doctors order to the clerk.                               |                                   |
| 3. Prepares the supplies and equipment needed.                                | Nurse-on-Duty                     |
| 4. Waits for his/her name to be called in the waiting area.                   | Client                            |
| 5. Explains and does the procedure.   | Nurse-on-Duty/Attending Physician |
| 6. Gives instruction and patient proceeds to the cashier for bill settlement. | Client                            |

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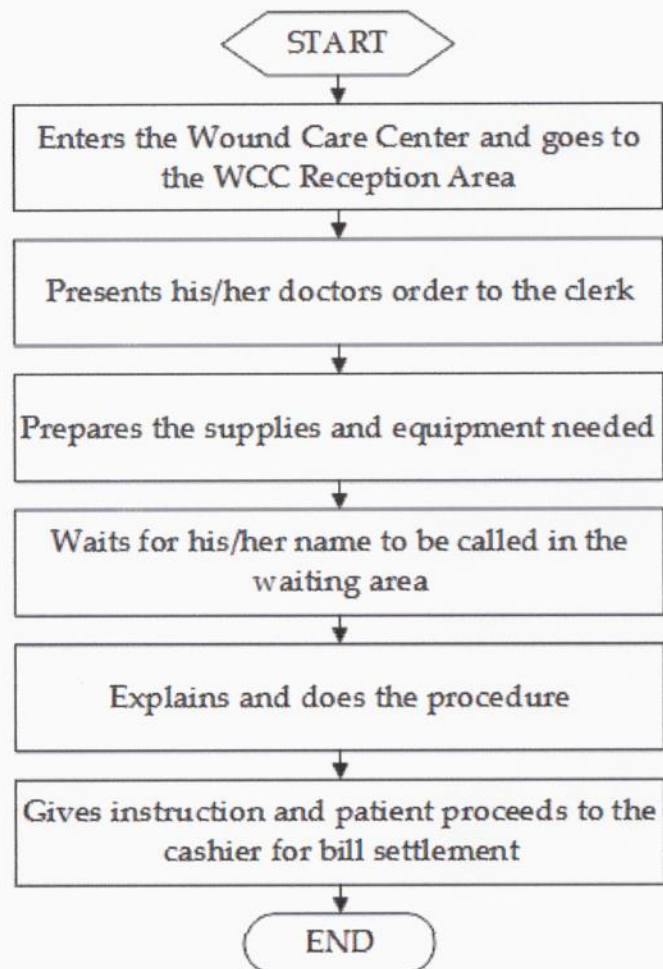



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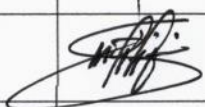





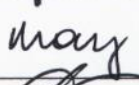

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## FLOWCHART



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