 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-35-P01-S02
	Effective Date:	07-30-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Wound Care Center
	Document Title:	<b>WOUND DRESSING</b>

B.S. Aquino Drive,  
Bacolod City,  
Negros Occidental,  
6100

### **PURPOSE:**

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

### **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. The center shall perform procedure(s) as ordered by his/her attending physician.
2. Payment shall be on cash, HMO, credit/debit card, or guarantee note.
3. Materials needed for the procedure shall be checked and ensured for their completeness before the procedure starts.
4. Consent shall be signed prior to the procedure.
5. Patient shall ask for the schedule a day before the procedure.
6. Walk-in patients shall be catered to all scheduled wound dressing are done.
7. All dressing supplies shall be provided by the unit.

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100	Document Code:	DPOTMH-I-35-P01-S02
		Effective Date:	07-30-2022
		Document Type:	Standard Operating Procedure
		Page Number:	2 of 3
		Department/Section:	Wound Care Center
		Document Title:	<b>WOUND DRESSING</b>

### **PROCEDURE:**

1. Patient comes to the unit and requests for wound dressing.
2. Wound Care Center clerk verifies schedule and accepts patient according to his/her needs.
3. Wound Care Center clerk asks the patient for the mode of payment.
4. Wound Care Center nurse prepares materials for the procedure.
5. Wound Care Center nurse secure consent, does hand hygiene and does wound dressing.
6. Wound Care Center nurse does after-care of materials after the procedure and disposes of waste in accordance with the Infection Prevention and Control Policy.
7. Wound Care Center Nurse encodes materials used during the procedure.
8. Wound Care Center clerk bills patients.
9. Wound Care Center cashier receives payment from patient and issues clearance.
10. Wound Care Center nurse discharges patient.



DR. PABLO O. TORRE  
MEMORIAL HOSPITAL

B.S. Aquino Drive,  
Bacolod City,  
Negros Occidental,  
6100

Document Code:	DPOTMH-I-35-P01-S02
Effective Date:	07-30-2022
Document Type:	Standard Operating Procedure
Page Number:	3 of 3
Department/Section:	Wound Care Center
Document Title:	<b>WOUND DRESSING</b>

**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>KONRAD JAN J. ESCOBIA, RN</b> OIC- Department of Emergency Medicine		7/26/22
Verified by:	<b>RICHARD S. MONTILJAO, RN</b> OIC Policy Development		7/26/2022
	<b>SHALAINE SOCORO L. DURAN, RN</b> Nurse Manager for Operations		7/28/2022
	<b>HANNAH KHAY S. TREYES, RN, MN</b> Chief Nurse		7/28/2022
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		8/02/2022
Recommending Approval:	<b>MARIA LIZA C. PERAREN, RN, MAN</b> Nursing Division Officer		8/02/2022
	<b>FREDERIC IVAN L. TING, MD</b> OIC- Total Quality Division		7/28/22
	<b>MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA</b> Vice President – Chief Medical Officer		9-18-22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		9/22/22






DR. PABLO O. TORRE  
MEMORIAL HOSPITAL

B.S. Aquino Drive,  
Bacolod City,  
Negros Occidental,  
6100

Document Code:	DPOTMH-I-35-P01-WI02
Effective Date:	07-31-2022
Document Type:	Work Instruction
Page Number:	1 of 2
Department/Section:	Wound Care Center
Document Title:	<b>WOUND DRESSING</b>

KEY TASKS	PERSON RESPONSIBLE
1. Verifies schedule and accept patient according to his/her needs.	Clerk
2. Prepares materials for the procedure.	Nurse-on-Duty
3. Secures consent, does hand hygiene and do wound dressing.	
4. Does after care of materials after the procedure and disposes waste in accordance of the Infection Prevention and Control policy.	
5. Encodes materials used during the procedure.	
6. Bills the patient.	Clerk
7. Receives payment from patient and issues clearance.	Cashier
8. Discharges the patient.	Nurse-on-Duty

 <p><b>DR. PABLO O. TORRE MEMORIAL HOSPITAL</b></p>	Document Code:	DPOTMH-I-35-P01-WI02
	Effective Date:	07-31-2022
	Document Type:	Work Instruction
	Page Number:	2 of 2
	Department/Section:	Wound Care Center
	Document Title:	<b>WOUND DRESSING</b>

B.S. Aquino Drive,  
Bacolod City,  
Negros Occidental,  
6100

### APPROVAL:

	Name/Title	Signature	Date
Prepared by:	<b>KONRAD JAN J. ESCOBIA, RN</b> OIC- Department of Emergency Medicine		7/26/22
Verified by:	<b>RICHARD S. MONTILIJAO, RN</b> OIC Policy Development		7/26/2022
	<b>SHALAINE SOCORO L. DURAN, RN</b> Nurse Manager for Operations		7/28/2022
	<b>HANNAH KHAY S. TREYES, RN, MN</b> Chief Nurse		7/28/2022
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		08/02/2022
Recommending Approval:	<b>MARIA LIZA C. PERAREN, RN, MAN</b> Nursing Division Officer		08/02/2022
	<b>FREDERIC IVAN L. TING, MD</b> OIC- Total Quality Division		7/29/22
	<b>MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA</b> Vice President – Chief Medical Officer		9-13-21
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		9/22/22

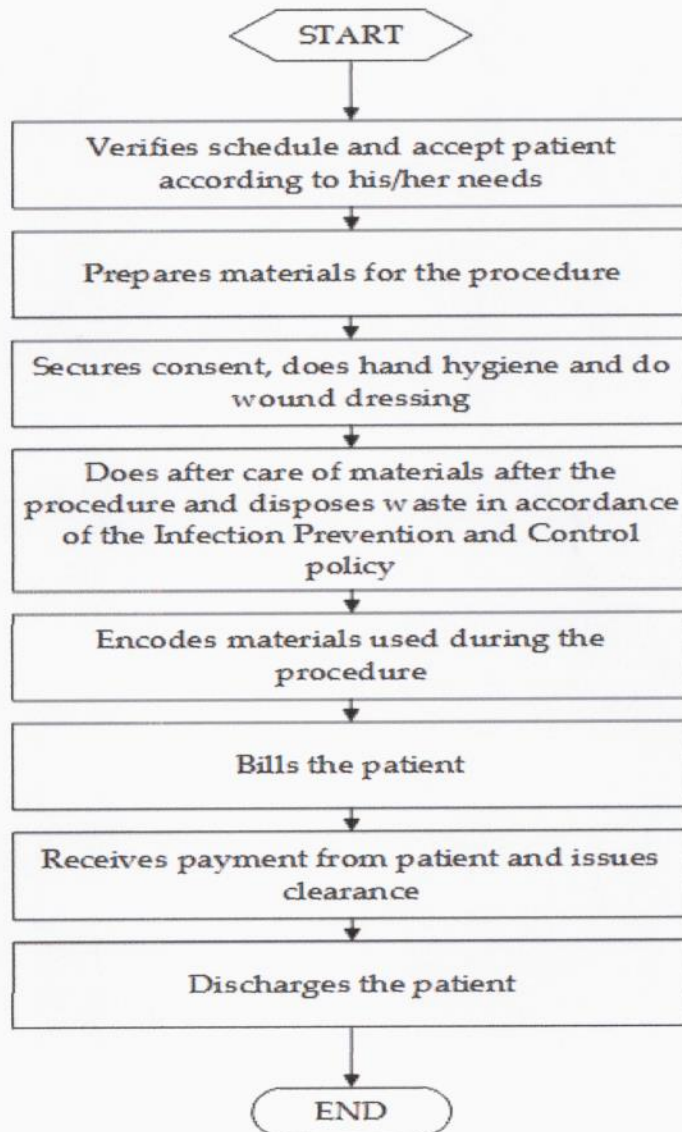


DR. PABLO O. TORRE  
MEMORIAL HOSPITAL

B.S. Aquino Drive,  
Bacolod City,  
Negros Occidental,  
6100

Document Code:	DPOTMH-I-35-P01-FC02
Effective Date:	07-31-2022
Document Type:	Flowchart
Page Number:	1 of 2
Department/Section:	Wound Care Center
Document Title:	<b>WOUND DRESSING</b>

## FLOWCHART







DR. PABLO O. TORRE  
MEMORIAL HOSPITAL

B.S. Aquino Drive,  
Bacolod City,  
Negros Occidental,  
6100

Document Code:	DPOTMH-I-35-P01-FC02
Effective Date:	07-31-2022
Document Type:	Flowchart
Page Number:	2 of 2
Department/Section:	Wound Care Center
Document Title:	<b>WOUND DRESSING</b>

**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>KONRAD JAN J. ESCOBIA, RN</b> OIC – Department of Emergency Medicine		7/26/22
Verified by:	<b>RICHARD S. MONTILIJAO, RN</b> OIC Policy Development		7/26/2022
	<b>SHALAINE SOCORO L. DURAN, RN</b> Nurse Manager for Operations		7/28/2022
	<b>HANNAH KHAY S. TREYES, RN, MN</b> Chief Nurse		7/28/2022
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		08/02/2022
Recommending Approval:	<b>MARIA LIZA C. PERAREN, RN, MAN</b> Nursing Division Officer		08/12/2022
	<b>FREDERIC IVAN L. TING, MD</b> OIC- Total Quality Division		7/29/22
	<b>MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA</b> Vice President – Chief Medical Officer		9-13-22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		9/22/22