 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-P05-S06
	Effective Date:	05-31-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Nursing Service Division
	Document Title:	<b>ASSISTING IN NASOGASTRIC TUBE INSERTION</b>

**PURPOSE:**

To assist medical doctors/ medical interns in nasogastric tube insertion (NGT).

**SCOPE:**

Applies to all Nursing Service Division staff, Medical Doctors, Post Graduate Intern of Riverside Medical Center, Inc.

**PERSON RESPONSIBLE:**


Registered Nurse, Nursing Attendants, Medical Doctors

**GENERAL GUIDELINES:**

1. Insertion of naso-gastric tube and small bore feeding tube shall be ordered by an attending physician.
2. Only medical doctors (Residents, Post Graduate Intern and Consultants) shall perform NGT insertion.
3. Radiological verification of tube position after insertion shall be optional.
4. Nurses and/or Nursing Attendants shall assist Medical Resident/ Interns in NGT insertion.


**PROCEDURE:**

1. Nurse on duty checks, verifies and carries out physician's order for NGT insertion.
2. Resident/ Consultant or PGI on duty secures signed consent.
3. Nurse/ Nursing Attendant on duty prepares the materials needed for insertion.
4. Nurse on duty informs the Resident/ Consultant or PGI on duty the availability of materials.
5. Nurse on duty/ Nursing Attendant, Resident/ Consultant/ Interns on duty identifies patient correctly using two(2) patient's identifier.

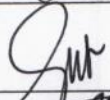
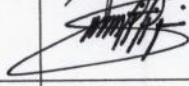



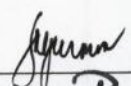
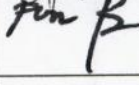
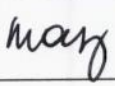
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6. Resident/ Consultant/ Interns on duty explains the procedure to the patient/ patient's watcher.
7. Nurse/ Nursing Attendant/ Resident/ Consultant/ Interns on duty performs hand hygiene prior to the procedure.
8. Nurse/ Nursing Attendant on duty positions the patient in High Fowler's position.
9. Nurse/ Nursing Attendant on duty assists Medical Doctors/ Medical Interns in NGT insertion.
  - 9.1. Nurse/ Nursing Attendant dons gloves.
  - 9.2. Nurse/ Nursing Attendant offers gloves to the Resident/Intern.
  - 9.3. Nurse/ Nursing Attendant opens sealed cover of nasogastric tube and offer it to the doctor.
  - 9.4. Nurse/ Nursing Attendant lubricates the tip of the tube (at least 1 or 2 inches)with a lubricating jelly.
  - 9.5. Nurse/ Nursing Attendant/ Doctors instruct patient to swallow if able.
  - 9.6. Nurse/ Nursing Attendant assists in checking the patency of the tube.
  - 9.7. Nurse/ Nursing Attendant secures the tube to the patient's nose. Place a vertical strip down the bridge of the nose. Cuts the lower end of the tape into two tails and wraps them around the tube.
10. Nurse/ Nursing Attendant discards waste according to Hospital Waste Management.
11. Nurse/ Nursing Attendant/ Resident/ Consultant/ Interns on duty performs hand hygiene after the procedure.
12. Nurse on duty documents the procedure in the Nurse's Remarks of the patient's chart.



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**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>KAREN JOY C. GUMBAN, RN</b> Staff Nurse		4/29/22
Verified by:	<b>RICHARD S. MONTILIJAO, RN</b> OIC Policy Development Officer		4/29/22
	<b>SHALAINE SOCORO L. DURAN, RN</b> Nurse Manager for Operations		5/1/2022
	<b>HANNAH KHAY S. TREYES, RN, MN</b> Chief Nurse		06/02/2022
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		06/02/2022
Recommending Approval:	<b>MARIA LIZA C. PERAREN, RN, MAN</b> Nursing Director		06/2/2022
	<b>HENRY F. ALAVAREN, MD, FPSMID, FPSQua</b> Total Quality Division Officer		6/9/22
	<b>MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA</b> Vice President – Chief Medical Officer		6-13-22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		

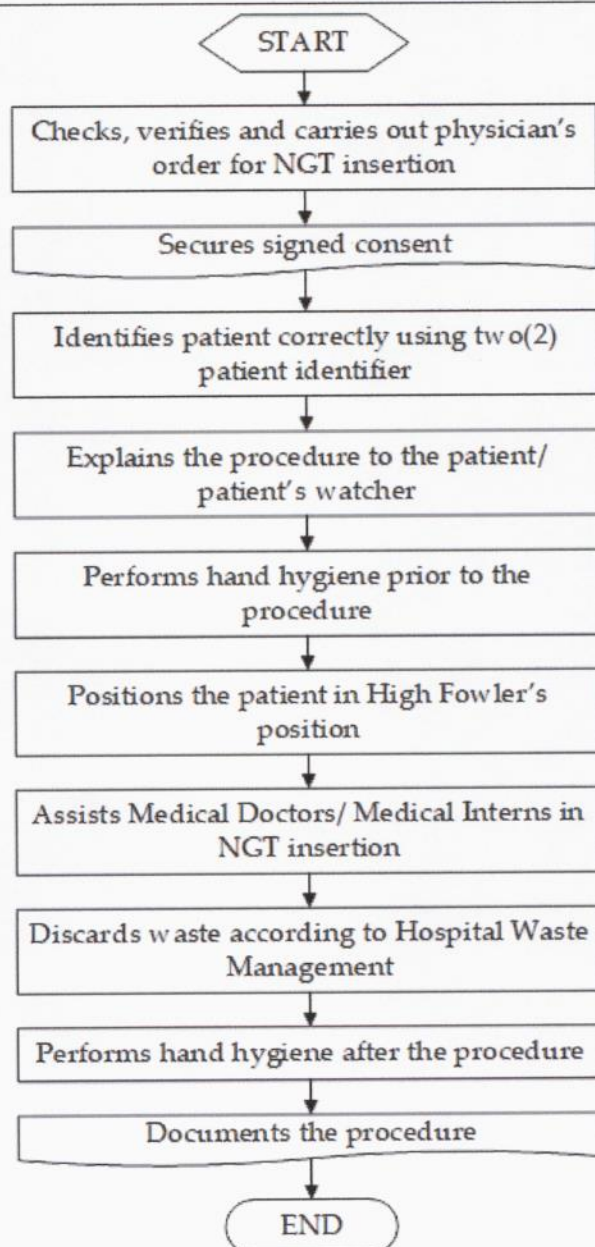



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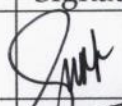

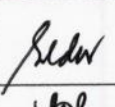


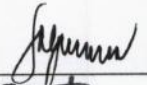
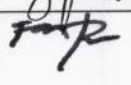
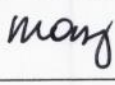
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## FLOWCHART



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**APPROVAL:**

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Verified by:	<b>RICHARD S. MONTILIJAO, RN</b> OIC Policy Development Officer		4/29/22
	<b>SHALAINE SOCORO L. DURAN, RN</b> Nurse Manager for Operations		6/1/2022
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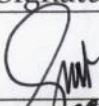
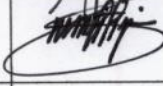
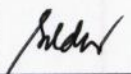


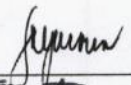

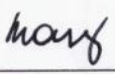
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Document Code:	DPOTMH-I-P05-WI06
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Department/Section:	Nursing Service Division
Document Title:	<b>ASSISTING IN NASOGASTRIC TUBE INSERTION</b>


KEY TASKS	PERSON RESPONSIBLE
<ol style="list-style-type: none"> <li>1. Checks, verifies and carries out physician's order for nasogastric tube insertion</li> <li>2. Prepares the materials needed for insertion</li> <li>3. Informs the Resident/Consultant or PGI on duty on the availability of materials</li> <li>4. Identifies patient correctly using two(2) patient identifier</li> <li>5. Performs hand hygiene prior to the procedure</li> <li>6. Positions the patient in high Fowler's position</li> <li>7. Assists medical doctor/medical intern in nasogastric tube insertion</li> <li>8. Documents the procedure in the Nurse's Remarks</li> </ol>	Staff Nurse
<ol style="list-style-type: none"> <li>1. Prepares the materials needed for the procedure</li> <li>2. Performs hand hygiene before and after the procedure</li> <li>3. Identifies patient correctly using two(2) patient's identifier</li> <li>4. Positions the patient in High Fowler's position</li> <li>5. Assists medical doctor/medical intern in nasogastric tube insertion</li> </ol>	Nursing Attendant
<ol style="list-style-type: none"> <li>1. Secures signed consent for the procedure</li> <li>2. Identifies patient correctly using two (2) patient identifiers</li> <li>3. Explains the procedure to the patient/ patient's watcher.</li> <li>4. Performs hand hygiene prior before and after the procedures</li> </ol>	Resident/ Consultant/ Interns on duty

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**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>KAREN JOY C. GUMBAN, RN</b> Staff Nurse		4/29/22
Verified by:	<b>RICHARD S. MONTILIJAO, RN</b> OIC Policy Development Officer		4/29/22
	<b>SHALAINE SOCORO L. DURAN, RN</b> Nurse Manager for Operations		6/1/2022
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Recommending Approval:	<b>MARIA LIZA C. PERAREN, RN, MAN</b> Nursing Director		06/02/2022
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	<b>MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA</b> Vice President – Chief Medical Officer		6-30-22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		



 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-P08-S04
	Effective Date:	05-31-2022
	Document Type:	Standard Operating Procedure
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	Department/Section:	Nursing Service Division
	Document Title:	<b>STANDARD USE OF EMERGENCY CART</b>

**PURPOSE:**

To establish a standard in the checking and use of emergency carts in all regular stations.

**SCOPE:**

Applies to all Nursing Service Division staff of Dr. Pablo O. Torre Memorial Hospital.


**PERSON RESPONSIBLE:**

Registered Nurse, Nursing Attendant, Inpatient Pharmacist

**GENERAL GUIDELINES:**

1. All regular stations shall abide by the standardized use of emergency cart.
2. The emergency cart (e-cart), by its very name, shall be used only during emergency situation.
3. The e-cart shall be checked once the seal is removed.
4. All medicines taken from the e-cart during emergencies shall be replenished immediately or before the end of the shift.
5. The e-cart should be sealed using pull thru seals/ plastic seals or any appropriate security seals.
6. The Nurse who is on duty during the emergency shall be accountable to replenish and ensure the completeness of e-cart before resealing.
7. The e-cart shall be checked every shift with remarks as SEALED at the e-cart log book.
8. Maintain the e-cart in a location that is easily accessible to the clinical areas. Ensure that all staffs know where and how the cart and/or emergency equipment is stored.



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## **PROCEDURE:**

### **During Emergency Cases**

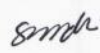
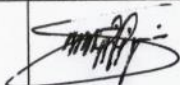



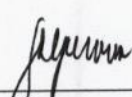
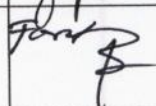
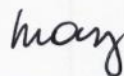
1. Nurse on duty/ Nursing Attendant brings the emergency cart to the scene during emergency situations.
2. Nurse on duty opens the emergency cart and gives the medicines and supplies needed.
3. Nurse in charge documents all medicines and supplies used.
4. Nurse in charge creates request for the replacement of all medicines and supplies used.
5. Inpatient Pharmacist (if available on the area) or Nurse on duty replaces the medicines and supplies used in the e-cart immediately or within the shift.
6. Nurse in charge endorses the completed e-cart to the Head Nurse/ Assigned Nurse for e-cart.
7. The Head Nurse/ Assigned nurse checks the e-cart before sealing.

### **Daily/ Routine Checking**

1. Check the completeness of e-cart at the start of the shift.
2. Fill out the e-cart checklist accordingly.
3. Expiration dates on medications should be checked every first day of the month.
4. Medications that are about to expire in 3 months time are endorsed to the Pharmacy Division for proper utilization and to avoid wastage. If an expired medication is found, it should be promptly removed and replaced.
5. If a certain medication is not available, make a remark and endorse it immediately to the Head Nurse.

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	Document Title:	<b>STANDARD USE OF EMERGENCY CART</b>

**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>GIA P. BANDRIA, RN</b> Head Nurse		5/19/22
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	<b>SHALAINE SOCORO L. DURAN, RN</b> Nurse Manager for Operations		5/20/2022
	<b>HANNAH KHAY S. TREYES, RN, MN</b> Chief Nurse		5/30/2022
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		5/31/2022
Recommending Approval:	<b>MARIA LIZA C. PERAREN, RN, MAN</b> Nursing Director		6/1/2022
	<b>HENRY F. ALAVAREN, MD, FPSMID, FPSQua</b> Total Quality Division Officer		6/2/22
	<b>MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA</b> Vice President- Chief Medical Officer		6.20.22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		






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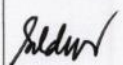


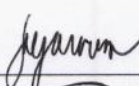
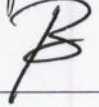
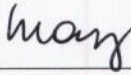
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KEY TASKS	PERSON RESPONSIBLE
<b>DURING EMERGENCY CASES</b>	
1. Brings the emergency cart to the scene during emergency situations.	Nurse on duty/ Nursing Attendant
2. Opens the emergency cart and gives the medicines and supplies needed.	
3. Documents all medicines and supplies used.	
4. Creates request for the replacement of all medicines and supplies used.	
5. Replaces the medicines and supplies used in the e-cart immediately or within the shift.	Inpatient Pharmacist or Nurse on duty
6. Endorses the completed e-cart to the Head Nurse/ Assigned Nurse for e-cart.	
7. Checks the e-cart before sealing.	Head Nurse
<b>Daily/ Routine Checking</b>	
1. Checks the completeness of e-cart at the start of the shift.	Nurse on duty
2. Checks expiration dates on medications every first day of the month.	
3. Endorses medications that are about to expire in 3 months time to the Pharmacy Division for proper utilization and to avoid wastage.	

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**APPROVAL:**

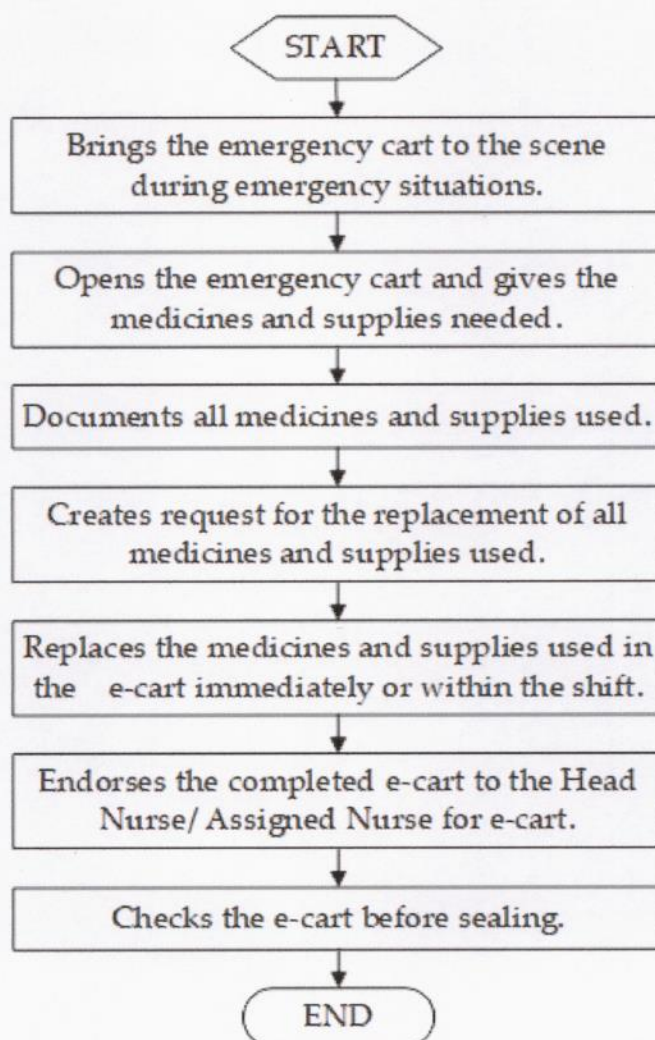
	Name/Title	Signature	Date
Prepared by:	<b>GIA P. BANDRIA, RN</b> Head Nurse		6/7/22
Verified by:	<b>RICHARD S. MONTILIJAO, RN</b> OIC Policy Development Officer		6/7/22
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Recommending Approval:	<b>MARIA LIZA C. PERAREN, RN, MAN</b> Nursing Director		6/1/2022
	<b>FREDERIC IVAN L. TING, MD</b> OIC- Total Quality Division		6/2/22
	<b>MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA</b> Vice President- Chief Medical Officer		6-30-22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		



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## FLOWCHART

### During Emergency Cases



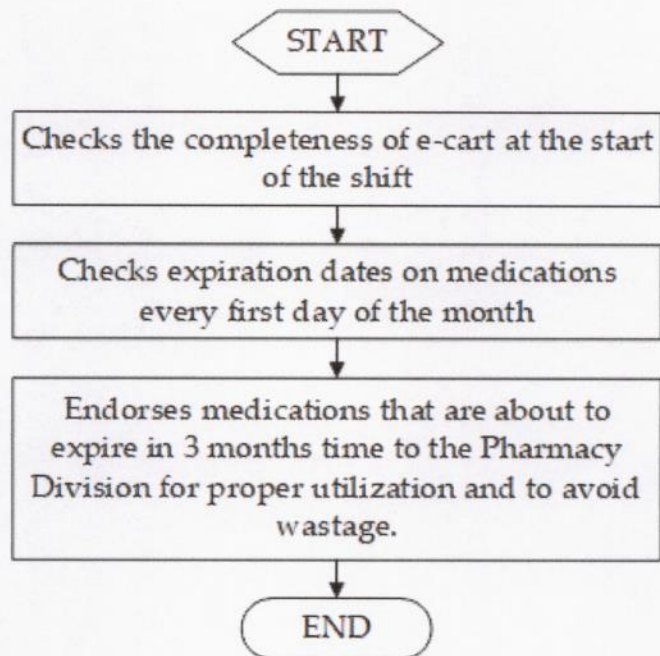


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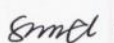




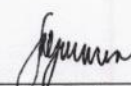
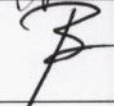
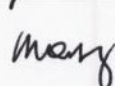
### Daily/ Routine Checking





 <p><b>DR. PABLO O. TORRE MEMORIAL HOSPITAL</b></p>	B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100	Document Code:	DPOTMH-I-P08-FC04
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