 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-P05-S04
	Effective Date:	04-15-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 4
	Department/Section:	Nursing Service Division
	Document Title:	<b>OXYGEN TANK REPLACEMENT</b>

B.S. Aquino Drive,  
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Negros Occidental,  
6100

### **PURPOSE:**

1. To ensure that the oxygen supply of patient with oxygen supplement is maintained and always monitored.
2. To ensure that the patient will have adequate supply and will not run out of oxygen.
3. To ensure that the life sustaining equipment for patient is maintain for patient safety.

### **SCOPE:**


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

### **PERSON RESPONSIBLE:**

Nurse, Nursing Attendant, Orderly

### **GENERAL GUIDELINES:**

1. The Nurse, Nursing attendant shall be responsible to check the pressure gauge for the level of oxygen tank in use by the patient inside the room and inform the orderly of oxygen tank content or if there is a need for replacement.
2. The Orderly shall ensure that there is sufficient supply of full tank oxygen for patient consumption.
3. The Nurse on duty, Nursing Attendant and Orderly shall check the pressure gauge for level of oxygen upon rounds and every time he/she enters the room to ensure that there is always adequate level of oxygen.
4. The orderly shall immediately answer the call for oxygen replacement so that no incident of patient running out of oxygen will happen.
5. The Nurse, Nursing Attendant and Orderly should have knowledge on the appropriate time or amount of oxygen left to determine the need for replacement.


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6. The outgoing Nurse, Nursing Attendant and orderly shall endorse to the incoming shift the most recent remaining amount of oxygen left in the tank.
7. The nurse or orderly shall ensure that all patients with oxygen inhalation shall have another full tank of oxygen that serves a buffer.

#### **PROCEDURE:**

1. The Nurse, Nursing Attendant and Orderly check the pressure gauge as to the level of oxygen available inside the tank and buffer oxygen tank when they are doing their rounds.
2. The Nurse or Nursing Attendant always checks the pressure gauge for level when ever they go inside the patient's room.
3. The Nurse or Nursing Attendant calls the orderly if the pressure gauge of the oxygen reads near 500lbs for oxygen replacement (depending of the patient's oxygen consumption), to provide ample time for the orderly to respond to the call.
4. Upon receiving the call from the station, the Orderly immediately gets a full oxygen tank and proceed to the station to replace the existing tank inside patient's room.
5. The Orderly uses the appropriate size wrench to loosen the gauge and transfer the gauge to the full oxygen tank making sure to properly tighten the gauge with no or minimum leakage.
6. The Orderly place the oxygen in a safe proper position or in an oxygen brace or holder.
7. The Orderly writes down the full amount of oxygen at the Oxygen Consumption Sheet.
8. The Orderly informs the Nurse or Nursing Attendant the amount of oxygen the patient has consumed.
9. The Nurse or Nursing Attendant or clerk charges the oxygen and take notes when will be the possible time for the next replacement.


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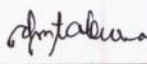
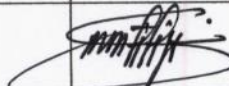



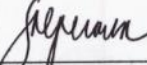
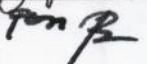
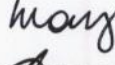
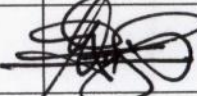
### **REFERENCE:**

Intermountain Healthcare (2016). Portable Oxygen Cylinders Training and Safety Guidelines. <https://intermountainhealthcare.org/ckr-ext/Dcmnt?ncid=521117400>



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**APPROVAL:**

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Verified by:	<b>RICHARD S. MONTILIJAO, RN</b> OIC Policy Development		4/1/22
	<b>SHALAIN SOCORRO L. DURAN, RN</b> Nurse Manager for Operations		4/1/22
	<b>HANNAH KHAY S. TREYES, RN, MN</b> Chief Nurse		04/01/22
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		04/01/22
Recommending Approval:	<b>MARIA LIZA C. PERAREN, RN, MAN</b> Nursing Director		04-04-2022
	<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		6/16/22



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KEY TASKS	PERSON RESPONSIBLE
1. Checks the pressure gauge as to the level of oxygen available inside the tank and buffer oxygen tank when they are doing their rounds.	Nurse, Nursing Attendant and Orderly
2. Checks the pressure gauge for level when ever they go inside the patient's room.	Nurse or Nursing Attendant
3. Calls the orderly if the pressure gauge of the oxygen reads near 500lbs for oxygen replacement (depending of the patient's oxygen consumption)	
4. Gets a full oxygen tank upon receiving the call from the station and proceed to the station to replace the existing tank inside patient's room.	Orderly
5. Uses the appropriate size wrench to loosen the gauge and transfer the gauge to the full oxygen tank making sure to properly tighten the gauge with no or minimum leakage.	
6. Places the oxygen in a safe proper position or in an oxygen brace or holder.	
7. Writes down the full amount of oxygen at the Oxygen Consumption Sheet.	
8. Informs the Nurse or Nursing Attendant the amount of oxygen the patient has consumed.	
9. Charges the oxygen and take notes when will be the possible time for the next replacement.	Nurse or Nursing Attendant or Clerk





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	<b>SHALAINE SOCORRO L. DURAN, RN</b> Nurse Manager for Operations		6/1/2022
	<b>HANNAH KHAY S. TREYES, RN, MN</b> Chief Nurse		06/02/2022
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	<b>HENRY F. ALAVAREN, MD, FPSMID, FPSQua</b> Total Quality Division Officer		6/9/22
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Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		6/16/22

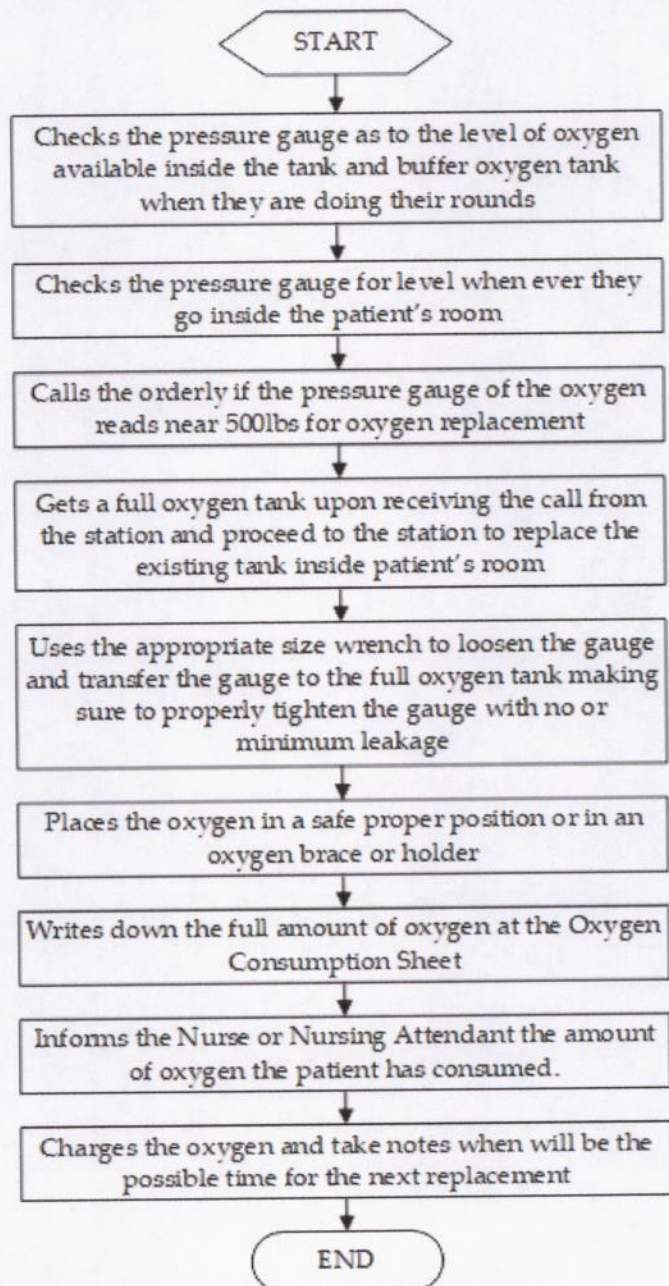


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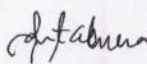
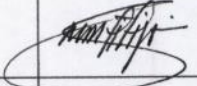
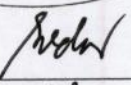


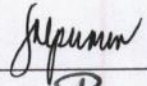

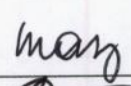

## FLOWCHART





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