 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-P07-S04
	Effective Date:	05-31-2022
	Document Type:	Standard Operating Procedure
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	Department/Section:	Nursing Service Division
	Document Title:	PREPARING PATIENT DISCHARGE INSTRUCTION

PURPOSE:

To complete the patient care plan before discharge from the hospital.

SCOPE:

All Nursing Service Division staff, Pharmacists and Medical Doctors of Dr. Pablo O. Torre Memorial Hospital

PERSON RESPONSIBLE:


Staff Nurse, Pharmacist, Medical Doctor/Resident, Patient/ Patient's Representative

GENERAL GUIDELINES:

1. Patient shall be provided with Patient Discharge Plan/ Patient Discharge Instruction upon going home.
2. Patient Discharge Plan document shall come in two (2) copies: The duplicate copy is given to the patient, while the original copy is attached to the chart.

PROCEDURE:

1. The Attending Physician writes the discharge order on the patient's chart.
2. The Nurse-on-duty carries out the order.
3. The Attending Physician/ Resident on duty writes/ prepares the Discharge Instruction Plan which includes the following:
 - 3.1. Personal Data- full name, sex, age
 - 3.2. Discharge Date and Time
 - 3.3. Medication
 - 3.3.1. Writes the generic/brand name, preparation/ dose/ frequency/ route, timing and the due date.

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3.4. Diet

3.4.1. Check the appropriate box and write additional data for diet specification

3.5. Activity/ Exercise


3.5.1. Check the appropriate box and write additional data for any specifications

3.6. Additional Discharge Instructions (Wound Care, Attachments, Laboratory, Xray,etc)






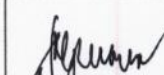



3.7. Follow-up Check Up


3.7.1. Indicate date, time and place

4. The Nurse-on-duty ensures that the discharge instruction plan is signed by the Medical doctor/resident on duty and indicates their license and PTR number.
5. The nurse or Pharmacist on duty explains to the patient or his representative the medications written.
 - 5.1. Pharmacist on duty affixes his/her signature after giving instructions on medications.
6. The Nurse on duty instructs the remaining content of the discharge instructions and affixes his/ her signature in the document over printed name.
7. The Patient or Significant Other affixes his/her signature over printed name signifying that he/she understood everything that is written in the Discharge Plan.
8. The Nurse-on-duty gives the duplicate copy to the patient while the original copy is attached to the chart


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APPROVAL:


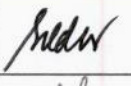


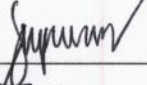
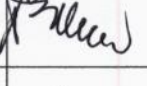
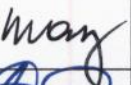
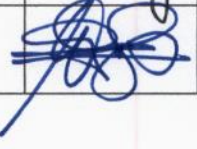
	Name/Title	Signature	Date
Prepared by:	GIA P. BANDRIA, RN Head Nurse		4/27/22
Verified by:	RICHARD S. MONTILJAO, RN OIC Policy Development Officer		4/27/22
	SHALAINE SOCORO L. DURAN, RN Nurse Manager for Operations		4/26/22
	HANNAH KHAY S. TREYES, RN, MN Chief Nurse		04/29/2022
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		05/02/2022
Recommending Approval:	MARIA LIZA C. PERAREN, RN, MAN Nursing Director		05/05/2022
	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer		5/19/2022
	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President – Chief Medical Officer		6-6-22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		6/15/22

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KEY TASKS	PERSON RESPONSIBLE
1. Writes the discharge order on the patient's chart	Attending Physician/ Resident on duty
2. Secures, carries out, instruct doctors order	Staff Nurse
3. Instructs medication prescribe for home instructions	Pharmacist
4. Prepares the Discharge Instruction Plan	Attending Physician/ Resident on duty
5. Ensures that the discharge instruction plan is signed by the Medical doctor/resident on duty and indicates their license and PTR number	Nurse-on-duty
6. Explains to the patient or his representative the medications written	Nurse-on-duty/ Pharmacist
7. Instructs the remaining content of the discharge instructions and affixes his/her signature in the document over printed name	Nurse-on-duty
8. Receives and acknowledges home instructions provided	Patient/ Patient's Representative
9. Gives the duplicate copy to the patient while the original copy is attached to the chart	Nurse-on-duty

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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	GIA P. BANDRIA, RN Head Nurse		4/27/22
Verified by:	RICHARD S. MONTILJAO, RN OIC Policy Development Officer		4/27/22
	SHALAINE SOCORO L. DURAN, RN Nurse Manager for Operations		4/26/22
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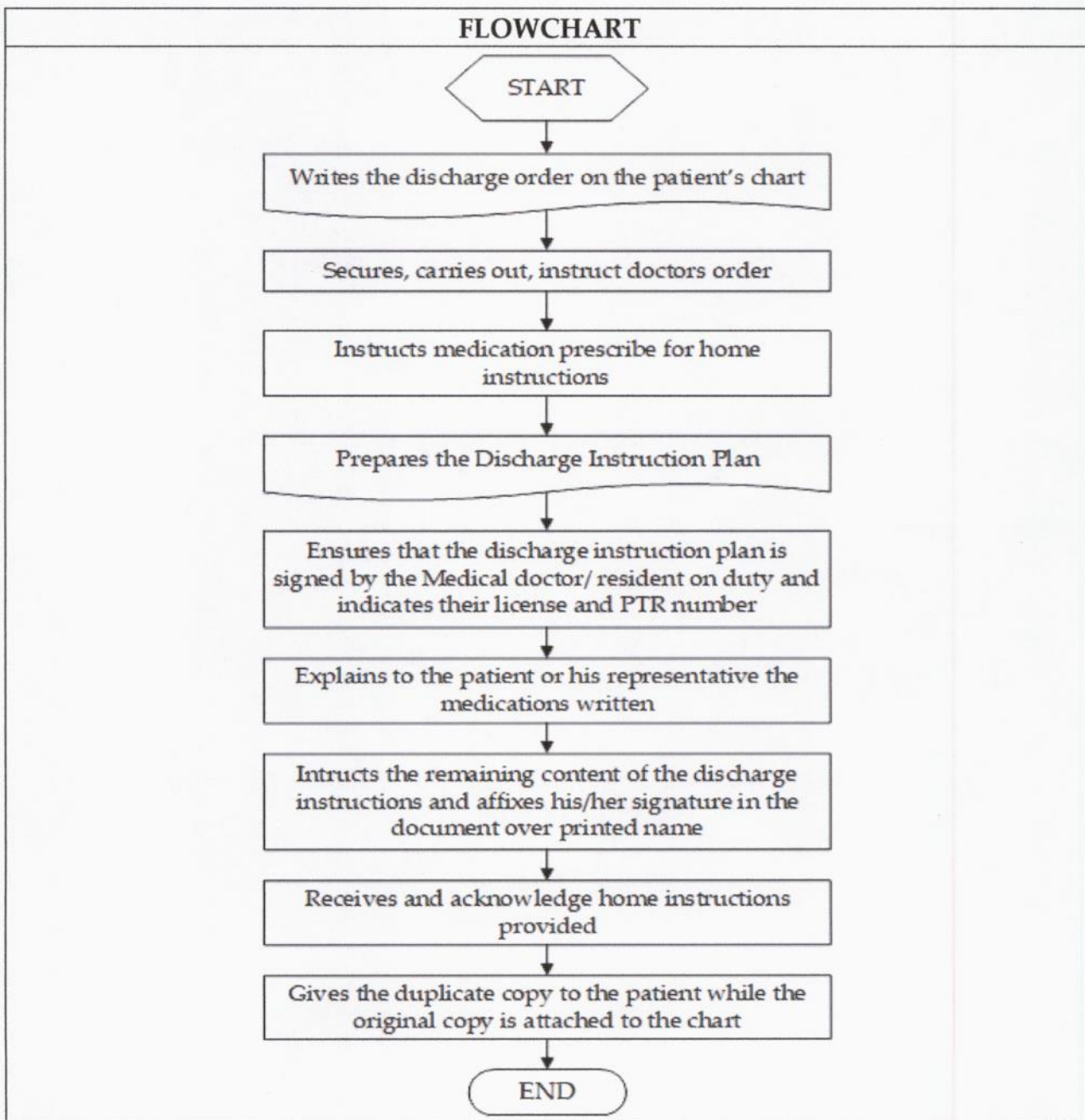



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MEMORIAL HOSPITAL

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Bacolod City,
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FLOWCHART



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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	GIA P. BANDRIA, RN Head Nurse	<i>G. Bandria</i>	4/27/22
Verified by:	RICHARD S. MONTILJAO, RN OIC Policy Development Officer	<i>R. Montiljao</i>	4/27/22
	SHALAINE SOCORO L. DURAN, RN Nurse Manager for Operations	<i>S. Socoro</i>	4/26/2022
	HANNAH KHAY S. TREYES, RN, MN Chief Nurse	<i>H. Khay</i>	04/29/2022
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor	<i>D. Escalona</i>	05/02/2022
Recommending Approval:	MARIA LIZA C. PERAREN, RN, MAN Nursing Director	<i>M. Peraren</i>	05/05/2022
	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer	<i>H. Alavaren</i>	5/15/2022
	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President – Chief Medical Officer	<i>M. Gensoli</i>	6-6-22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO	<i>G. Golingan</i>	6/15/22