 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-P11-S03
	Effective Date:	05-31-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Nursing Service Division
	Document Title:	REQUESTING DIAGNOSTIC EXAM (DIS & NICIS)

PURPOSE:

1. To provide guidelines for the safe and quality performance of all diagnostic examinations.
2. To establish a process flow in requesting diagnostic examinations performed by the DIS and NICIS.

SCOPE:


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

PERSON RESPONSIBLE:

Staff Nurse, Department of Imaging Sciences (DIS) & Non-Invasive Cardiovascular Imaging Sciences (NICIS) personnel, Medical Doctors


GENERAL GUIDELINES:

1. All diagnostic examinations to be performed on the patient shall be ordered by the Attending Physician or Resident-on-duty in the patient's chart.
2. Registered Nurse shall transcribe and carry out doctor's orders.
3. The policy in using 2 patient identifiers shall be followed.
4. Thorough assessment and history taking shall be done prior to the procedure for additional precautionary measures.

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PROCEDURE:

1. The Nurse on duty/ Nursing Attendants/ Ward Clerk checks the doctor's order and identifies the patient's chart correctly.
2. Nurse on duty/ Nursing Attendant or Clerk informs the NICIS or DIS Department of the diagnostic exam ordered.
3. The Nurse on duty/ Nursing Attendants/ Ward Clerk encodes the ordered diagnostic exam in the Hospital Information System.
 - 3.1. The specific details of the requested exam and special considerations will be encoded in the remarks portion.
 - 3.2. The name of the requesting physician should be specified in the request.
4. Nurse on duty/ Nursing Attendant or Clerk waits for the request to be rendered by the NICIS or DIS Department.
5. The Nurse on duty sends the patient to DIS or NICIS for the ordered exam to be performed.
 - 5.1. For portable procedures, the nurse on duty will call the concerned ancillary department and wait for their personnel to perform the procedure.
6. Nurse on duty waits for the result to be encoded in the Hospital Information System (HIS).
7. Nurse on duty prints and relays the result once available.


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APPROVAL:


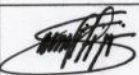
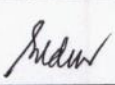



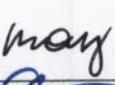

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Recommending Approval:	MARIA LIZA C. PERAREN, RN, MAN Nursing Director	<i>[Signature]</i>	6/1/2022
	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer	<i>[Signature]</i>	6/1/22
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Approved:	GENESIS GOLDI D. GOLINGAN President and CEO	<i>[Signature]</i>	6/23/22

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KEY TASKS	PERSON RESPONSIBLE
1. Checks the doctor's order and identifies the patient's chart correctly	Nurse on duty/ Nursing Attendants/ Ward Clerk
2. Informs the NICIS or DIS Department of the diagnostic exam ordered	Nurse on duty/ Nursing Attendants/ Ward Clerk
3. Encodes the ordered diagnostic exam in the computer	Nurse on duty/ Nursing Attendants/ Ward Clerk
4. Waits for the request to be rendered by the NICIS or DIS Department	Nurse on duty/ Nursing Attendants/ Ward Clerk
5. Sends the patient to DIS or NICIS for the ordered exam to be performed	Nurse on duty/ Nursing Attendants/ Ward Clerk
6. Waits for the result to be encoded in the Hospital Information System (HIS)	Nurse on duty
7. Prints and relays the result once available	Nurse on duty

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Recommending Approval:	MARIA LIZA C. PERAREN, RN, MAN Nursing Director		6/1/2022
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Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		6/23/22

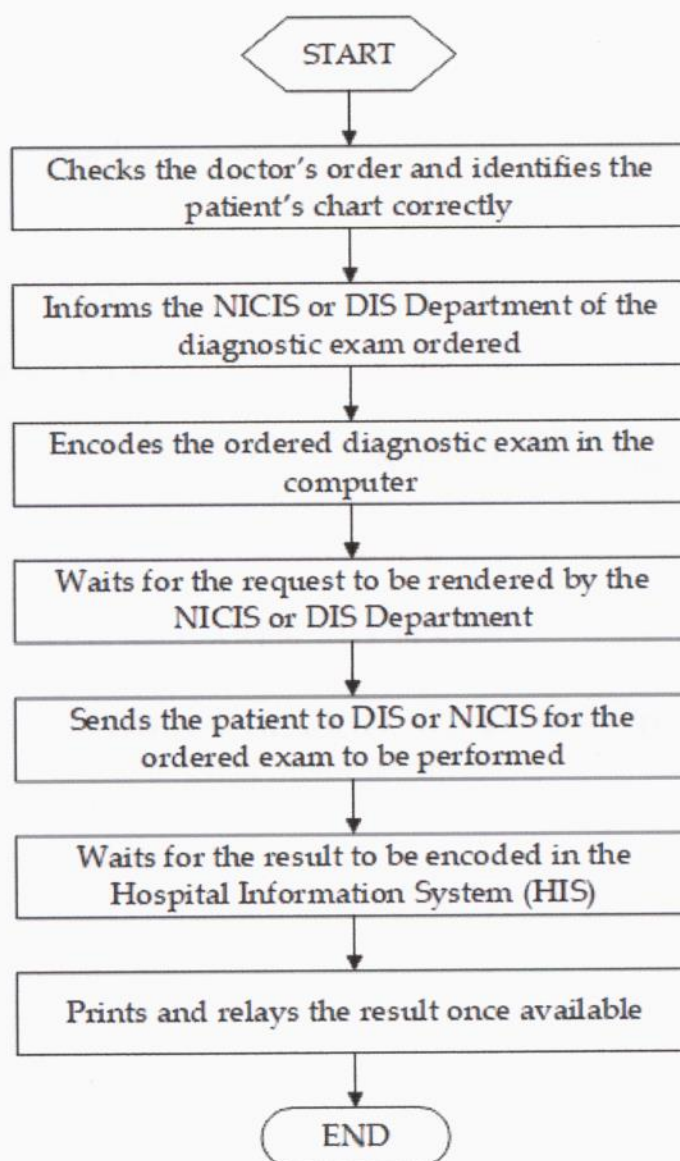



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FLOWCHART



 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-P05-S12
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	Department/Section:	Nursing Service Department
	Document Title:	REQUESTING AN AUTOPSY

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PURPOSE:

To outline the steps involved in requesting for an autopsy.

SCOPE:

Applies to all Nursing Service Department Staff of Dr. Pablo O. Torre Memorial Hospital (DPOTMH)

PERSON RESPONSIBLE:

Staff Nurse, Nurse Supervisor, Medical Doctor, Medical Records Department Personnel

GENERAL GUIDELINES:

1. Referral for Autopsies shall be processed upon the request of the nearest kin.
2. Referral for Autopsies shall be ordered by Attending Physician in the patient's chart.
3. Autopsy procedure shall be performed by the City Health Officer.
4. Proper coordination with the funeral parlor shall be observed.
5. A copy of the autopsy report shall be submitted at the Medical Records to be attached together with the temporary Death Certificate.

PROCEDURE:

1. Nurse-on-duty processes the request for autopsy made by the nearest kin.
2. Nurse-on-duty informs the Attending Physician regarding the request for autopsy.
3. Attending Physician/Resident on duty explains to the relatives pertaining to the autopsy procedure and orders the request in the patient's chart.
4. Nurse-on-duty informs Nurse Supervisor that patient is for autopsy.
5. Nurse Supervisor informs the funeral parlor that the expired patient is for autopsy.
6. Nurse in charge brings the patient's chart to the Medical Records Department after the body is endorsed to the funeral parlor of choice.

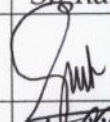

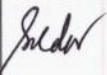


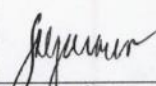
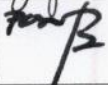
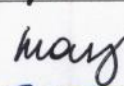



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Department/Section:	Nursing Service Department
Document Title:	REQUESTING AN AUTOPSY

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Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		6/23/22

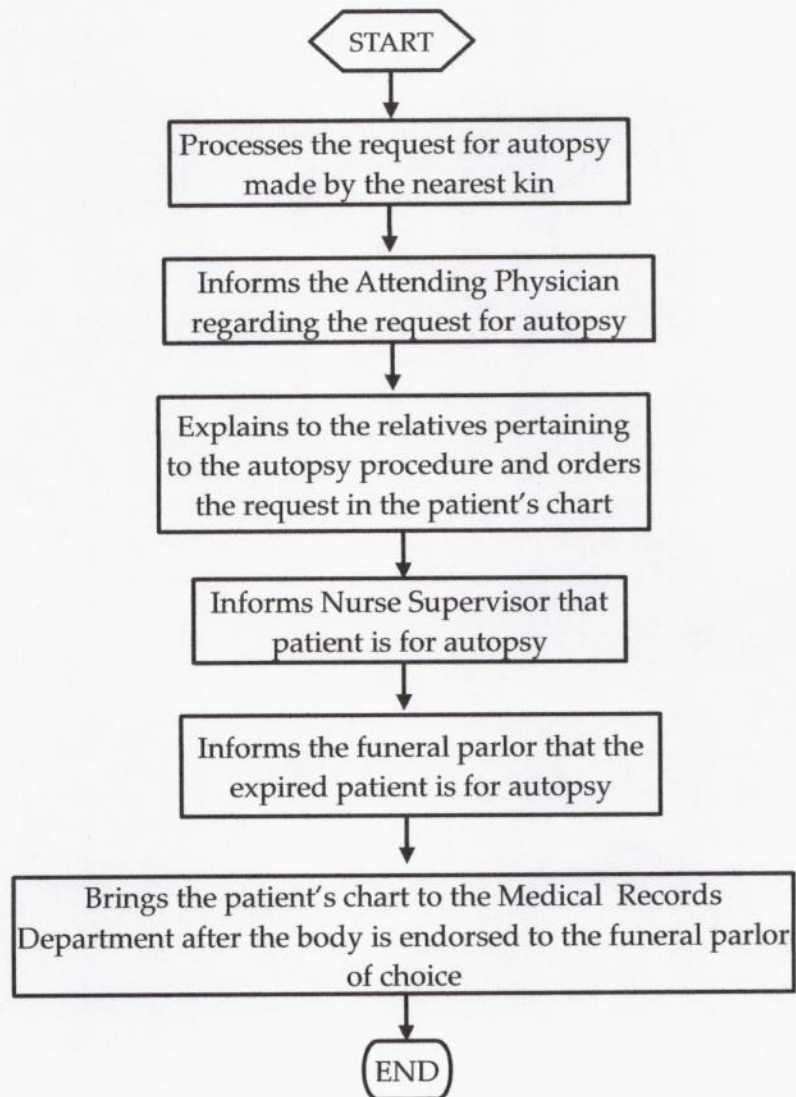


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FLOWCHART



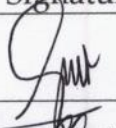
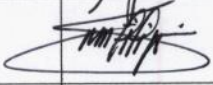
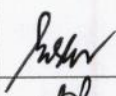


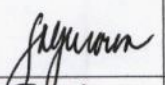

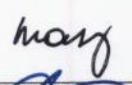




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KEY TASKS	PERSON RESPONSIBLE
1. Processes the request for autopsy made by the nearest kin.	Nurse-on-duty
2. Informs the Attending Physician regarding the request for autopsy.	
3. Explains to the relatives pertaining to the autopsy procedure and orders the request in the patient's chart.	Attending Physician/Resident on duty
4. Informs Nurse Supervisor that patient is for autopsy.	Nurse-on-duty
5. Informs the funeral parlor that the expired patient is for autopsy.	Nurse Supervisor
6. Brings the patient's chart to the Medical Records Department after the body is endorsed to the funeral parlor of choice.	Nurse-on-duty

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	Document Title:	REQUESTING OF DIET

PURPOSE:

To establish a process in requesting the prescribed diet or food regimen of the patient.

SCOPE:

Applies to all Nursing Service Division (Department/Section/Unit) Staff of Dr. Pablo O. Torre Memorial Hospital


PERSON RESPONSIBLE:

Registered Nurses, Ward Clerk, Nursing Attendant, Medical Doctors

GENERAL GUIDELINES:

- The hospital has a process for requesting and preparing of patient's diet as well as food distribution as appropriate to the care, treatment and services provided.
- Cut-off time for Dietary in printing their lists:
 - Breakfast** – 4:30am
 - Lunch** – 8:30 am
 - Supper** – 3:00pm
- Cut – off time for Dietary in serving meals:
 - Breakfast** – 8:00 a.m.
 - Lunch** – 1:00 p.m.
 - Supper** – 7:00 p.m.
- Schedule of distribution and collection of food trays:

<u>Meal distribution</u>	<u>Collection of trays</u>	
Breakfast	7:00 a.m.	9:00 a.m.
Lunch	11:30 a.m.	1:00 p.m.
Supper	5:00 p.m.	6:30 p.m.
- The policy on Two-Patient identifiers shall be practiced in the request, preparation, and distribution of patient's diet.
- Dietary personnel shall be informed if patient's case is communicable. (Patient's diet will be served using disposable food containers).
- Nurse on duty shall update diet list every new admission and/or change of diet.

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PROCEDURE:


- 1 Nurse on duty checks doctor's order. Identifies patient's chart and/or Kardex correctly.
- 2 Nurse on duty/ Ward clerk encodes patient's diet in the (HIS) Hospital information system.
- 3 Nurse on duty/ Ward clerk calls dietary personnel if there is:
 - 3.1 New admission and/or change of diet after cut-off time.
 - 3.2 Patient's case is communicable. (Diet is served using disposable food containers.)

For Osteorized Feeding:


- 1 Nurse on duty checks doctor's order.
- 2 Identifies patient's chart and/or Kardex correctly.
- 3 Nurse on duty/ Ward clerk encodes patient's diet in the computer or calls dietary personnel after cut-off time
 - 3.1 For prescribed patient, Dietary Staff calls nurse informing him/her of the cost of feeding.
 - 3.2 Nurse on duty prepares transcription note and instructs watcher to settle at Cashier.
 - 3.3 Nurse on duty calls dietary department and gives the official receipt number and amount.
- 4 Dietary personnel informs the station of the availability of feeding.

For Dietary Instruction:

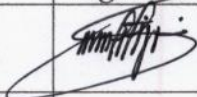
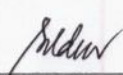


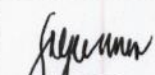
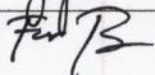
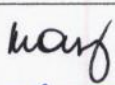

- 1 Nurse on duty checks doctor's order.
- 2 Nurse on duty informs dietary if patient is for dietary instruction and encodes patient's diet.
 - 2.1 For Non-osteorized Feeding: The dietary personnel goes up to the patient's room between 1:00 PM to 3:00 PM to give instructions.
 - 2.2 For Osteorized Feeding: Nurse on duty encodes the feeding specifications with remark "for dietary instructions".

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- 3 Patient's representative is requested to go down to the Dietary Department for actual instructions between 8:30 and 9:30AM.

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Recommending Approval:	MARIA LIZA C. PERAREN, RN MAN Nursing Division Officer		6/1/2022
	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer		6/2/22
	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President – Chief Medical Officer		6-9-22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		6/15/22

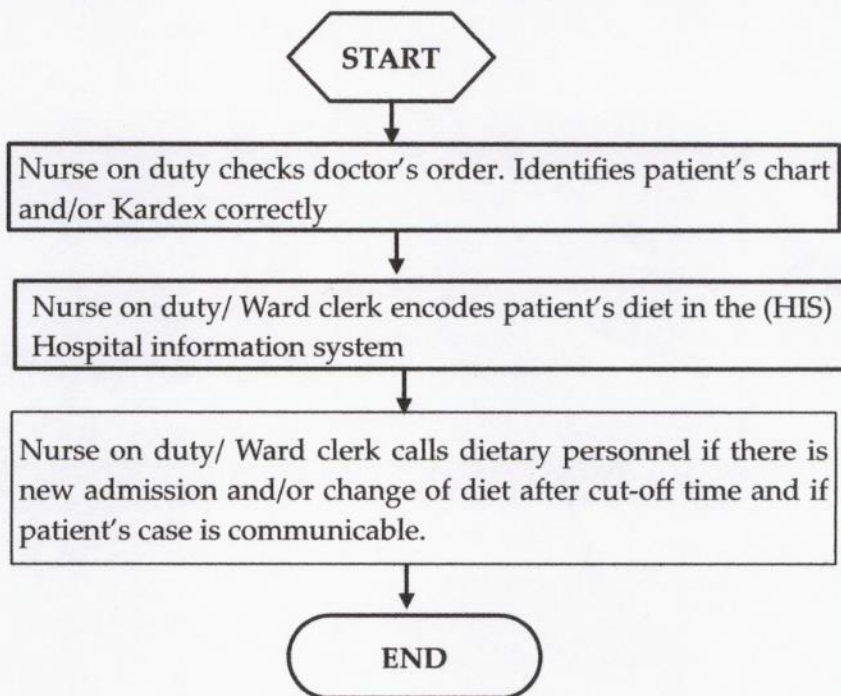


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FLOWCHART:







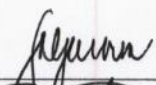
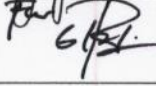
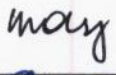



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Effective Date:	05-31-2021
Document Type:	Flowchart
Page Number:	2 of 2
Department/Section:	Nursing Service Department
Document Title:	REQUESTING OF DIET

APPROVAL:

	Name/Title	Signature	Date
Prepared by:	RICHARD S. MONTILJAO, RN OIC Policy Development Officer		5/17/2022
Verified by:	SHALAIN SOCORO L. DURAN, RN Nurse Manager for Operations		5/20/2022
	HANNAH KHAY S. TREYES, RN MN Chief Nurse		5/30/2022
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		5/31/2022
Recommending Approval:	MARIA LIZA C. PERAREN, RN MAN Nursing Division Officer		6/1/2022
	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer		6/2/22
	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President – Chief Medical Officer		6-9-22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		6/15/22




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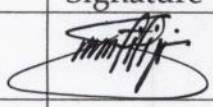
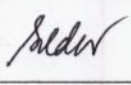


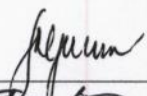
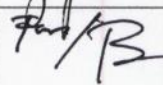
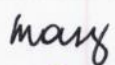

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KEY TASKS	PERSON RESPONSIBLE
<ol style="list-style-type: none">1. Checks doctor's order and identifies patient's chart and/or Kardex correctly.2. Encodes patient's diet in the (HIS) Hospital Information System.3. Calls Dietary Personnel if there is new admission and/or change of diet after cut-off time.4. Gets feeding from Dietary Department if patient is okay for all charges (follow dietary schedule).	Staff Nurse/Ward Clerk
<ol style="list-style-type: none">1. Calls the Nurse informing him/her the cost of feeding.2. Informs the Station of the availability of feeding.3. Goes up to the patient's room between 1:00 PM to 3:00 PM to give dietary instructions.	Dietary Staff

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