

 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-31-P04-WI01
	Effective Date:	06-30-2022
	Document Type:	Work Instruction
	Page Number:	1 of 3
	Department/Section:	Endoscopy Unit
	Document Title:	INTRA-ENDOSCOPY PREPARATION PROCEDURES



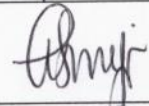

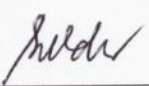


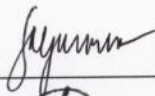

KEY TASKS	PERSON RESPONSIBLE
Participates and follows the Surgical Safety Checklist	All members of the endoscopy team
Assesses patient's condition and level of consciousness before leaving the procedure room	Endoscopist, and/or Anesthesiologist
<ol style="list-style-type: none"> Assists/ transfers the patient to the procedure table. If the patient is unable to move or stand on his/her own, use a patient transfer board. Attaches the patient to physiologic monitors Dons apron and gloves after proper surgical rubbing, sets up the working table and ensures safety of the procedure field Positions patient comfortably according to the proposed procedure Stands next to the physician at the procedure table to assist with the placement of mouth guard or in keeping patient in the same position throughout the procedure Applies drapes to the patient Hands over the endoscope together with a gauze containing lubricant to the surgeon and syringe for flushing if needed Remains in the room at all times unless it is essential to leave 	Scrub Nurse
<ol style="list-style-type: none"> Positions patient comfortably according to the proposed procedure Ascertains the names and titles of all persons involved on the procedure and documents 	Circulating Nurse

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<p>appropriately in the procedure record</p> <ol style="list-style-type: none"> Assists/ transfers the patient to the procedure table. If the patient is unable to move or stand on his/her own, use a patient transfer board. Attaches the patient to physiologic monitors Administers medications ordered by the physician before starting the procedure or before the anesthesiologist induce anesthesia to the patient Remains in the room at all times unless it is essential to leave Accomplishes the charges checklist and hands in to the charge nurse for counter-checking Endorses patient to PACU staff nurse 	
<ol style="list-style-type: none"> Transports patient to PACU and endorses to the nurse in- charge 	Auxiliary Personnel
<ol style="list-style-type: none"> Encodes all charges accordingly 	Clerk

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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	WELYN J. TIROL-BERMUDEZ, RN Surgical Suites Staff Nurse		6-7-2022
	AILEEN B. PALENCE, RN Endoscopy Unit/ PACU Head Nurse		6-7-2022
Verified:	MARIA AGNES A. SARIEGO, RN, MN, FPCHA Surgical Complex Manager		6-7-2022
	RICHARD S. MONTILJAO, RN OIC Policy Development		6/9/2022
	SHALAIN SOCORO L. DURAN, RN Nurse Manager for Operations		6/9/2022
	HANNAH KHAY S. TREYES, RN, MN Chief Nurse		6/23/2022
Reviewed by:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		06/28/2022
Recommending Approval:	MARIA LIZA C. PERAREN, RN, MAN Nursing Service Division Officer		06/30/2022
	FREDERIC IVAN L. TING, MD OIC- Total Quality Division		7/8/22
	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President – Chief Medical Officer		
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		