 <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:	Policy
	Page Number:	1 of 3
	Department/Section:	Endoscopy Unit
	Document Title:	INTRA-ENDOSCOPY PREPARATION PROCEDURES

PURPOSE:

To establish an organized, effective and efficient process in providing a safe and quality health care in the performance of intra-endoscopic procedures.

LEVEL:


Nurses, Physicians, Surgeons, Endoscopists

DEFINITION OF TERMS


Surgical Safety Checklist- the checklist serves to remind the surgical team of important items to be performed before and after the surgical procedure in order to reduce adverse events such as surgical site infections

POLICY:


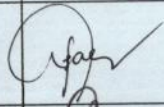
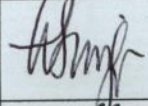
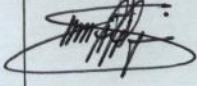
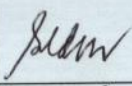


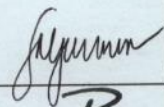
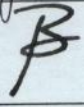
1. All staff directly engaged in GI endoscopy or in processes where splash or contamination could occur shall wear gloves, face/eye shields, and an impervious gown. Staff shall remove and appropriately discard used PPE before leaving the procedure area.
2. Uncertified physicians, who have received initial orientation and ongoing training, and are deemed competent by the Department of Surgery, can assist with and participate in tissue acquisition during the endoscopic procedure, including but not limited to the opening and closing of forceps, snares, and other accessories.
3. There shall be strict compliance to the Surgical Safety Checklist to ensure patient safety.
4. There shall be 2 nurses (one monitoring, one circulating) present when moderate sedation is performed.


 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-I-31-P04-WI01
	Effective Date:	06-30-2022
	Document Type:	Policy
	Page Number:	2 of 3
	Department/Section:	Endoscopy Unit
	Document Title:	INTRA-ENDOSCOPY PREPARATION PROCEDURES

5. Only staffs nurses, with relevant training related to endoscopic procedures shall assist in the procedure.
6. Any occurrence or untoward incident arising during the performance of any endoscopic procedure shall be reported immediately in writing (Incident Report) to the following:
 - 6.1. Head Nurse or Charge Nurse
 - 6.2. Surgical Complex Manager,
 - 6.3. the Chairman of the Department of Surgery
 - 6.4. Infection Prevention and Control Unit and
 - 6.5. Total Quality Division

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

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. MONTILIJAO, RN OIC Policy Development		6-9-2022
	SHALAINE 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		6/28/2022
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		

 <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-S01
	Effective Date:	06-30-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Endoscopy Unit
	Document Title:	INTRA-ENDOSCOPY PREPARATION PROCEDURES

PURPOSE:

To discuss the intra-endoscopy preparations for patients who will undergo procedures in the Endoscopy Unit.

SCOPE:


Applies to all Endoscopy Unit staff of Dr. Pablo O. Torre Memorial Hospital

PERSON RESPONSIBLE:

Endoscopy Unit Personnel, Auxiliary Personnel, Endoscopist, and/or Anesthesiologist

PROCEDURE:


1. Assist/ transfer the patient to the procedure table. If the patient is unable to move or stand on his/her own, use a patient transfer board. Attach the patient to physiologic monitors.
2. Don apron and gloves after proper surgical rubbing. Set up the working table and ensure safety of the procedure field.
3. Participate and follow the Surgical Safety Checklist.
4. Position patient comfortably according to the proposed procedure.
5. Administer medications ordered by the physician before starting the procedure or before the anesthesiologist induce anesthesia to the patient. Also, assist all patient related needs and maintain a quiet and calm atmosphere throughout the procedure.
6. Stand next to the physician at the procedure table to assist with the placement of mouth guard (e.g. EGD/ Enteroscopy) or in keeping patient in the same position throughout the procedure. Drape patient appropriately for anal approach procedure (e.g., proctoscopy/ colonoscopy/ sigmoidoscopy).
7. Apply drapes to the patient (depending on the route of the procedure).

 <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-S01
	Effective Date:	06-30-2022
	Document Type:	Standard Operating Procedure
	Page Number:	2 of 3
	Department/Section:	Endoscopy Unit
	Document Title:	INTRA-ENDOSCOPY PREPARATION PROCEDURES


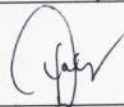
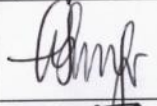

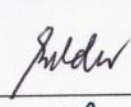


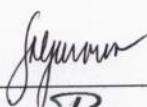

8. Hand over the endoscope together with a gauze containing lubricant to the surgeon and syringe for flushing if needed.
9. Remain in the room at all times unless it is essential to leave, (e.g., obtaining necessary drugs, delivery of specimen, additional supplies and equipment or other needs during a procedure).
10. Assess patient's condition and level of consciousness before leaving the procedure room.
11. Ascertain names and titles of all persons involved on the procedure and document appropriately in the procedure record.
12. Ensure that all endoscopic procedures are fully accomplished.
13. Transport patient to PACU and endorse to the nurse in- charge.
14. Accomplish the charges checklist and hand in to the charge nurse for counter-checking.
15. Encode all charges accordingly.
16. Endorse patient to PACU staff nurse.

REFERENCES:

1. ASGE Ensuring Safety in the Gastrointestinal Endoscopy Unit Task Force, Calderwood, A. H., Chapman, F. J., Cohen, J., Cohen, L. B., Collins, J., Day, L. W., & Early, D. S. (2014). Guidelines for safety in the gastrointestinal endoscopy unit. *Gastrointestinal endoscopy*, 79(3), 363–372. <https://doi.org/10.1016/j.gie.2013.12.015>
2. Lewis. (n.d.). Endoscopy. In *Endoscopy in Small Bowel Disorders* (pp. 29–37). Springer International Publishing. https://doi.org/10.1007/978-3-319-14415-3_3
3. Cohen. (2007). *Comprehensive atlas of high resolution endoscopy and narrowband imaging / edited by Jonathan Cohen*. (1st ed.). Blackwell Pub.
4. Endoscopy. (2015). *The American Journal of Gastroenterology*, 110 Suppl 1(S1), S628–S684. <https://doi.org/10.1038/ajg.2015.272>
5. American Society for Gastrointestinal Endoscopy. (n.d.). *Gastrointestinal endoscopy*. American Society for Gastrointestinal Endoscopy.

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-I-31-P04-S01
	Effective Date:	06-30-2022
	Document Type:	Standard Operating Procedure
	Page Number:	3 of 3
	Department/Section:	Endoscopy Unit
	Document Title:	INTRA-ENDOSCOPY PREPARATION PROCEDURES

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. MONTILIJAO, RN OIC Policy Development		6/9/2022
	SHALAINE 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		6/27/2022
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		