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	Document Type:	Policy
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	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:


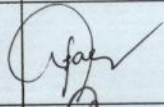
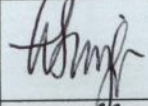
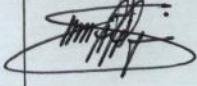
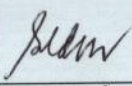


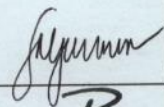
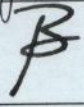
1. All staff directly engaged in GI endoscopy or in processes where splash or contamination could occur shall wear gloves, face/eye shields, and an impervious gown. Staff shall remove and appropriately discard used PPE before leaving the procedure area.
2. Uncertified physicians, who have received initial 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.


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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

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APPROVAL:

	Name/Title	Signature	Date
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Verified:	MARIA AGNES A. SARIEGO, RN, MN, FPCHA Surgical Complex Manager		6-7-2022
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Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		

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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).

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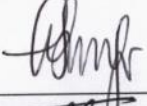

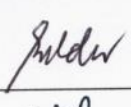


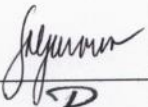

8. Hand over the endoscope together with a gauze containing lubricant to the surgeon and syringe for flushing if needed.
9. Remain in the room at all times unless it is essential to leave, (e.g., obtaining necessary drugs, delivery of specimen, additional supplies and equipment or other needs during 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.


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APPROVAL:


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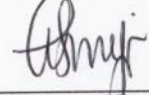

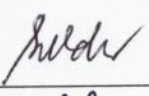


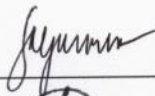

KEY TASKS	PERSON RESPONSIBLE
Participates and follows the Surgical Safety Checklist	All members of the endoscopy team
Assesses patient's condition and level of consciousness before leaving the procedure room	Endoscopist, and/or Anesthesiologist
<ol style="list-style-type: none"> Assists/ transfers the 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> <p>3. 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</p> <p>4. Administers medications ordered by the physician before starting the procedure or before the anesthesiologist induce anesthesia to the patient</p> <p>5. Remains in the room at all times unless it is essential to leave</p> <p>6. Accomplishes the charges checklist and hands in to the charge nurse for counter-checking</p> <p>7. Endorses patient to PACU staff nurse</p>	
8. Transports patient to PACU and endorses to the nurse in- charge	Auxiliary Personnel
9. Encodes all charges accordingly	Clerk

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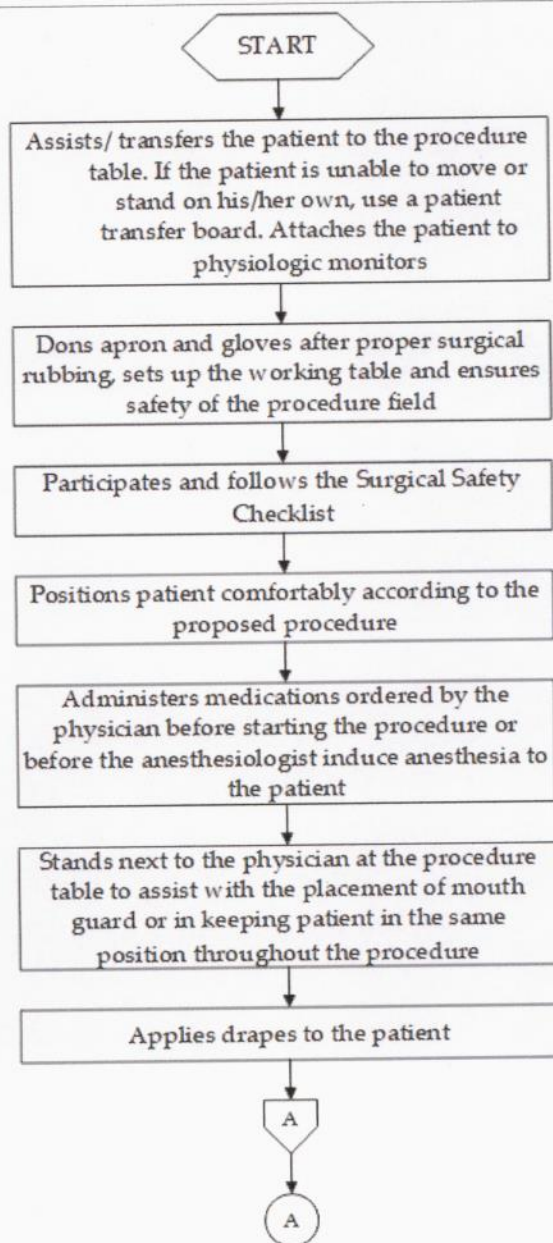


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FLOWCHART

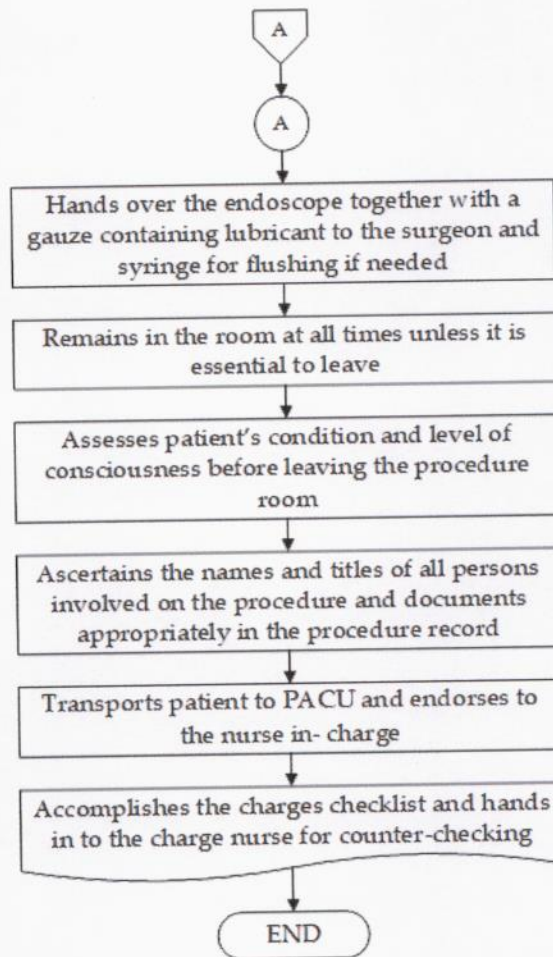





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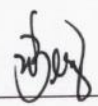
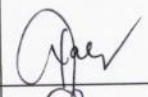
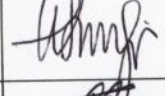

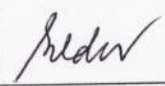


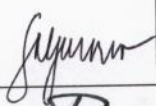

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