 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-22-P01-S01
	Effective Date:	07-31-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Intensive Care Unit
	Document Title:	<b>EARLY SHIFT REPORT</b>

B.S. Aquino Drive,  
Bacolod City,  
Negros Occidental,  
6100

### **PURPOSE:**

To provide guidelines and approach to the ICU staffs on how to accomplish early shift report.

### **SCOPE:**


Applies to all Adult Intensive Care Unit Staff of Dr. Pablo O. Torre Memorial Hospital (DPOTMH)

### **RESPONSIBLE PERSON:**


Staff Nurses, Intensivists, Consultants, Nursing Students and Clinical Instructor

### **PROCEDURE:**

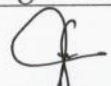
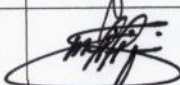
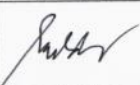


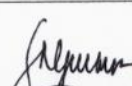

- 1 Right after the patient rounds, the nurse informs the Significant Other (SO) of the nurse's definite assessment findings such as:
  - 1.1 Vital signs (Blood pressure, Cardiac rate, Respiratory rate, Temperature)
  - 1.2 Level of Consciousness / Total Number of Glasgow Coma Scale (Eye Response, Verbal Response, Motor Response, Size of Pupils, Reaction of Pupils)
  - 1.3 Electrocardiogram (ECG) Interpretation
- 2 Nurse then informs the Significant Other (SO) about the procedures to be done to the patient like:
  - 2.1 Laboratories
  - 2.2 Special Procedures
  - 2.3 Radiologic Studies
  - 2.4 Cardiac Studies
  - 2.5 Hemodialysis
  - 2.6 Surgical Procedures and Special Engagements
  - 2.7 ..... Transfer Out .....  
.....
  - 2.8 ..... Discharge .....  
.....


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- 3 Nurse provides a venue for the Significant Other to ask questions about patient care.
- 4 Nurse informs the Significant Other about the medicines or supplies to be bought for prescribed patients which the previous shift has missed out to prepare.
- 5 Nurse informs the Significant Other (SO) to update financial status with Billing.

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**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>CYRENE EXAMEN, RN</b> ICU Head Nurse		7/7/2022
Verified by:	<b>RICHARD S. MONTILIJAO, RN</b> OIC Policy Development		7/7/2022
	<b>SHALAINE SOCORO L. DURAN, RN</b> Nurse Manager for Operations		7/8/2022
	<b>HANNAH KHAY S. TREYES, RN, MN</b> Chief Nurse		7/8/2022
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPSQua</b> Quality Assurance Supervisor		7/8/2022
Recommending Approval:	<b>MARIA LIZA C. PERAREN, RN, MAN</b> Nursing Service Division Officer		7/8/2022
	<b>FREDERIC IVAN L. TING, MD</b> OIC - Total Quality Division		7/8/2022
	<b>MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA</b> Vice President, Chief Medical Officer		
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		



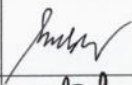


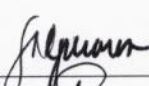

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KEY TASKS	PERSON RESPONSIBLE
1. Informs the significant others of the assessment findings right after the patient rounds (Example: Vital signs, LOC, ECG interpretation etc.)	Staff Nurse-on-duty
2. Informs significant others about the procedures to be done.	
3. Provides venue for the SO to ask questions about patient care.	
4. Informs SO about the medicines or supplies to be bought.	
5. Informs SO to update financial status with Billing.	



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Recommending Approval:	<b>MARIA LIZA C. PERAREN, RN, MAN</b> Nursing Service Division Officer		7/8/2022
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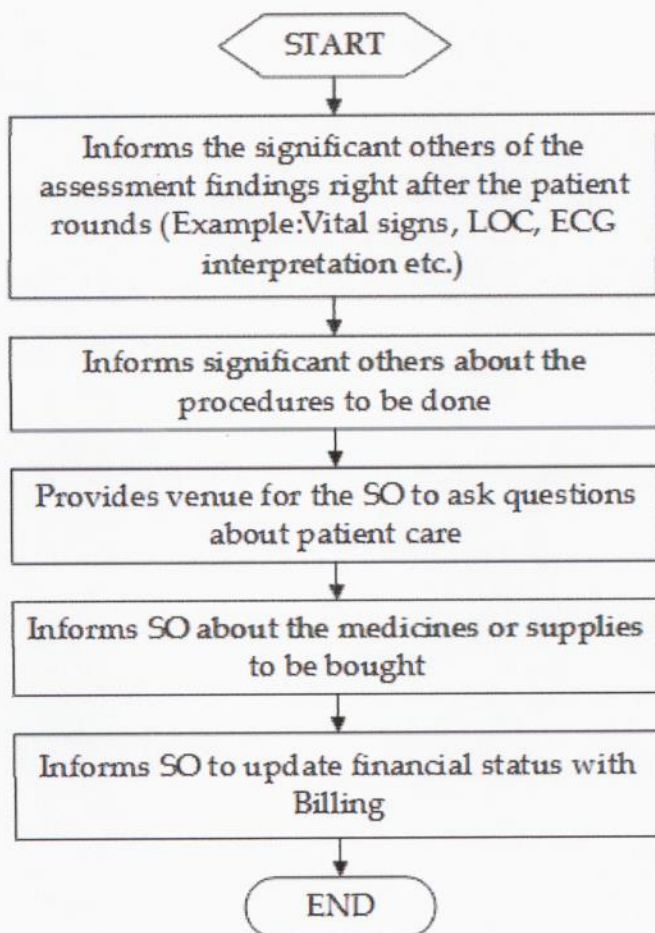



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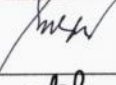


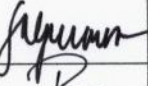

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## FLOWCHART



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