 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-22-P01-S03
	Effective Date:	07-31-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 2
	Department/Section:	Adult Intensive Care Unit
	Document Title:	<b>ICU ESSENTIALS CARE CARD</b>

### **PURPOSE:**

1. To provide guidelines on the usage of essential care card in the ICU as part of the hand over or endorsement process.
2. Empower nursing to enforce use of a central line checklist to be sure all processes related to central line placement are executed for each line placement.
3. To decrease the spread of infection.
4. To ensure the sterility of equipment, tubes, IVs and apparatus being used by the patient.

### **SCOPE:**


Applies to all Adult Intensive Care Unit staffs of Dr. Pablo O. Torre Memorial Hospital

### **RESPONSIBLE PERSON:**

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


### **PROCEDURE:**

1. The Nurse on duty refills the ICU essentials care card upon every admission and every night shift (10 PM – 6 AM) or as the need arises.
2. The Nurse on duty attaches the ICU essentials care card with the Kardex for easy access during endorsement.
3. The Nurse on duty places a check mark beside the date if the due date of equipment/tubes/IVs/apparatus is today.
4. The Nurse on duty sees to it the due dates are always part of the endorsement (e.g. change of shift and/or trans-out).
5. The Nurse on duty includes daily review of line necessity as part of the nurse's multidisciplinary rounds.
6. The Nurse on duty includes assessment for removal of central lines as part of the nurse's rounds.
7. The Nurse on duty records time and date of line placement for record keeping purposes and evaluation by staff to aid in decision making.

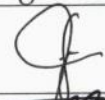

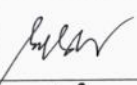


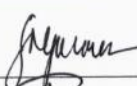
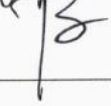
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KEY TASKS	PERSON RESPONSIBLE
1. Refills the ICU essentials care card upon every admission and every night shift or when the need arises.	Staff Nurse
2. Attaches the ICU essentials care card with the Kardex for easy access during endorsement.	
3. Places check mark beside the equipment if it's already due.	
4. Includes the due dates as part of endorsement.	
5. Reviews the line daily as part of multidisciplinary rounds.	
6. Includes assessment for removal of central lines as part of nurses' rounds.	
7. Records time and date of line placement for record keeping purposes and evaluation by staff to aid in decision making.	





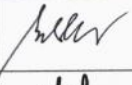


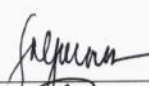

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**APPROVAL:**

	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		7/8/22
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		7/8/22
	<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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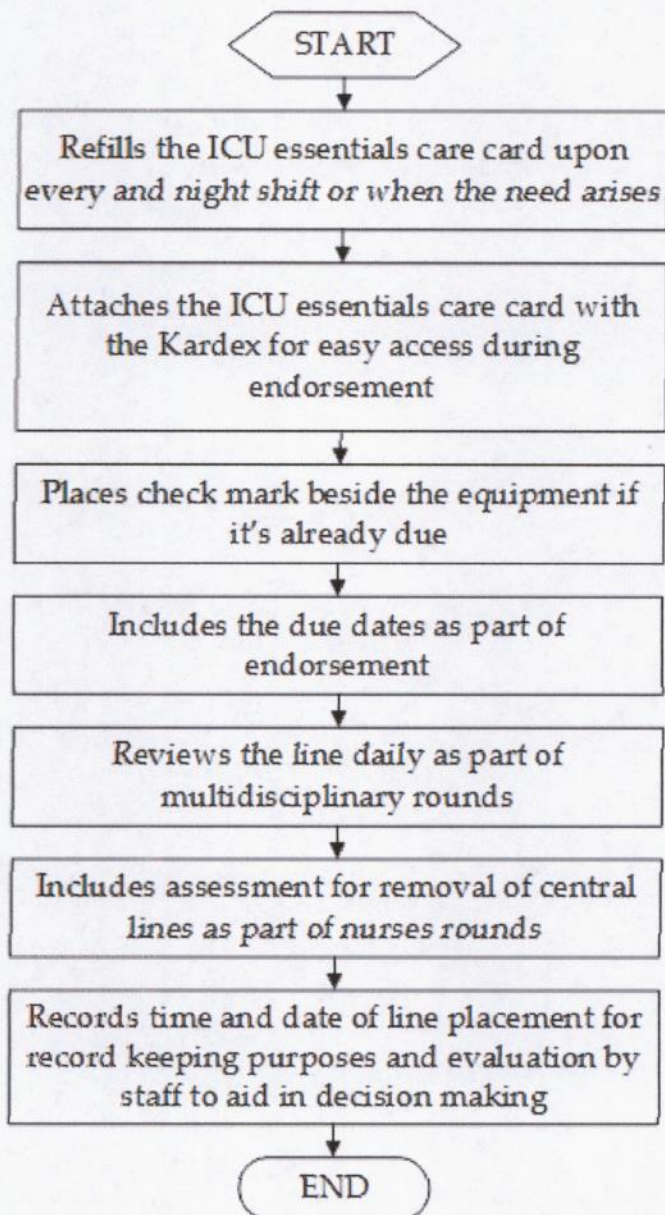


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Page Number:	1 of 2
Department/Section:	Intensive Care Unit
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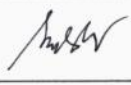


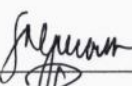

### FLOWCHART





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