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

PURPOSE:

- To provide guidelines on the usage of essential care card in the ICU as part of the hand over or endorsement process.
- 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.
- 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.
- The Nurse on duty includes assessment for removal of central lines as part of the nurse's rounds.
- The Nurse on duty records time and date of line placement for record keeping purposes and evaluation by staff to aid in decision making.



Document Code:	DPOTMH-I-22-P01-WI03
Effective Date:	07-31-2022
Document Type:	Work Instruction
Page Number:	1 of 2
Department/Section:	Intensive Care Unit
Document Title:	ICU ESSENTIALS CARE CARD

	KEYTASKS	PERSON RESPONSIBLE
1.	Refills the ICU essentials care card upon every admission and every night shift or when the need arises.	
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.	Staff Nurse
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:	CYRENE EXAMEN, RN		7/7/2022
1 2	ICU Head Nurse		11.1-2
	RICHARD S. MONTILIJAO, RN	SWIFF	מע/ה/ד
	OIC Policy Development	\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	
Verified by:	SHALAINE SOCORO L. DURAN, RN	helen	7/8/4
	Nurse Manager for Operations	MAN	110 / 2
	HANNAH KHAY S. TREYES, RN, MN	' Yes	7/8/22
	Chief Nurse	00	10/02
Reviewed:	DENNIS C. ESCALONA, MN, FPSQua	2	7/8/2002
	Quality Assurance Supervisor		11-1-12
	MARIA LIZA C. PERAREN, RN, MAN	G.	7/4/2000
	Nursing Service Division Officer	Syciones	751000
Recommending	FREDERIC IVAN L. TING, MD	1418	7/8/2
Approval:	OIC - Total Quality Division		
	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA	V	
	Vice President, Chief Medical Officer		
Approved:	GENESIS GOLDI D. GOLINGAN		
	President and CEO		



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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	CYRENE EXAMEN, RN	A-	7/7/2022
	ICU Head Nurse		
	RICHARD S. MONTILIJAO, RN	an Alles	7/7/20
	OIC Policy Development	\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	
Verified by:	SHALAINE SOCORO L. DURAN, RN	July	7/8/20
	Nurse Manager for Operations	/ NOUV	11-11-1
	HANNAH KHAY S. TREYES, RN, MN	yes .	7/8/2022
	Chief Nurse	00	1-1-
Reviewed:	DENNIS C. ESCALONA, MN, FPSQua	2	7/8/202
	Quality Assurance Supervisor		. ,
	MARIA LIZA C. PERAREN, RN, MAN	600	7/8/2022
	Nursing Service Division Officer	Julian	
Recommending	FREDERIC IVAN L. TING, MD	1008	7/8/2
Approval:	OIC - Total Quality Division		
	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA	l	
	Vice President, Chief Medical Officer		
Approved:	GENESIS GOLDI D. GOLINGAN		
* *	President and CEO		



DPOTMH-I-22-P01-FC03
07-31-2022
Flowchart
1 of 2
Intensive Care Unit
ICU ESSENTIALS CARE CARD

FLOWCHART START Refills the ICU essentials care card upon every and night shift or when the need arises Attaches the ICU essentials care card with the Kardex for easy access during endorsement Places check mark beside the equipment if it's already due Includes the due dates as part of endorsement Reviews the line daily as part of multidisciplinary rounds Includes assessment for removal of central lines as part of nurses rounds Records time and date of line placement for record keeping purposes and evaluation by staff to aid in decision making END



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Department/Section:	Intensive Care Unit
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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	CYRENE EXAMEN, RN		7 7 2022
	ICU Head Nurse		111002
	RICHARD S. MONTILIJAO, RN	THE STATE OF THE S	7/7/71
	OIC Policy Development	177	.,,.
Verified by:	SHALAINE SOCORO L. DURAN, RN	Short	7/8/20
	Nurse Manager for Operations	/ mysov	110/2
	HANNAH KHAY S. TREYES, RN, MN	Und .	Tehron
	Chief Nurse	00	10/2002
Reviewed:	DENNIS C. ESCALONA, MN, FPSQua	0	1/2/2020
	Quality Assurance Supervisor		17 7000
	MARIA LIZA C. PERAREN, RN, MAN	G.	7/6/200
	Nursing Service Division Officer	Munn	148/5055
Recommending	FREDERIC IVAN L. TING, MD	100	7/8/20
Approval:	OIC – Total Quality Division		
	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA		
	Vice President, Chief Medical Officer		
Approved:	GENESIS GOLDI D. GOLINGAN		
	President and CEO		