

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-22-P01-S04
	Effective Date:	07-31-2022
	Document Type:	Standard Operating Procedure
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	Department/Section:	Intensive Care Unit
	Document Title:	ICU TRAFFIC

PURPOSE:

To provide guidelines on how to control traffic of persons coming in and going out of the unit.

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:

ICU Nurses, Resident Doctors and Visiting Consultants

1. Upon entry in the unit, nurses shall go to the nurses' lounge to change from pre-duty attire to duty uniforms passing through the alley right beside the unit.
2. Main ante room is provided for visiting doctors to wear gowns, caps, masks and slippers/shoe cover.
3. Nurses and Resident Doctors shall not use gowns upon entering the ICU Main Station. Nurses shall only wear gowns when at patient's bedside only.
4. When going out of the unit, RN shall change from duty uniform to their pre duty attire and pass again on the same alley beside the unit. MDs pass through the ante room and remove their gowns and slippers and dispose used caps, masks and shoe cover..
5. Hand washing is a must before entering and leaving the unit.

Ancillary personnel, Non ICU nurses and Medical Equipment

1. Ancillary personnel, non ICU nurses, and medical equipment shall pass through the alley right beside the ICU.
2. When entering the unit, they shall wear gowns, cap, mask and slippers provided in the ancillary ante room.
3. When leaving the unit, gowns and slippers shall be removed and they shall pass through the same alley again.
4. Hand washing is a must before entering and leaving the unit.

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Patient

1. Transferred in or newly admitted patients shall enter the unit using the main door. ICU bed is moved out to the transfer area. Patient transfer is done either bed to bed or stretcher to bed. No outside bed or stretcher is allowed to enter the ICU.
2. To transfer out or discharge patients, ICU bed is moved out to the transfer area where patient is transferred to outside bed or stretcher accordingly.
3. ICU bed is moved out of the unit only to fetch post-operative patients from OR. ICU stretcher is moved out from the unit only to fetch deisolated patient from COVID Station who needs ICU monitoring and services and to transport bed bound patients for discharge or to transport patient to wards.
4. For expired patients, the designated trolley used to carry the corpse shall enter and leave the unit through the ancillary ante room.

Students and Clinical Instructors

1. Students and clinical instructors shall enter the main entrance and proceed to students' conference room.
2. The students and clinical instructors shall change from their school uniforms to duty uniforms and enter the unit passing through the ancillary ante room. School shoes are changed to slippers then wear cap and mask before they enter the unit.
3. When leaving the unit, they remove their cap and mask then wear their school shoes and pass through the ancillary ante room.
4. Hand washing is a must before entering and leaving the unit.

Visitors

1. Visitors shall enter the unit using the main entrance.
2. For the patients of ICU bed 8 to 11, their visitors shall pass through the alley on their right. For the patients of ICU 1 to 7, their visitors shall pass through the alley on their left.
3. Visitors shall do hand hygiene with the use of antimicrobial agent before making contact with patient. Alcohol/ sanitizer is available before entering the patient's room.

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4. Before entering the patient's room, they shall wear gown, mask and shall change foot wear to slippers.
5. When leaving the unit, the visitors shall remove their personal protective equipment and leave the unit using the same way.
6. No watcher or visitor is allowed to enter the nurse's working area/station. In case that the nurse in-charge is needed, they may push the nurse's call buzzer to alert the nurse in-charge of their request. The requests and inquiries shall be entertained inside the patient's room



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KEY TASKS	PERSON RESPONSIBLE
1. Changes from pre-duty attire to duty uniforms through the alley right beside the unit. Performs handwashing.	Staff Nurse
2. Changes from pre-duty attire to duty uniforms in the Doctor's Lounge. Wears caps, masks and slippers at the Main anteroom. Performs handwashing.	Resident Doctors
3. Pass through the alley right beside the ICU. Wear gowns and slippers provided in the ancillary ante room. Performs handwashing.	Ancillary & Non-ICU Nurses
4. Enters the unit per stretcher or bed.	Patient
5. Enters the main entrance and proceeds to students' conference room. Changes from their school uniforms to duty uniforms and enter the unit passing through the ancillary ante room.	Students & Clinical Instructors
6. Enters the unit using the main entrance accordingly.	Visitors
7. Enters through Doctor's Lounge at the right side upon entry at the Main Entrance. Wears gowns, caps and masks at the Main anteroom.	Visiting Consultants



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FLOWCHART



Changes from pre-duty attire to duty uniforms through the alley right beside the unit. Performs handwashing



Changes from pre-duty attire to duty uniforms in the Main ante room. Wears gowns, caps, masks and slippers. Performs handwashing



Pass through the alley right beside the ICU. Wear gowns and slippers provided in the ancillary ante room. Performs handwashing



Enters the unit per stretcher or bed.



Enters the main entrance and proceeds to students' conference room. Changes from their school uniforms to duty uniforms and enter the unit passing through the ancillary ante room



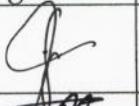
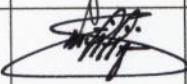
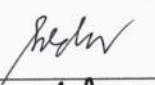
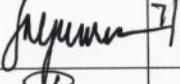
Enters and exits the unit using the main entrance accordingly



END

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