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	Effective Date:	07-31-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Intensive Care Unit
	Document Title:	<b>PREPARING A PATIENT FOR AN OPERATION</b>

### **PURPOSE:**

1. To provide guidelines and step-by-step process of preparing a patient for an operation.
2. To ensure safe and efficient service to a patient upon preparation for operation/surgery.

### **SCOPE:**

*Applies to all 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 The Nurse on duty verifies the Attending Physician's order for the following:
  - 1.1 Proposed operation
  - 1.2 When the operation is to be performed
  - 1.3 Name of the surgeon and anesthesiologist
  - 1.4 Name of the doctor that will perform CP Clearance (If applicable)
  - 1.5 Type of anesthesia
  - 1.6 To secure Complete Blood Count and Blood Typing (Hospital Policy)
- 2 The Nurse on duty secures informed consents for the surgery to be performed and the type of anesthesia.
  - 2.1 Makes sure that the surgical operation was clearly explained by the Attending Physician or Resident on duty to the patient and/or his significant other.
  - 2.2 Assesses the mental capacity of the individual involved in consenting for the surgical operation. Then, have the patient or person in authority sign the consent.
- 3 The Nurse on duty calls the Billing Department and checks if the patient's account is okay for surgery.




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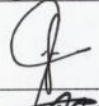
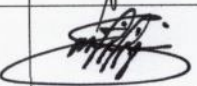
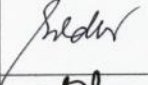


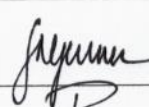
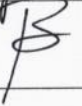
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- 4 If the patient's account is not okay, the Nurse on duty instructs the significant others to settle their account at the Billing Section.
- 5 In emergency and STAT cases, the Nurse on duty informs the Billing personnel that the surgical operation is STAT.
- 6 The Nurse on duty informs the Surgery Resident, Anesthesiology Resident and Medical Resident (If required).
- 7 The Nurse on duty ensures that the patient is CP (Cardio-pulmonary) cleared prior to scheduling (If required).
- 8 The Nurse on duty prepares the OR schedule.
  - 8.1 Completes the data in the form.
  - 8.2 Indicates in the upper right hand corner the patient's hospital and admission number, if the patient is OK or NOT OK for OR and the Birth Date.
- 9 The Nurse on duty sends the OR schedule to the Operating Room for scheduling.
- 10 Prior to sending the patient to the Operating Room, the Nurse on duty does the following:
  - 10.1 Does the Pre-Operative Checklist (Have the Head Nurse or another Staff Nurse verify the completeness of the checklist).
  - 10.2 Gives the pre-operative medications as ordered.
  - 10.3 Takes the patient's vital signs.
  - 10.4 Informs the Medical Resident assigned for intra-operative monitoring if the patient is about to be wheeled to the Operating Room (If intra-operative monitoring is required).
  - 10.5 Informs the Surgery Resident and Anesthesiology Resident that the patient is about to be wheeled to the Operating Room.
  - 10.6 Secures the patient's chest x-ray plates and CT scan plates which may be needed for the surgical procedure.
  - 10.7 Accompanies the patient to the Operating Room and endorses the data to the receiving Operating Room nurse.

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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. MONTILJAO, RN</b> OIC Policy Development		7/7/2022
	<b>SHALAINE SOCORO L. DURAN, RN</b> Nurse Manager for Operations		7/8/22
	<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		

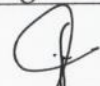
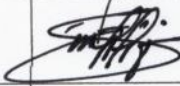



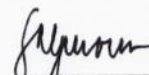



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KEY TASKS	PERSON RESPONSIBLE
1. Nurse verifies the Doctor's orders.	Staff Nurse
2. Secures CBC and blood typing result. Secures the informed consent of the surgery and anesthesia.	
3. Calls the Billing Section to check if account is clear for surgery.	
4. Informs Billing Section when the operation is STAT.	
5. Gives the pre-operative meds as ordered. Takes V/S.	
6. Endorses data to the receiving OR Nurse.	

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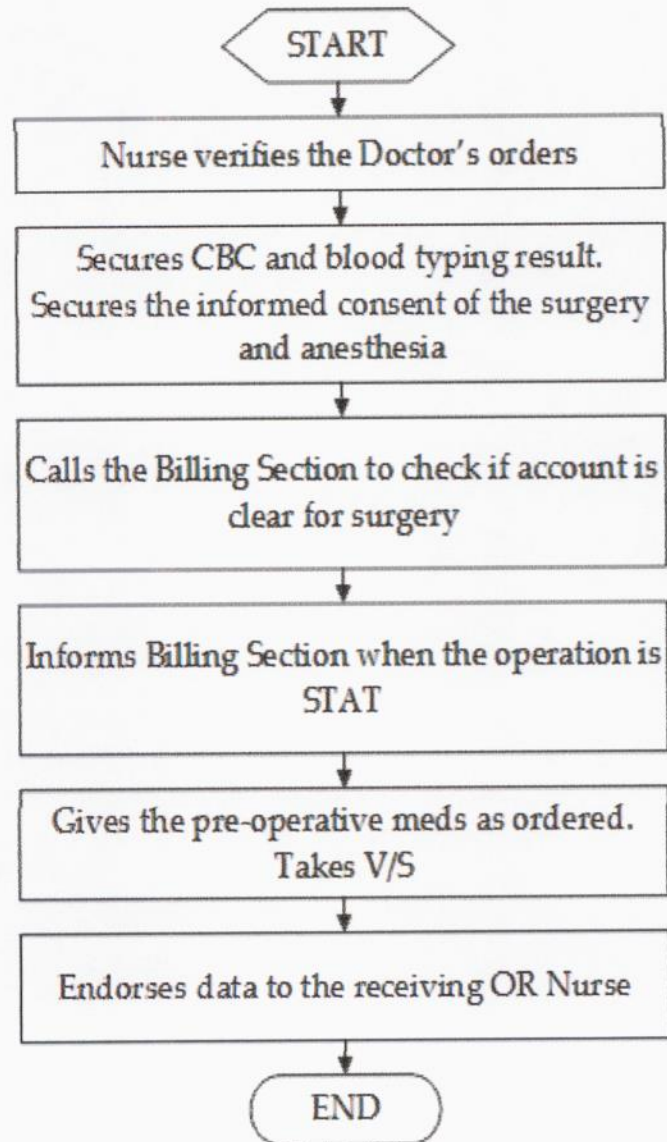


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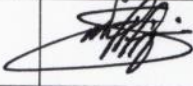



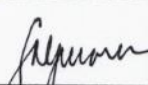
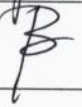
## FLOWCHART





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