

LOCAL GOVERNMENT OF QUEZON CITY Quezon City General Hospital **Nursing Service CITIZEN'S CHARTER**



Operating Room: Elective & Emergency Procedures

Schedule of Availability of Service

Days

:Monday - Sunday :24 Hours without noon break Hours Who may avail of the Service :Patients admitted in QCGH

What are the Basic Requirements :Hospital Card, Patient wrist tag, Any Valid ID, In-Patient Chart

Processing Period :Within 8 hours of duty

How to Avail of the Service

Step	Applicant/ Client	Service Process	Duration of Activity	Person in Charge	Fees	Form
1	Submits OR Elective/ Emergency Proposal from the Department of Surgery, OB-Gynecology, ORL- HNS and Ophthalmology	 Receives & validates patient data (Name, age, sex, date of birth) and classification (Pay or Service). Checks type of procedure to be done, type of anesthesia, the Surgeon and the Anesthesiologist Elective Case- Pre-op visit Identifies patient and review of patient chart and record (Patient data, procedure, operative site, consent and pre-operative checklist) Emergency Case Identifies patient and review of patient chart and record (Patient data, procedure, operative site and consent) Checks OR materials needed for operation 		OR Nurse	Depends on the procedures	OR Elective /Emergency Proposal -Pre-op checklist
2		Prepares OR room, needed instruments, equipment, supplies and major pack	15 Minutes	OR Nurse	None	
3		Elective Case - Fetches and brings patient to the OR Emergency - IW brings the patient to OR	10-15 Minutes	OR Nursing Attendant / Institutional Worker (IW)	None	Patient Chart
4		Intra-operative Care -Setting up of sterile field by scrub nurse -Pre-counting of sponges, needles and instruments by the scrub nurse and circulating nurse -Accomplish the Safety Surgical Checklist (Tlme-out) by the circulating nurse -Starts of procedure by OR Team -First and final counting of sponges, needles and instruments complete and correct -Procedure ended	Variable	OR Nurse	None	Patient Chart
5		Post-Operative care - Transfer to PACU	10 Minutes	OR Nurse	None	Patient Chart
	1	END of TRANSACTION	V	<u> </u>		<u> </u>



LOCAL GOVERNMENT OF QUEZON CITY Quezon City General Hospital Nursing Service CITIZEN'S CHARTER



: