



External

9. SERVICENAME: OPERATING ROOM & PACU

Description of the Service: To provide safe, efficient and timely surgical services for patients requiring operative procedure.

Office or Division:	Operating Room Department
Classification:	Simple Transaction
Type of Transaction:	G2C
Who may avail:	All Patients who will undergo surgical procedure either elective or emergency.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> • Physician surgical order • Complete laboratory and diagnostic results • Signed informed consent • Pre-operative checklist • Signed informed consent • Consent for the procedure • Consent for anesthesia • Complete laboratory and diagnostic results • Pre-operative checklist • Complete patient chart • Complete patient chart • Post operative notes 	<ul style="list-style-type: none"> • Emergency Room. • Emergency Room and Operating Room • General Ward • Pay Ward

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete OR scheduling form.	OR Supervisor Form Diagnostic results	None	5 mins	Physician/ Duty Nurse



2. Review availability of OR schedule	Complete patient chart	None	10 mins.	OR Charge nurse
3. Confirmation of schedule	Approved request for surgery	None	5 mins.	OR Charge nurse/Staff nurse
4. Verify patient identity and documents/ charts	Check for consent form, chart, and laboratory & diagnostic results	None	5 mins	OR Staff nurse
5. Prepare patient for surgery	Check pre operative checklist	None	10 mins.	OR Staff nurse
6. Endorse patient to surgical team	Complete records	None	5 mins.	Nurse on duty
7. Transfer of patient to post anesthesia care unit	Post operative notes of patient chart	None	5 mins	PACU Nurse on duty
8. Provide oxygen supplementation and post operative medications	Post operative notes and medication chart	None	2 hours	PACU Nurse on duty
9. Monitoring and documentation	Vital signs monitoring	None	5 mins.	PACU Nurse on duty
10. Handover of patient to Ward/ICU.	If patient is stable	None	5 mins.	PACU Nurse on duty



	handover to ward. Unstable patient needing further monitoring and management is endorsed to ICU.			
	TOTAL	None	2hrs and 50mins	