



# Bureau of Corrections

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## HEALTH AND WELFARE SERVICES SURGERY WORK INSTRUCTION

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### REVISION HISTORY AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
0		Original issue.	Supt. Roberto R. Rabo

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## 1. PURPOSE

To maintain standard work instruction on surgical cases at the New Bilibid Prison and OPPF Hospitals.

## 2. SCOPE

This work instruction is applicable to surgical cases that do not require complicated procedures, sophisticated facility & equipment.

## 3. DEFINITION OF TERMS AND ACRONYMS

### 3.1. TERMS

Vital Signs	<ul style="list-style-type: none"> <li>Clinical measurements, specifically pulse rate, temperature, respiration rate, and blood pressure that indicate the state of a patient's essential body functions.</li> </ul>
Scrub Nurse	<ul style="list-style-type: none"> <li>Assist in surgical procedures by setting up the room before the operation, working with the doctor during surgery and preparing the patient for the move to the recovery room.</li> </ul>
Circulating Nurse	<ul style="list-style-type: none"> <li>Manages all the necessary care inside the surgery room, assisting the team in maintaining and creating a comfortable, safe environment for the patient and observing the team from a wide perspective.</li> </ul>
Anesthesiologist	<ul style="list-style-type: none"> <li>Anesthesiologist will administer either a general or local anesthetic to the patient. During the surgery, the anesthesiologist will monitor the patient's blood pressure, heart rhythm, temperature, level of consciousness, and amount of oxygen in the blood.</li> </ul>
Surgeon	<ul style="list-style-type: none"> <li>Surgeons operate on the human body in the event of illness, injury, or disease. Sometimes surgeries are performed to correct problems in the body or to explore a cause of internal bleeding.</li> </ul>

### 3.2. ACRONYMS

OR	<ul style="list-style-type: none"> <li>Operating Room</li> </ul>
NPO	<ul style="list-style-type: none"> <li>Nil Per Orem/Nothing Per Mouth</li> </ul>
RR	<ul style="list-style-type: none"> <li>Recovery Room</li> </ul>



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WHO	• World Health Organization
NOD	• Nurse on Duty
NA	• Nursing Attendant
BP	• Blood Pressure
HR	• Heart Rate
Temp	• Temperature

### 4. PROCEDURE DETAILS

Item No.	Activities	Responsibility	Interface
<b>1</b>	<b>Schedule of Surgery</b> 1.1. The surgeon orders surgery and forwards to the ward NOD. 1.2. Ward NOD prepares & fill-up schedule form for surgery, acquires signatures of Chief of Hospital, Chief of Clinics, & Senior Specialist for approval of surgery.	<ul style="list-style-type: none"> <li>• Surgeon</li> <li>• Ward NOD</li> <li>• Chief, Hospital</li> <li>• Chief of Clinics</li> <li>• Senior Specialist</li> </ul>	<p>Admission Chart</p> <p>Proposal for Schedule of Surgery Form</p>
<b>2</b>	<b>Pre-Operative Preparations</b> 2.1. Once surgery is approved, ward NOD carries out preparations for pre-operative orders. 2.1.1 Ward NOD informs surgeon & anaesthesiologist & forwards approved schedule of surgery to OR Nurse Supervisor 2.2 Anaesthesiologist orders pre-operative medications & instructions. 2.2.1 Ward NOD acquires consent for surgery procedure, gives all pre-operative instructions to patient, prepare medicines & supplies needed for surgery, and put a tag on	<ul style="list-style-type: none"> <li>• Ward NOD</li> <li>• Anaesthesiologist</li> <li>• OR Nurse Supervisor</li> <li>• Surgeon</li> </ul> <ul style="list-style-type: none"> <li>• Ward NOD</li> <li>• Nursing Attendant</li> <li>• Supervising Nurse</li> <li>• Senior Nurse</li> </ul>	<p>Admission chart</p> <p>Consent for Operation</p>



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Item No.	Activities	Responsibility	Interface
3	<p>patient's bed indicating the schedule and type of operation.</p> <p>2.2.2 Ward NOD/NA prepares patient:</p> <p>2.2.2.1. Performs procedures (e.g., enema) as needed</p> <p>2.2.2.2. Conducts preliminary preparation of the operative site.</p> <p>2.2.2.3. Reminds patient on NPO.</p> <p>2.2.2.4. Provides emotional &amp; spiritual support.</p> <p>2.3. Supervising Nurse/Senior Nurse assess preparations made for patient's operation.</p> <p><b>Preparation of the OR</b></p> <p>3.1. Nursing Attendant disinfects OR before use.</p> <p>3.2. Circulating Nurse opens OR packs, prepare set-up for a particular operation, and arranges pack on top of the instrument table.</p> <p>3.3. Scrub Nurse continues setting-up as needed, prepares suturing set and sponges.</p> <p>3.4. Circulating Nurse counts &amp; writes on the board the number of sponges, instruments, and needles.</p> <p>3.5. Scrub Nurse rechecks</p>	<ul style="list-style-type: none"> <li>• Nurse Attendant</li> <li>• Circulating Nurse</li> <li>• Scrub Nurse</li> </ul>	<p>Checklist of Instruments &amp; Sponges</p>



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Item No.	Activities	Responsibility	Interface
4	<p>counting.</p> <p><b>Preparation of Patient for Surgery</b></p> <p><b>4.1.</b> Ward NOD ensures patient's oral &amp; personal hygiene.</p> <p><b>4.2.</b> Jewelleries, contact lenses, dentures, nail polish, etc. are removed &amp; are safe kept by ward NOD</p> <p><b>4.3.</b> Inspects operative site and completeness of medicines for operation.</p> <p><b>4.4.</b> Ward NOD takes patient's vital signs (BP, HR, Respiration, Temp.)</p> <p><b>4.5.</b> OR Nurse and NA checks if pre-operative orders were completed.</p> <p><b>4.6.</b> Then wheel patient to OR and endorses patient to OR team with chart, medicines, &amp; supplies as needed.</p>	<ul style="list-style-type: none"> <li>• Ward NOD</li> <li>• OR Nurse</li> <li>• Nurse Attendant</li> </ul>	List of Personal Belongings
5	<p><b>Patient Care in the OR</b></p> <p>5.1. Circulating Nurse, Scrub Nurse, &amp; Anaesthesiologist receive patient and check if all of the pre-operative requirement were administered.</p> <p>5.2. Repeat checking of patients vital signs.</p> <p>5.3. Checks operative site, sterilizes the skin, and drapes the patient.</p> <p>5.4. Places the patient in prescribed position to protect nerve from undue pressure.</p> <p>5.5. Scrub Nurse sets instruments and supplies according to the specified order and the type of</p>	<ul style="list-style-type: none"> <li>• Circulating Nurse</li> <li>• Anaesthesiologist</li> <li>• Scrub Nurse</li> <li>• Surgeon</li> </ul>	<p>Admission Chart</p> <p>Operative Technique Form</p> <p>Anaesthesia Record</p>





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	<p>operation to be performed.</p> <p>5.6. Scrub Nurse recounts sponges and instruments and dictates to the Circulating Nurse.</p> <p>5.7. Circulating nurse rechecks what is written and corrections are made accordingly.</p> <p>5.8. Anaesthesiologist checks medicines needed for the operations and inducts anaesthesia.</p> <p>5.9. Surgeon performs surgery.</p> <p>5.10. Scrub Nurse anticipates the needs of the surgeon during surgery.</p> <p>5.11. Before the surgeon closes incision site, circulating &amp; scrub nurse check and tally the number of instruments &amp; sponges used.</p> <p>5.12. Places removed tissues to appropriate containers and labelled appropriately in cases of histopath examinations.</p> <p>5.13. Anaesthesiologist regularly checks vital signs and documented at anaesthesia record.</p> <p>5.14. Vital signs monitoring is recorded at patient's chart.</p>		<p>Checklist of Instruments &amp; Sponges</p> <p>Request for Histopathological Examination</p> <p>Admission chart</p>
<b>6</b>	<p><b>Post-Operative Procedure</b></p> <p>6.1. Scrub Nurse removes all straps, cleans, and covers patient.</p> <p>6.2. Takes vital signs of the patient.</p> <p>6.3. Takes patient to the</p>	<ul style="list-style-type: none"> <li>• Scrub Nurse</li> </ul>	

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Item No.	Activities	Responsibility	Interface
<b>7</b>	<p>recovery room.</p> <p>6.4. Disinfects OR after use</p> <p><b>Recovery Room Patient Care</b></p> <p>7.1. Continue monitoring of vital signs.</p> <p>7.2. Refers to anaesthesiologist or MOD for any untoward symptoms/complaints</p> <p>7.3. When patient regains consciousness &amp; vital sign are stable, OR Nurse notifies ward NOD of patient's transfer.</p> <p>7.4. Transfers patient to ward per stretcher and endorses to ward NOD with patient's chart.</p>	<ul style="list-style-type: none"> <li>• OR Nurse</li> <li>• Anaesthesiologist</li> <li>• Medical Officer of the Day</li> <li>• Ward NOD</li> </ul>	Admission chart

## 8. REFERENCES

- 8.1. Sepsis and Aseptic Practices in the Operating Room
- 8.2. Safety Guidelines and Procedures in the Operating Room
- 8.3. WHO Guidelines for Safe Surgery 2009
- 8.4. Operating Room Requirements for 2014 and Beyond