


 PHILIPPINE HEART CENTER INCIDENT COMMAND POST	Document Type	Document Code:
	GUIDELINES	GL-OED-ICP-035
	Document Title	Effective Date: January 2022
	SLEEP LABORATORY RE-OPENING	Revision Number: 3
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REVISION HISTORY			
Rev No.	Review Date	Description of Change	Date of Next Review
1	August 2020	Change in date of re-opening	August 2022
2	June 2021	Revision of interim guidelines	June 2023
3	January 2022	Revised validity date of RT-PCR testing from 7 days to 5 days	January 2023

Reviewed by:	 GERARDO S. MANZO, MD Incident Commander	Approved by:	 JOEL M. ABANILLA, MD Executive Director
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I. OBJECTIVES:

1. To slowly reintroduce PHC sleep care services
2. Minimize exposure of patient, PHC HCW to COVID-19 virus
3. Implement PHC ICC guidelines
4. To serve as a guide for all sleep study personnel and nurses to ensure that effective care will be provided to the patient

II. SCREENING:


All patients must be screened for potential symptoms of COVID-19 prior to their face-to-face screening and a second screening at the time of appointment before entering PHC premises

Prescreening will include telephone calls/emails by Sleep Technologist and Sleep Fellow using PHC COVID-19 questionnaire

1. Review of COVID-19 symptoms (fever, cough, sore throat, shortness of breath etc)
2. Contact with known COVID-19 for the last 14 days
3. Travel to areas with large scale community transmission
4. Require FDA-approved RT-PCR test with QR Code prior to sleep test (RT-PCR results are valid for 5 days, starting from the date of swab)
5. Re-schedule of patients with symptoms or positive RT PCR or pending COVID tests

Screening at time of appointment:

1. Perform temperature check (ideally using thermoscan) and screen patients again for COVID-19 symptoms or results of COVID testing by Sleep Fellow upon their arrival at the facility
2. A valid **NEGATIVE RT-PCR SWAB TEST** is required (RT-PCR results are valid for 5 days, starting from the date of swab). Reschedule patients with symptoms or positive RT PCR or pending COVID tests


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Screening of Staff

- All PHC Sleep Technologists, Sleep Fellows and Consultants must be routinely screened for symptoms and should take temperature checks upon arrival at the facility. All PHC sleep staff who will be on duty must take temperature checks twice per day. PHC sleep staff will be sent home if they are symptomatic and will be advised not report to work until cleared by PHC Infirmary.

III. INFECTION CONTROL

1. Use telephone, emails when appropriate, to limit non-urgent, in-person visits. Utilize electronic distribution (emails) of documents for pre-procedure instructions, consent and screening and for post-procedure instructions, counseling.
2. Promote physical distancing within the Sleep Lab, allowing only 1 patient inside the reception room and reducing contact time as much as possible. Instructions should be completed via telephone calls or emails ahead of time.
3. Family members are discouraged to come except for patients requiring assistance. For those patients coming in with family members, screening protocol as for patients will likewise be implemented.
4. Information on COVID-19 symptoms and guidelines on hand hygiene, cough etiquette (handouts, posters) at reception area of Sleep Lab will be displayed.
5. Ensure that alcohol dispensers at the entrance of the Sleep lab will be available as well as hand soap, alcohol dispenser, hand sanitizer, tissue paper inside the patient's bathroom.
6. Adhere to hospital infection control, including cleaning and inspecting all sleep-related equipment. Clean reusable medical equipment according to manufacturer's instructions with addition of terminal disinfection in patient-care areas in which aerosol generating procedures are performed. These may include routine cleaning and disinfection procedures (e.g. using hospital grade disinfectant to frequently touched surfaces) and UV light for terminal disinfection.

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IV. PERSONAL PROTECTIVE EQUIPMENT (PPE)


1. All PHC Sleep staff should wear surgical mask at all times.
2. We will adopt a no-mask-no entry policy for all patients and/or family members.
3. Ensure appropriate use of PPE by sleep technologist during patient interaction: surgical mask, face shields, surgical gowns/bunny suits.
4. Positive Airway Pressure (PAP) Titration confers a higher degree of aerosolization and must be done with caution. PHC Sleep staff must use appropriate level 3 PPE such as N95 respirators, face shields, isolation gowns, booties.

V. SCHEDULING AND ADMISSION

1. The Sleep Unit shall be responsible for providing the patient with a procedure schedule.
2. The Sleep Unit shall provide the Short Stay Unit with a patient list which includes date of the procedure to ensure that there is a nurse on duty for every scheduled sleep study procedure for admitted patients.
3. In case of changes with the patient list (cancellations, additional patients), the Sleep Unit shall communicate with the SSU using a routing slip.

For Admitted Patients (ward/ICU)

1. The attending physician shall write a request for Sleep study (Diagnostic, Therapeutic or Split Study) of the patient.
2. The charge nurse shall carry out the attending physician's order.
3. The charge nurse shall coordinate with the sleep technologist to facilitate the request of the sleep study of the patient.
4. A VALID NEGATIVE RT-PCR swab test result is required. (The result is considered valid if the procedure is done within 5 days starting from the date of swab) A new RT-PCR swab test or Genexpert shall be requested if the old RT-PCR result does not meet the said criteria.
5. Only One (1) companion is allowed for Senior Citizens/Non-Ambulatory/Pediatric patients. A valid NEGATIVE RT-PCR SWAB TEST result is required (The result is considered valid if the procedure is done within 5 days starting from the date of swab)
6. The sleep technologist shall give the necessary instruction (time of transport to the lab, patient preparation prior to the procedure) to the nurse in charge of the patient.
7. The bedside nurse shall transport the patient to the sleep unit and endorse the patient to the sleep technologist for the sleep study.
8. The sleep technologist/sleep fellow shall provide the necessary instruction (brief description of procedure to be done, obtain sleep questionnaires and consent forms) prior


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to the procedure. Patients scheduled for sleep procedure shall be brought to the Sleep Laboratory by a nurse in charge from Unit of origin. During the procedure, basic nursing care (vital signs monitoring, change of diapers, linen care, facilitation of oral and inhaled medications) as well as Intravenous management (IV care and IV medications) shall be done by the nurse from the unit of origin.

9. The sleep technologist shall inform the charge nurse once the sleep study has been completed.
10. The nurse on duty shall transport back the patient to the unit of origin.

For In-patient (Philhealth patients)


1. The patient shall proceed to the sleep clinic at 8:00 AM of the scheduled procedure date and present the following:
 - 1.1 Request from doctor indicating the procedure
 - 1.2 Philhealth Members Data Record
 - 1.3 Philhealth Claim Signature Form (CSF)
 - 1.4 Philhealth ID with Photocopy
 - 1.5 Philhealth Certificate of Contribution (9 months continuous contribution prior to schedule)
 - 1.6 Senior ID (if applicable)
 - 1.7 Valid NEGATIVE RT-PCR swab test result with QR Code (The result is considered valid if the procedure is done within 5 days starting from the date of swab)
 - 1.8 Only One (1) companion is allowed for Senior Citizens/Non-Ambulatory/Pediatric patients. A valid NEGATIVE RT-PCR SWAB TEST result is required (The result is considered valid if the procedure is done within 5 days starting from the date of swab)
2. The patient shall be assessed by the sleep fellow
3. After assessment, the patient shall be given questionnaires and forms necessary for the sleep study procedure and will be escorted to the admitting section for the registration.
4. The patient will fill-out applicable forms at the admitting section.
5. The SSU nurse shall implement the standard of practice in admitting the patient
 - 5.1 If the patient requests to go out on pass (OOP), the SSU nurse shall follow the policy on Out on Pass.
 - 5.2 The patient shall be admitted for 24 hours to comply with the Philhealth requirements on the minimum time of admission.
6. The SSU nurse shall take the initial vital signs of the patients prior to the procedure.
7. The sleep technologist shall follow the standard operating procedure of the sleep unit on polysomnography.

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8. Once the procedure is completed, the sleep technologist shall give the necessary discharge process instruction, requirements and documents. The SSU nurse shall issue a notice of discharge (to be signed by the cashier upon completion of the discharge process).
9. After completing the discharge process, the patient shall proceed to the SSU. The SSU nurse shall sign the notice of discharge and then to the guard on duty for him/her to be allowed to be officially discharged.

For Out-patients

1. A NEGATIVE RT-PCR swab test result with QR code is required. (The result is considered valid if the procedure is done within 5 days starting from the date of swab)
2. On the day of the scheduled procedure, the patient shall proceed to the sleep clinic for the assessment.
3. The patient shall be escorted to the admitting section for the registration.
4. After registration, the patient shall be escorted back to the sleep unit for the procedure.
5. The patient will be given forms and questionnaires necessary for the procedure.
6. The sleep technologist shall follow the standard operating procedure of the sleep unit on polysomnography.
7. Once the procedure is completed, the sleep technologist shall give the necessary discharge process instruction, requirements and documents. The SSU nurse shall issue a notice of discharge (to be signed by the cashier upon completion of the discharge process).
8. After completing the discharge process, the patient shall proceed the SSU. The SSU nurse shall sign the notice of discharge. The patient will then be instructed to proceed to the guard on duty located at the hospital entrance and present his/her signed notice of discharge before being allowed to exit the hospital.
9. In case of emergency, the Sleep Unit shall direct the patient to the Emergency Room for evaluation and immediate intervention.
10. Only One (1) companion is allowed for Senior Citizens/Non-Ambulatory/Pediatric patients. A valid NEGATIVE RT-PCR SWAB TEST result is required (The result is considered valid if the procedure is done within 5 days starting from the date of swab)

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Cancelled/Deferred procedures

1. Cancelled/deferred procedures prior to the procedure date are re-scheduled.
2. Cancelled/deferred procedures on the day of the reserved date but prior to the start of the procedure shall not incur any charges.
 - 2.1 For Philhealth patients, cancellation/deferment on the reserved date but prior to the start of the procedure shall result in cancellation of admission
3. Cancelled/deferred procedures during a sleep study procedure are re-scheduled but will still be charged based on the requested procedure by the sleep technologist on duty.

Sources:

1. *Guidelines for Sleep Study During COVID-19 Pandemic, Philippine Society of Sleep Medicine*
2. <https://aasm.org/covid-19-resources/covid-19-mitigation-strategies-sleep-clinics-labs>
3. <https://www.cdc.gov/infectioncontrol/basics/transmission-based-precautions.html>