



**INCIDENT COMMAND
POST**

Document Type

POLICY

Document Code:

POL-ICP-069

Effective Date:

NOVEMBER 2020

Document Title

**INTERIM GUIDELINES ON THE
CONDUCT OF OUT-PATIENT
PROCEDURES IN THE SHORT
STAY UNIT (SSU)
AND PREVENTION OF COVID-19
TRANSMISSION**

Revision Number:

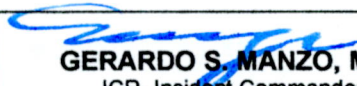

0


Page:

1 of 4

REVISION HISTORY

Rev No.	Review Date	Description of Change	Date of Next Review
0	2020		Nov. 2022

Reviewed by:	 GERARDO S. MANZO, M.D. ICP- Incident Commander	Approved by:	 JOEL M. ABANILLA, MD Executive Director
--------------	---	--------------	---

 INCIDENT COMMAND POST	Document Type	Document Code: POL-ICP-069
	POLICY	Effective Date: NOVEMBER 2020
	Document Title	Revision Number: 0
	INTERIM GUIDELINES ON THE CONDUCT OF OUT-PATIENT PROCEDURES IN THE SHORT STAY UNIT (SSU) AND PREVENTION OF COVID-19 TRANSMISSION	Page: 2 of 4

I. STATEMENT OF THE POLICY

This policy shall serve as a guide for Health Care Workers (Medical Oncologists, Hematologist, Nursing Personnel and Pharmacist) in the implementation of out-patient procedures and the prevention of COVID-19 transmissions in Short Stay Unit (SSU)

II. OBJECTIVES

1. To ensure the safe and smooth conduct of Out-Patient Therapy Chemotherapy, Targeted Therapy, Immuno Therapy, Parenteral Nutrition and Blood Transfusion in SSU.
2. To prevent the spread of COVID-19 among both healthcare workers and patients undergoing out-patient procedures in the SSU.

III. GUIDELINES

A. General Guidelines

1. The SSU Out Patient Therapy shall implement the operating hours of the unit to be from 8:00 AM to 5:00 PM Monday to Saturday for all out-patient procedures. Extensions are not allowed.
2. The SSU Out Patient Therapy shall accommodate only four (4) patients at all times.
3. Screening and triaging of patients and companions shall be implemented upon entry to the hospital.
4. STRICTLY NO FACEMASK, NO FACESHIELD, NO ENTRY POLICY shall be implemented at all times.
5. No companion/ visitor shall be implemented inside the SSU Chemotherapy Room.
6. Eating inside the chemotherapy room is discouraged. Scheduling of meal during the therapy session shall be arranged between patients to avoid prolonged exposure. (In compliance with IPCO policy).
7. The SSU chemotherapy room is strictly utilized for Out Patient Therapy only. Consultation and other treatment is not allowed.



**INCIDENT COMMAND
POST**

Document Type

POLICY

Document Code:

POL-ICP-069

Effective Date:

NOVEMBER 2020

Document Title

**INTERIM GUIDELINES ON THE
CONDUCT OF OUT-PATIENT
PROCEDURES IN THE SHORT
STAY UNIT (SSU)
AND PREVENTION OF COVID-19
TRANSMISSION**

Revision Number:

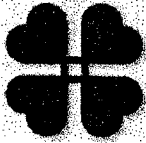
0

Page:

3 of 4

B. Pre-Admission/Admission

1. The SSU nurses shall confirm that the patient has an attending Medical Oncologist/ Hematologist who is affiliated with the Philippine Heart Center.
2. The Medical Oncologists/ Hematologist shall inform the SSU for decking of their patient three (3) working days prior to the scheduled therapy.
3. The MAB triage or Non-Covid ER shall be the entry point for the scheduled patient and their companion for screening and filling up of the Health Declaration Form.
 - 3.1 If the patient is found **asymptomatic**, the MAB triage personnel or Non-Covid ER screening nurse shall instruct the scheduled patient to proceed to Admitting Section for routine admitting process.
 - 3.2 If the patient is **symptomatic**, the MAB triage personnel or Non-Covid ER screening nurse shall refer the patient to Covid ER special triage for further assessment.
 - 3.3 The Emergency Room Fellow on duty shall inform the Medical Oncologist/ Hematologist regarding the patient's status.
4. The Admitting Section shall notify the SSU staff of patient admission.
5. The Medical Oncologist shall proceed with the scheduled Out-Patient Therapy once the patient is cleared.
6. The staff nurse shall advise the patient's companions to wait at the designated admitting section waiting area and maintain physical distancing. They can also wait inside their vehicles while the patient is on therapy.
7. The Medical Oncologist shall create and maintain Electronic Medical Record with notes of Covid of Chemotherapy per visit.
8. The Adult Cardio/ Fellow-on-Duty may be called to assist in assessment and manages urgent concerns of patients undergoing outpatient Chemotherapy.

 <p>INCIDENT COMMAND POST</p>	Document Type	Document Code:
	POLICY	POL-ICP-069
		Effective Date:
	Document Title	NOVEMBER 2020
Revision Number:		
0		
INTERIM GUIDELINES ON THE CONDUCT OF OUT-PATIENT PROCEDURES IN THE SHORT STAY UNIT (SSU) AND PREVENTION OF COVID-19 TRANSMISSION	Page:	
	4 of 4	

C. During Admission

1. The nurse shall orient the patient and relatives to the unit, set up, and new policies.
2. The nurse shall obtain from the patient the order for treatment from the attending physician.
3. The nurse shall check the latest laboratory results of the patient and relay immediately to the Medical Oncologists.
4. The nurse shall secure the chemotherapy drugs on the day of the scheduled session from the patient or from the Medical Oncologists.
5. The nurse shall notify the Medical Oncologists Pharmacist regarding the scheduled chemotherapy for the necessary compounding of chemotherapeutic agents.

D. During Chemotherapy Administration

1. The nurse shall secure an informed consent from the patient.
2. The nurse shall assess and obtain the baseline vital signs of the patient.
3. The nurse shall wear proper Personal Protective Equipment found in the Chemotherapy Kit during the course of therapy.
4. The nurse shall monitor the patient status during the entire therapy for possible drug reactions and physiological instability.