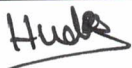
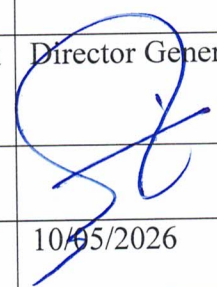


المديرية العامة لمستشفى خولة
Directorate General of Khoula Hospital
Directorate of Nursing Affairs

APPROVED
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Acronyms

Abbreviations	Full Term
DGKH	Directorate General of Khoula Hospital
PRO	Public Relation officer
ID	Identification
BP	Blood Pressure
CTG	Cardiotocograph
ERAS	Early Recovery After Surgery
HD	High Dependency
ICU	Intensive Care Unite
PPE	Personal Protection Equipment

Policy and Procedure for Ward Admission

Chapter One

1. Introduction

Patient admission is the first step in providing health care to a patient as an in-patient. Through admitting the patient, hospital undertakes a higher level of responsibility for the assessment, management and care and well-being of the patient.

2. Purpose

The purposes of this policy and procedure are to:

2.1 Guide healthcare professionals in the application of admission process and ensure high quality patient centered care.

2.2 Ensure admissions are coordinated with available bed capacity and escalating process.

2.3 Provide consistent, efficient procedures for patient admission, transfer in, and change in admission status to other specialties.

2.4 Ensure safety and compliance.

2.5 Ensure continuity of care, proper coordination among healthcare professionals, and optimal of hospital resources.

3. Scope

This guideline applies to all healthcare professionals in DGKH, who are involved in the patient admission process.

4. Definitions

4.1 Admission: It is the formal process of accepting a patient for inpatient observation, investigation, treatment, or care for one day, overnight or longer.

4.2 Emergency Admission: It is the admission when patients are admitted with acute medical, surgical or traumatic conditions requiring urgent assessment treatment.

4.3 Elective Admissions: It is the admission when Patients are admitted for planned investigations, procedure or treatments and including scheduled surgeries.

4.4 Direct Admission: A process when a patient is admitted directly as inpatient as transferred from another hospital for further management and surgery.

4.5 Out Patient Admission: A process when a patient is admitted from clinic for semi urgent investigation or procedure.

4.6 Day Care Admissions: A process when a patient is admitted from day care for observation for planned procedures, treatment, observation, or same-day care.

Chapter Two

5. Structure

This policy and procedure of the Directorate General of Khoula Hospital (DGKH) is established to guide healthcare professionals in the application of admission process and ensure high quality patient centered care. Further to that:

5.1 The treating Doctor should explain treatment management plan to the patient, relatives and obtain verbal consent of agreement before schedule the patient for admission as per the national policy and procedure of informed consent.

5.2 All routine admissions should be planned and scheduled in advance by medical records and the nurse coordinator for admission.

5.3 In emergency, the patient may be admitted immediately based on clinical status and bed availability (HD, ICU and regular bed) through bed manager.

5.4 Required screening results and bed availability should be ensured for all referred patients from other healthcare institutions before acceptance for admission.

5.5 The bed manager should allocate beds for elective admissions according to specialty and be availability and send the list to admission office.

5.6 The admission visit should be registered in Al-Shifa 3 Plus system once patient arrives to admission office

5.7 For emergency cases, patient visit should be opened in emergency room and patient transferred by staff nurse to the ward after confirmation bed allocation by bed manager.

5.8 Non-Omani patient's details should be recorded in Al Shifa 3 Plus system with eligible sponsor name and phone number if free treatment card is not available as per the policy for medical record.

5.9 Medical record staff should issue and hand over to the patient the ID stickers after verification with civil card/approved identifiers.

5.10 Non-Omani should be registered under valid free treatment card or referred to the finance office if card is unavailable before admission as per the policy for medical record.

5.11 Bed managers should arrange beds based on the specialists request as appropriate and notify the receiving ward before sending the patient for admission.

5.12 In case of unforeseen events (refusal of admission, emergency, violence), the hospital PRO and nursing shift supervisor should be notified immediately.

5.13 ERAS guidelines should be followed for applicable surgeries in accordance with approved ERAS protocols

6. Detailed Procedure

6.1 Welcome, greet and self-introduce to the patient/relative.

6.2 Verify patient ID labels/stickers and confirm details are correct in accordance with the national Patient Identification Policy.

6.3 Allocate a suitable bed based on the patient's condition and required level of care.

6.4 Accompany the patients to the bed/admission room while maintaining privacy and dignity. Safely assist the patient to bed.

6.5 Perform hand hygiene as per Policy and Procedure of Hand Hygiene.

Explain and apply patient ID band.

- 6.6** Perform clinical assessment and assess /document pressure injury risk based on patient condition.
- 6.7** Obtain past and present patient's medical and surgical history.
- 6.8** Assess patient's specific risk e.g. Fall, allergy, and pressure ulcers.
- 6.9** Explain and apply color code alert band if indicated (fall, allergy, and limb alert) as per the Policy and Procedure of Color-Coded Identification Band.
- 6.10** Explain to the patient about patient's rights and responsibilities as per Patients' Rights and Responsibilities Policy.
- 6.11** Explain and complete the patient's belonging forms as per Safe Management of Patient Valuables.
- 6.12** Orient patient to the ward environment and Instruct on how and when to use call bell.
- 6.13** Instruct the patient and relative to not leave the ward without informing the staff.
- 6.14** Collect and assembled required equipment and items e.g. BP apparatus, thermometer, sonic aid, CTG etc.
- 6.15** Perform hand hygiene.
- 6.16** Check vital signs.
- 6.17** Inform concerned doctors when the patient arrives and ensures the admitting doctor reviews the patient, assesses and document treatment plans in ALShifa 3 plus System.
- 6.18** Document the ward admission in Al Shifa system according to the bed location.
- 6.19** Ensure the necessary equipment/items for patients are available (e.g. oxygen, ripple mattress, traction beds etc.)
- 6.20** Ensure all safety measures are applied immediately.

- 6.21** Document the admission notes in Al Shifa 3 Plus System as per Healthcare Documentation Policy .This includes all required forms: Braden scale, fall, allergy, belongings as applicable.
- 6.22** Explain to the patient and attendant the important of two hourly nursing rounds and document in Nursing Kardex.
- 6.23** Notify the clinical pharmacist if the patient is taking regular medications to ensure proper medication reconciliation.

Chapter Three

7. Responsibilities

7.1 The Director of Nursing Affairs shall:

- 7.1.1** Ensure that all staff are adhere to this policy and procedure.

7.2 All Admitting Doctors shall:

- 7.2.1** Obtain informed consent as required.
- 7.2.2** Review referred cases and consider appropriate admission plan including patient consultation /relative opinion.
- 7.2.3** Assess the patient and develop appropriate plan of care.
- 7.2.4** Ensure availability of Lab investigations and imaging orders from other referral hospitals.
- 7.2.5** Counsel patient and their relative regarding preoperative guidelines of ERAS, including the expected length of stay in the hospital.

7.3 The Head of Sections, Unit Supervisors/Shift Duty supervisors shall:

- 7.3.1** Conduct periodic audit to monitor and evaluate staff compliance.
- 7.3.2** Plan and implement for cross audit when required.

7.4 Ward In-charges/Shift Deputy In-charges shall:

- 7.4.1** Provide proper training and supervision nursing staff regarding this policy and procedure.
- 7.4.2** Conduct regular audits to assess staff competency and compliance.
- 7.4.3** Investigate all incidents that affect timely patient admission and any issues arising during the admission process.

7.5 The Bed Managers shall:

- 7.5.1** Monitor beds availability and manage patient admission in accordance with hospital bed capacity.
- 7.5.2** Notify receiving/ admitting unit before sending patients for admission.
- 7.5.3** Coordinate with multidisciplinary teams for appropriate patient placement and admission.
- 7.5.4** Maintain accurate statistics of admission, discharge and internal and external transfers.
- 7.5.5** Ensure that patients scheduled for arthroplasty have a recent body screening report before being admitted to the designated wards.

7.6. The Staff Nurses shall:

- 7.6.1** Adhere to this policy & procedure.
- 7.6.2** Provide the admitting doctor with accurate and complete patient information including any abnormal finding.
- 7.6.3** Report admission related issues to the nurse in charge.
- 7.6.4** Document clearly and accurately all details related to admission procedure.
- 7.6.5** Instruct patients not to leave hospital without proper authorization.
- 7.6.6** Ensure patients' safety during ward admission
- 7.6.7** Adhere to the ERAS guidelines when applicable.
- 7.6.8** Ensure Infection control screening is complete on admission as per policy and procedure for infected patients and necessary PPE is used when indicated.

7.7 The Pharmacists shall :

- 7.7.1** Adhere to this policy and procedure.

7.8 The Medical Orderlies shall:

- 7.8.1.** Assist in safe transfer of patients from area of admissions to assigned wards.

Chapter Four

8. Document History and Version Control

Version	Description	Author		Review Date
1	Initial release	Ms. Saida AL Harthi	Ms. Sini Kattungal	2022
2	Second Version	Ms. Sini Kattungal		2029