

**VALLEYCARE
OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS
ENDOSCOPY LAB
POLICY & PROCEDURE**

**NUMBER: 3483
VERSION: 1**

SUBJECT/TITLE: ADMISSION OF PATIENTS TO THE ENDOSCOPY LABORATORY

POLICY:	All patients arriving in the Endoscopy Laboratory for a scheduled procedure will be admitted by a Registered Nurse.
PURPOSE:	To facilitate implementing and communicating the plan of care. To ensure accurate identification of the patient, adequacy of the pre-procedural patient preparation, and completeness of the documentation. To assess the patient's actual and potential health problems.
DEPARTMENTS:	Endoscopy Unit, Nursing
DEFINITIONS:	
KEYWORDS:	Admission
PROCEDURE:	<p style="margin-left: 40px;">I. <u>Initial Interview</u></p> <p style="margin-left: 80px;">A. Verify the identity of all patients admitted for endoscopy in the following manner:</p> <ol style="list-style-type: none"> 1. Ask patient to state his or her name 2. Use 2 patient identifier. Check identification bracelet for patient name and hospital unit number 3. Compare name on ID bracelet with patient chart and addressograph plate reporting any discrepancies to appropriate supervisory personnel <p style="margin-left: 80px;">B. Verify patient’s knowledge of the physician's name and procedure to be performed (as per the procedural consent form).</p> <ol style="list-style-type: none"> 1. If patient is unable to verify, this information should be verified with the physician. 2. Verify consent for sedation, if applicable. <p style="margin-left: 40px;">II. <u>Nursing Assessment</u></p> <p style="margin-left: 80px;">A. Nursing assessment should include:</p>

1. Information regarding patient/family previous medical history of:
 - a. Cardiac disease
 - b. Diabetes
 - c. Respiratory disease
 - d. Previous surgical procedure(s)
2. Information regarding patient/family allergies to medications or food; document any allergies
3. Information regarding when patient last ate or drank anything
4. Presence of any jewelry and/or valuables; disposition of valuables is documented.
5. Presence of dentures, loose or capped teeth, and contact lens a. if dentures or lenses are removed, disposition is documented
6. Presence and location of any metal prosthesis (pacemakers, joints)
7. Effects of any preoperative medications given
8. Physical assessment of:
 - a. Skin integrity
 - b. Vision and hearing (any appliance used)
 - c. Range of motion (ROM) of all extremities
 - d. Integrity of any vascular access lines, urinary drainage
9. Psychosocial assessment of:
 - a. Emotional status
 - b. Mental status
 - c. Language spoken

III. Chart Assessment

- A. Chart assessment should include:
1. Completeness and accuracy of consents including:
 - a. Appropriate date
 - b. Appropriate signature(s), witnesses
 - c. Correct procedure

	<p>Signed interpreter attestation if an interpreter was used for medical interpretation of procedural consent.</p> <p>2. laboratory reports</p> <ul style="list-style-type: none">a. CBC, chemistry (if applicable)b. Urinalysis (if applicable)c. EKG, CXR, (if applicable)d. Blood coagulation studies (if applicable)e. Type and crossmatch (when necessary) <p>IV. Communication and documentation</p> <p>A. All chart discrepancies should be communicated to</p> <ul style="list-style-type: none">1. Appropriate member of the Endoscopy Laboratory team<ul style="list-style-type: none">a. Charge nurseb. Physician <p>B. All actual patient problems should be communicated to all members of the Endoscopy- Laboratory Team.</p> <p>C. Documentation:</p> <ul style="list-style-type: none">1. Documentation should reflect the assessment and must include:<ul style="list-style-type: none">a. General condition of patient on arrival to the Endoscopy. Laboratoryb. Relevant information collected from patient during admission interviewc. Patient’s understanding of procedure (s) to be performedd. Any patient/family education provided or reinforcede. (Not related to admission activity before procedure).f. Signature of nurse admitting the patient and verifying accuracy and completeness of procedural consent.
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Policy Number: **3483**
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References:	
Endoscopy Laboratory Policies Procedures Standards of the Joint Commission Accreditation Manual	
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