

STANDARD OPERATING PROCEDURE

Ward Round

- Visitor control, one attendant for one patient.
- No O.P.D. consultation and appointments for other patients.
- Round time 9:00 AM sharp.
- Start round alternately in male/female side.
- Carry out new orders immediately; Fill up lab. forms and place in the lab file
 - ✓ Note changes in the drug chart
 - ✓ For procedure(s) prepare sets so that time is not lost
 - ✓ Plan discharge and inform patient/ attending person
 - ✓ Note in the round for handing over to the next shift
 - ✓ Clear away files for appointment(s)/discharge process/ place back in place.
 - ✓

PREPARATION FOR ROUND TROLLEY

- Clean trolley
- Patient's file
- Drug chart
- Round book
- Torch
- Hand rub solution (alcohol base hand rub)
- Knee hammer
- Gloves
- Investigation forms
- Discharge slips
- Waste container
- Scissors
- Plaster

WARD ROUND DUTY

- Specialist on duty
- Doctors on attachment
- Nurse in charge
- Available nursing staff (One staff will remain in station to carry out orders, attend calls and liaise).
- Students if there are no other work at hand.

SIGNATORIES

Name of staff (MO/NO/CO/COI/MIDWIFE/ ETC)

Name:

sign.....

Date:

Department in charge

Name:.....

sign.....

Date:

Nursing Officer in charge

Name:.....

sign.....

Date:

Hospital Administrator

Name:.....

sign.....

Date: