
* ADDENDUM *

HACKETTSTOWN COMMUNITY HOSPITAL

Division of Nursing

Index: 7430.000
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TITLE: ADMINISTRATIVE SUPERVISOR'S RESPONSIBILITIES FOR MINOR PROCEDURE EMERGENCY

1. Ascertain if there is a signed consent on the chart and any contraindications to the procedure (patient not NPO, noncompliance with prep, etc.).
2. Be available to help monitor the patient when the G.I. nurse is assisting the physician, or assign another RN to monitor the patient.
3. When feasible, chart the medications, patient response, and other pertinent facts during the procedure (E.G. start time, finish time, biopsies taken, etc.).
4. Help transport the patient to and from Minor Procedures when necessary.
5. The call/Minor Procedures Nurse will clean the scope as soon as procedure is completed.
6. For ERCPs done on Friday or Saturday, the supervisor is to make a follow-up phone call in 24 hours to complete the ERCP checklist.
7. CSR Aon call≅ person will be called to clean scopes when procedure such as bronchoscopy is done without Minor Procedures personnel.