

 KING ABDULAZIZ UNIVERSITY HOSPITAL	Department : ENT	Unit:	Policy Number: KAUH-ENT-III-016
	Title: ENT ELECTIVE ADMISSION	Issue Date: Revision Date Effective Date Due for Revision on:	Sept. 2009 Oct. 2009 Oct. 2009 Oct. 2013
	Prepared/Revised by: Date:		
	Reviewed by: Date: Quality Management Department	Authorized by: Date: Department Head	Authorized by: Date: Medical Director - King Abdulaziz University Hospital
Authorized by: Date: Vice Dean for Quality & Development Affairs	Authorized by: Date: Vice Dean University Hospital Affairs	Approved by: Date: Dean of College	

1.0 Condition:

- 1.1 This procedure applies to all ORL-H&NS Staff

2.0 Purpose:

- 2.1 To facilitate admission for treatment and management of ENT patient.
- 2.2 To define the role of each staff in the department in the process of ENT admission

3.0 Policy:

- 3.1 Patients should follow the **Eligibility Criteria:**
- 3.1.1 All Saudi Patients with referral.
- 3.1.2 All Non-Saudi Patients who are KSU employees
- 3.1.3 All Non-Saudi Patients in case of emergency

- 3.2 Patients must be booked manually in the admission book for each consultant according to the date given by the consultants and according to the urgency of the case which is categorized by I, II and III categories (e.g. Head and Neck concern cases; complicated elective cases, cholesteatoma, severe fungus sinusitis, progressive laryngeal papilloma...)
- 3.3 Patient must be referred to the Anesthesia Clinic for examination 2 weeks prior to the admission day.
- 3.4 Patient must do the lab work 2 weeks prior to the admission
- 3.5 Patient with a complications should be referred to medical doctors, cardiologist.... prior to the admission.
- 3.6 The admission clinic coordinator must do the OR List 2 weeks prior to the admission and confirm the booking with patient one (1) week prior to the admission day.
- 3.7 Admission clinic start at **8:00AM** until **12:00PM**
- 3.8 Clerking should be done in the ward.
- 3.9 Patient sent to the ward after being seen in the admission clinic.

.0 Procedure:

- 4.1 Prepare the following:
 - 4.1.1 The ENT nurse will prepare the admission paper (see the ENT Elective Admission Policy and Procedure of the Nurse)
- 4.2 Admission instructions:
 - 4.2.1 The doctors will fill the admission paper and the lab and radiological investigation.
 - 4.2.2 Explain admission procedure to the patient
 - 4.2.3 Complete the issue operation slip to the patient.
 - 4.2.4 Instruct the patient to go to the Anesthesia Clinic and do the lab work 2 weeks prior to the admission.

5.0 OR List:

- 5.1 The Clinical coordinator must do the OR List 2 weeks prior to the admission and confirm the booking with patient one week prior to the admission
- 5.2 In case of cancellation the clinical coordinator should call patient from waiting list as arrangement done with consultant.

6.0 ENT Admission Clinic

- 6.1 Receive patient and file from the Admission Office , on the day of admission
- 6.2 The admission nurse will identify the patient ensure that all admission papers are in order, check vital signs
- 6.3 The admission Physician will examine the patient, in case the patient not fit for surgery (e.g. Recent infections , HB less than 10....)the case should cancel. Otherwise the admission Physician must admit all the patient.
- 6.4 If the patient not screened by the Anesthesiologists he should be directed after seen by the director to the anesthesia screening clinic at Ldg.1level2
- 6.5 If admission paper is complete patient should be directed to the admission office for stamping of paper and entry to the computer system. Then admission office will direct the patient to the ward
- 6.6 Ensure that all out -patient medical records ,files and radiological files are sent to the wards or return to Medical Records department