



**UNIVERSITY OF NAIROBI**

Document: **PROCEDURE FOR MANAGEMENT OF DENTAL SURGICAL SERVICES**

College: **CORPORATE**

Doc. No: **UON/OP/41**

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**0.1 DOCUMENT CHANGES**

DATE	CLAUSE	AUTHORIZED BY
May 15, 2008		VC
July 29, 2009		VC
October 14, 2009	0.1 – Document changes	VC
March 21, 2011	0.1 – Changed date format 3. Added Quality Manual 6.13 – modified the condition for discharged of patient to require a patient to be discharged to an adult only when necessary	VC
June 30, 2013		VC
March 31, 2015	4. Added University of Nairobi Service delivery charter 7. Changed bullet numbers 8. Added Records 9. Changed bullet number	VC

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**1. PURPOSE**

To detail how surgical service under general anesthesia shall be done.

**2. OBJECTIVE**

To provide timely dental surgical services

**3. SCOPE**

This procedure covers steps involved in- patient service from the point of admission to the point of discharge from the dental clinic.

**4. REFERENCES**

- a. Quality Manual
- b. Medical Practitioners and Dentists Board Ethical Guidelines
- c. Institution's in-patient guide
- d. University of Nairobi Service Delivery Charter

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## 5. DEFINITION OF TERMS AND ACRONYMS

Term	Acronym	Definition
Surgical care:		Any treatment that is given through operation theatre or through local anesthesia
Prescription		Instructions on drug intake, period, dosage, period and application
Out-patient		Sick people who are treated and released to go home on the same day.
Medical Ethics		Rules and regulations that control quality and conduct of services rendered to patients by health care providers

## 6. RESPONSIBILITY

Dean, School of Dental Sciences shall be responsible for the implementation of the procedure

## 7. METHOD

- 7.1. The reception clerk shall open a file for a new patient or retrieve documents of old patients within the existing data base in 15 minutes. He then directs the patient to see the doctor
- 7.2. The nurse shall take history and record vital signs.
- 7.3. The doctor shall obtain relevant history, examine patient, order investigations and determine fitness for surgery.
- 7.4. The surgeon shall ensure that planned surgery is confirmed, consent is taken, laboratory results are collected. Radiographs are reviewed and theatre list is prepared and distributed.
- 7.5. The nurse in charge shall ensure patient is changed into theatre clothes. Trolley is brought to the ward and patient moved to theatre.
- 7.6. Ward nurse shall hand the patient over to theatre nurse who confirms nature and site of surgery, availability of drugs, blood, consent and records.
- 7.7. The anesthetist shall anaesthetize patient.
- 7.8. The doctor shall carry out surgery on the patient and the anesthetist monitor the patient's condition.
- 7.9. The anesthetist shall reverse anesthesia after surgery and monitor patient until fully conscious
- 7.10. The theatre nurse shall discharge the patient from theatre and transfer to recovery ward
- 7.11. The theatre nurse shall transfer the patient back to the ward after confirming the following:

That the patient:

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- a) Is fully awake;
  - b) Has stable signs; and
  - c) Is not bleeding
- 7.12. The ward nurse shall provide nursing care which shall include
- a) Administration of drugs;
  - b) Observation of vital signs;
  - c) Care for infusion line; and
  - d) Care for wound etc
- 7.13. The doctor shall review the patient daily, and discharge him/her from the ward after confirming the following:
- a) That recovery is eventful;
  - b) Pain is well controlled;
  - c) Patient can care for him/her self or can be cared for at home without problem; and
  - d) Where necessary, a responsible adult is available to accompany the patient home
- 7.14. The ward nurse shall inform the cashier of the discharge
- 7.15. The cashier shall advice the patient and nurse on the charges to be paid by the patient.
- 7.16. The records clerk shall clear the patient to leave the hospital after confirming the following:
- a) A discharge has been given by the attending doctor;
  - b) All fees have been paid; and
  - c) Appointment for next visit has been given.

## 8. RECORDS

Relevant records shall be maintained

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**9. APPENDIX**

**9.1. PROCESS MAP MANAGEMENT OF SURGICAL DENTAL SERVICES**

