

Patient identified as meeting criteria to
Safely proceed with procedure/surgery

Call patient letting them know we are ready to schedule their postponed surgery/procedure

Ask patient if they are available and willing to have the surgery/procedure **AND** COVID testing **AND** quarantining 48 hours prior

Patient available & willing?

No

1. Staff to collaborate with surgeon on their next available time for the patient
2. Update postponed surgery spreadsheet
3. Reschedule patient

Yes

Surgical Clinic Team:

1. Follow normal surgical request process & your clinic process for tracking surgical patients
2. Enter future COVID order (see below)
3. Update postponed surgery spreadsheet

****Note:** If surgery is scheduled more than 2 weeks out:
Call patient reminding them of the 48 hours prior to procedure COVID testing

Pre Procedure COVID testing orders

1. Validate date of procedure
2. Future order for 48 hours prior to date of procedure:
 - a. PowerOrders
 - b. Add orders
 - c. Search for COVID order: **COVID-19 Test**
 - d. Use the procedural provider's name as the ordering physician
 - e. Click on protocol, select "OK"
 - f. Select correct COVID-19 PCR (COVID-19 PCR for Asymptomatic Screening) order
 - g. In **Diagnosis** tab, type diagnosis code - **Z11.59**, select "**Encounter for screening for other viral diseases**" in list, click, "OK"
 - i. On next pop up select "**This patient**" radio button, click "OK"
 - ii. On next pop up:
 - In responsible provider field, enter ordering physician
 - For type, select "Pre-op Diagnosis"
 - For Confirmation, select "Probable"
 - For Classification, stays as "Nursing", select "OK"
 - h. Open **Details** tab,
 - Collection Priority select "Future tests"
 - Requested date/time, enter date as **48 hour prior to procedure** and time as **0700**
 - Confirm COVID 19 Source says "Nasopharyngeal swab"
 - Select "OK" → "OK"
 - i. Sign order and refresh to complete

Site Setup Process:

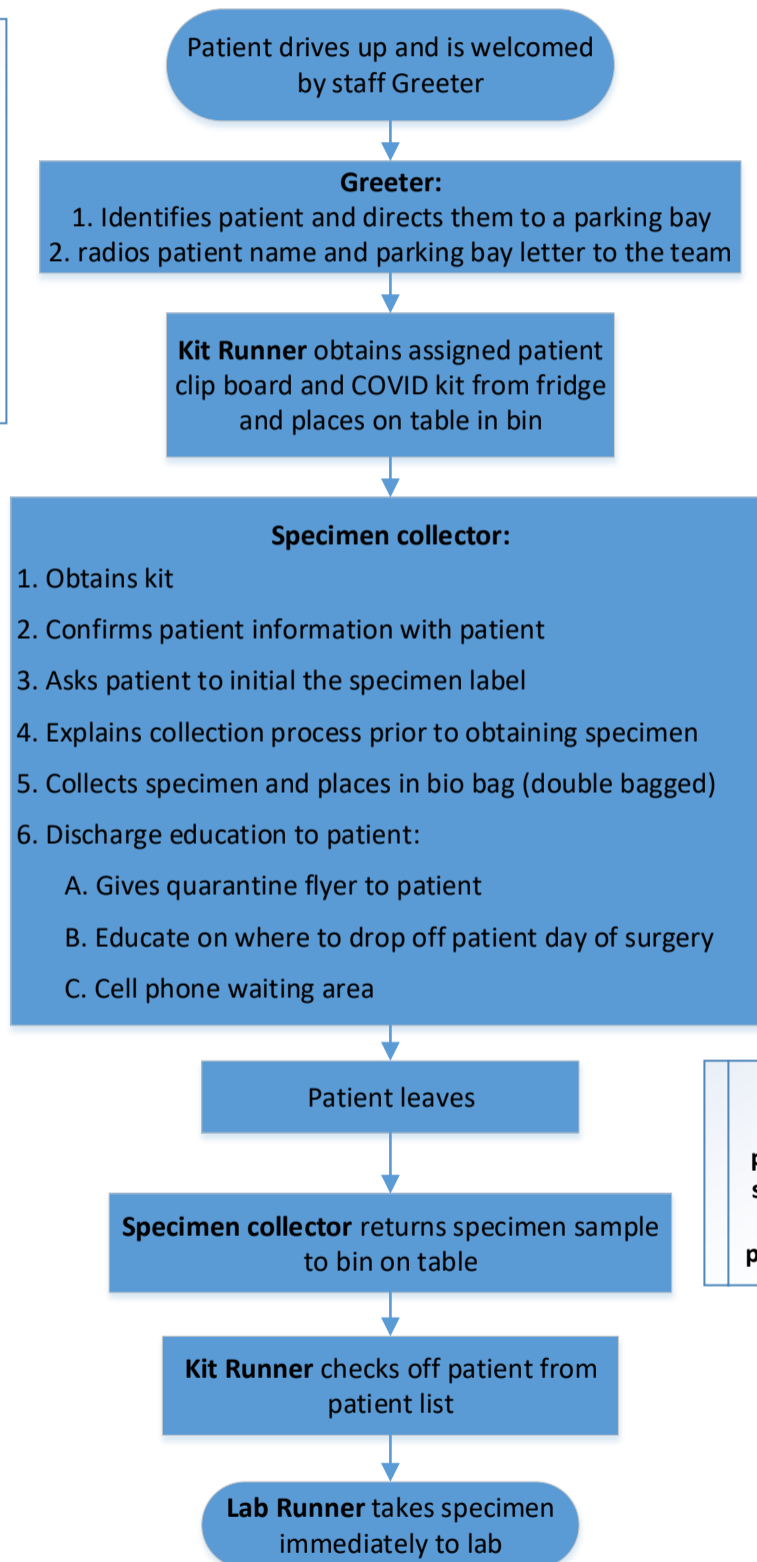
1. Get 2 laptops
2. Set up refrigerator outside
3. Set up tables and chairs
4. Obtain swab kits from Cancer Center
5. Print list of patients
6. Print all requisitions
7. Print all patient labels
8. Prep Clipboards (Organized with requisition, patient labels, and quarantine flyer (for every patient)

Hours:
Saturday/Sunday:
9:30 – 10:00
Monday, Tuesday, &
Wednesday:
8:30- 9:00

Specimen Collection Process:

PPE by position:

1. **Greeter:** Surgical mask
2. **Kit Runner:** Surgical mask
3. **Specimen Collector:**
 - N-95
 - Face shield
 - Gown, gloves, bouffant
 - Green hospital scrubs
4. **Lab Runner:**
 - Gloves
 - Surgical mask



Hours:
Saturday/Sunday:
10:00 – 1:30
Monday, Tuesday, &
Wednesday:
9:00 – 3:00

2 hours prior to end of clinic:
Staff will attempt to contact patients on list who have not yet shown up for testing and remind them that their surgery may be postponed if they do not show up

Site Closing Process:

1. Put all supplies and equipment inside
2. Review patient list to identify no shows:
 - A Tiger Text will be sent to the surgeon and OSIS medical leadership
 - A PCO message will be sent to the Surgeon and the Clinic Director
 - Surgeon to postpone **Tier 1** case by leaving a message at: 925.4842 (OSIS phone #)
 - Surgeon to consult with OSIS medical leadership for disposition for **Tier 2** cases
 - Surgeon to notify patient of postponement for **Monday morning cases**

Hours:
Saturday/Sunday:
1:30 – 2:00
Monday, Tuesday, &
Wednesday:
3:00 - 3:30

Specimen Collection Post-work Process:

For No Shows

Unit Director for each clinic will distribute no show information to the appropriate staff member

Clinic staff will consult with Surgeon for disposition of patient

*Note: Follow your individual clinic process for tracking surgical patients

Patient Education:
Need for COVID testing required prior to surgery

For COVID + Patients

Surgeon informs the coordinator that patient was COVID + and needs to be postponed

Surgeon will consult with clinic staff for disposition of patient

*Note: Follow your individual clinic process for tracking surgical patients

Patient Education:
Hospital staff will be contacting them regarding their COVID 19 care and recovery

Clinic staff to contact patient to inform them case will be postponed to educate patient on next steps

Return to pre-work flow