

Guideline for scheduling Prep/Recovery of Pediatric Patients undergoing Interventional Radiology (IR) Procedures (neuro and body IR)

I. Criteria for Determining whether patient starts in Peds FDS or Main Hospital Radiology Prep

Per agreement between Peds FDS, adult FDS, AFCH administration and Interventional Radiology Nurse Manager and Nurse Practitioner staff pre/post procedure care should be arranged based on the following age criteria:

A. Patients age 10 or younger:

- Prep in Pediatric Surgical Service-3rd floor at AFCH
- Phase I recovery in PACU at main hospital unless Anesthesia determines PACU at AFCH is suitable.
- Phase II recovery at Surgical Service-3rd floor at AFCH if an outpatient, or admission to AFCH (if overnight stay is indicated)

B. Patients age 11 or older

- Prep in Radiology Prep Area (10-bed)
- Phase I recovery in PACU at main hospital
- Phase II recovery in Radiology Prep Area (if outpatient) or admission to AFCH (if overnight stay is indicated)

Exceptions to this criteria can and should be made when deemed appropriate and in the best interest of the patient and family.

II. Pre-procedure work-up and orders

All paperwork, including H & P, outside labs, pertinent pre-procedure test results AND pre-procedure orders should be tubed to **Outpatient Surgery at UW Main Hospital by noon the day prior** to the procedure. Tube to #721 (F6/2). Phone: 3-9278

A. Pre-Procedure Orders: Continue with paper orders as of 2/23/09.

Recommended phrasing for Peds orders:

1. IV access per anesthesia
2. Foley to be placed in IR suite by _____. Make a note of whether prep area should send a catheter along with patient.
3. The following labs to be drawn: _____ Specify whether these must be drawn by prep area nurses or can be drawn after patient asleep.
4. Notation about what procedure is being performed and any special instructions.

B. Post-procedure orders

- a. If going back to Surgical Services 3rd floor AFCH, paper orders must be completed and sent with the patient.
- b. If going to inpatient unit, orders are to be entered in healthlink under admission encounter. Use Post-procedure navigator and “sign and hold” the orders.
- c. Resident writing orders needs to provide discharge criteria and specific time that patient can be discharged.

III. Patient Preparation

1. All patients going through Surgical Services-3rd floor AFCH will be called the prior day by staff in this area. Instructions will be given to patient/family to report to Surgical Services 3rd floor AFCH Reception Area for check-in. Specific NPO and arrival instructions will be provided by

them. If additional special instructions have already been given (or need to be given), the Radiology nurse coordinator or NPs should note that on the orders sent to F6/2.

2. All patients going through 10-Bed Radiology Prep will be called by the Radiology nursing or NP staff with all appointment details. Instructions will be given to patient/family to report to 10-bed Radiology Area for check-in.

IV. Day of Procedure

1. **Bed confirmation:** If bed reservation has been made, it is up to the Senior Team Leader in the IR Department to identify bed location (via morning rounds) and communicate it to appropriate IR Team.

2. **Escort:** IR Department will be responsible for arranging Escort for transport to and from Surgical Services 3rd floor AFCH.

- IR will call Surgical Services (890-6900) in addition to initiating Escort.
- Surgical Services 3rd floor AFCH will notify Child life that patient/family is leaving AFCH 3rd floor to be transported to IR for procedure.
- Parents will accompany patient over to IR.
- IR prep area will facilitate directing the parents to C5/2 surgical waiting area.

V. Scheduling Details

- Interventional Radiology schedulers know how to and have access to ordering “Peds FDS” through the A2K ordering system. They will also order bed reservation through this route if indicated.
- Weblink order for General Anesthesia should include notation regarding where patient will be located pre-procedure.
- Add on cases: IR will facilitate most appropriate patient placement for add on cases. IR scheduler will notify Surgical Services 3rd floor(890-6900) to verify that case can be accommodated due to surgical space and staffing.

Peds FDS (Surgical Services 3rd floor AFCH): Phone: 890-6900. FAX 890-8268. Tube #137
Hours of operation: 6am-8pm.