

# Introduction to Hospital Procedures

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### 1. Introduction

- Hospital procedures are standardised steps that ensure care is delivered safely and consistently.
- They cover admission, treatment, infection control, documentation, and discharge.

### 2. Purpose

- **Patient safety:** reduces errors and adverse events.
- **Consistency:** ensures every patient receives a comparable standard of care.
- **Accountability:** creates a clear record of who did what and when.

### 3. Categories of Procedures

- Administrative procedures such as admission, transfer, and discharge.
- Clinical procedures including assessment, medication, and treatment.
- Safety procedures covering infection control and emergency response.

### 4. Roles and Teamwork

- Doctors, nurses, and support staff each follow defined responsibilities.
- Effective communication and handovers prevent gaps in care.
- Adherence to protocols supports coordinated, multidisciplinary teamwork.

### 5. Importance of Standardisation

- Standard operating procedures align practice with legal and regulatory requirements.
- They aid training, audit, and continuous quality improvement.
- Following procedures protects both patients and practitioners.