

# Introduction to Hospital Procedures

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### 1. Introduction

- Hospital procedures are standardised steps that guide safe, consistent patient care.
- They protect patients and staff and ensure quality of service.

### 2. Purpose of Procedures

- Promote patient safety and reduce errors.
- Ensure consistency so all staff follow the same standards.
- Support legal and ethical accountability.

### 3. Common Procedure Areas

- **Admission and discharge:** managing patients entering and leaving care.
- **Infection control:** preventing the spread of infection.
- **Documentation:** accurate recording of care given.

### 4. The Healthcare Team

- Procedures define roles for doctors, nurses, and support staff.
- Clear communication and teamwork are essential to safe care.

### 5. Professional Conduct

- Maintain confidentiality and respect patient dignity.
- Follow ethical principles and hospital policies at all times.

### 6. Summary

- Hospital procedures provide a structured framework that guides teamwork, safety, and professional conduct in patient care.