

SOP Template: Review of Current Patient Status and Vital Signs

This SOP describes the process for the **review of current patient status and vital signs**, including the systematic assessment of patient history, monitoring of vital signs such as temperature, pulse, respiration, and blood pressure, identification of any abnormalities or changes, documentation procedures, and communication with the healthcare team. The goal is to ensure accurate and timely evaluation of the patient's health status to guide clinical decision-making and provide optimal care.

1. Purpose

To ensure consistent, accurate, and timely review of patient status and vital signs for optimum patient care and clinical outcomes.

2. Scope

This SOP applies to all clinical staff responsible for patient monitoring within the facility.

3. Responsibilities

- Clinical staff: Perform assessments, document findings, and escalate concerns.
- Nursing team: Oversee routine vital sign monitoring and update medical records.
- Physicians: Review assessments, provide clinical direction and interventions as required.

4. Procedure

- Preparation:**
 - Gather necessary equipment (thermometer, sphygmomanometer, stethoscope, watch, etc.).
 - Sanitize hands and don appropriate PPE as per infection control policies.
- Patient Identification:**
 - Verify patient ID using at least two unique identifiers (e.g., name, date of birth, ID number).
- Patient Assessment:**
 - Obtain brief relevant history since last review (symptoms, events, interventions).
 - Perform focused physical assessment as indicated.
- Vital Sign Monitoring:**
 - Measure and record temperature, pulse rate, respiratory rate, and blood pressure.
 - If applicable, include SpO₂, pain score, and weight.
- Assessment of Changes or Abnormalities:**
 - Compare current readings with previous values and normal reference ranges.
 - Identify and document any significant deviations or trends.
- Documentation:**
 - Document all findings promptly and accurately in the patient's medical record or electronic system.
- Communication:**
 - Immediately report abnormal or critical findings to the appropriate clinician.
 - Hand over relevant information to next shift or care provider as needed.

5. References

- Institutional Patient Care Policy
- Clinical Guidelines for Vital Signs Measurement
- Facility Infection Control Manual

6. Revision History

Date	Version	Change Description
2024-06-30	1.0	Initial SOP Template Release

