KEIT DAY HOSPITAL

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Postoperative Follow-Up and Complication Management Protocol

Official Manual of Clinical, Care and Organizational Protocols

Document Code	KEIT-SOP-26	**Version**	2.0
Revision	02	**Status**	Official
Issue Date	28/03/2026	**Next Review**	28/03/2027
Prepared by	Medical Directorate / Quality	**Approved by**	_____
Signature and Date	_____	**Distribution**	Controlled - Internal Use

Purpose of the document. To officially define the scope, responsibilities, operating procedure, KEIT standards, records and protocol review criteria.

1. Document Control Information

Application	All clinical, nursing, technical and organizational personnel involved in the described process.
Archiving	KEIT internal document management system and a controlled copy in the relevant areas.
Review	At least annually or earlier in the event of regulatory, organizational or technological updates.

1. Scope of Application

Applicable to all patients discharged from the facility following a surgical intervention or invasive procedure.

2. Responsibilities

- Surgeon and ward physician: definition of the follow-up schedule and management of any complications.
- Clinical Coordination Team: communication with the patient, follow-up appointment reminders and collection of documentation.
- Nurse: wound care, provision of instructions and initial triage of reported concerns.

3. Operating Procedure

- Provide the patient with written discharge instructions and information on warning signs that must be reported immediately.
- Schedule postoperative follow-up appointments and wound care according to the procedure performed.
- Triage reports received by telephone, messaging, video call or direct clinical assessment.
- Establish criteria for urgent assessment, referral to the emergency department, hospital admission or specialist reassessment.
- Accurately document every follow-up assessment, medical report, clinical photograph and therapeutic decision.
- Review significant complications through internal clinical audits.

4. KEIT Operational Standards

- KEIT integrates in-person assessments, remote support and traceability of postoperative instructions.
- Patient-reported concerns are managed through a documented clinical pathway and, when necessary, a multidisciplinary approach.

5. Records and Documentation

- Postoperative follow-up plan.
- Register of follow-up assessments and wound care.
- Clinical photographic documentation.
- Complication audit records.

6. Review and Updates

The protocol is updated based on clinical outcomes and issues identified during postoperative follow-up.

Implementation Note

This document is an internal operational draft. Before final adoption, review by the Medical Directorate, Clinical Directorate, Legal Advisor and the relevant department managers is recommended.

6. Related Attachments and Forms

- Operational checklists, recording forms, audit sheets and maintenance registers applicable to this protocol.
- Any department-specific or equipment-specific technical attachments are referenced in the relevant local operating instructions.

7. Final Approval

Position	Name and Signature	Date
Medical Directorate	_____	_____