



**PHILIPPINE
HEART CENTER
INCIDENT COMMAND
POST**

Document Type

GUIDELINES

Document Code:

GL-ICP-020

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April 2020

Document Title

**ADMISSION GUIDELINES OF PHC
EMPLOYEES AT SERVICE WARDS**

Revision Number:

0

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REVISION HISTORY


Rev No.	Review Date	Description of Change	Date of Next Review
			April 2022

Reviewed by:

GERARDO S. MANZO, MD
Incident Commander

Approved by:

JOEL M. ABANILLA, MD
Executive Director


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I. STATEMENT OF THE POLICY

This policy shall serve as an admission guideline for the use of Adult Male Service Ward and Adult Female Service Ward as a transient for Non Covid Staff of PHC.

II. POLICY GUIDELINES

1. Admission at Service ward is solely for PHC employees based on the following:
 - 1.1. Assigned at Non COVID unit
 - 1.2. PHC dormitory occupants who opted not to stay at the dormitory
 - 1.3. Doctors and Staff Nurses assigned at COVID units beyond their quarantine period but with the clearance from the Infirmarian "fit to work".
2. The Adult Female Service Ward (AFSW) is solely for female occupants
3. The Male Service Ward (AMSW) is solely for male occupants.
4. The PHC Employee will inform the Virtual Head Nurse (VHN) on duty of their Admission.
5. The VHN will be informed thru phone call regarding the new admission and the guard on duty will give a copy of the Service House Rules. (See Annex B)
6. The VHN on duty will provide the bed number of the occupants
7. The security Guard assigned at the Annex Building Lobby 3rd floor will take charge of the admission in the absence of the VHN.
8. The Security Guard on duty will update the VHN of the new admission.
9. The PHC employees will fill up Daily Monitoring Sheet provided by the Security Guard on duty at the Annex Building lobby 3rd floor. (See Annex A)
10. The Virtual Head Nurse and Virtual Nursing Aide assigned at Service Wards:
VHN – Ms. Maria Rizza S. Dayao, RN. CP No. 09159228318

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(Annex B)

1. The MAB 3rd Annex Service wards shall serve as a transient unit for the **Non Covid PHC staff ONLY**. The PHC staff will be designated to the following transient units:

Adult Female Service Ward – Female PHC Staff

Adult Male Service Ward – Male PHC Staff

* All occupants shall **ONLY** stay at the transient unit where he or she is designated. Cohorting is **STRICTLY PROHIBITED**.

2. Upon admission, the occupant shall claim at the linen section the new set of bedsheets and blankets to be used during his/ her stay. An issuance form should be presented upon claiming the linen.

3. All occupants shall be responsible in returning all used linens at the linen section.

4. Eating and Drinking inside the premises of the transient units are discouraged.

5. The staff shall be responsible in maintaining the cleanliness and orderliness of the transient unit.

6. The staff shall observe the following

- Noise level
- Safe keeping of valuables/belongings and the PHC management will not be held liable for any losses
- Watching of television is until 10:00 PM only
- Microwave and Refrigerator can be use; please observe the cleanliness and maintenance of the said appliances
- Turn off the lights and appliances when not in use

7. The staff that will stay in the transient unit shall write the necessary information in the log-in/out form upon checking in/out. The log-in/out form is available at the MAB Annex 3rd Flr Guard Counter.

8. No visitors shall be allowed inside the transient unit premises.