



RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-APP-HRD-P012 (01)	
TITLE/DESCRIPTION: VACCINATION POLICY			
EFFECTIVE DATE: May 15, 2025	REVISION DUE: May 14, 2028	REPLACES NUMBER: DPOTMH-HW-P14	NO. OF PAGES: 1 of 8
APPLIES TO: All Employees of the RMCI (DPOTMH, MRCCC, Una Konsulta)		POLICY TYPE: Administrative	

PURPOSE: To prevent the spread of vaccine-preventable disease within the workplace/area and provide access to vaccines.
DEFINITIONS: Adverse event- An undesirable medical condition that occurs following vaccination which might be truly caused by a vaccine, or it might be pure coincidence. Adverse reaction- An undesirable medical condition that has been demonstrated to be caused by a vaccine. Evidence for the causal relation is usually obtained through randomized clinical trials, controlled epidemiologic studies, isolation of the vaccine strain from the pathogenic site, or recurrence of the condition with repeated vaccination (i.e., rechallenge); synonyms include side effect and adverse effect. Vaccination and immunization- Vaccination is a simple, safe, and effective way of protecting people against harmful diseases, before they come into contact with them. Immunization is a more inclusive term, denoting the process of inducing or providing immunity by administering an immunobiologic. Immunization can be active or passive. Active immunization is the production of antibody or other immune responses through administration of a vaccine or toxoid. Passive immunization means the provision of temporary immunity by the administration of preformed antibodies. Although persons often use the terms vaccination and immunization interchangeably in reference to active immunization, the terms are not synonymous because the administration of an immunobiologic cannot be equated automatically with development of adequate immunity. Vaccine- A suspension of live (usually attenuated) or inactivated microorganisms (e.g., bacteria or viruses) or fractions thereof administered to induce immunity and prevent infectious disease or its sequelae. Some vaccines contain highly defined antigens (e.g., the polysaccharide of Haemophilus influenzae type b or the surface antigen of hepatitis B); others have antigens that are complex or incompletely defined (e.g., Bordetella pertussis antigens or live, attenuated viruses). Vaccine efficacy- Is used when a study is carried out under ideal conditions, for example, during a clinical trial. Vaccine effectiveness- Is used when a study is carried out under typical field (that is, less than perfectly controlled) conditions.
RESPONSIBILITY: HR- Manpower Planning and Talent Acquisition Supervisor/Staff, Area Supervisor/Manager, Company Physician, Company Nurse, Pharmacist





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-APP-HRD-P012 (01)	
TITLE/DESCRIPTION: VACCINATION POLICY			
EFFECTIVE DATE: May 15, 2025	REVISION DUE: May 14, 2028	REPLACES NUMBER: DPOTMH-HW-P14	NO. OF PAGES: 2 of 8
APPLIES TO: All Employees of the RMCI (DPOTMH, MRCCC, Una Konsulta)		POLICY TYPE: Administrative	

POLICY:

I. PRE-VACCINATION

1. Any vaccine to be administered has been approved by the Department of Health and certified by the Food and Drug Administration (FDA) of the Philippines.
2. Management Committee shall determine the cost, and the mode of payment (if applicable) for the employees and their qualified dependents or to some extent the other household members of vaccines not given for free by the Philippine Government (Flu Vaccine, Pneumonia, Hepatitis-B vaccine, Tetanus Toxoid, etc) shall be charged to the employees account and on a salary deduction basis.
3. Employees shall have the option to secure their vaccines for free from the government or from the company, subject to the terms & conditions stated on the Vaccination Policy. Employees who opted or refuses or high efficacy and effectivity shall be respected and be free from any forms of discrimination.
4. Employees who received vaccines against any emerging and reemerging infectious diseases shall be closely monitored based on the experts recommendation for any adverse effects, side effects, and other possible vaccine related complications, receives counseling before and after vaccination. RMCI employee's shall also monitor their health conditions within 72 hours post-vaccination.
5. Company Physician and Vaccination Team/Company Nurse shall:
 - review immunization history
 - Secures Anti HBS results for personnel of special areas like HD, ER and OR are over 100.
6. A process flow on vaccination and other information shall be discussed in an appropriate forum or meetings; Vaccination related information shall be disseminated through the Communicator or other means of internal communications.
7. If an employee refuses to be vaccinated, the decision shall be respected. However, in cases of possible exposure, the cost of the testing and treatment may be charged to the employees account if not justified by the committee involved in the investigation.





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-APP-HRD-P012 (01)	
TITLE/DESCRIPTION: VACCINATION POLICY			
EFFECTIVE DATE: May 15, 2025	REVISION DUE: May 14, 2028	REPLACES NUMBER: DPOTMH-HW-P14	NO. OF PAGES: 3 of 8
APPLIES TO: All Employees of the RMCI (DPOTMH, MRCCC, Una Konsulta)		POLICY TYPE: Administrative	

II. DURING AND AFTER VACCINATION

1. All vaccines shall be administered at the Employees Clinic or at the designated areas by the DPOTMH Vaccination Team. Vaccines administered outside DPOTMH or by a vaccinator not accredited/authorized/designated by DPOTMH Vaccination Team shall not make DPOTMH liable from any financial and or legal obligations when adverse effects, side effects, and vaccine-related complications arises.
2. Basic health protocol shall be observed at all times.
3. Vaccination Team shall ensure that enough supplies needed for vaccination shall be made available at the vaccination site.
4. Infection Prevention and Control shall be observed at all times.
5. Cold chain system of the vaccines as per pharmaceutical and government recommendations shall be strictly followed. Monitoring of required temperature and vaccine potency shall be observed before, during, and after vaccination.
6. Any post-vaccination related complications, side-effects, and adverse effects experienced by the employee and their qualified dependents that requires hospitalization shall be credited to the employee's and their qualified dependents hospitalization benefits and other applicable policies and government mandated health insurance benefits.





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-APP-HRD-P012 (01)	
TITLE/DESCRIPTION: VACCINATION POLICY			
EFFECTIVE DATE: May 15, 2025	REVISION DUE: May 14, 2028	REPLACES NUMBER: DPOTMH-HW-P14	NO. OF PAGES: 4 of 8
APPLIES TO: All Employees of the RMCI (DPOTMH, MRCCC, Una Konsulta)		POLICY TYPE: Administrative	

PROCEDURE (SOP):

Pre-Vaccination

1. Immunization history
 - 1.1 Company Physician and Vaccination Team/Company Nurse reviews and assesses the employee's vaccination history to help determine which vaccines may be needed.
 - 1.2 Special Area like HD, ER, OR, Anti HBS (Quantitative) result over 100.
2. Assess for needed immunizations
 - 2.1 Use the current Advisory Committee on Immunization Practices (ACIP) immunization schedule to determine what recommended vaccines are needed based on the patient's immunization history or the Recommended Vaccination for Filipino Healthcare Workers and low risk area above 10 are required to have a Booster Shot.
 - 2.2 Check for recommendation of regulatory bodies (e.g. Department of Health)
3. Vaccination Team/Company Nurse screens for contraindications and precautions to prevent adverse events following vaccination.

During Vaccination

1. Vaccination Team/Company Nurse prepares and administers the vaccine(s).
 - 1.1. Proper preparation is critical for maintaining the integrity of the vaccine during transfer from the vial to the syringe. Pharmacists ensures that the vaccine to be given are safe and follows the cold chain management system.
 - 1.2. Administer the vaccine following the correct route of administration, dosage, and other precautionary measures as indicated in the vaccine literature or as recommended by a medical practitioner.

Post-Vaccination

1. Newly vaccinated employee will have to wait for 15-30 minutes before leaving the vaccination center for monitoring of post-vaccination related reactions or vaccine adverse events, and vital signs.
2. Manpower Planning and Talent Acquisition documents the Vaccination(s) record of the employees on their 201 file.





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-APP-HRD-P012 (01)	
TITLE/DESCRIPTION: VACCINATION POLICY			
EFFECTIVE DATE: May 15, 2025	REVISION DUE: May 14, 2028	REPLACES NUMBER: DPOTMH-HW-P14	NO. OF PAGES: 5 of 8
APPLIES TO: All Employees of the RMCI (DPOTMH, MRCCC, Una Konsulta)		POLICY TYPE: Administrative	

WORK INSTRUCTION:

KEY TASK	PERSON RESPONSIBLE
1. Educates the selected applicants on the importance of the recommended vaccines as they are going to work in a healthcare facility. Employees have the option to secure their vaccines for free from the government (City Health Office, etc.) thru the company, or private clinics.	Manpower Planning and Talent Acquisition Supervisor/Staff
2. Documents the vaccination(s) records on their 201 file.	
3. Reviews immunization history.	Company Physician and Company Nurse/Vaccination Team
4. Assesses for needed immunizations.	
5. Screens for contraindications and precautions to prevent adverse events following vaccination.	
6. Prepares and administers the vaccine(s).	Pharmacist/ Nurse





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

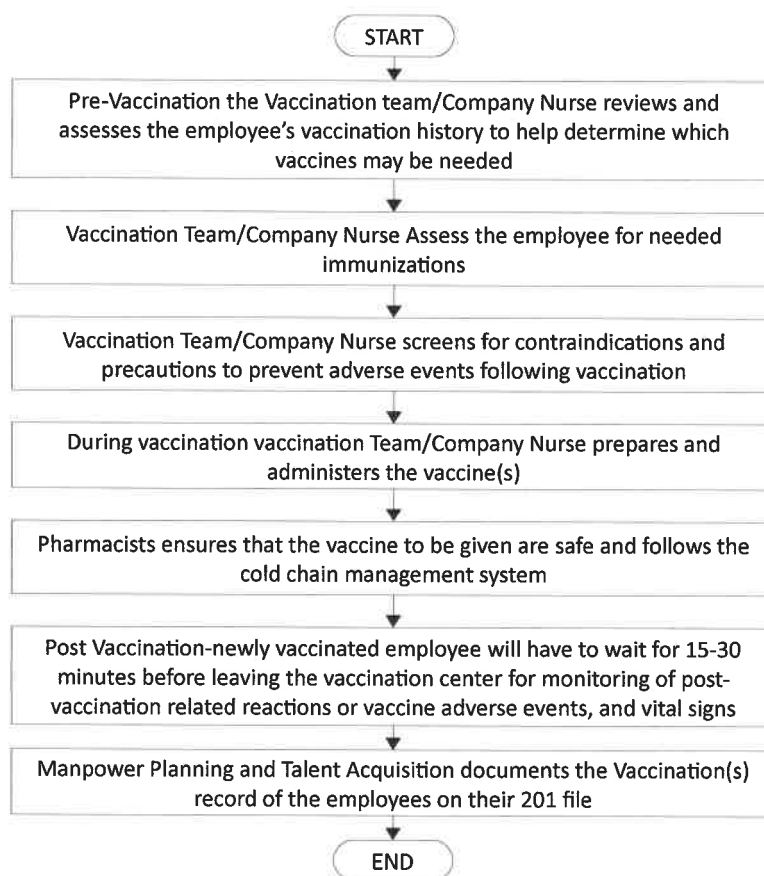
RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-APP-HRD-P012 (01)	
TITLE/DESCRIPTION: VACCINATION POLICY			
EFFECTIVE DATE: May 15, 2025	REVISION DUE: May 14, 2028	REPLACES NUMBER: DPOTMH-HW-P14	NO. OF PAGES: 6 of 8
APPLIES TO: All Employees of the RMCI (DPOTMH, MRCCC, Una Konsulta)		POLICY TYPE: Administrative	

WORK FLOW:





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-APP-HRD-P012 (01)	
TITLE/DESCRIPTION: VACCINATION POLICY			
EFFECTIVE DATE: May 15, 2025	REVISION DUE: May 14, 2028	REPLACES NUMBER: DPOTMH-HW-P14	NO. OF PAGES: 7 of 8
APPLIES TO: All Employees of the RMCI (DPOTMH, MRCCC, Una Konsulta)		POLICY TYPE: Administrative	

FORMS: N/A
EQUIPMENT: N/A
REFERENCES: <ol style="list-style-type: none">1. Vaccine administration. (2021, March 29). Centers for Disease Control and Prevention. https://www.cdc.gov/vaccines/hcp/admin/admin-protocols.html2. (n.d.). Philippine Academy of Family Physicians. https://thepafp.org/website/wp-content/uploads/2017/05/2012-Health-Care-Workers-Immunization-Schedule.pdf





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-APP-HRD-P012 (01)	
TITLE/DESCRIPTION: VACCINATION POLICY			
EFFECTIVE DATE: May 15, 2025	REVISION DUE: May 14, 2028	REPLACES NUMBER: DPOTMH-HW-P14	NO. OF PAGES: 8 of 8
APPLIES TO: All Employees of the RMCI (DPOTMH, MRCCC, Una Konsulta)		POLICY TYPE: Administrative	

APPROVAL:				
	Name/Title	Signature	Date	TQM Stamp
Prepared by:	DHESBER O. ARUTA Company Nurse		4/29/2025	
Reviewed by:	WENDY MAE D. GOMEZ Accreditation & Documentation Manager		4/29/2025	
Approved by:	NANCY B. HIZON Human Resources Division Head		5/6/2025	
	RODEL J. LLAVE Total Quality Division Head		5/6/2025	
	HANNAH KHAY S. TREYES Chief Nursing Officer		5/7/2025	
	JULIE ANNE CHRISTINE J. KO Chief Finance Officer		5/9/2025	
	NOEL P. GARBO General Services Head		5/12/2025	
	ROSARIO D. ABARING Ancillary Division Head		5/14/2025	
	JOSE PEPITO B. MALAPITAN, MD Medical Director		5/15/2025	
	MA. ANTONIA S. GENSOLI, MD VP/ Chief Medical Officer		5/15/2025	
	SOCORRO VICTORIA L. DE LEON VP/ Chief Operating Officer		5/16/2025	
Final Approved by:	GENESIS GOLDI D. GOLINGAN President and Chief Executive Officer		5/19/2025	

