



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resources Division		POLICY NUMBER: DPOTMH-APP-HRD-P013 (01)	
TITLE/DESCRIPTION: AVAILMENT OF PSYCHO-SPIRITUAL SERVICES AMONG EMPLOYEES OF RMCI IN TIMES OF PANDEMIC, QUARANTINE, DEATH AND DYING, MARITAL PROBLEMS, STRESSFUL OR TRAUMATIC EXPERIENCES, AND DEPRESSION			
EFFECTIVE DATE: May 15, 2025	REVISION DUE: May 14, 2028	REPLACES NUMBER: DPOTMH-HW-P17	NO. OF PAGES: 1 of 7
APPLIES TO: All Employees of the RMCI (DPOTMH, UK, MRCCC)		POLICY TYPE: Administrative	

PURPOSE:

1. To provide psycho-spiritual support among the employees of Riverside Medical Center, Inc. during times of Pandemic, Stressful or Traumatic events, loss of loved ones, illness, anxiety attacks and depression.
2. To promote the importance of mental health and wellness.

DEFINITIONS:

Psycho-spiritual therapy (PST) - is an approach that incorporates religion and spirituality into psychotherapy.

Quarantine-is the separation and restriction of movement of people who have potentially been exposed to a contagious disease to ascertain if they become unwell, so reducing the risk of them infecting others.

Spirituality-is a foundation of all population groups since the beginning of recorded history. It plays an integral component of quality of life, health and well-being both in the general population and those affected by illnesses. The relationship with the transcendent or sacred has a strong influence on a people's beliefs, attitudes, emotions and behavior.

RESPONSIBILITY:

Employee, Counselor, Chaplain, Immediate Head and Supervisor, Human Resources Division

POLICY:

1. Riverside Medical Center, Inc. believes that good mental health and psychological support will make its employee fulfill their roles better, greater job attachment, job commitment, job satisfaction, job involvement, work mood positivity, desire to remain with the organization, organizational citizenship behaviors (discretionary behaviors that are beneficial to the organization and are a matter of personal choice), and job performance.
2. Dr. Pablo O. Torre Memorial Hospital (DPOTMH) shall ensure that employees are aware of where and how they can access mental health and psychosocial support services and facilitate access to such services. Managers and Section Heads are facing similar stresses to their staff and may experience additional pressure relating to the responsibilities of their role. It is important that the above provisions and strategies are in place for both workers and managers, and that managers can be role models for self-care strategies to mitigate stress.





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3. The Psycho-spiritual support shall be voluntary or may be a referred case by the immediate supervisor provided that the concerned employee verbalized his/her consent to the referral.
4. Utmost confidentiality of all psychological and or spiritual support given shall be observed.
5. For marital problems, the employee may have the option to seek help from a psychologist, marriage counselor, chaplain, pastor, and or family and life ministers of the institution or other support groups like Catholic Family Movement (CFM), Marriage and Family Counselors from the John Paul II National Institute for Studies on Marriage and Family (Diocese of Bacolod).
6. The employee shall coordinate with the Human Resources Department to avail of these services.
7. **Dr. Pablo O. Torre Memorial Hospital (DPOTMH)** through the Human Resources Division shall:
 - 7.1. Provide education and training to all staff to heighten mental health awareness (i.e., mental health literacy);
 - 7.2. Provide additional education about mental health issues to all staff whose role involves leading, supporting, or managing (e.g., human resources teams, health, and safety representatives, union representatives);
 - 7.3. Create opportunities for training and/or mentoring to enhance interpersonal and people management skills;
 - 7.4. Provide training and/or mentoring to appropriately deal and support employees who have possible mental health concerns;
 - 7.5. Provide the necessary resources and assistance needed to succeed in supporting employees with mental health concerns;
 - 7.6. Review third-party providers of psychological services to ensure adherence to evidence-based practices and focus on work function; and
 - 7.7. Train or engage peer-support workers focused on mental health issues.
8. Any breach of the confidentiality agreement and Data Privacy Law of 2012 committed by the supervisor or the counselor or anybody shall be subjected to disciplinary action like but not limited to work suspension or termination provided that due process has been undertaken. Exemption to this is when non-disclosure or release of important information shall endanger the life of the counselee.





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PROCEDURE (SOP):

1. Employee verbalizes need for Psycho-spiritual help or counseling. The supervisor guides the employee on how to go through with the psycho-spiritual counseling. Employees may also go directly to the Wellness Clinic and talk to a Psycho-spiritual counseling point person for guidance.
2. Employee follows the guidance of his/her supervisor and or the recommendation of the Psycho-spiritual point persons.
3. Employee informs his/her direct supervisor about his consented psycho-spiritual counseling schedule so that it will not in any way affect his work. The Psycho-spiritual point person may also inform the employee's supervisor about the counseling schedule provided that verbal or written consent was freely, and voluntarily obtained from the employee.
4. Counselor assesses employees' concerns and may refer them to more qualified mental and spiritual professionals, like the need for psychiatrists, priest or pastor, and marriage and family counselor.
5. Psychiatrist, priest or pastor, marriage and family counselor's gives recommendation to the Wellness Psycho-spiritual point person and/or to the direct supervisor for compliance monitoring.
6. Counselor prepares and submits a progress report to the Human Resources Division Psycho-spiritual point person.
7. Once the counselor determines that the employee is psychologically and spiritually well. The counselor may start terminating the counseling process.





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WORK INSTRUCTION:

KEY TASKS	PERSON RESPONSIBLE
1. Verbalizes the need for Psycho-spiritual help or counseling or goes directly to the Wellness Clinic and talk to the Psycho-spiritual counseling point person for guidance.	Employee
2. Informs his/her direct supervisor about the consented psycho-spiritual counseling schedule so it will not affects his work.	
3. Guides the employee on how to go through with the psycho-spiritual counseling.	Supervisor
4. Informs the employee's supervisor about the counseling schedule provided that verbal or written consent was freely, and voluntarily obtained from the employee.	Psycho-spiritual point person
5. Forwards the recommendations to the Wellness Psycho-spiritual point person and or to the direct supervisor for compliance monitoring.	Psychiatrist, priest or pastor, marriage and family counselor
6. Prepares and submit a progress report to the immediate head in coordination with the Human Resources Division Psycho-spiritual point person.	Counselor
7. Determines if the employee is psychologically and spiritually well or may start terminating the counseling process when necessary.	
8. Assesses employee's concern and may refer it to a more qualified mental and spiritual professionals, like the need for psychiatrist, priest or pastor, marriage and family counselor.	





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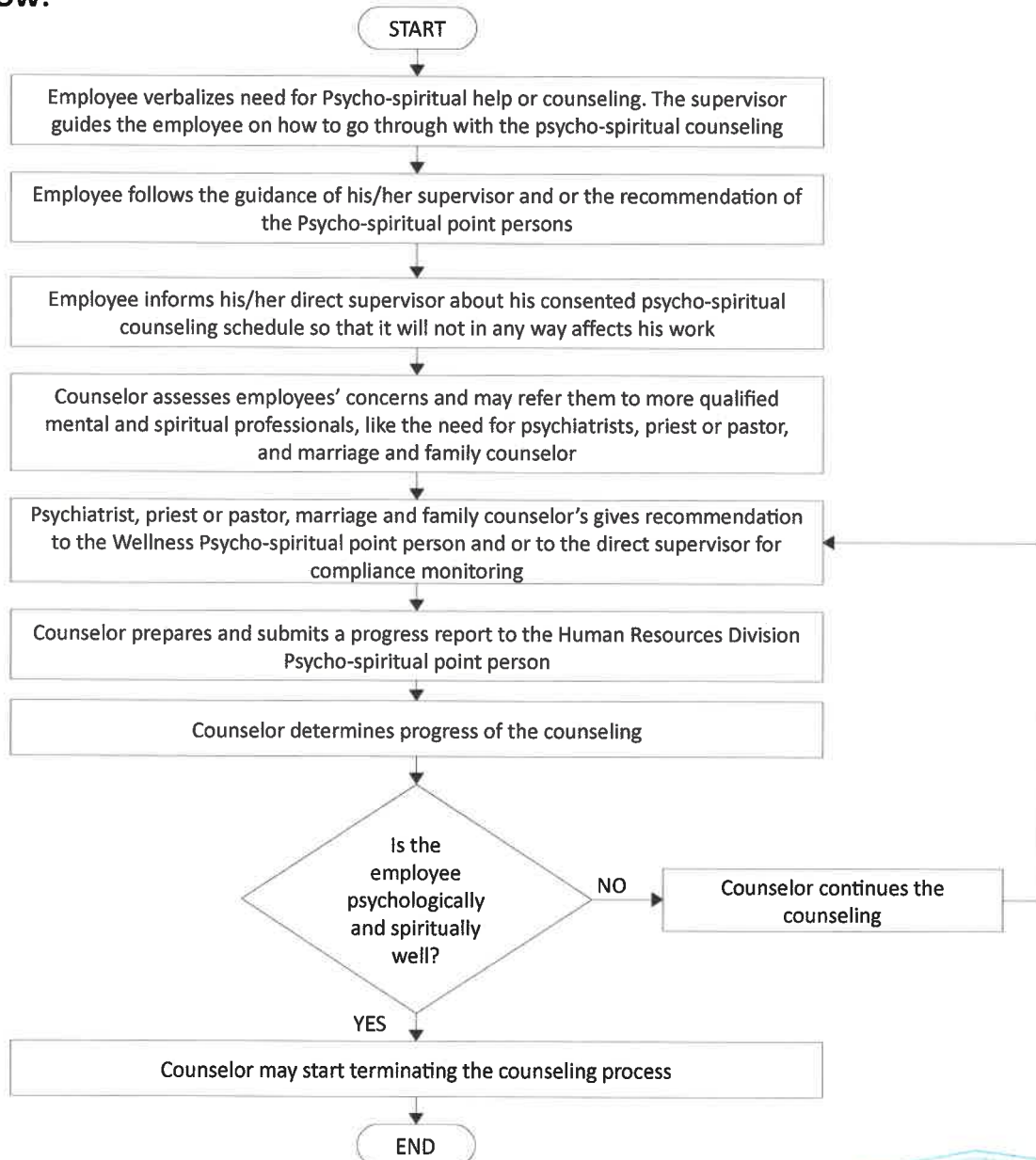
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WORK FLOW:



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FORMS: N/A

EQUIPMENT: N/A

REFERENCES:

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