



RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-MPP-HRD-P011-(01)	
TITLE/DESCRIPTION: INTERNSHIP PAYMENT SHARING POLICY FOR AFFILIATED SCHOOLS			
EFFECTIVE DATE: November 9, 2024	REVISION DUE: November 8, 2027	REPLACES NUMBER: N/A	NO. OF PAGES: 1 of 4
APPLIES TO: Ancillary Division, Pharmacy Division, Human Resources Division		POLICY TYPE: Multi Disciplinary	

PURPOSE:

This policy outlines the guidelines for affiliate schools and interns undergoing training, as well as to standardize the sharing of payments from affiliated schools for student internships at RMCI.

DEFINITIONS: N/A

RESPONSIBILITY:

Ancillary Division, Pharmacy Division, Human Resources Division

POLICY:

A. Payment Allocation

1. Payment received from affiliated schools shall be distributed as follows:

	Laboratory	PMFC	DIS	Pharmacy
Affiliation Fee	P500.00	P3000.00		P2000.00
RMCI Employee	55%	45%	P500.00 per month to 3 assigned staff	50%
Hospital	45%	25%		50%
MD	N/A	30%		N/A

Affiliation fees are subject to change

B. Employee Selection

1. Employees designated as trainers for student interns shall be appointed by department managers based on their expertise, experience, and capacity to provide effective guidance.
2. The selection process shall ensure that the chosen employees are well-suited to offer a valuable learning experience to the interns.
3. The department manager shall submit the appointed employees to the Human Resources Division.

C. Contract or Memorandum of Understanding (MOU)

1. Prior to the commencement of the internship engagement, a formal contract or Memorandum of Understanding (MOU) must be established between the hospital and the affiliated schools. This document must include:
 - 1.1. Clear delineation of roles and responsibilities for both the hospital and the affiliated schools concerning the internship program.
 - 1.2. Explicit details on how the payment from affiliated schools shall be divided between hospital funds and employee trainers.
 - 1.3. Specified time frame for the internship program, including start and end dates.



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1.4. Conditions under which either party may terminate the internship engagement.

1.5. Obligation to maintain confidentiality regarding patient information and other sensitive data.

D. Evaluation Process

1. Mentors must be responsible for evaluating the performance of student interns.
2. The evaluation process shall include clear criteria related to professional skills, communication, teamwork, and adherence to hospital policies.
3. Additionally, mentors shall be evaluated based on their effectiveness in providing guidance, support, and facilitating a positive learning environment.

E. Training for Mentors

1. Trainers must undergo training or must have received adequate training to fulfill their role effectively. This may include workshops, seminars, or orientation sessions to ensure mentors are equipped with the necessary skills to mentor and educate student interns.





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

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PROCEDURE (SOP): N/A
WORK INSTRUCTION: N/A
WORK FLOW: N/A
FORMS: N/A
EQUIPMENT: N/A
REFERENCES: N/A

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