



DR. PABLO O. TORRE  
MEMORIAL HOSPITAL

# RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH  
THE HEART OF FILIPINO HEALTHCARE

<b>DEPARTMENT:</b> Medical Services		<b>POLICY NUMBER:</b> DPOTMH-MPP-MDO-P002-(01)	
<b>TITLE/DESCRIPTION:</b> DORMITORY POLICIES AND GUIDELINES FOR POST-GRADUATE INTERNS, RESIDENTS, AND FELLOWS-IN-TRAINING			
<b>EFFECTIVE DATE:</b> October 31, 2024	<b>REVISION DUE:</b> October 30, 2027	<b>REPLACES NUMBER:</b> N/A	<b>NO. OF PAGES:</b> 1 of 9
<b>APPLIES TO:</b> Post-Graduate Interns, Residents, Fellows-in-Training, Facilities		<b>POLICY TYPE:</b> Multi Disciplinary	

## PURPOSE:

1. To establish clear guidelines and procedures for the use and management of dormitory facilities.
2. To ensure a safe, comfortable, and organized living environment for post-graduate interns and medical residents.
3. To promote respect, responsibility, and proper maintenance of shared spaces.
4. To outline rules for room allocation, maintenance, behavior, and compliance.

## DEFINITIONS:

**Post-Graduate Interns (PGI)** - are medical graduates who have completed their Doctor of Medicine degree and are undergoing a mandatory one-year internship in a hospital setting.

**Residents** - are licensed medical doctors who are undergoing further specialized training in a specific medical field (e.g. Internal Medicine, Pediatrics, Obstetrics-Gynecology, Surgery, Anesthesiology).

**Fellows** - are physicians who have completed their residency and are pursuing additional, sub-specialized training in a particular area of their specialty.

## RESPONSIBILITY:

Post-Graduate Interns, Residents, Fellows-in Training, Facilities Management Personnel, Overall Chief of Residents, Medical Affairs Secretary, Committee on Medical Education and Training (COMET) Chair

## POLICY:

### 1. Location and Amenities:

- The dormitory is located at the 6<sup>th</sup> Floor, Annex Building of the main hospital, which is accessible by stairs or elevator
- Amenities include common living room, kitchen, dining room, and separate male and female air-conditioned quarters with comfort rooms.

### 2. Eligibility and Room Allocation:

- The dormitory is exclusively available to official post-graduate interns and medical residents of the hospital
  - Visitors are not allowed in the dormitory
- Beds are assigned on a first-come, first-served basis, with priority given to out-of-town occupants







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- All occupants shall register with the dormitory attendant upon move-in and provide contact details.

ROOM	AVAILABLE BEDS
Female Dorm 1	6 double decks; 2 single beds
Female Dorm 2	7 double decks
Male Dorm 1	3 double decks; 5 single beds
Male Dorm 2	9 single beds

	TOTAL BED CAPACITY
Male	23
Female	28

### 3. Room and Common Area Maintenance:

- Cabinets and lockers are available on a first-come, first-served basis. Each tenant is responsible for securing their belongings and keeping their assigned storage space clean and organized.
- Take care of all personal belongings, dormitory furniture, appliances, and any provided equipment. Hospital-owned furniture and equipment shall not be removed or taken out of the dormitory under any circumstances.
- Conserve energy and water by turning off lights, air conditioning, and water taps when not in use.
- Maintain cleanliness in your room and shared spaces (e.g., bathrooms, kitchen, common areas) at all times. **Housekeeping will clean toilets and bathrooms daily**, usually at 11:00 AM, or upon request (Local 3480). General cleaning will be conducted periodically.
- Dispose of long-overdue leftovers from the refrigerators to prevent unpleasant odors and maintain a hygienic environment. Tenants are encouraged to check and clean the refrigerator weekly.
- Follow waste segregation practices of the hospital and clean-as-you-go (CLAYGO) policies to maintain a tidy living environment
- Cooking and heating of food** shall only be done in the kitchen and shall not be left unattended.
- Do not hang clothes on the windows** or outside the designated drying areas.







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#### 4. Behavior and Conduct:

- No smoking or alcoholic drinking is allowed within the dormitory premises. Violations will result in sanctions as determined by your respective department's policies.
- Respect others' privacy and personal space. Avoid entering others' rooms without permission.
- Be sensitive to noise levels, especially during rest hours. Keep noise to a minimum to accommodate those who are sleeping or studying.
- No gambling or possession of deadly weapons is allowed within the dormitory premises.
- Any form of harassment, discrimination, or misconduct is strictly prohibited and will be dealt with according to hospital policy.

#### 5. Security Measures:

- The **main door shall be locked at all times** for security reasons. RMCI will not be liable for any loss of personal belongings, such as mobile phones, money, or jewelry.
- All tenants shall **wear their hospital ID** while inside the hospital premises for identification and security purposes.

#### 6. Room Assignments:

- Separate male and female rooms shall be provided to ensure privacy and comfort for all occupants. Respect the designated gender-specific areas.

#### 7. Duration of Stay:

- Interns shall vacate their rooms after completing their internship year.
- Residents are required to vacate upon completion of their residency training.
- Request for extension requires a minimum of 2 weeks' notice to the Overall Chief of Residents and Facilities Management Personnel.

#### 8. Reporting and Communication:

- Report any concerns, damages, or maintenance needs to the Facilities Management Personnel and the Overall Chief of Residents promptly.
  - An incident report form shall be provided for documentation.
- In case of emergencies or urgent issues, contact the Overall Chief of Residents immediately.







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9. On-Call Rooms:

- On-call rooms are available at the ER complex and the 2nd-floor Doctor's on-call room for those requiring rest during their shifts.

10. Laundry Services:

- Laundry services** are available for the personal expense of the doctor-occupant. It is the responsibility of each tenant to arrange for and manage their laundry.

11. Compliance and Enforcement:

- All tenants shall required to sign an acknowledgment form agreeing to abide by these rules. Non-compliance may result in disciplinary action, including loss of dormitory privileges and other penalties as determined by the hospital administration.
- Facilities inspections** shall be conducted regularly by the General Services Department and Engineering Department to ensure compliance with dormitory policies and the proper maintenance of facilities.
- Regular review of dormitory rules and tenant compliance shall be conducted by the Overall Chief of Residents and Facilities Management Personnel.

12. Dormitory Support:

- A **Facilities Management Personnel** is available to assist with requests for housekeeping and maintenance.
- He/she is available during office hours only and on weekdays.







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## PROCEDURE (SOP):

1. The Post-Graduate Intern, Residents, or Fellow-in-training signs the acknowledgment slip prior to move-in and submit to the Medical Affairs Secretary and provide contact details to the Facilities Management Personnel and Medical Affairs Secretary.
2. The Facilities Management Personnel reminds the occupants about the policies/rules of the dormitory and informs the Overall Chief of Resident or Medical Affairs Secretary of any concerns/problems related to the dormitory.
3. The Medical Affairs Secretary collects and file the acknowledgment slips and contact details of the dorm occupants and remind the dorm occupants of their duration of stay.







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<b>WORK INSTRUCTION:</b>	
<b>KEY TASKS</b>	<b>RESPONSIBLE PERSON</b>
1. Collects the acknowledgment slip and contact details of occupants.	Medical Affairs Secretary
2. Signs the acknowledgment slip prior to move-in and submit to the Medical Affairs Secretary and provide contact details to the Facilities Management Personnel and Medical Affairs Secretary.	Post-Graduate Intern, Residents, or Fellows-in-training
3. Reminds the occupants about the policies/rules of the dormitory and informs the Overall Chief of Resident or Medical Affairs Secretary of any concerns/problems related to the dormitory.	Facilities Management Personnel
4. Provides the intern, resident, or fellow the dorm policy and procedures.	
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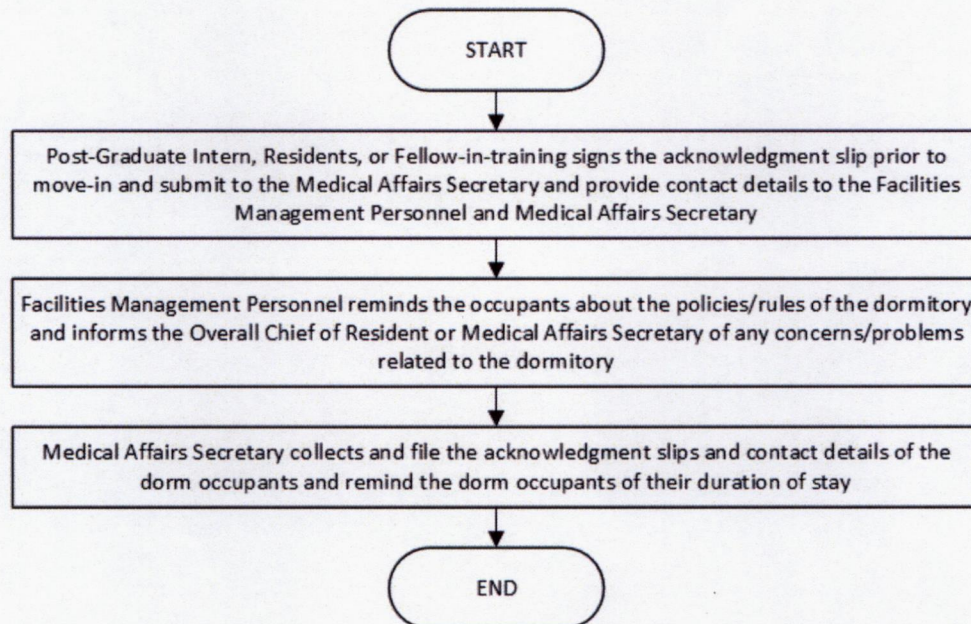
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## WORK FLOW:



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<b>FORMS:</b> DPOTMH-MDO-F001 - Acknowledgment Slip
<b>EQUIPMENT:</b> N/A
<b>REFERENCES:</b> N/A







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APPROVAL:				
	Name/Title	Signature	Date	TQM Stamp
Prepared by:	ALVIN C. AGUSTIN, MD Medical Education and Training - Chair		10/18/24	
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	MA. ANTONIA S. GENSOLI, MD VP/ Chief Medical Officer		10-30-24	
Final Approved by:	GENESIS GOLDI D. GOLINGAN President and Chief Executive Officer		11/07/24	

