



# RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH  
THE HEART OF FILIPINO HEALTHCARE

<b>DEPARTMENT:</b> Nursing Service Division	<b>POLICY NUMBER:</b> DPOTMH-MPP-NSD-P022-(01)		
<b>TITLE/DESCRIPTION:</b> <b>POLICY ON GIVING AN INCENTIVE FOR VASCULAR ACCESS MANAGEMENT (VAM) TEAM WHO PERFORMS SPECIAL TASKS OUTSIDE THEIR AREA OF RESPONSIBILITY</b>			
<b>EFFECTIVE DATE:</b> December 10, 2024	<b>REVISION DUE:</b> December 9, 2027	<b>REPLACES NUMBER:</b> N/A	<b>NO. OF PAGES:</b> 1 of 8
<b>APPLIES TO:</b> Nursing Service Division, Finance Division		<b>POLICY TYPE:</b> Multi Disciplinary	

<b>PURPOSE:</b> Setting up a specialized Intravenous (IV) insertion team within a healthcare facility aims to enhance the overall quality of patient care, improve clinical outcomes, and increase efficiency in healthcare delivery, thus a need to provide an incentive for those who can deliver extra services outside their scope of duties and responsibilities.
<b>DEFINITIONS:</b> <b>Vascular Access Management (VAM)</b> - The specialized practice of placing, maintaining, and managing vascular access devices (VADs) to ensure safe and effective administration of intravenous therapies. <b>Vascular Access Devices (VADs)</b> - are medical instruments designed to provide direct access to the bloodstream. They are used for administering medications, fluids, nutrients and blood products as well as for drawing blood samples. <ul style="list-style-type: none"><li>• IV Cannula</li></ul> <b>Difficult Intravenous Access (DIVA)</b> - Veins that are difficult to access to establish and maintain a patent intravenous line. <b>Ultrasound-Guided Insertion</b> - refers to a medical procedure where ultrasound imaging is used to assist in the accurate placement of a device, such as IV cannula <b>Vascular Access Management Expert</b> - specializes in the placement, care and management of vascular access and assess patients to determine the most suitable VAD, expertly insert this device and maintain them to prevent complications.
<b>RESPONSIBILITY:</b> NSO Supervisor, Charge Nurse/Head Nurse, IV Expert – VAM member, Nurse on Duty Business Analyst and Financial Reporting Executive, General Accounting, Chief of Finance
<b>POLICY:</b> The establishment of VAM Expert team within hospitals is a strategic approach to improve the quality of care, patient satisfaction, and operational efficiency. It represents a recognition of the complexities and importance of intravenous therapy, emphasizing the need for specialized skills of experts to perform this common yet critical procedure.

## 1. Criteria

- 1.1 Aside from the series of training given to VAM Expert, they are certified experts who went through a careful selection process based on the following selection criteria:



<b>DEPARTMENT:</b> Nursing Service Division	<b>POLICY NUMBER:</b> DPOTMH-MPP-NSD-P022-(01)		
<b>TITLE/DESCRIPTION:</b> <b>POLICY ON GIVING AN INCENTIVE FOR VASCULAR ACCESS MANAGEMENT (VAM) TEAM WHO PERFORMS SPECIAL TASKS OUTSIDE THEIR AREA OF RESPONSIBILITY</b>			
<b>EFFECTIVE DATE:</b> December 10, 2024	<b>REVISION DUE:</b> December 9, 2027	<b>REPLACES NUMBER:</b> N/A	<b>NO. OF PAGES:</b> 2 of 8
<b>APPLIES TO:</b> Nursing Service Division, Finance Division		<b>POLICY TYPE:</b> Multi Disciplinary	

- 1.1.1 Certifications on PIVC Masterclass
- 1.1.2 Certified IV Infusion Nurse by ANSAP
- 1.1.3 Senior Nurse with a tenure of not less than three (3) years

## 2. Identifying Difficult Intravenous Access (DIVA):

- 2.1 If nurses are unable to establish vascular access within two attempts, a VAM expert should be called. They may use advanced techniques, including ultrasound-guided insertion, for patients with:
  - 2.1.1 Difficult venous access due to small, fragile, or scarred veins. This includes patients with chronic illness, history of IV drug use, elderly, and pediatric patients.
  - 2.1.2 High-risk conditions, such as critical illness, dehydration, obesity, collapsed veins, or medical conditions that compromise vascular access (e.g., sickle cell disease, obesity, or edema).
  - 2.1.3 Specialized IV administration needs, like vesicant or irritant medications, chemotherapy, parenteral nutrition, or medications with specific infusion requirements.
  - 2.1.4 Patients who request an expert due to past traumatic experiences with IV insertions or a history of complications like infiltration or phlebitis.

## 3. Determinants of Successful Reinsertion to Merit Payment of Incentive

- 3.1 An intravenous reinsertion shall require the following evidences:
  - 3.1.1 An established IV line which is patent, and is documented by the nurse in-charge of the patient in the Nurses' Report as part of the patient's progress note.
  - 3.1.2 The IV line remains patent, after 1H post assessment.
  - 3.1.3 Should reinsertion within the shift for same patient be however required, the VAM Expert shall be required to do another reinsertion within the shift without added incentive.
  - 3.1.4 The Head Nurse or any Senior Nurse must ensure the successful reinsertion, by preparing and noting the Request for Payment Form.

## 4. Payment of Reinsertion Incentive

- 4.1 Like all other special areas, the pediatrics and NICU patients requiring reinsertion must be



<b>DEPARTMENT:</b> Nursing Service Division	<b>POLICY NUMBER:</b> DPOTMH-MPP-NSD-P022-(01)		
<b>TITLE/DESCRIPTION:</b> <b>POLICY ON GIVING AN INCENTIVE FOR VASCULAR ACCESS MANAGEMENT (VAM) TEAM WHO PERFORMS SPECIAL TASKS OUTSIDE THEIR AREA OF RESPONSIBILITY</b>			
<b>EFFECTIVE DATE:</b> December 10, 2024	<b>REVISION DUE:</b> December 9, 2027	<b>REPLACES NUMBER:</b> N/A	<b>NO. OF PAGES:</b> 3 of 8
<b>APPLIES TO:</b> Nursing Service Division, Finance Division		<b>POLICY TYPE:</b> Multi Disciplinary	

done by certified VAM experts within the unit. This no longer requires payment of additional honorarium for the expert as this is part of their job responsibility.

- 4.2 Once reinsertion is successful, the VAM Expert shall be given an incentive of Php 300 for the successfully completed reinsertion task outside their area of responsibility.
- 4.3 One patient, one payment per shift applies regardless of insertion and reinsertion attempts.
- 4.4 A request for payment shall be prepared by the Head Nurse who will be responsible for the processing of payment and in certifying that the patient has a DIVA.
- 4.5 All request must be noted and signed by the Head Nurse/Shift Supervisor on duty.

## 5. Payment Process and Pay out Schedule:

- 5.1 The Senior/Head Nurse shall prepare the request for payment using an RFP form and will attach the template of reinsertion documentation which will be certified by the Senior Nurse or Head Nurse on duty, then submit the same to Finance for payment at the end of each month.
- 5.2 1<sup>st</sup> - 31<sup>st</sup> - will be given on the end of the month.
- 5.3 The RFP shall be endorsed to the finance department on or before the payroll cut-off or 15<sup>th</sup> of the month.
- 5.4 The payment shall be composed of maximum 30 patients per month. The excess shall be processed on the next cut-off.

## 6. Other Duties and Responsibilities of the VAM Experts:

- 6.1 Educate other healthcare team members on best practices for IV insertion and management.
- 6.2 Participate in quality improvement processes to monitor outcomes related to IV therapy, identify trends in complications, and develop strategies to improve practices and patient outcomes.
- 6.3 Participate in ongoing training, professional development, and consultation dialogue on gathering data and evidences pertaining to IV practices and in improving IV insertion protocol.
- 6.4 Act as educator/preceptor and trainer during IVT insertion training to give updates on best practices.





# RIVERSIDE MEDICAL CENTER, INC.



**METRO PACIFIC HEALTH**  
THE HEART OF FILIPINO HEALTHCARE

<b>DEPARTMENT:</b> Nursing Service Division	<b>POLICY NUMBER:</b> DPOTMH-MPP-NSD-P022-(01)		
<b>TITLE/DESCRIPTION:</b> <b>POLICY ON GIVING AN INCENTIVE FOR VASCULAR ACCESS MANAGEMENT (VAM) TEAM WHO PERFORMS SPECIAL TASKS OUTSIDE THEIR AREA OF RESPONSIBILITY</b>			
<b>EFFECTIVE DATE:</b> December 10, 2024	<b>REVISION DUE:</b> December 9, 2027	<b>REPLACES NUMBER:</b> N/A	<b>NO. OF PAGES:</b> 4 of 8
<b>APPLIES TO:</b> Nursing Service Division, Finance Division		<b>POLICY TYPE:</b> Multi Disciplinary	

## PROCEDURE (SOP):

- Respond to the call of staff in need of help and support. When a call is made, and they are decked for the day, the team member should immediately respond.
  - For emergency and safety concerns, should the team member is unable to respond, he/she must immediately notify the Head Nurse/Nursing Supervisor who will inform the next in line to cover.
1. Head Nurse calls the NSO Supervisor to assign a VAM Expert on deck to proceed to the station.
  2. VAM Expert evaluates the patient's venous access options, taking into account their medical history, the condition of their veins, and the specific treatment plan. This includes selecting the most appropriate site and type of IV access.
  3. VAM Expert discusses the procedure with the patient explaining the reasons for re-insertion and the process involved.
  4. VAM Expert utilizes advanced techniques for IV insertion, including ultrasound-guided venipuncture if necessary, to increase the chances of success on the first attempt.
  5. VAM Expert assesses early signs of potential complications such as infiltration, extravasation, phlebitis, and infection and provide expert instructions to nurse in-charge on how to manage/address these complications.
  6. VAM Expert monitors after an hour, if the IV line is patent, and the IV site has no signs of complications.
  7. Continue administering IV fluids and medications as prescribed. Monitor the patient's response and document any changes or side effects.
  8. Submit the signed RFP to the Head Nurse/ Shift Supervisor on duty.
  9. VAM Expert records the successful reinsertion performed by the VAM Expert in the Nurses' Report/ Progress Notes for documentation.
  10. Submit the signed RFP to the Shift Supervisor on duty /Head Nurse.
  11. Head Nurse processes the payment for incentives and send to Finance Audit Section for verification.
  12. Finance Audit Section verifies the request for payment and forward to Chief Finance Officer for Approval.
  13. Once Approved, the request for payment from the CFO will be forwarded to General Accounting for processing of check.





# RIVERSIDE MEDICAL CENTER, INC.



**METRO PACIFIC HEALTH**  
THE HEART OF FILIPINO HEALTHCARE

<b>DEPARTMENT:</b> Nursing Service Division	<b>POLICY NUMBER:</b> DPOTMH-MPP-NSD-P022-(01)		
<b>TITLE/DESCRIPTION:</b> <b>POLICY ON GIVING AN INCENTIVE FOR VASCULAR ACCESS MANAGEMENT (VAM) TEAM WHO PERFORMS SPECIAL TASKS OUTSIDE THEIR AREA OF RESPONSIBILITY</b>			
<b>EFFECTIVE DATE:</b> December 10, 2024	<b>REVISION DUE:</b> December 9, 2027	<b>REPLACES NUMBER:</b> N/A	<b>NO. OF PAGES:</b> 5 of 8
<b>APPLIES TO:</b> Nursing Service Division, Finance Division		<b>POLICY TYPE:</b> Multi Disciplinary	

<b>WORK INSTRUCTION:</b>	
<b>KEY TASK</b>	<b>PERSON RESPONSIBLE</b>
1. Decking of VAM expert.	
2. Certifies the successful reinsertion and the validity of payment request for incentive.	NSO Supervisor
3. Request for assistance of VAM expert and processing of payment.	Staff Nurse/Head Nurse
4. Assessment of IV site and re-assessment post insertion.	
5. Re-establishment of intravenous access.	
6. Endorsement to Nurse on duty for the continuance of IV fluids and medications.	VAM Expert Member
7. Submission of signed RFP to the Head Nurse/ Shift Supervisor on duty.	
8. Document the successful reinsertion on the Medication Treatment Record.	
9. Process the payment and sends it to Finance Audit for verification, after which it is approved by the CFO and forwarded to General Accounting for check processing.	Head Nurse
10. Verifies the request for payment and forward to Chief Finance Officer for Approval.	Finance Audit Section
11. Prepares the request for payment using an RFP form and will attach the template of reinsertion documentation which will be certified by the Senior Nurse or Head Nurse on duty, then submit the same to Finance for payment at the end of each month.	Senior Nurse or Head Nurse

MASTER COPY



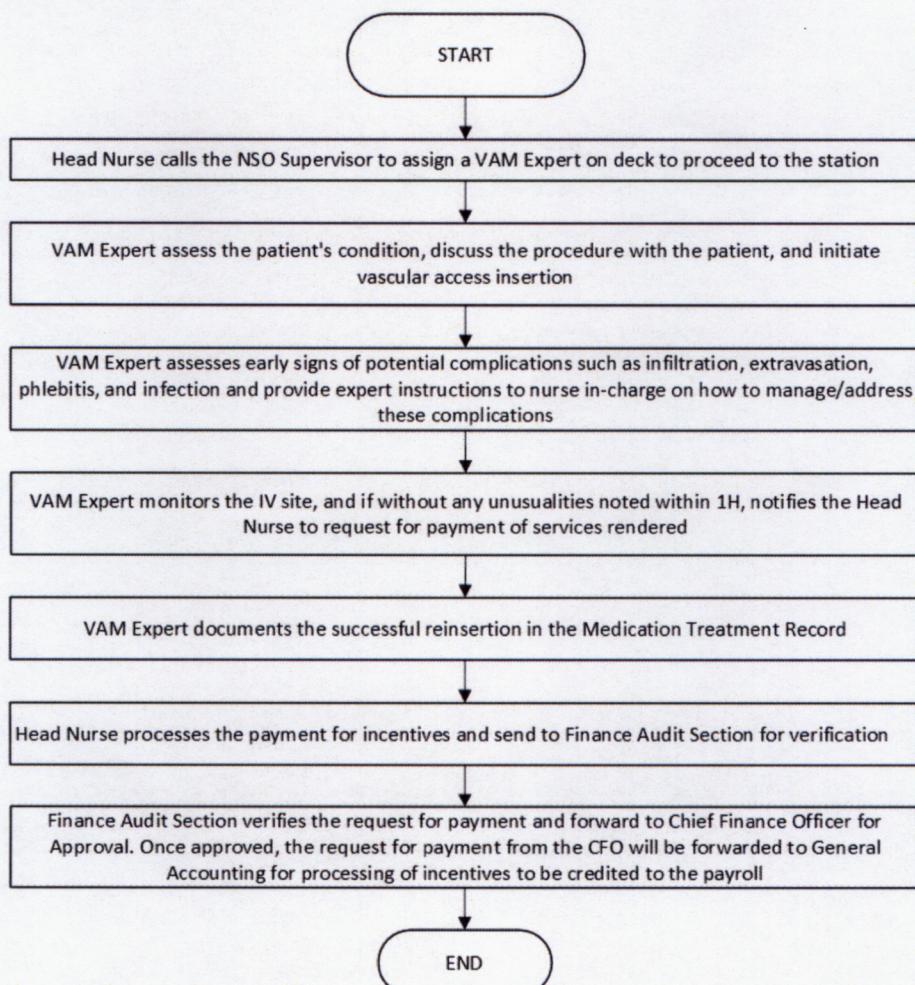
# RIVERSIDE MEDICAL CENTER, INC.



**METRO PACIFIC HEALTH**  
THE HEART OF FILIPINO HEALTHCARE

<b>DEPARTMENT:</b> Nursing Service Division	<b>POLICY NUMBER:</b> DPOTMH-MPP-NSD-P022-(01)		
<b>TITLE/DESCRIPTION:</b> <b>POLICY ON GIVING AN INCENTIVE FOR VASCULAR ACCESS MANAGEMENT (VAM) TEAM WHO PERFORMS SPECIAL TASKS OUTSIDE THEIR AREA OF RESPONSIBILITY</b>			
<b>EFFECTIVE DATE:</b> December 10, 2024	<b>REVISION DUE:</b> December 9, 2027	<b>REPLACES NUMBER:</b> N/A	<b>NO. OF PAGES:</b> 6 of 8
<b>APPLIES TO:</b> Nursing Service Division, Finance Division		<b>POLICY TYPE:</b> Multi Disciplinary	

## WORK FLOW:





# RIVERSIDE MEDICAL CENTER, INC.



**METRO PACIFIC HEALTH**  
THE HEART OF FILIPINO HEALTHCARE

<b>DEPARTMENT:</b> Nursing Service Division	<b>POLICY NUMBER:</b> DPOTMH-MPP-NSD-P022-(01)		
<b>TITLE/DESCRIPTION:</b> <b>POLICY ON GIVING AN INCENTIVE FOR VASCULAR ACCESS MANAGEMENT (VAM) TEAM WHO PERFORMS SPECIAL TASKS OUTSIDE THEIR AREA OF RESPONSIBILITY</b>			
<b>EFFECTIVE DATE:</b> December 10, 2024	<b>REVISION DUE:</b> December 9, 2027	<b>REPLACES NUMBER:</b> N/A	<b>NO. OF PAGES:</b> 7 of 8
<b>APPLIES TO:</b> Nursing Service Division, Finance Division		<b>POLICY TYPE:</b> Multi Disciplinary	

**FORMS:**

1. FIN-F002 (01) - Request for Payment
2. NSD-F041 (01) - Certificate of Completion

**EQUIPMENT:**

IV starter Kit, Vein finder

**REFERENCES:**

1. Infusion Therapy Standards of Practice (2021). Journal of Practice (2021). Journal of Infusion Nursing, 44(1S), S1-S224
2. Centers for Disease Control and Prevention (CDC) Guidelines. Guidelines for the prevention of Intravascular Catheter-Related infections (2021). Available at: CDC Website.
3. Association for Vascular Access (AVA) Resources. AVA Position Statements and Guidelines. Available at: AVA Website





# RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH  
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Nursing Service Division	POLICY NUMBER: DPOTMH-MPP-NSD-P022-(01)		
<b>TITLE/DESCRIPTION:</b> <b>POLICY ON GIVING AN INCENTIVE FOR VASCULAR ACCESS MANAGEMENT (VAM) TEAM WHO PERFORMS SPECIAL TASKS OUTSIDE THEIR AREA OF RESPONSIBILITY</b>			
EFFECTIVE DATE: December 10, 2024	REVISION DUE: December 9, 2027	REPLACES NUMBER: N/A	NO. OF PAGES: 8 of 8
<b>APPLIES TO:</b> Nursing Service Division, Finance Division		<b>POLICY TYPE:</b> Multi Disciplinary	

APPROVAL:				
	Name/Title	Signature	Date	TQM Stamp
Prepared by:	<b>ANTONIO O. LINACERO</b> Policy Development and Compliance Specialist		11/22/24	
Reviewed by:	<b>WENDY MAE D. GOMEZ</b> Accreditation & Documentation Manager		11-22-2024	
Approved by:	<b>MARIA LIZA C. PERAREN</b> Assistant Chief Nurse		11-21-2024	
	<b>HANNAH KHAY S. TREYES</b> Chief Nursing Officer		11-28-2024	
	<b>DESIREE MAE OPELARIO</b> Business Analyst and Financial Reporting Executive		12/14/2024	
	<b>ERMA GRACE C. BANDADA</b> Chief Accountant		01/20/2025	
	<b>JULIE ANNE CHRISTINE J. KO</b> Chief Finance Officer		2/14/25	
Final Approved by:	<b>JOSE PEPITO MALAPITAN, MD</b> Medical Director		02/18/25	
	<b>MA. ANTONIA S. GENSOLO, MD</b> VP-Chief Medical Officer		2-21-25	
Final Approved by:	<b>GENESIS GOLDI D. GOLINGAN</b> President and Chief Executive Officer		02-26-25	

