 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-E-64-P05
	Effective Date:	03-01-2022
	Document Type:	Policy
	Page Number:	1 of 5
	Department/Section:	Kidney Transplantation Unit
	Document Title:	HOSPITAL TRANSPLANT ETHICS COMMITTEE

PURPOSE:

To constitute the Hospital Transplant Ethics Committee (HTEC) which will monitor and resolve ethical issues that may arise in the process of organ donation and transplantation in the hospital.

LEVEL:


Physician, Social Worker, Chaplain, Lay person, Ethicist, Lawyer, Transplant Coordinator

DEFINITION OF TERMS:

1. Hospital Transplant Ethics Committee - to ensure that donations are altruistic, voluntary and free of coercion/commercial transactions.

POLICY:

- 1 The HTEC is guided by the ethical principles expressed in AO 2010-0018 of the Department of Health (Philippines) and other relevant national guidelines and international guidelines.
- 2 The functions of the HTEC shall be in accordance with DOH guidelines and policies.
- 3 The HTEC shall have its own standard operating procedures based on the recommendations of the NTEC.
- 4 The HTEC shall fulfill the requirements for national and international standards as it functions in accordance with the national laws and relevant rules and regulations.
- 5 Although the members are appointed by the Vice President- Chief Medical Officer (VP-CMO) , the HTEC shall ensure its independence from political, institutional, professional, and market influences.

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	Effective Date:	03-01-2022
	Document Type:	Policy
	Page Number:	2 of 5
	Department/Section:	Kidney Transplantation Unit
	Document Title:	HOSPITAL TRANSPLANT ETHICS COMMITTEE


6 HTEC members shall undergo basic and continuing training on organ donation and transplantation (ODT)

7 Composition of the HTEC


- 7.1 The HTEC shall comprise at least five members.
- 7.2 The members shall come from various backgrounds to ensure unbiased and comprehensive review.
- 7.3 The members shall preferably include a physician, social worker, chaplain, lay person, Ethicist and a lawyer.
- 7.4 The membership shall include one member who is not affiliated with the hospital.
- 7.5 The HTEC must have an adequate balance of members with regard to age, gender, and occupation.

8 Appointment of HTEC Members

- 8.1 The HTEC members are appointed by the VP-CMO .
- 8.2 Members are selected according to their professional and personal capacity, background, interest, commitment and willingness to volunteer their time and effort for the HTEC's work.
- 8.3 Members shall submit their CV's which should be filed together with other documents of the HTEC. The CV's shall be updated.
- 8.4 Members are appointed for a period of 1-3 years, in accordance with the terms of reference of their appointment, preferably on a staggered basis. They can be re-appointed by the hospital authority.
- 8.5 Members shall disclose any conflict of interest (COI) and inhibit themselves during deliberations involving cases where they have COI.
- 8.6 Members must execute a confidentiality agreement and the absence of COI on acceptance of membership.
- 8.7 Members must execute a confidentiality agreement and the absence of COI on acceptance of membership.

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	Effective Date:	03-01-2022
	Document Type:	Policy
	Page Number:	3 of 5
	Department/Section:	Kidney Transplantation Unit
	Document Title:	HOSPITAL TRANSPLANT ETHICS COMMITTEE

- 8.8 Members will receive an honorarium for attendance in meetings and other assigned tasks. The honorarium should be sourced from hospital funds.
- 9 Resignation and disqualification of members
- 9.1 A member may resign his/her position by submitting a letter of resignation, in accordance with hospital's policies on resignation.
- 9.2 A member may be disqualified by the appointing authority when it is proven or anticipated that the member's action or other responsibilities may compromise the work of the HTEC.
- 9.3 A member who has resigned or has been disqualified may be replaced.
- 9.4 The terms of replacement shall limited to that of the remaining term of the member that he/she has replaced.
- 10 The following are the positions to be filled in the HTEC:
- 10.1 Chair
- 10.1.1 Responsible for preparing the agenda, calling and presiding the meetings, and invite relevant resource persons for the meeting.
- 10.1.2 Liaise directly with the Hospital Director and the NTEC.
- 10.1.3 Responsible for issuing the final decision on cases decided by the HTEC.
- 10.1.4 Responsible for preparing and submitting the reports to NTEC on time.
- 10.1.5 Organize as necessary educational activities for members of the committee and the hospital community on transplantation ethics.
- 10.2 Co-chair
- 10.2.1 Responsible for presiding the meetings in the absence of the chair.
- 10.2.2 The Co-chair may be delegated by the Chair to do other relevant asks.

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	Effective Date:	03-01-2022
	Document Type:	Policy
	Page Number:	4 of 5
	Department/Section:	Kidney Transplantation Unit
	Document Title:	HOSPITAL TRANSPLANT ETHICS COMMITTEE

10.3 Secretary

- 10.3.1 Organize and prepare meeting agendas in consultation with the Chair
- 10.3.2 Take the minutes of the meeting and submit the written minutes for HTEC Chair's approval after which they are filed.
- 10.3.3 Organize the HTEC files and maintain its confidentiality.
- 10.3.4 Provide necessary administrative support to the Chair for HTEC-related activities.
- 10.3.5 Submit quarterly and annual reports to NTEC.

11 The Hospital should provide the following support to HTEC:

- 11.1 System in compliance with the provisions of the Data Privacy Act
- 11.2 Support staff that will carry out the clerical needs of the HTEC; henceforth to be called the "clerical staff." They must also sign confidentiality agreements
- 11.3 Receives the documents of cases submitted to the HTEC and checks these for completeness before forwarding to the HTEC Secretary (cf. SOP 02 under Steps).

DOCUMENTATION:

New Policy

DISSEMINATION:

- 1. Committee Meetings
- 2. Committee Policies and Procedures

REFERENCE:

- 1. Kidney Transplantation Program Manual of Operations
- 2. DOH Annex A (SOP No.1)



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Effective Date:	03-01-2022
Document Type:	Policy
Page Number:	5 of 5
Department/Section:	Kidney Transplantation Unit
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