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PURPOSE:

To set the guidelines for the internship program of Medical Technology students at Laboratory Department.

LEVEL:

Laboratory Manager, Laboratory Section Head, Medical Technologists, Medical Technology Interns, Pathologists and School Clinical Instructors.


DEFINITION OF TERMS:

Internship Program. It is a twelve (12) months internship program extended to all Bachelor of Science in Medical Technology students who have successfully passed their three years in college and who have met the requisites for the said program.

Laboratory Department. Refers to the department where tests are carried out on clinical specimens in order to obtain information about the health of a patient in order to provide diagnosis, treatment, and prevention of disease.


POLICY:

1. It is the policy of the Department to adhere to all applicable Laws on Internship issued by the Commission on Higher Education and other joint memoranda related thereto, duly issued by the government or any of its regulating agencies.
2. It is the policy of the Department that student-interns shall strictly observe and adhere to the Policy and Procedures of the Hospital.
3. It is the policy of the Department that a student who is to undergo internship in the DPOTMH Laboratory Department shall have proper and valid endorsement in writing from his/her school. Such endorsement should be duly signed by the Clinical Instructor In-Charge of the course/program or signed by an authorized

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person of the school. Confidentiality Agreement and other pertinent forms/consent, in observance of Data Privacy Act, should be submitted through its Manager **ONE WEEK** prior to their deployment.

4. Student-interns shall accordingly be supervised by both Clinical Instructors and the Medical Technologist staff during their actual internship schedules. The Clinical Instructor shall also check their requirements and see to it that duty schedules are strictly followed.
5. DPOTMH Laboratory Section Heads/Staff and Laboratory Manager shall sign the accomplished requirements within **three (3) days** from the day the examination/procedure is done. They shall not sign delayed requirements. Those which are unsigned during the prescribed period shall be considered **null and void**.
6. The list of student-interns shall be forwarded to the Department Manager for proper scheduling of rotations a month before their actual deployment. Absences during duty hours shall be duly monitored by the Clinical Instructor(s) assigned to the Laboratory. Duty schedules are 6-2, 2-10, 10-6.
7. For school activities where student-interns have to be present, and which are in conflict with the student-interns' duty hours in the Department, the school shall notify the Department Manager **one (1) week** prior.
8. Student-interns who fail to comply with the number of requirements shall coordinate with their respective Clinical Instructors, who shall in turn coordinate with the Laboratory Section Head or Laboratory Manager for proper scheduling of make-up duties. Make-up duties shall be done **after** the regular rotation schedule of the affiliated school has been finished. The DPOTMH Laboratory Department shall not be held responsible for the student-interns' inability to meet the requirements by reason of failure to abide by this policy.

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9. In case of pilferages, wastages, or damages to the supplies, instruments, equipment, and machines in the Department due to the fault of the student-intern(s), Incident Report shall be required, furnishing one (1) copy to the school and another copy to the Laboratory Manager for appropriate actions. Such damages shall be borne by the student-intern(s).
10. No student-intern is allowed to commence his/her training in the Laboratory Department **without attending the orientation and without full completion of the pre-deployment requirements**. The Clinical Instructors are likewise required to be present.
11. Student-interns are given the list of requirements from each section during the orientation. Such requirements are to be complied with **before** the end of the training program. Requirements should be signed by the supervising staff/CI. Having **other staff/CI** sign the requirement is NOT ALLOWED and such shall be considered void.
12. Laboratory procedures shall be carefully reviewed by the student-interns. Precautionary measures must be strictly followed by ALL inside the Laboratory.
13. No intern shall perform any test or laboratory procedures without the direct supervision of the DPOTMH Laboratory staff.
14. All laboratory procedures done by the student-interns shall be carefully reviewed by the assigned Clinical Instructors.
15. Student-interns are not allowed to go on break if there are still patients lined up for examinations except during their scheduled break times.

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16. The Laboratory Department will not be held liable for whatever incident that may occur for failure of the student-interns to wear their proper PPEs. However, the student-interns shall be subject to disciplinary actions for violation of the Hospital Policy on PPEs.

17. In cases of accidents like needle pricks, the student-intern shall be given immediate prophylaxis. The expense shall be on the account of the student, subject to further investigation by the school and appropriate actions, including reimbursement if warrantied.


18. All student-interns shall bring their own PPE (goggles, face mask, face shield, laboratory gowns, disposable gowns, hair cap, shoe cover, etc.), and shall at all times observe proper donning and doffing of PPE. The Clinical Instructor shall ensure the proper training of their interns **prior** to deployment. Certificates of Training shall be duly furnished to the Department.

19. All student-interns shall undergo the following laboratory and imaging examinations **at the DPOTMH** and pass the same prior to deployment:

- a) Anti-HBS
- b) CBC
- c) Pregnancy tests for female interns
- d) Drug Test
- e) Urinalysis
- f) Fecalalysis
- g) RTPCR Test with a **negative result, within 72 hours** upon swabbing.
- h) Rapid Antigen before going back to duty after 10 days of quarantine.
- i) Chest X- ray

Submit proof of the following vaccines (Vaccination Certificates)

- j) Pneumococcal & Flu Vaccine
- k) COVID Vaccine
- l) Hepatitis - B Vaccine

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m) Medical Clearance from School Physician or Other Assigned Physicians.

20. All student-interns shall be **fit-tested prior** to deployment in the Clinical Laboratory. Fit testing shall be conducted by certified personnel of the hospital. All student-interns shall be **required to use the 3M N95 or a respirator mask duly approved by the IPCU of the hospital.**

DOCUMENTATION:

Revised Policy


DISSEMINATION:

Policies and Procedures Manual

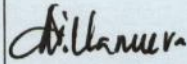
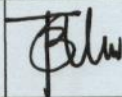

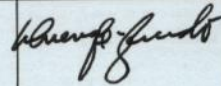
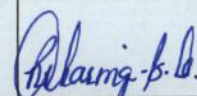
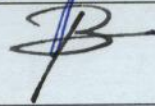
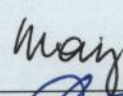
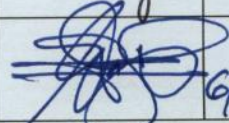
REFERENCE:


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APPROVAL:

	Name/Title	Signature	Date
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Recommending Approval:	MELANIE ROSE B. ZERRUDO, MD, FPSP Chair, Department of Pathology		06-03-22
	ROSARIO D. ABARING, MN, MBA-HA, PhD, FPCHA Ancillary Services Division Officer		06.03.2022
	FREDERIC IVAN L. TING, MD OIC- Total Quality Division		6/4/22
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Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		6/14/22

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ANNEX:

RULES AND REGULATIONS FOR MEDICAL TECHNOLOGY INTERNS


The student-interns should strictly follow the Rules and Regulations of the Department in accordance to the Hospital Policy.

Time-In, Time- Out & Proper Identification

1. Upon arrival, one should have his/her time-in. Failure to do so will mean absence from duty.
2. Wear school issued ID AT ALL TIMES. If caught without it, appropriate punishment will be given.
3. Student-Interns should wear their complete uniform with ID and required PPE. Proper grooming must be observed at all times. No one will be allowed to render duty if he/she is not in complete uniform and not in required PPE of the area.
4. Girls should tie their hair. No polished fingernails. No moustache and earrings for the boys.

Break Times

1. Students are given 15-minutes snack break and 45-minutes lunch break. They are not allowed to combine those breaks. Tampering of Daily Time Record is tantamount to dishonesty. Automatic suspension shall be given to students who shall violate this rule.
2. Student-interns are allowed to eat in the designated areas only, e.g. Hospital Canteen properly observing social distancing and other relevant eating protocols. The Clinical Instructor shall ensure proper scheduling of his/her student-interns to facilitate social distancing and non-cross infection. He/she likewise is responsible in monitoring his/her student-interns.

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- Parents and visitors are NOT ALLOWED to go inside the Laboratory Work Area. If they need to see the student, or bring him/her food, they should wait at the reception area.

Gadgets and Social Media

- Gadgets of any kind are prohibited inside the workplace.
- Taking pictures at the Laboratory and posting it later on Social Media Sites are NOT ALLOWED.
- Using the company telephone for personal reasons is prohibited unless during emergency cases. Permission should be duly sought from the CI/Assigned Staff.
- One is not allowed to watch TV at the Reception Area.
- Interns are not allowed to use the unit's computer or other gadgets in the area.
- At all times, the student-intern shall observe confidentiality in dealing with the patient and his/her records.


Conduct and Behavior

- The interns shall be courteous at all times, towards fellow interns, staff, consultants, guests and patients.
- Horseplay is not allowed inside the Laboratory Department.
- When using the workstation, observe cleanliness and proper waste segregation.
- Malingering/Loitering is not allowed even during off duty-hours.
- SLEEPING while on duty is strictly prohibited.
- Fisticuffs or loudmouthed quarreling or encouraging others to such behavior are strictly not tolerated in the area. Automatic suspension shall be imposed.
- Spreading derogatory information, immoral conduct, sexual harassment, acts of lasciviousness, gambling, possession of deadly weapons, reporting to duty hours under the influence of alcoholic beverages, illegal possessions of prohibited drugs, willful destruction of hospital properties, theft, vending/selling goods/services among others are strictly prohibited and shall be dealt with accordingly.

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Safety

1. Observe universal (standard) safety precautions and the use PPEs at all times.
2. Wash hands in warm, running water with chlorhexidine gluconate hand washing product (approved by the Infection Control Committee), or if not visibly contaminated, with a commercial foaming hand wash product before and after each patient procedure.
3. Needles and hubs are single use and are disposed of in an appropriate "sharps" container as one unit. Needles are never recapped, removed, broken, and or bent after phlebotomy procedure.

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PURPOSE:

To discuss the procedures involved in the implementation of the Medical Technology Internship Program.

SCOPE:


Applies to all Laboratory Staff of Dr. Pablo O. Torre Memorial Hospital (DPOTMH)

PERSON RESPONSIBLE:

Laboratory Manager, Laboratory Section Head, Medical Technologists, Medical Technology Interns, Pathologists and School Clinical Instructors.

PROCEDURE:

1. The School through the assigned Clinical Instructor furnishes the list of student-interns who are qualified to undergo internship Training with the DPOTMH Laboratory Department **one (1) month** before the intended start of the Internship Program including the **signed** Confidentiality Agreement and other forms required by the Hospital or those required by law.
2. Rotation schedules are arranged by the Clinical Instructor who in turn furnishes the same to the Laboratory. The Rotation Schedules shall be duly approved by the Laboratory Manager. In this time of Pandemic, no two (2) schools shall have the same rotation schedule. These schedules shall be assigned by the Laboratory such that it will facilitate exclusive internship of one school, one at a time.
3. The date for student-interns' orientation is arranged by the RCI Clinical Instructors. The Clinical Instructor is responsible in gathering all the student-interns who shall undergo training with Laboratory Department on the date

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designated for orientation. **Policies and Procedures** of the Department are discussed during the orientation; and, must be **strictly** complied.

- At the end of the program, student-interns take the departmental examination as scheduled by the Laboratory Department. Those who **cannot** complete the requirements and pass the examination are given a chance to have make-up duties and take another examination. **No clearance** is given to him/her by the DPOTMH Laboratory Department, unless all the deficiencies are removed.


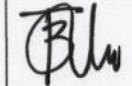

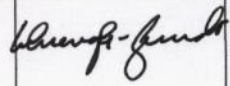
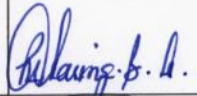
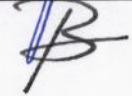
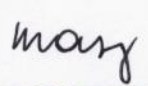

REFERENCE:


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	Name/Title	Signature	Date
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	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President-Chief Medical Officer		6-9-22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		6/14/22

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

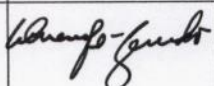
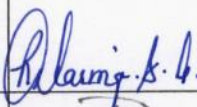

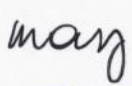

KEY TASKS	PERSON RESPONSIBLE
1. Arranges the Rotation Schedules exclusive to a particular affiliated school.	Laboratory Manager
2. Arranges the specific date and discusses during orientation the Policies, Procedures and Guidelines of the Department together with Clinical Instructor.	
3. Monitors conduct and performances of the student-interns in the area.	
4. Provides feedback to the Dean of the BSMT Internship Program.	
5. Issues the clearances.	
6. Provides the list of student-interns and other required forms for those who are qualified to undergo internship program.	Clinical Coordinator
7. Ensures compliance to required Fit-Testing and other health examination requirements.	
8. Ensures that student-interns pass the Donning and Doffing requirement prior to deployment.	
9. Ensures STRICT compliance to hospital protocols.	
10. Arranges rotation schedules of the student interns.	
11. Responsible in overseeing the internship of student-interns in the Laboratory.	Laboratory Staff
12. Assists the student-interns in their assigned area with the Clinical Instructor	

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13. Signs the requirements of the student-interns	Student-Interns
14. Signs clearances of the student-interns.	
15. Prepares the list of finished requirements to be signed by the Manager/Section Head/Laboratory staff	
16. Attends the orientation of the Policies and Guidelines of the Laboratory Department.	
17. Completes the requirements and pass the examination prior to issuance of the clearance.	

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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	MONICA B. VILLANUEVA, RN, RMT, PhD Laboratory Manager		06-03-22
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Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		06-03-2022
Recommending Approval:	MELANIE ROSE B. ZERRUDO, MD, FPSP Chair, Department of Pathology		06-03-22
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Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		6/14/22

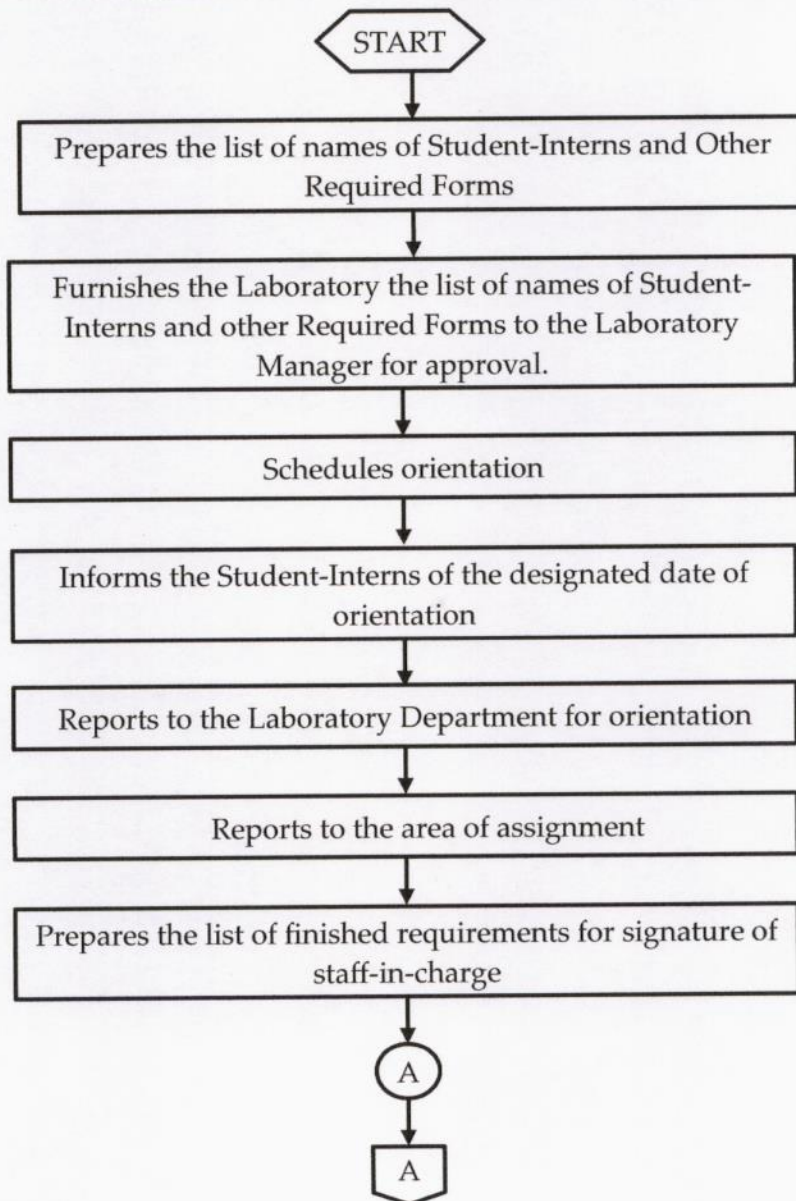


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FLOWCHART

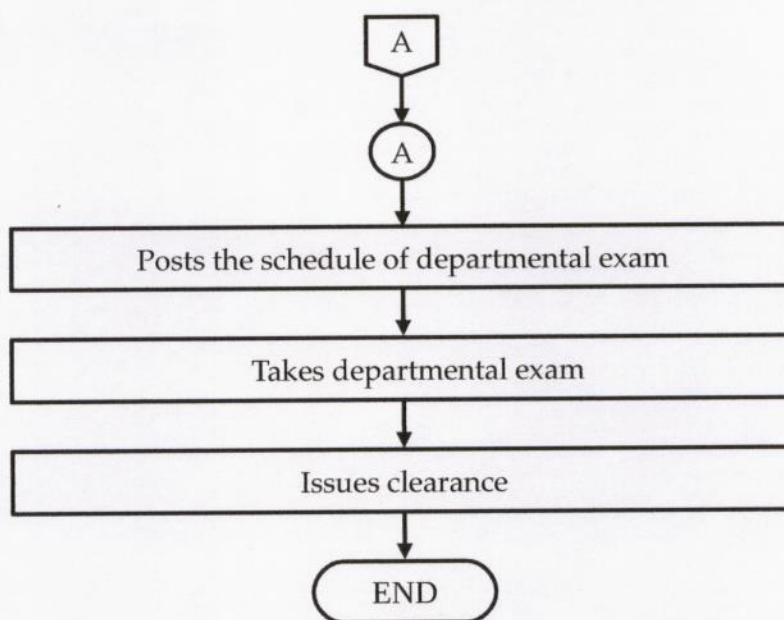





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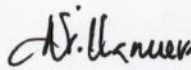
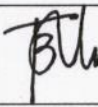

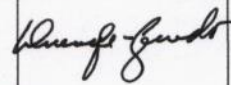

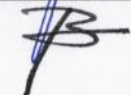
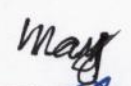

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