 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-E-69-P02-S01
	Effective Date:	07-15-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Respiratory Therapy Services
	Document Title:	CONTINGENCY PLAN

PURPOSE:

To ascertain that a plan of action is in place in times of high census, unplanned absences of personnel due to unforeseen events like floods, typhoon, etc, and to ascertain that there will be adequate personnel present to address the problem in order that quality health care services will still be delivered to patients/clients on time.

SCOPE:


Applies to all Respiratory Therapists of Dr. Pablo O. Torre Memorial Hospital

PERSON RESPONSIBLE:

Respiratory Therapists


GENERAL GUIDELINES:

1. It is the policy of DPOTMH to maintain continued service to clients during any incident or emergency situation.
2. RTS personnel has to render service during unforeseen events in order to maintain the department's operations in providing necessary support for the protection of life, health, and safety for all its patient.
3. Management shall mobilize its buses to pick up employees at designated points (Victorias City Health Office, old bridge, Sum-ag and Granada Gym).
4. The policy on tardiness may be relaxed during this time. He who comes late shall be asked to render an extended duty to cover the number of minutes that he missed.
5. Those who are on regular duty may be asked to work for extended hours to cover up for the absent colleagues.
6. Should exigencies warrant, hospital rooms may be reserved as temporary quarters for staff who cannot go home in the evening. Food will also be provided to them upon prior written notice.
7. In case of high census, RTS personnel shall be required to render an overtime and should file an overtime authorization slip.

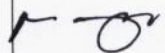

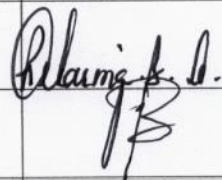
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PROCEDURE:

1. Arrange for another employee within the department to handle the responsibilities of the absent employee.
2. Initiate an overtime request to augment staffing requirement.
3. Employee should file an overtime authorization slip, duly signed by immediate supervisor and the department head.


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APPROVAL:

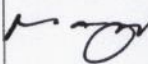

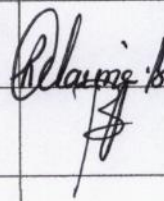
	Name/Title	Signature	Date
Prepared by:	SHIRLEY B. MALAGA, RMT, RTRP RTS Supervisor		7.6.2022
Reviewed:	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor		07-06-2022
Recommending Approval:	ROSARIO ABARING, RN, MAN Ancillary Services Division Officer		07-06-2022
	FREDERIC IVAN L. TING, MD OIC- Total Quality Division		7/8/22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		

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KEY TASKS	PERSON RESPONSIBLE
1. Arranges for another employee within the department to handle the responsibilities of the absent employee.	RTS Supervisor
2. Initiates an overtime request to augment staffing requirement.	
3. Files an overtime authorization slip, duly signed by immediate supervisor and the department head.	RTS Staff

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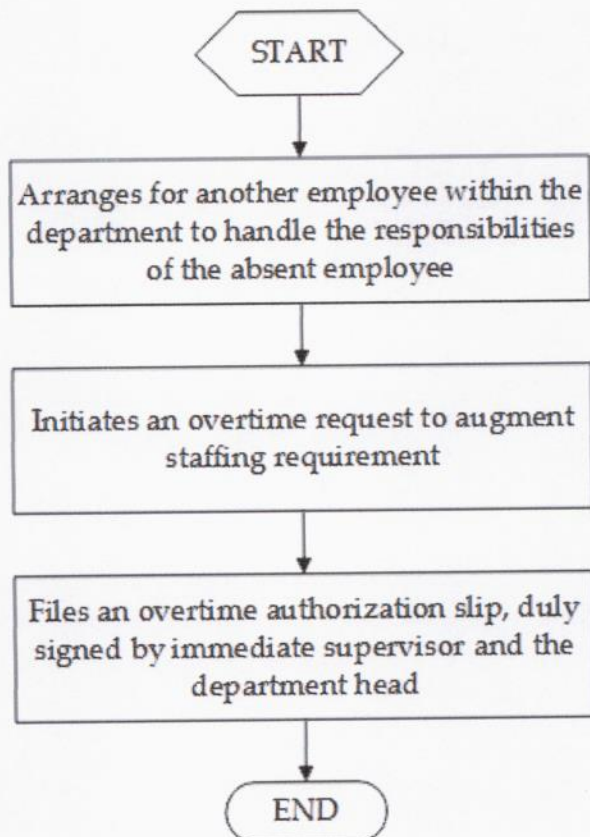



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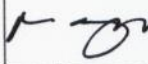

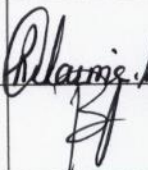
FLOWCHART



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