

 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-D-P07
	Effective Date:	04-01-2022
	Document Type:	Policy
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	Department/Section:	Human Resources Division
	Document Title:	DATA MANAGEMENT IN NATIONAL DATABASE ON HUMAN RESOURCES FOR HEALTH INFORMATION SYSTEM (NDHRHIS)

POLICY:

- 1 This policy shall serve as a guidelines on the creation, implementation, management, and sustainability of the National Health Workforce Registry (NHWR).
- 2 Human Resources Division-Recruitment and Manpower planning shall create a committee to facilitate collaboration, consultation, participation, and partnership for the implementation of the NHWR.
- 3 Human Resources Division-Recruitment and Manpower planning institutionalize routine collection of health workforce data and information for the NHWR through the registration and renewal of PIC. This shall cover, but not be limited to, the following PRC registered and licensed medical and allied health professionals, to wit:
 - 3.1 Dentist
 - 3.2 Medical Technologist
 - 3.3 Midwife
 - 3.4 Nurse
 - 3.5 Nutritionist-Dietician
 - 3.6 Occupational Therapist
 - 3.7 Pharmacist
 - 3.8 Physical Therapist
 - 3.9 Physician
 - 3.10 Radiologic Technologist
 - 3.11 Respiratory Therapist
 - 3.12 X-ray Technologist

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- 4 The authorized person in charge of encoding and updating the master list shall be the one to create the account on DOH Website.
- 5 The creation of user account in the DOH Website shall be intended for uploading and downloading of data.
- 6 Authorized user/s shall have administrator access to the account in the Database. This person is bound by a non-disclosure agreement (NDA) to ensure the protection and integrity of data.
- 7 All data prior to uploading shall be checked, verified, and validated to ensure accuracy, completeness, and relevance.
- 8 The schedule of downloading of the data shall be done annually with a cut-off date every 31st of December of the current year.
- 9 Submission or uploading the Master list to the Database shall be done annually, every 31st of January of the succeeding year.
- 10 Proof of submission shall be coordinated to Laboratory, Medical Records, and TQD.


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DOCUMENTATION:

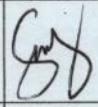
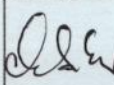
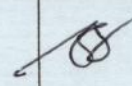

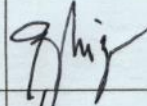
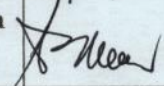
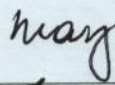

New Policy


DISSEMINATION:

1. Communicator Bulletin Board
2. Policies and Procedure Manual

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APPROVAL:

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Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		6/16/22

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PURPOSE:

This policy is established in accordance with DOH Administrative Order No. 2015-0017, Memorandum Circular No. 2021-0014, and Joint Administrative Order No. 2021 - 0001. The policy will be the reference and guide for the mandatory use of the National Database of Human Resources for Health Information System (NDHRHIS) - Based Data Collection System.

LEVEL:

HRD-Recruitment and Manpower Planning, NSD, Laboratory, TQD, Dietary, Pharmacy DIS, RTS, PMFC, and Medical Records.

DEFINITION OF TERMS:

1. **Professional Identification Card (PIC).** Refers to the card bearing the registration number, dates of issuance, and expiry, duly signed by the PRC Chairperson that is issued to a registered professional upon payment of the prescribed fee and compliance with RA No. 10912. (PRC Resolution No. 2018-1089 series of 2018: Revised rules on the accreditation of professional organizations and integrated professional organizations)
2. **National Health Workforce Registry (NHWR).** Refers to an automated information and communications system that collects and processes data on medical and allied health professionals. This shall generate, among others, the registry containing the number of practitioners and their location of practice inside and outside the country. (Section 25.7, Rule VI, UHC Act IRR)