 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-C-27-P04
	Effective Date:	10-31-2022
	Document Type:	Policy
	Page Number:	1 of 4
	Department/Section:	Medical Social Services
	Document Title:	MANAGEMENT OF VICTIMS OF ABUSE (WITHOUT WCPU)

PURPOSE:

To provide assistance to Violence Against Women and their Children (VAWC) victim survivors.

LEVEL:

Medical Social Worker, Physician, Nurse

DEFINITION OF TERMS:


Violence Against Children- refers to all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse. (Definitions in Republic Act 7610, 9208, and 9775 and other relevant laws).

Violence Against Women- refers to any act of gender-based violence that results in or is likely to result in physical, sexual, psychological harm or suffering to women, including threats of such acts, coercion, harassment or arbitrary deprivation of liberty, whether occurring in public or private life.

Child- refers to a person below eighteen (18) years of age or those over but are unable to fully take care of themselves or protect themselves from abuse, neglect, cruelty, exploitation, or discrimination.

Women and Children Protection Unit (WCPU)- a unit composed of a multidisciplinary team of trained physicians, social workers, mental health professionals, and police providing comprehensive medical and psychosocial services to women and children victims-survivors of violence.

Law Enforcement Agency (LEA)- any government agency responsible for enforcing the laws, e.g., Philippine National Police (PNP), Women and Children's Protection Desk (WCPD), National Bureau of Investigation (NBI).

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POLICY:


1. The Physician/Nurse shall identify and evaluate all cases that indicate possible abuse and provide necessary treatment to the alleged victim.
2. The Physician/Nurse shall investigate and confirm the case by interviewing the alleged victim and adequately documenting the matter. Once the existence of abuse is established, the Physician/Nurse shall refer the alleged victim to the Medical Social Worker.
3. The Medical Social Worker shall provide psychological first aid to the alleged victim and conduct interview and data gathering.
4. The Medical Social Worker shall report the abuse to the LEA within 48 hours.
5. The Medical Social Worker shall refer the abuse to the Municipality/City Social Worker/Department of Social Welfare and Development (DSWD).
6. The Medical Social Worker shall refer/coordinate with other hospitals with WCPU for possible transfer.
7. The Medical Social Worker shall prepare the Social Case Study Report for reference, record all activities, and file them accordingly.

DOCUMENTATION:

New Policy


DISSEMINATION:

1. RMC Hospital Communicator
2. Policies and Procedure Manual

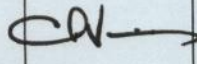

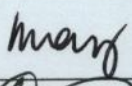
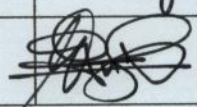
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REFERENCES:

1. DOH – Manual for Medical Social Workers Fifth Edition
2. DOH – Manual for Medical Social Workers Sixth Edition
3. Department of Health. (2013, March 13). Administrative Order No. 2013-0011 Revised Policy on the Establishment of Women and their Children Protection Units in All Government Hospitals [Press release].
<https://www.childprotectionnetwork.org/wp-content/uploads/2019/06/AO-WCPU-Gov.-Hosp..pdf>

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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	CHARMAINE M. VILORIA, RSW Medical Social Services Supervisor		10/19/22
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		10/19/2022
Recommending Approval:	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President- Chief Medical Officer		10-26-22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		11/11/22

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	Document Type:	Standard Operating Procedure
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	Document Title:	MANAGEMENT OF VICTIMS OF ABUSE (WITHOUT WCPU)

PURPOSE:

To discuss the guidelines and procedures in providing assistance to patients who are victims of abuse.

SCOPE:


Applies to all Physicians, Medical Social Services and Nursing Service Division staff of Dr. Pablo O. Torre Memorial Hospital

PERSON RESPONSIBLE:

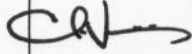

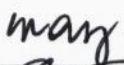

Medical Social Worker, Physician, Nurse


PROCEDURE:

1. The Physician/Nurse identifies the abuse cases through disclosure and signs of injuries.
2. The Physician/Nurse provides the necessary treatment to the alleged victim while investigating the possible abuse case by interviewing. Once the existence of abuse is established and confirmed, they will refer the matter to the Medical Social Worker.
3. The Medical Social Worker will provide psychological first aid to the alleged victim and conduct interview and data gathering.
4. The Medical Social Worker will report the case to the Law Enforcement Agencies within 48 hours and refer the alleged victim to the Municipality/City Social Worker/Department of Social Welfare and Development (DSWD).
5. The Medical Social Worker will prepare Social Case Study Report for reference and refer the alleged victim to other hospitals with WCPU for possible transfer.
6. The Medical Social Worker will provide appropriate services and coordinate with DSWD and LEA.


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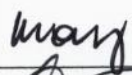
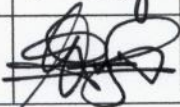
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Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		10/19/22
Recommending Approval:	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President- Chief Medical Officer		10-26-22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		11/11/22

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KEY TASKS	PERSON RESPONSIBLE
1. Identifies the abuse cases	Physician/Nurse
2. Provides the necessary treatment to the alleged 3. victim	
4. Reports the abuse case to MSW upon knowing	
5. Provides psychological first aid to the alleged victim	Medical Social Worker
6. Conducts interview and data gathering	
7. Reports to the LEA and DSWD	
8. Refers the alleged victim to other hospitals with WCPU	
9. Makes Case Study Report and files necessary documents	

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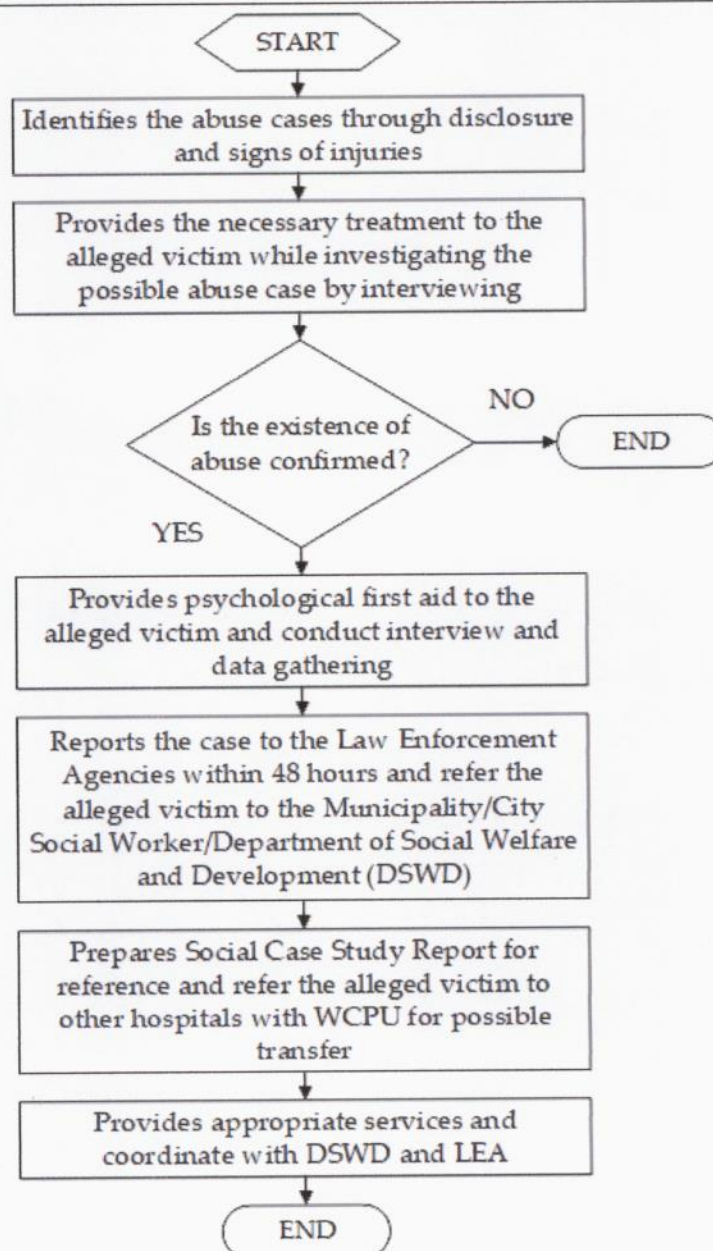



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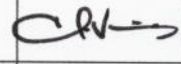

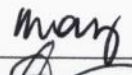
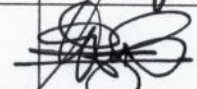
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FLOWCHART:



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