 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	DCN: QA-QP-02
	REVISION NO: 01
	EFFECTIVE DATE: 02-02-2020
	REVIEW DATE: 12-01-2023
	PAGE NO: 1 OF 5
	SECTION: QUALITY ASSURANCE
	TITLE/DESCRIPTION: Annual Audit Master Plan

#### PURPOSE:

The Master Audit Plan designed for a specific clinical study consists of a combination of several QA activities designed to ensure quality and regulatory compliance, to define timelines, and to identify personnel. These activities may include the review of the regulatory documents such as safety and quality policies, 5's, Turn-Around-Time (TAT), review of standard operating procedures (SOP's), and clinical practices.

#### LEVEL:

All Divisions, Management Committee

#### DEFINITION OF TERMS:

Audit Master Plan - an action plan that documents what procedures an auditor will follow to validate that an organization is in conformance with compliance regulations.

#### POLICY:

- 1.) The Quality Assurance Supervisor shall create a yearly audit master plan approved by the President and CEO.
- 2.) The Master Audit Plan shall include standardized audit programs, tailored audit programs and compliance audit programs. Standardized audit programs, which are available for many different areas, can be used proactively to help an organization create its own internal compliance framework and internal audit program.
- 3.) The Master Audit Plan shall be disseminated or its copy be given to respective units/sections/departments/divisions before the actual day of scheduled audit.
- 4.) The Internal Quality Auditor shall use the Audit Master Plan as the basis of the date of audit on the different areas in the hospital.
- 5.) If there are cancellations on the scheduled audit, the Quality Assurance Supervisor shall inform the unit/department of the cancellation and the new audit schedule.

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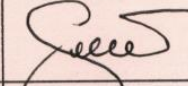
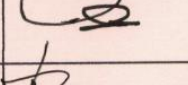
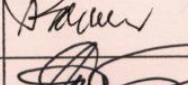

REVIEW DATE: 12-01-2023

PAGE NO: 2 OF 5

SECTION: QUALITY ASSURANCE

TITLE/DESCRIPTION: Annual Audit Master Plan

### APPROVAL:

	Name/Title	Signature	Date
Prepared by:	<b>BERNIE B. SIASON</b> Internal Quality Auditor -Non Patient Care		02/17/2020
	<b>SUZETTE J. PIDO, RN</b> Internal Quality Auditor-Patient Care		2/17/2020
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPSQua</b> Quality Assurance Supervisor		02/17/2020
Recommending Approval:	<b>HENRY F. ALAVAREN, MD, FPSMID</b> Total Quality Division Officer		2/18/2020
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		2/18/2020

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REVIEW DATE: 12-01-2023

PAGE NO: 3 OF 5

SECTION: QUALITY ASSURANCE

TITLE/DESCRIPTION: Annual Audit Master Plan

#### PROCEDURE:

1. Quality Assurance Supervisor creates the Annual Audit Master Plan and shall be submitted to the President and CEO for approval.
2. Internal Quality Auditors help create the annual audit master plan before submission of the final draft to the office of the President and CEO for approval.
3. If there are corrections, the Quality Assurance Supervisor carries out any corrections and submits the corrected Annual Audit Master Plan.
4. After the Annual Audit Master Plan has been approved, the Internal Quality Auditors distribute copies to their respective areas to be audited-Patient Care and Non-Patient Care.

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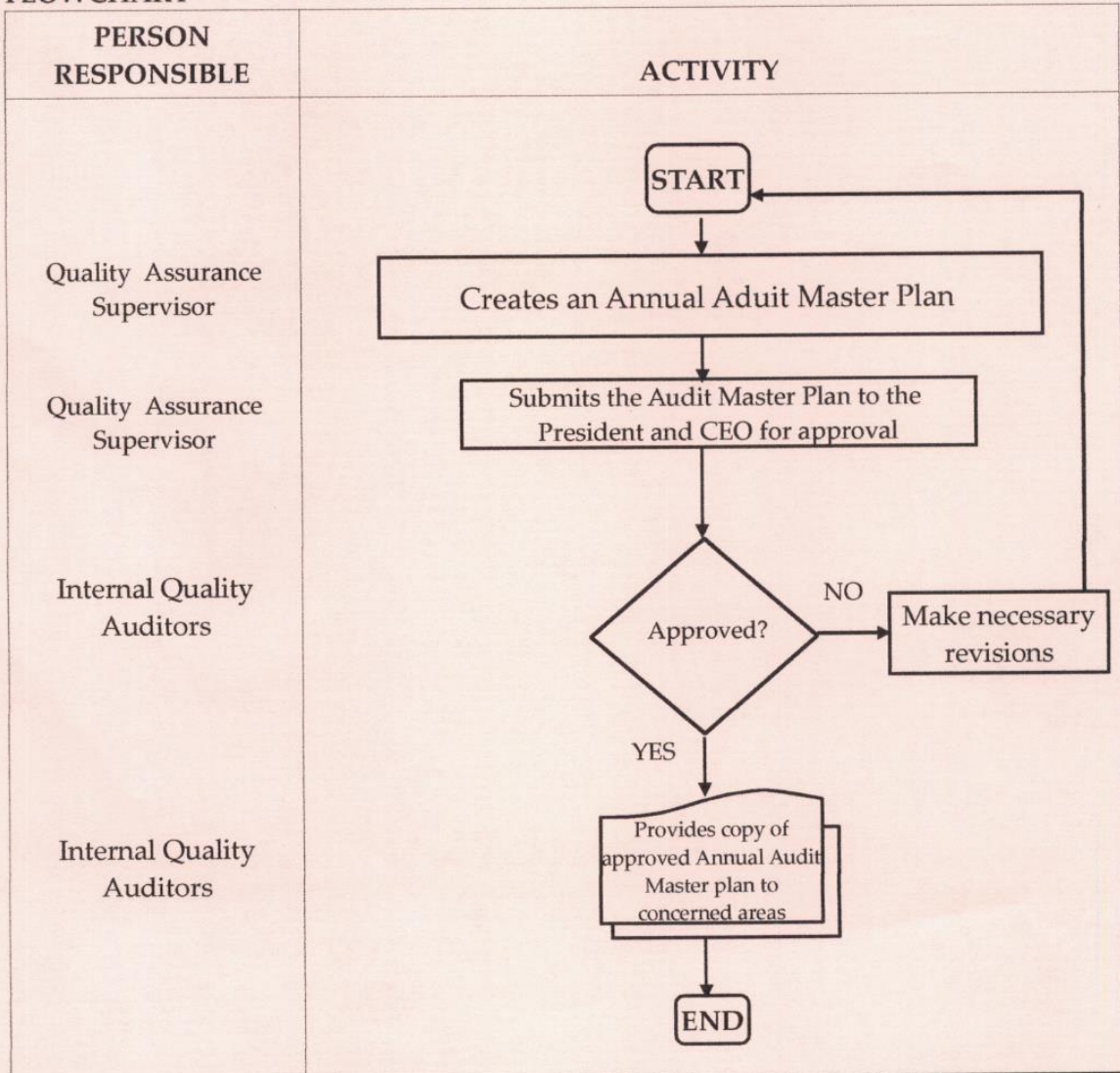
REVIEW DATE: 12-01-2023

PAGE NO: 4 OF 5

SECTION: QUALITY ASSURANCE

TITLE/DESCRIPTION: Annual Audit Master Plan

## FLOWCHART



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PAGE NO: 5 OF 5

SECTION: QUALITY ASSURANCE

TITLE/DESCRIPTION: Annual Audit Master Plan

#### **WORK INSTRUCTION:**

##### **Quality Assurance Supervisor**

1. Creates the Audit Master Plan for approval by the President and CEO.
2. Revises content of Audit Master Plan when necessary.

##### **Internal Quality Auditor**

1. Provides copy of approved Annual Audit Master plan to concerned areas

#### **DOCUMENTATION:**

1. Approved Audit Master Plan

#### **DISSEMINATION:**

1. Section meetings, quality handbook, and RMCI intranet

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