 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-TQD-LIC-P001
	Revision Number:	1
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	Department/Section:	Licensing
	Document Title:	LICENSING RANDOM AUDIT ROUNDS

### **PURPOSE:**

1. To set up uniform guidelines on the Licensing Random Audit Rounds.
2. To implement proper action to professionals (Employees, Consultants and Resident-in-Training) who are found non-compliant to the Licensing Policies and PFIC standards.
3. To abide by the DOH and PhilHealth standards and requirements.

### **LEVEL:**

Licensing Clerk, Total Quality Division Officer, Medical Director, Ancillary Division Officer, Chief Nurse, Department Heads, Section heads, Head Nurses, and Quality Assurance Supervisor.

### **DEFINITION OF TERMS:**

- License. A permit from an authority to own or use something, do a particular thing, or carry on a trade.

### **POLICY:**

1. All professionals (Employees, Consultants and Residents-in-Training) shall carry their updated PRC License Card/Claim Slip while on duty or at their respective area.
2. Department Heads, Section Heads, Head Nurses and Medical Affairs Officer are responsible in regularly reminding their staff to bring their updated PRC License Card/ Claim Slip while on duty.
3. The Licensing Clerk shall conduct the Licensing Audit Rounds randomly.
4. The Licensing Clerk shall have the authority to recommend to their respective Heads/Officer the professionals (Employees) found to be non-complaint with the Licensing Policies, DOH and PHIC standards, to be sent home and not allowed to be on duty and to Consultants and residents-in-training will not be allowed on the area until the professionals have carried their updated PRC License Card/Claim Slip.





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**APPROVAL:**

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	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer		20 FEB 2020
Final approved:	GENESIS GOLDI D. GOLINGAN President and CEO		20 FEB 2020


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### **PROCEDURE:**

1. The Licensing Clerk performs the Licensing Audit Rounds randomly.
2. The Licensing Clerk prepares the list of Professionals whose are will be monitored.
  1. For Physicians, the Licensing Clerk shall ask the Consultants and Residents-in-Training in the area to present their updated PRC card/Claim Slips.
3. Upon arrival at the area, the Licensing Clerk checks the list of professionals. He then coordinates with the heads if the staff is on duty and asks to present their updated PRC License card/Claim Slip.
4. After the Audit Rounds, the Licensing Clerk Makes a Licensing Audit Report (LAR). It consists of the area inspected, the number of staff and Consultants and Residents-in-training audited, the number of complaint and non-compliant professionals and their percentage of compliance.
5. The Licensing Audit Report also contains a recommendation that the staff and Consultant and Resident-in-Training is found non-compliant and must be sent home immediately and will not be allowed in the area.
6. The Licensing Audit Report is addressed to the Section Head/Department Head/Head Nurse/Medical Affairs Officer concerned and is noted by the Total Quality Division Officer.
7. The Licensing Clerk will furnish a copy of the report to the following:
  1. Chief Nurse for Nursing Service
  2. Ancillary Division Consultant for Ancillary
  3. Chief Medical Officer for Consultants and Residents-in-Training



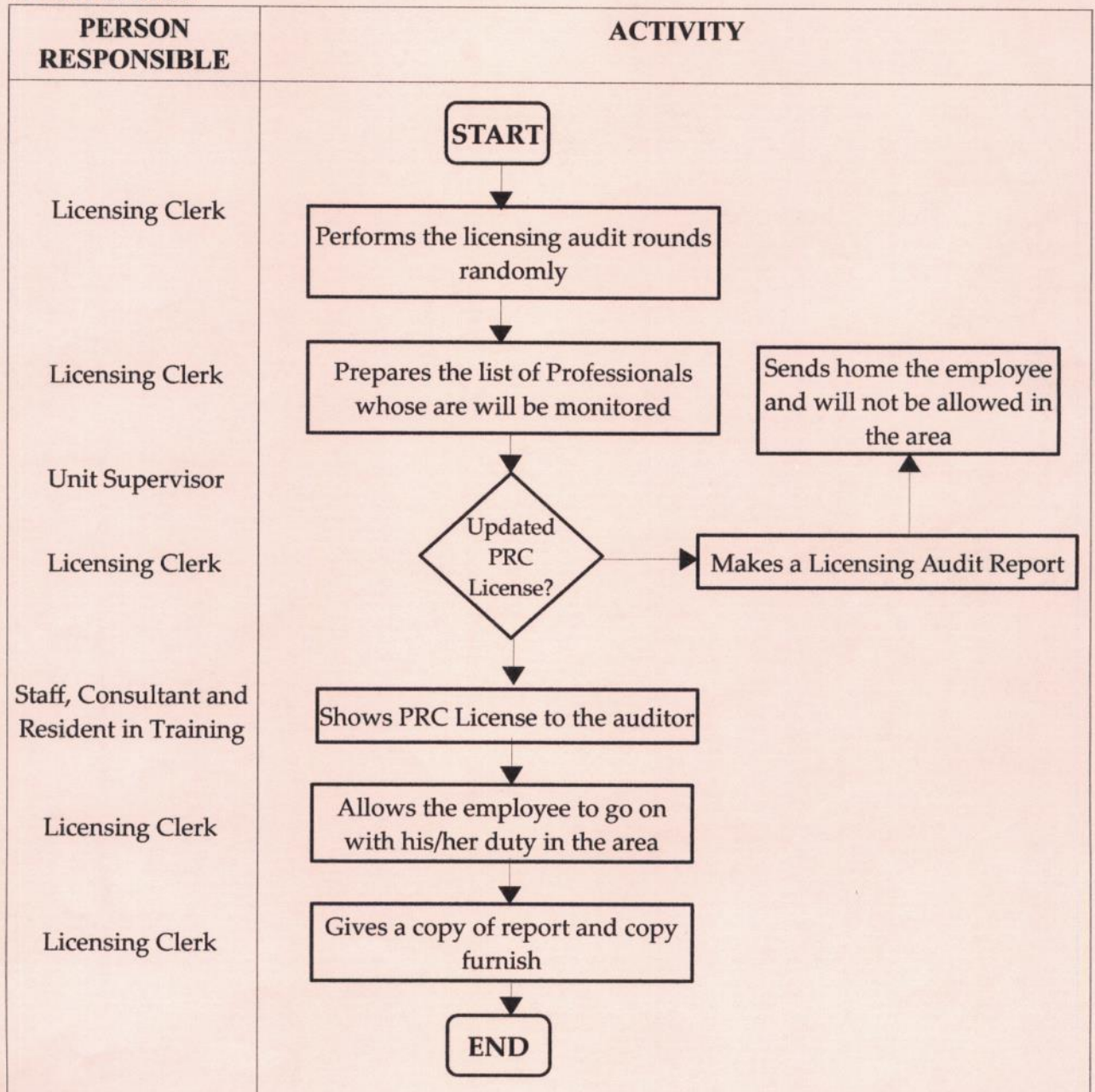


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## FLOWCHART




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### **WORK INSTRUCTION:**

#### **License Clerk**

1. Performs the licensing audit rounds randomly
2. Prepares the list of Professionals whose are will be monitored
3. Makes a Licensing Audit Report
4. Gives a copy of report and copy furnish unit supervisor

#### **Staff, Consultant and Resident-in-Training**

1. Shows PRC License to the auditor during the audit

### **DOCUMENTATION:**

1. Licensing Audit Report
2. Master List of Professionals

### **DISSEMINATION:**

1. Unit Meetings

### **REFERENCE:**

Guidelines from Department of Health