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	Document Title:	HANDLING SAMPLE SURGE

PURPOSE:

To provide guidance in managing the increasing number of patients brought about by the COVID-19 pandemic in RMCI-DPOTMH Molecular Biology Laboratory by strengthening surge capacity.

SCOPE:


Applies to all Molecular Laboratory Personnel who handles COVID-19 samples at the RMCI-DPOTMH Molecular Biology Laboratory.

PERSON RESPONSIBLE:


Medical Technologist, Laboratory Manager, Human Resource Department, Safety and Security Officer

GENERAL GUIDELINES:


- 1 Activation of the RMCI-DPOTMH Molecular Biology Laboratory Incident Command System must be in place to provide command, communication, control and coordination in handling sample surge for COVID-19 RT-PCR samples.
- 2 All efforts shall be exerted to ensure the continuous/ uninterrupted operations of the Molecular Biology Laboratory to address the challenges of the COVID-19 testing. The Molecular Biology Laboratory shall remain functional during this emergency.
- 3 The RMCI-DPOTMH shall have the surge capacity to address the sudden increase in number and prolonged demand of patients coming in for management and treatment.
- 4 RMCI-DPOTMH Molecular Biology Laboratory shall enhanced its surge capacity which includes:
 - 4.1 Providing for increase number of potential patient beds
 - 4.2 Wider space where patients may be triage, managed and decontaminated, increased available personnel of all types, and

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- 5 Continuous availability of necessary supplies and equipment to continue and to deliver RT-PCR COVID-19 testing which exceed authorized capacity.
- 6 RMCIDPOTMH Molecular Biology Laboratory shall designate COVID-19 referral hospital where they shall form part of the network of referral facilities for the management of severe to critical patients.
- 7 RMCIDPOTMH Molecular Biology Laboratory shall be able to create surge capacity plan and introduce innovations that would address the 4's Framework namely:
 - 7.1 Space/structure
 - 7.2 Staff
 - 7.3 Stuff
 - 7.4 Special services/system
- 8 Molecular Biology Laboratory Management of Surge Capacity by addressing staff:
 - 8.1 Issue moratorium for non-essential activities such as non-COVID-related trainings and suspension of leaves for vacation.
 - 8.2 Review and adjust the number of Molecular Laboratory Staff involved in the provision of RT-PCR COVID-19 testing considering patient load and exposure.
 - 8.3 Designate trained personnel
 - 8.4 Determine transition process of Clinical Laboratory Personnel into assuming Molecular Biology Laboratory duties, as needed.
 - 8.5 Ensure the provision for transportation and temporary shelters for Molecular Biology Laboratory Personnel, if necessary, by having written agreements with hotels for sleeping arrangements, in case sleeping quarters or hospital dormitories are not available
 - 8.6 Provide psychosocial services to Molecular Laboratory Personnel as necessary;
 - 8.7 Prioritize testing and treatment of Molecular Laboratory Personnel.


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- 8.8 Ensure that all staff are re-oriented on the hospital's Infection Prevention and Control Program and Procedures for COVID-19 as contained in the DM 2020-0035, "Strengthening of Hospital Infection Prevention and Control Measures to Prevent Spread of the Corona virus".
- 9 Management of surge capacity by addressing staff:
 - 9.1 Conduct emergency logistics for Molecular Laboratory supplies, reagents and other personal protective equipment, not available in the hospital.
 - 9.2 Activate memoranda of agreement with suppliers for FDA-approved supplies, PPE's, testing kits, reagents, etc.
 - 9.3 Develop strategy for acquiring and preparing essential equipment such as mechanical ventilators and suction machines that maybe needed by the patients.
 - 9.4 Ensure zero stock-outs of essential medical supplies, medicines, and equipment related to the management of COVID-19. Increased stock-pile of FDA-approved supplies, medicines, testing kits and provide alternate equipment.
 - 9.5 Ensure adequate stocks and rational use of personal protective equipment.
 - 9.6 Ensure that mechanisms to obtain assistance from other Molecular Laboratory is in place in the network are in place.
 - 9.7 Improve logistics management systems through:
 - 9.7.1 Special tracking of pre-identified supplies, including PPE (i.e. gloves, masks, cover all, etc., medicines, and other supplies
 - 9.7.2 Stockpiling of enough consumable resources for the probable duration of the pandemic.
 - 9.7.3 Pre-determining source/supplier for related resources augmentation and;
 - 9.7.4 Establishment of warehouses if necessary;
 - 9.7.4.1 Evaluating the need for increased warehouse and supply rooms
 - 9.7.4.2 Planning for month supply level
 - 9.7.4.3 Setting temporary modular storage facilities, as needed and;

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9.7.4.4 Monitoring and checking storage areas regularly.

- 10 Management of Surge Capacity addressing Special Services/Systems:
 - 10.1 Establish clear patient flow/foot traffic or suspect, probable, and confirmed COVID-19 patients and Molecular Laboratory Personnel.
 - 10.2 Strengthen infection prevention and control procedures of the molecular biology laboratory which includes those indicated in DM 2020-0072 "Interim Guidelines for 2019 Novel Coronavirus Acute Respiratory Disease (2019-nCoVARD) Response in Hospital and Other Health Facilities".
 - 10.3 Strengthen existing partnerships and networks as possible of additional supplies, human resources and the like. Additional human resources. Necessary orientation and trainings shall be provided by the HRD before deployment of the Molecular Laboratory Personnel.
 - 10.4 Establish clear, accurate and consistent internal and external communication plan.
 - 10.5 Consider strengthening the facility's Molecular Laboratory service for RT-PCR COVID-19 testing or linkage with an accredited COVID-19 testing laboratory.
 - 10.6 Establish referral system for suspect, probable, and confirmed cases across RMCI-DPOTMH.
 - 10.7 The Molecular Laboratory shall ensure effective use of its resources by:
 - 10.7.1 Monitoring key resources such as PPE and other supplies and consumables.
 - 10.7.2 Daily reporting and monitoring of available logistics, and essential supplies as mandated by DM 2020-0136.

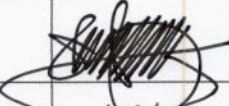

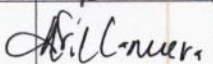


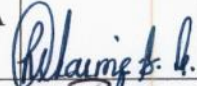

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PROCEDURE:

1. When confronted with challenges to meet the increasing demand for increasing demand for COVID-19 RT-PCR testing, the Molecular Laboratory Personnel shall institute responsive strategies and mechanism to meet the increased demand for testing in case of surge capacity.
2. Activate the RMCI-DPOTMH Molecular Biology Laboratory Incident Command system.
3. Establish/ designate an accredited referral Molecular Laboratory Personnel or linkage with different molecular laboratories.
4. The HRD shall ensure the provision for transportation and temporary shelters in case of increased demand in COVID-19 RT-PCR testing.
5. The HRD in coordination with the Wellness Department shall provide psychosocial services, orientation and training with Infection, Prevention and Control Unit before personnel deployment.
6. Chain Supply Department/ Materials Management Department shall ensure that there will be no zero stock-out of reagents, supplies, consumables, and equipment.

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	MONICA B. VILLANUEVA, RN, RMT, PhD Laboratory Director		7-7-2022
	MELANIE ROSE B. ZERRUDO, MD, FPSP Chair, Department of Pathology		7-7-2022
Reviewed by:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		07-07-2022
Recommending Approval by:	ROSARIO D. ABARING, RN, MN, PhD, FPCHA Ancillary Services Division Officer		07.06.2022
	FREDERIC IVAN L. TING, MD OIC- Total Quality Division		7/5/22
Approved by:	GENESIS GOLDI D. GOLINGAN President and CEO		




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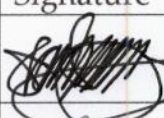
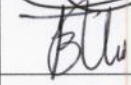
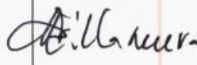
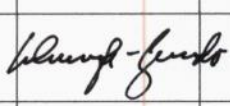

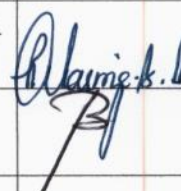
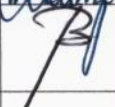
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KEY TASKS	PERSON RESPONSIBLE
1. Establishes/designates an accredited referral Molecular Laboratory Personnel or linkage with different molecular laboratories.	Laboratory Manager/ Department Chairman
2. Ensures the provision for transportation and temporary shelters in case of increased demand in COVID-19 RT-PCR testing.	HR Operations Manager
3. Provides psychosocial services, orientation and training before personnel deployment.	HR Division Head, Wellness Section Supervisor, IPCU Supervisor
4. Ensures that there will be no zero stock-out of reagents, supplies, consumables, and equipment.	Logistics Division Head

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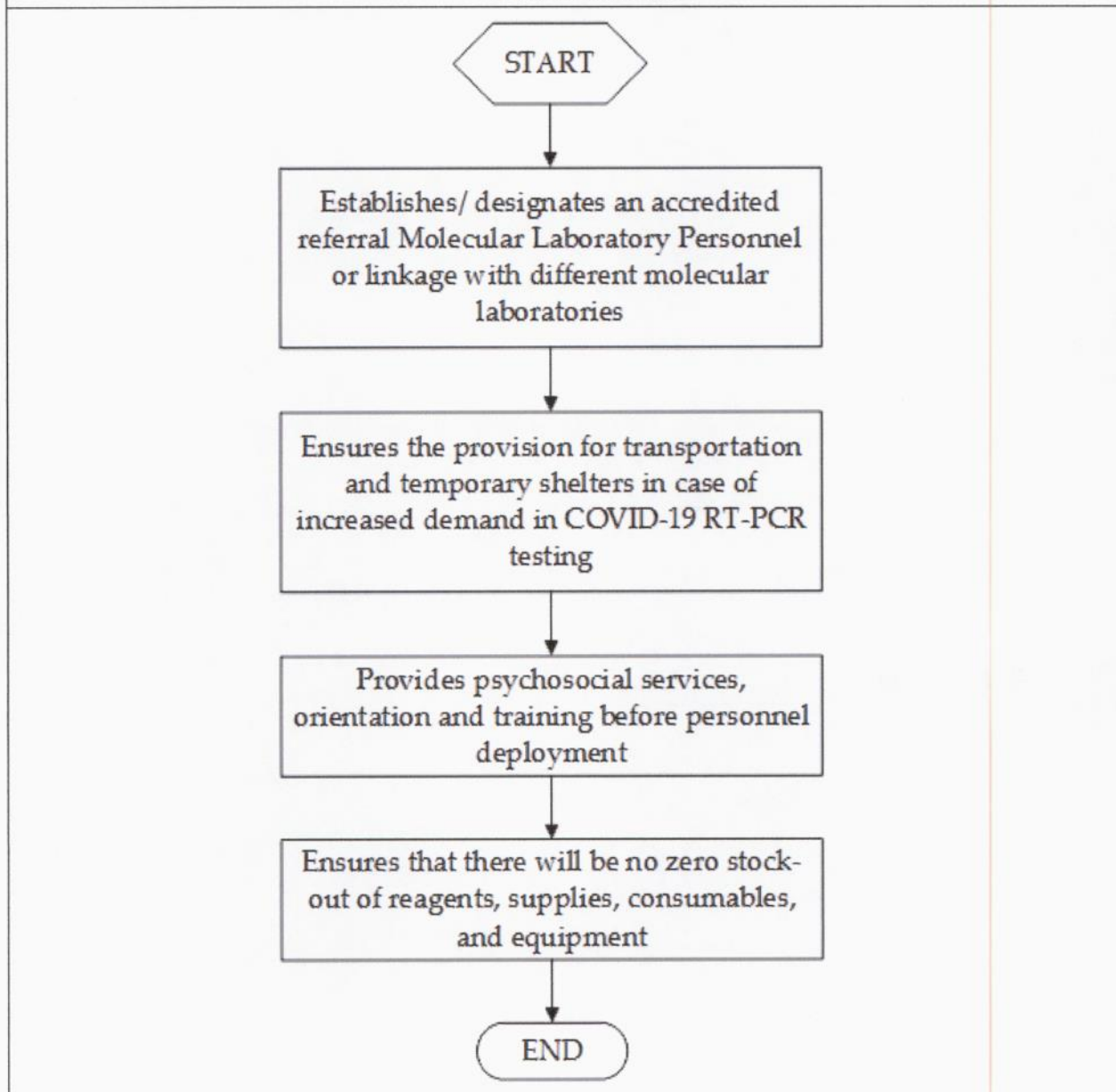


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FLOWCHART





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