




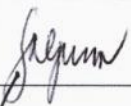

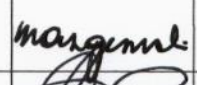
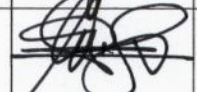
 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-I-29-P02-WI01
	Effective Date:	10-30-2021
	Document Type:	Work Instruction
	Page Number:	1 of 2
	Department/Section:	Neonatal Intensive Care Unit
	Document Title:	<b>STAFFING PLAN</b>

KEY TASKS	PERSON RESPONSIBLE
<ol style="list-style-type: none"> <li>1. Determines the number of staff required for the unit</li> <li>2. Creates the Staffing Plan and submits it to the Human Resources Division</li> <li>3. Conducts gap analysis regularly to assess staffing needs</li> <li>4. Coordinates any changes in the staffing plan with the Human Resources Division</li> </ol>	Head Nurse and NSD Middle Managers
Ensures that the manpower demand of the department are fulfilled	Human Resources Division
Creates the schedule for the staff assigned in the unit/section	Head Nurse

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**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>CANDY LYN G. QUIPTE, RN</b> NICU Staff Nurse		11/12/2021
	<b>JENIFFER D. SISON, RN</b> NICU Head Nurse		11/12/2021
Verified:	<b>HANNAH KHAY S. TREYES, RN, MN</b> Chief Nurse		11/12/2021
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		11/12/2021
Recommending Approval:	<b>MARIA LIZA C. PERAREN, RN, MAN</b> Nursing Service Division Officer		14-Dec-21
	<b>HENRY F. ALAVAREN, MD, FPSMID, FPSQua</b> Total Quality Division Officer		12/14/2021
	<b>MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA</b> Vice President – Chief Medical Officer		12.15.2021
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		1/5/2022