 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-20-P02
	Effective Date:	07-15-2022
	Document Type:	Policy
	Page Number:	1 of 5
	Department/Section:	Sterilization and Reprocessing Unit
	Document Title:	STAFFING PLAN

PURPOSE:

1. To provide manpower to operate the unit.
2. To arrange a senior and junior technician in one shift to provide proper training and supervision for new employees.
3. To prepare a reliever in case of emergencies and leaves.

LEVEL:

Sterilization and Reprocessing Unit Head, Technicians

DEFINITION OF TERMS:


Junior Technician- newly hired technicians that assist senior technician in all cleaning and reprocessing process and storage of instruments and packages, cleans and disinfect working areas and perform tasks assigned by the SRU Head.

Reliever- someone who substitutes temporarily for another member of the same profession.

Senior Technician- they are technicians that are seven years in service and participate in training new employed technicians, distributes work, ensure availability of materials and equipment, ensures to follow correct procedure and principles of sterility in the reprocessing process, notify necessary repairs for the machines and instruments and perform tasks assigned by the SRU Head.

SRU Head- works for more than eight years and implements and follow ups the practices of sterility, supervise and direct team, keep records for SRU activities, facilitates necessary training and makes assessment for each technician every year.

Staffing Plan- is a strategic planning process by which a company assesses and identifies the personnel needs of the organization.

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-20-P02
	Effective Date:	07-15-2022
	Document Type:	Policy
	Page Number:	2 of 5
	Department/Section:	Sterilization and Reprocessing Unit
	Document Title:	STAFFING PLAN


B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

POLICY:

1. Daily schedules shall be strictly followed by the technicians made by the SRU Head.
2. There shall be one Senior Technician, two Junior Technicians, a Clerk and Housekeeping Personnel on duty per shift.
3. Any changes in the schedule due to emergency cases (sick/emergency call) shall be requested by the technician 2 hours before shift.
4. Vacation leave shall be requested 15 days prior to schedule.
5. The following shall be the provisional schedule for SRU Personnel:

	Morning Shift	Afternoon Shift	Night Shift
Senior Technician	1	1	1
Junior Technician	2	2	2
Housekeeping/Collector	1	1	1
Inventory Personnel/Clerk	1		
SRU Head	1		
Total	6	4	4

Number of Technicians per area	
Decontamination Area	1
Packaging and Reprocessing Area	1
Sterile Storage	1
Inventory	1
Housekeeping/Collection	1

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-20-P02
	Effective Date:	07-15-2022
	Document Type:	Policy
	Page Number:	3 of 5
	Department/Section:	Sterilization and Reprocessing Unit
	Document Title:	STAFFING PLAN

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

6. SICK LEAVE


- 6.1. Technician shall inform the SRU Head and Supervisor at least 2 hours before work schedule on duty for emergency conditions.
- 6.2. SRU Head shall determine possible reliever/substitute.
- 6.3. SRU Head instructs technician to consult to medical doctor.
- 6.4. Technician informs status and recommendation of the medical doctor
- 6.5. SRU Head process the online sick leave.
- 6.6. Technicians goes back to medical doctor for follow-up consultation and seek fit-to-work recommendation
- 6.7. Technician proceed HR Department to seek medical clearance and submits to Nursing Service Office prior to duty

7. EMERGENCY LEAVE

- 7.1. Technician shall informs SRU Head and Supervisor at least 2 hours before work schedule on duty for emergency conditions.
- 7.2. SRU Head determines possible reliever/substitute.
- 7.3. Technician proceed HR Department to seek clearance and submits to Nursing Service Office prior to duty.

8. ADDITIONAL MANPOWER GUIDELINES:

- 8.1. When workload is more than the capacity of the technician on duty, additional personnel is called in (for decontamination and annual inventory).
- 8.2. If there are emergency/sick cases or vacation leave granted, a possible reliever is determined for substitute.

 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-20-P02
	Effective Date:	07-15-2022
	Document Type:	Policy
	Page Number:	4 of 5
	Department/Section:	Sterilization and Reprocessing Unit
	Document Title:	STAFFING PLAN

DOCUMENTATION:


New Policy

DISSEMINATION:

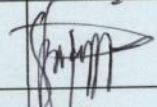
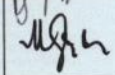
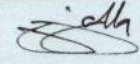
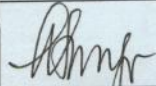
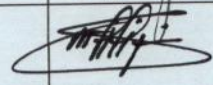
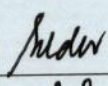


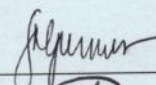
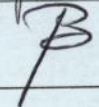
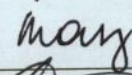
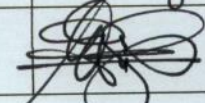
1. Policies and Procedure Manual
2. Hospital Communicator


REFERENCES:

1. World Health Organization. (2016). *Decontamination and Reprocessing of Medical Devices for Health-care Facilities*. Retrieved May 29, 2022, from <https://apps.who.int/iris/bitstream/handle/10665/250232/9789241549851-eng.pdf>
2. *The Sterile Supply Departments Quick Guide Manual*. (n.d.). Infection Control Directorate Ministry of Health-Kuwait. Retrieved May 29, 2022, from <http://www.icdkwt.com/pdf/policiesandguidelines/decontamination/guidelines-english.pdf>

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-I-20-P02
	Effective Date:	07-15-2022
	Document Type:	Policy
	Page Number:	5 of 5
	Department/Section:	Sterilization and Reprocessing Unit
	Document Title:	STAFFING PLAN

APPROVAL:

	Name/Title	Signature	Date
Prepared by:	LEA MAY PANUGALING Sterilization and Reprocessing Unit Technician		7/7/22
	MELANIE MOJENO-SAN FRANCISCO, RN Surgical Suites Staff Nurse		7/7/22
Verified:	PAUL WILSON T. JALLA, RN Sterilization and Reprocessing Unit Head		7/7/22
	MARIA AGNES A. SARIEGO, RN, MN Surgical Complex Manager		7/7/22
	RICHARD S. MONTILJAO, RN OIC Policy Development		7/7/22
	SHALAINE SOCORO L. DURAN, RN Nurse Manager for Operations		7/7/22
	HANNAH KHAY S. TREYES, RN, MN Chief Nurse		07/07/2022
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		07/07/2022
Recommending Approval:	MARIA LIZA C. PERAREN, RN, MAN Nursing Service Division Head		7/7/22
	FREDERIC IVAN L. TING, MD OIC- Total Quality Division		7/8/22
	MA. ANTONIA GENSOLI, MD, FPPS, FPCHA Vice President- Chief Medical Officer		7-18-22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		8/31/22

 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-20-P02-S01
	Effective Date:	07-15-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 2
	Department/Section:	Sterilization and Reprocessing Unit
	Document Title:	STAFFING PLAN

PURPOSE:

To define the steps involved in planning for the manpower requirement of the unit.

SCOPE:


Applies to all Sterilization and Reprocessing Unit (SRU) staff of Dr. Pablo O. Torre Memorial Hospital

PERSON RESPONSIBLE:

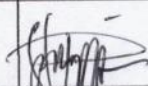
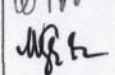

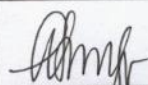
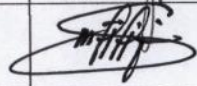
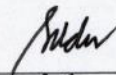
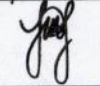

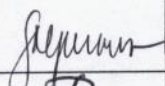

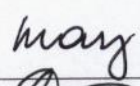
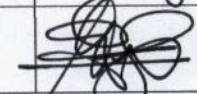
Surgical Complex Manager, Sterilization and Reprocessing Unit Head and Technicians, Human Resource Division


PROCEDURE:

1. The SRU Head determines the number of staff required for the unit.
2. The Surgical Complex Manager and Sterilization and Reprocessing Unit Head creates the Staffing Plan then submits the information to the Human Resource Division (HRD).
3. The HRD facilitates the manpower demand of the unit.
4. The SRU Head creates the schedule for the staffs.
5. Staffs assigned in the unit are to rotate in the different shifts set by the unit head.
6. All SRU staff who will go on vacation shall inform the SRU Head 15 days prior or two (2) hours before the shift for emergency or sick leaves.
7. The Surgical Complex Manager and SRU Head shall conduct a gap analysis regularly to assess the staffing needs of the unit.
8. Any changes in the staffing plan are coordinated with the HRD.


 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-I-20-P02-S01
	Effective Date:	07-15-2022
	Document Type:	Standard Operating Procedure
	Page Number:	2 of 2
	Department/Section:	Sterilization and Reprocessing Unit
	Document Title:	STAFFING PLAN

APPROVAL:

	Name/Title	Signature	Date
Prepared by:	LEA MAY PANUGALING Sterilization and Reprocessing Unit Technician		7/7/22
	MELANIE MOJENO-SAN FRANCISCO, RN Surgical Suites Staff Nurse		7/7/22
Verified:	PAUL WILSON T. JALLA, RN Sterilization and Reprocessing Unit Head		7/7/22
	MARIA AGNES A. SARIEGO, RN, MN Surgical Complex Manager		7/7/22
	RICHARD S. MONTILJAO, RN OIC Policy Development		7/7/22
	SHALAINE SOCORO L. DURAN, RN Nurse Manager for Operations		7/7/22
	HANNAH KHAY S. TREYES, RN, MN Chief Nurse		07/07/2022
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		07/07/2022
Recommending Approval:	MARIA LIZA C. PERAREN, RN, MAN Nursing Service Division Head		7/7/22
	FREDERIC IVAN L. TING, MD OIC- Total Quality Division		7/8/22
	MA. ANTONIA GENSOLI, MD, FPPS, FPCHA Vice President- Chief Medical Officer		7-18-22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		8/31/22

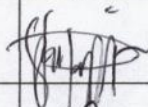


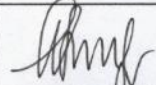
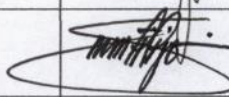
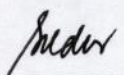


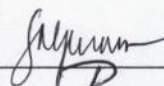

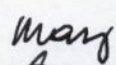

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-I-20-P02-WI01
	Effective Date:	07-15-2022
	Document Type:	Work Instruction
	Page Number:	1 of 2
	Department/Section:	Sterilization and Reprocessing Unit
	Document Title:	STAFFING PLAN

KEY TASKS	PERSON RESPONSIBLE
1. Determines the number of staff required for the unit.	SRU Head
2. Creates the Staffing Plan then submits the information to the Human Resource Division	Surgical Complex Manager and SRU Head
3. Facilitates the manpower demand of the unit	HRD
4. Creates the schedule for the staffs	SRU Head
5. Informs the SRU Head of the planned and unplanned leaves	All SRU staffs
6. Conducts a gap analysis regularly to assess the staffing needs of the unit	Surgical Complex Manager and SRU Head

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-20-P02-WI01
	Effective Date:	07-15-2022
	Document Type:	Work Instruction
	Page Number:	2 of 2
	Department/Section:	Sterilization and Reprocessing Unit
	Document Title:	STAFFING PLAN

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

APPROVAL:

	Name/Title	Signature	Date
Prepared by:	LEA MAY PANUGALING Sterilization and Reprocessing Unit Technician		7/7/22
	MELANIE MOJENO-SAN FRANCISCO, RN Surgical Suites Staff Nurse		7/7/22
Verified:	PAUL WILSON T. JALLA, RN Sterilization and Reprocessing Unit Head		7/7/22
	MARIA AGNES A. SARIEGO, RN, MN Surgical Complex Manager		7/7/22
	RICHARD S. MONTILIJAO, RN OIC Policy Development		7/7/2022
	SHALAINE SOCORO L. DURAN, RN Nurse Manager for Operations		7/7/2022
	HANNAH KHAY S. TREYES, RN, MN Chief Nurse		07/07/2022
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		07/07/2022
Recommending Approval:	MARIA LIZA C. PERAREN, RN, MAN Nursing Service Division Head		7/7/22
	FREDERIC IVAN L. TING, MD OIC- Total Quality Division		7/8/22
	MA. ANTONIA GENSOLI, MD, FPPS, FPCHA Vice President- Chief Medical Officer		7.22.22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		8/21/22

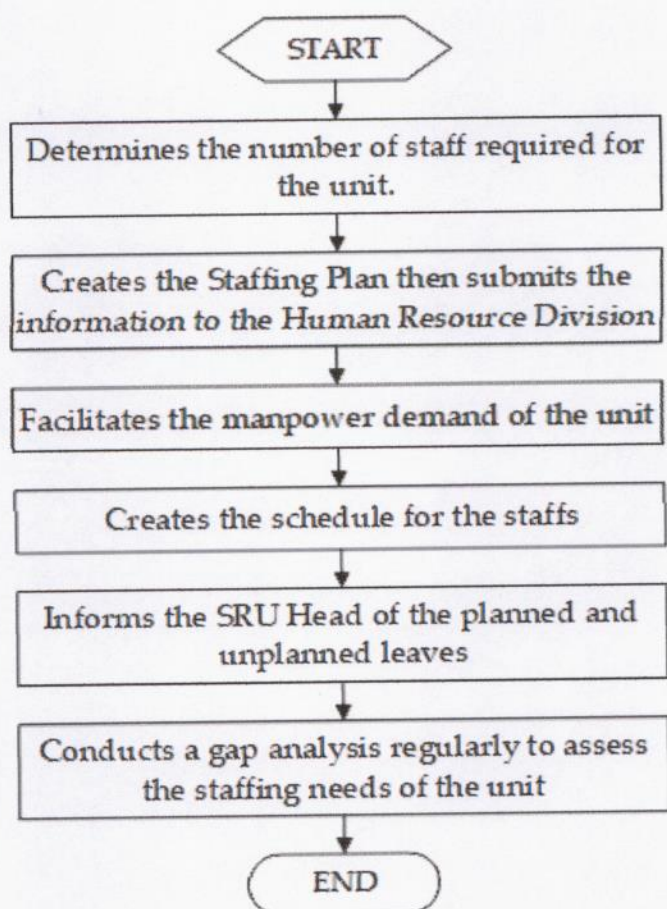



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

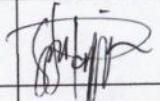
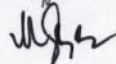
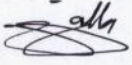
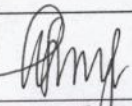
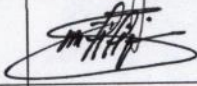
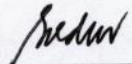


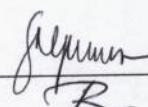
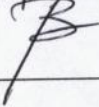
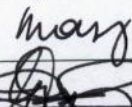
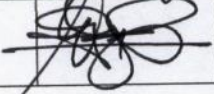
Document Code:	DPOTMH-I-20-P02-FC01
Effective Date:	07-15-2022
Document Type:	Flowchart
Page Number:	1 of 2
Department/Section:	Sterilization and Reprocessing Unit
Document Title:	STAFFING PLAN

FLOWCHART



 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-20-P02-FC01
	Effective Date:	07-15-2022
	Document Type:	Flowchart
	Page Number:	2 of 2
	Department/Section:	Sterilization and Reprocessing Unit
	Document Title:	STAFFING PLAN

APPROVAL:

	Name/Title	Signature	Date
Prepared by:	LEA MAY PANUGALING Sterilization and Reprocessing Unit Technician		7/7/22
	MELANIE MOJENO-SAN FRANCISCO, RN Surgical Suites Staff Nurse		7/7/22
Verified:	PAUL WILSON T. JALLA, RN Sterilization and Reprocessing Unit Head		7/7/22
	MARIA AGNES A. SARIEGO, RN, MN Surgical Complex Manager		7/7/22
	RICHARD S. MONTILJAO, RN OIC Policy Development		7/7/22
	SHALAINE SOCORO L. DURAN, RN Nurse Manager for Operations		7/7/22
	HANNAH KHAY S. TREYES, RN, MN Chief Nurse		07/07/2022
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		07/07/2022
Recommending Approval:	MARIA LIZA C. PERAREN, RN, MAN Nursing Service Division Head		7/7/22
	FREDERIC IVAN L. TING, MD OIC- Total Quality Division		7/8/22
	MA. ANTONIA GENSOLI, MD, FPPS, FPCHA Vice President- Chief Medical Officer		7-18-22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		8/31/22