
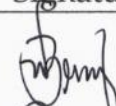
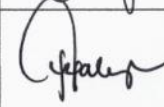
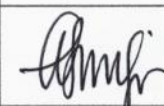


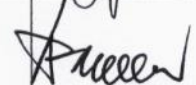
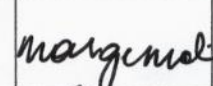
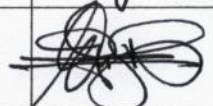
 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-31-P02-WI02
	Effective Date:	11-30-2021
	Document Type:	Work Instruction
	Page Number:	1 of 2
	Department/Section:	Endoscopy Unit
	Document Title:	STAFFING PLAN

KEY TASKS	PERSON RESPONSIBLE
<ol style="list-style-type: none"> 1. Determines the number of staff required for the unit 2. Creates the Staffing Plan and submits it to the Human Resources Division 3. Conducts gap analysis regularly to assess staffing needs 4. Coordinates any changes in the staffing plan with the Human Resources Division 	Surgical Complex Manager, Head Nurses and Supervisors
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 Nurses

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APPROVAL:

	Name/Title	Signature	Date
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