 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive Bacolod City 6100</p>	DCN: HW – QP - 11
	REVISION NO: 00
	DATE EFFECTIVE: 01-01-09
	PAGE NO: 1 OF 4
	SUBJECT: UPHOLDING PATIENT'S RELIGIOUS RIGHTS

PURPOSE

1. To provide guidelines in upholding patient's religious rights, beliefs and custom.
2. To accommodate the spiritual needs of the patient.

LEVEL

Chaplain, Pastor, Marketing Department, Information Section, Nurse on duty, Nurse Supervisor


POLICY

1. It is the policy of the Dr. Pablo O. Torre Memorial Hospital to respect the religious beliefs, practices and customs of every patient. Henceforth, the management shall strive to provide every patient with the religious services which are most acceptable to him.
2. The Marketing Department and Information Section must have a telephone directory of the nearest parish and churches.
3. In all emergency cases, such as death and/or dying, the Nurse on duty shall inform as soon as possible the Chaplain and the Nursing Supervisor.
4. For Non-catholic patient, they shall be provided with the telephone directory of the nearest parish and churches.
 - 4.1 The Watcher and/or family of the patient shall be the one to contact and request for a pastor to visit their patient in the hospital.
 - 4.2 The Watcher and/or family of the patient should inform the nursing supervisor or nurse on duty or the request for a pastor.

PROCEDURE

1. Upon admission, the Nurse on duty orients the patient about the room setting and religious services.
2. The Nurse on duty asks the patient about his religious practices, such as: receiving Holy Communion, Spiritual Counseling, Extreme Unction and Confession.
 - 2.1. If the Patient wants to receive Holy Communion:
 - 2.1.1. The Patient or Watcher informs the station or the nurse on duty that he or she wants to receive Holy Communion.
 - 2.1.2. The Nurse on duty places the "Holy Communion" tag at the door knob of the patient's room who requested for Holy Communion.

Note: *The Holy Communion Tag that is placed on the doorknob outside the patient's room indicates that the patient wants to receive Holy Communion. This will help the lay ministers in*

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	PAGE NO: 2 OF 4
	SUBJECT: UPHOLDING PATIENT'S RELIGIOUS RIGHTS

identifying those patients who want to receive Holy Communion.

2.2. If the Patient needs Spiritual Counseling, Confession and Extreme Unction, the patient or watcher informs the station or the nurse on duty.

2.2.1. **If the Patient is a Roman Catholic**, the Nurse calls the Chaplain of the Dr. Pablo O. Torre Memorial Hospital.

2.2.1.1. In the absence of the Chaplain of Dr. Pablo O. Torre Memorial Hospital:

2.2.1.1.1. During office hours, the Nurse on duty calls the Marketing Department and asks them for a Priest.

2.2.1.1.1.1. The Marketing Clerk asks for the name of the patient, the case, the room number and the kind of service the patient needs.

Note: This information will be given to the priest who will do the service.

2.2.1.1.2. After office hours, the Nurse on duty or Nurse Supervisor calls the Information Section and asks for the numbers of the nearest parish or church.


2.2.1.1.2.1. The Nurse on duty and/or Nurse Supervisor calls the number given to him/her if the priest is available for service.

Note: When the Chaplain is on leave due to recollections and other pastoral activities, in his absence, he assigns another priest to relieve his post. The Chaplain leaves his Sun Cellular Phone (09236585520) to inform directly the reliever priest if there are sick calls, spiritual counseling, and/or confession.

2.2.1.2. If the Patient has his own preference of a priest:

2.2.1.2.1. The Patient or Watcher gives the name of the priest to the Nurse on duty.

2.2.1.2.2. The Nurse on duty informs and asks for an approval to his or her supervisor.

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	DATE EFFECTIVE: 01-01-09
	PAGE NO: 3 OF 4
	SUBJECT: UPHOLDING PATIENT'S RELIGIOUS RIGHTS

2.2.1.2.3. Upon approval, the Patient or Watcher calls his or her preferred priest.

2.2.1.2.4. The Nurse on duty calls and informs the Information Section regarding the special case and gives the name of the priest for identification.

2.2.1.2.5. The Priest, upon arrival at the lobby, presents any valid Identification card at the guard on duty for admittance.

2.2.2. For Non-catholic Patients:

2.2.2.1. The Patient or Watcher informs the station or the Nurse on duty about his spiritual needs.

2.2.2.2. The Nurse on duty asks the patient or watcher if he knows of a pastor that would give him counseling.

2.2.2.2.1. If Yes:

2.2.2.2.1.1. The Patient or Watcher gives the name of the Pastor to the Nurse on duty.

2.2.2.2.1.2. The Nurse on duty informs and asks for an approval to his or her supervisor.

2.2.2.2.1.3. The Patient or Watcher calls his or her preferred pastor.


2.2.2.2.1.4. Once approved, the Nurse on duty calls and informs the Information Section regarding the special case and gives the name of the pastor for identification.

2.2.2.2.1.5. The Pastor, upon arriving at the lobby, presents any valid identification card at the guard on duty for admittance.

2.2.2.2.2. If NONE:

2.2.2.2.2.1. During office hours, the Nurse on duty calls the Marketing Department to provide the patient with the directory of parishes and churches.

2.2.2.2.2.2. After office hours, the Patient calls the Nurse on duty or Nurse

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	PAGE NO: 4 OF 4
	SUBJECT: UPHOLDING PATIENT'S RELIGIOUS RIGHTS

Supervisor and asks for a directory of parishes and churches.

2.2.2.2.2.1. The Patient or Watcher and/or Family member calls the number given to him or her and asks if the Pastor is available for service.

DOCUMENTATION

1. Patient's Chart
2. Nurse's Notes
3. Telephone Directory (Churches, Parishes and Contact Person)

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