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PURPOSE

To provide guidelines in allowing Contractor's Authorized Person (CAP) or Authorized Person Outside Negros Occidental (APONO) to conduct preventive maintenance, install essential ancillary equipment, perform regulatory functions and other essential medical and non-medical services to Riverside Medical Center, Inc.

DEFINITION OF TERMS

Contractor's Authorized Person (CAP) - This refers to any person sent by a company duly recognized by Riverside Medical Center, Inc. (RMCI) that conducts preventive, and corrective maintenance to RMCI.


Authorized Person Outside Negros Occidental (APONO) – The term refers to any person residing outside the province of Negros Occidental that has an official business or transaction with Riverside Medical Center, Inc. (RMCI). This services could either be preventive and corrective maintenance or installation of new equipment.

LEVEL

All Employees, Affiliating Students, Consultants, Contractors, and Casual and agency staff

POLICY:

1. The Department of Interior and Local Government (DILG) reiterated that only locally-stranded individuals (LSIs) and returning Overseas Filipinos (ROFs) are required to get a

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travel authority from the Philippine National Police (PNP) while employees reporting back to work need only to show their company IDs.


2. Since Guidelines on COVID 19 are Interim (due to evolving developments on the current pandemic) other government guidelines, pronouncements, and advisories not stipulated on this policy, specifically from the National Inter-Agency Task Force on Emerging Infectious Diseases, Department of Health (DOH), Department of Interior and Local Government (DILG), and other related government agencies shall be followed strictly.

3. After satisfying government requirements, **Contractor's Authorized Person (CAP) and Authorized Person Outside Negros Occidental (APONO)** shall follow all RMCI policies and standard operating procedures related to the nature and purpose of his work, such as but not limited to passage on the designated triage area, wearing of Visitor's ID/Pass, hand hygiene, social distancing, wearing of required face mask, face shield, and other required personal protective equipment (PPE).


4. As deemed necessary, Riverside Medical Center, Inc. (RMCI) shall require the authorized person(s) to submit test result(s) such as but not limited to before they can be allowed to provide ancillary and other services to RMCI.

4.1 Rapid Test for COVID 19




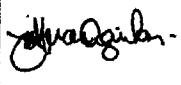




4.2 IgG and IgM test or other tests for emerging and re-emerging infectious disease

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5. The test result(s) shall be forwarded to the concerned department where the services will be rendered.
6. The department manager's/Supervisor's/Section head's shall forward a copy of the test(s) result(s) to the Infection Prevention and Control Unit within a week prior to his actual work.

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APPROVAL:


	Name/Title	Signature	Date
Prepared by:	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor		07-01-2020
Reviewed:	SUZETTE J. PIDO, RN Internal Quality Auditor-Patient Care		07-01-2020
	BERNIE B. SIASON Internal Quality Auditor-Non Patient Care		07-01-2020
	JOANNA MARIE M. AGUILAR, RN Accreditation Standard Internal Auditor-Non-Patient Care		07-01-2020
	GEORGE ANTHONY S. ANG, RN Accreditation Standard Internal Auditor-Patient Care		07/01/2020
Recommending Approval:	MA. ANTONIA S. GENSOLI, MD, FPPS Medical Director		7-3-2020
	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer		7/3/20
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		07062020

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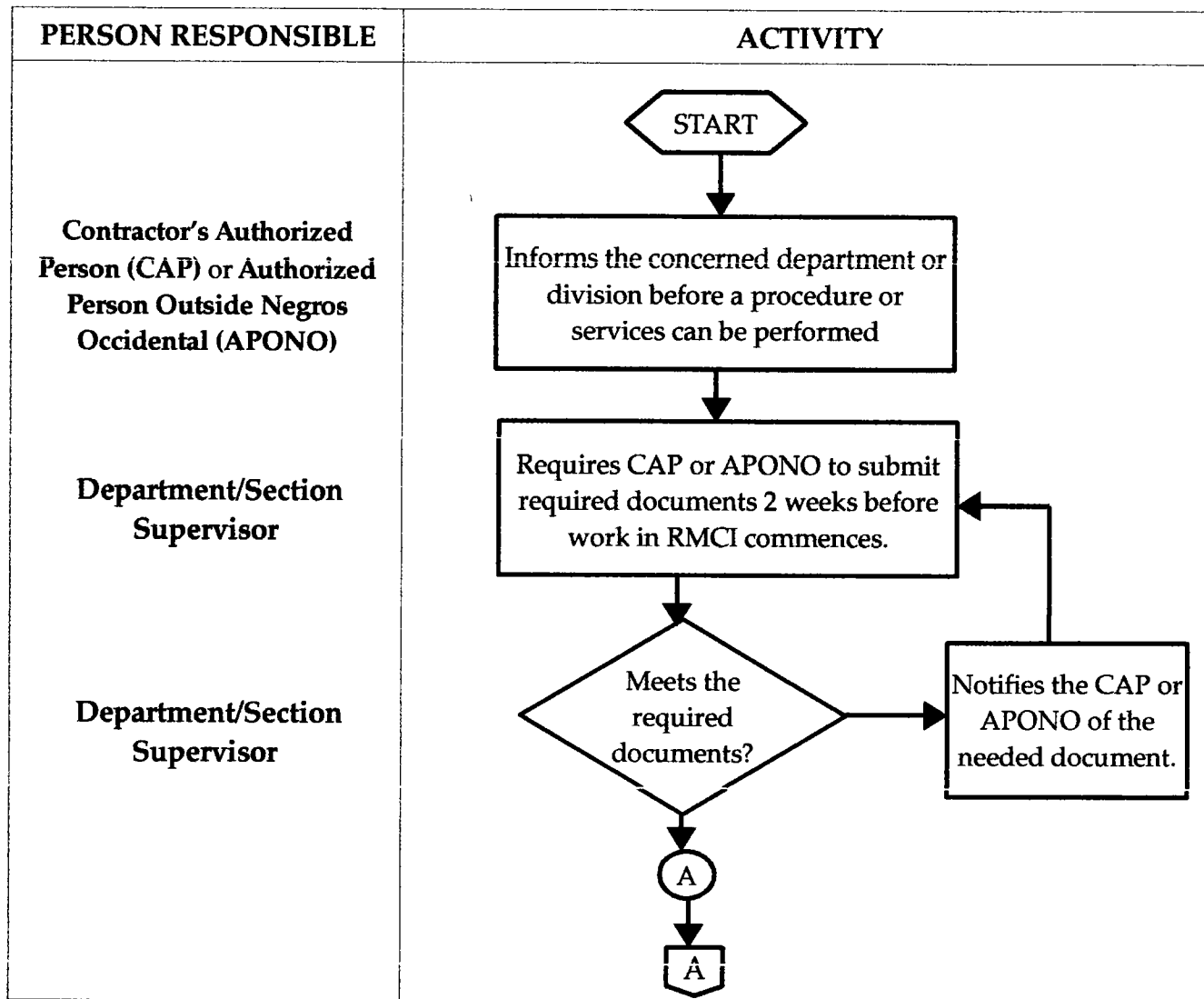
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PROCEDURE

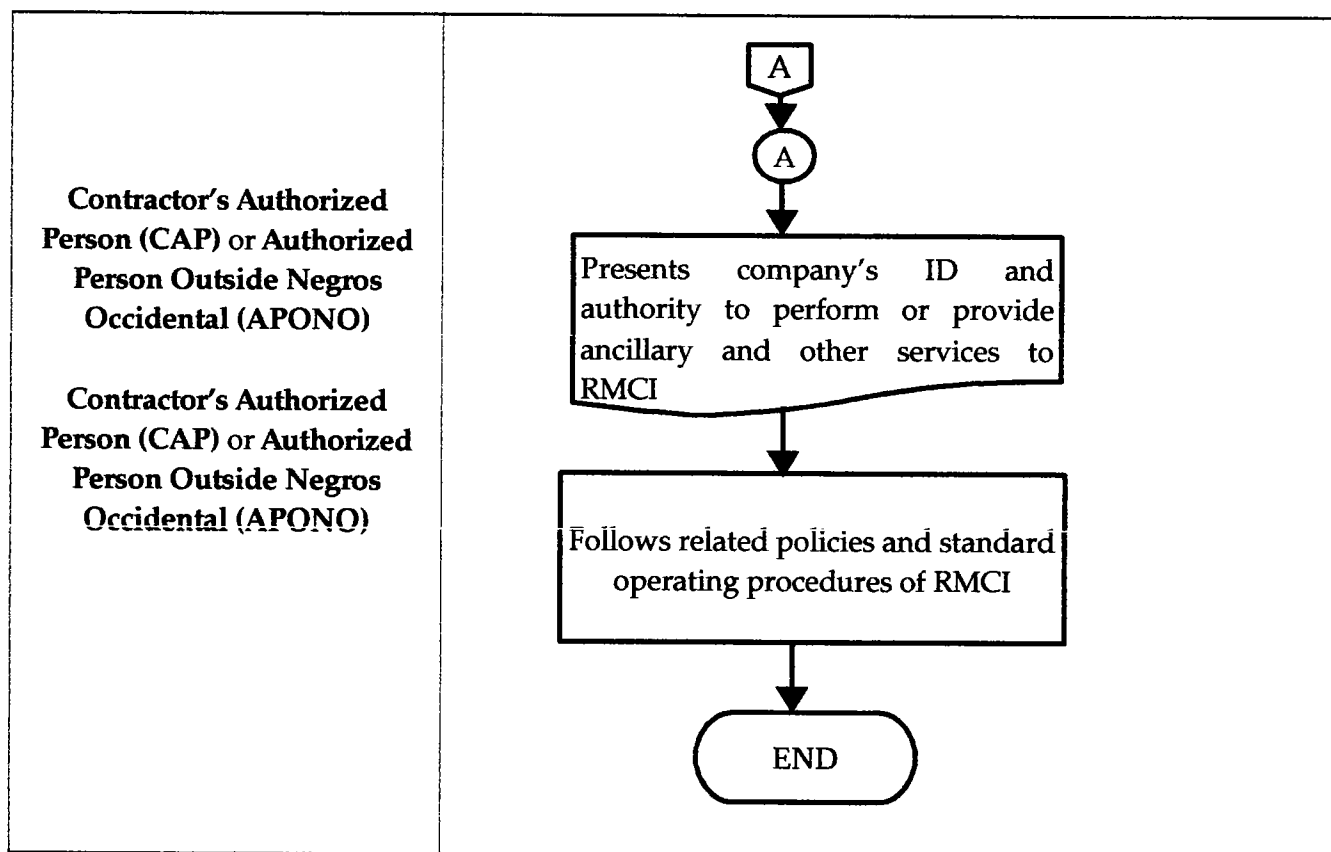
- 1. Contractor's Authorized Person (CAP) or Authorized Person Outside Negros Occidental (APONO) informs the concerned department or division before a procedure or services can be performed.**
- 2. Concerned Department or Division requires the CAP or APONO to submit required documents two (2) weeks before work in RMCI commences. If the CAP or APONO fails to present the required documents no corrective or preventive maintenance and other medical or non-medical services can be initiated.**
- 3. CAP APONO presents company's ID and authority to perform or provide ancillary and other services to RMCI. If unable to provide required documents, APONO shall not be allowed to conduct any preventive and or corrective maintenance; perform regulatory functions; and other ancillary and medical and non-medical services.**
- 4. Contractor's Authorized Person (CAP) or Authorized Person Outside Negros Occidental (APONO) follows related policies and standard operating procedures of RMCI when doing his work especially on the wearing of Visitor's Identification Card issued by the company, use of face mask, social distancing, and hand hygiene.**
- 5. If required by new guidelines, Contractor's Authorized Person (CAP) or Authorized Person Outside Negros Occidental (APONO) presents additional requirements before a work can be started.**


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FLOWCHART



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WORK INSTRUCTION

Department/Section Supervisor

1. Requires CAP or APONO to submit required documents 2 weeks before work in RMCI commences.

Contractor's Authorized Person (CAP) or Authorized Person Outside Negros Occidental (APONO)

1. Informs the concerned department or division before a procedure or services can be performed.
2. Presents company's ID and authority to perform or provide ancillary and other services to RMCI.
3. Follows related policies and standard operating procedures of RMCI

DOCUMENTATION

1. Policy and Procedure Manual

DISSEMINATION

1. Division Meeting
2. RMCI Communicator