I. STATEMENT OF POLICY

This policy serves as a guide in the conduct of the Philippine Heart Center – Critical Care Course by the Division of Nursing Education and Research.

II. POLICY GUIDELINES

The Division of Nursing Education and Research shall observe the following steps during the conduct of the Philippine Heart Center – Critical Care Course:

1. SCREENING AND INTERVIEW OF APPLICANTS

1.1. Screening of applicants (non-PHC nurses) shall be based on acceptability and completeness of the following requirements:

1.1.1. Information (biodata) Sheet
1.1.2. Transcript of records
1.1.3. General Weighted Average
1.1.4. Certificate of eligibility
1.1.5. Board rating
1.1.6. Current PRC license
1.1.7. Certificate of employment
1.1.8. Membership in any professional organization

1.2. The Clinical Instructor who conducts the interview shall establish the objective of the applicant in attending the training program, the acceptability of the applicant based on the credentials submitted, and baseline knowledge on the course to be undertaken.

1.3. Acceptance of qualified applicants shall be determined by the set criteria and factors such as networking among agencies of the Department of Health and exigency within the institution.

2. PROGRAM PLANNING AND PREPARATION

2.1. The Program Coordinator shall prepare the following:

2.1.1. Approved program syllabus
2.1.2. Invitation of resource speakers at least 3 weeks prior to the conduct of program
2.1.3. Logistics for the conduct of the program
   2.1.3.1. Facilitates requisition of honoraria for resource speakers
   2.1.3.2. Coordinates the venue with Allied Services (function request)
   2.1.3.3. Facilitates request for lunch and merienda of resource speakers
2.1.4. Training manuals
2.1.5. Forms / documents for the entire program:

2.1.5.1. List of accepted participants (non-PHC and PHC nurses)
2.1.5.2. Attendance sheet (PHC, PRC, Regional mapping)
2.1.5.3. I.D. cards
2.1.5.4. Disbursement form for honorarium of resource speakers
2.1.5.5. Time cards
2.1.5.6. Program files containing: Program schedule, attendance sheet of all participants in alphabetical order, schedule of clinical exposure, grading sheet

2.2. The Program Coordinator shall prepare schedule for the clinical exposure of all training participants

2.3. The Program Coordinator shall invite resource speakers for all topics covered in the training program

2.3.1. The invitation letter shall contain the following:
2.3.1.1. Date, time and place of lecture
2.3.1.2. Specific objectives of the topic/s to be covered.
2.3.1.3. Vitae sheets for speaker/s

2.3.2. The invitation letter shall be coordinated through channels:
2.3.2.1. Headnurse – through the Division Chief and Department Head
2.3.2.2. Senior nurse – through the Headnurse, Division Chief and Department Head
2.3.2.3. Medical Fellows – through the Chief of the Dept. of Education, Training and Research

2.4. The Program Coordinator shall collaborate with the Division Secretary in checking confirmation and gathering the curriculum vitae of the invited speaker.

3. CONDUCT OF THE PROGRAM

Preparing and conducting examinations

3.1 The Program Coordinator shall:
3.1.1. Review and revise examinations as necessary.
3.1.2. Check test questionnaires for cleanliness and completeness prior to the conduct of examination.
3.1.3. Prepare the following on the day of the examination:
3.1.3.1. Test questionnaires
3.1.3.2. Answer sheets
3.1.3.3. Scratch paper
3.1.3.4. EKG / ABG / drug computation drills as necessary

3.1.4. Observe proper safekeeping of test questionnaires.

3.1.5. Arrange seating assignment during examination.

3.1.6. Observe the following protocols during test taking:

3.1.6.1. Personal belongings, including mobile phones, shall be kept away from the test area and placed on an area designated by the Program Coordinator.

3.1.6.2. Calculator, pen, pencil with eraser shall be the only things allowed to be in the possession of the participant while taking the examination.

3.1.7. Inspect test questionnaires for vandalism and unnecessary marks prior to safekeeping of questionnaires immediately after use.

3.1.8. Check test answers immediately.

3.1.9. Compute grades according to the standard method set by the Division (Transmutation Method)

4. ELECTION OF CLASS OFFICERS

4.1. All participants are qualified for nomination to any position.

4.2. Offices open for nomination are:

   President
   Vice-president
   Secretary
   Treasurer
   Auditor
   PRO
   Peace Officer
   Muse
   Escort

4.3. The nominee with the highest number of votes will assume the position.

4.4. In case an officer is dropped / terminated from the course, the candidate who obtained the next highest number of votes automatically assumes the position vacated.

4.5. A balance between the number of officers coming from PHC and non-PHC nurse participants shall be observed.

4.6. The class officers shall have the following duties and responsibilities:

   4.6.1. The President shall coordinate and communicate with the Program Coordinator any activity planned, decision made and incident incurred during the course of the training.

   4.6.2. The President / Secretary shall assist the Program Coordinator in checking the attendance.
4.6.3. The President shall gather all participants whenever necessary in order to plan such activities as graduation activities, guest speaker, class souvenir, etc.

4.6.4. The Vice-President shall assist the President in all activities.

4.6.5. The Vice-President shall act in the capacity of the President in his/her absence.

4.6.6. The Secretary keeps a record of the minutes of all meetings conducted by the class.

4.6.7. The Secretary submits minutes of the meeting to the Program Coordinator.

4.6.8. The Treasurer shall collect from all participants contribution / payment for extracurricular activities of the class.

4.6.9. The Treasurer shall keep official receipts of all expenses incurred by the class.

4.6.10. The Treasurer shall submit a financial report of all collections and expenses incurred by the class to the President, subject for scrutiny by any participant of the class.

4.6.11. The Auditor shall conduct audit of all collection and expenses incurred during the course of the program.

4.6.12. The P.R.O. / Muse / Escort shall help promote good IPR and camaraderie among all the participants of the class during the course of the program.

5. **CARDIOPULMONARY RESUSCITATION LECTURE**

5.1. The Program Coordinator shall give a refresher lecture about Basic Life Support according to the American Heart Association (AHA) Guidelines

6. **MECHANICS OF THE CLINICAL EXPOSURE**

6.1. The training participants shall be guided by the objectives of the clinical practicum to be discussed by the Program Coordinator.

6.1.1. "No hands-on" policy

6.1.2. Clinical practicum shall be graded based on knowledge of patient assessment, history, nurse-patient interaction and bedside conference with the Program Coordinator

6.2. The following shall be observed during the course of the clinical exposure at all times.

6.2.1. Attendance and punctuality

6.2.2. No loitering (Admitting Section, cafeteria, and other public areas)

6.2.3. Proper use of time card

6.2.4. Infection control protocol

6.2.5. Patient safety practices

6.2.6. Safekeeping of valuables

6.2.7. Uniform decorum
6.2.8. Minimum noise level

6.2.9. Report to HN/CN/Preceptor for any problem in the nursing unit

7. CONDUCT OF CASE STUDIES

7.1. The case study shall follow the standard format as specified by the Program Coordinator.

7.2. Training participants shall be divided into groups for case study presentation.

7.3. The standard grading criteria shall be discussed by the Program Coordinator.

7.3.1. Case Study presentation guidelines

7.3.2. Leader evaluation

7.3.3. Group members’ evaluation

7.3.4. Individual grading guidelines

7.4. Case study manuscript shall be submitted at least one day prior to the presentation (as scheduled).

7.5. Presenters shall observe privacy and confidentiality of patient’s personal identity.

7.6. The Program Coordinator shall invite at least 3 members of the panel to grade the presenters.

7.7. Members of the panel shall be given a background of the cases to be presented prior to the case study presentation.

7.8. The Program Coordinator shall facilitate preparation of the necessary audiovisual equipment.

7.9. The Program Coordinator shall act as moderator during the Open Forum.

7.10. The Program Coordinator shall provide the presenters a feedback regarding their performance during the case study presentation.

8. CONDUCT OF GRADUATION ACTIVITY

8.1. The Program Coordinator shall supervise the preparation for graduation according to standards.

8.2. The program for graduation shall include the following:

8.2.1. Invocation

8.2.2. Singing of the Philippine National Anthem

8.2.3. Singing of the Philippine Heart Center Hymn

8.2.4. Welcome Remarks by the Assistant Director for Nursing Service

8.2.5. Presentation of candidates for graduation by the Program Coordinator

8.2.6. Petition for graduation by the Class President or his/her representative

8.2.7. Confirmation of graduation by the Chief of the Division of Nursing Education and Research

8.2.8. Awarding of certificates by the Assistant Director for Nursing Service, assisted by the Chief of the Division of Nursing Education and Research
8.2.9. Inspirational Talk by guest speaker

8.2.10. Response from the graduates

8.2.11. Closing Remarks by the Chief of the Division of Nursing Education and Research or Program Coordinator

8.3. Reviews letter of invitation to guest speaker prior to dissemination.

8.4. Checks on Food Committee to ensure that PHC standard is maintained.

8.5. Ensures proper use of PHC facilities during the graduation ceremonies.

8.6. Checks with Linen and Library for any pending accountabilities of training participants.

8.7. Prepares Transcripts and Certificates of training participants.

8.8. Oversees the graduation ceremony according to standard procedure and as scheduled.
FLOW CHART

PROCESS FLOW

SCREENING

LOCUS OF RESPONSIBILITY

Division Secretary

• Receives documents / requirements from applicants
• Facilitates request of venue for qualifying examination and interview
• Facilitates payment of clinical examination
• Screens applicants based on requirements
• Schedules screening examination and interview
• Screens applicants based on requirements
• Preparers questionnaires for qualifying examination
• Conducts examination
• Facilitates interview of non-PHC applicants by Clinical Instructors
• Ranks applicants according to set qualifying criteria
• Determines number of in-house and non-PHC participants
• Informs non-PHC applicants regarding status of application

Program Coordinator

PREPARATION

PHASE

Program Coordinator

• Plans program content based on needs assessment and evaluation of previous batch
• Prepares program based on training syllabus
• Submits recommendations / proposed modifications on program syllabus to Division Chief for approval
• Prepares schedule and area of exposure of participants for the clinical practicum
• Prepares proposed budget for the program
• Facilitates request for honoraria of resource speakers and all training materials
• Prepares examination questionnaires

Reviewed by MARIA LINDA G. BUHAT, RN, EdD
Assistant Director for Nursing Services

Approved by MANUEL T. CHUA CHIACO, JR, M.D.
Executive Director
**CONTINUING EDUCATION PROGRAM:**
**PHC – CRITICAL CARE COURSE**

**Division Chief**
- Reviews program
- Makes necessary revisions as necessary
- Approves program for implementation

**Division Secretary**
- Prepares letter of invitation to resource speakers at least 3 weeks prior to start of program
- Facilitates request for speakers’ honoraria based on proposed budget
- Prepares necessary documents for requisition of training materials
- Coordinates with Allied Services regarding venue of program
- Prepares function request for lunch or snacks of resource speakers

**Program Coordinator**
- Conducts registration of all qualified participants (non-PHC and in-house)
- Keeps a record of official receipt numbers, amount paid and date of payment
- Distributes training materials and I.D. cards
- Monitors attendance and punctuality of all participants
- Maintains flow of program activities as scheduled based on speakers’ availability
- Assists resource speaker/s with their needs
- Coordinates with audiovisual technician regarding use of audiovisual aids
- Disburses honorarium to resource speakers
- Conducts lectures on various topics, as necessary
- Conducts CPR lecture-demonstration and practicum (and recertification for in-house participants)

Reviewed by MARIA LINDA G. BUHAT, RN, EdD
Assistant Director for Nursing Services

Approved by MANUEL T. CHUA CHIACO, JR, M.D.
Executive Director
• Provides reinforcement on topics discussed as necessary (ECG, ABG Analysis and Drug Computations)
• Conducts periodic examinations and surprise quizzes
• Facilitates election of officers
• Prepares liquidation of speakers’ honoraria based on disbursement report one week from start of program

Practicum Phase:
• Discusses mechanics of Clinical Exposure to training participants
• Monitors attendance and punctuality of all participants
• Coordinates schedule of clinical exposure with the clinical areas at least one week prior to the scheduled exposure
• Makes rounds on a daily basis in order to monitor clinical attendance and evaluate performance of all participants during the practicum phase
• Conducts incidental teaching at the bedside
• Coordinates with HN of concerned staff regarding performance
• Facilitates compliance to program requirements (e.g., case studies and journal review)
• Sends a copy of list of participants to Linen Section and the Library
• Follows up availability of speakers 2-3 days ahead of scheduled lecture

Division Secretary

Reviewed by MARIA LINDA G. BUHAT, RN, EdD
Assistant Director for Nursing Services

Approved by MANUEL T. CHUA CHIACO, JR, M.D.
Executive Director
TERMINAL PHASE

Program Coordinator

- Prepares grades and ranking of participants based on program criteria
- Prepares Training Transcripts / Certificates of Completion /Attendance for all training participants based on performance
- Checks clearance of all participants at least one day prior to graduation
- Facilitates conduct of course evaluation by all participants
- Facilitates conduct of culminating activities
- Submits financial report to the Division Chief for review and approval
- Keeps a record of the names, grades and control number of all training participants in the Training Logbook and program files
- Keeps accurate and complete safekeeping and filing of all records (soft and hard copies)

Division Chief

- Reviews and approves grades of all training participants prior to issuance of Certificates
- Reviews and approves Financial Report

Division Secretary

- Encodes grades of all participants
- Prints Transcripts / Certificates of Completion / Attendance for all training participants
- Facilitates liquidation of speakers’ honoraria one week after the program