


QUALITY WORK INSTRUCTIONAL MANUAL	 HALCYON MARINE <small>HEALTHCARE SYSTEMS</small>	DOCUMENT NO. QWI 16.0	EFFECTIVITY DATE: July 19, 2018
		PREPARED BY: Marilar F. De Guzman, MD QAM	REVISION NO.: 0
SUBJECT: WORK INSTRUCTIONAL MANUAL FOR IMMUNIZATION			

IMMUNIZATION PROCEDURE

Open the browser

Login on the HMHS web page (192.168.10.209 or 192.168.10.210).

Enter the username and password.

Click the "Diagnostics"

Click the "Vaccination"

Enter the patient's PEME number

Verify the identity of the patient and request for vaccine on the database.

If Hepatitis B vaccination is a company requirement, check for the laboratory result of the HbsAg. If nonreactive, the patient is notified and prepared for vaccination.

If Hepatitis A vaccination is a company requirement, check for the laboratory result of the Anti HAV IgG. If nonreactive, the patient will be notified and prepare for vaccination.

The following vaccination is a company requirement: DPT for Scanmar LDA, H1N1 vaccine for Teekay and MMR for CCL, Hepatitis A & B for North Sea Marine (Saga Vessel)

Double check the vaccine's expiration date.

Ask patient for any known allergy.

Take the patient's temperature and record on the immunization logbook.

Write vaccine and dosage to be given, date and signature of administering personnel, patient's signature and schedule of next appointment on the Immunization Record card and on the log book.

Prepare the vaccine without the patient seeing the syringe.

Using a cotton and alcohol, clean the deltoid area where the vaccine will be administered.

Administer the vaccine on the deltoid region.

Apply pressure on the vaccinated area with the use of a dry cotton ball.

Schedule patient for his next appointment.


Encode on the patient database that the vaccine has been given to the patient and patient's next appointment.

The patient's card is given right after vaccination (including the patient's name, company, name of vaccine given, dose, LOT number of vaccine, and name of the nurse who administered the vaccine)

In case, queuing system is not operational, patients on queue to the unit will be called in the waiting area.

PROCEDURE IN TAKING CHOLERA VACCINE AT HOME AND/OR ON BOARD

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On the first dose of vaccine, advise the patient to bring a cooler on his return. Emphasize that without a cooler no vaccine will be released.

Verify request for bringing the vaccine on board or at home.

Educate patient regarding proper vaccine storage at home/on board/ while travelling.

Provide an immunization protocol to be signed by the patient that indicates information regarding the vaccine and its storage, date of the next dose.

Patients' must sign two (2) copies. One copy to the patient and another copy for HMHS.

For Senator patients who will bring the cholera vaccine at home, they must present the cholera notification form to a licensed physician to witness the intake of the medication and sign it. The patient is required to scan and send the form via email to the Medical Operations Manager and Medical Coordinator.

For Anglo Patients who will bring the cholera vaccine at home, they must obtain a Certification letter from Releasing and a Notification letter (Physician of choice and Cholera protocol forms) from the Immunization Nurse. The documents will to be presented to a licensed physician for the administration of the medication and approval. The patient will be required to scan and send the form via email to the Medical Operations Manager and PEME Account Specialist.

In the event, the patient failed to send a copy of the scanned protocol form to the Medical Operations Manager and PEME Account Specialist, the Administrating Nurse will request the accomplished Protocol form from the patient upon his return to the clinic for another vaccination. In case, the patient cannot present the form, he is advised to shoulder the cost of vaccines.

PREPARATION PROCESS FOR POSSIBLE SYSTEM DOWNTIME/ POWER OUTAGE

Ensure to have a patient's result written in the Patient's Log book for easier retrieval in the event of system downtime or power outage.

Proper safekeeping of log books must be observed.

PROCEDURE IN CHECKING OF RESULTS DUE TO WRONG ENCODING

Immunization Nurse shall ensure a complete, correct and accurate encoding and recording of results.

Any verification of results should be checked and/or corrected immediately for on time updating.

Log books and scanned immunization cards shall be updated and available for retrieval in case of verification and confirmation purposes.

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