

ADMIN-GENERAL SERVICES SECTION

POLICY ON SECURITY SERVICES

CIVILIAN WATCHMAN UNIT

ADMINISTRATIVE DIVISION APPROVAL MATRIX POLICY NO. ADM – SECURITY SERVICES – 001	
Reviewed by:	Reviewed by:
Joel Lombos Head, Civilian Watchman Unit	Anna Katrina Venice L. Rodriguez, RN, MMHoA, C.H.A Administrative Division Head
Approved by:	Approved by:
Jefferson R. Pagsisihan, MD, MHM Hospital Administrator	Ephraim Neal C. Orteza, MD, MHA Hospital Director
Date of Last Review: July 2018	

OBJECTIVES: To establish a written policy that will provide a control system for visitors and watchers and to maintain order in the wards and hospital premises.

COVERAGE: Watchers and visitors

RESPONSIBILITIES:

- I. It shall be the responsibility of SG and CWU to see to it that this policy is reinforced.
- II. It shall be the responsibility of the Security Guards to ensure peace and order and safety of hospital patients, hospital personnel and facilities, especially in the Emergency Area where they are assigned.
- III. A logbook with listings of patient's companion and visitors shall be maintained.
- IV. It shall be the responsibility of Cash Section to facilitate collection of charges and refunds on payment slip by either the patient or the patient's companion..

POLICY: This policy when implemented will ensure safety for patients and hospital personnel as well as security of hospital properties

PROCEDURE:

1. A member of the CWU must maintain proper decorum and display proper conduct at all times. He/She must wear appropriate Ospital ng Paranaque uniform and must wear his/her Identification.
2. To ensure peace, order and safety of patients, personnel, facilities and equipment, a member of the CWU must be assigned to all entrances and exit points of the hospital.
3. One CWU member must be assigned in each floor to guard the premises and to report all untoward incidents observed. A logbook is to be provided for every floor and assigned to a CWU.

CIVILIAN WATCHMAN UNIT ON ENTRANCES AND EXITS:

- a. Patients, visitors as well as staff must log in and out at the Information counter logbooks.
- b. Staff time in and out is recorded in the logbook by the corresponding staff member including the time in or time out and the staff signature. This will be translated by the CWU staff to the employee's DTR.
- c. A logbook is also provided for slip out that is either for personal or official business.

CIVILIAN WATCHMAN UNIT ON PATIENT'S VISITORS AND VISITING HOURS

2. All patient's companion and visitors must abide with the hospital policy.
3. All watchers/visitors must abide with the following requirements:
 - Only two visitors at a time are allowed.
 - Children below ten (10) year old shall not be allowed to enter clinical wards.
 - ONLY one watcher is allowed per patient except under extreme cases where condition of the patient requires more than one upon discretion of the Medical Staff.
 - Visitors/watchers who are positively identified to be under the influence of liquor are restricted within the hospital premises.
 - Firearms and other deadly weapons shall be deposited with the CWU on duty and shall be properly recorded.

- Changing of companion shall be allowed only during visiting hours: 10am to 12noon and 6PM to 8PM.

Implementation:

Implemented since 1978.

Scheduled Review:

June 30, 2004

Last Reviewed:

March 2011

July 2018

Administrative Division

ADMIN-GENERAL SERVICES SECTION POLICY ON PARKING SERVICES CIVILIAN WATCHMAN UNIT

ADMINISTRATIVE DIVISION APPROVAL MATRIX POLICY NO. ADM – PARKING SERVICES – 002	
Reviewed by:	Reviewed by:
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Date of Last Review: July 2018	

OBJECTIVES: This policy aims to come up with a written guidelines on parking.

COVERAGE: OPSAR personnel

RESPONSIBILITIES:

1. It shall be the responsibility of the CWU to implement policy on parking.
2. It shall be the responsibility of this office to monitor if said policy is being carried out.

POLICY: This policy when implemented shall ensure an orderly parking area giving preference to hospital personnel and clientele.

PROCEDURE:

- I. Strictly no obstructions at the entrance and exit gates of the hospital.
- II. Parking space near the ER entrance door shall always be made available for the ambulance and shall not be occupied by other vehicles at any time.
- III. Parking space at the hospital side shall be made available for the Consultants and Resident Physicians; while spaces from the entrance gate to the exit gate are for personnel and patients vehicle.
- IV. Employees with personal vehicles are authorized to park only during their duty hours. However, shall vacate the space after their duty to give way to other employees.
- V. Due to lack of parking space, outsiders or those who have no business with the hospital are not allowed to park.

- VI. In cases where double parking is necessary. The car owner must entrust his/her key to the driver thru the CWU and that in the event of a vacant parking spot, the car will be moved to the vacancy for safety.

Implementation Date:

Implemented since 1979

Schedule for Policy Review:

Reviewed periodically as necessary

Last Reviewed:

March 2011

July 2018

Administrative Division

ADMIN-GENERAL SERVICES SECTION HOUSEKEEPING

ADMINISTRATIVE DIVISION APPROVAL MATRIX POLICY NO. ADM – HOUSEKEEPING SERVICES – 001	
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Approved by:	Approved by:
Jefferson R. Pagsisihan, MD, MHM Hospital Administrator	Ephraim Neal C. Orteza, MD, MHA Hospital Director
Date of Last Review: July 2018	

OBJECTIVES: This policy aims to ensure a clean, safe and sanitary environment for patients and hospital personnel.

COVERAGE: Housekeeping Staff

RESPONSIBILITIES:

- I. It shall be the responsibility of the Head/Supervisor to monitor activities of the Housekeeping Staff.
- II. It shall be the responsibility of the Head/Supervisor to inspect cleanliness and orderliness of all hospital areas to conform to the required standards.
- III. It shall be the responsibility of the Head/Supervisor to prepare schedules, performance rates, and requests for supplies and to perform other related duties that may be assigned.

PROCEDURES:

- I. A three(3) shift schedule indicating area assignments shall be prepared by the Head of the Section
- II. Housekeeping performance shall be based on their monitoring sheet per shift, rated and signed by the area in charge.
- III. A regular general cleaning shall be scheduled by the Head of this Section to be coordinated with other areas concerned for probable closure or vacating the area if necessary.
- IV. Materials needed for the general cleaning shall be prepared prior to scheduled date. Likewise, this activity shall be coordinated with the Dietary Section for the meal provisions.
- V. Requisitions for supplies and materials are being done regularly by the Head of this Section following scheduled set by the Property and Supply.