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|  OSPITAL NG PARAÑAQUE  | | Document Code: OSPAR-ADM-HR-0014 |
| ADMINISTRATIVE DIVISION APPROVAL MATRIX | | Issue Date: |
| Policy Title: POLICY ON CREDENTIAL AND PRIVILEGING COMMITTEE | | Section / Department HUMAN RESOURCE SECTION |
| | | Page No.1 of 2 |
| Prepared By: Kerry Anne Requero, RPh Head- Human Resource | Reviewed By: Arnaldo S. Cortes, RN Supervising Administrative Officer Darius J. Sebastian, MD, MPH,PHSAE Hospital Administrator | Approved by: Jefferson R. Pagsisihan, MD, MHM Hospital Director |

INTRODUCTION: The Credentialing and Privileging Committee shall consist of the Hospital Director, Hospital Administrator, Division Head, Head of the Human Resource Office, and Section Head of the employee concerned. The committee may appoint additional members if it deems necessary.



The committee will meet at least quarterly and more frequently if necessary. The meeting will be on the first Tuesday of each month except if it coincides with other staff meetings, in which case, the interview will be on the first Thursday of the month.

OBJECTIVES: The policy aims to gather, authenticate and evaluate all necessary information to assure that an applicant possesses the qualifications required for promotion/reappointment and is appropriately trained, competent, and capable of carrying out the position granted to them.

COVERAGE: This policy covers all personnel of Ospital ng Parañaque.

RESPONSIBILITY:

- I. The employee shall be responsible for submitting an intent letter for upgrade/reappointment to their Section Head.
- II. The committee shall consider each employee for promotion/reappointment every three (3) years.
- III. It shall be the responsibility of the Section Head to submit a Recommendation Letter to the Division Head for approval.
- IV. It shall be the responsibility of the office of the Division Head to submit the approved Recommendation to the Hospital Administrator's Office.
- V. It shall be the responsibility of the Head of Human Resources to schedule the panel interview. The Head of the Human Resource is also responsible for preparing the Individual Performance Commitment Review (IPCR) and Leave Report of the employee scheduled for the interview. They will also provide the meeting minutes.

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PROCEDURES:

- I. The panellists will use the Evaluation for Promotion Form in grading.
- II. A Recommendation Letter will be submitted to the City Hall for the employees who passed the interview.

Date of Implementation : This policy is being implemented since 2022.
Date of Review : **2022**