
 OSPITAL NG PARAÑAQUE 		Document Code: OSPAR-ADS-MSWS/MC-
ANCILLARY DIVISION APPROVAL MATRIX		Page No. 1 of 2
Policy Title: UPON ARRIVING AND DEPARTING MSWS / MALASAKIT CENTER OFFICE		Section / Department MEDICAL SOCIAL WORK SECTION/ MALASAKIT CENTER
Prepared By: Karl Marx R. Dimayuga, RSW, CMSW Chief, Medical Social Worker	Reviewed By: Kerry Anne M. Requero, RPM Head – Human Resource Catherine Michelle G. Bonifacio, RN, MD Executive Assistant	Noted by: Redentor P. Alquiroz, MD, MHM Head, Medical & Ancillary Services Darius J. Sebastian, MD, MPH, PHSAE Hospital Administrator Approved by: Jefferson R. Pagsisihan, MD, MHM Hospital Director

OBJECTIVES:



This policy aims to create an ascertaining order for Medical Social Work Section and Malasakit Center personnel to be in proper routine when entering and leaving the office.

COVERAGE:

This policy covers all personnel of MSWS/ MALASAKIT CENTER

RESPONSIBILITIES:

1. It shall be the responsibility of all MSWS / MC personnel to check and inspect that everything is in proper order upon entering and leaving the office.
2. The MSWS / MC Head is responsible for monitoring the staff and ensuring that this policy is followed.
3. It is also the responsibility of the MSWS / MC Head to report to management any personnel who violated the policy and caused an untoward incident.

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PROCEDURE:

1. MSWS / MC staffs shall arrive in the office 15 minutes ahead of their scheduled duty.
2. Upon arrival, disinfects the workspace.
3. Prepare all documents / forms to be used in availing various funding programs of the office.
4. Start accommodating patients as soon as possible when ready.
5. Clean and disinfect workplace area 15 minutes before leaving the office.
6. Shutdown all computers properly and unplug other electric appliances such as water dispensers, air-conditioning units, etc.
7. Check the comfort room, particularly the sink and faucet, if they are tightly closed.
8. Keep all documents and file them accordingly. Make sure that there are no documents left on the floor to avoid future problems.
9. Lock all doors and windows securely.