

**POLICIES AND GUIDELINES FOR MEDTECH INTERNS
(ILOCOS TRAINING AND REGIONAL MEDICAL CENTER AND
LORMA MEDICAL CENTER)**

I. UNIFORM

All MedTech Interns must wear the following:

1. white uniform as prescribed by the colleges
2. laboratory gown in performing lab exams in the laboratory and ward
3. name plate
4. hospital ID (for ITRMC)
5. watch with second hand

Note: wearing of jewelry is not allowed.

Must have the following at all times:

1. tourniquet
2. sucking
3. gloves
4. ball pen with a tie
5. hand towel

Note: on the spot checking will be made regardless of any section assigned to.

Failure to comply: 8hrs. demerit.

II. GROOMING

A. FEMALE

- * long hair must be neatly tied
- * heavy make-up not allowed
- * long fingernails, cutex not allowed
- * hair color not allowed

B. MALE

- * hair should not be touching the collar
- * hair color is not allowed

Note: Failure to comply: 8hrs. demerit.

III. ATTENDANCE

A. Time in/out

- * 8:00AM- 12NN
- * 1:00PM- 4:00PM (for ITRMC)
- * 1:00PM- 5:00PM (for LORMA)

B. TARDINESS

- * 8:01AM and 1:01PM (for ITRMC)
- * 8:16AM and 1:16PM (for LORMA)

C. ABSENCES

- * Excused: 1day = 1day make-up
- * Unexcused: 1 day= 2 days make-up (ITRMC); Unexcused: 1 day= 3 days make-up (LORMA)
- * 24 hours duty (1)= 3 days make-up

Note: A medical certificate and or excuse letter must be presented upon report for excused absences.

D. FLAG CEREMONIES (for ITRMC only)- all MedTech Interns on a regular or 24hours duty should attend the Flag Ceremony every Monday. Failure to comply: 8hours demerit.

IV. DUTIES

- * Monday to Friday- Regular Duty- 8:00AM- 4PM (ITRMC); 8:00AM- 5:00PM (LORMA); 24 hours duty- 8:00AM- 8:00AM.
- * Saturday- Regular Duty- 8:00AM- 12NN; 24 hours duty- 8:00AM- 8:00AM
- * Sunday/ Holiday- 24 hours duty- 8:00AM- 8:00AM

V. COMPUTATION OF GRADES

LORMA MEDICAL CENTER

- A. Performance (Accuracy/ precision of work with lesser supervision, cleanliness and orderliness of work, alertness and attentiveness- 60%
- B. Theoretical- 40%
- C. Attendance and Attitude- 10%

ILOCOS TRAINING AND REGIONAL AND MEDICAL CENTER

A. Performance (Accuracy/ precision of work with lesser supervision, cleanliness and orderliness of work, alertness and attentiveness- 40%

B. Theoretical- 40%

C. Attendance- 10%

D. Attitude- 10%

VI. DURATION AND ROTATION OF TRAINING

MedTech Interns shall undergo a monthly rotation in the different sections for a period of six months.

1. Clinical Chemistry- 1 month

2. Clinical Microscopy- 1 month

3. Microbiology- 1 month

4. Hematology- 1 month

5. Serology- Blood Bank- 1 month

6. Histo-Cyto-1 month

Endorsement of equipments and other important instruments are on a daily basis, depending on the section concerned. Everyone in the group is liable for any loss or damage of the above mentioned.

VII. TELEPHONE COURTESY

1. Be courteous in answering the phone.

2. identify yourself then ask the name of the caller and purpose of calling.

3. Inform the section/ person the caller wishes to talk to.

4. Do not let the phone hang for a long period of time

5. NEVER relay laboratory results on the phone, if they persist call any staff for assistance.

VIII. RECEIVING REQUESTS

1. All laboratory request must pass through the front desk and must be complete and legibly filled up. If not, do not receive the requests.

2. Specimens must be placed in appropriate and properly labeled.

3. OPD patients: Issue charge slip. No receipt: No Lab exams.

4. IN Patients: charge slips are being forwarded to Billing Section at 11:00 AM, 3:00 PM and before 8:00 AM (for ITRMC only)

5. Requests are entered in the logbook, after which the requests and specimens are forwarded to the respective section. (OPD and IN Patient for ITRMC and OPD only for Lorma, IN Patients' requests are to be entered in the computer)

IX. RELEASING OF RESULTS

1. All results must be signed by the Medical Technologist in-charge of the section. Medico-legal cases must be signed also by the Department Head.
2. All reports and results are recorded in the logbook filled and maintained for future references in case original copies are lost.
3. Results of IN-Patients are distributed/ spindled to respective wards/ stations. Attaching of results is the responsibility of the Nurse-on-Duty (ITRMC only)
4. Results of the OPD are released to the patients or forwarded to the nurse in charge or patients' physician, if unclaimed after 3:30 PM, results are inserted to the OPD Chart.
5. All requests for duplicate copies of results must be approved by the department head.

X. GROUNDS FOR DEMERITS (with corresponding penalty)

1. mislabeling of specimens- 2 weeks
2. mislabeling of Histopath and Cytopath specimens- repeat section
3. throwing of unsectioned and unread tissue specimen- repeat section
4. autolysis of tissue specimen- repeat section
5. improper recording- 3 days
6. unsaved specimen for failure laboratory tests- 2 weeks
7. wrong spindling- 3 days
8. misplaced tissue specimen (if not found)- repeat section
9. disrespect to staff and patients- 2 weeks
- 10 wrong patient extracted- 1 week