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Benchbook Documents Now Available For Download

To facilitate the conduct of self-assessment by accredited hospitals, the following documents are now available for download from our website through this link: <http://www.philhealth.gov.ph/providers/institution/benchbook.htm>

1. Benchbook Self-assessment Forms

This is the Orientation Manual II, which was distributed during the orientation of hospitals conducted from June to September 2009. This should be accomplished by the hospitals and submitted during application for accreditation.

A few revisions need to be incorporated into the forms. These corrections have no major implications to the self-assessment and scoring process.

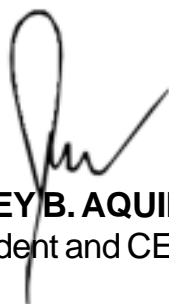
2. Benchbook Scoring Guidelines

An updated, more comprehensive manual on scoring and self-assessment, which can help answer concerns on the computation of performance area scores.

3. Scoring Template for Self-assessment of Hospitals

A Microsoft Excel File that automatically computes for the compliance scores for the seven performance areas of the Benchbook and compliance scores for core indicators. Consolidated indicator scores simply need to be entered into the template and performance area scores will be automatically generated.

For further inquiries pertaining to the Benchbook documents, call the Standards and Monitoring Department at (02) 637-9693 and (02) 636-5247.



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President and CEO

ANNEX 1

Code	Section/s (Page)	Column	Original	Revised
1.5.a.1	Document review (4 of 218)	Evidence	DOCUMENT REVIEW ... 2. <u>Patient detention (RA 9434)</u> and ...	DOCUMENT REVIEW ... 2. <u>Hospital Detention Law (RA 9439)</u> and ...
2.2.2.b.1	Document review (8 of 218) ER (94 of 218) OPD (111 of 218)	Evidence	DOCUMENT REVIEW 1. <u>Policies and procedures in determining and prioritizing admissibility of patients or the need for referral to other organizations</u> ...	DOCUMENT REVIEW 1. <u>Policies and procedures in determining and prioritizing admissibility of patients</u> ...
2.4.2.a.1	Document review (10 of 218)	Indicator	Proof of involvement of a multidisciplinary team in the formulation of <u>adapted</u> /developed protocols, CPGs or pathways	Proof of involvement of a multidisciplinary team in the formulation of <u>adopted</u> /developed protocols, CPGs or pathways
2.5.5.h.1	Document review (14 of 218) Leadership interview (48 of 218) Pharmacy (173 of 218)	Evidence	INTERVIEW Ask the members of therapeutics committee regarding manner of selection and procurement of drugs OBSERVATION Observe actual supply of drugs in the pharmacy in accordance with the organization's policies	INTERVIEW Ask the members of therapeutics committee <u>or person-in-charge</u> regarding manner of selection and procurement of drugs OBSERVATION Observe actual supply of drugs in the pharmacy <u>or drug room</u> in accordance with the organization's policies
2.5.6.f.1	Document review (15 of 218) Facilities and maintenance (178 of 218) Imaging (145 of 218) Laboratory (155 of 218)	Evidence	<u>DOCUMENT</u> ...	<u>DOCUMENT REVIEW</u> ...
2.5.7.a.1	Document review (16 of 218)	Evidence	<u>DOCUMENT</u> ...	<u>DOCUMENT REVIEW</u> ...

Code	Section/s (Page)	Column	Original	Revised
3.1.3.x.2	Document review (20 of 218) Leadership interview (51 of 218)	Evidence	... <u>Note: Level I hospitals may not necessarily have TC or infection committee, but there should at least be 2 persons looking at the use of therapeutic drugs & infection control</u>	... <u>Note: For hospitals not required to have Therapeutic Committee (Level I) or Infection Control Committee (Levels I and II), there should at least be 2 persons in charge of drugs and infection control respectively.</u>
4.2.2.a.1	HRD (167 of 218)	Evidence	INTERVIEW ... 2. <u>Ask staff if the job descriptions were discussed with them particularly on their accountabilities and responsibilities that specifies their role and how it contributes to the attainment of the goals and maintaining quality of care</u> Note: <u>Newly-hired personnel is defined as those who are appointed/hired ...</u>	INTERVIEW ... 2. <u>Ask staff if their job descriptions were explained to them including their accountabilities and responsibilities and their role in attaining the goals of their institution and in maintaining quality of care</u> Note: <u>A newly-hired personnel is defined as someone who is appointed/hired ...</u>
4.2.4.b.2	HRD (167 of 218) Others (190 of 218)	Evidence	DOCUMENT ... <u>Note: Certificate of training will do since in small hospitals. Sometimes it is the owner who possesses a different license is doing the work due to his/her training certificate for the present job.</u> <u>Example of business staff: accountant</u> Formula: Number of business staff with current licenses/number of business staff who should have license x 100 <u>Sample size: Rule of 10</u>	DOCUMENT ... <u>Note: Example of business staff: accountant</u> Formula: Number of business staff with current licenses/number of business staff who should have license x 100 <u>Sample size: 10 business staff or 10% whichever is lower</u>
5.1.1.e.1 core	Document review (28 of 218)	Indicator	<u>Policy</u> on record storage, safekeeping, retention and disposal CORE	<u>Presence of policies</u> on record storage, safekeeping, retention and disposal CORE

Code	Section/s (Page)	Column	Original	Revised
5.1.2.a.1	Document review (29 of 218)	Indicator	<u>Compilation</u> of DOH and PhilHealth reports	<u>Presence of compilation</u> of DOH and PhilHealth reports
6.3.1.x.1 core	Document review (37 of 218) Leadership interview (58 of 218)	Evidence	DOCUMENT REVIEW 1. ICC composition (for a <u>primary hospital</u> - proof of designation of a doctor and nurse in-charge of infection control) 2. ICC functions and activities 3. Minutes of meeting, at least <u>quarterly activities</u>	DOCUMENT REVIEW 1. ICC composition (for <u>a Level I or II hospital</u> - proof of designation of a doctor and nurse in-charge of infection control) 2. ICC functions and activities 3. Minutes of meeting, at least <u>quarterly activities</u>