



PHILIPPINE GENERAL HOSPITAL

The National University Hospital
University of the Philippines Manila
Taft Avenue, Manila

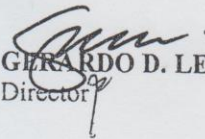
PHIC-Accredited Health Care Provider
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12 March 2018

MEMORANDUM NO. 2018 - ⁶⁰

TO: **All Department Chairs, Unit Heads, Division Chiefs and
All Others Concerned**

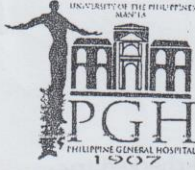
FROM: 
GERARDO D. LEGASPI, MD
Director

SUBJECT: **Gift Acceptance Policy of PGH**

Please be informed that effective immediately, the Philippine General Hospital shall regulate the acceptance of gifts and other forms of support to its patients from individuals, partnerships, corporations, foundations, government agencies, or other entities subject to the limitations described in the attached "Gift Acceptance Policy of PGH".

Everyone is enjoined to observe orderly and proper implementation of the said Policy in accordance with the Data Privacy Act of 2012 (R.A. 10173) and other related laws, procedures, guidelines, rules and regulations implemented in the hospital.

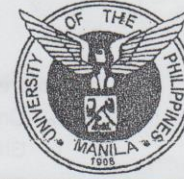
For your strict compliance.



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Gift Acceptance Policy of PGH

The following rules should be observed in accepting gifts for PGH patients:

A. Guiding Principles

- 1) Right to privacy of patients
- 2) Maintaining confidentiality of patient-related information
- 3) Infection control and other patient safety issues
- 4) Security issues
- 5) Protecting a vulnerable population
 - a. From patronage politics or other forms of indebtedness
 - b. From being used for publicity and other personal/institutional gain

B. General Rules

1. To protect and respect the rights of patients to privacy

- a. The wards/ICUs and all inpatient, consultation/treatment facilities and outpatient facilities are considered *patient care areas*. There will be strictly no photography, videography, audio and other forms of media recording by visitors.
- b. Requests to personally visit inpatients and patients in consultation/treatment areas in patient care areas will not be allowed.
- c. Gift giving activities may be conducted at the common areas or at designated areas within the hospital premises such as the Atrium, dietary areas or Social Hall. This is upon approval of the letter request and after coordination with MSS and PGH Security.
- d. Gift giving activities may be held Monday to Friday, between 9 am to 4 pm. Medically able patients may be transported to the designated area upon their or their guardian's consent.

2. To maintain confidentiality of patient-related information

- a. Patients' identities and details of their medical conditions should always be kept confidential and should not be revealed to persons/institutions not in any way involved in their clinical management.
- b. Patients' names and other personal and private identifiers should be withheld from information provided to prospective donors when discussing with prospective donors.

3. To prevent infections and ensure patient safety at all times

- a. Only new items will be accepted as donations.
- b. Gifts and toys should be unwrapped and will be screened and checked for quality and appropriateness prior to acceptance and distribution.
There is a possibility that certain gifts or toys will not be accepted.
- c. Toys or games that promote aggression such as guns or swords will not be accepted.
- d. As some patients may have food allergies or follow special diets, food items will not be accepted as donations or gifts except for those that are commercially packed such as groceries. Home cooked meals are strictly prohibited.
- e. Requests to personally visit patients in patient care areas will not be allowed.

4. To ensure the security and safety of the hospital, its staff and patients

- a. A letter of request should be written addressed to the Director through channels at least 2 weeks prior to the activity.
- b. The letter should contain the following:
 - i. Brief description of the event including the objective/aim, date, time, venue and preferred beneficiaries if any.
 - ii. List of items for donation (i.e. toys, grocery items, etc)
 - iii. List of volunteers/participants of the activity
 - iv. List of equipment for the event
 - v. Name and contact numbers of donor/coordinator or point person
 - vi. Parking requests: parking of vehicles will be subject to availability and should be coordinated in advance.
- c. Once approved, the letter will be sent from the Director's Office to the Medical Social Service (MSS) for calendar of activity and verification of request.
 - i. MSS forwards it the Deputy Director for Administration for security and venue assignment.
 - ii. The letter is then sent to the Department concerned and/or Campus Ministry for coordination with MSS and Clinical Ward personnel.
- d. All donations of toys and gifts should be delivered to the main lobby information desk, Monday to Friday, during office hours, 8 am to 4 pm.
- e. All donor-related activity or event may be scheduled on Monday to Friday, between 9 am to 4 pm.
- f. Color coding of shirts or wearing of ID cards of volunteers will be observed at all times.

5. To ensure the protection of patients as a vulnerable set of our population

- a. Donations in kind will be coursed through MSS for screening and will be checked for quality and appropriateness prior to acceptance and distribution.

- b. It is encouraged that donations do not include the names of the donor or any contact information when distributed to patients.
- c. Request of donors to directly present gifts to patients will not be allowed due to issues on patient safety, confidentiality and infection control.

C. Definition of terms:

- a. **Hospital premises** include all wards/ICUs, all inpatient and consultation/treatment facilities, outpatient clinics, and other areas such as, but not limited to, Atrium, CI gardens, Rehabilitation Medicine gardens, Social Hall, and Dietary areas.
Wards/ICUs, all inpatient and consultation/treatment facilities and outpatient clinics are designated **patient care areas**.
- b. **Common areas** are places outside the hospital buildings such as the roads within the compound, bantay antayan, flagpole area or PGH parking areas.
- c. Public areas are those outside the hospital compound such as Taft Avenue.

MAE/bles