PHILIPPINE GENERAL HOSPITAL
The National University Hospital
University of the Philippines Manila
Taft Avenue, Manila
PHIC–Accredited Health Care Provider
ISO 9001:2008 Certified

PGH-Quality Management System Timetable

	ACTIVITIES	IN-CHARGE	(January to December 2014)											
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	**Management Review**	PGH	-	-	3rd wk	-	-	-	-	-	-	-	-	-
2	**Monitoring of the Quality Objectives (MAI Reporting)** *(for all units/departments: monthly; for all Deputy Directors: quarterly)*	All Units/Departments	1st week	1st week	1st week	1st week	1st week	1st week	1st week	1st week	1st week	1st week	1st week	1st week
		Deputy Directors	-	-	1st week	-	-	1st week	-	-	1st week	-	-	1st week
3	**5S (Clean-up Day)**	PGH	-	3rd week	-	-	3rd week	-	-	3rd week	-	-	3rd week	-
4	**Conduct of Regular IQA**	PGH-IQA Team	-	-	1st & 2nd wk	-	-	-	-	-	1st & 2nd wk	-	-	-
5	**Corrective Action on Nonconformances** (Based on Regular IQA Findings)	Units/Departments Concerned/ PGH-QMS Team	-	-	3rd week	-	-	-	-	-	3rd week	-	-	-
6	**Conduct of Special IQA**	PGH-IQA Team	As needed (based on the results of regular IQA)											
7	**Corrective Action on Nonconformances** (Based on Special IQA Findings)	Units/Departments Concerned/ PGH-QMS Team	Within 10 working days after receipt of the Nonconformance and Corrective Action Report											
8	**IQA Workshop / Meeting / Update**	PGH-IQA Team	-	3rd week	-	-	-	-	-	3rd week	-	-	-	-
9	**Reorientation on Control of Documents and Control of Records**	DCC / DDCs	-	3rd week	-	-	-	-	-	3rd week	-	-	-	-
10	**Documentation Check Day** Review of QMS documents, records, forms, procedures, guidelines, work instructions, manuals, objectives, and plans.	DCC / DDCs / Administrative Officers	-	-	-	-	(within the month)	-	-	-	-	-	(within the month)	-
11	**General QMS Orientation**	HRDD / PGH-QMS Team	2nd Mon	2nd Mon	2nd Mon	2nd Mon	2nd Mon	2nd Mon	2nd Mon	2nd Mon	2nd Mon	2nd Mon	2nd Mon	2nd Mon
12	**QMS Orientation for Interns**	PGH-QMS Team	-	-	-	2nd week	-	-	-	-	-	-	-	-
13	**QMS Orientation for Residents and Fellows**	PGH-QMS Team	-	-	-	-	-	-	-	-	-	-	-	2nd week
14	**Learning Pathways to Quality Patient Care: Enhancing Basic Nursing Competency Program**	DNET as Coordinator; DDN, Chief Nurses, & selected PGH Staff as Resource Speakers	1st Mon	1st Mon	1st Mon	1st Mon	1st Mon	1st Mon	1st Mon	1st Mon	1st Mon	1st Mon	1st Mon	1st Mon
15	**Quality Assurance Program**	Nursing Services – Research Coordinators	-	-	-	-	-	-	Every Wed	Every Wed	Every Wed	Every Wed	Every Wed	Every Wed
16	**Quality Circle Conference**	Nursing Services – Research Zone Managers; Chief Nurses; Head Nurses	-	-	-	-	-	-	-	-	-	-	-	1st week
17	**Nursing Services Clusters – QMS Update**	Nursing Services – DDN; Chief Nurses; Head Nurses	Every Nursing Management Team Meeting →											
18	**Nursing Services Training Coordinators Program**	DNET; Nurses; NAs; WCs & UWs	-	-	4th week	4th week	4th week	4th week	4th week	4th week	4th week	4th week	4th week	4th week
19	**ISO 9001:2008 Surveillance Audit**	Certifying Body	-	-	-	1st week	-	-	-	-	-	-	-	-