



PGH-Quality Management System Timetable CY 2015

ACTIVITIES	IN-CHARGE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1 Management Review	PGH	-	-	3 rd wk	-	-	-	-	-	-	-	-	-
2 Monitoring of the Quality Objectives (MAI Reporting)	All Units/ Departments	1 st wk	1 st wk	1 st wk	1 st wk	1 st wk	1 st wk	1 st wk	1 st wk	1 st wk	1 st wk	1 st wk	1 st wk
	Deputy Directors	-	-	1 st wk	-	-	1 st wk	-	-	1 st wk	-	-	1 st wk
3 5S (Clean-up Day)	PGH	-	3 rd wk	-	-	3 rd wk	-	-	3 rd wk	-	-	3 rd wk	-
4 Conduct of Regular IQA	PGH-IQA Team	-	4 th wk	-	-	-	-	-	-	-	-	3 rd & 4 th wk	-
5 Corrective Action on Nonconformances (Based on Regular IQA Findings)	Units/Departments Concerned/ PGH-QMS Team	-	-	2 nd wk	-	-	-	-	-	-	-	-	2 nd wk
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 Meeting/ Update	PGH-IQA Team	-	3 rd wk	-	-	-	-	-	-	-	2 nd wk	-	-
9 Reorientation on Control of Documents and Records	DCC/ DDCs	-	-	-	-	1 st wk	-	-	-	-	-	-	-
10 IQA/ DCC/ DDC Workshop	PGH-QMS Team	-	-	-	-	-	-	-	-	-	2 nd wk	-	-
11 Documentation Check Day (Review of QMS documents and records)	DCC/ DDCs/ Administrative Officers	-	-	-	-	-	-	-	-	-	-	(within the month)	-
12 General QMS Orientation	HRDD/ PGH-QMS Team	2 nd Mon	2 nd Mon	2 nd Mon	2 nd Mon	2 nd Mon	2 nd Mon	2 nd Mon	2 nd Mon	2 nd Mon	2 nd Mon	2 nd Mon	2 nd Mon
13 QMS Orientation for Interns	PGH-QMS Team	-	-	-	2 nd week	-	-	-	-	-	-	-	-
14 QMS Orientation for Residents and Fellows	PGH-QMS Team	-	-	-	-	-	-	-	-	-	-	-	2 nd week
15 Learning Pathways to Quality Patient Care: Enhancing Basic Nursing Competency Program (provided there are at least 15 new nursing personnel)	DNET as Coordinator; DDN, Chief Nurses, & selected PGH Staff as Resource Speakers	1 st Mon	1 st Mon	1 st Mon	1 st Mon	1 st Mon	1 st Mon	1 st Mon	1 st Mon	1 st Mon	1 st Mon	1 st Mon	1 st Mon
16 Quality Assurance Program	DNRD	-	-	(twice a month)	(twice a month)	(twice a month)	(twice a month)	(twice a month)	(twice a month)	(twice a month)	(twice a month)	(twice a month)	(twice a month)
17 Quality Circle Conference (with the Chief Nurses, Head Nurses and NIII)	DNRD	2 nd wk	-	-	-	-	-	-	-	-	-	-	-
18 Nursing Services Clusters – QMS Update	Nursing Services – DDN; Chief Nurses; Head Nurses	Every Nursing Management Team Meeting											
19 Nursing Services Training Coordinators Program	DNET; Nurses; NAs; WAs & UWs	-	-	3 rd wk	3 rd wk	3 rd wk	3 rd wk	3 rd wk	3 rd wk	3 rd wk	3 rd wk	3 rd wk	3 rd wk
20 ISO 9001:2008 Surveillance Audit	Certifying Body	-	-	-	3 rd wk	-	-	-	-	-	-	-	-

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