



PGH-Quality Management System Timetable CY 2018

ACTIVITIES	IN-CHARGE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1 Management Planning	PGH	-	3 rd wk	-	-	-	-	-	-	-	-	-	-
<i>Activities necessary for the transition to ISO 9001:2015 version</i>													
2 Risk Management Training	PGH Management, Department Chairs and Unit Heads, PGH-QMS Team & QMS Consultant	-	4 th wk	1 st wk	-	-	-	-	-	-	-	-	-
3 Document Review	PGH-QMS Team & QMS Consultant	-	-	3 rd wk & 4 th wk	-	-	-	-	-	-	-	-	-
4 Internal Audit Training Workshop	PGH-IQA Team & QMS Consultant	-	-	-	1 st wk	-	-	-	-	-	-	-	-
5 Management Review Briefing and Review of Management Processes	PGH Management, PGH-QMS Team & QMS Consultant	-	-	-	4 th wk	-	-	-	-	-	-	-	-
6 Readiness Assessment Audit	PGH & QMS Consultant	-	-	-	4 th wk	1 st wk	-	-	-	-	-	-	-
7 Conduct of Regular IQA	PGH-IQA Team	-	-	-	3 rd wk	-	-	-	-	-	3 rd wk	-	-
8 Corrective Action on Nonconformities (Based on Regular IQA Findings)	Units/Departments Concerned & PGH-QMS Team	-	-	-	4 th wk	-	-	-	-	-	4 th wk	-	-
9 Management Review	PGH Management & PGH-QMS Team	-	-	-	4 th wk	-	-	-	-	-	-	-	-
10 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	-	-	2 nd wk	-	-	2 nd wk	-	-	2 nd wk	-	-	2 nd wk
11 Conduct of Special IQA	PGH-IQA Team	As needed (based on the results of regular IQA)											
12 Corrective Action on Nonconformities (Based on Special IQA Findings)	Units/Departments Concerned & PGH-QMS Team	Within 10 working days after receipt of the Nonconformance and Corrective Action Report											
13 IQA Meeting/ Update	PGH-IQA Team	-	-	-	2 nd wk	-	-	-	-	-	2 nd wk	-	-
14 IQA/ DCC/ DDC Workshop	PGH-QMS Team	-	-	-	-	-	-	-	-	2 nd wk	-	-	-
15 QMS Documentation Check Day/ Reorientation on Control of Documents and Records	DCC/ DDCs/ Administrative Officers	-	-	-	-	3 rd wk	-	-	-	-	-	3 rd wk	-
16 5S (Clean-up Day)	PGH	-	3 rd wk	-	-	3 rd wk	-	-	3 rd wk	-	-	3 rd wk	-
17 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
18 QMS Orientation for Interns	PGH-QMS Team	-	-	-	2 nd wk	-	-	-	-	-	-	-	-
19 QMS Orientation for Residents and Fellows	PGH-QMS Team	-	-	-	-	-	-	-	-	-	-	-	2 nd wk
20 Nursing Services Clusters - QMS Update	DDN; Chief Nurses; Head Nurses	Every Nursing Management Team Meeting											
21 General Orientation Program for New Nursing Personnel	DNET as Coordinator	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
22 Nursing Services Training Coordinators Program	DNET; Nurses; NAs; WAs & UWs	As per schedule	As per schedule	As per schedule	As per schedule	As per schedule	As per schedule	As per schedule	As per schedule	As per schedule	As per schedule	As per schedule	As per schedule
23 Annual Grand Presentation of Audit Results	DNRD	2 nd wk	-	-	-	-	-	-	-	-	-	-	-
24 Quality Assurance Program	DNRD	Every Wed	Every Wed	Every Wed	Every Wed	Every Wed	Every Wed	Every Wed	Every Wed	Every Wed	Every Wed	Every Wed	Every Wed
25 ISO 9001:2015 Validation Audit (Transition Audit)	PGH & Certifying Body	-	-	-	-	2 nd wk	-	-	-	-	-	-	-
26 Recertification Audit (Upgrade to ISO 9001:2015 Version)	PGH & Certifying Body	-	-	-	-	4 th wk	-	-	-	-	-	-	-

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