

Republic of the Philippines  
**UNIVERSITY OF THE PHILIPPINES PGH MANILA**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the UNIVERSITY OF THE PHILIPPINES PGH MANILA in the CSC website:

  
Ms. Mary Ann Oda C. Ebesate  
HRMO

Date: 16-Sep-24

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Nurse I	UPSB-NUR1-30-2020	15	38413	Bachelor of Science in Nursing	None required	None required	RA 1080	Pls. see attached annex N-12	Philippine General Hospital
2	Nurse I	UPSB-NUR1-29-2020	15	38413	Bachelor of Science in Nursing	None required	None required	RA 1080	Pls. see attached annex N-12	Philippine General Hospital
3	Nurse I	UPSB-NUR1-67-2018	15	38413	Bachelor of Science in Nursing	None required	None required	RA 1080	Pls. see attached annex N-12	Philippine General Hospital
4	Nurse I	UPSB-NUR1-60-2018	15	38413	Bachelor of Science in Nursing	None required	None required	RA 1080	Pls. see attached annex N-12	Philippine General Hospital

5	Nurse I	UPSB-NUR1-36-2020	15	38413	Bachelor of Science in Nursing	None required	None required	RA 1080	Pls. see attached annex N-12	Philippine General Hospital
6	Nurse I	UPSB-NUR1-57-2018	15	38413	Bachelor of Science in Nursing	None required	None required	RA 1080	Pls. see attached annex N-12	Philippine General Hospital
7	Nurse I	UPSB-NUR1-65-2018	15	38413	Bachelor of Science in Nursing	None required	None required	RA 1080	Pls. see attached annex N-12	Philippine General Hospital
8	Nurse I	UPSB-NUR1-59-2018	15	38413	Bachelor of Science in Nursing	None required	None required	RA 1080	Pls. see attached annex N-12	Philippine General Hospital
9	Nurse I	UPSB-NUR1-40-2020	15	38413	Bachelor of Science in Nursing	None required	None required	RA 1080	Pls. see attached annex N-12	Philippine General Hospital
10	Nurse I	UPSB-NUR1-33-2020	15	38413	Bachelor of Science in Nursing	None required	None required	RA 1080	Pls. see attached annex N-12	Philippine General Hospital
11	Nurse II	UPSB-NURS2-59-2022	16	41616	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached annex N-12	Philippine General Hospital
12	Nurse II	UPSB-NURS2-612-2022	16	41616	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached annex N-12	Philippine General Hospital
13	Nurse II	UPSB-NURS2-356-2022	16	41616	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached annex N-12	Philippine General Hospital
14	Nurse II	UPSB-NURS2-737-2022	16	41616	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached annex N-12	Philippine General Hospital
15	Nurse II	UPSB-NURS2-15-2022	16	41616	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached annex N-12	Philippine General Hospital

16	Nurse II	UPSB-NURS2-346-2022	16	41616	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached annex N-12	Philippine General Hospital
17	Nurse II	UPSB-NURS2-65-2022	16	41616	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached annex N-12	Philippine General Hospital
18	Nurse II	UPSB-NURS2-270-2022	16	41616	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached annex N-12	Philippine General Hospital
19	Nurse II	UPSB-NURS2-378-2022	16	41616	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached annex N-12	Philippine General Hospital
20	Nurse II	UPSB-NURS2-701-2022	16	41616	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached annex N-12	Philippine General Hospital
21	Nurse II	UPSB-NURS2-219-2022	16	41616	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached annex N-12	Philippine General Hospital
22	Nurse III	UPSB-NURS3-253-1998	17	45138	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex N-34	Philippine General Hospital
23	Nurse III	UPSB-NURS3-170-1998	17	45138	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex N-34	Philippine General Hospital
24	Nurse III	UPSB-NURS3-307-1998	17	45138	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex N-34	Philippine General Hospital
25	Nurse III	UPSB-NURS3-178-1998	17	45138	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex N-34	Philippine General Hospital
26	Nurse IV	UPSB-NURS4-111-1998	19	53873	Bachelor of Science in Nursing	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex N-34	Philippine General Hospital

27	Laboratory Technician II	UPSB-LABT2-254-1998	8	20534	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Laboratory Technician (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex P.M-15	Philippine General Hospital
28	Occupational Therapist II	UPSB-OT2-288-2018	15	38413	Bachelor's degree in Occupational Therapy	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex OT-2	Philippine General Hospital
29	Pharmacist II	UPSB-PH2-73-2020	15	38413	Bachelor's degree in Pharmacy	None required	None required	RA 1080	Pls. see attached Annex PH-2	Philippine General Hospital
30	Speech Therapist II	UPSB-STH2-231-2018	14	35434	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex ST-2	Philippine General Hospital
31	Nutritionist-Dietitian III	UPSB-ND3-272-2018	18	49015	Bachelor's degree major in Nutrition, Dietetics or Community Nutrition	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex D-3	Philippine General Hospital
32	Radiologic Technologist II	UPSB-RT2-71-2018	15	38413	Bachelor of Science in Radiologic Technology	Four (4) hours of training in Radiologic Technology	One (1) year of experience as a Radiologic Technologist	RA 1080 (Radiologic Technologist)	Pls. see attached Annex R-2	Philippine General Hospital
33	Nutritionist-Dietitian V	UPSB-ND5-5-1998	22	74836	Bachelor's degree major in Nutrition, Dietetics or Community Nutrition	16 hours of relevant training	3 years of relevant experience	RA 1080	Pls. see attached Annex D-5	Philippine General Hospital

34	Medical Technologist V	UPSB-MDTK5-11-1998	22	74836	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	16 hours of relevant training	3 years of relevant experience	RA 1080	Pls. see attached Annex MT-5	Philippine General Hospital
35	Nutritionist-Dietitian II	UPSB-ND2-30-1998	15	38413	Bachelor's degree major in Nutrition, Dietetics or Community Nutrition	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex D-2	Philippine General Hospital
36	Medical Technologist II	UPSB-MDTK2-219-1998	15	38413	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex MT-2	Philippine General Hospital
37	Psychologist II	UPSB-PSY2-221-2018	15	38413	Master's degree in Psychology	8 hours of relevant training on the delivery of psychological services which include psychological interventions, psychological assessment and psychological programs	1 year of relevant experience involving the delivery of psychological services	RA 10029 (Psychologist)	Pls. see attached Annex PS-2	Philippine General Hospital

38	Nutritionist-Dietitian II	UPSB-ND2-17-1998	15	38413	Bachelor's degree major in Nutrition, Dietetics or Community Nutrition	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex D-2	Philippine General Hospital
39	Occupational Therapist II	UPSB-OT2-16-1998	15	38413	Bachelor's degree in Occupational Therapy	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex OT-2	Philippine General Hospital
40	Medical Specialist II	UPSB-MDSP2-96-2018	23	83659	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex MS	Philippine General Hospital

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than September 26, 2024.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**Ms. Marjorie L. Torres**  
 Chief Administrative Officer  
 UP-PGH, Taft Avenue, Manila  
[hrddrps.uppg@up.edu.ph](mailto:hrddrps.uppg@up.edu.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

## Annex N-12

Subject: **Nurse I/Nurse II**

Competence Title	Competence Definition	Desired Competency Level
<b>MANAGEMENT</b>		
1. Unit Management	Ability to adhere to rationale utilization, allocation and maintenance of resources within the nursing care unit .	4
2. Networking and Linkages	Ability to establish collaborative relationship with colleagues and other members of the healthcare team.	4
<b>TECHNICAL</b>		
1. Patient Care	Ability to perform safe and effective nursing care services.	4
2. Training and Education	Ability to attend to learning and experiential activities for career and personal growth.	4
3. Research	Ability to participate in research related activities within the Philippine General Hospital.	4
<b>PERSONAL</b>		
1. Time Management	Ability to report on time during official functions, engagements and meetings. Ability to finish assigned tasks within the specified time.	4
2. Work Ethics	Ability to deal with clients, colleagues, and fellow employees in a professional manner conforming to high ethical standards.	4
3. Self-Projection	Ability to appear neat and well groomed. Ability to observe proper decorum. Ability to project a caring attitude.	4
4. Interpersonal Relationship	Ability to deal with superiors courteously and with fellow employees fairly and a team player to achieve hospital goals.	4

### LEGEND:

- 4 Expert on the job; can teach others
- 3 Can do improvements on the assigned job
- 2 Can do the job effectively and efficiently; meeting all planned requirements of the job
- 1 Familiar with the job; still needs guidance in the execution of the job

## Annex N-34

### Subject: Nurse III / Nurse IV (DCNO)

Competence Title	Competence Definition	Desired Competency Level
<b>MANAGEMENT</b>		
1. Human Resource Management	Ability to assist the Nurse VI in developing the personal and professional capability of the nursing personnel towards productive, efficient and effective in the nursing care unit.	4
2. Unit Management	Ability to ensure proper utilization, allocation and maintenance of resources within the nursing care unit for the equitable delivery of nursing care services.	4
3. Networking and Linkages	Ability to establish collaborative relationship with colleagues and other members of the healthcare team.	4
<b>TECHNICAL</b>		
1. Patient Care	Ability to facilitate and administer safe and effective nursing care.	4
2. Training and Education	Ability to provide learning and experiential opportunities for career and personal growth.	4
3. Research	Ability to participate and implement results of research studies within the unit as recommended.	4
<b>PERSONAL</b>		
1. Time Management	Ability to report on time during official functions, engagements and meetings. Ability to finish assigned tasks within the specified time.	4
2. Work Ethics	Ability to deal with clients, colleagues, and fellow employees in a professional manner conforming to high ethical standards.	4
3. Self-Projection	Ability to appear neat and well groomed. Ability to observe proper decorum. Ability to project a caring attitude.	4
4. Interpersonal Relationship	Ability to deal with superiors courteously and with fellow employees fairly and a team player to achieve hospital goals.	4

#### LEGEND:

- 4 Expert on the job; can teach others
- 3 Can do improvements on the assigned job
- 2 Can do the job effectively and efficiently; meeting all planned requirements of the job
- 1 Familiar with the job; still needs guidance in the execution of the job



## Annex N-34

### Subject: Nurse III / Nurse IV (DNRD)

Competence Title	Competence Definition	Desired Competency Level
<b>MANAGEMENT</b>		
1. Human Resource Management	Ability to assist the Nurse VII in developing the personal and professional capability of the nursing personnel towards productive, efficient and effective in the nursing care unit.	4
2. Unit Management	Ability to ensure proper utilization, allocation and maintenance of resources within the nursing care unit for the equitable delivery of nursing care services.	4
<b>TECHNICAL</b>		
1. Training and Education	Ability to act as resource person in nursing programs and related training/research activities.	4
2. Research	<p>Ability to assist Nurse VII in identifying problems which require investigative studies.</p> <p>Ability to develop, implement, monitor and evaluate Quality Assurance programs for nursing and evidenced based nursing practice in the clinical areas.</p> <p>Ability to assist the Nurse VII in the evaluation of entry level nursing service applicants and in promotion of nursing personnel.</p> <p>Ability to develop and evaluate testing tools.</p> <p>Ability to establish collaborative relationship with colleagues and other members of the healthcare team.</p>	4
<b>PERSONAL</b>		
1. Time Management	<p>Ability to come on time during official functions, engagements and meetings.</p> <p>Ability to finish assigned tasks within the specified time.</p>	4
2. Work Ethics	Ability to deal with clients, colleagues, and fellow employees in a professional manner conforming to high ethical standards.	4
3. Self-Projection	<p>Ability to appear neat and well groomed.</p> <p>Ability to observe proper decorum.</p> <p>Ability to project a caring attitude.</p>	4
4. Interpersonal Relationship	Ability to deal with superiors courteously and with fellow employees fairly and inspire people to achieve hospital goals.	4

#### LEGEND:

- 4 Expert on the job; can teach others
- 3 Can do improvements on the assigned job
- 2 Can do the job effectively and efficiently; meeting all planned requirements of the job
- 1 Familiar with the job; still needs guidance in the execution of the job

## Annex N-34

### Subject: Nurse III / Nurse IV (DNET)

Competence Title	Competence Definition	Desired Competency Level
MANAGEMENT		
1. Human Resource Management	Ability to assist the Nurse VII in developing the personal and professional capability of the nursing personnel towards productive, efficient and effective in the nursing care unit.	4
2. Unit Management	Ability to ensure proper utilization, allocation and maintenance of resources within the nursing care unit for the equitable delivery of nursing care services.	4
TECHNICAL		
1. Training and Education	Ability to develop a tool for training needs analysis.  Ability to develop, implement and evaluate training programs.  Ability to provide learning and experiential opportunities for career and personal growth of the nursing personnel.  Ability to act as resource person in training programs and related training activities.  Ability to facilitate requests for educational tour, training, and affiliations of different schools and institutions.  Ability to establish collaborative relationship with colleagues and other members of the healthcare team.	4
2. Research	Ability to participate and implement results of research studies within the unit as recommended.	4
PERSONAL		
1. Time Management	Ability to report on time during official functions, engagements and meetings.  Ability to finish assigned tasks within the specified time.	4
2. Work Ethics	Ability to deal with clients, colleagues, and fellow employees in a professional manner conforming to high ethical standards.	4
3. Self-Projection	Ability to appear neat and well groomed. Ability to observe proper decorum. Ability to project a caring attitude.	4
4. Interpersonal Relationship	Ability to deal with superiors courteously and with fellow employees fairly and inspire people to achieve hospital goals.	4

#### LEGEND:

- 4 Expert on the job; can teach others
- 3 Can do improvements on the assigned job
- 2 Can do the job effectively and efficiently; meeting all planned requirements of the job
- 1 Familiar with the job; still needs guidance in the execution of the job



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## COMPETENCY REQUIREMENTS

**Annex: P.M-15**

**Position: Laboratory Technician II**

<b>Core:</b>	<b>Organizational:</b>
<ul style="list-style-type: none"> <li>• <b>Service</b> Having the commitment to place customer satisfaction at the core of our organization's business.</li> <li>• <b>Professionalism</b> Adherence to courtesy, honesty and responsibility in the discharge of one's duty.</li> <li>• <b>Integrity</b> Having moral discernment which is doing the right thing at all times and in all circumstances.</li> <li>• <b>Compassion</b> The motivation to relieve the suffering of others.</li> <li>• <b>Excellence</b> Demanding more from ourselves than our clients do.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Time Management</b> Ability to report on time to work, meetings and other engagements.</li> <li>• <b>Interpersonal Relationship</b> Ability to deal with superiors courteously and with fellow employees fairly and inspire people to achieve department goals.</li> <li>• <b>Work Ethics</b> Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards.</li> <li>• <b>Self-Projection</b> Ability to project a positive and pleasant outlook through personal grooming and dressing.</li> <li>• <b>Decision Making</b> Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by himself.</li> <li>• <b>Oral/Written Communication</b> Ability to interact with other people and convey thoughts whether verbal or non-verbal.</li> </ul>
<b>Technical/Functional:</b>	<b>Technical/Functional:</b>
<ul style="list-style-type: none"> <li>• Ability to gather patient's medical history and information needed to customize the tests.</li> <li>• Ability to explain the procedure and prepare the patient for the test and answer their questions.</li> <li>• Ability to monitor the patient's status and note any abnormality.</li> <li>• Ability to report the findings to the patient's doctor for further analysis.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to conduct tests or studies such as nerve conduction studies (NCS), electromyography (EMG) and intraoperative monitoring (IOM).</li> <li>• Ability to calibrate, troubleshoot, or repair equipment and correct equipment malfunctions.</li> <li>• Ability to set up, program, and record montages or electrical combinations when testing peripheral nerve, spinal cord, subcortical or cortical responses.</li> </ul>



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## COMPETENCY REQUIREMENTS

### Annex: OT-2

#### Position: Occupational Therapist II

<b>Core:</b> <ul style="list-style-type: none"> <li>• <b>Service</b> Having the commitment to place customer satisfaction at the core of our organization's business</li> <li>• <b>Professionalism</b> Adherence to courtesy, honesty and responsibility in the discharge of one's duty</li> <li>• <b>Integrity</b> Having moral discernment which is doing the right thing at all times and in all circumstances.</li> <li>• <b>Compassion</b> The motivation to relieve the suffering of others.</li> <li>• <b>Excellence</b> Demanding more from ourselves than our clients do.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Decision Making</b> Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself.</li> </ul>
<b>Organizational:</b> <ul style="list-style-type: none"> <li>• <b>Planning</b> Ability to develop goals and action plans for all significant undertakings in consonance with the hospital's objectives and policies.</li> <li>• <b>Organizational Effectiveness</b> Ability to get things done by assigning required tasks to personnel and allocating needed resources in an effective and efficient manner.</li> <li>• <b>Correspondence with Administrative, Medical and Paramedical Sections</b> Ability to represent the section during administrative meetings and to coordinate with other section heads during program planning and implementation of departmental activities.</li> <li>• <b>Security</b> Ability to provide measures to secure the section facilities and equipment, to avoid occurrence of occupational hazards and to take appropriate actions upon the occurrence of such incidents.</li> </ul>	<b>Technical/Functional :</b> <ul style="list-style-type: none"> <li>• <b>OT Evaluation</b> Ability to evaluate completely and correctly performance skills and functions that are pertinent to occupational therapy</li> <li>• <b>Treatment Planning and Implementation</b> Ability to formulate appropriate goals, provide treatment techniques correctly that maximize patient's potential.</li> <li>• <b>Charting and Documentation</b> Ability to provide evaluation reports, progress notes, endorsement notes, discharge summary and other necessary documentation on time.</li> <li>• <b>Clinical Supervision and Training</b> Ability to train interns, licensed trainees and observers by providing regular feedback, overseeing implementation of the training schedule and reviewing and revising the clinical program.</li> <li>• <b>Oral/ Written Communication</b> Ability to interact with other people and convey thoughts whether verbal or non-verbal.</li> <li>• <b>Scheduling and protocol implementation</b> Ability to schedule patients and orient them on the course of the treatment protocol.</li> <li>• <b>Staff Performance</b> Ability to evaluate the performance of OT staff and prepare performance targets and competencies.</li> <li>• <b>Budgeting and Disbursing</b> Ability to prepare budget proposals, financial reports and allocation of section funds.</li> <li>• <b>Acquisition of New Equipment/ Materials/ Tools</b> Ability to identify needed equipment/ materials or tools, accomplish forms and make the necessary request for purchasing of new equipment/ materials and tools.</li> <li>• <b>Upkeep and Maintenance of Facilities, Supplies and Equipment</b> Ability to ensure maintenance of cleanliness of the section, adequacy of supplies and maintaining equipment in good working condition.</li> <li>• <b>Accomplishment of Annual Reports and Project Proposal</b> Ability to submit the section's annual report and project/ program proposals upon request.</li> </ul>
<b>Leadership/ Managerial:</b> <ul style="list-style-type: none"> <li>• <b>Leadership</b> Ability to motivate and inspire people to deliver results and make changes in terms of process, people, ways of doing things to overcome obstacles.</li> <li>• <b>Controlling</b> Ability to monitor unit performance through the use of measurement tools and track status of achievement of goals and objectives.</li> <li>• <b>Oral/Written Communication</b> Ability to interact with other people and convey thoughts whether verbal or non-verbal.</li> </ul>	



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## COMPETENCY REQUIREMENTS

**Annex: P.H-2**

**Position: Pharmacist II**

Core:	Leadership/Managerial:
<p><b>Exemplifying Integrity</b>  Ability to uphold the highest standards of integrity and honesty by committing to a fiducial relationship with patients, always working in their best interest.</p> <p><b>Delivering Service Excellence</b>  Ability to provide prompt and quality service in response to the needs of the organization and co-workers.</p> <p><b>Professionalism</b>  Ability to identify and implement strategies for personal improvement through continuing professional development.</p> <p><b>Interpersonal Skills</b>  Ability to effectively communicate and interact with colleagues, customers and clients, and work well in a team to achieve results.</p>	<p><b>Solving Problems and Making Decisions</b>  Ability to resolve deviations and exercise good judgment by using fact-analysis and generating and selecting appropriate courses of action to produce positive results.</p>
Organizational:	Technical/Functional:
<p><b>Attention to Detail</b>  Ability to report accurate information and spot errors in documents and other forms of written communication in a timely manner.</p> <p><b>Records Management</b>  Ability to apply and adapt records management standards related to the cycle of records in an agency/institution which are conducted to achieve adequate and proper documentation of government policies, transactions and effective management of the agency/institution operations.</p>	<p><b>Risk Analysis</b>  Ability to identify and analyze the dangers to individuals, businesses and the agency posed by potential natural and human-caused adverse events.</p> <p><b>Computer skills</b>  Ability to operate standard personal computer and use available computer software, applications and technology.</p> <p><b>Communication</b>  Ability to clearly convey and receive messages to meet the needs of all.</p> <p><b>Flexibility</b>  Ability to work effectively with a variety of people and situations and adapt one's thinking, behavior and style appropriately in dealing with change. Adapting to different ways of thinking and doing things in a quick and a positive manner.</p> <p><b>Stress Management</b>  Ability to apply techniques to cope with or lessen the physical and emotional effects of everyday life pressure in the workplace.</p> <p><b>Dispensing of Drugs and other Medical Supplies</b>  Ability to provide the right drugs and medical supplies to the right patients.</p> <p><b>Validation and Processing of Patient's Requests</b>  Ability to validate and process patient's requests accurately.</p> <p><b>Monitor and Evaluate Medication Management</b>  Ability to undertake chart review, document changes in medication management and delivery of drugs.</p> <p><b>Case Counseling</b>  Ability to help facilitate for client's decision-making for his/her betterment.</p>



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## COMPETENCY REQUIREMENTS

**Annex: ST-2**

**Position: Speech Therapist II**

Core:	Technical/Functional:
<ul style="list-style-type: none"> <li>• <b>Service</b> Having the commitment to place customer satisfaction at the core of our organization's business</li> <li>• <b>Professionalism</b> Adherence to courtesy, honesty and responsibility in the discharge of one's duty</li> <li>• <b>Integrity</b> Having moral discernment which is doing the right thing at all times and in all circumstances.</li> <li>• <b>Compassion</b> The motivation to relieve the suffering of others.</li> <li>• <b>Excellence</b> Demanding more from ourselves than our clients do.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Administrator</b> – Ability to implement and execute all policies and programs for the section, department and hospital; to coordinate activities amongst the section's staff, paramedical staff and other medical professionals; to actively participate in meetings and conferences; to perform all administrative duties and responsibilities given by the Department Chairman and Chief Resident; to constitute all correspondence that pertains to the welfare of the section.</li> <li>• <b>Financial Coordinator</b> – Ability to ensure the efficient organization of the section's funds and financial reports and correspondence.</li> <li>• <b>Research Coordinator</b> – Ability to monitor, review and keep an inventory of existing and newly acquired research materials; coordinates activities pertinent to the continuing education of all speech pathology staff; and represents the section in research-related activities.</li> <li>• <b>Service Coordinator</b> – Ability to formulate, implement and periodically assess the clinical and service policies ; prepares the monthly service and annual reports; update the yearly and monthly calendar activities; ensure good quality of delivery of services by the section by monitoring current service delivery, programs, protocols, etc. and planning and instituting changes needed; monitors the charity and pay patient schedule and ensures that patients get effective services as early as possible.</li> <li>• <b>Training Coordinator</b> – Ability to formulate and revise policies/guidelines regarding the section's training; prepares the clinical training program schedule for each rotation; monitors the pre-rotation and post-rotation examinations of rotating speech pathology interns; schedules supplementary lectures pertinent for the training of speech pathology interns; coordinates with the lectures regarding their schedules topic/lecture and provide lectures on evaluation treatment.</li> </ul>
Organizational:	
<ul style="list-style-type: none"> <li>• <b>Work Ethics</b> Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards.</li> <li>• <b>Decision Making</b> Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself.</li> <li>• <b>Inter-Personal Relationship</b> Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals.</li> <li>• <b>Oral/Written Communication</b> Ability to interact with other people and convey thoughts whether verbal or non-verbal.</li> <li>• <b>Self-Projection</b> Ability to exude an aura of confidence in all undertakings and to carry one's self calm and composed in times of difficulties.</li> <li>• <b>Time Management</b> Ability to spend time wisely and productively and to report on time to work, meetings and other engagements.</li> </ul>	



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## COMPETENCY REQUIREMENTS

**Annex: D-5**

**Position: Nutritionist-Dietitian V**

<p><b>Core:</b></p> <ul style="list-style-type: none"> <li>• <b>Service</b> Having the commitment to place customer satisfaction at the core of our organization's business.</li> <li>• <b>Professionalism</b> Adherence to courtesy, honesty and responsibility in the discharge of one's duty</li> <li>• <b>Integrity</b> Having moral discernment which is doing the right thing at all times and in all circumstances.</li> <li>• <b>Compassion</b> The motivation to relieve the suffering of others.</li> <li>• <b>Excellence</b> Demanding more from ourselves than our clients do.</li> </ul>	<ul style="list-style-type: none"> <li>• Conducting lecture, seminars and trainings. Ability to act as resource person in seminars, lectures, trainings and other activities in and out of the hospital as need arises.</li> <li>• Conducting special projects and research activities in collaboration with other units.</li> <li>• Preparing comprehensive and accurate reports, communications and budget proposals needed in the division.</li> </ul>
<p><b>TECHNICAL:</b></p> <ul style="list-style-type: none"> <li>• Planning, implementing, evaluating, and supervising the nutritional care of patients in the charity and pay wards.</li> <li>• Supervising and coordinating food service in the charity and pay wards.</li> <li>• Planning, directing, coordinating and supervising the training and educational activities in the division.</li> <li>• Providing relevant training activities and opportunities to and supervising all Nutritionist-Dietitians in the division.</li> <li>• Ability to accurately and objectively evaluate, review and approve the performance of assigned dietitians and other dietary employees assigned.</li> <li>• Providing timely and accurate nutritional care/counseling to patients and other referrals.</li> </ul>	<p><b>ORGANIZATIONAL:</b></p> <ul style="list-style-type: none"> <li>• <b>Work Ethics</b> Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards.</li> <li>• <b>Decision Making</b> Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself.</li> <li>• <b>Inter-Personal Relationship</b> Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals.</li> <li>• <b>Oral/Written Communication</b> Ability to interact with other people and convey thoughts whether verbal or non-verbal.</li> <li>• <b>Self-Projection</b> Ability to exude an aura of confidence in all undertakings and to carry one's self calm and composed in times of difficulties</li> <li>• <b>Time Management</b> Ability to spend time wisely and productively and to report on time to work, meetings and other engagements.</li> </ul>



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## COMPETENCY REQUIREMENTS

**Annex: D-3**

**Position: Nutritionist-Dietitian III**

<p><b>Core:</b></p> <ul style="list-style-type: none"> <li>• <b>Service</b> Having the commitment to place customer satisfaction at the core of our organization's business</li> <li>• <b>Professionalism</b> Adherence to courtesy, honesty and responsibility in the discharge of one's duty.</li> <li>• <b>Integrity</b> Having moral discernment which is doing the right thing at all times and in all circumstances.</li> <li>• <b>Compassion</b> The motivation to relieve the suffering of others.</li> <li>• <b>Excellence</b> Demanding more from ourselves than our clients do.</li> </ul>	<ul style="list-style-type: none"> <li>• Checking of daily storeroom requisitions, issuances and inventories. (<i>Meal Planning and Storeroom Control/food Production &amp; Personnel Management</i>).</li> <li>• Updating of job descriptions of subordinate personnel. (<i>Meal Planning and Storeroom Control/food Production &amp; Personnel Management</i>).</li> <li>• Orienting, training, supervising, evaluating nutrition affiliates and dietetic residents. (<i>Meal Planning and Storeroom Control/food Production &amp; Personnel Management</i>).</li> </ul>
<p><b>Technical/Functional::</b></p> <ul style="list-style-type: none"> <li>• Provision of quality and timely nutritional care to all in-patients.</li> <li>• Conducts accurate diet instructions and nutrition education/lectures to patients and watchers.</li> <li>• Conducts training programs to students, personnel, medical and paramedical staff.</li> <li>• Relieve duties of charity and pay food service dietitian as needed.</li> <li>• Planning menus and ordering food for hospital patients, employees, trainees. (<i>Meal Planning and Storeroom Control/food Production &amp; Personnel Management</i>).</li> <li>• <b>Performs the following :</b> <ul style="list-style-type: none"> <li>➢ Coordinate with the Food Procurement Dietitian and other heads of the unit regarding cost control and with the Food Production Dietitian in recipe standardization testing.</li> <li>➢ Supervising and maintaining sanitation and safety of dry storeroom area as well as other areas of the unit.</li> <li>➢ Assisting the Supervising dietitian in the planning, reviewing, and implementing of policies and procedures in the Food Service Administration Division. (<i>Meal Planning and Storeroom Control/food Production &amp; Personnel Management</i>).</li> </ul> </li> <li>• Preparing and submitting of reports. (<i>Meal Planning and Storeroom Control/food Production &amp; Personnel Management</i>).</li> </ul>	<p><b>Organizational:</b></p> <ul style="list-style-type: none"> <li>• <b>Work Ethics</b> Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards.</li> <li>• <b>Decision Making</b> Ability to make decisions using a structured approach after seeking both facts and opinions and ensure that decisions are pursued/implemented.</li> <li>• <b>Inter-Personal Relationship</b> Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals.</li> <li>• <b>Communication Skills</b> Ability to send clear, complete, accurate and understood information and messages and listen carefully to others.</li> <li>• <b>Leadership</b> Ability to motivate and inspire people to deliver results and make changes in terms of process, people, ways of doing things to overcome obstacles.</li> <li>• <b>Planning</b> Ability to develop goals and action plans for all significant undertakings in consonance with the hospital's objectives and policies.</li> <li>• <b>Organizational Effectiveness</b> Ability to get things done by assigning required tasks to personnel and allocating needed resources in an effective and efficient manner.</li> <li>• <b>Controlling</b> Ability to monitor unit performance through the use of measurement tools and track status of achievement of goals and objectives.</li> </ul>





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## COMPETENCY REQUIREMENTS

### Annex R-2

#### Position: Radiologic Technologist II

Core:	Organizational:
<ul style="list-style-type: none"> <li>• <b>Service</b> Having the commitment to place customer satisfaction at the core of our organization's business</li> <li>• <b>Professionalism</b> Adherence to courtesy, honesty and responsibility in the discharge of one's duty</li> <li>• <b>Integrity</b> Having moral discernment which is doing the right thing at all times and in all circumstances.</li> <li>• <b>Compassion</b> The motivation to relieve the suffering of others.</li> <li>• <b>Excellence</b> Demanding more from ourselves than our clients do.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Effective Communication</b> Ability to communicate well with stakeholders and express oneself in a polite manner.</li> <li>• <b>Teamwork</b> Ability to work and coordinate well with co-workers.</li> <li>• <b>Demonstrating Personal Effectiveness</b> Ability to perform duties and responsibilities with initiative, flexibility and enthusiasm.</li> <li>• <b>Championing and Applying Innovation</b> Ability to apply technical skills and knowledge to perform assigned tasks. Ability to adapt to new technology.</li> <li>• <b>Delivering Service Excellence</b> Ability to render quality diagnostic services in a timely, professional, courteous and ethical manner.</li> <li>• <b>Time Management</b> Ability to report on time to work, meetings and other engagements.</li> <li>• <b>Work Ethics</b> Ability to maintain professionalism and uphold the highest standard principles and values in the workplace.</li> <li>• <b>Interpersonal Relationship</b> Ability to deal with superiors courteously and with fellow employees fairly and inspire people to achieve department goals.</li> <li>• <b>Self Projection</b> Ability to project a positive and pleasant outlook through personal grooming and dressing.</li> <li>• <b>Innovation</b> Ability to exploit new ideas for the benefit of the organization.</li> </ul>
Technical / Functional:	
<ul style="list-style-type: none"> <li>• <b>Technical Proficiency</b> Ability to apply technical knowledge and skills required to perform one's task as expected of the person's position and compliance to other assigned tasks. Ability to perform venipuncture by following legal, professional and policy requirements.</li> <li>• <b>Recording and Documentation</b> Ability to record and encode supplies, patients' data and services through the hospital's information system.</li> <li>• <b>Radiation Safety</b> Ability to practice radiation safety standards to be able to protect himself/herself and the public from unnecessary exposures.</li> <li>• <b>Administrative Efficiency</b> Responsibility in ensuring that machines/ procedures/ supplies/ upkeep of areas are well kept including the preventive maintenance.</li> </ul>	



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## COMPETENCY REQUIREMENTS

**Annex: MT-5**

**Position: Medical Technologist V**

Core:	Organizational:
<ul style="list-style-type: none"> <li>• <b>Service</b> Having the commitment to place customer satisfaction at the core of our organization's business.</li> <li>• <b>Professionalism</b> Adherence to courtesy, honesty and responsibility in the discharge of one's duty</li> <li>• <b>Integrity</b> Having moral discernment which is doing the right thing at all times and in all circumstances.</li> <li>• <b>Compassion</b> The motivation to relieve the suffering of others.</li> <li>• <b>Excellence</b> Demanding more from ourselves than our clients do.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Work Ethics</b> Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards.</li> <li>• <b>Decision Making</b> Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself.</li> <li>• <b>Inter-Personal Relationship</b> Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals.</li> <li>• <b>Oral/Written Communication</b> Ability to interact with other people and convey thoughts whether verbal or non-verbal.</li> <li>• <b>Self-Projection</b> Ability to exude an aura of confidence in all undertakings and to carry one's self calm and composed in times of difficulties</li> <li>• <b>Time Management</b> Ability to spend time wisely and productively and to report on time to work, meetings and other engagements.</li> </ul>
Technical/Functional:	Leadership/Managerial:
<ul style="list-style-type: none"> <li>• Evaluate new laboratory examinations and techniques effectively consistent with the quality policy of the section.</li> <li>• Perform laboratory examinations and techniques effectively consistent with the quality policy of the section.</li> <li>• Able to lecture Medical Technologists, Laboratory Technicians, institutional Workers, Residents, Post-graduate Medical Technologists effectively consistent with the Laboratory Procedures Manual of the section.</li> <li>• Able to give instructions clearly and in a non threatening manner.</li> <li>• Able to interact with other people and convey thoughts whether verbal or non verbal.</li> <li>• Able to set standards by showing respect, being honest and promoting trust and sense of worth.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Managing Performance and Coaching for Results</b> Ability to give objectives, opportune and relevant feedback to staff or groups to effect necessary adjustment and intervention to maintain good and high performance of the latter.</li> <li>• <b>Leading Change</b> Ability to plan, develop and manage an approach by transitioning individuals or organization from the current state to future state.</li> </ul>



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## COMPETENCY REQUIREMENTS

**Annex: MT-2**

**Position: Medical Technologist II**

Core:	Organizational:
<ul style="list-style-type: none"> <li>• <b>Service</b> Having the commitment to place customer satisfaction at the core of our organization's business.</li> <li>• <b>Professionalism</b> Adherence to courtesy, honesty and responsibility in the discharge of one's duty</li> <li>• <b>Integrity</b> Having moral discernment which is doing the right thing at all times and in all circumstances.</li> <li>• <b>Compassion</b> The motivation to relieve the suffering of others.</li> <li>• <b>Excellence</b> Demanding more from ourselves than our clients do.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Work Ethics</b> Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards.</li> <li>• <b>Decision Making</b> Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself.</li> <li>• <b>Inter-Personal Relationship</b> Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals.</li> <li>• <b>Oral/Written Communication</b> Ability to interact with other people and convey thoughts whether verbal or non-verbal.</li> </ul>
Technical/Functional:	<ul style="list-style-type: none"> <li>• <b>Self-Projection</b> Ability to exude an aura of confidence in all undertakings and to carry one's self calm and composed in times of difficulties</li> <li>• <b>Time Management</b> Ability to spend time wisely and productively and to report on time to work, meetings and other engagements.</li> </ul>
<ul style="list-style-type: none"> <li>• Performs quality laboratory procedures (routine &amp; special) done by the section and phlebotomy at night (as need arises)</li> <li>• Performs quality control mainly in the safekeeping and proper utilization of chemicals, reagents, supplies and instruments.</li> <li>• Verifies, records and releases quality laboratory results performed by the section.</li> <li>• Trains and conducts lecture to rotating postgraduate medical technologist, special trainees and public health students of the department.</li> </ul>	



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## COMPETENCY REQUIREMENTS

**Annex: P.S-2**

**Position: Psychologist II**

Core:	Technical/Functional :
<ul style="list-style-type: none"><li>• <b>Service</b> Having the commitment to place customer satisfaction at the core of our organization's business.</li><li>• <b>Professionalism</b> Adherence to courtesy, honesty and responsibility in the discharge of one's duty.</li><li>• <b>Integrity</b> Having moral discernment which is doing the right thing at all times and in all circumstances.</li><li>• <b>Compassion</b> The motivation to relieve the suffering of others.</li><li>• <b>Excellence</b> Demanding more from ourselves than our clients do.</li></ul>	<ul style="list-style-type: none"><li>• <b>Deputy Chief</b> Ability to perform management and administrative functions relevant to the section; perform other duties assigned by the department chair or section chief to whom she/he is directly accountable.</li><li>• <b>Staff Member</b> Ability to perform all other duties as may be assigned by the department chair and section chief to whom she/he is directly accountable; actively participate in special projects and activities of the department including research; actively participate in conference and meetings that requires his/her attendance; provide patient care (diagnostic and therapeutic) in accordance with the guidelines and standards set by the section/department; actively participate in training activities of the department.</li><li>• <b>Equipments and Supplies Office</b> Ability to ensure the maintenance of the section's different equipment and materials; formulate and/ or revise policies and guidelines to ensure its availability and quality.</li><li>• <b>Archives Forms and Documentations Officer</b> Ability to ensure the availability and quality of all the forms, and documents such as evaluation reports, test materials and home programs.</li><li>• <b>Training Officer</b> Ability to assist in the formulation of the training program of the department and of the section as guided by the objectives set by the department; participates in the preparation of the schedule of all training activities; keep and accurately record all the necessary data for the training program; conducts orientations, lectures and moderate presentations when necessary.</li><li>• <b>Clinician</b> Ability to provide psychological assessment procedures as well as management for patients referred to the section; write evaluation reports; participate as relevant in the case conference of the different specialty clinics ( Burn, Cardiac, Stroke, Pedia etc.) .</li></ul>
Organizational:	
<ul style="list-style-type: none"><li>• <b>Work Ethics</b> Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards.</li><li>• <b>Decision Making</b> Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself.</li><li>• <b>Inter-Personal Relationship</b> Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals.</li><li>• <b>Oral/Written Communication</b> Ability to interact with other people and convey thoughts whether verbal or non-verbal.</li><li>• <b>Self-Projection</b> Ability to exude an aura of confidence in all undertakings and to carry one's self calm and composed in times of difficulties</li><li>• <b>Time Management</b> Ability to spend time wisely and productively and to report on time to work, meetings and other engagements.</li></ul>	



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## COMPETENCY REQUIREMENTS

**Annex: M.S**

**Position: Medical Specialist\_**

Core:	Organizational:
<ul style="list-style-type: none"> <li>• <b>Service</b> Having the commitment to place customer satisfaction at the core of our organization's business</li> <li>• <b>Professionalism</b> Adherence to courtesy, honesty and responsibility in the discharge of one's duty</li> <li>• <b>Integrity</b> Having moral discernment which is doing the right thing at all times and in all circumstances.</li> <li>• <b>Compassion</b> The motivation to relieve the suffering of others.</li> <li>• <b>Excellence</b> Demanding more from ourselves than our clients do.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Organizing</b> Ability to train residents and other medical students, help in research activities of the residents, support in rendering services to patients, as well as scientific and professional activities of the department, in line with the mission and vision of the department.</li> <li>• <b>Leading</b> Ability to lead the residents, in conformity and observance to hospital policies.</li> <li>• <b>Departmental Responsibilities</b> Ability to be in charge of various clinical posts of the department, rendering quality services available from the department to patients and clinicians.</li> <li>• <b>Supervision of Residents</b> Ability to supervise and teach residents on how patients in the wards should be managed.</li> <li>• <b>Communication with other Consultants</b> Ability to communicate with consultants of other services, if needed, regarding administrative problems in the care of the service's patients, and suggest solutions for such.</li> <li>• <b>Time Management</b> Ability to come on time during official functions, engagements and meetings.</li> <li>• <b>Professional/Ethical Conduct</b> Ability to deal with patients and hospital personnel in a professional manner and conforming to high ethical standards.</li> <li>• <b>Self-projection</b> Ability to project a positive and pleasant outlook through personal grooming and dressing.</li> <li>• <b>Inter-personal Relationship</b> Ability to deal with superiors courteously and with fellow employees fairly and inspire people to achieve hospital goals.</li> </ul>
Technical/Functional:	
<ul style="list-style-type: none"> <li>• <b>Regular Rounds</b> Ability to personally make rounds with the residents in his or her service at least once a week.</li> <li>• <b>Availability to Receive Referrals or Consults</b> Ability to accommodate and receive referrals or consults from the service residents regarding the care of their patients even if they are not physically present in the wards.</li> <li>• <b>Evaluation of Residents</b> Ability to objectively evaluate clinical performance of residents using a standard evaluation tool.</li> </ul>	