#### DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT National Capital Region

FOR

.

ALL CENTER/RESIDENTIAL CARE FACILITIES

**ALL UNITS/SECTIONS** 

ALL RPMOs (Pantawid, SLP and RCTSU)

**FROM** 

.

THE REGIONAL DIRECTOR

**SUBJECT** 

Health and Allied Services Section Regional Business Process and

Requirements Analysis (BPRA) and Process Flow Chart

DATE

August 4, 2017

This is to share with you the approved BPRA and Process Flow Chart of Health and Allied Services Section as per result of the technical assistance session with Health and Allied Services Section held on July 6, 2017 at Mini-OSEC.

For your information and guidance.

VINCENT ANDREW/T. LEYSON

UP/MMX/MMG/ISEA

AUS 08 2017

AUS 08 2017

P.U

partment of Social Welfate & Developme Hillional Capital Region
OF THE REGIONAL DIRECTOR Department of Social Welfare and Development **National Capital Region** 

**FOR** 

Regional Director

**FROM** 

THE OIC-ARD, CONCURRENT PPD CHIEF & RPDRC CHAIRPERSON

**SUBJECT** 

**Health and Allied Services Section BPRA and Process Flow Chart** 

DATE

July 27, 2017

This is reference to the submitted Business Process and Requirements Analysis (BPRA) and Process Flow Chart/Map of Health and Allied Services Section (HASS) which was received by Planning Unit on July 21, 2017.

Please be informed that the above-mentioned subject was the result of technical assistance session of Planning Unit to said Unit held on July 6, 2017 at Mini-OSEC.

For your information and approval.

# 4027

- For your punear & purom

10

Department of Social Welfare and Development

**National Capital Region** 

389 San Rafael St. Cor. Legarda St. Manila HEALTH AND ALLIED SERVICES SECTION

FOR

:

DIR. VINCENT ANDREW T. LEYSON

Regional Director

THRU

MS. MANUELA LOZA

OIC, Assistant Regional Director for Administration

MS. ADA A. COLICO

SWO V / Chief Institutional Development Division.

**HASS Business Process and Requirement Analysis (BPRA) & Process** 

**FROM** 

.

THE MEDICAL SPECIALIST I

**SUBJECT** 

Flow Chart

DATE

July 10, 2017

This is to submit the attached Health and Allied Services Section Business Process and Requirement Analysis and Process flow Chart as a result of the Technical Assistance/ Meeting with Planning Unit held on July 06, 2017 from 9am to 5pm at Mini- OSEC.

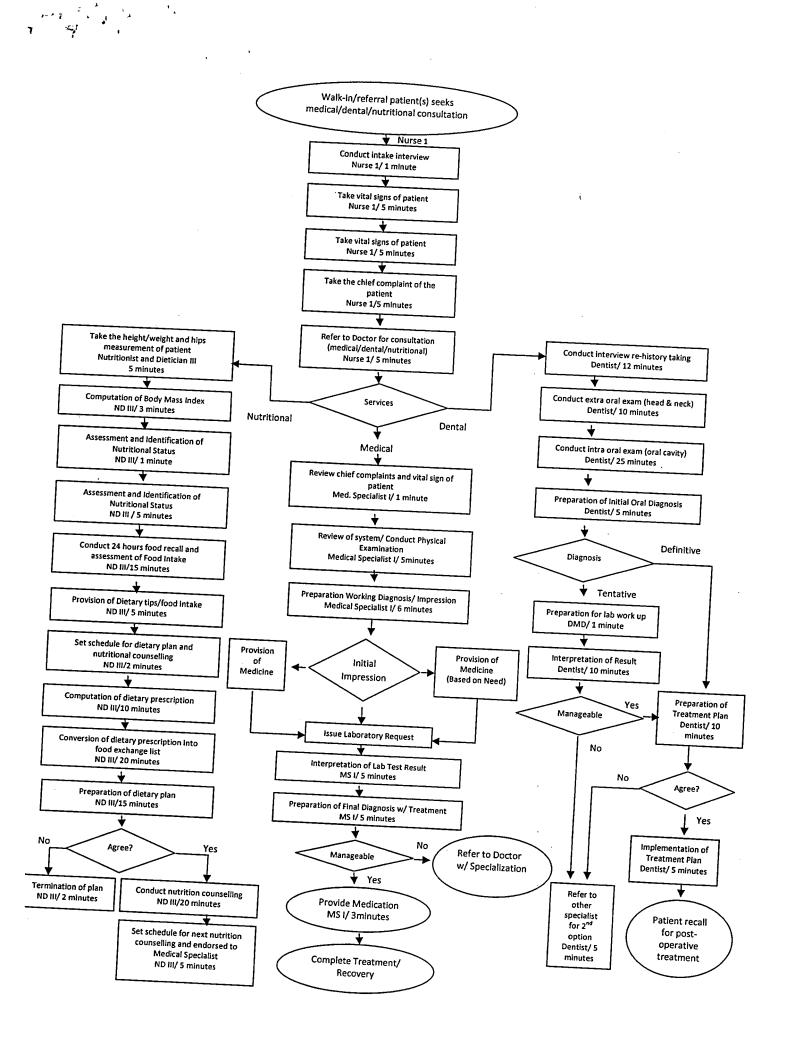
For your information and approval

AMELITA C. MANALANG, MD.

1A- 15-4 - 17 | 1 | 2 | JUL 2017 | 1 | 3.37 | 1 | 1 | 1 | 1 |

cc:

Planning Unit



#### **BUSINESS PROCESS AND REQUIREMENTS ANALYSIS**

Minimum Deliverable:

Initial Patient Assessment and First Aid

		<b>υ</b> ι		4	ω	2	_	No.	Ξ	
c. Oxygen inhalation	b. Nebulization	a. Wound Care	Provision of first aid (based on need with supervision of the doctor)	Refer to Doctor for consultation (medical, dental, nutritional)	Take the chief complaint of patient (medical history, medications taken, time frame)	Take Vital Signs (BP, PR, RR, Temperature, PS, Height, Weight, Oxygen Saturation)	(Intake interview) Intake basic information of patient (name, age, sex, address)	Task	. [2]	[A]
							Nurse I/ Nursing Assistant	Responsible Person	[3]	[A] PROCESSES
30 minutes	15 minutes	10 minutes		1 minute	5 minutes	5 minutes	2 minutes	Time Frame	[4]	
		Treatment				Accomplished patient record		Output	[5]	
				Code of Ethics	Nursing		None	Policy	[6]	
	Dispensary					Recording/ Data Banking		Application	[2]	[B] R
Oxygen tank	Nebulizer, salbutamol	cotton, gauze, beta dine, hydrogen, peroxide, band aid				Pen, logbook, OPD form and Laptop		Material/Infra	[8]	[B] REQUIREMENTS
	First Aid					Assessment		Competency	[9]	
			Nurse II			Pulse Oximeter	No available OPD form/Need a Nurse II	Remarks	[10]	

#### **BUSINESS PROCESS AND REQUIREMENTS ANALYSIS**

Minimum Deliverable:

Medical Consultation

υ	4		ω	22	_	ĕ ĕ ≅	
Preparation of final Diagnosis with treatment Manageable ( Y/N)  a. Refer to Doctor with	Reading/interpretation of laboratory result	Initial impression  a. Provision of medicine b. Provision of prescription c. Issued lab. req. (yes or no)	Preparation of working diagnosis/Impression	Review of systems/Physical Examination a. Head b. EENT c. Chest and lungs d. Heart e. Abdomen f. Extremities g. Neurological	Review the chief complaint and vital signs of the patient	[2] Task	
-do-	-do-	-do-	-do-	-do-	Medical Specialist I	[3] Responsible Person	[A] PROCESSES
5 mins	5 mins	6 minutes		5mins	1 min	[4] Time Frame	
Medical Findings	Medical Findings	Medicine or Prescription	Medical Chart/Record with impression	<b>-do-</b>	Medical Profile	[5] Output	
		Procurement Law	-none-	Medical Jurisprudence	-none-	[6] Policy	
			-none-	-none-	-none-	[7] Application	[B] REQUI
Medical record, pen, lab result	Medical record, pen, lab result		Medical record, pen	BP apparatus, Stethoscope, Otoscope, Opthalmoscope, Thermometer, Tongue Depressor, Penlight, Minor Set, Pulse Oximeter	Medical record of patient	[8] Material/Infra	B] REQUIREMENTS
Medical assessment skills	Medical assessment skills		Medical and Assessment Skills	Medical Skills	Assessment Skills	[9] Competency	
		Generic Use Policy		Incomplete medical equipment		[10] Remarks	



Completed treatment/ recovery	Specialization b. Provide medication and follow up

Planning Unit M & E Workshop 2017
"Monitoring and Evaluation Workshop re: Preparation of Process Flow and
Business Process and Requirements Analysis (BPRA)"

### BUSINESS PROCESS AND REQUIREMENTS ANALYSIS

Minimum Deliverable:

Dietary Planning

		=	No.	Computation of		dietary prescription	1 dietary prescription  Conversion of Dietary Prescription into food exchange		
	[A] PROCESSES	[3]	Responsible Person					ND II	ND II
[A] PROCESSES [3] Responsible Person		[4]	Time Frame	10	minutes	20	Hilliates	15 minutes	15 minutes 20 minutes
		[5]	Output	Dietary prescription	(diet Rx Calories CgPgFg)	Food exchange		Dietary Plan	Dietary Plan Set meals
Time Frame  10 minutes		[6]	Policy					None	None
Time Frame Output  Dietary 10 prescription minutes (diet Rx Calories CgPgFg)	[B] REQU	[7]	Application					Knowledge on diet therapy	Knowledge on diet therapy
Time Frame Output Policy Appl  Time Frame Dietary  10 prescription  minutes (diet Rx Calories CgPgFg)	IREMENTS	[8]	Material/Infra			Food exchange list			Dietary Plan
IB REQUIRE   IB REQUIRE   IB REQUIRE   IB REQUIRE   IB   IB   IB   IB   IB   IB   IB   I		[9]	Competency			Diet therapy			Counseling Skills
IB REQUIREMENTS   IB REQUIRE		1101 Remarks	Lio) i Ciliano		Additional competency				

Planning Unit M & E Workshop 2017
"Monitoring and Evaluation Workshop re: Preparation of Process Flow and
Business Process and Requirements Analysis (BPRA)"

#### BUSINESS PROCESS AND REQUIREMENTS ANALYSIS

Minimum Deliverable:

Dental Service

ω	2	_	No. [3]	
Conduct extra oral examination -Head and neck	Conduct interview re:History Taking -Filling out Patient's dental form -Chief Complaint - Past Medical and Dental History	Received/ endorsed patient	[2] Task	
Dentist II	Dentist II	Nurse II	[3] Responsible Person	[A] PROCESSES
10 minutes	12 minutes		[4] Time Frame	
Define other existing normal and abnormal conditions	Patients personal information and presenting dental problem and gather data on previous medical and dental history		[5] Output	
None			[6] Policy	
None			[7] Application	
Dental patient's record form -ballpeen -Correction tape -Mouth mirror -Explorer -Spoon excavator -Cotton plier -Dental unit and chair -Cotton balls -Autoclave/sterilizer -70% Isopropyl alcohol -Disposable latex /nitrile gloves -Disposable face mask -Bouffant -Face mask -Scrub suit	-Dental patient 's record form -ballpeen		[8] Material/Infra	IBI REQUIREMENTS
Licensed Dentist			[9] Competency	
			[10] Remarks	

Planning Unit M & E Workshop 2017
"Monitoring and Evaluation Workshop re: Preparation of Process Flow and
Business Process and Requirements Analysis (BPRA)"

 . 4	
Conduct intra Oral examination Oral Cavity -Soft tissue - Hard tissue	
: intra Oral titon ity - Hard tissue	
d <u>a</u>	
Dentist II	
st II	
 25 minutes	
utes	
Dete gene heal	
Determine the general oral health conditions	
the	
Dental patient's record form -ballpeen -Correction tape -Mouth mirror -Explorer -Spoon excavator -Cotton piler -Dental unit and chair -Cotton balls -Autoclave/sterilizer -Disposable latex /nitrile gloves -Disposable face mask -Bouffant -Face mask -Scrub suit -Disposable dental bib -Enamel tray-stainless, plastic -Alligator clip -Glass -mouthwash	-Disposable dental bib -Enamel tray-stainless, plastic -Alligator clip -Glass -mouthwash
patieni en en excava plier unit an balls ave/ste able lat able fac able de l tray-s or clip wash	able de el tray-e or clip wash
tor tor rilizer rol ex/nite ex/nital	ental bii stainles
rd form	s, plast
	ic ic

Planning Unit M & E Workshop 2017
\*Monitoring and Evaluation Workshop re: Preparation of Process Flow and
Business Process and Requirements Analysis (BPRA)\*

		i	T			<del></del>
ဖ	8	7		6		თ
Interpretation of result Manageable (Y/N) If No, refer to other specialist for 2 <sup>nd</sup> opinion.	Preparation of laboratory work up (Tentative)	Patient recall for Post Operative Treatment	If Yes, implementation of treatment plan	If NO, refer to other specialist for 2 <sup>nd</sup> opinion.	Preparation of Treatment Plan (definitive) (Y/N)	Preparation of initial Oral Diagnosis (Y/N) A. Tentative B. Definitive
			Dentist II			
10 mins	1 min	5 minutes		10 minutes		5 minutes
Detailed treatment plan based on oral diagnosis	10 minutes	Treatment Completed		Detailed plan of dental treatment based on oral diagnosis		Established the exact oral condition/
			None			
			None			
Result of Laboratory work-up	Patient's record Prescription pad ballpeen	Patient's record		-Dental form patient's record form -Ballpeen		-Dental form patient's record form -Ballpeen
			Licensed dentist			

# Planning Unit M & E Workshop 2017 "Monitoring and Evaluation Workshop re: Preparation of Process Flow and Business Process and Requirements Analysis (BPRA)"

	9	<u>8</u>	3
Dental treatment A. TOOTH RESTORATION -Class I, II, III, IV, V & VI	If Yes, Implementation of treatment plan	Task	ופו
Dentist II		Responsible Person	[A] PROCESSES
1 % hour		Time Frame	[4]
		Output	51
None		Policy	[6]
None		Application	[7]
-Mouth mirror -Explorer -Spoon excavator -Cotton plier -Dental unit and chair -Cotton balls -Autoclave/sterilizer -70% Isopropyl alcohol -Disposable latex /nitrile gloves -Disposable face mask -Bouffant -Face mask -Scrub suit -Disposable dental bib -Enamel tray-stainless, plastic -Alligator clip -Glass -mouthwash -light cure unit -restorative filling materials- etchant, bonding agent, light composite resin, light cured calcium hydroxide, glass ionomers, IRM -highspeedhandpiece -dental diamond burs -restorative filling dental instruments-plugger, burnisher -glass slab		Material/Infra	[8] REQUIREMENTS
Licensed dentist	•	Competency	[9]
			1101 Remarks

Planning Unit M & E Workshop 2017
\*Monitoring and Evaluation Workshop re: Preparation of Process Flow and
Business Process and Requirements Analysis (BPRA)\*

								Tormations	-Heavy calcular deposit		deposit formation	plontin and calcular	- minimal degree of	B. ORAL PROPHYLAXIS																				
																	1 hour		-			30 minutes							••					
																		-																
-1- SC:				<u>-</u>	- G	- <u>A</u>	÷	<u>-</u>	-Sc		-B	-b	-D	lsc	-7(	-A.		-D		-S <sub>t</sub>	÷	-	-00	-t	-d	<u>-</u>	-d	- <u>f</u> i	-W	<u>-</u>	<u> </u>	-00	<u>-</u>	-sp
-rubber cup	-ultrasonic scaler	-dental compressor	-lowspeedhandpiece	-mouthwash	-Glass	-Alligator clip	-Enamel tray-stainless, plastic	-Disposable dental bib	-Scrub suit	-Face mask	-Bouffant	-Disposable face mask	-Disposable latex /nitrile gloves	Isopropyl alcohol	-70%	-Autoclave/sterilizer	-Cotton balls	-Dental unit and chair	-Cotton plier	-Spoon excavator	-Explorer	-Mouth mirror	-cotton buds	-topical anesthesia	-dental needle	-dental anesthesia	-dental syringe	-finishing strips	-wedge	-matrix band holder	-matrix band	-celluloid strip	-dental compressor	-spatula

# Planning Unit M & E Workshop 2017 \*Monitoring and Evaluation Workshop re: Preparation of Process Flow and Business Process and Requirements Analysis (BPRA)\*

		-													C. TOOTH EXTRACTION															
																													1 hour	
																						_					•			
	solution	-oral betadine antiseptic	-needed medications	-cotton balls	-cotton buds	-topical anesthesia	-dental needle	-dental anesthesia	-dental syringe	-gum separator	-root elevator #301	69, 151, 15,16,17,44	-dental forceps # 150,18R, 18L,	-mouthwash	-disposable cup/ glass	-Alligator clip	-Enamel tray-stainless, plastic	-Disposable dental bib	-Scrub suit	-Bouffant	-Disposable face mask	-Disposable latex /nitrile gloves	Isopropyl alcohol	-70%	-Autoclave/sterilizer	-Cotton balls	-Dental unit and chair	-Cotton plier	Mouth mirror	-prophylactic paste
						-																								
																								_	_	-				