

GRADUATE SCHOOL



I.13. Health and related laws, rules and regulations are enforced.

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EXCERPT FROM THE STUDENT MANUAL REGARDING HOSPITAL GENERAL INFO

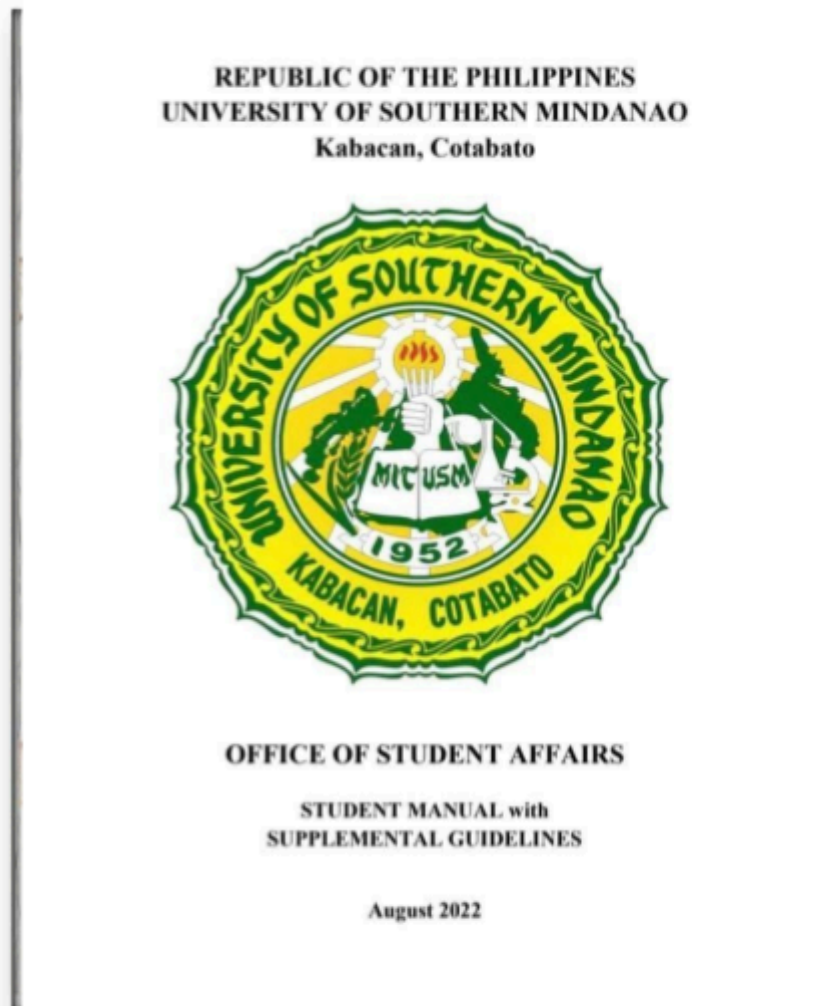


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- HAZING
- FRATERNITIES
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B.2. Lost library card must be reported at the Office of the Director for immediate replacement. Request for new LIC shall be issued upon presentation of the following: Affidavit of Loss, Form 6, 1x1" I.D. photo, and payment of P35.00.

6. Photoduplication

- a. Library materials, especially those which cannot be borrowed for home reading may be photocopied.
- b. Books for photoduplication shall not be taken out except when there is power failure in the library area. The library has its own photocopying machine.

7. Any violation of the library rules is regarded as an offense under the university rules of conduct. Therefore, any student found guilty for any offenses under these rules may be reprimanded, fined, suspended or expelled.

THE UNIVERSITY HOSPITAL

The University Hospital provides medical, dental and other health services to the USM community and its environs. Giving emphasis on preventive medicine, the staff encourages students to seek advice on unusual symptoms and health problems as early as possible. It encourages students to support its cleanliness and sanitation programs to prevent illness and other health problems.

A. Schedules

1. Consultation Hours

- 8:00 AM to 12:00 noon – Monday to Friday (except holidays)
- 9:00 AM to 12:00 noon – Saturday, Sunday (and other holidays)
- 2:00 PM to 5:00 PM – Monday to Friday (except holidays)

2. Visiting Hours

- a. Ward -10:00 AM to 12:00 noon
- b. Private Room – 8:00 AM to 8:00 PM
- c. Serious and emergency cases shall be attended to by the physician on duty (POD) 24 hours a day, everyday

The following are serious and emergency cases.

- | | |
|------------------------------|------------------------|
| Trauma due to accidents | Severe pains |
| Cardio-vascular | Hemorrhage and Shock |
| Convulsive Seizures and Coma | Sudden Blindness |
| Dehydration | Respiratory Difficulty |
| Drowning | Extensive Burns |

B. Requirements

1. Form 6 and ID shall be presented by students for purposes of proper identification before consultation is granted.
2. For dental cases, appointment shall be requested for oral prophylaxis, fillings and follow-up treatment.

C. Services

- | | |
|---------------------------|-------------------------|
| 1. Emergency Room Service | 5. Confinements |
| 2. Laboratory Service | 6. Delivery Room |
| 3. Operating Room | 7. Out Patient Services |
| 4. X-ray | |

D. Benefits

1. Outpatient (OPD) Cases

- a. Ordinary medical or minor (simple) surgical services extended to students during consultation hours shall be free of charge, except the cost of medicines and supplies.
- b. Initial routine lab. Exam e.g. CBC unanalysis and stool are free of charge.
- c. First day dose of medicine prescribed during consultation is given free if available on stock.

2. Admitted Cases

- a. Free admission and follow-up for seven (7) days in hospitals. Beyond 7 days, the student pays 50% of prevailing fees. This excludes surgical cases.
- b. No charge for confinement at the ward or student room.
- c. No charge for the first bottle of intravenous (IV) fluid together with I.V. tubing and needle, and initial oral medicines available at the pharmacy.
- d. Fifty percent (50%) discount on laboratory examination for CBC, urinalysis, fecalysis as needed.
- e. Twenty percent (20%) discount on professional fee for surgical operations performed by USM physicians.
- f. Injuries sustained outside the campus during off-school hours and during non-school related activities maybe treated with pay.

3. Dental

- a. Students shall not be charged with professional fee for simple procedures like complicated tooth extractions and gum treatment done during consultation hours.

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THE INSTITUTE OF SPORTS, PHYSICAL EDUCATION AND RECREATION

The Institute of Sports Physical Education and Recreation (ISPEAR) is mainly responsible for the management of the different sports activities of the University. It provides the athletes the proper training to excel in their field while maintaining a satisfactory academic standing. It handles the participation of the USM athletes in various athletic competitions and encourages them to display sportsmanship. ISPEAR is also in-charge of monitoring sports clubs in the University and overseeing the conduct of the school intramurals.

A. Privileges Offered

1. Athletic scholarship to qualified students in the University who are enrolled in either special or technical courses or Baccalaureate Degree Programs.
2. Varsity scholarship to qualified athletes or varsity members in accordance with the level of competition they have reached (provincial, regional and Palarong Pambansa).

B. Benefits

1. Qualified applicants may enjoy full-scholarship i.e. free school fees until revoked by the institute.

C. Requirements

1. Certificate of attendance in sports competition attested by trainer/coach or principal of the school where the applicant has graduated.
2. Passing the screening to be conducted by ISPEAR every last week of May and the whole month of June.
3. For more details, applicants are advised to see the ISPEAR Director during office hours or call (084) 248-2369.

THE UNIVERSITY SOCIO-CULTURAL AFFAIRS OFFICE

The University Socio-Cultural Affairs Office (USCAO) has the primary role of promoting cultural awareness among members of the USM community by providing venues for exposure to and appreciation of the different art forms. The office ensures that cultural programs and activities are in consonance with University mission-vision statement.

To develop individuals into professionally competent students in the field of music, dance, debate, public speaking and speech, choir, and theater through trainings, seminars and workshops, the USCAO offers.

A. Scholarship

1. Scholarship privileges to students who become regular members of the various performing art groups e.g. band, combo, dance troupe, dramatics, chorale-UPAG under the supervision of USCAO.

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THE UNIVERSITY HEALTH SERVICE



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato



Management
System
ISO 9001:2015
CERTIFIED



THE UNIVERSITY HEALTH SERVICES

The University Health Services provides medical, dental and other health services to the USM community and its environs. Giving emphasis on preventive and curative aspect, the healthcare provider encourages students, faculty and staff to seek medical consult on unusual symptoms and health problems as early as possible. It also encourages students to practice cleanliness and support sanitation programs to prevent illness and other health problems.

A. Schedule of Consultation for Medical and Dental Examination

1. Consultation Hours

8:00 AM to 12:00 noon – Monday to Friday (except holidays)

1:00 PM to 5:00 – Monday to Friday (except holidays)

Serious and emergency cases shall be referred to the University Hospital.

- The following are serious and emergency cases:

- a. Trauma due to accident
- b. Cardio-Vascular Accident
- c. Convulsive Seizure/Coma
- d. Dehydration
- e. Drowning
- f. Severe Pain
- g. Hemorrhage and Shock
- h. Sudden Blindness
- i. Respiratory Distress/Difficulty in Breathing
- j. Extensive Burns

Linkages: University Hospital Ambulance
USM Disaster Risk Reduction Management Team

2. Diagnostic Purposes

Routine Examination and Laboratory test are required for the incoming freshmen, transferees and for the students to undergo On the Job Training (OJT). Laboratory test include Complete Blood Count (CBC), Urinalysis, Fecalalysis, Chest X-ray, Pregnancy Test, Hepatitis B (HbSAg) and others depending on the laboratory test requirements of the institution, where the student will conduct their OJT.

3. Physical and Dental Examination

Medical Examination and minor surgical services (suturing) extended to students during consultation hours shall be free of charge. Dental examination for Routine Physical and Dental exam for freshmen and transferees shall be free of charge as well as simple procedures such as simple and complicated tooth extractions. Free Temporary filling, oral prophylaxis once a year and gum treatment during consultation hours. Medicine prescribed during consultation will be given free if available on stock.

Issuance of the Medical Certificate and Physical Examination Certificate are issued for the purpose of admission, clearance for off campus activities, internship and athletic or strenuous physical activities that requires physical and health evaluation of physician.

B. First Aid and Prevention

1. First Aid

Immediate care or First Aid shall be given upon consultation to students during consultation hours. If the symptoms persist after an hour of close monitoring, the student shall be referred to the University Hospital.

2. Prevention

Students are encouraged to practice minimum standard for health such as cleanliness of the surroundings, frequent hand washing or hand sanitation and to observe awareness on mandated safety protocols for any calamities.

Students are encouraged to take action in acquiring vaccination for Pneumonia, Flu, Covid-19 vaccine and other diseases that can be prevented through vaccination along with the vaccination program of the Department of Health (DOH).

C. Wellness Program

The University Health Services offers free consultation on Air at USM Radio Station DXVL Kool 94.9 at least once a month.

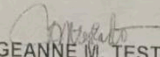
The University Health Services also offers Counselling for Family Planning, Medical, and Mental Health awareness. And will cater referrals from linkages; (University Guidance Office and CAS – Psychology Department) that need Medical Treatment for mental health illness.

D. Requirements

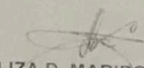
1. Assessment Form and Validated Identification Card (ID) shall be presented by the students for the purpose of proper identification before consultation is granted
2. For dental cases, appointment shall be requested for oral prophylaxis, fillings and follow-up treatment

Students for referral or admission at the University Hospital shall be charged according to the Policy and guidelines of the Hospital for the students.

Prepared by


ROGEANNE M. TESTADO, RN, MAN

Noted by


LIZA D. MARIPOSUE, MD
Medical Director

COVID – 19 RELATED MEMOS



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
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MEMORANDUM NO. 061

Series of 2020

TO : ALL USM PERSONNEL, STUDENTS, PATIENTS AND OUTPATIENTS

SUBJECT : GUIDELINES ON PREVENTION, CONTROL AND POSSIBLE HANDLING OF COVID-19 CASES

DATE : 18 March 2020

=====

The University of Southern Mindanao in pursuance to Presidential Proclamation No. 922, series of 2020 which directs government agencies to render assistance, cooperation and to mobilize the necessary resources to undertake critical, urgent and appropriate responses and actions to curtail and eliminate the COVID-19 threat, issues the following guidelines:

Dissemination of information drive thru DXVL 94.9 KOOL FM, video materials at the USM main gate LED screen, posting tarpaulins in different areas of the campus regarding coronavirus infection, its symptoms, and mode of transmission and preventions steps against acquiring the virus. The students, faculty and staff are encouraged to participate and observe these guidelines.

To reduce chances of being infected or spreading COVID-19 by taking precautions as follow:

1. Regularly and thoroughly clean your hands with soap and water or using 70% isopropyl alcohol and hand sanitizer (alcoigel) which kills viruses that may be on your hands. There should be visible washing areas around the campus with soap and water.
2. Social distancing is advised by maintaining atleast 3-6 feet. Distance yourself from anyone who is coughing and sneezing. Avoid hand-shake, "beso-beso or any gestures of greeting which involve touching to prevent the transmission of viral and bacterial infections.
3. Avoid touching eyes, nose and mouth. Hands touch many surfaces and can pick-up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth.
4. Make sure that you and the people around you follow good respiratory etiquette by covering your mouth and nose with bent elbow or tissue when coughing and sneezing.
5. Stay at home if you feel unwell. If you have fever, colds, cough, diarrhea and difficulty of breathing, seek medical attention and call in advance to your family doctor or nearest health facilities. (USM hospital Contact numbers: 572-2346, 09101116052)

Calling in advance will allow your health care provider to quickly direct you to the right facility. This will also protect you and help prevent spread of viruses and other infections.

6. Avoid going or holding big events such as parties, crowded places, gatherings and the like which has the greater risk in acquiring viral infections.
7. Be aware of fake news in social media; screen the facts on what you are reading before sharing or posting it. The DOH, CDC, and WHO are the agencies that provide factual news and updates regarding the pandemic COVID-19.
8. Protective measures for persons who travelled abroad with confirmed cases of COVID-19 or being exposed to person who travelled from places with positive cases of COVID-19 for 14 days backward or those identified Person under Investigation (PUI) or Person under Monitoring (PUM).
9. Self-quarantine is advised for 14 days by staying at home, because the "incubation period" means the time disease takes effect between catching the virus and then developing the symptoms. Mild symptoms includes headache, low grade fever (37.5°C or above) and slight runny nose, until you recover. Wear a mask to avoid infecting other people.
10. For those who have symptoms of respiratory infection, avoid contact with others and visit the nearest medical facilities to address your needs properly and for further evaluation and management.
11. If a student has symptoms mentioned above but has no fever, and is hesitant to miss classes, the student is required to wear a mask, do regular hand washing, and bring an alcohol or hand sanitizer.
12. For administration, provide 70% Isopropyl alcohol in every offices and classrooms before going in, and going out.
13. Maintain the cleanliness of the offices and classrooms by using disinfectant (sodium hypochlorite) or Household Bleach with the following dilution:
 - A. Floor: 1 mL Bleach : 10 mL water
 - B. Walls: 1 mL Bleach : 100 mL water
 - C. Furniture: 1 mL Bleach : 100 mL water
14. Avoid travelling, if necessary bring with you your mask, alcohol or hand sanitizer for prevention in acquiring the infection.
15. Everyone is advised to eat well-cooked food, especially meat products. Eat nutritious foods such as vegetables and fruits. Drink plenty of water and boost your immunity by taking vitamins.
16. Avoid alcoholic drinks and illicit drugs that will hamper your immune system. Proper exercise and enough rest and sleep are recommended.
17. Check the body temperature of any individuals before entering the offices and classrooms or before entering the building. If the person has fever, advised to seek medical consultation for further evaluation and management.

For information and compliance.

FRANCISCO GIL N. GARCIA, PhD
SUC President IV

Contingency Plan

If classes will resume after 14 days of suspension, the following actions or practices are recommended:

1. All students, faculty, staff, visitors and public utility vehicle driver should be checked for temperature using infra-red thermometer/thermo gun.
2. Social distancing should be observed in the class, 1 meter distance from one person to person.
3. Wear mask while on class.
4. Disinfect class room every after use with aerosol disinfectant and bleach for the surfaces.
5. Encouraged to have online teaching and examination method.
6. If one of the USM students will acquire COVID-19 infection, class suspension is highly recommended and thorough decontamination of classrooms and offices are advised.

Section II. For Hospital Staff and Clients

1. Conduct COVID-19 orientation seminar for all hospital employees.
2. The Hospital Security Guards delegated to assist Emergency Room Nurses in triaging and crowd control of patients entering the Hospital premises particularly in Emergency Room (ER) and Out-patient Department (OPD) were provided with checklist, as a screening tool for identification whether a patient is categorized as a Person under Investigation (PUI) or Patient under Monitoring (PUM). Only those not qualifying the criteria of a PUI and a PUM prescreening checklist can enter the OPD and ER immediately.
3. Identified PUI and PUM will be placed in the withholding area outside the hospital and the checklist will be verified by the ER Nurses, or any assigned Nurses. Proper documentation of the patient's data will be taken such as address, contact numbers, travel history and medical history including vital signs which will be handled with confidentiality. While handling the patient, Personal Protective Equipment (PPE) must be worn by the health professionals recommended for will be mask and gloves. Frequent hand washing with soap and water must be observed before and after dealing with the patients.
4. Identified PUM patients together with the verified checklist will be further examined by the Physician on duty (POD). Proper health teachings must be given before referring the patient to rural health unit (RHU) (Disease Surveillance in-charge no. .
5. Identified PUI patients together with the verified checklist will be further examined as well by the POD before reporting the case to the Disease Surveillance Officer of the hospital and endorsement for transfer to Mindanao Doctors Hospital and Cancer Center Kabacan, Cotabato for admission.
6. In case the COVID-19 will surge to Code Red sublevel 2 within the town of Kabacan, the hospital will cater COVID-19 positive cases; the hospital will cater

only PUI for confinement at the Isolation Wards and other suitable private rooms. Critical cases will be transferred to higher facilities with respiratory support.

7. Maintain the cleanliness of the offices and all the hospital rooms. Thorough environmental cleaning and disinfection using appropriate disinfectants and methods of cleaning. Wearing of appropriate Personal Protective Equipment (PPE) should be worn by all housekeeping personnel while cleaning spills of secretions or body fluids. Strictly following the Infection Control Standards.
8. Cleaning and disinfection must be done daily and as needed if the risk of environmental contamination is higher.
9. Sodium hypochlorite (Household Bleach) can be used as disinfectant, with the following dilutions:
 - A. Cleaning Floors using: 1 mL Bleach : 10 mL water
 - a.1. Remove any debris
 - a.2. Allow at least 15 minutes contact time
 - a.3. Rinse and mop with clean mop
 - B. Cleaning Walls using: 1 mL Bleach : 100 mL water
 - b.1. Clean up walls from the highest to the lowest point
 - C. Medical equipment, furniture and fixtures: 1 mL Bleach : 100 mL water
 - c.1. Remove any debris
 - c.3. Clean from infrequently touched to frequently touch.

* Allow 30 minutes contact time to ensure proper disinfection.
10. To reduce infection rate and transmission of COVID-19, the following must be observed:
 1. Practice proper handwashing using soap and water every after procedures or as needed.
 2. Use 70% isopropyl alcohol or hand sanitizer.
 3. Social distancing is advised by maintaining at 3-6 feet distance yourself and anyone who is coughing and sneezing. Avoid gestures such as: shaking of hands, hugging, "beso-beso" or any other gestures of greetings that requires close bodily contact to prevent the transmission of viral and bacterial infections.
 4. Avoid touching eyes, nose and mouth with unclean hands to prevent transmission of microorganisms particularly COVID-19.
 5. Covering of mouth and nose with bent elbow or tissue when coughing and sneezing.
 6. Foot pads soaked with Sodium hypochlorite and water will placed on the entrance and exit of the hospital to decontaminate foot wears that carrying fomites and viruses.
 7. Stay at home if you feel unwell. However, if symptoms persist or progresses further, such as: fever, colds, cough, diarrhea and difficulty breathing, seek medical attention and call in advance your Family Doctors, the USM Hospital or nearest health facilities. (USM hospital Contact numbers: (064) 572-2346 or 09101116052). Calling in advance will allow your health care provider to quickly direct you to the right facility.
 8. Keep up to date on the latest COVID-19 hotspots (cities or local areas where COVID-19 is spreading widely).
 9. If possible, avoid travelling to places where there are confirmed cases, especially if you are an older person or those with immune-compromised individuals.

10. Avoid going or holding big events such as parties, crowded places, gatherings and the like which has the greater risk in acquiring viral infections.
11. Be aware of fake news in social media; screen the facts on what you are reading before sharing or posting it. The DOH, CDC, and WHO are the agencies that provide factual news and updates regarding the pandemic COVID-19.
12. Protective measures must be observed for person who travelled abroad with confirmed cases of COVID-19 or being exposed to person who travelled from places with positive cases of COVID-19 or those identified Person under Investigation (PUI) or Person under Monitoring (PUM).
13. Self-quarantine is advised for 14 days by staying at home, for persons feeling ill especially those with travel history to places positive with COVID-19. Wear a mask to avoid infecting other people, and for medical practitioners to protect themselves from respiratory infections.
14. When travelling is necessary, bring with you your mask, alcohol or hand sanitizer for prevention in acquiring the infection.
15. Limit number of visitor of 1-2 persons at a time, length of stay of visitors is also limited to 1 hour only. Visiting time is strictly implemented from 10:00AM – 1:00PM and 4:00PM – 7:00PM.
16. Only one watcher is allowed per patient except Pedia, Surgical case, and morbid case.

Screening and Assessment of patients for admission

Upon entering the hospital entrance, the guard on duty should interview the patient or one of the family members for the condition of the patient or the patient using the checklist form.

FEVER ≥38°C (Current fever or with history of fever)	RESPIRATORY INFECTION	TRAVEL HISTORY THE PAST 14 DAYS (indicate where)	HISTORY OF EXPOSURE

If the patient's assessment will show the table below, then the client will be categorized as **Person Under Investigation (PUI)**

FEVER ≥38°C (Current fever or with history of fever)	RESPIRATORY INFECTION	TRAVEL HISTORY THE PAST 14 DAYS	HISTORY OF EXPOSURE
+	+	+	+
+	+	+	-
+	+	-	+
+	-	+	+
-	+	+	+
+	-	+	-
-	+	+	-
+	-	-	+
-	+	-	+

