



PRIMER ON THE PGH MEDICAL INTERNSHIP PROGRAM



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University of the Philippines Manila | Philippine General Hospital
Manila | 2020



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FOREWORD

The Philippine General Hospital (PGH), recognized as the National University Hospital and the teaching hospital of the University of the Philippines College of Medicine (UPCM), continues to open its facilities for the clinical exposure of medical interns, not only from the University of the Philippines but also from other medical schools. With an annual census of nearly 700,000 patients served at the institution, the Hospital of over 100 years is undoubtedly a rich source of experience for the young colleagues desirous of acquiring the cognitive knowledge and skills as applied in specific patient encounters. Under the close supervision of consultants and faculty members of the PGH and the UPCM, the medical interns are provided hands-on activities with patients for them to reach the level of competency and expected training outcomes. Outpatient experiences, inpatient care, and urgent and emergent sound decision-making are imbedded in the clinical training program.

This primer is a concise and valuable document that will provide basic information about the internship program and the attendant rules and codes of conduct that will allow the medical intern to flourish in an environment that will be promotive of the training expectations.

The Hospital remains responsive to the call to render quality health care in a competent, humane, and ethical manner. Effective teamwork especially in challenging times is integral to this noble call to service.

GERARDO D. LEGASPI, M.D.
Director



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GENERAL DESCRIPTION

The PGH medical internship program subscribes to the provisions set in the National Internship Program of the Association of Philippine Medical Colleges Foundation (APMCF), which is under the supervision of the Commission on Higher Education (CHED). This 12-month program is an integral part of the medical undergraduate curriculum of the UP College of Medicine (UPCM) but is open to postgraduate medical interns (PGI) from other medical schools who have been successfully matched for training in the Philippine General Hospital (PGH). While some degree of academic freedom is allowed for the medical internship training program of the UPCM-PGH, the basic tenet is to prepare the medical interns in their final clinical year before acquiring medical licensure and this is uniformly applied for both the UPCM medical interns and the PGI. All UPCM undergraduate medical students must have passed all required courses in LU VI (Clerkship) in order to be promoted to LU VII (Internship).

There are chiefly four tracks for the PGH medical internship program, namely: (1) Track A: Regular Internship; (2) Track B: Core Internship + Electives; (3) Track C: Straight Internship; and (4) Track D: M.D./Ph.D. The PGI are only allowed to participate in Track A (Regular Internship Program). Once accepted into a program, the medical intern shall not be allowed to shift to any other track.

ADMISSION GUIDELINES TO THE MEDICAL INTERNSHIP TRACKS

Track A: Regular Internship

- Most medical interns participate in this track of the medical internship program.
- This track consists of rotations in 14 clinical departments for a period ranging from one week to eight weeks. The rotations include clinical exposure in the different clinical departments, namely, Anesthesiology, Dermatology, Emergency Medicine, Family and Community Medicine, Medicine, Neurosciences, Obstetrics and Gynecology, Ophthalmology and Visual Sciences, Otorhinolaryngology, Orthopedics, Pediatrics, Psychiatry and Behavioral Medicine, Rehabilitation Medicine, and Surgery.

Track B: Core Internship + Electives

- This track is open only to the medical students of the UP College of Medicine.
- The students eligible to apply to this track belong to the top 30% of the class who do not have a grade lower than 2.75 in any subject and also do not have academic deficiencies.
- Applicants are pre-screened according to the computed general weighted average grade (GWAG) from LU I to LU VI and the comprehensive examination scores from LU III to LU V, after which the interview score is added for the final ranking.
- A maximum of 20 students can be accepted to this track. Those who do not qualify shall automatically be included in the Track A Internship Program.
- The program consists of eight-week rotations in five major departments (Family and Community Medicine, Medicine, Obstetrics and Gynecology, Pediatrics, and Surgery). The Track B intern shall also be required to choose elective rotations of 12 weeks to complete the required 52-week internship. Any elective may be chosen provided that these were not enrolled in during clerkship.

Track C: Straight Internship

- Only students from UP Manila College of Medicine can apply for the Track C Internship Program.
- Eligible to apply are those students belonging to the top 20% of the class who do not have any grade lower than 2.25 in any subject and do not have academic deficiencies.
- Applicants are pre-screened according to the computed GWAG and the comprehensive examination scores from LU III to LU V.
- The names of applicants who meet the pre-screening criteria for Track C are sent to the concerned departments for final acceptance to the program.
- A maximum of 20 students can be accepted to the program.
- Students who are not accepted in the straight internship program shall automatically be included in the Track A Internship Program.
- Track C medical interns rotate in the chosen department for the most part of the training program. They are also required to complete an eight-week rotation in the Department of Family and Community Medicine (DFCM).

Track D: M.D./Ph.D.

- This track is reserved for those who are pursuing a combined Doctor of Medicine course and Doctor of Philosophy (M.D./Ph.D.). Applicants to this track must have a GWAG of at least 2.5 and must not have academic deficiencies in any subject.

POLICIES ON INTERNSHIP MATCHING FOR POSTGRADUATE INTERNS

Eligibility

An applicant to the medical internship program of the PGH must be a graduate or prospective graduate of a medical school duly recognized by the Commission on

Higher Education (CHED). For Filipino citizens who are graduates of foreign medical schools, they must have their credentials confirmed by the Department of Foreign Affairs (DFA) and validated by the CHED.

APMCF Matching Process

The national medical internship program is managed by the APMCF. All applications to the program are processed through the Electronic National Internship Program System (E-NIPS) of APMCF. Once APMCF activates the application period, the students register into the system with the approval of their respective medical schools. Application forms are uploaded electronically.

APMCF reviews the application forms and forwards a list of prospective interns to PGH along with the corresponding name of medical schools, the class ranking, and the general weighted average of the applicants. PGH screens the list, chooses the applicants, and sends the list of selected names to APMCF. APMCF then transmits this list to the respective medical schools. After being notified of the results of the matching process through E-NIPS, the applicants signify their acceptance of the assigned hospital. APMCF releases the final list of interns matched to PGH.

Admission Process

All accepted PGLs are required to submit the following documents:

- Application form
- Certificate of completion of Doctor of Medicine degree or certified true copy (CTC) of Diploma
- Certificate for Medical Internship from Association of Philippine Medical College Foundation (APMCF)
- Updated Philippine Health Insurance (PhilHealth) membership for at least one year (photocopy)
- Medical Clearance
 - Chest X-ray within the last six months
 - HBsAg and anti-HBsAg results
 - Varicella IgG result
 - Proof of last vaccination of measles, mumps and rubella (MMR)
 - Proof of last vaccination of tetanus, diphtheria and pertussis (Tdap)
 - Full Hospital Infection Control Unit (HICU) clearance

- Certificate of Basic Life Support (BLS)
- Certificate of Advanced Cardiac Life Support (ACLS)
- Memorandum of Agreement (MOA) with the PGH Director and the trainee
- Acknowledgement of the PGH Primer on the Internship Program

The medical forms are downloadable from www.pgh.gov.ph/en/adminoffices/ddho and are to be printed in standard A4 size white-colored paper. These forms are accomplished and duly attested by any certified medical specialist. The results of the medical clearance are then validated by the UP Health Service.

The application form, the MOA, and the acknowledgement of the PGH Primer on the Internship Program are also downloadable from the above website. All forms and the MOA are to be printed in standard A4 size white-colored paper. These forms and the MOA are also available at the Office of the Deputy Director for Health Operations (ODDHO).

Accepted applicants shall be required to remit an application fee of P200.00 payable through the PGH Cashier's Office upon submission of the requirements.

Report for Duty

All successfully-matched interns must attend the general orientation to be conducted by the ODDHO. Announcements shall be coursed through APMCF and the Deans of the various medical schools. Non-attendance of the orientation without valid reasons and formal coordination with the ODDHO means forfeiture of the slot.

All interns shall report for duty on the first day of the internship program unless otherwise specified. They shall be given a definite period within which to complete and submit all the documentary requirements. This is generally two months from the start of internship.

MD/PhD PROGRAM

The M.D./Ph.D. (Molecular Medicine) program is an academic program of the UP College of Medicine. This dual-degree program develops aspiring physician-scientists for careers dedicated to the pursuit of basic and applied biomedical research towards the advancement of health from the individual to the global perspectives.

The program includes tracks in Biochemistry and Molecular Biology, Physiology (Molecular), Pharmacology (Toxicology and Therapeutics), Medical Microbiology/ Microbial Immunology, and Medical Parasitology. The 8-year program consists of five years of medical education intertwined with a year of graduate level course work and research, and two years of Ph.D. thesis preparation and dissertation.

The program offers a full scholarship supported by the Department of Science and Technology (DOST) through the Philippine Council for Health Research Development (PCHRD). This DOST-PCHRD scholarship provides for the full tuition, book allowance, and a monthly stipend. Other benefits include support for enhancement courses and immersion activities; research grant for the Interdisciplinary Course (IDC) 211; dissertation grant; protected time to complete the dissertation; and assistance for attendance in local, national, or international conferences.

DRESS CODE AND IDENTIFICATION CARD

All medical interns shall wear the prescribed uniform for the corresponding settings at all times.

- The prescribed uniforms for the respective areas are as follows:
 - **General Areas:** white blazer with PGH logo on the left side of the blazer over any maroon-colored shirt, white skirts or pants (females) and trousers (males) with closed shoes
 - **Emergency Room:** blazer over any maroon-colored shirt. Blazers may be removed but the Medical Intern IDs must be prominently displayed across the left side of the chest for ready identification.
 - **Operating Rooms and other sterile areas:** maroon-colored scrub suit with the official Medical Intern ID pinned across the left side of the chest
- The inner shirt and the scrub shirt shall not bear the name of any other institution. It is optional for the name of the Philippine General Hospital to be inscribed.
- The official Medical Intern ID bearing the full name and nickname of the intern and his/her designation as a medical intern for the specified time period must be displayed across the left side of the chest at all times.

All Medical Intern IDs (ARTA and PGH ID) shall be surrendered to the ODDHO upon completion of the medical internship program. Those who have lost their IDs shall execute an affidavit of loss duly attested by the PGH Deputy Director for Administration. A sample of the affidavit can be obtained from the PGH Human Resource Development Office. Failure to surrender the ID or submit an affidavit of loss shall cause the intern's clearance from the Hospital to remain pending.

ATTENDANCE AND DUTY HOURS

All medical interns shall abide by the policies of the departments where they are rotating. The different departments have the prerogative to design their program of activities for the medical interns with the goal of blending academic learning with actual patient care. The interns shall report for their duty on time, stay throughout the duty wherever they are assigned, and answer all calls promptly. They shall be readily available in the department during office hours. The department shall institute its own system of keeping track of the whereabouts of its interns.

As medical interns, they are considered as the youngest members of the hospital staff and may have to report for duty despite official suspension of classes by the governing authorities. They shall however be allowed to leave the premises of the hospital when they are not on extended duties once their work have been completed.

In support of the overall physical and mental health of medical interns and in compliance with the regulations set the APMCF, the Departments are discouraged from assigning straight 24-hour duty schedules to the medical interns. A break of four to six hours is strongly recommended if extended 24-hour duties cannot be avoided. A 12-hour duty shift is however preferred.

Absences from the duties (whether regular or extended duties) shall be dealt with in accordance with the policies of the University and the Hospital where the deficiencies were incurred. Generally, excused absences shall be made up for on a one-to-one basis. For absences due to health reasons, the intern shall submit a medical certificate from his/her physician and present this to the UP Health Service (UPHS). In case of a medical leave for a more serious condition, the intern must secure a medical leave form from UPHS and present this to the ODDHO for proper filing with PGH and the APMCF. Similarly, the policies on attendance of the University and the Hospital apply.

All sanctions shall be in consonance with the prevailing guidelines of the UP College of Medicine and the Philippine General Hospital.

TEACHING AND EVALUATION

The medical interns are jointly under the tutelage of the faculty of the UP College of Medicine and the Medical Specialists of the Philippine General Hospital. Each department through its respective LU VII Committee shall be responsible for the overall program of the medical interns under its care. An orientation on the expectations, learning formats, and evaluation process shall be conducted at the start of the rotation.

The evaluation scheme and the set of evaluation tools shall be available to the medical interns to serve as guideposts for the evaluation process. The consultant coordinator shall ensure that formative and summative evaluations of the medical interns are performed.

The LU VII Academic Committee oversees the internship programs of the various departments. It addresses the concerns of the medical interns and the faculty on matters pertaining to the internship program. Issues unresolved at the Committee level shall be elevated to the UPCM (through the Office of the Associate Dean for Academic Development) and PGH (through the Office of the Deputy Director for Health Operations).

RECOGNITION FOR OUTSTANDING PERFORMANCE

Every year, each clinical department recognizes Ten Outstanding Interns of the Department from among the UPCM interns and PGI with exemplary performance. The criteria for the selection of these outstanding interns differ among the departments which are consonant with the intended outcomes of their trainees. These generally include cognitive knowledge, clinical skills, and affective behavior.

On a wider scale, medical interns from Tracks A and B who are the top 15 performers of their class for the various departments vie for the coveted Ten Most Outstanding Medical Interns of the UPCM-PGH. To be eligible for consideration, the medical intern must be among the top 15 performers in at least three of the following departments, namely, Anesthesiology, Family and Community Medicine, Medicine, Obstetrics and Gynecology, Ophthalmology and Visual Sciences, Otorhinolaryngology, Orthopedics, Pediatrics, Psychiatry and Behavioral Sciences, Rehabilitation Medicine, and Surgery.

Using a scheme that includes the rank in the top 15 and the duration of the clinical rotation, this score represents 80% of the final score, with the remaining 20% contributed by the grade in the LU VII Comprehensive Examination. A bonus of 5 points is credited for research work done, presented, or published during the course of internship. The final score should at least be equivalent to the converted university grade of 1.75. Moreover, no outstanding intern should have been judged guilty in a disciplinary case filed against him/her. A similar process of evaluating the Most Outstanding Straight Intern may be conducted upon the recommendation of the different departments with a straight internship program. The clinical score of 80% shall include the performance in Family and Community Medicine.

POLICES AND GUIDELINES RELATED TO COVID-19 PANDEMIC

In response to the impact of the global COVID-19 pandemic declared in March 2020, the Philippine General Hospital heeded the call to be a COVID-19 Referral Hospital in the National Capital Region, allocating at least 130 beds solely for the care of COVID-19 patients. General policies and specific guidelines were set in place to ensure a safe environment for all the staff and the patients in the hospital. As a consequence, only the urgent and emergent non-COVID-19 cases were admitted during the period following the declaration.

As the hospital transitions to the resumption of elective and semi-urgent services for non-COVID-19 cases, a gradual and calibrated return of these services is adapted. With the wards allocated into the COVID and non-COVID areas, a realignment of patient services for the non-COVID areas has been instituted, transcending the usual departmental structure. The patient services have been reorganized into the following categories: adult medical, adult surgical, pediatric, obstetrics, ophthalmologic, psychiatric, and oncologic services. Prioritization of the care of the non-COVID patients has been adapted according to the level of urgency of care. With the ward set-up redesigned to comply with physical distancing, the total number of patients and personnel in the wards including the medical interns has been reduced. Other infection control measures such as frequent handwashing, the use of proper personal protective equipment (PPE), and cough and sneeze etiquette have been enforced. Routine RT-PCR testing of all patients has also been implemented.

In congruence with the CHED Resolution and the APMCF Statement regarding the learning activities of the medical interns amid the COVID-19 pandemic and in conjunction with the PGH Hospital Infection Control Unit policies, the following measures shall be adapted:

- There shall be no face-to-face interactions with patients earlier than September 1, 2020. Alternative learning strategies such as online tutorials, conferences, and small group discussions via online platforms, virtual "rounds", and the like shall be utilized to achieve the competencies necessary of medical interns.
- There shall be no rotations in the emergency department, outpatient clinics, all wards, and the community during the set period. Once clearance has been sanctioned by the CHED and APMCF, the medical interns shall be allowed to rotate in the non-COVID wards and the community.
- All interns must be free of any COVID-19-related symptoms for at least 14 days before starting their clinical rotations.

- The appropriate use of PPE shall be instituted for all personnel including the medical interns. The recommended PPE in the wards is level 2 PPE; i.e., surgical mask plus face shield or eye goggles. The use of N95 or KN95 masks is optional.
- Adherence to infection control measures by the interns shall be strictly enforced. When the ward rotations are allowed, physical distancing, frequent handwashing, and wearing of the appropriate PPE shall be complied with by the interns at all times. Conversations especially during mealtime when people are not wearing masks are discouraged.
- Appropriate workspace with good air exchanges or free flow of air shall be facilitated by the ward managers.
- In the event that a medical intern contracts COVID-19 or other infections, he/she may avail of the services of the UP Health Service (UPHS). If hospitalization is recommended, the option to be confined at the PGH Infirmary is available but the intern shall be subject to the rules and regulations of the PGH. If COVID-19 testing is recommended, such service shall be provided for free to the medical interns. For those with mild infections and those who are considered close contacts (i.e., being within 2 meters of a COVID-19 individual for more than 15 minutes or in contact with infectious secretions without proper PPE), home isolation or quarantine with supervised monitoring by UPHS shall be instituted during the period of observation. For moderate, severe, or critical COVID-19 infections, the intern may opt for confinement in PGH and the hospitalization cost may be waived in accordance with the provisions of PhilHealth.

CONDUCT AND DECORUM

The medical interns shall observe professional conduct and decorum at all times. They shall observe all rules and regulations of the Hospital and the University. Ignorance thereof shall not be an excuse.

- They shall demonstrate courtesy and understanding to the hospital and university authorities, staff, patients, and the public.
- They shall adhere strictly to the rules on attendance and be in their designated posts on time.

- They shall wear the prescribed uniforms while at the respective areas of duty.
- They shall carry out all clinical duties and responsibilities as prescribed in the internship program of the various clinical departments.
- They shall handle all hospital equipment, properties, and resources with due care and attention. Damage to or loss of hospital property shall be dealt in accordance with the hospital policies.
- They shall exhibit honesty and integrity in their interactions with people and in the performance of their work.
- They shall not speak on behalf of the hospital nor access any form of media to express sentiments about their work and the institution. Instead, they are encouraged to discuss any concerns with the department coordinator or the ODDHO.
- They shall regard all information about the patients with sanctity and confidentiality.
- They shall abide by all policies related to the workplace and not engage in smoking, drinking alcoholic beverages, gambling, business transactions, and the like.

DISCIPLINARY ACTION FOR INFRACTIONS

All medical interns shall be subject to the same disciplinary action for infractions related to their training. The UPCM policies shall be applied to all interns including PGI. The following are the guidelines as referenced from the Rules and Regulations of the UPCM Internship Program version 2013. Sanctions for violations on the dress code as written in this primer supersede those in the UPCM Internship Program version 2013.

Table 1. Sanctions for infractions related to the interns' attendance.

INFRACTIONS	SANCTIONS
Tardiness in Reporting for Duty	
Late by one hour or less, unexcused	1st offense: reprimand 2nd offense: 12 hrs duty 3rd offense: 24 hrs duty
More than one hour late, unexcused	1st offense: 1 extra 24 hrs duty 2nd offense: 2 extra 24 hrs duty 3rd offense: 3 extra 24 hrs duty
Tardiness in Conferences and Lectures	
More than 15 minutes	Reprimand
More than 30 minutes	Considered as an absence in the conference
Out of Post	
During extended duty	1st offense: 2 extra 24 hrs duty 2nd offense: 3 extra 24 hrs duty 3rd offense: 5 extra 24 hrs duty
Absence in Clinical Work	
Excused	1:1 make-up
Unexcused	1st offense: 2 extra 24 hrs duty 2nd offense: 3 extra 24 hrs duty 3rd offense: 5 extra 24 hrs duty
Absence in Conferences and Lectures	
Excused	No sanction
Unexcused	1st offense: 2 journal appraisals or half-day OPD duty 2nd offense: 4 journal appraisals or whole-day OPD duty 3rd offense: 6 journal appraisals or one 24-hr duty Note: All journal articles are to be approved by the consultant-in-charge.
Unauthorized Substitution of Duty Schedule	
For the offender	1st offense: 1 similar duty 2nd offense: 2 similar duties 3rd offense: 3 similar duties
For the substitute intern	1st offense: reprimand 2nd offense: 1 similar duty 3rd offense: 2 similar duties
Absence without Leave (AWOL)	
AWOL < 20% of required days	Extension of stay: double the corresponding number of days on AWOL
AWOL > 20% of required days	Dropped from the rolls

Note: All extra 24-hr duties are to be scheduled on days specified by the Department involved.

Table 2. Sanctions for infractions related to the interns' performance of duties.

INFRACTIONS	SANCTIONS
Incomplete medical records and progress notes	1st offense: 8 hrs duty 2nd offense: 24 hrs duty 3rd offense: 2 extra 24 hrs duty
Unauthorized laboratory requests or fictitious results	1st offense: 1 extra 24 hrs duty 2nd offense: 2 extra 24 hrs duty 3rd offense: 3 extra 24 hrs duty
Non-conformance with the standards set by PGH	Repeat rotation of one week
Negligence in the care of a patient leading to serious injury or death (grave offense)	Repeat rotation UP Manila Students' Disciplinary Tribunal (SDT)/ Legal Office Investigation

Table 3. Sanctions for infractions related to the interns' conduct and decorum.

INFRACTIONS	SANCTIONS
Failure to follow dress code	1st offense: Reprimand 2nd offense: Reprimand by the ODDHO 3rd and subsequent offenses: One-week suspension or 200 hrs of extended duties
Gambling/ smoking within the hospital	1st offense: Reprimand 2nd offense: 1 extra 12 hrs duty 3rd offense: 2 extra 24 hrs duty
Reporting to work under the influence of alcohol or prohibited drugs	1st offense: 3 extra Sunday duties 2nd offense: SDT/Legal Office Investigation
Pilferage of hospital or public property	All these constitute grave offenses: UP Manila Students' Disciplinary Tribunal (SDT)/ Legal Office Investigation
Unprofessional conduct (e.g., fighting or insulting patients; charging fees or unauthorized solicitation of funds)	
Sexual harassment and acts of lasciviousness, adultery, or concubinage	
Carrying or use of deadly weapons	
Insubordination or willful disobedience to a superior	
Cheating including tampering of medical data	

Note: All infractions shall undergo due process of investigation prior to the institution of sanctions. Such investigation shall be initiated by the department where the offense occurred. Should the intern question the decision, he/she may appeal to the LU VII Academic Committee; and if still unsatisfied, the case may be elevated to the Grievance Committee.

PRIVILEGES

Meal Allocation

As members of the hospital staff, all medical interns are allocated meals at the hospital for breakfast, lunch, and supper. They are to avail of these meals during the specified times scheduled by the Dietary Department. There is no option for monetization of meals.

Hospital Dormitories

The medical interns can avail of the use of hospital quarters, especially when on 24-hour duty, subject to space availability. They must signify their intention to use the dormitory through the Office of the DDHO. They shall not change their assigned hospital quarters without the permission of the Hospital Director or his/her authorized representative.

The dormitory managed by PGH that is open to male and female interns is Dormitory III. This is located at the right side of the hospital between the basketball court and the power house. All dormitory occupants shall be subject to the maintenance fees including electric bills corresponding to the dormitory assignment.

Other dormitory facilities in campus include the UP Manila Dormitory and the Phi Dormitory. The policies and guidelines on the use of these facilities are governed by the UP Manila Office of Student Affairs.

Library Access

Due to the current infrastructure development in the UPCM campus, the Florentino B. Herrera Jr. Medical Library has given way to the construction of the UP Manila Library, which will ultimately house the college libraries in the UP Manila including the F.B. Herrera Jr. Medical Library. In the meantime, UPCM is equipped with a virtual library that has accessibility to various research databases such as Journal Storage (JSTOR), Elton B. Stephens Company (EBSCO), Ovid Medline, and ScienceDirect. JSTOR alone has more than 12 million academic journals and articles. All these journals can be accessed on-campus via UP Manila Network or off-campus via Virtual Private Network.

The physical library is temporarily located at the Department of Physiology of the UPCM. To access the library, the medical interns shall present their ID. Should they need to borrow any books and/or other reading materials, they shall secure a library card and provide two copies of their most recent 1" x 1" picture to the UP Manila Librarian. The interns shall undertake to strictly abide by existing rules and regulations of the Library pertaining to borrowing of books and other reading materials. For more information, visit the website library.upm.edu.ph.

Official University Email Addresses

To facilitate access to online conferences or tutorials, all postgraduate medical interns shall be provided with a university email address for the duration of their stay in PGH. Requests for such privilege shall be coordinated through the ODDHO. All UPCM interns shall have been provided with their university email addresses in the earlier years of their undergraduate medical education.

Appendix A. Application Form

PGH Form No. Q-310003



PHILIPPINE GENERAL HOSPITAL
 The National University Hospital
 University of the Philippines Manila
 Taft Avenue, Manila

*PHIC-Accredited Health Care Provider
 ISO 9001:2008 Certified*

APPLICATION FORM FOR POSTGRADUATE INTERNSHIP

Name: _____ Age _____ Sex _____ Civil Status _____

If married, provide maiden name _____ Name of Spouse _____

Date of Birth: _____ Place of Birth _____

Name of Father _____ Name of Mother _____

Address _____

Telephone No. _____ Mobile Phone No. _____

Email Address _____

EDUCATIONAL BACKGROUND

High School _____ Year Graduated _____

Pre-Med Course & School _____ Year Graduated _____

Medical School _____ Year Graduated _____

Others _____ Year Graduated _____

HONORS/ AWARDS/ RECOGNITION RECEIVED:

EXTRA-CURRICULAR ACTIVITIES (Membership in organizations, etc.)

 Signature

 Date

Appendix B. Validated Medical Certificate Form

PGH Form No. P-340006



PHILIPPINE GENERAL HOSPITAL
The National University Hospital
University of the Philippines Manila
Taft Avenue, Manila

*PHIC-Accredited Health Care Provider
ISO 9001:2008 Certified*

MEDICAL AND PHYSICAL EXAM CERTIFICATE

(Date)

TO WHOM IT MAY CONCERN:

This certifies that M _____ has submitted to a
Medical and Physical Examination in this Clinic and has been found _____

FIT TO ENROLL

_____, M.D.

Appendix C. Hospital Infection Control Unit Clearance Form

PGH Form No. Q-690016
Rev. 01, Eff. 01 January 2017



PHILIPPINE GENERAL HOSPITAL
The National University Hospital
University of the Philippines Manila
HOSPITAL INFECTION CONTROL UNIT
Taft Avenue, Manila
"PHIC - Accredited Health Care Provider"
ISO 9001:2008 Certified

CHECKLIST FOR HICU CLEARANCE OF PGH FELLOWS, RESIDENTS, STUDENTS AND OTHER EMPLOYEES WITH CLINICAL ASSIGNMENTS

Name: _____ Age: _____ Sex: _____
Position applied for: _____ Area of assignment: _____

The following communicable diseases should be evaluated and/or successfully treated and under control for full HICU clearance:
(Please check applicable status)

1. Pulmonary Tuberculosis

- _____ a. normal Chest X-ray findings
- _____ b. abnormal Chest X-ray with negative sputum AFB smear 3X
- _____ c. if previous history of TB - show proof of completion of treatment for TB AND negative sputum smears and TB culture
(Note: TB culture require time so please plan ahead)

2. Hepatitis B Virus

- _____ a. negative HBsAg, negative HBeAg
- _____ b. positive HBsAg, negative HBeAg and an HBV viral load <2,000 IU/ml;
- _____ c. if with previous Hep B infection and undergoing treatment, HBV viral load **must be** <2,000 IU/ml

3. Anti-Hepatitis B surface result:

- _____ a. anti-HBs titer = >100 IU/L. Titer: _____ Date: _____
- _____ b. anti-HBs titer = <10 IU/L, recommend Hep B booster dose: Date given: _____
- _____ c. anti-HBs titer = <10 IU/L or non-reactive, recommend 3 vaccinations at 0, 1, 6 month with signed affidavit of intention to complete Hepatitis B series at month 6:
 - 1st dose - Date given: _____
 - 2nd dose - Date due: _____
 - 3rd dose - Date due: _____

4. Sexually Transmitted Infections

- _____ a. negative RPR
- _____ b. if positive RPR, negative TPHA
- _____ c. if positive RPR, positive TPHA, proof of treatment: Date given: _____

5. Varicella

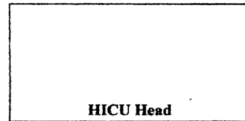
- _____ a. Varicella IgG positive: Titer: _____ Date: _____
- _____ b. Varicella IgG negative, recommend vaccination: 1st dose Date given: _____
2nd dose Date given: _____

6. Measles, Mumps, Rubella

- _____ a. measles, mumps, rubella IgG positive: Date: _____
- _____ b. MMR adult booster dose: 1st dose Date given: _____
2nd dose Date given: _____
- _____ c. proof of previous MMR vaccine: Date given: _____

7. Tetanus, Diphtheria and Pertussis

- _____ a. Tdap adult booster dose: Date given: _____



8. HIV Screening

- _____ a. OPT-OUT (applicant may opt out, please submit a letter indicating you are opting out of getting an HIV test. Letter should be addressed to IUP-PGH Hospital Infection Control Unit.
- _____ b. OPT-IN (Free HIV antibody test available at HICU)

9. Attendance to HICU lectures on the following topics:

- a. Hand Hygiene (HH)
- b. Personal Protective Equipment (PPE)
- c. Needlestick Injury (NSI) prevention
- d. HIV prevention (this serves as group HIV pre-test counseling)

Given by: _____

Appendix D. Memorandum of Agreement

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement entered into on this ____ day of _____
in _____, by and between:

The UNIVERSITY OF THE PHILIPPINES, the National University of the Philippines, a public and secular institution of higher learning, created by virtue of Act No. 1870, as amended and reorganized and operating by virtue of Republic Act No. 9500, through its constituent university, University of the Philippines Manila, and through the PHILIPPINE GENERAL HOSPITAL (PGH), with address at the Philippine General Hospital Complex, Taft Avenue, Manila, represented in this Agreement by the PGH Director, _____ (name of the Director), hereinafter referred to as the "HOSPITAL";

-and-

_____, a medical graduate of _____ (name of the School), residing at _____ hereinafter referred to as the "INTERN"

WHEREAS, the HOSPITAL offers an intensive training program in internship to qualified selected medical graduates of different medical schools;

WHEREAS, the Program integrates all relevant disciplines which interns are expected to undergo in order to attain the minimum standards of fitness and performance required for the National Internship Program;

WHEREAS, the intern is willing to accept the benefits that he/she will derive from this Agreement without compensation, and intends to perform the accompanying obligations provided therein;

NOW THEREFORE, for and in consideration of the foregoing, the HOSPITAL and the INTERN hereby enter into this Agreement subject to the following conditions:

1. The Internship Training shall be for a period of one (1) year effective from _____ to _____, provided all pertinent requirements are submitted.
2. The INTERN shall fully commit to the goal, policies and standards of the National Internship Program and the Philippine General Hospital.
3. Any misconduct or breach of the rules and regulations of the HOSPITAL on the part of the INTERN shall be a ground for termination of the latter's eligibility under this Agreement upon sufficient investigation and proof of misconduct or breach. As an alternative to the termination of the INTERN's training, the HOSPITAL shall have the right to discipline the INTERN and to impose such other measures as may be appropriate under the circumstances in accordance with all applicable laws.
4. The INTERN shall be liable for the following if he/she preterminates his/her training without valid reason/s:
 - a) He/She shall be permanently barred from any training program in the HOSPITAL.
 - b) He/She shall not be employed in any capacity in the HOSPITAL.
 - c) In case the INTERN will transfer to other accredited training institutions, the HOSPITAL shall issue a certificate of pre-termination of training.
5. It is hereby expressly agreed and understood that the relationship between the HOSPITAL and the INTERN is purely and simply that of Trainor and Trainee without compensation; hence, there exists no employer-employee relationship between them.
6. This Agreement is considered terminated upon the INTERN's fulfillment of the requirements and consequent completion of training, withdrawal, resignation or removal/disqualification of the INTERN for cause;
7. In case of conflict between the Parties arising from this Agreement, both Parties agree to freely and voluntarily submit themselves to necessary consultation and negotiation for purposes of amicable settlement and find a mutually acceptable solution to their dispute. Existing University policies on alternative dispute resolution shall be followed by the parties.

Should the Parties fail to reach an amicable settlement of their dispute, the same shall be submitted to arbitration, in accordance with Republic Act No. 9285 or the ADR Law of 2004. However, should the dispute between the Parties reach the courts of law, the parties agree that the competent courts of Quezon City shall have exclusive jurisdiction over the same.

8. No certificate of completion shall be issued in favor of the INTERN without this written agreement;
9. Any other additional term that will be deemed necessary shall be agreed upon in writing by both parties and embodied in a Supplemental Agreement.

IN WITNESS WHEREOF, the parties aforementioned have hereunto signed this Agreement on the date and at the place first above written.

University of the Philippines Manila
Philippine General Hospital

By:

(Name)
Director

(Name)
Medical Intern

Signed in the Presence of:

(Name)
Deputy Director for Health Operations

(Name)
Coordinator for Training

Republic of the Philippines)
 City of Manila) S.S.

ACKNOWLEDGEMENT

BEFORE Me, a Notary Public for _____ personally appeared on _____, the following persons, presenting to me their respective Competent Evidence of Identity, as indicated below:

Name	Government Issued ID No. (Passport, Driver's License, COMELEC Voter's ID)	Issued at / on
_____ (PGH Director)	_____	_____
_____ (Medical Intern)	_____	_____

Known to me and to me known to be the same person who executed the foregoing instrument and having acknowledged before me that is their own, respective, free and voluntary act and deed, and of the entity they respectively represent.

TO THE TRUTH OF THE FOREGOING, witness now my hand and seal on the date and at the place indicated.

Doc. No. _____
 Page No. _____
 Book No. _____
 Series of _____

NOTARY PUBLIC

Appendix E. Acknowledgement of the Primer on the PGH Medical Internship Program

ACKNOWLEDGEMENT

In consideration of my admission to the Medical Internship Program of the Philippine General Hospital (PGH), University of the Philippines Manila (UPM), I hereby acknowledge that I have read and fully understood, and pledge to abide by the rules on conduct and discipline as stated in the **Primer on the PGH Medical Internship Program** and other subsequent rules, policies, and regulations that will be enforced by authorities of PGH and UPM.

In testimony thereof, I affix my signature this ____ day of _____.

Date

Signature of the Medical Intern
over Printed Name

Medical School

Appendix F. PGH Clearance for Postgraduate Interns

PGH Form No. Q-310004



PHILIPPINE GENERAL HOSPITAL
 The National University Hospital
 University of the Philippines Manila
 Taft Avenue, Manila
PHIC-Accredited Health Care Provider
ISO 9001:2008 Certified

PGH CLEARANCE FOR POSTGRADUATE INTERNS (PGIs)

Name: _____ Block: _____

School: _____

Purpose:

- Completion of Internship
- Leave of absence (\geq 1 month)
- Transfer
- Others _____

THE ABOVE-NAMED PGI IS CLEARED OF MONEY, PROPERTY AND OTHER RESPONSIBILITIES

I. Dormitory Accountabilities

 Dormitory Manager

II. Book/s Instruments and other Accountabilities

 UPCM Librarian

 ECG Unit Supervisor

 DEM Chief Resident

 CSR Officer IV

III. Financial Obligations

 Accountant V

APPROVED FOR THE DIRECTOR

 Deputy Director for Health Operations

 Date

Appendix G. Roster of PGH and UPCM Officials and Key Administrators of the Internship Program

University of the Philippines System

Danilo L. Concepcion

President

University of the Philippines Manila

Carmencita D. Padilla, M.D., MHAPS

Chancellor

Nymia P. Simbulan, Ph.D.

Vice-Chancellor for Academic Affairs

Arlene A. Samaniego, M.D.

Vice-Chancellor for Administration

Armando C. Crisostomo, M.D.

Vice-Chancellor for Research

Michael L. Tee, M.D., M.H.P.Ed. MBA

Vice-Chancellor for Planning and Development

Philippine General Hospital

Gerardo D. Legaspi, M.D.

Director

Juliet O. Sio-Aguilar, M.D., M.Sc.

Deputy Director for Health Operations

Maria Julieta Teresa U. Benedicto, M.D.

Deputy Director for Administration

Maria Margarita DL. Lat-Luna, M.D.

Deputy Director for Fiscal Services

Cecilia G. Peña, R.N., M.A.N.

Deputy Director for Nursing

Homer U. Co, M.D.

Coordinator for Services

Stella Marie L. Jose, M.D., M.H.P.Ed.

Coordinator for Training

Jean Anne B. Toral, M.D., M.Sc.

Coordinator for Research

University of the Philippines-College of Medicine

Charlotte M. Chiong, M.D., Ph.D.

Dean

Abner L. Chan, M.D.

College Secretary

Coralie Therese D. Dimacali, M.D.

Associate Dean for Academic Development

Ma. Liza Antoinette M. Gonzales, M.D., M.Sc.

Associate Dean for Faculty and Students

Jose Joven V. Cruz, M.D.

Associate Dean for Planning and Development

Marissa M. Alejandria, M.D., M.Sc.

Associate Dean for Research

Teresa Luisa G. Cruz, M.D., M.H.P.Ed.

Director, Postgraduate Institute of Medicine

Department Chairs

Grace Anne B. Herbosa, M.D.

Anesthesiology

Eileen Liesl A. Cubillan, M.D.

Dermatology

April B. Llaneta, M.D.

Emergency Medicine

Allan R. Dionisio, M.D.

Family and Community Medicine

Nelson T. Geraldino, M.D.

Laboratories

John D. Añonuevo, M.D.

Medicine

Carissa P. Dioquino-Maligaso, M.D.
 Efren J. Domingo, M.D., Ph.D.
 Marissa N. Valbuena, M.D., M.H.P.Ed.
 Juanito S. Javier, M.D.
 Josefino G. Hernandez, M.D.
 Lorna R. Abad, M.D., M.Sc.
 Anselmo T. Tronco, M.D.
 Catherine Jessica M. Lazaro, M.D.
 Sharon D. Ignacio, M.D.
 Crisostomo E. Arcilla Jr., M.D.
 Esther A. Saguil, M.D., Ph.D.
 Maridione M. Suter, M.D.

Neurosciences
 Obstetrics and Gynecology
 Ophthalmology and Visual Sciences
 Orthopedics
 Otorhinolaryngology
 Pediatrics
 Psychiatry and Behavioral Medicine
 Radiology
 Rehabilitation Medicine
 Surgery
 Outpatient Services
 Pay Patient Services

LU VII Academic Committee 2019-2021

Allan R. Dionisio, M.D.
 Crisostomo E. Arcilla Jr., M.D.
 Marissa N. Valbuena, M.D., M.H.P.Ed.
 Josefino G. Hernandez, M.D.
 Catherine Jessica M. Lazaro, M.D.
 Coralie Therese D. Dimacali, M.D.
 Stella Marie L. Jose, M.D., M.H.P.Ed.
 Antonio Alan S. Mangubat, M.D.
 Luretta D. Enecio-Tayao, M.D.
 Scarlett Mia S. Tabuñar, M.D.
 Anna Guia O. Limpoco, M.D.
 Peter Julian A. Francisco, M.D.
 Paolo Victor N. Medina, M.D.
 Homer U. Co, M.D., M.Sc.
 Gracieux Y. Fernando, M.D.
 Janus P. Ong, M.D.
 Veeda Michelle M. Anlacan, M.D.
 Ibeth Marie Y. Sih, M.D.
 Doris R. Benavides, M.D.
 Nilo Vincent D.G. Florcruz, M.D.
 Raquel M. Joaquin-Quiño, M.D.
 Nathaniel S. Orillaza Jr., M.D.
 Arsenio Claro A. Cabungcal, M.D.
 Philip B. Fullante, M.D.
 Edna May Lasap-Go, M.D.
 Marysia Stella T. Recto, M.D.
 Aimee Lou M. Nano, M.D.
 Norieta C. Balderrama, M.D.
 Christine Susan V. Sababan-Sagpao, M.D.
 Noel Nathaniel Napa, M.D.
 Derek C. Resurreccion, M.D.

Chair
 Co-Chair
 Co-Chair
 Co-Chair
 Co-Chair
 UPCM Dean's Representative
 PGH Coordinator for Training
 Anesthesiology
 Anesthesiology
 Emergency Medicine
 Family and Community Medicine
 Family and Community Medicine
 Family and Community Medicine
 Medicine
 Medicine
 Medicine
 Neurosciences
 Neurosciences
 Obstetrics and Gynecology
 Ophthalmology and Visual Sciences
 Ophthalmology and Visual Sciences
 Orthopedics
 Otorhinolaryngology
 Otorhinolaryngology
 Pathology
 Pediatrics
 Pediatrics
 Psychiatry and Behavioral Medicine
 Radiology
 Rehabilitation Medicine
 Surgery
 President, UPCM LU VII Class
 President, PGI

PANUNUMPA SA WATAWAT NG PILIPINAS

Ako ay Filipino,
Buong katapatang nanunumpa
Sa watawat ng Pilipinas
At sa bansang kaniyang sinasagisag,
Na may dangal, katarungan at kalayaan
Na pinakikilos sa sambayanang
Maka-Diyos, makakalikasan,
Makatao at makabansa.

PANUNUMPA NG LINGKOD BAYAN

Ako'y isang lingkod ng bayan,
Katungkulan ko ang maglingkod
Nang buong katapatan at kahusayan
At makatulong sa katatagan
At kaunlaran ng aking bayan.

Sisikapin kong patuloy na maragdagan
Ang aking kaalaman.
Magiging bahagi ako
Ng kaayusan at kapayapaan sa pamahalaan.
Susunod at tutulong ako
Sa pagpapatupad ng mga umiiral na batas
At alituntunin
Nang walang kinikilingan.

Isasaalang-alang ko
Ang interes ng nakararami,
Bago ang pansarili kong kapakanan.
Isusulong ko
Ang mga programang mag-aangat
Sa antas ng kabuhayan ng mamamayan.
Aktibo akong makikibahagi
Sa mga dakilang layunin sa lipunan.

Hindi ako magiging bahagi,
At isiswalat ko
Ang anumang katiwalian
Maka-aabot sa aking kaalaman.
Gagawin kong kapaki-pakinabang
Ang bawa't sandali.
Sa lahat ng panahon,
Sisikapin kong makatugon sa mga hamon sa
lingkod bayan.

Ang lahat ng ito
Para sa ating Dakilang Lumikha
At sa ating bayan.
Kasihang nawa ako ng Maykapal.

PGH HYMN

Mahal ko, o pagamutang bayan,
Tanglaw ng maysakit at kapansanan.
Dinggin ang daing ng sambayanan,
Bigyang pag-asa ang may karamdaman.
Sa 'yo'y walang tutulad o papantay,
Sa pagtuklas o pagsasanay.
Serbisyong tapat ang aming alay
Tungo sa bukas at bagong buhay.

PGH! O, PGH!
Dakila ang 'yong kasaysayan.
Habang panahong katapatan
Paglilingkod ng buong kahusayan.

Serbisyong tapat ang aming alay
Tungo sa bukas at bagong buhay.

PGH! O, PGH!
Dakila ang 'yong kasaysayan.
Habang panahong katapatan,
Paglilingkod ng buong kahusayan,
Paglilingkod ng buong karangalan!

U.P. NAMING MAHAL

U.P. naming mahal, pamantasang hirang,
Ang tinig naming, sana'y inyong dinggin,
Malayong lupain, amin mang marating,
Di rin magbabago ang damdamin,
Di rin magbabago ang damdamin.

Luntian at pula,
Sagisag magpakailanman,
Ating pagdiwang, bulwagan ng dangal.
Humayo't itanghal, giting at tapang,
Mabuhay ang pag-asa ng bayan,
Mabuhay ang pag-asa ng bayan.

Data for the development of this primer were sourced from the following documents:
UPCM Internship Program Rules and Regulations version May 1, 2013
APMCF Electronic National Internship Program (E-NIPS)
PGH Training Manual 2017

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