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OVER-ALL TRAINING FOR PARAMEDICAL AND NON-MEDICAL SERVICES
QUARTERLY LEARNING AND DEVELOPMENT INTERVENTION MONITORING REPORT
 Period: **JULY-SEPTEMBER 2020 (THIRD QUARTER)**

ACTIVITIES (per HPO No. 2019-436)	OBJECTIVES	OUTPUT	TIME FRAME	REMARKS
1. Identifies training needs of all employees	To determine training needs of hospital staff	100% Accomplished Training Needs/Gaps Identified at all levels	3 rd Qtr.	<p>A partial summary report on Competency Gap Analysis submitted by different services has been started. Only the Finance Service has provided a complete accomplished Self-Assessment Tool and concerns on positions/competencies not available in the DOH Directory of Competency Profiles.</p> <p>Individual Development Plans (IDPs) for 2021-2022 were accomplished and submitted to training units of different services for assessment and summary reports.</p> <p>Other than the Mandatory Programs, above tools will be the basis of identifying the training needs of the hospital staff and will aid training pool in preparing their Annual Training Program for year 2021.</p>

Number of Personnel with Learning Development Intervention (LDI) for Third (3rd) Quarter

DIVISION	TOTAL NO. STAFF/DIVISION	STAFF WITH LDI (%)		
		JULY	AUGUST	SEPTEMBER
Medical/Paramed	338	133 (26%)	25 (5%)	19 (4%)
Nursing	589	333 (56%)	213 (36%)	16 (3%)
HOPSS	297	22 (7%)	23 (8%)	0
Finance	121	6 (5%)	2 (1%)	3 (2%)
GGHS	28	0	6 (21%)	0
TOTAL	1,373	494 (35%)	269 (20%)	38 (3%)

SUMMARY

NUMBER OF PERSONNEL WITH LEARNING DEVELOPMENT INTERVENTION (LDI) AS OF SEPTEMBER 30, 2020

SERVICES	STAFF WITH LDI PER QUARTER				NUMBER OF STAFF WITH NO LDI	
	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter		
	No. of Staff Service	Staff with LDI	No. of Staff Service	Staff with LDI	No. of Staff Service	Staff with LDI
Paramedical	353	179 (51%)	352	24 (7%)	338	182 (54%)
Nursing	597	365 (61%)	597	-	589	470 (80%)
HOPSS	306	221 (72%)	303	-	297	206 (69%)
Finance	127	108 (85%)	126	-	121	111 (92%)
GGHS	32	18 (56%)	31	-	28	14 (50%)
TOTAL	1,415	891 (63%)	1,409	915 (65%)	1,373	983 (72%)
						390 (28%)

2. Maintains a variety of manual & Electronic files and/or records	To satisfy regulatory requirements	100% Accomplished Maintained OVT Training Database for all employees	1 st Qtr. to 4 th Qtr.	Serves as an evidenced-based information to manage/ monitor LDI to fully comply with CSC, DOH and ISO requirements
3. Coordinates trainings with services/hospital committees	To ensure implementation of (LDI) based on TNDA	Training needs Identification		IDP (2021-2022) was disseminated and accomplished September 2020.
4. Coordinates with Hospital Committees/Unit re LDIs	To comply with DOH Monthly Report on LDIs	LDI Report submitted monthly to DOH		Submitted July-September 2020 Report to DOH
5. Develops, organizes, conducts and evaluates training programs	To evaluate and monitor impact of LDI to employees	Impact evaluation of Trainings attended	4 th Quarter	Compliance to ISO Requirement
6. Researches a variety of info such as training courses, materials, training consultants	To develop new programs that meet staff training needs	Coordinated trainings with CSC, Consultants, In-House Training Officers	-	CSC cancelled their scheduled CSI Learning Events from June till end of 2020,
7. Conducts orientation for newly hired Medical Specialists, Para medical & Non-medical Staff.	Aims to familiarize new JRRMMC employees with Center's Goals & Policies	Coordinated with In-House Training Officers	3 rd Quarter	To ensure 100% orientation of new employees. Nursing Service conducted one this quarter.

Submitted by:

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Noted by:

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