

# **THE HOSPITAL VISIT CHECKLIST 2021**

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**COUNCIL FOR RESIDENTS' EDUCATION,  
ENHANCEMENT AND DEVELOPMENT**

**C R E E D**



# THE HOSPITAL VISIT CHECKLIST

- A GUIDE for evaluating residency training programs
- Aligned with the PBOG checklist (quantitative assessment)
- Qualitative assessment: (+) or (-)



PART A	ASSESSMENT OF RTP INFRASTRUCTURE, ADMINISTRATION AND PLANNING
PART B	ASSESSMENT OF RESIDENCY TRAINING ACTIVITIES
PART C	ASSESSMENT OF RESIDENTS' PERFORMANCE



## PART A Residency Training Program Planning, Infrastructure and Implementation

### 1. Historical Data/ Philosophy/ Objectives of the Program

- Attainable, clear, consistent with core curriculum, relevant

### 2. Staffing

- **RESIDENTS** (with valid updated PRC license to practice Medicine in the Philippines)
- **Consultants** (Active or visiting/ FT or PT)
  - # actively involved in training
- **Consultant:Trainee ratio**
- % of staff who are POGS members

	✓	X	Remarks
<p><b>3. RESIDENCY TRAINING PROGRAM PLANNING and STRATEGIES</b></p> <ul style="list-style-type: none"> <li>• Process of recruitment and selection</li> <li>• Criteria for Promotion/Retention <ul style="list-style-type: none"> <li>○ CREED Summary of Residents' Evaluation (p105 of 2018 CREED Handbook)</li> </ul> </li> <li>• Criteria for Graduation</li> <li>• Residency Training Officer and Training Committee</li> <li>• Research Coordinator and Research Committee</li> </ul>			



	✓	X	Remarks
<p><b>CONSULTANT STAFF DEVELOPMENT</b></p> <ul style="list-style-type: none"> <li>• Number of consultants recruited <b>in the last 4 years</b></li> <li>• CMES/CPDS of Consultants monitored by the hospital or department</li> <li>• Consultant attendance to POGS or respective specialty society scientific meetings/conventions</li> <li>• Number of consultants who completed or are undergoing subspecialty training or masters' education <b>in the last 4 years.</b></li> </ul>			



## 4. INFRASTRUCTURE AND EQUIPMENT for TRAINING

- OUTPATIENT UNIT (Departmentalized/Organized)
- ADMITTING SECTION (Departmentalized/Organized)
- Number of SERVICE BEDS (dedicated to OB-GYN)
  - **Resident:Bed ratio**
- LABOR ROOM / DELIVERY ROOM / OPERATING ROOM
- CONFERENCE ROOM
- **LIBRARY** with Standard textbooks in OB- GYN and other training materials (PJOG, CPGs)
- **INTERNET ACCESS** provided by hospital/department
- SURGICAL PATHOLOGY Dept- accredited residency training in Pathology; board certified Pathology consultants
- EQUIPMENT
  - Ultrasound, Hysteroscope, laparoscope
  - Colposcope, LEEP machine; cryotherapy machine



	✓	X	Remarks
<p><b>5. OUTCOME BASED CURRICULUM</b></p> <ul style="list-style-type: none"> <li>• Year level specific</li> <li>• Instructional design – with specified learning activities and method of evaluation</li> </ul>			





	✓	X	Remarks
<p><b>6. Pathology &amp; SUBSPECIALTY ROTATIONS</b></p> <p>a. In house or in linked hospital with MOA</p> <p>b. Course Objectives</p> <p>c. Post Rotation Evaluation/ Exit Examination</p> <p>d. Schedule of rotation</p> <p><b>i. Pathology</b></p> <p><b>ii. OB-GYN Ultrasound</b></p> <p><b>iii. Maternal Fetal Medicine</b></p> <p>iv. Minimally Invasive Surgery</p> <p>v. Gynecologic Oncology, Trophoblastic Disease</p> <p>vi. Reproductive Medicine</p> <p>vii. Infectious Disease</p> <p>viii. Urogynecology</p> <p>ix. Women and Child Protection Unit</p> <p>x. Family Planning</p>			<p>PATHO during 2<sup>nd</sup> year</p> <p>UTZ and MFM distributed in all year levels.</p>



	✓	X	Remarks
<p><b>7. CONFERENCES</b></p> <p>a. List and schedule of conferences (<b>Minimum of 3 varied conferences per week</b> e.g. Endorsement rounds, M&amp;M Audits, Staff conference, Journal Reports, CS Review, Perinatology, Chairman's/RTO conference, Clinico-sonopathology conference)</p> <p>b. % of consultants attending conference</p>			
<p><b>8. COMMUNITY SERVICE AND OTHER PROJECTS</b></p> <p>a. Cancer Screening</p> <p>b. Conduct of Parents' Class, Family Planning in OPD</p> <p>c. Lay Fora</p> <p>d. Gender Based Violence awareness and prevention</p> <p>e. Participation in Buntis Day, AHIP and other POGS and subspecialty programs</p> <p>f. Medical/Surgical Missions</p>			

	✓	X	Remarks
<p><b>9.HOSPITAL STATISTICS</b></p> <ul style="list-style-type: none"> <li>• Annual statistics submitted to the Committee on Nationwide Statistics 1<sup>st</sup> Friday of January*</li> <li>• Hospital Statistics (last 4 years) <ul style="list-style-type: none"> <li>• Total admissions annually (OB, Gynecology )</li> <li>• CS rate; leading indications for CS</li> <li>• Maternal mortality ratio</li> <li>• Morbidity data</li> <li>• Perinatal statistics</li> </ul> </li> </ul>			
<p><b>Data Privacy Policy</b></p> <ul style="list-style-type: none"> <li>• Residents' training and orientation to the policy</li> <li>• Hospital Data Privacy Officer</li> </ul>			
<p><b>Patient Safety Practices</b></p> <ul style="list-style-type: none"> <li>• Residents' training and orientation to patient safety practices</li> <li>• Patient Safety Committee assures culture of safety, monitors patient safety events etc.</li> </ul>			

PART B ASSESSMENT OF RESIDENCY TRAINING ACTIVITIES	✓	X	Remarks
<p><b>10.RESIDENTS' EVALUATION</b></p> <ul style="list-style-type: none"> <li>• Regular Written, Oral, Practical examinations               <ul style="list-style-type: none"> <li>○ Schedule</li> <li>○ Blueprint of Written Exam</li> <li>○ Sample exams</li> <li>○ OSCE</li> </ul> </li> <li>• Use of (written or electronic) Residents' Evaluation Forms (<b>REFs</b>)               <ul style="list-style-type: none"> <li>○ Quarterly, Annually</li> <li>○ Feedback given to each resident</li> <li>○ Submission of summary of REFs to CREED</li> </ul> </li> </ul>			
<p><b>11.CONULTANT SUPERVISION/ MONITORING</b></p> <ul style="list-style-type: none"> <li>• OPD</li> <li>• ADMITTING SECTION / ER</li> <li>• LABOR/DELIVERY ROOM</li> <li>• OPERATING ROOM/ELECTIVE CASES               <ul style="list-style-type: none"> <li>○ Schedule of consultants / Attendance logbook</li> <li>○ Supervision by phone/ physically present</li> </ul> </li> </ul>			
<p><b>12.Evaluation of the TRAINERS by the TRAINEES</b></p>			



PART C ASSESSMENT OF RESIDENTS' PERFORMANCE	✓	X	Remarks
<p><b>13. MINIMUM SURGICAL PROCEDURES</b></p> <ul style="list-style-type: none"> <li>• RESIDENTS' LOGBOOKS               <ul style="list-style-type: none"> <li>• Procedures documented adequately and accurately using standard nomenclature, following prescribed format -<b>updated 2020 tabulation for new cases</b></li> <li>• Tabulated SUMMARY of in-patient and out-patient procedures per year level</li> <li>• Compliance with minimum number of in-patient and out-patient procedures</li> </ul> </li> </ul>			<p>*15 TAH required (2019)</p> <p>Mitigating measure 60% TTR No exception to the cases that may be transferred.</p>
<p>Review <b>PATIENTS' MEDICAL RECORDS</b></p> <ul style="list-style-type: none"> <li>• complete, legible</li> <li>• Standard nomenclature</li> <li>• Essential Intrapartum and Newborn Care practiced and documented?</li> <li>• Partograph/Friedman's curve</li> </ul>			



	✓	X	Remarks
<ul style="list-style-type: none"> <li>• <b>CASE REPORTS AND RESEARCH PAPERS</b> <ul style="list-style-type: none"> <li>• Hospital Technical Review Board/Ethical Review Board available or with linked hospital?</li> <li>• <b>GCP training of consultants and residents</b></li> <li>• All 2<sup>nd</sup> year residents with case reports</li> <li>• 4<sup>th</sup> year residents with completed research</li> <li>• Any presented/published papers?</li> </ul> </li> </ul>			
<ul style="list-style-type: none"> <li>• <b>Performance in RISE</b> <ul style="list-style-type: none"> <li>○ Hospital ranking in the last 4 years</li> <li>○ % residents who passed the RISE</li> </ul> </li> </ul>			
<ul style="list-style-type: none"> <li>• <b>Performance of graduates in PBOG certifying exam</b> <ul style="list-style-type: none"> <li>• # of graduates</li> <li>• % graduates who took exam (Part I; Part II)</li> <li>• % graduates who PASSED the exams</li> </ul> </li> </ul>			



	✓	X	Remarks
<ul style="list-style-type: none"> <li>• PBOG recommendations from previous accreditation visit*</li> <li>• How were the issues and recommendations addressed ?</li> </ul>			
<ul style="list-style-type: none"> <li>• DIDACTICS during breakout per year level <ul style="list-style-type: none"> <li>• Questions based on year level</li> </ul> </li> </ul>			
<p><b>Mitigating Measures during the pandemic</b></p> <ul style="list-style-type: none"> <li>• Staff training/orientation on COVID response</li> <li>• Provision of PPEs and COVID testing</li> <li>• Schedule of duties of residents and consultants</li> <li>• OPD and elective cases</li> <li>• Adapting Teaching/Learning activities; Evaluation of residents</li> <li>• Mitigation measures for <b>research</b></li> <li>• Programs to address residents' wellness</li> <li>• Processes for retention and extension of graduates in the event of non-completion of cases</li> </ul>			



## MITIGATION MEASURES DURING THE PANDEMIC

- Schedule of duties of residents and consultants
- OPD and elective cases
  - Use of TELEMEDICINE
- Staff training/orientation on COVID protocols
- Provision of PPEs and COVID testing
- Adapting Teaching/Learning activities
  - Videoconferencing/virtual conferences
  - Surgical videos
  - Surgical simulators/manikins to teach surgical skills
- Evaluation of residents
  - Electronic REFs
  - Face to face/Online written and practical examinations
  - E-portfolio
- Mitigation measures for **research**
- Programs to address residents' wellness
- Processes for retention and extension of graduates in the event of non-completion of cases
- Strategies for recruitment and selection

