

Appendix B

Arrangement in Sequence of Documents for Hospital Accreditation/Re-accreditation Application

Cover page – Title: HOSPITAL RE-ACCREDITATION Name of Hospital _____ Date of Submission_ _____		
General Table of Contents – List of the sequence in which the documents are arranged in the compilation; PAGE NUMBER is required.		
Application Form (Refer to Appendix C1)	Completely filled out and signed by (a) Department Chair and (b) Training Officer	
Application Fee	Photocopy of Accreditation Fee official receipt. <ul style="list-style-type: none"> • Prequalification Fee • Application Fee 	
Certificates	Photocopy of latest PBOG Certificate of Accreditation for Residency Training	
	Photocopy of POGS CHAS Certificate of Accreditation for Service – Level IIA or higher (for new Residency Training Programs)	
	Photocopy of DOH License to Operate – Level II or higher	
Hospital Policies	Soft copy (thru email: pbog.accreditation@gmail.com) of Data Privacy Policy	
	Soft copy (thru email: pbog.accreditation@gmail.com) of Patient Safety	

	Soft copy (thru email: pbog.accreditation@gmail.com) of Risk Management	
PBOG/CREED Evaluation Report	Last PBOG Letter with Recommendations	
	Latest CREED Letter with Recommendations	
Part A: Assessment of RTP – Organizational Structure/Strategies/Infrastructure		
General Data	Historical Data/Philosophy/Objectives of the Program	
Staffing	Hospital Staff Organizational Chart	
	Functions of Department Chair and Training Officer	
	Recruitment/Selection and Promotion of Consultants	
	List of Trainees per year level with dates of start and end of residency and valid PRC ID. Indicate if lateral entry (with details of name of previous hospital, year level upon entry, dates of entry and projected end of residency).	
	List of Consultants (active/full-time/part-time with item or appointment Consultant to Trainee Ratio	
	List of Subspecialty Consultants (Active/Visiting) Required: Ob-Gyn Ultrasound Maternal-Fetal Medicine Minimally Invasive Surgery Others: Gynecologic Oncology Trophoblastic Diseases Reproductive Medicine Infectious Diseases in Ob-Gyn Urogynecology Family Planning/Reproductive Health Pediatric and Adolescent Gynecology Masteral Degrees Subspecialty consultant to trainee ratio	
	Core Curriculum/Instructional Design - competency	

RTP Curriculum	and outcome-based; level-specific	
	Recruitment/Selection Criteria Promotion/Retention Criteria Graduation Criteria	
Rotations	Course Objectives	
	Instructional Design	
	Competencies	
	Exit Evaluation	
	Schedule of Rotations with time duration	
	A. Required: Pathology Ob-Gyn Ultrasound Maternal-Fetal Medicine Minimally Invasive Surgery B. Others*: Gynecologic Oncology Trophoblastic Diseases Reproductive Medicine Infectious Diseases in Ob-Gyn Urogynecology Family Planning/Reproductive Health Pediatric and Adolescent Gynecology Gender-Based Violence <i>* Not mandatory but highly encouraged</i>	
Consultant Staff Development and Enhancement	List of Subspecialists recruited in the last 4 years	
	List of Consultant staff with on-going subspecialty training or masteral degree	
	Chairperson/RTO's Certificates of Attendance in CREED/RTP Training in the last 4 years	
Department Activities	Calendar of Activities – Weekly and Monthly Department Activities and Teaching Conferences Pre-operative/Post-operative Conference Surgical Audit/Grand Rounds	

	Morbidity and Mortality Conference Consultants' lectures/Small Group Discussions/Journal Reports/Admission or Endorsement Rounds	
	Calendar of Activities - Interdepartmental Hospital Conferences Perinatal Conference Surgical Pathology/Tumor Board Conference	
	List of Special Conferences Research Workshops – Hospital-initiated Case/Research Presentation Clinico-sonologic Conference	
	Community Service Activities in the last 4 years (with photos/documentation, descriptions and objectives) Medical mission/Outreach Program/Pap smear/VIA Surgical mission Buntis Day Celebration Mothers' Class (Breastfeeding/Prenatal/Nutrition/Family Planning)	
Infrastructure	Surgical Pathology: <ul style="list-style-type: none"> • photocopy of PSP Certificate of Pathologist, if board certified • Certificate of Accreditation for Residency Training, if accredited for training. 	
Equipment	Equipment Available: Laparoscope/Hysteroscope Ultrasound Colposcope/Cryotherapy/LEEP Fetal Doppler Electronic Fetal Monitor	
Part B: Assessment of Residency Training Program Activities		
Residents' Evaluation	Schedule of Evaluation/Exams	
	Proof of submission of Annual Residents' Progress Report to CREED – last 4 years	
Monitoring of Residents' Progress	Tabulation of IN-PATIENT and OUT-PATIENT Procedures as specified by CREED done by each resident from the start of training and per year level of training, including the cases of the most recent	

	graduates. Indicate if OWNED (O) / PRIVATE CASE (PC) / CONSORTIUM (C).	
Statistics	4-Year OB-GYN Census of the following: A. Admissions B. Vaginal and Abdominal Deliveries C. CS Rate (Total and Primary) D. Maternal and Perinatal Mortality – Rate and Diagnosis E. Perinatal Statistics F. OB-GYN procedures G. OPD Census	
	Photocopy of POGS Philippine Nationwide Statistics System (PNSS) Certification in the last 4 years	
Part C: Evaluation of Residents' Performance		
Research	List of Residents' Interesting Case Reports (from the last PBOG visit) – indicate if on-going or completed, presented/won in contests	
	List of Residents' Research Papers (from the last PBOG visit) – indicate if on-going or completed	
RISE	Photocopy of the official RISE results released by CREED in the last 4 years and a graphical representation of the yearly performance of individual residents	
Performance of Graduates	List of ALL Graduates in the last 4 years, indicating who took, and who passed the Parts I and II PBOG certifying examinations and who have undergone or are undergoing subspecialty training	
Consortium (if applicable)	Notarized Memorandum of Agreement	
	Learning Objectives	
	List of Required Procedures and Number Achieved	
	Exit Evaluation Form of Resident Rotators	

All of the above requirements must be submitted book-bound with soft cover (total of four identical book-bound copies, three for the PBOG and one receiving copy of the applicant.

Use legal size bond paper (8.5 x 14 in) with 2-inch margin on the left or the binding side.