



Republic of the Philippines

DAVAO DEL NORTE STATE COLLEGE

New Visayas, Panabo City, Davao del Norte, Philippines 8105

Website: www.dnsc.edu.ph; Tel. 63 84 6284301;

Email: dnscpanabo@gmail.com; jab@dnsc.edu.ph

STUDENT SERVICES

MEDICAL/DENTAL SERVICES

PREFACE

This Unit provides primary health care and wellness program of students and college personnel. It is headed by the College Nurse.

It facilitates the medical and dental checkup of the students to secure the sanitary of the students. The College Nurse referred the students to Hospital and facilitated their accident insurance. Thereafter, generate quarterly accomplishment report.

Main Functions:

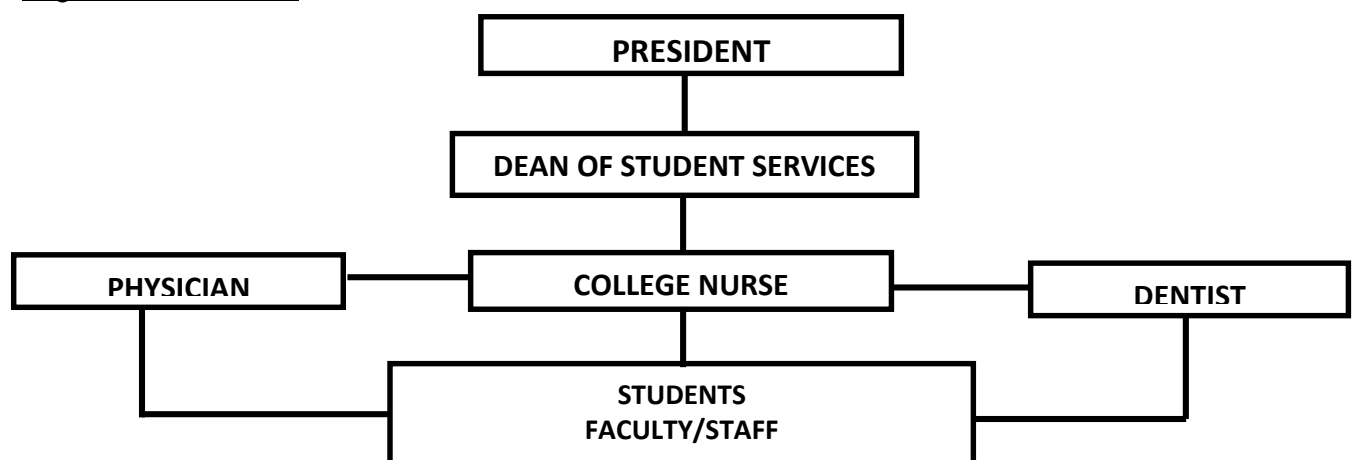
The College health services unit functions with the following objectives:

1. to conduct annual physical examination of students and to record findings;
2. apply first-aid treatment to injuries incurred within the campus premises;
3. facilitate dental check-up, prophylaxis, tooth extraction, dental filling, and treatment;
4. conduct health education lectures, seminars, symposia, and distribution of health related reading materials;
5. implement proper sanitation and promote healthful living conditions in the school and the community;
6. improve the health program through development planning.

Services Rendered:

1. Providing out-patient, primary care with diagnosis, treatment, and consultation on most general health care needs;
2. providing supplemental, affordable insurance for health care needs that cannot be obtained in the student health clinic such as hospitalization, surgery and some specialized treatments;
3. providing information on health issues specifically involving the college age student e.g. sexually transmitted diseases, stress, diet, and depression.

Organizational Chart:





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PROGRAM SERVICE AREA QUALITY

Staffing:

NAME	POSITION/DESIGNATION	NATURE OF APPOINTMENT	EDUCATIONAL ATTAINMENT	SIGNATURE
Ms. Gemma G. Cervantes	Nurse I Medical/Dental Coordinator	Permanent	BS in Nursing	
Dr. Florentina C. Murillo	School Physician	Retainer	BS in Medicine	
Dr. Seth Leonard s. Sabuga	School Dentist	Retainer		

Materials & Equipment:

LIST OF CLINIC INSTRUMENTS/EQUIPMENT/FURNITURES

1. 1 Sala Set (2 Lounge chair, 1 sofa and 1 center table)
2. 1 Executive table w/ fixed drawers (w 150xH75cm)
3. 5 pcs. Plain White bedsheet (single bed)
4. 5 pcs. Plain white blanket
5. 4 pcs. Plain white pillow cases (cotton)
6. 4 pcs. Hypoallergenic pillows
7. 1 Hospital bed w/ cushion and full length side rails
8. 1 Physician beam scale w/ height rod
9. 1 Panasonic refrigerator
10. 1 office chair, Mild black w/ arm
11. 1 Desktop computer, AVR, keyboard mouse, monitor, printer
12. 1 water Dispenser
13. 1 Dish Drainer, electric
14. 1 set Bp Apparatus w/ Stethoscope
15. 1 hot water bag
16. 1 ice cap
17. 1 Nebulizer
18. 1 dental chair
19. Set of of Forceps for extraction
20. 1 Clear water system
21. 1 cork board
22. 3 Monoblock chair (brown)
23. 1 Resuscitation bag and mask
24. 1 Sterilizer (electric)
25. 1 Dressing Trolley
26. 1 set Glucometer Omega Optium(w/ Pricker)
27. 1 wall clock
28. 1 Bathroom Weighing scale
29. 1 Medicine Cabinet
30. 1 Littman Stehoscope
31. 1 Clerical Table
32. 1 Hercules (Hercules Love Rest 42x78)
33. 1 Adjustable chair
34. 2 pcs. Plastic Chair w/o arm white
35. 1 set Curtain Ponjee
36. 2 pillows
37. 5 Dressing Jars
38. 1 Stand Fan
39. 1 Center Table
40. 1 Aircon Koppel
41. 1 clerical table
42. 4 Glass Jars
43. 2 Reagent bottles
44. 2 Puncher
45. 1 Stapler
46. 1 Printer HP deskjet 2660
47. 2 Stainless Medicine Tray



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List of First Aid Medicines Available @ the School Clinic

NAME	USAGE
Paracetamol (Biogesic) 500mg.	Pain Reliever and Fever
Mefenamic Acid 500mg	Pain Reliever
Buscopan tab.	Abdominal Pain
Loperamide	LBM
Kremil S	Antacid
Cefalexin 500mg	Antibiotic
Tranexamic Acid	Prevent Bleeding
Neozep	Decongestant
Sinutab	Decongestant
Carbocisteine	Cough
Citirizine	Anti allergy

Citizen's Charter:

MEDICAL/ DENTAL

Title of Frontline Service: Dental Checkup & Treatment

Schedule of Availability: Monday – Friday, 8:00am-5:00pm ; Saturday 8 am-12 noon.

Who may avail of the service: students

What is the requirement: student ID

Duration (total processing time) : 45 minutes

HOW TO AVAIL OF THE SERVICE:

Step	Applicant/ Client Activity	Service Provider Activity	Normal Duration of Activity	Person In Charge	Fees	Forms	Output from the Service Provider
1	Fill-in Individual dental patient's record	College nurse gives the application form for tooth extraction	5 mins.	College Nurse	none	Dental check up form	Verification of patient's record
2	Presents ID, explains purpose, undergoes interview	Verifies identity and dental treatment needs of patient	5 mins.	Nurse	none	none	Verification of patient's identity and dental care needs
3	Accomplishes, Personal, Medical Information on DNSC Dental Record	Evaluates the entries in the dental record	5 mins.	Nurse	none	none	Establishment and filing of patient's dental record.



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4	Undergoes oral-dental examination and / or treatment	Conducts oral-dental examination and/ or treatment	10 mins. (Post OP instructions & Aseptic measures)	School Dentist	none	none	Oral-dental examination and / or treatment.
5	Provide appropriate medicine	Gives antibiotic, anti-inflammatory, antifibrinolytic medicines and dental anesthesia to the patients	5 mins.	College Nurse/School Dentist	none	none	Oral-dental examination treated. End of Transaction.

Title of Frontline Service: Medical Checkup and Treatment

Schedule of Availability: Monday – Friday, 8:00am-5:00pm ; Saturday 8am-12 noon

Who may avail of the service: students

What are the requirements:

- 1) Enrollment printout (for new students);
- 2) ID (for old students)

Duration (total processing time) : 1 hour & 10 minutes

HOW TO AVAIL OF THE SERVICE: (For New Students)

Step	Applicant/ Client Activity	Service Provider Activity	Normal Duration of Activity	Person In Charge	Fees	Forms	Output from the Service Provider
1	Goes to clinic, presents enrollment printout, signs physical examination log book (excluding Queueing)	Medical Services Unit	3 mins	School Nurse	none	Physical exam logbook entries	Documentation of patient.
2	Accomplishes medical information sheet (Attach X-ray result and other Lab as needed)	Guides patient in accomplishing Medical Information Sheet	20 mins	School Nurse	none	Medical Information Sheet(MIS)	Documentation of patient.
3	Undergoes measurement of height, weight, BP, respiration, pulse rate, Snellen's visual acuity	Conducts accurate measurements	10 mins.	School Nurse	none	none	Vital signs of patient accurately evaluated.



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4	Submits to physical examination	Conducts physical examination	20 mins.	College Physician	none	none	Physical examination conducted and documented (Referral made in case of PTB cardiac disease etc.) (Another 10 mins.). End of Transaction.
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Action Plan:

2016 WORK AND FINANCIAL PLAN (ACTION PLAN)

CORE FUNCTIONS	INDICATORS	STRATEGIES	BUDGET ALLOCATION
Provision of First Aid medicines to sick students and employees.	# of sick students and employees attended and provided with first aid medicines.	Acquisition of first aid medicines and medical supplies	25,900.00
Acquisition of 1 Medical Doctor Retainer	Contract of Service of Medical Doctor Retainer renewed to serve the College from June 2016-March 2017	Request for renewal and be approved by the BOT.	60,000.00
Conducts Physical Examination to students	# of enrolled students examined	Examination done during enrolment time.	
Acquisition of additional medical equipment	Purchase of 1 hospital bed, 1 aircon, 2 office tables and filling cabinets	Make request for increase of Medical/dental Fee	30,000.00
Health Counselling	# of students served for counselling	Encourage students to submit themselves for counselling. Encourage instructors to refer to the College Nurse those students who need for medical advice.	
Referral to hospital in case of serious illnesses and accident.	# of students referred to hospitals	Facilitates insurance in case of accidents. Inform parents	800.00
Dental Services			
Conduct dental checkup and tooth extraction to students and employees	# of students and employees availed dental services	Information dissemination to clientele regarding the duty schedule of the Dental Doctor.	
Acquisition of 1 Dental Doctor Retainer	Contract of Service of Dental Doctor Retainer renewed to serve the College from June 2016-March 2017	Request for renewal and be approved by the BOT.	60,000.00



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Acquisition of additional dental equipment	Purchase of Filling instruments and other dental instruments	Make request for increase of Medical/dental Fee	10,000.00
Health Information Drive			
Blood Letting Information Drive and Campaign	# of students commit to donate blood	Room to room info dissemination and campaign	
Dengue Prevention Awareness	# of students participated during the info drive	Include the topic during the General Orientation.	
HIV Prevention and Control	# of student attended the symposium	Coordinate with the Institute Deans, other school officials, SC and Finance	2,500.00
First Aid Training	# of students trained per Institute	Coordinate with Red Cross, Tagum Chapter, SSC, Finance and Institute Presidents	3,000.00
Quality Assurance			
Fumigation of the School Campus	# of areas fumigated	Coordinates with CDRRMC for the schedule, CAO for the school vehicle and Finance	4,000.00
Treatment of stagnant water with larvaecide	# of area treated with larvaecide	Coordinates with CHO, Finance and Physical facilities	500.00
Accreditation	Percent of the documents needed for accreditation of the programs scheduled for the year were prepared before the visit	Package complete documents for each of the College	
Accreditation of food establishments	# of food establishments accredited	Secure License to Operate and Health Certificates to food establishments near the school premises	
Efficient and effective record	Percent of the document in hard and in e-copy available to whoever needs it within the day	Records are systematically and efficiently: created, captured and described secured, stored and preserved for as long as they are needed	
	Percent of the personnel of the unit updated their respective Personal Data Sheet (PDS) at the start of the year.	Constant reminder/follow-up personnel who has the habit of submitting DTR, SALN, liquidation of CAs and other reports	
	Percent of the personnel of the unit submitted their Statement of Assets and Liabilities and Net worth (SALN) before March Number of performance evaluation conducted Percent of the Daily Time		
	Record (DTR) submitted on or before the 5th day of the succeeding month		



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	Percent of quarterly monitoring, semi-annual report and annual report submitted one week after the end of the quarter/ June/December		
	Percent of Cash Advances liquidated within reglementary period		