QUEZON CITY GOVERNMENT
Quezon City General Hospital
HOSPITAL EPIDEMIOLOGY SURVEILLANCE UNIT
<u>CITIZEN'S CHARTER</u>

COLLECTION AND SUBMISSION OF DATA ON: (A) RAT AND RT-PCR; (B) ADVERSE EVENT FOLLOWING IMMUNIZATION; (C) COVID-19-RELATED REPORTS; (D) EPIDEMIC-PRONE DISEASE CASE SURVEILLANCE – INFORMATION SYSTEM

Schedule of Availability of Service

Days	:	Mondays – Sundays
Hours	:	8:00AM -5:00PM
Who May Avail of the Service	:	DOH – Regional Epidemiologic Surveillance Unit (RESU), District Epidemiology Surveillance Unit, Quezon City Epidemiology Surveillance Unit
Documentary Requirements	:	Case Investigation Form (CIF) Case Report Form (CRF) rT-PCR official results RAgT official results Vaccination card or certificates Event-based Surveillance Report (ESR) Death certificates Laboratory Results
Processing Period	:	8 hours

How to avail of the Service

STEP	ACTIVITY/PROCEDURE		DURATION OF ACTIVITY	PERSON RESPONSIBLE	FEES	FORMS
	APPLICANT/CLIENT	**SERVICE PROCESS**				
1	• DOH's Regional Epidemiology Surveillance Unit (RESU) • District epidemiology surveillance unit • Quezon City Epidemiology Surveillance Unit	The Disease Surveillance Officer (DSO) collects the following data and documents: A. Case Investigation Forms (CIF), SARS-Cov2 Reverse Transcriptase-Polymerase Chain Reaction (rT-PCR) and Rapid Antigen Test (RAgT) results from the Department of Pathology for TKC B. ESR forms for VigiFlow C. Death Certificates and Vaccination Status D. Case report forms (CRF)	120 minutes	Disease Surveillance Officer (DSO)	none	• Case Investigation Form (CIF) • Case Report Form (CRF) • rT-PCR official results • RAgT official results • Vaccination card or certificates • Event-based Surveillance Report (ESR) • Death certificates • Laboratory Results
2	• DOH's Regional Epidemiology Surveillance Unit (RESU) • District epidemiology surveillance unit • Quezon City Epidemiology Surveillance Unit	The DSO collates the forms according to the date the procedure is done and validate the forms submitted for completeness and accuracy of the contents	50 minutes	Disease Surveillance Officer (DSO)	none	• Case Investigation Form (CIF) • Case Report Form (CRF) • rT-PCR official results • RAgT official results • Vaccination card or certificates • Event-based Surveillance Report (ESR) • Death certificates

						• Laboratory Results
3	• DOH's Regional Epidemiology Surveillance Unit (RESU) • District epidemiology surveillance unit • Quezon City Epidemiology Surveillance Unit	If discrepancies are noted, the DSO will inform the swabber, NOD, ROD regarding incorrect or lacking information to rectify the errors found on the forms	60 minutes	Disease Surveillance Officer (DSO)	none	• Case Investigation Form (CIF) • Case Report Form (CRF) • rT-PCR official results • RAgT official results • Vaccination card or certificates • Event-based Surveillance Report (ESR) • Death certificates • Laboratory Results
4	• DOH's Regional Epidemiology Surveillance Unit (RESU) • District epidemiology surveillance unit • Quezon City Epidemiology Surveillance Unit	DSO endorses the collated and validated data/documents to the data encoder	10 minutes	Disease Surveillance Officer (DSO)	none	• Case Investigation Form (CIF) • Case Report Form (CRF) • rT-PCR official results • RAgT official results • Vaccination card or certificates • Event-based Surveillance Report (ESR) • Death certificates • Laboratory Results
5	• DOH's Regional Epidemiology Surveillance Unit (RESU) • District epidemiology surveillance unit • Quezon City Epidemiology Surveillance Unit	The data encoder will access the different databases and upload the necessary information	4 hours	Data encoder		• Case Investigation Form (CIF) • Case Report Form (CRF) • rT-PCR official results • RAgT official results • Vaccination card or certificates • Event-based Surveillance Report (ESR) • Death certificates • Laboratory Results
End of Transaction						

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PROVISION OF EPIDEMIOLOGIC DATA FOR HOSPITAL-WIDE USE

Schedule of Availability of Service
Days : Daily census reporting thru Hospital Dashboard
Monthly reporting of censuses during section heads meeting
Quarterly and Annual Accomplishments reports
Hours : 24 hours without noon break
Who May Avail of the Service : Hospital Director's Office
Infection Prevention and Control Committee
Medical and Nursing Staff
Ancillary Division Staff
Planning Development, Education and Research (PDER)
Emergency department
Engineering
Documentary Requirements : Case Investigation Form (CIF)
Case Report Form (CRF)
rT-PCR official results
RAgT official results
Vaccination card or certificates
Event-based Surveillance Report (ESR)
Death certificates
Laboratory Results
Processing Period : 6 HOURS
How to avail of the Service

STEP	ACTIVITY/PROCEDURE		DURATION OF ACTIVITY	PERSON RESPONSIBLE	FEES	FORMS
	APPLICANT/CLIENT	**SERVICE PROCESS**				
1	• Hospital Director's Office • Infection Prevention and Control Committee • Medical and Nursing Staff • Ancillary Division Staff • Planning Development, Education and Research (PDER) • Emergency department • Engineering	The assistant HESU Head collates all the data for the entire month from different sources: A. RAgT and rT-PCR Results B. Adverse effects of immunizations C. Mortality D. Covid-19-related events E. Notifiable diseases	120 minutes	Disease Surveillance Officer (DSO)	none	• Case Investigation Form (CIF) • Case Report Form (CRF) • rT-PCR official results • RAgT official results • Vaccination card or certificates • Event-based Surveillance Report (ESR)

						• Death certificates • Laboratory Results
2	• Hospital Director's Office • Infection Prevention and Control Committee • Medical and Nursing Staff • Ancillary Division Staff • Planning Development, Education and Research (PDER) • Emergency department • Engineering	Encoding of information on spreadsheet for tallied and validated data provision	120 minutes	Disease Surveillance Officer (DSO)	none	• Case Investigation Form (CIF) • Case Report Form (CRF) • rT-PCR official results • RAgT official results • Vaccination card or certificates • Event-based Surveillance Report (ESR) • Death certificates • Laboratory Results
3	• Hospital Director's Office • Infection Prevention and Control Committee • Medical and Nursing Staff • Ancillary Division Staff • Planning Development, Education and Research (PDER) • Emergency department • Engineering	Together with the HESU head, analysis and formulation of recommendation/s are made	60 minutes	Disease Surveillance Officer (DSO)	none	• Case Investigation Form (CIF) • Case Report Form (CRF) • rT-PCR official results • RAgT official results • Vaccination card or certificates • Event-based Surveillance Report (ESR) • Death certificates • Laboratory Results
4	• Hospital Director's Office • Infection Prevention and Control Committee • Medical and Nursing Staff • Ancillary Division Staff • Planning Development, Education and Research (PDER) • Emergency department • Engineering	Presentation of analyzed data to section heads meeting	30 minutes	Disease Surveillance Officer (DSO)	none	• Case Investigation Form (CIF) • Case Report Form (CRF) • rT-PCR official results • RAgT official results • Vaccination card or certificates • Event-based Surveillance Report (ESR) • Death certificates

						• Laboratory Results
5	• Hospital Director's Office • Infection Prevention and Control Committee • Medical and Nursing Staff • Ancillary Division Staff • Planning Development, Education and Research (PDER) • Emergency department • Engineering	Distribution/dissemination of data analysis results to various divisions/department of the hospital for different purposes	30 minutes	Data Encoder	none	CIF, RAgT Official results
End of Transaction						

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