



Policy Development Worksheet

Guide Questions	Policy Contents
RATIONALE AND PURPOSE	
<p>What are the reasons/driving force for installing a Voluntary Blood Donation Program in your company? CSR? Legal mandate? What else?</p> <p>What are your goals in setting up the program?</p> <p>Why the need for a VBD program policy in the workplace? its purpose?</p> <p>What are the main highlights of the policy? the target beneficiaries?</p> <p>Would the drafting of the policy go through a consultative process? Communicated to all stakeholders?</p>	<ul style="list-style-type: none"> ● R.A. 7719 – National Blood Services Act 1994 ● City Ordinance ● MHD Mandates ● Consistent with R.A. 7719, promote a culture of voluntary blood donation at PLM as a humanitarian act and a gesture of corporate social responsibility ● Promote an accessible and efficient system of blood donation at PLM to ensure adequate, safe, affordable and equitable distribution of supply of blood and blood products to the PLM community and its selected beneficiaries ● Establish a well-organized, university-wide coordinated blood donation service that can provide adequate and timely supplies of safe blood for the PLM community and its selected beneficiaries ● Yes. Meetings with heads of Colleges and Offices together with a College representative on extension will be held



GENERAL POLICY STATEMENT

This should summarize the highlights of No.1. It states the purpose/goal, the key strategy, its target audience and duration.

- Consistent with RA 7719 and as Pamantasan ng Lungsod ng Maynila (PLM) envisions to be a “people-caring university” dynamically engaged in meaningful, responsive and sustainable community development that are geared towards the transformation of empowered individuals and communities who shall serve as agents of change and catalysts in nation building, PLM will promote and encourage voluntary blood donation to provide adequate, safe, affordable and equitable distribution of blood and blood products to selected beneficiaries.

BLOOD DONATION RESTRICTION

Will the workplace be declared as an active participant in the National Voluntary Blood Donation Program)?

- Yes. All Colleges and Offices will have an opportunity to organize promotional and blood letting activities as scheduled.

Will blood donation be regulated in the workplace?

- Blood letting will be held within the school premises, in a well-illuminated and ventilated assigned room at PLM where privacy can be observed

Will there be eligibility criteria for donors?

- Will follow the criteria of DOH-PBC.

Will there be eligibility criteria for beneficiaries?

- PLM employees and students and their kin to the second degree under certain provisions; Beneficiary-institutions will be determined by the PMT.



SUPPORT SYSTEMS

IMPLEMENTING STRUCTURE	<p>Which department or committees will the program planning and implementation be lodged?</p> <p>Who will lead?</p> <p>Who are the members? Service providers?</p> <p>What will be the roles and responsibilities?</p>	<ul style="list-style-type: none"> ● CUES/ CECs/ UHS/ OSDS/ HRD ● CUES ● CUES/ CECs/ UHS/ OSDS/ HRD ● Advocates/educators/medical and administrative support
SERVICE DELIVERY SYSTEMS	<p>What are the optional services that will be offered?</p> <p>Are the services available in-house or referred?</p> <p>Who will provide these services?</p> <p>Are the personnel trained?</p> <p>How will the services be availed? (procedure)</p>	<ul style="list-style-type: none"> ● Health promotion and medical services ● In-house, at the PLM campus ● Primarily faculty of the different Colleges and administrative employees. Student-volunteers will be under the supervision of each College. ● Yes to equip volunteers for advocacy work and medical support. ● On a free and voluntary basis as an opportunity to render extension services.



<p>FINANCING</p>	<p>Would the company allot budget for VBD program? How much? What would it cover (operational cost? training of staff? education sessions?)?</p> <p>Is a donor or volunteer entitled to any benefits/support from the company?</p> <p>How can we guarantee that the VBD program will be sustained?</p> <p>How can we guarantee availability of funds from the company (and other sources) to sustain the program?</p>	<ul style="list-style-type: none"> ● Yes. DOH logistical support estimated as _____. PLM to provide additional budget for operations within PLM in the amount of P 60,000.00 for 3 years. ● Yes. Faculty will receive certificates of participation as a proof of rendering extension service. Students and other PLM employees will also receive certificates as a proof of participation. ● Continuous advocacy activities, regular monitoring and evaluation of the program ● Approval of proposed budget. Continuous logistical support from DOH as stated in the MOA. Solicitation from potential sponsors, i.e. PLMAAI and its subsidiary alumni organizations and other interested organizations at PLM.
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<p>MAND E</p>	<p>Will you maintain a database? (VDBP)</p> <p>What recording and reporting systems and procedures will be followed? Is this consistent with set targets/indicators)</p> <p>What types of data do you want to generate? (utilization, program assessment, cost-benefit analysis, impact assessment)</p> <p>Who will be responsible in recording and reporting? Are there any agencies to be furnished reports? How often?</p> <p>How would you use the information gathered from these reports?</p>	<ul style="list-style-type: none"> ● Yes, a database of blood donors, volunteer educators and trainors and other relevant data ● Reporting forms (summary sheets/logbooks/attendance sheets) ● Quantitative and Qualitative data: No. of and type of educational activities conducted, No. of attendees by educational activity, No. and type of IEC materials developed and distributed, No. of volunteer educators and trainors, No. of potential donors enlisted and assessed, No. of donors by blood letting sessions and by College, No. of regular blood donors, No. of units of blood donated, No. of unusual events post blood-letting, No. of beneficiaries by categories, No. of donor cards distributed ● CECs, UHS, HRD, OSDS, CUES will be involved in recording and reporting during and after each activity. CUES will be prepare annual report of the program and will furnish PLM administration and DOH. ● For reassessment of program and identify strength and weaknesses for improvement, opportunity for interested faculty and students to conduct research
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IMPLEMENTING GUIDELINES

<p>How will the policy be communicated to all stakeholders? (e.g. employees, guests, etc.)</p>	<ul style="list-style-type: none"> • Through Memoranda, seminars, fora • Distribution of Manuals of Operation and posting of relevant data in the PLM website
<p>What are the corresponding sanctions for non-participation?</p>	<ul style="list-style-type: none"> • Non-participating faculty will not be able to earn units on extension services required for promotion; Student organizations will not have the privilege of earning a certificate about their participation which they can use to compete for awards in the Annual Recognition Day
<p>When is the policy going to be effective?</p>	<ul style="list-style-type: none"> • Immediately upon signing of the MOA and pledge of commitment by all stakeholders

VOLUNTARY BLOOD DONATION PROGRAM INSTALLATION PLAN

Period Covered: February 2010 to January 2013

PROGRAM ELEMENTS	KEY OUTPUTS	CRITICAL ACTIVITIES	TIME FRAME	PERSON RESPONSIBLE	RESOURCE NEEDED
<p>Service Delivery (People Support, Medical, Alternatives, Others)</p>	<p>Education service available Medical Team organized -</p>	<ul style="list-style-type: none"> • Orientation of Deans and heads of support units and CECs • Launching of Program/MOA signing • IEC • Training of educators • Recruitment of Blood Letting Team 	<p>February 2010 March - May 2010</p>	<p>CEC Support Units of PLM (UHS/OSDS/PDSPO)</p>	<ul style="list-style-type: none"> • LCD, Computer, Leaflets • Manila paper, bond paper, ball pen, board markers, • Logbooks



	Blood letting Activities	<ul style="list-style-type: none"> ● Enlistment of donors/assessment ● Posting of Eligible donors ● First Blood Letting during the PLM Foundation Anniversary ● Blood Letting activities per College as schedules ● Management of donors with identified medical problems ● Maintenance of Logbook of Donors 	<p>June 2010</p> <p>July 2010</p> <p>On-going activities when the program starts</p>	<ul style="list-style-type: none"> ● Cotton, alcohol, blood exam kits, medical kit, weight/height scale ● Blood letting paraphernalia from DOH, ● Referral to ● Database of blood donors 	
Structure (VBDMT , Volunteers, Service Providers) VBDMT	Organizational structure of VBDMT	<ul style="list-style-type: none"> ● RTD on Effective Implementation of VBD ● Organize College BD volunteers ● Identify medical team 		CEC Support units at PLM (UHS/OSDS/USG/PDSPO)	<ul style="list-style-type: none"> ● Papers, Ball Pen, Pins



INTERNAL STRUCTURE

Structure	Who are They?
VBDPMT	1. CUES
	2. CECs
	3. UHS
	4. OSDS
	5. PDSPO
	6. HRDO
	7. USG
VBDP Educators	1. Volunteer faculty and students
	2. Non-academic personnel
	3. UHS
	4. OSDS
	4. CEC's Alternative Education Cluster (CLA, CHD,
Medical Team	1. Medical and Health Cluster (CM/CN/CPT/CS)
	2. UHS
	3. DOH PBC



SERVICE DELIVERY

Instructions: Tick the boxes of the services you intend your VBD Program will offer. Indicate who will be covered (ex. Regular employees only) and whether the service will be offered in-plant or referred.

Name of Company: PLM			
Options	COVERAGE	IN-PLANT	REFERRED
People Support			
<input type="checkbox"/> Information, Education, Communication	All employees and students	X	
<input type="checkbox"/> Training of volunteers	All personnel and students	X	
<input type="checkbox"/> Enlistment of donors	All employees and students	X	
Medical			
<input type="checkbox"/> Assessment of donors	All enlisted volunteers	X	
<input type="checkbox"/> Management of donors with identified medical problems		X	X
<input type="checkbox"/> Posting of eligible donors		X	
<input type="checkbox"/> Supervision of actual blood letting activity	All employees	X	
<input type="checkbox"/> Maintenance of Logbook of Donors	All employees	X	
Other Services			
<input type="checkbox"/> Physical Arrangement	PSPDO/USG	X	
<input type="checkbox"/> Referral for unusual events	UHS/local hospitals	X	X
<input type="checkbox"/> Coordination with consortium	Universities in Intramuros		
<input type="checkbox"/> Feeding of donors	All blood donors		



FINANCING

Instructions: Identify the financing options corresponding to the Options previously identified. Financing options could be: 1. 100% company cost; 2. 100% employee cost; 3. Shared (50-50); or, 4. Other options (please specify).

Name of Company:			
Options	IN-PLANT	REFERRED	FINANCING OPTIONS
People Support			
<input type="checkbox"/> Education	X		50% PLM, 50% PBC
<input type="checkbox"/> Counseling	X		50% PLM
<input type="checkbox"/> Enlisting	X		100% PLM
<input type="checkbox"/> Doctors/Nurses/Trained Counselor		X	100% PLM
Medical			
<input type="checkbox"/> Assessment Donors	X		100% PLM
<input type="checkbox"/> Management of Donors	X	X	
<input type="checkbox"/> Posting of eligible donors	X	X	50% PLM, 50% PBC
<input type="checkbox"/> Supervision of Donors	X		100% PLM
<input type="checkbox"/> Maintenance of Logbook	X		100% PLM
Other Services			
<input type="checkbox"/> Physical Arrangement			100% PLM
<input type="checkbox"/> Referral for unusual events	X		
<input type="checkbox"/> Coordination with consortium	X		Others
<input type="checkbox"/> Feeding Donors		X	100% PBC



Financing	Program is funded	<ul style="list-style-type: none"> ● Submit proposal with budget to OPRES ● Approval of proposal and budget ● Release of budget 		CUES OPRES	<ul style="list-style-type: none"> ● Computer, printer, bond paper
Monitoring and Evaluation	<ul style="list-style-type: none"> ● Monitoring tools formulated ● Forms prepared ● Reporting system in place ● Guidelines in place 	<ul style="list-style-type: none"> ● Formulate tools ● Prepare Evaluation Forms ● Reproduce Evaluation Forms 		CUES CEC URC	<ul style="list-style-type: none"> ● Logbooks/ Papers/pens/ mimeo machine ● Computer, printer, mimeographing machine
Policy	<ul style="list-style-type: none"> ● Approved Policy ● Launching of Program 	<ul style="list-style-type: none"> ● Draft policy ● Present policy to OPRES ● Approval of Policy ● Prepare Launching Program ● Coordinate activities ● Launch Program 		CECs CUES OPRES	<ul style="list-style-type: none"> ● Logbooks/ Papers/pens/ mimeo machine ● Computer, printer, mimeographing machine ● Tarpaulin



MONITORING AND EVALUATION SYSTEM

INDICATORS (What will you monitor?)	MEANS OF VERIFICATION (How will you monitor?)	RESPONSIBLE PARTY (Who will monitor?)	FREQUENCY (How often will you monitor?)	SUBMISSION (To whom will you submit?)
No. and type of Education activities	Reports per College and Offices (Summary sheets)	CECS, OSDS, HRD	Monthly Quarterly	CUES
No. of Employees and students attended educational activities	Reports per College and Offices (Attendance Sheets and Summary sheets)	CECs, OSDS, HRD	Monthly Quarterly	CUES
No of IEC materials distributed/available	Reports per College and Offices (Summary sheets)	CECs	Quarterly	CUES
No. of educators/trainors	Attendance Sheets during training sessions	CECs	Monthly	CUES
No. of potential donors enlisted and assessed	Logbook, clinic records (DOH)	CECs UHS	Monthly Quarterly	UHS CUES
No. of eligible donors	Summary sheets	CECs UHS	Monthly	UHS
No. of individuals donated blood	Donor cards/Logbook	CECs UHS	Monthly Quarterly	CUES
No. of beneficiaries (individual and facilities)	Service Provider’s Logbook/Donor Cards/Transaction forms	HRD, UHS	Monthly	CUES



Gantt Chart

ACTIVITIES	MARCH				APRIL				MAY				JUNE			
	1st wk	2nd wk	3rd wk	4th wk	1st wk	2nd wk	3rd wk	4th wk	1st wk	2nd wk	3rd wk	4th wk	1st wk	2nd wk	3rd wk	4th wk
Set location	█															
Set blood drive date	█															
Form a committee (Cluster of Colleges)			█	█												
Arrange a committee meetings			█	█												
IEC activities																
Development of promotional materials (brochures/posters/leaflets/AVP/ mascots)					█	█										
Training of Educators							█	█	█	█	█					
Generate publicity and awareness schedule talk shows/fora/slide show presentation/Distributions of flyers									█	█	█	█	█	█	█	█
Enlistment of volunteer donors											█	█				
Assessment of potential donors												█				
Posting of eligible donors												█	█	█		
Preparation of facilities for blood letting													█	█		
Blood letting proper															█	



Tentative Schedules of Blood Letting:

March 2010-March 2013	COLLEGE/DEPARTMENT
January, March, August	College of Physical Therapy
(Cluster I)	College of Accountancy and Economics
	College of Human Development
	College of Tourism Hotel Travel Industry Management
May, October, December	PLM Administrative Employees,
	Graduate School
	Barangay and ALP Students
February, June, September	College of Medicine
	College of Architecture and Urban Planning
	College of Engineering and Technology
	College of Physical Education and Recreation
April, July, November	College of Nursing
	College of Management and Entrepreneurship
	College of Science
	College of Mass Communication

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