



Learning material

ata_kard@ukr.net

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A hospital is a health care institution providing patient treatment by specialized staff and equipment. Hospitals are usually funded by the public sector, by health organizations (for profit or nonprofit), health insurance companies, or charities, including direct charitable donations. Historically, hospitals were often founded and funded by religious orders or charitable individuals and leaders. Today, hospitals are largely staffed by professional physicians, surgeons, and nurses, whereas in the past, this work was usually performed by the founding religious orders or by volunteers. However, there are various Catholic religious orders, such as the Alexians and the Bon Secours Sisters, which still focus on hospital ministry today, as well as several Christian denominations, including the Methodists and Lutherans, which run hospitals. In accord with the original meaning of the word, hospitals were originally "places of hospitality", and this meaning is still preserved in the names of some institutions such as the Royal Hospital Chelsea, established in 1681 as a retirement and nursing home for veteran soldiers.



During the Middle Ages hospitals served different functions to modern institutions, being almshouses for the poor, hostels for pilgrims, or hospital schools. The word hospital comes from the Latin *hospes*, signifying a stranger or foreigner, hence a guest. Another noun derived from this, *hospitium* came to signify hospitality, that is the relation between guest and shelterer, hospitality, friendliness, hospitable reception. By metonymy the Latin word then came to mean a guest-chamber, guest's lodging, an inn. *Hospes* is thus the root for the English words *host* (where the *pw* was dropped for convenience of pronunciation) *hospitality*, *hospice*, *hostel* and *hotel*. The latter modern word derives from Latin via the ancient French romance word *hostel*, which developed a silent *s*, which letter was eventually removed from the word, the loss of which is signified by a circumflex in the modern French word *hôtel*.

The German word 'Spital' shares similar roots. Grammar of the word differs slightly depending on the dialect. In the U.S., hospital usually requires an article; in Britain and elsewhere, the word normally is used without an article when it is the object of a preposition and when referring to a patient ("in/to the hospital" vs. "in/to hospital"); in Canada, both uses are found. Some patients go to a hospital just for diagnosis, treatment, or therapy and then leave ('outpatients') without staying overnight; while others are 'admitted' and stay overnight or for several days or weeks or months ('inpatients'). Hospitals usually are distinguished from other types of medical facilities by their ability to admit and care for inpatients whilst the others often are described as clinics.

The best-known type of hospital is the general hospital, which is set up to deal with many kinds of disease and injury, and normally has an emergency department to deal with immediate and urgent threats to health. Larger cities may have several hospitals of varying sizes and facilities. Some hospitals, especially in the United States, have their own ambulance service. Types of specialized hospitals include trauma centers, rehabilitation hospitals, children's hospitals, seniors' (geriatric) hospitals, and hospitals for dealing with specific medical needs such as psychiatric problems (see psychiatric hospital), certain disease categories such as cardiac, oncology, or orthopedic problems, and so forth. In Germany specialized hospitals are called *fachkrankenhaus*; an example is *Fachkrankenhaus Coswig* (thoracic surgery).

A hospital may be a single building or a number of buildings on a campus. Many hospitals with pre-twentieth-century origins began as one building and evolved into campuses. Some hospitals are affiliated with universities for medical research and the training of medical personnel such as physicians and nurses, often called teaching hospitals. Worldwide, most hospitals are run on a nonprofit basis by governments or charities.

1. Hospitals are classified according to

- Ownership
- Scope of Services

General hospitals are further classified by functional capability.

2. According to ownership we can distinguish

- Government – a hospital owned, established, established and created by law; facility may be under the national government like the, the Department of Health (DOH), Department of National Defense (DND), Philippine National Police (PNP), Department of Justice (DOJ), State Universities and Colleges (SUCs), Government Owned or Controlled Corporations (GOCC) or Local Government Units (LGUs).
- Private – a hospital owned, established and operated with funds through donation, principal investment or other means by any individual, non-government corporation, association or organization.

3. Classification According to Scope of Services

- General – a hospital that provides services for all kinds of illnesses, diseases, injuries or deformities. A general hospital shall provide medical and surgical care to the sick and injured, as well as maternity, newborn and child care. It shall be equipped with the service capabilities needed to support board certified/eligible medical specialists and other licensed physicians rendering services in, but not limited to, the following: I. Clinical Services 1) Family Medicine 2) Pediatrics 3) Internal Medicine 4) Obstetrics and Gynecology 5) Surgery II. Emergency Services III. Outpatient Services IV. Ancillary and Support Services, such as clinical laboratory, imaging facility and pharmacy.
- Specialty – a hospital that specializes in a particular disease or condition or in one type of patient. A speciality hospital may be devoted to treatment of any of the following: I. Treatment of patients suffering from diseases of a particular organ or groups of organs (e.g. Lung Center of the Philippines, Philippine Heart Center, National Kidney and Transplant Institute); or a hospital dedicated to treatment of eye disorders or cancers. II. Treatment of patients belonging to a particular group such as children, women, elderly and others (e.g. Philippine Children's Medical Center).

4. Categories of General Hospitals According to Functional Capacity. Level 1.

Level 1 hospital shall have, as minimum, the following services and capacity: a. A staff of qualified medical, allied medical and administrative personnel headed by a physician duly licensed by the Professional Regulation Commission (PRC); b. Bed space for its authorized bed capacity in accordance with DOH Guidelines in the Planning and Design of Hospitals; c. An operating room with standard equipment and provision for sterilization of equipment and supplies in accordance with the: i. DOH Reference Plan in the Planning and Design of an Operating Room/Theater 4 ii. DOH Guidelines on Cleaning, Disinfection and Sterilization of Reusable Medical Devices in Hospital Facilities in the Philippines d. A post-operative recovery room; e. Maternity facilities, consisting of ward(s), room(s), and a delivery room exclusively for maternity patients and newborns; f. Isolation facilities with proper procedures for the care and control of infectious and communicable diseases as well as for the prevention of cross infections; g. A separate dental section/clinic; h. A blood station; i. A DOH-licensed secondary clinical laboratory with the services of consulting pathologist; j. A DOH-licensed Level 1 imaging facility with the services of a consulting radiologist; and k. A DOH-licensed pharmacy.

5. Categories of General Hospitals According to Functional Capacity. Level 2.

Level 2 hospital shall have as minimum, all of Level 1 capacity, including, but not limited to, the following: a. An organized staff of qualified and competent personnel with Chief of Hospital/Medical Director and appropriate board-certified Clinical Department Heads; b. Departmentalized and equipped with service capabilities needed to support board-certified/eligible medical specialists and other licensed physicians rendering services in the specialties of Medicine, Pediatrics, Obstetrics and Gynecology, Surgery, their sub-specialties and ancillary services; c. A general Intensive Care Unit (ICU) for critically ill patients; d. A Neonatal Intensive Care Unit (NICU); e. A High Risk Pregnancy Unit (HRPU); 5 f. Provision of respiratory therapy services; g. A DOH-licensed tertiary clinical laboratory; and h. A DOH-licensed Level 2 imaging facility with mobile x-ray inside the institution and with capability for contrast examinations.

6. Categories of General Hospitals According to Functional Capacity. Level 3.

Level 3 hospital shall have as minimum, all of Level 2 capacity, including, but not limited to, the

following: a. Teaching and/or training hospital with accredited residency training program for physicians in the four (4) major specialties, namely: Medicine, Pediatrics, Obstetrics and Gynecology, and Surgery; b. A physical medicine and rehabilitation unit; c. An ambulatory surgical clinic; d. A dialysis unit; e. A blood bank; f. A DOH-licensed tertiary clinical laboratory with standard equipment /reagents/ supplies necessary for the performance of histopathology examinations; and g. A DOH-licensed level 3 imaging facility with interventional radiology.

Services and facilities of the hospitals present below

| SERVICES | LEVEL 1 | LEVEL 2 | LEVEL 3 |
|-----------------------------------|--|------------------------------------|--|
| Clinical Services for in-patients | Consulting Specialists in: Medicine Pediatrics OB-Gyne Surgery | All of Level 1 plus: | All of Level 2 plus: |
| | | Departmentalized Clinical Services | Teaching/training services with accredited residency training program in the 4 major clinical services |
| | Emergency and Out-patient Services | Respiratory Unit | Physical Medicine and Rehabilitation Unit |
| | Isolation Facilities | General ICU | |
| | Surgical/Maternity Facilities | High Risk Pregnancy Unit | Ambulatory Surgical Clinic |
| | Dental Clinic | NICU | Dialysis Clinic |
| Ancillary Services | Secondary Clinical Laboratory | Tertiary Clinical Laboratory | Tertiary laboratory with histopathology |
| | Blood Station | Blood Station | Blood Bank |
| | 1st Level X-ray | 2nd Level X-ray with mobile unit | 3rd Level X-ray |
| | Pharmacy | Pharmacy | Pharmacy |

1. Organizational configuration

The new standards on organizational structure and staffing pattern of government hospitals took into consideration the following factors: a. Minimum DOH Licensing Requirements and Philhealth Accreditation Requirements b. New hospital licensing category (Level 1, Level 2, Level 3 hospitals) based on Department of Health Administrative Order No. 2012-0012. c. Specialty Society Training Accreditation Requirements (particularly for Medical Staff) d. Distribution of Medical Staff to cover the Outpatient Department, Emergency Room and Inpatient hospital areas; and e. Health Human Resource Master Plan.

Level 1 and Level 2 hospitals shall have four (4) basic organizational units: the Office of the Chief of Hospital; Medical Service; Nursing Service; and Hospital Operations and Patient Support Service (HOPSS). Internal management functions are combined under one organizational unit, the HOPSS, which shall subsume both administrative and finance services.

Level 3 hospital shall be provided with an additional division-level entity, the Finance Service, to handle accounting, budgeting, cashing, billing and claims and cash operations. Given the need to attain financial sustainability of said hospitals, this unit shall be tasked to improve revenue generating capacity.

2. Office of the Chief of Hospital/ Medical Center Chief

Shall be responsible for the overall management and administration of the hospital; formulation of policies, plans, programs and strategies to ensure implementation of health standards for the attainment of quality health care and high standards of clinical training for medical and allied medical personnel; and the day-to-day supervision and administration of the functional units.

3. Medical Service

Shall be responsible for providing quality inpatient and outpatient care and high standards of clinical training for medical and allied medical personnel; provision of ancillary and allied health services to patients; promotion of research activities; implementation of clinical resource management system; and advising and assisting the chief of hospital in the formulation and implementation of policies, plans and programs of the hospital.

4. Nurse Service

Shall be responsible for implementing nursing programs for total quality health care; providing nursing

care to medical cases; and developing, coordinating and implementing relevant training programs for nursing personnel.

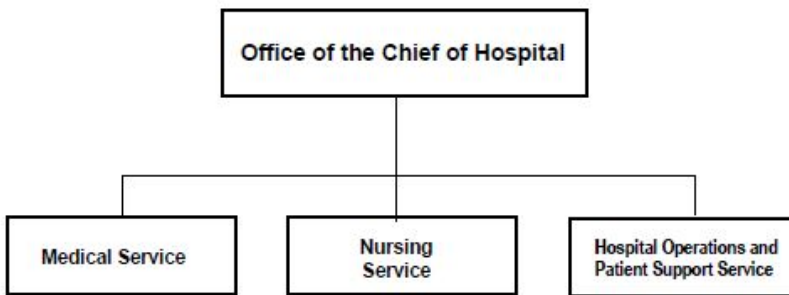
5. Hospital Operations and Patient Support Service (formerly Administrative Service)

Shall be responsible for the provision of administrative services relating to personnel management, administrative records management, property and supply management, general services, engineering, and security.

6. Finance and Supporting Service

Shall be responsible for the provision of financial services relating to budgeting, accounting, cash operations, billing and claims. Below these offices/services, sub-units are allowed depending on service capability, ancillary services, kind and level of care and segregation of patients, and kind and variety of support functions. The hospital administration is given the flexibility to structure/group its internal management support units in a manner deemed more efficient and effective for the hospital's organization and operation.

**Organizational Chart
Level 1 Hospital
25, 50, 75 Bed Capacity**



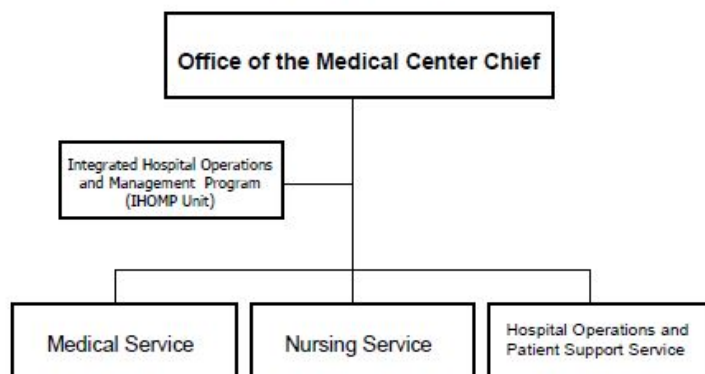
Level 2 Hospital

**Model Organizational Structure for a Level 2 Hospital
(100 to 200 Bed Capacity)**

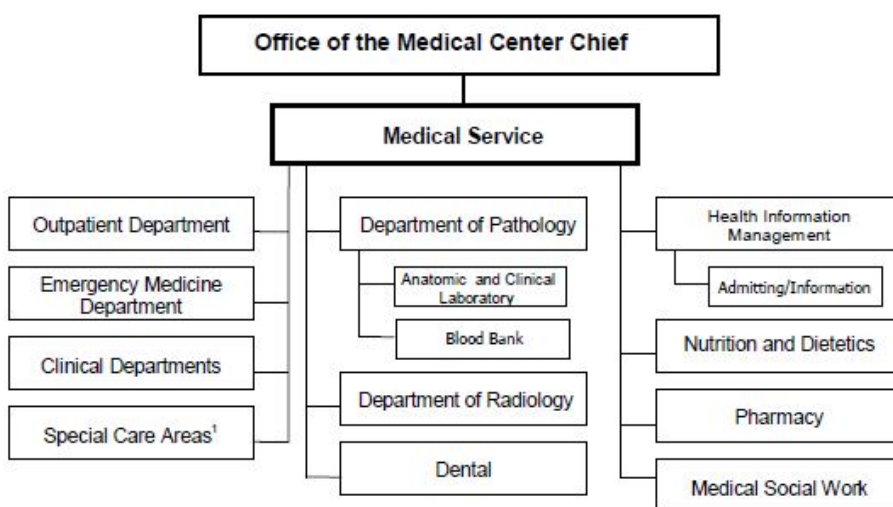
| Organizational Unit | Number of Positions | | |
|--|---------------------|------------|------------|
| | Bed Capacity | | |
| | 100 | 150 | 200 |
| A. Office of the Medical Center Chief | 4 | 4 | 5 |
| 1. Office of the Medical Center Chief | 2 | 2 | 2 |
| 2. Integrated Hospital Operations and Management Program | 2 | 2 | 3 |
| B. Medical Service | 122 | 161 | 192 |
| 1. Office of the Chief of Medical Professional Staff | 2 | 2 | 2 |
| 2. Outpatient Department | 9 | 11 | 12 |
| 3. Emergency Medicine Department | 19 | 26 | 31 |
| 4. Clinical Departments | 26 | 35 | 48 |
| 5. Special Care Areas | 4 | 6 | 6 |
| 6. Department of Pathology | 2 | 2 | 2 |
| a. Blood Bank | 6 | 8 | 9 |
| b. Anatomic and Clinical Laboratory | 13 | 18 | 20 |
| 7. Department of Radiology | 8 | 11 | 11 |
| 8. Dental | 3 | 3 | 4 |
| 9. Health Information Management | 5 | 7 | 9 |
| a. Admitting/Information | 5 | 6 | 7 |
| 10. Nutrition and Dietetics | 9 | 13 | 15 |
| 11. Pharmacy | 7 | 8 | 10 |
| 12. Medical Social Work | 4 | 5 | 6 |

**Organizational Chart
Level 2 Hospital
100, 150 and 200 Bed Capacity**

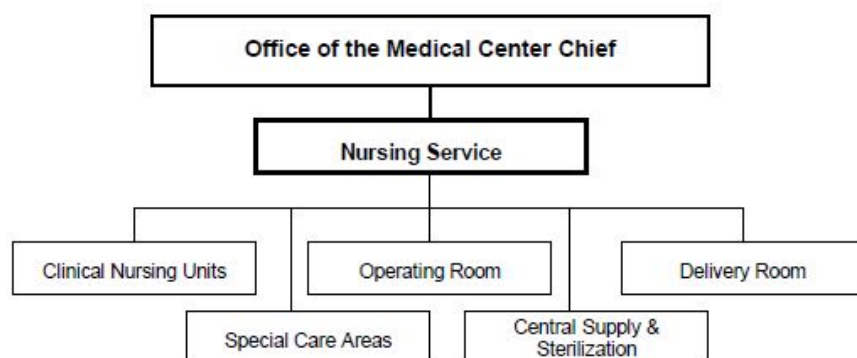
Basic Structure



Medical Service



Nursing Service



Hospital Operations and Patient Support Service