PROFESSIONAL REGULATORY BOARD OF NURSING
RESOLUTION No. 31
Series 2015

PROMULGATING THE GUIDELINES ON THE REGULATION AND MONITORING OF THE CONDUCT OF IN-SERVICE TRAINING PROGRAMS FOR NURSES IN GOVERNMENT AND PRIVATE HOSPITALS AND HEALTHCARE INSTITUTIONS IN THE PHILIPPINES

WHEREAS, Republic Act No. 9173, otherwise known as the "Philippine Nursing Act of 2002", provides:

"It is hereby declared the policy of the State to assume responsibility for the protection and improvement of the nursing profession by instituting measures that will result in relevant nursing education, humane working conditions, better career prospects and a dignified existence for our nurses." – Article II, Section 2 - Declaration of Policy.

WHEREAS, the same law mandates the Professional Regulatory Board of Nursing (Board) to monitor and enforce quality standards of nursing practice in the Philippines and to exercise the powers necessary to ensure the maintenance of efficient, ethical and technical, moral and professional standards in the practice of nursing, taking into account the health needs of the nation;

WHEREAS, many registered nurses undergo in-service training programs offered by government and private hospitals and healthcare institutions, with the view of enhancing and upgrading their clinical competencies;

WHEREAS, there is a recognized need to regulate and monitor the conduct of in-service training programs to safeguard the interest and welfare of all registered nurses in the country;

WHEREAS, as a means to regulate and monitor the conduct of in-service training programs for nurses, all government and private hospitals and healthcare institutions are required to secure the necessary permit/clearance from the Professional Regulation Commission (Commission) and the Board pursuant to Section 35 of Republic Act No. 9173;

WHEREAS, in light of the globalization trends and developments, including the establishment of the ASEAN Economic Community 2015, in-service training programs for nurses shall be considered as an integral component of the Continuing Professional Development Program for the nursing profession;

NOW THEREFORE, the Board has RESOLVED, as it so RESOLVES, to issue and promulgate the Guidelines on the Regulation and Monitoring of the Conduct of In-Service Training Programs for Nurses in Government and Private Hospitals and Healthcare Institutions in the Philippines, which is hereto attached as Annex A.

FURTHER RESOLVED, that a Committee shall be constituted to regulate and monitor the conduct of in-service training programs for nurses offered by government and private hospitals and health care institutions in the Philippines.

This Resolution shall take effect after fifteen (15) days following its complete publication in the Official Gazette or in any newspaper of general circulation in the Philippines.
ANNEX A

GUIDELINES ON THE REGULATION AND MONITORING OF THE CONDUCT OF IN-SERVICE TRAINING PROGRAMS FOR NURSES IN GOVERNMENT AND PRIVATE HOSPITALS AND HEALTHCARE INSTITUTIONS IN THE PHILIPPINES

Pursuant to Section 35, Article VIII of Republic Act No. 9173, otherwise known as the Philippine Nursing Act of 2002, all government and private hospitals and healthcare institutions shall apply for a permit with the Professional Regulatory Board of Nursing and Professional Regulation Commission to conduct In-Service Training Programs for Nurses.

I. Definition. -- For purposes of this Resolution:

a. "Board" shall refer to the Professional Regulatory Board of Nursing (BON).

b. "Commission" shall refer to the Professional Regulation Commission (PRC).

c. "In-Service" shall refer to any activity while the nurse is working or rendering service in any hospital or healthcare institution, regardless of the nature of their employment, that requires the exercise of nursing practice, service, and education.

d. "In-Service Training Program" shall refer to any program offered by hospitals or healthcare institutions at no cost to its employed nurses to enhance and upgrade their clinical competencies, and to address the needs of the hospital or healthcare institution for efficient, effective and responsive delivery of healthcare services. In-Service Training shall not be required as precondition for employment.

e. "In-Service Training Provider" refers to a hospital or healthcare institution duly accredited and authorized by the appropriate governmental bodies, including the Commission and the Board, to conduct in-service training programs for nurses.

II. In-Service Training Program Committee. -- There shall be created an In-Service Training Committee (Committee) that is tasked to regulate and monitor the conduct of in-service training programs for nurses offered by government and private hospitals and healthcare institutions. The Committee shall be composed of:

Chairman: One (1) Member from the Board

Members: Two (2) representatives each from the Association of Nursing Service Administrators of the Philippines (ANSAP), National League of Philippine Government Nurses (NLPGN), and Philippine Nurses Association, Inc. (PNA)

Deputized PRC Regional Director or his/her duly authorized representative

The PRC Standards and Inspection Division (SID) shall act as the Committee Secretariat. It shall provide administrative and support service to the Committee in the performance of its official duties.

III. Documentary Requirements. -- The hospital or healthcare institution applying for a permit to conduct in-service training programs for nurses shall submit to the Committee, thru the Standards and Inspection Division (SID), the following documentary requirements:

1. Letter of Intent and Needs Analysis Results, signed by the Chief of the Hospital /Chief Nurse or Assistant Chief Nurse for Training and Research;

2. Accomplished Application Form;

3. Certificate of DOH Accreditation of Hospitals and Healthcare Institutions;

4. Program Design/Syllabus;

5. Profile of the Hospital or Healthcare Institution;

6. Allocated Budget for the In-Service Training Programs; and

IV. Fees.- The applicant hospital or healthcare institution shall be required to pay the following fees:

1. Processing Fee of Five Thousand Pesos (Php 5,000.00);
2. In-Service Training Program Fee of One Thousand Pesos/program (Php 1,000.00); and
3. In-Service Training Permit Fee of One Thousand Pesos (Php1,000.00).

V. Application Procedure. – The following shall be observed in the filing, processing and approval of applications for the issuance of permit to conduct in-service training programs for nurses:

1. All applications, together with the complete documentary requirements, shall be filed with the PRC SID. Applications may also be filed at the PRC Regional Offices where the applicant hospital or healthcare institution is located.
2. All applications with complete documents shall be endorsed by the SID to the Committee for technical evaluation. Incomplete applications shall be returned to the applicants for completion. All required documents shall be submitted at least thirty (30) days prior to the conduct of the in-service training program.
3. The Committee shall evaluate the applications and submit its recommendations to the Commission for approval.

VI. Validity of the Permit. The permit issued to a hospital or healthcare institution shall be valid for a period coterminous with the in-service training program but in no case longer than three (3) years.

VII. Grounds for Disapproval or Denial of Application. – The Committee may deny or disapprove an application for any of the following grounds:

1. Incomplete documents;
2. Late submission of documentary requirements;
3. Non-payment of fees;
4. Inappropriate In-Service Training Program Design;
5. Unqualified resource person/s.

VIII. Revocation of Permit – The Committee reserves the right to revoke any permit issued upon findings of any violation hereof or of any existing laws, rules and regulations, subject to a party’s right to appeal to the Commission within five (5) calendar days from notice.

IX. Sanctions. – Any fraudulent act relating to the implementation of this Guidelines or non-compliance with any provisions thereof shall be punishable under R. A. No. 9173, the Revised Penal Code, the Civil Code and other applicable laws.

X. Special Fund. - A Special Fund shall hereby be created to defray the costs and expenses necessary for the full and effective implementation of this Guidelines. The PRC shall issue the rules and regulations that shall govern the creation, operation, utilization and accounting of the Special Fund herein created.

XI. Separability Clause. Should any section, provision, or paragraph hereof be declared unconstitutional or not valid, the same shall not invalidate the other sections, provisions, or paragraphs not affected thereby.

XII. Repealing Clause. All laws, policies and other issuances or parts thereof which are inconsistent with or contrary to this Resolution are hereby repealed, amended, or modified accordingly.

XII. Effectivity. This Resolution shall take effect after fifteen (15) days following its full and complete publication in the Official Gazette or any major daily newspaper of general circulation in the Philippines.
Let copies hereof be furnished the U. P. Law Center and all other concerned agencies and organizations for their information, dissemination, and implementation.

Done in the City of Manila, Philippines, this 2nd day of October, 2015.

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DATE OF PUBLICATION IN THE
OFFICIAL GAZETTE: 11/14/15
DATE OF EFFECTIVITY: 11/14/15