

<b>DEPARTMENT / DIVISION/ Office</b>	PHILIPPINE CENTER FOR SPORTS MEDICINE						
<b>PURPOSE</b>	TO ENSURE THE AVAILABILITY OF MANPOWER IN EVERY UNIT TO PROVIDE QUALITY SERVICE TO HEALTH SERVICES.						
<b>Functional OBJECTIVE</b>	TO MAINTAIN QUALITY SERVICE AND TO ENSURE AVAILABILITY OF HEALTH SERVICES						
<b>ACTIVITY/ PROCESS</b>	<b>Control Methods/ Process SOP/ Guidelines/ Procedures</b>	<b>Process Output</b>	<b>Responsible Authorities</b>	<b>RISK</b>	<b>IMPACT/ CONSEQUENCES</b>	<b>CONTROL MEASURE/ Action Plan</b>	<b>Opportunities</b>
HEALTH SERVICES TO ATHLETES, COACHES AND PSC EMPLOYEES	PCSM MANUAL, MEDICAL FORM	MEDICAL RECORD/CHART	HEALTH PERSONNEL	ERROR IN MEDICAL RECORDING OR DATA RESULTS	CLIENT/PATIENT COMPLAINTS, POOR PERFORMANCE EVALUATION, MEMORANDUM, INCIDENT REPORT, POOR SERVICES	REGULAR PURCHASE OF MEDICINES AND MEDICAL SUPPLY	CLIENT FEEDBACK OR EVALUATION AND LEVEL PERFORMANCE
PERIODIC TESTING CONDUCTED TO ATHLETES	REQUIRED PERIODIC TEST CALENDAR OF ACTIVITIES	ATHLETES RECORD	PHYSIO STAFF	LACK OF MANPOWER TO PERFORM ANTHROPOMETRIC TESTING PROCEDURE USE OF UNCALIBRATED TESTING EQUIPMENT	INCONVENIENCE ON THE PART OF ATHLETES INACCURATE DATA	REGULAR MAINTENANCE AND CALIBRATION OF MEDICAL EQUIPMENT  ADDITIONAL MANPOWER	CLIENT FEEDBACK OR EVALUATION AND HIGH LEVEL PERFORMANCE  ADVANCE TECHNOLOGY PROCUREMENT OF ADDITIONAL EQUIPMENTS
PSYCHOLOGICAL ASSESSMENT	SCHEDULED CALENDAR OF ACTIVITIES; REQUEST FOR PSYCHE ASSESSMENT	PSYCHE RECORD	PSYCHOLOGIST	NON-COMPLIANCE OF ATHLETES TO ASSESSMENT POLICY RESISTANCE OF ATHLETES TO UNDERGO ASSESSMENT	POOR PERFORMANCE OF ATHLETES LACK OF MENTAL CONDITIONING OF ATHLETES	WITHHOLDING OF ALLOWANCE COACHING/MENTORING	HIGH LEVEL PERFORMANCE
NSA AVAILING THE PCSM FACILITIES	SCHEDULE REQUEST OF NSAS; REQUEST LETTER FOR FACILITIES; RECORDING	RECORD BOOK	ADMIN CLERK	OVERLAPPING OF SCHEDULE USAGE OF OUTDATED EQUIPMENT OVERCROWDED WORKING STATION	COMPLAINT FROM ATHLETES HEALTH HAZARD/INJURY TO ATHLETES	UPGRADING OF EQUIPMENT MEASURES; MAINTENANCE AND CALIBRATION OF EQUIPMENT; INTERNAL ARRANGEMENT FOR SCHEDULING OF FACILITIES; PROPER SCHEDULING; PROVIDING PRIORITY LIST	UPGRADE OF EQUIPMENT TOTAL REHABILITATION OF LOCATION HIGH LEVEL PERFORMANCE