

TERMS OF REFERENCE

I. PROJECT TITLE:

2017 Annual Physical Examination (APE) Program for all DOT
Officials and Employees (Permanent/Job Order Personnel)

II. IMPLEMENTATION DATE:

September to December 2017

III. NUMBER OF PAX:

800 (Head Office and Regional Offices)

IV. INCLUSIONS:

- Complete Physical Examination and Optical Screening (Work Site)
- Mobile Chest X-Ray - 11x14 film or in digital form (CD or Paper)
- Complete Blood Count (CBC)
- Blood Typing
- Fasting Blood Sugar (FBS)
- HBa1C
- Lipid Profile (Cholesterol, Triglycerides, HDL, LDL)
- Sodium (Na)
- Potassium (K)
- SGPT
- SGOT
- BUN
- Creatinine
- HBsAg
- Uric Acid
- Urinalysis
- Fecalalysis
- ECG (for 35 years old and above) - employees with existing Hypertension, Heart Diseases and high BP reading.
- Pap Smear (for female 35 years old and above)
- Prostate Specific Antigen (for male 35 years old and above)
- Abdominal Ultrasound (for 35 years old and above) - employees with a family history, diagnosed or suspected with Gastrointestinal Cancer and Abdominal Mass regardless of their age.

- Auditory Examination - portable machine with technician (to examine hearing loss). Will be done onsite. DOT will provide a secluded room where the equipment (egg chair) will be set-up.
- Dental Examination (check up with cleaning). Check up will be done onsite. DOT will provide a space with a nearby water supply and drainage for cleaning.
- Mammogram will be done in the provider's facility. Breast Ultrasound will be done for all female employees who are 35 years old and above and those who have a family history of malignancy regardless of their age as a replacement to the Mammogram. For those employees with a family history of malignancy and with positive findings from the Breast Ultrasound examination, they will be required to undergo further Mammography. Transportation to the facility for Mammography shall be provided by the provider.
- Spirometry
- Bone Densitometry
- BMI Detection

V. REQUIREMENTS:

1. Must be a registered and DOH accredited Health and Diagnostic Services provider.
2. Must provide Physicians with staff to assist in the conduct of the Annual Physical Examination (APE) Program. Medical Staff must be a graduate of Family Medicine or trained family physician and must provide certificate of training. All staff are required to provide their current PRC ID.
3. Checklist of what to do in preparation for the APE Program must be submitted beforehand to the DOT Medical Officer for distribution to the employees.
4. Must provide current Specialty Training Certificates of the Cardiologist, Radiologist, Pathologist and ENT.
5. Must be Five (5) years in operation.
6. Must provide Consent Forms for employees.
7. For Regional Offices, the provider may either have clinics/affiliate clinics in the region concerned where employees can undergo the APE Program or they may opt to proceed to the regional offices and conduct it on-site, with the use of their mobile van and at their own expense. Mammogram to be conducted in affiliate hospital/clinic.

8. Must provide free referral and consultation to Specialists in case of abnormal laboratory results or physical examination in accordance with the recommendation/s on the APE Program.
9. Must provide free follow up Medical checkup.
 - Free follow-up laboratory and diagnostic tests/procedures for at least three (3) times. (If needed or with abnormal test results)
 - Medical Checkup and Consultations until employee's case has been diagnosed/resolved/treated and can readily be followed up and managed at the DOT Medical Clinic.
10. Results of the examinations must be given Two (2) weeks after the conclusion of the APE in the Head Office. For Regional Offices, results must be available within a week from the completion of the APE per cluster. All results must be submitted to the DOT Medical Officer for evaluation, especially the results of the Regional Offices.
11. HBsAg results (Soft and Hard Copy) should be available and submitted to the DOT Medical Clinic the day after the test was done.
12. Encoding and processing of APE results should be done or supervised by a Biostatistician using a Biostatistics software.
13. A series of meetings between the Medical Officer and the Biostatistician must be done before, during and after the APE Program, and midway in writing the results.
14. Time frame for the Head Office shall be five (5) days for the mass conduct of the APE Program and additional three (3) scheduled onsite visits for those employees who won't be able to attend the mass conduct of the APE Program. Employees who would still not be able to undertake the APE Program during the additional three (3) scheduled onsite visits, shall have their APE on the provider's clinic. These employees have only a month (will commence the day after the additional 3 scheduled onsite visits) to complete their APEs.
15. The date of the conduct of the APE Program in the Regional Offices shall be set as agreed by the provider and the Regional Offices. There shall be an additional one (1) scheduled onsite visit for those employees who won't be able to attend the mass conduct of the APE Program. Employees who would still not be able to undertake the APE Program during the additional one (1) scheduled onsite visit, shall have their APE on the provider's clinic and affiliated clinics where the expenses incurred for the APEs shall be shouldered by the provider.

16. Final summary of APE results should be submitted in hard and soft copy to the DOT Medical Clinic before the release of the Certificate of Completion. Two hard copies of individual APE results should be submitted (Employees' and Medical Clinic's copy).

17. Provider should submit an APE Report based on the results requirements of the DOT Medical Clinic.

NOTE: Payment will be based on the actual number of employees who have undergone the APE Program.

VI. PAYMENT PROCEDURE:

Government Procedure

IV. TOTAL BUDGET ESTIMATE:

Php 4,000,000.00

VII. CONTACT PERSONS:

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