



Research Institute for Tropical Medicine - Department of Health

9002 Research Drive, Filinvest Corporate City, Alabang, Muntinlupa City, 1781 Philippines
Tel Nos.: (632) 8809-7599 / 8807-2631/32/37 • Website: www.ritm.gov.ph



31 January 2023

Re: Invitation to register for the 2023 Transfusion Transmissible Infections – National Reference Laboratory trainings

To Whom It May Concern:

Greetings!

This is to formally inform and invite your institution to participate in the training to be conducted this 2023 by the Transfusion Transmissible Infections - National Reference Laboratory. These activities have been specifically developed for **medical technologists working in blood service facilities** to meet the goal of ensuring quality in blood screening and maintaining blood safety.

These trainings are also required for the renewal of your:

- License to Operate under the Health Facilities Services and Regulatory Bureau and;
- Certificate of Inclusion for the Blood Services Network under the National Voluntary Blood Services Program.

The 2023 training will be utilizing the RITM Learning Management System (RITM Learn) for self-paced access to lectures in a scheduled time. The schedule of activities has been summarized below:

TRAINING	FORMAT	SCHEDULE*
HIV and other TTI Testing Proficiency Workshop (Full Course)	Hybrid (RITM Learn and Live sessions)	24 to 28 April 19 to 23 June 14 to 18 August 09 to 13 October
HIV and other TTI Testing Proficiency Workshop (Refresher Course)	Self-paced (RITM Learn)	21 April 6 October

**All dates are subject to change and a prior notice will be provided to pre-registered participants.*

Further information on the activities and registration guidelines are attached with this letter or you may also visit the TTI-NRL page at <http://bit.ly/ritmttinrl>.

Should you have any concerns, please contact us through the following:

Direct Line: +63 2 8808 2552
Trunk Line: +63 2 8807 2628 local 229
Mobile:[Smart] +63 998 459 5982; [Globe] +63 942 196 6932
Email: tii@ritm.gov.ph

We look forward to seeing you in our trainings.

Sincerely,

IZA MAE S. CHAMEN, RMT, MPH
Learning and Development Officer
Transfusion Transmissible Infections - NRL



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ANNEX A

2023 HIV AND OTHER TTI PROFICIENCY TESTING TRAINING WORKSHOP GUIDELINES FOR REGISTRATION

1. Only specified technicians working in a Blood Service Facility will be accepted as participants for the training.
2. Participants should:
 - a. Create an account with <https://learn.ritm.gov.ph/> and apply for pre-registration on training of choice (instructions can be found in the webpage's FAQs)
 - b. Complete the requirements needed, and;
 - c. Pay the corresponding training fee (after receiving the pre-registration confirmation).

NOTE: Reservation of slots will only be confirmed upon completion of ALL requirements including the registration fee.

3. **There will be no onsite registration.** Registration will close 2 weeks prior to the start of the training and only those who have settled the fees in full at least 1 week before the training will have a confirmed slot.

For more information, you may contact Ms. Joharha May A. Custodio by sending us an email at tinrl.trainings@gmail.com or calling us at +63 2 8808 2552 or +632 8807 2628 local 229.



2023 TRAINING SCHEDULE, REQUIREMENTS, AND FEES

1. FULL COURSE *(for Medical Technologists applying for a new proficiency license)*

Rationale/Background

Medical technologists for Blood Service Facilities (BSF) are required to have a special proficiency skill in testing for HIV and other Transfusion Transmissible Infections (TTI) to ensure that blood units issued to patients are safe for transfusion.

This training *(to be provided via RITM LEARN - learning management system and online live sessions)* would equip medical technologists with knowledge and skill in ensuring that blood for transfusion are tested for the common TTI and released as safe for transfusion.

Program Description

The online training consists of lectures on the basic theories and guidelines in relation to blood screening of TTI. Demonstration for laboratory work will be provided in lieu of hands-on laboratory work. Pre-recorded lectures and activities will be accessed by participants through the RITM Learn Learning Management System at a scheduled time while hands-on-facilitator-guided laboratory work will be done through scheduled online live sessions. The participants' skills will be checked through provision of Proficiency Testing Panel for the participants to screen in their respective BSF.

The participants will be graded through written practical examinations and completion of the panel testing. Participants will be given a Certificate of Proficiency if they have passed a grade of 75% for their overall assessment. In case of failure, a Certificate of Attendance will be given.

Training Dates (tentative):

- a) 24 – 28 April
- b) 19 – 23 June
- c) 14 – 18 August
- d) 09 – 13 October

Training Fee: PhP12,000.00 per participant

Inclusions:

- a. 40 hours of training:
 - i. Scheduled access to pre-recorded lectures and activities in the RITM LEARN
 - ii. Scheduled participation to live (online) laboratory activity sessions
- b. Laboratory materials
- c. Sample panel for proficiency test
- d. Certificate of Proficiency* valid for 3 years *(if successfully passed assessment)* or Certificate of Participation* *(if failed assessment)*

* *Electronic copies of the certificate will be provided. A physical copy may be provided upon request and the courier fee will be shouldered by the sending institution/participant*



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Registration requirements:

- a. Accomplished Online Registration
- b. Copy of valid PRC ID
- c. Copy of License to Operate issued for 2023
- d. Copy of Certificate of Inclusion of Laboratory issued for 2023
- e. Letter of Endorsement from the Pathologist or Head of the Agency certifying the following:
 - i. The applicant is a practicing Medical Technologist in the laboratory for at least 6 months
 - ii. The fees are to be shouldered by the management

The letter should be addressed to:

Catherine B. Masangkay, MD, DPSP

Head, Transfusion Transmissible Infections – NRL

- f. The BSF is capable to test for TTI serology on the scheduled date of training (i.e. machines and reagents for TTI testing readily available for use).

Other requirements on use of RITM LEARN:

- a. Computer (desktop/laptop) or mobile device (smartphone/table) with web camera/camera built-in and speakers/headphones/earbuds for listening to audio or videos presented and capable of providing feedback through audio
- b. Stable internet connection at least 1MBPS or greater is required (*a lower internet connection may degrade the quality of the experience*)



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2. REFRESHER COURSE (for HIV Proficient Medical Technologist with certificates that exceeded validity)

Rationale/Background

An online course to provide updates for medical technologists of BSF who are holders of HIV Testing Proficiency Certificates.

The training (to be provided via RITM LEARN learning management system) consists of lectures and video presentations designed to review the basic principles and updates on HIV and other TTI screening.

Program Description

The online training consists of lectures, video presentations and case discussions designed to review basic principles and updates on HIV and other TTI screening. Pre-recorded lectures and activities will be accessed by participants through the RITM LEARN Learning Management System at a scheduled time. Participants who have completed the one-day training course with its corresponding examination will receive a renewed Certificate of Proficiency.

Training Dates:

- a) 21 April
- b) 06 October

Training Fee: PhP1,000.00 per participant

Inclusions:

- a. 8 hours of training (scheduled access to pre-recorded lectures and activities in the RITM LEARN)
- b. Access to online references
- c. Certificate of Proficiency* (valid for 3 years)

* Electronic copies of the certificate will be provided. A physical copy may be provided upon request and the courier fee will be shouldered by the sending institution/participant

Registration requirements:

- a. Accomplished Online Registration
- b. Copy of previous HIV Testing Proficiency Certificate
- c. Copy of valid PRC ID
- d. Copy of License to Operate issued for 2023
- e. Copy of Certificate of Inclusion of Laboratory issued for 2023
- f. Letter of Endorsement from the Pathologist or Head of the Agency certifying that the applicant is a practicing Medical Technologist in the laboratory.

The letter should be addressed to:

Catherine B. Masangkay, MD, DPSP

Head, Transfusion Transmissible Infections – NRL

Other requirements on use of RITM LEARN:

- a. Computer (desktop/laptop) or mobile device (smartphone/table) with web camera/camera built-in and speakers/headphones/earbuds for listening to audio or videos presented and capable of providing feedback through audio
- b. Stable internet connection at least 1MBPS or greater is required (a lower internet connection may degrade the quality of the experience)



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PAYMENT GUIDELINES FOR TRAINING

NOTE: Payment should be made **ONLY AFTER** you receive the acknowledgement and confirmation of your registration. Payments made without registration confirmation will not be honored.

Once payment is made, **UPLOAD** a scanned copy of your proof of payment to your course on RITM-LEARN for verification.

PAYMENT OPTION 1 - LANDBANK ELECTRONIC PORTAL PAYMENT (ePP)

Link to the payment portal: <https://www.lbp-eservices.com/egps/portal/index.jsp>

- a. Select the **Research Institute for Tropical Medicine** as the merchant for your payment.
- b. Transaction type: Training Fee: Others
- c. Select your payment option
- d. Fill-out all other details and proceed

PAYMENT OPTION 2 - DIRECT DEPOSIT (CASH/CHECK)

- a. Deposit the payment through Landbank of the Philippines (LBP) over the counter.
Account Name: RITM Income
Account Number: 3832 1001 36
- b. Check payments must be made payable to:
RESEARCH INSTITUTE FOR TROPICAL MEDICINE
- c. Only checks with the new format will be accepted as stated by Memo Circular No. 3126 from the Philippine Clearing House Corporation.
- d. For government agencies with accounts under (LBP), kindly provide an **ADVICE OF CHECKS ISSUED AND CANCELLED**, certified by the bank teller of your branch.

PAYMENT OPTION 3 - DIRECT PAYMENT (RITM - Cashier)

- a. Ensure that you have the original Order of Payment with you. Scanned copies will not be accepted. Kindly coordinate with the training provider for an original copy.