



Research Institute for Tropical Medicine - Department of Health

9002 Research Drive, Filinvest Corporate City, Alabang, Muntinlupa City, 1781 Philippines
Tel Nos.: (632) 809-7599 / 807-2631/32/37 • Fax: (632) 842-2245 • Website: www.ritm.gov.ph



26 March 2024

Re: Invitation to register for the 2024 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 HIV and other Transfusion Transmissible Infections Testing Proficiency Training Workshop. These trainings have been developed to meet the goal of ensuring blood screening and maintaining blood safety.

These trainings are also required for the renewal of your:

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

The schedule of activities has been summarized below:

TRAINING	BATCH	DATE*	FORMAT	VENUE
HIV and other TTI Testing Proficiency Training Workshop (FULL COURSE)	1	22 to 24 May	RITM Learn	Online
		28 to 29 May	Face to Face	RITM
	2	31 Jul to 2 Aug	RITM Learn	Online
		5 to 6 Aug	Face to Face	RITM
	3	25 to 27 Sep	RITM Learn	Online
		30 Sep to 1 Oct	Face to Face	RITM
	4	20 to 22 Nov	RITM Learn	Online
		25 to 26 Nov	Face to Face	RITM
HIV and other TTI Testing Proficiency Training Workshop (REFRESHER COURSE)	1	6 to 7 May	RITM Learn	Online
	2	16 to 17 Sep	RITM Learn	Online

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



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Further information on the activities and registration guidelines are attached to 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] +63 931 012 3527

[Globe] +63 927 383 6654

Email: tti@ritm.gov.ph

We look forward to seeing you in our training.

Sincerely,

MARIA SARAH L. LENON, MD, DPSP

OIC-Head, Transfusion Transmissible Infections – NRL

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ANNEX A

2024 HIV AND OTHER TTI PROFICIENCY TESTING TRAINING WORKSHOP GUIDELINES FOR REGISTRATION

1. Only specified technicians working in the Blood Service Facility will be accepted as participants in the training.
2. Participants should:
 - a. Create an account with <https://learn.ritm.gov.ph/> and apply for pre-registration on training choice (instructions can be found on the webpage's FAQs).
 - b. Complete the requirements needed, wait for the confirmation email and order payment, 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 conduct 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 C. Cacnio by sending us an email at tinrl.trainings@gmail.com or calling us at +632 8808 2552 or +632 8807 2628 local 229.



2024 TRAINING SCHEDULE, REQUIREMENTS, AND FEES

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

Rationale/Background

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

The training would equip medical technologists with knowledge and skill in ensuring that blood for transfusion is tested for common TTIs and released as safe for transfusion.

This hybrid training consists of lectures, laboratory work and demonstrations. The first part of the training is a joint lecture and demonstration of the basic theories and guidelines in relation to HIV and other TTI testing, which will be accessed through the RITM Learning Management System. The rest of the course extensively covers bench work on serologic testing, documentation, and quality assurance.

The participants will be graded through written practical examination 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 (subject to change):

BATCH	DATE	MODE	VENUE
1	22 to 24 May	RITM Learn	TTI-NRL Office
	28 to 29 May	Face to Face	Training Center
2	31 Jul to 2 Aug	RITM Learn	TTI-NRL Office
	5 to 6 Aug	Face to Face	Training Center
3	25 to 27 Sep	RITM Learn	TTI-NRL Office
	30 Sep to 1 Oct	Face to Face	Training Center
4	20 to 22 Nov	RITM Learn	TTI-NRL Office
	25 to 26 Nov	Face to Face	Training Center

Training Fee: PhP19,500 per participant

Inclusions:

- a. 40 hours of training:
 - i. Scheduled access to pre-recorded lectures and activities in the RITM LEARN.
 - ii. Face-to-face training at RITM Training Center.
- b. Meals during face-to-face (lunch)
- c. Training manual (e-copy)
- d. Laboratory materials
- e. Sample panel for proficiency test
- f. Certificate of Proficiency* valid for 3 years (if successfully passed the assessment) or Certificate of Participation* (if failed assessment)



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Registration Requirements:

- a. Accomplished Online Registration
- b. Copy of valid PRC ID
- c. Copy of License to Operate issued for the year 2024.
- d. Copy of Certificate of Inclusions issued for the year 2024.
- 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:

MARIA SARAH L. LENON, MD, DPSP

Office in Charge Head, Transfusion Transmissible Infections – NRL

Other requirements on the use of RITM LEARN:

- a. Computer (desktop/laptop) or mobile device (smartphone/tablet) with web camera/camera built-in and speaker/headphones/earbuds for listening to audio or video presented and capable of providing feedback through audio.
- b. Stable internet connection of 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 Technologists 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.

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 at a scheduled time. Participants who have completed the two-day training course with its corresponding examination will receive a renewed Certificate of Proficiency.

Training Dates:

BATCH	DATE	MODE	VENUE
1	6 to 7 May	RITM Learn	Online
2	16 to 17 Sep	RITM Learn	Online

Training Fee: TBA

Inclusions:

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

* *Electronic copies of the certificate will be provided.*

Registration Requirements:

- Accomplished Online Registration via RITM LEARN
- Copy of previous HIV Proficiency Training Certificate
- Copy of valid PRC ID
- Copy of License to Operate issued for the year 2024.
- Copy of Certificate of Inclusion of Laboratory issued for the year 2024.
- Letter of Endorsement from the Pathologist or Head of the Agency certifying that the applicant is a practicing Medical Technology in the laboratory.

The letter should be addressed to:

MARIA SARAH L. LENON, MD, DPSP

Office in Charge Head, Transfusion Transmissible Infections – NRL

Other requirements on the use of RITM LEARN:

- Computer (desktop/laptop) or mobile device (smartphone/tablet) with web camera/camera built-in and speaker/headphones/earbuds for listening to audio or video presented and capable of providing feedback through audio.
- Stable internet connection of 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: Payments should be made **ONLY AFTER** receiving the confirmation of your registration and an order of payment. Payments 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 (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 the 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. 3743 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 DEPOSIT (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.