

ABC Agency Mental Health Program (A Model)

A. Policy Statement

The ABC Agency shall raise awareness on mental health issues, correct the stigma and discrimination associated with mental health conditions, identify and provide support for individuals at risk, and facilitate access of individuals with mental health conditions to treatment and psychosocial support.

B. Objectives

1. To raise awareness on mental health issues
2. To correct the stigma and discrimination associated with mental health conditions
3. To identify and provide support for individuals at risk, and
4. To facilitate access of individuals with mental health conditions to treatment and psychosocial support

C. Mental Health Programs

1. Psychological assessment
2. Information-education on Mental Health
3. Mental Health Wellness
4. Referral system
5. Review of working conditions

D. Strategies

1. Psychological assessment
 - a. Conduct regular psychological assessment from recruitment and throughout the career of an employee
2. Conduct of continuing Mental Health Awareness Activities
 - a. Production of IEC materials on mental health
 - b. Conduct of seminars
 - c. Capacity building of MH providers
3. Mental Health Wellness
 - a. Conduct of regular stress management activities
 - b. Team-building activities
 - c. Mentoring Program
 - d. Development of Peer Counseling

4. Referral system
 - a. Partnerships with health institutions, DOH, NGOs
5. Review of working conditions
 - a. Assessment of workload balance/ accomplishment
 - b. Review of job description

E. Protocols

1. Non-discriminatory

An employee at risk shall not be discriminated in any form.

Any employee at risk or identified to have a mental health condition shall not be discriminated in terms of hiring, promotion and termination. They shall not be discriminated nor prevented to receive benefits as government employee because of their condition.

They shall continue to perform their duties and responsibilities provided they are issued a certification certifying that their condition does not impede their productivity and still fit to work.

2. Return to Work

Employees identified to have mental condition and have undergone treatment and rehabilitation shall not be prevented from returning to work provided an accredited physician certifies that he/she is fit to work.

Agency Heads shall make work arrangements adaptable and flexible to accommodate employees at risk or identified with mental health conditions.

3. Confidentiality

All information and medical records, including those submitted during the recruitment process shall be protected and treated with confidentiality, as provided with rules, laws and the Data Privacy Act.

4. Rights-based

Employees at risk or identified with mental condition shall not be deprived of the opportunity to work, participate in policy making and program implementation relating to mental health.

Employees at risk or identified with mental health shall not be prevented to exercise inherent civil, political, economic , social, religion and cultural rights.

Employees at risk or identified with mental health shall have access to affordable evidence-based treatment and medical services and participate in mental health advocacy, policy planning, legislation, service provision, monitoring, research and evaluation.

F. Processes

1. Employees at risk or identified with mental health conditions shall undergo counselling.
2. The Human Resource Office shall refer to accredited and licensed mental health professional and mental health care facility for an out-patient medical care.
3. Should there is a need for employees at risk or identified with mental health conditions, the agency shall refer to secondary hospitals to provide advanced treatment as necessary.
4. Should there is a need for employees at risk or identified with mental health conditions, he/she shall apply for the necessary number of days leave provided it was approved for the physician.
5. Should there is a need to continue rehabilitation, the HRDO may refer to help and continue treatment of the employee.

G. Responsibilities

- A. Heads of Government Agencies
 1. Provide a statement of policy relating to mental health program.
 2. Maintain overall responsibility for the mental health program.
 3. Ensure that all established mental health policies are administered and enforced in all workplace areas.
 4. Ensure that all personnel are aware of the mental health program.
 5. Provide information and resources including funding, to effectively implement the mental health program.
 6. Provide continuous education or training on mental health
 7. Monitor and report accomplishments of the mental health program

8. Establish institutional network who can provide assistance in the implementation of the mental health program

B. Human Resource Development Office (or its equivalent office)

The MHP and its programs and activities shall be institutionalized and managed under the Human Resource Management Office of every agency, with the following responsibilities:

1. Administer, manage and monitor implementation of the Mental Health Program.
2. Record and analyze relevant information and data to facilitate implementation and improvement of MHP.
3. Maintain contact with institutional networks (e.g., hospitals, agencies, trainers, medical professionals, etc.) to support the implementation of the MHP.
4. Shall initiate workplace discussions on mental health.
5. Keep up-to-date with recommended mental health information and education materials
6. Assist in incident investigations, analysis and preparation of mental health related reports and summaries.
7. Ensure mental health program is integrated in the human resource initiatives and processes

C. Employee Organization Representation

1. Assist the head of the agency and the human resource development office in the implementation of the MHP.
2. Support all mental health related initiatives, programs and activities.
3. Shall assist the head of the agency and the human resource development office in the conduct of consultations related to mental health, its policy and its implementation.

H. Funding

Funding will be sourced from the agency budget.

I. Monitoring and Evaluation

Quarterly monitoring shall be done by the HR.

An annual report shall be submitted to the CSC-HRRO