



POLICY ON RETIRED STAFF, TEMPORARY STAFF AND FORMER BOARD MEMBERS



KOMFO ANOKYE TEACHING HOSPITAL

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FORWARD

In spite of the many sacrifices staff of the hospital undertake during their working life, access to quality health care at the Komfo Anokye Teaching Hospital (KATH) can be challenging for KATH retirees, temporary Staff (e.g. National Service Personnel, NABCO etc.) and former Board Members.

The KATH Board and Management have over the years instituted several interventions geared towards improving access to quality specialist care to its clients, key among them is the KATH Retiree Policy.

This policy will among other things serve as a guideline to enhance smooth access to quality specialist care to KATH Retirees, temporary staff and former Board Members whenever they visit the hospital for medical care and other services.

It is the hope of the Board and management that, the guidelines spelt out in this policy will be adhered to as it provides cutting edge health care services to KATH retirees, temporary staff and former Board Members of the Hospital.



.....
Ambassador Nana Effah-Apenteng
(Board Chairman)



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Prof. Otchere Addai-Mensah
(Chief Executive)

PREAMBLE

Komfo Anokye Teaching Hospital Management together with Staff acknowledge the inconveniences and frustrations our retired and other temporary staff go through when they visit the Hospital to seek medical care and other assistance. Temporary staff shall apply to “employees” who provide services in the hospital only for a limited period, including National Service personnel, NABCO, etc. This issue has been discussed extensively at staff durbars and performance review meetings. Following the above, this policy has been developed to cater for KATH retirees, temporary staff and former Board Members whenever they visit the Hospital to seek medical care and other services.

1.0 OBJECTIVE OF THE POLICY

The main objective of this policy is to provide a framework for the delivery of quality health care to Retired Staff, Temporary Staff and former Board Members of the Hospital whenever they visit the Hospital for medical care and other services.

It shall also guide and serve as a reference document to management and staff in the provision of quality health care to the retired and temporary staff and former Board Members of the Hospital.

2.0 PROVISION OF IDENTIFICATION (ID) CARDS

The Hospital Management shall provide identification (ID) cards to Retired Staff, Temporary Staff and former Board Members. The ID cards shall be presented at service points when ever the holder’s visit the hospital.

The Public Affairs Unit shall among other things liaise with the Information Technology (IT) Unit to facilitate the production of the ID cards.

2.1.0 KATH Retired Staff ID Card

An identification card called KATH RETIREE ID CARD shall be given to all staff on attainment of retirement or KATH retirees. The KATH RETIREE ID CARD will have the following details:

- Name of retired Staff
- Staff ID number while in service
- Directorate/Unit the staff retired from
- Date of retirement
- Grade on retirement

2.2.0 Temporary KATH Staff ID Card

Operationally, temporary staff shall apply to 'employees' of KATH who provide services in the hospital only for a limited period.

These shall include non-KATH Resident Doctors, National Service Personnel, NABCO, etc.

Temporary KATH Staff shall be provided with an identification card called **KATH TEMPORARY STAFF ID CARD** with the following details:

- Name of Temporary Staff
- Grade
- Directorate/Unit
- Start Date
- Expiry Date

2.3.0 Former KATH Board Members ID Card

Former Board Members shall be provided an identification card named **FORMER KATH BOARD MEMBER ID CARD** with the following details:

- Name of former Board Member
- Period of Board membership

3.0 ELIGIBILITY CRITERIA

To qualify under this Policy, one must be any of the following:

- a retired Staff of KATH
- a temporary Staff
- a retired Staff of KNUST/School of Medicine and Dentistry (SMD) who also worked in the hospital
- former Board member

Note: members shall hold a valid NHIA card or any Private Mutual Health Insurance Card to access care.

4.0 PROCEDURE FOR ACQUIRING KATH RETIRED /TEMPORARY STAFF AND FORMER BOARD MEMBERS ID CARDS

The procedure to acquire the KATH RETIRED/TEMPORARY STAFF AND FORMER BOARD MEMBERS ID card is as follows:

1. A staff due for retirement or already on retirement, temporary staff or former board member shall present the following documents to the Human Resource Unit:
 - Evidence of Temporary Appointment (e.g., Appointment Letter)
 - The KATH Staff ID card (for existing staff due for retirement)
 - Evidence of appointment as Board Members
 - Date of retirement (Retired staff only)
 - Staff ID number during employment
 - Grade on retirement
 - Valid health insurance card such as NHIA or Private Mutual Health Insurance Card

2. After HR Unit has authenticated these documents, the applicant shall be referred to the Public Affairs Unit for the production of the card.
3. Former Board members shall report directly to the Public Affairs Unit through the Board Secretary for the production of the cards
4. Pending the issuance of the card, a temporary note shall be issued to enable applicants access the hospital's services This note shall be signed by either the Director of Administration or the Medical Director.

5.0 BENEFITS FOR KATH RETIRED STAFF AND FORMER BOARD MEMBERS

The holders of retired Staff and Former Board Members ID cards shall enjoy the following benefits:

A. KATH Medical Scheme

- I. KATH retired staff and former Board Members shall be entitled to privileges enjoyed by active staff in terms of access to services.
- II. KATH retired staff and former Board Members shall be eligible for waivers on levies such as ward fund, developmental levies, accommodation on main wards (excluding special wards and ICU), documentation, sanitation, WPCC, intensive care fund).
- III. KATH retired staff and former Board Members shall be eligible for waivers on diagnostic investigations not exceeding GHc1,000 cumulatively within a year.
- IV. KATH retired and former Board Members shall be entitled to free parking space in the hospital.
- V. KATH retired and former Board Members shall be entitled to the purchase and use of KATH car stickers on their personal vehicles.

B. Mortuary Waiver

The guidelines for mortuary waivers shall be as follows:

- I. Retired or temporary Staff and former Board Members shall enjoy same benefits as active staff when deceased.
- II. All deceased retired or temporary Staff and former Board Members of KATH will be entitled to a three-month free mortuary storage.
- III. Immediate relatives of KATH retired Staff and former Board Members namely parents, children and spouses, will be given eight weeks free mortuary storage after which the full cost of storage shall be paid.
- IV. All such immediate relatives shall be verified and approved by the Director of Human Resources.
- V. All other protocol waivers and requests from KATH retired or temporary Staff and former Board Members shall be considered by the Chief Executive or his assigned Officers on case-by-case basis.

4.0 Exclusion Criteria for Waivers

The following conditions are excluded under waivers:

- The waiver shall not cover a retiree or temporary staff and former Board Members opting for admission at the special wards.
- Holders of the various ID cards under this policy shall pay for all drugs, diagnostic services and specialized services not covered by any health insurance scheme.
- The scheme is not applicable to dependents of the retired staff and temporary staff or dependents of former Board Members, such as their spouses, children, grandchildren etc.
- However, the Chief Executive may facilitate waivers where necessary.

6.0 BENEFITS FOR KATH TEMPORARY STAFF UNDER KATH MEDICAL CARE SCHEME

- Non-KATH resident doctors shall be considered as KATH staff and their conditions of service on medical scheme shall apply.
- Non-permanent KATH staff (House Officers, Rotation Nurses etc..) shall be considered as KATH staff under this scheme and enjoy similar benefits as permanent staff.
- The scheme shall provide medical care not covered under any health insurance scheme for a temporary staff, ONLY during the period of service with KATH.
- A temporary staff can benefit in a number of times so far as the eligibility criteria is met. However, the benefits would cumulatively not exceed GHc3,000 per year.
- The ceiling of GHc3,000 per year does not accumulate over the subsequent years if not utilized within a particular year.
- Temporary Staff shall be entitled to free parking space in the hospital.
- Temporary Staff shall be entitled to the purchase and use of KATH car stickers on their personal vehicles.

7.0 Exclusion Criteria for Temporary Staff under KATH Medical Care Scheme

- This scheme ceases from the date of temporary staff exit from the hospital
- This scheme shall not be applicable to dependents of the temporary staff.
- Non-insured drugs shall be paid by card holders.

8.0 Adherence to Policy

This Policy provides a framework for the smooth operation and management of health care services to KATH retirees, temporary staff and former Board Members. It is imperative that all members of staff and users observe the guidelines in this document.

9.0 Ultimate Decision Making and Adjudication

Within the context of this policy, the Chief Executive is the final decision-making authority in the case of determining the essence and interpretation of the components. All cases related to conflicts shall be adjudicated by the CEO or any delegated authority.

10.0 Amendment of Policy

Components of this policy shall be amended when prevailing conditions and regulations change over time. It may be done through administrative instructions and all other necessary procedures and guidelines until such a time when the changes shall be adopted and incorporated into a revised policy.

11.0 Revision of Policy

This policy shall be reviewed in a period not exceeding four years or any period determined by Management to assess its effectiveness and appropriateness. It shall be revised to reflect substantial organizational, physical and service changes at the hospital or any change required by law.



CENTER OF EXCELLENCE