



جامعة الأمير محمد بن فهد الأهلية
PRINCE MOHAMMAD BIN FAHD UNIVERSITY

Medical Clinic Policies & Procedures

Providing Best Practices in Medical Care and First Aid Services

Promoting high quality healthcare in the clinic

Selected health education programs

Referral non-manageable cases to hospital

Medical team ready to respond promptly to an emergency situation within the campus

Occupational Health Clinic hours:

Weekdays Sunday – Thursday - 8:00 am – 4:00 pm

2012

PP#001 - Name	Department	Date of Policy / Revision
ADMISSIONS	Medical - Clinic	07/02/1012

PURPOSE OF THE POLICY:

Provide health care to promote wellness, assist all PMU students, staff and faculty in maintaining good health and handle medical emergencies (best service) on campus.

Objectives:

Provide the highest quality of medical and first aid services to all PMU students, faculty, staff and guests.

Policy:

Health Services are available to all PMU students, staff and faculty;

- A. PMU health care team offers health services
- B. Provide treatment as first aid
- C. Assesses or reassessment illness or injury and evaluates
- D. If medical care / first aid is need and within the capabilities of the PMU Clinic then treatment will be provided
- E. If first aid / available treatment is not enough a referral will be given to appropriate hospital
- F. Advised Patient for follow up visit in the clinic

Procedure:

- Each patient should bring PMU ID
- Enter information into register book of the clinic's cases accurately
- Write the name of the patient; Age and I.D number
- Meet patient and treat patient as a professional medical service provider
- Take past and present history
- Received patient in examination room
- Obtain sufficient information for diagnosis and treatment in simple language and concepts
- Full physically assessment and vital sign
- Patient is treated with first aid
- If necessary Patient will be given a limited number of “over the counter” medications such as Aspirin or as deemed necessary.
- If additional care is needed transportation will be provided to nearest hospital for full treatment.

PP#002 - Name	Department	Date of Policy / Revision
PATIENCE RESPONSIBILITY	Medical - Clinic	07/02/1012

PURPOSE OF THE POLICY:

Provide health care to promote wellness, assist all PMU students, staff and faculty in maintaining good health and handle medical emergencies (best service) on campus.

Objectives:

Provide the highest quality of medical and first aid services to all PMU students, faculty, staff and guests.

Policy:

All PMU students, faculty, staff and guests are eligible for medical and first aid treatment.

Procedure:

- Visits when you have medical problem or issue
- State clearly that you would like to discuss a specific health issue
- Personal visits are not allowed as this affects the quality of the health care delivery
- Understand instruction related to his / her treatment
- If Instruction is not clear ask for clarification
- Responsibility of patience to listen to the medical provider with regards to health counseling
- If ill and unable to visit the clinic call for help
- If illness or injury is persistent or treatment unavailable go to hospital immediately
 - (Long term use of medications without proper medical supervision can lead to unnecessary side effects or missed diagnoses)

PP#003 - Name	Department	Date of Policy / Revision
PRIVACY & CONFIDENTIALITY	Medical - Clinic	07/02/1012

PURPOSE OF THE POLICY:

Provide health care to promote wellness, assist all PMU students, staff and faculty in maintaining good health and handle medical emergencies (best service) on campus.

Objectives:

Provide the highest quality of medical and first aid services to all PMU students, faculty, staff and guests.

Policy:

All information with regard to all students, faculty and staff are considered private and confidential and will be treated as such. This includes:

- All aspects of care and treatment
- Privacy during physical examination and treatments

PP#004 - Name	Department	Date of Policy / Revision
SICK LEAVE	Medical - Clinic	07/02/1012

PURPOSE OF THE POLICY:

Provide health care to promote wellness, assist all PMU students, staff and faculty in maintaining good health and handle medical emergencies (best service) on campus.

Objectives:

Provide the highest quality of medical and first aid services to all PMU students, faculty, staff and guests.

Policy:

No sick leave.

- Sick leave accepts only from hospital must be validated by submitting a sick leave form to department of student Affairs.

PP#005 - Name	Department	Date of Policy / Revision
TREATMENT OUTSIDE OF CAMPUS	Medical - Clinic	07/02/1012

PURPOSE OF THE POLICY:

Provide health care to promote wellness, assist all PMU students, staff and faculty in maintaining good health and handle medical emergencies (best service) on campus.

Objectives:

Provide the highest quality of medical and first aid services to all PMU students, faculty, staff and guests.

Policy:

Clinic personnel will provide services to outside sport or university events. This may include events outside of the campus and grounds.

Procedure:

- Clinic personal will attend sporting and or university events with contacted in writing
- Clinic personal will provide first aid treatment at these events
- In cases beyond first aid treatments or emergencies patient will be transfer to nearest hospital

PMU - Medical Clinic Patients Commitments & Responsibilities;

- Provide first aid to all PMU students, staff and faculty without regard to personal details, as well as active listening
- Patients are treated according to seriousness of the situation
- Daily ambulance checks
- Staffs will wear white aprons / clinic uniform signifying the PMU clinic
- Clinic personnel will at all times adhere to the external appearance and personal hygiene, which affects the morale of patients
- Patient received treatment, without regard to any details or personal whims and without favoritism to the other patients
- Maintain the cleanliness of the clinic
- Daily supervise the cleaning clinic
- Daily inspections of all equipment
- Upon any malfunctions Clinic will immediately inform responsible party and follow through
- Follow-up chronic conditions such as diabetes, asthma and high blood pressure.
- Participation in the organization and conduct lecture and workshops for health.
- Manage with best practices infection control
- Proper disposal of syringes or used medical supplies
- Wash hands between each patient
- No Smoking in or around clinic this is strictly prohibited
- Clinic personnel will be committed to follow all rules and regulations of PMU