



# OLJABET HOSPITAL

NYAHURURU

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*'Healthcare that cares'*

## **RULES AND REGULATIONS**

*The following rules and regulations govern your working conditions at this hospital.*

1. Observe punctuality and stick to your areas of work. Technical appearance will not be termed as day on duty.
2. Duties should be observed strictly (*time in 7:30 am time out 6:00 pm*).
3. Treat all clients, patients and their relatives in a professional manner at all times.
4. Confidentiality of medical records and patients' information should always be maintained at the highest level.
5. Handing over should always be done effectively and no member of staff should leave the work place before handing over.
6. Any lost, damaged or malfunctioning tools or equipment should be reported immediately to the management failure to which you will be responsible.
7. Duty absconding will be treated as a serious offence and may lead to suspension which is unpaid.
8. One should clear from all the departments before he or she leaves the facility/institution.
9. Any gross misconduct will lead to suspension or termination of work.
10. One month notice should be given by both parties (*management and employee*) in case of termination of work. Failure to do so will be termed as gross misconduct/ abscond of duty
11. Lateness without proper notice can lead to an NOD (*not on duty*) or compulsory off.
12. Salary advance will always be offer upon request and should be based on cash available.
13. In case of termination of contract, one should wait to receive his/her pay upon re-evaluation by board of management.
14. All disputes between and among employees should be forwarded to the management team.
15. One should treat colleagues at work with courtesy and respect.
16. All staffs should be smartly dressed with their designated attire or budes.
17. The hospital is a non-smoking policy. Smokers who take breaks need to do so in their allotted breaks.
18. No one is allowed to attend to work when drunk or under the influence of any drug.
19. One should be ready to work in any of our institutions when requested to do so.
20. Daily individual/departmental reports to be forwarded to the administration by the HODs or in charge.
21. Salary increment /any remuneration will be based on one's performance and adherence to hospital rules and regulations
22. Idling / wondering about is not allowed and can lead to a compulsory off /nod
23. One should collect (both those on contract and locum basis) a job card on employment. That on contract job card indicates job description and duration of contract renewable after every 3 months based on individual performance. Those on locum basis job card indicate job description and working period.

***I have read and understood the following rules and regulations and promise to abide by them during my time at this institution.***

Name..... Sign.....Date.....

Administrator ..... Sign.....Date.....

Director.....Sign.....Date.....