**FEDERAL COLLEGE OF EDUCATION (TECHNICAL), AKOKA-LAGOS**

**MEDICAL CENTER**

Memo

**From:** Principal Medical Officer **To:** The Registrar

**Date:** 2nd January, 2018.

**SUBJECT: EMPLOYMENT OF PHARMACY TECHNICIAN AND HEALTH RECORD TECHNICIAN**

Above subject refers, kindly see the application letter and curriculum vitaes of the 2 candidates a shortlisted and list and interviewed as for the post above as directed.

1.

2.

I am optimistic that if the 2 staff are granted employment. Then will be of valuable assets to the medical centre and the college at large.

Thank you.

**Dr. Adesanya R.A**

**FEDERAL COLLEGE OF EDUCATION (TECHNICAL), AKOKA-LAGOS**

**MEDICAL CENTER**

Memo

**From:** Principal Medical Officer **To:** The Provost

**Date:** 2nd January, 2018.

**SUBJECT: ROBBERY INCIDENCE AT THE MEDICAL CENTRE**

I will like to bring into your attention, the case of a robbery incidence that happened by 4:00am on Saturday morning. An unknown man (thief) sneaked into the medical centre, carrying away Mrs. Akintayo (Health attendance) bags containing money and other valuables worth N5,000, the second victim is Mr. Gbogboade Adetutu, a chief driver who was handling the ambulance. He was also dispossessed of his 2 phones and also tampering with the ambulance door. The CSO was called and informed immediately. He promised to reinforce the security to the to the medical centre, He also released a chain and padlock on the same day to lock the faulty door has been repaired and is home in perfect condition. I will appreciate if the 2 staff concerned are encourage by compensating them for the loss.

Thank you.

**Dr. Adesanya R.A**

**Principal Medical Officer**

**FEDERAL COLLEGE OF EDUCATION (TECHNICAL), AKOKA-LAGOS**

**MEDICAL CENTER**

Memo

**From:** Principal Medical Officer **To:** All Staff of Medical Centre

**Date:** 2nd January, 2018.

**SUBMISSION OF ANNUAL PRACTICING LICENSE**

Above subject refers.

All medical staffs are to submit the copies of practicing license latest by 4th of January 2018. This is needed to process professional indemnity forms as required by law.

Thank you.

**Dr. Adesanya R.A**

**FEDERAL COLLEGE OF EDUCATION (TECHNICAL), AKOKA-LAGOS**

**MEDICAL CENTER**

Memo

**From:** Principal Medical Officer **To:** All Staff of Medical Centre

**Date:** 2nd January, 2018.

**REGISTRATION OF HOSPITAL CARDS BY NON-STAFF**

Above subject refers.

This is to inform Record Staff/Nurses that all Non Staff (Aluta Staff & others) are to pay N2000 for renewal of their cards for year 2018.

**N.B:** Renewal/Card registration is an annual process.

Thank you.

**Dr. Adesanya R.A**

**FEDERAL COLLEGE OF EDUCATION (TECHNICAL), AKOKA-LAGOS**

**MEDICAL CENTER**

Memo

**From:** Principal Medical Officer **To:** All Staff of Medical Centre

**Date:** 2nd January, 2018.

**SUBJECT: FUNCTION OF TERTIARY**

Above subject refers,

I will like to bring to your notice the need to reconstitute the TISHIP Committee. The last ended last year upon graduation of the 2 students who were part of the committee Mrs Tuturu the legal officer in the committee is also on study leave.

Kindly see the guideline of the TISHIP Science.

Thank you.

Yours faithfully,

**Dr. Adesanya R.A**

**FEDERAL COLLEGE OF EDUCATION (TECHNICAL), AKOKA-LAGOS**

**MEDICAL CENTER**

**NOTICE TO ALL STUDENTS**

This is to inform all students that X-Ray service will takes place every day of the week (Mondays – Fridays) from 9am to 2pm.

Thanks you.

**Dr. Adesanya R.A**

Head Medical Services.