

**GREAT LAKES UNIVERSITY OF KISUMU
(GLUK)**



GLUK HEALTH CLINICS POLICY

JUNE, 2018

Copyright GLUK 2018

This policy was written and produced by Great Lakes University of Kisumu
P.O. BOX 2224 – 40100 KISUMU
E Mail: vc@gluk.ac.ke
Website: www.gluk.ac.ke

Policy Title: **GLUK Health Clinics Policy**

Policy Contact: Deputy Vice Chancellor Academic Affairs

Approval Authority: The University Governing Council

Status: Approved by the Council on 15th June, 2018.

Commencement Date: 15th June, 2018

Reviewed on: 2nd April, 2019

Signed:

Vice Chancellor, Secretary to Council

Date:

Chairman of Council

Date:

TABLE OF CONTENT

EXECUTIVE SUMMARY	iii
1.0. GENERAL UNIVERSITY INFORMATION	1
1.1. Vision, Mission, Philosophy & Core Values of The University.	1
1.1.1. Vision:.....	1
1.1.2. Mission:	1
1.1.3. Philosophy of the University:.....	1
1.1.4. Core Values and principles:.....	1
2.0. GLUK CLINIC POLICY DOCUMENT	2
2.1. Vision of the Clinic.....	2
To provide holistic quality health care to the GLUK community i.e staff and students	2
2.2. Mission	2
2.3. Purpose	2
2.4. Statement of Services	2
2.5. Core Values	2
3.0. FUNCTIONS OF GLUK CLINIC	2
4.0. GOVERNANCE OF THE CLINIC	3
5.0. GUIDELINES AND PROCEDURES AT THE CLINIC	4
6.0. QUALIFICATION FOR SERVICE PROVIDERS.....	4
7.0. FINANCES	4
8.0. PROCEDURE FOR COMPLAINTS	4
9.0. REVIEW OF THIS POLICY	4
10.0. OPERATION DATE OF THIS POLICY	4
11.0. REFERENCES:	5

EXECUTIVE SUMMARY

Great Lakes University of Kisumu Health Clinics Policy is a set of regulations developed by the University to guide the Health Clinics operations in accordance with best practice in health management.

The policy describes the university health clinic activities and it is intended to facilitate efficient and effective management of the health and well being of staff at the university. It aims at ensuring that all staff at the university are taken care of all the time in order for the university achieve its Vision, Mission and Objective.

Signed:

Vice Chancellor, Chair of the University Senate

Date:

1.0. GENERAL UNIVERSITY INFORMATION

Great Lakes University of Kisumu is committed to maintaining high standards of education and training of professionals who are responsible stewards of resources and services in the society. GLUK graduates after going through the learning experience with the institution go out equipped with the following rare and important attributes; high level of integrity, transparency and accountability, they are selfless, inclusive and participatory providing space and voice for all people. Our curricula prepare them to meet the needs of the market and professional bodies. The following section provides guidelines that are applied to determine the eligibility of the applicants seeking admission to various programmes offered at GLUK.

1.1. Vision, Mission, Philosophy & Core Values of The University.

1.1.1. Vision:

The Great Lakes University of Kisumu (GLUK) is established as a centre of excellence bridging academics with community and institutional based development.

1.1.2. Mission:

The Mission of GLUK is to develop effective and concerned managers or leaders with a vision for the transformation of situations in the African context.

1.1.3. Philosophy of the University:

GLUK believes that all people and communities have capacities and are fully engaged in individual, collective and collaborative actions to solve their own problems.

1.1.4. Core Values and principles:

All members of the University in their individual and collective capacities shall be fully committed to high standards of good governance and shall act in a manner consistent with the following values and principles which shall provide the framework within which all the University activities shall be performed:

- i. Excellence.
- ii. Respect for dignity of every person.
- iii. Results orientation.
- iv. Integrity and honesty.
- v. Accountability and prudent stewardship of resources.
- vi. Mutual respect.
- vii. Inclusive participation.

2.0. GLUK CLINIC POLICY DOCUMENT

This document spells out how the GLUK clinic is operational and managed.

2.1. Vision of the Clinic

To provide holistic quality health care to the GLUK community i.e staff and students

2.2. Mission

To provide affordable quality healthcare to GLUK community and prompt referrals.

2.3. Purpose

The GLUK clinic is designed to provide professional, customer focused, exceptional quality health care services to the larger GLUK community.

2.4 Statement of Services

GLUK clinics are devolved to provision of quality healthcare and prompt referrals equally to GLUK community.

2.5 Core Values

- i) Professionalism
- ii) Transparency
- iii) Integrity
- iv) Ethical and morality
- v) Customer focused

3.0. FUNCTIONS OF GLUK CLINIC

The GLUK clinic shall provide the following services: -

- i) Treatment of minor ailments to the students and staff as per National Policy.
- ii) Offer rapid diagnostic tests as per the National Policy governing specific tests.
- iii) Offer prompt referral to students and staff who may be having conditions beyond the facilities and personnel available at the clinic.
- iv) To provide health education to students/staff on various disciplines in public health.
- v) May from time to time organize a visit in from any partner organization willing to provide a specific service to the GLUK community.
- vi) Follow up on members of staff/students who are admitted to various hospitals and to report to the management.

- vii) May recommend a student/staff to be allowed to take time off while on medication as per code of regulations governing the practice.
- viii) Advise the UMB on matters pertaining to general health of the university community to avoid outbreak of diseases.
- ix) Represent the university at the M.O.H meetings.
- x) To do any other duty as may be assigned by the university administration and to report to the University of the Exercise.
- xi) Order commodities and supplies a per public procurement and Disposal act of 2015.
- xii) Ensure stock outs are minimized.

4.0. GOVERNANCE OF THE CLINIC

- The clinic shall be governed by the UMB through the Deputy Vice Chancellor Administration.
- The university chief medical officer shall represent the clinic at the UMB meeting and to disseminate the information regarding the clinic to the university community.
- The Clinic and Nursing Officer shall be responsible to the day to day running of the clinic by ensuring that drugs/commodities are available and advise the university accordingly.
- Clinic attendants are to facilitate and coordinate the running of the clinic and ensure cleanliness is maintained and equipments are in serviceable condition.
- Support staff to ensure cleanliness of curtains, walls, cobwebs, dustbins and a per any other duty assigned by the Co/No.
- The UMB shall oversee the effective running and management of the clinic.
- Contract, review and approve all the operations of the clinic.
- Consider decisions, complaints and policy disputes and advice on further action.
- Review annual operational budget for the clinic.
- From time to time evaluate the quality of services offered at the clinic and advice on further action.
- Recommend services that support healthy status of the GLUK fraternity.
- Ensure record of all clinic activities are kept and availed for perusal and accountability.

5.0. GUIDELINES AND PROCEDURES AT THE CLINIC

- Persons willing to offer commodities must respond to procurement guidelines.
- There shall be identification of the suppliers through selection and evaluation of the tender documents.
- Tenders to be awarded through a written contract.
- The clinic shall operate during the official working hours and closed after working hours and weekends/public holidays.
- A vehicle is on standby to take any student who may fall sick after to the hospital.

6.0. QUALIFICATION FOR SERVICE PROVIDERS

The following service providers must be in good standing with their professional regulatory bodies.

- Medical Officers: -Kenya Medical Practitioners and Dentist Union (KMPDU).
- Clinical Officers: -Kenya Clinical Officer Council.
- Nursing Officers: -Nursing Council of Kenya and all their licenses to practice must be valid.

7.0. FINANCES

All monies into the GLUK clinic must be deposited at the university account and deposit slips provided at the accounts office for verification.

8.0. PROCEDURE FOR COMPLAINTS

- All complaints concerning the clinic should be channeled in writing through the office of the Registrar administration and Dean of Students.
- And the necessary actions taken must follow the organogram.

9.0. REVIEW OF THIS POLICY

This policy shall be reviewed from time to time as may be determined by the UMB.

10.0. OPERATION DATE OF THIS POLICY

This effective date for the operation of this policy is 01.01.2018.

11.0. REFERENCES:

This policy was informed by relevant national legislation and documents such as:

1. The Constitution of Kenya
2. The Commission for University Education Standards and Guidelines
3. Universities Act 2012 (revised 2016)