**RHODES UNIVERSITY CIRCULAR No 2/2014**

**STAFF USE OF THE HEALTH CARE CENTRE**

After consultation with NEHAWU and the staff of the Health Care Centre, staff is advised of the following:

1. All staff NOT on medical aid, can have free access (i.e. no payment) to the full range of services provided by the HCC as regards consultation with a nurse, medication and consultation with a doctor. This is free on the basis that the University is not contributing towards the person’s medical aid costs.
2. All staff ON medical aid, will have to access to a consultation with a nurse and medication but will be required to pay for this service (see point 3 below). There will be no consultations with a doctor but the HCC will assist with a referral to a doctor of their choice i.e. make the appointment for the staff member.

The University is already contributing towards the staff member’s medical aid. Should the staff member elect to go to the HCC rather than the pharmacy e.g. for over the counter medication or a doctor (against their medical aid benefits), then a contribution needs to be made towards the costs of this (see point 3 below);

1. Staff on medical aid will be required to pay the following rates which will be deducted at month-end from their salaries (HCC will ensure that this is sent to the Salaries Office):
	1. Staff consultation with the nurse but where no medication is provided: R50 per visit;
	2. Staff consultation with the nurse and where medication is provided: R100 per visit.
2. HR will on a monthly basis provide an updated schedule to the HCC of staff who are on medical aid. For these staff, point 2 and 3 above will automatically apply.

5. **As regards the issuing of sick certificates from the HCC**, please note:

a. If the staff member is away for 3 days or more, a doctor's certificate needs to be obtained. The sisters at the HCC are not allowed to issue these certificates

b. If the staff member is not well for 1 or 2 days and needs to stay at home, no doctor's certificate is needed. In addition, no certificate needs to be issued by the sisters at the HCC. Going forward, please note that no sick certificates will be issued by the sisters at the HCC.

c. Where a staff member has visited the HCC and believes that s/he is unable to return to work, the staff member must contact his/her supervisor/manager to communicate this before leaving campus to go home.

6. The above will be operational from 15th of July 2014.

**Mrs Sarah Fischer**

**DIRECTOR, HUMAN RESOURCES**