



RHODES UNIVERSITY

**GUIDELINES FOR STAFF MEMBER TO OBTAIN MEDICAL TREATMENT FROM THE RHODES UNIVERSITY SANATORIUM**

1. The facilities of the Rhodes University Sanatorium are available to all permanent, contract and temporary staff members.
2. Staff attending the Sanatorium will be charged appropriate rates for the service. This service will be deducted from staff's salaries.
3. A staff member wishing to go to the Sanatorium shall obtain permission from the Supervisor/Manager/HOD.
4. The Supervisor/Manager/HOD shall issue the employee with the "Permission to obtain medical treatment" Form. Copies of these shall be kept in all departments and can be replenished from the Sanatorium. Alternatively, copies can be obtained from the HR website under the Employee Relations/ Use of Sanatorium Section.
5. If the staff member is injured on duty (IOD) and is unable to walk to the Sanatorium and/or needs to go the hospital the following shall apply:
  - 5.1 Where the department has University transport, this should be used to transport the individual to the Sanatorium/hospital.
  - 5.2 Where no such transport exists, the Headquarters of the Estates Division (phone Rhodes University internal number: 8125 or 8126) can be contacted for assistance.
6. At the Sanatorium, the Sister attending to the staff member shall:
  - 6.1 Refer to the record of the staff member in terms of his/her visits to the Sanatorium.
  - 6.2 Where there have been repeated visits with the same or similar complaints, the staff member shall need to see the doctor that visits the Sanatorium.
  - 6.3 Complete the "Permission to obtain medical treatment" Form. The Sister or Doctor will make following recommendations:
    - i. That the staff member is fit to return to work immediately.
    - ii. That the staff member is fit to return to work but should be given lighter duties for a certain period. This period will be specified.
    - iii. That the staff member is fit to return to work later in the day.
    - iv. That the staff member is unfit to work and is booked off sick until the date specified in the "Permission to obtain medical treatment" Form.
    - v. That the staff member needs to go to hospital
  - 6.4 Keep a duplicate copy of the Permission form on the record of that staff member. Any deductions will be processed by the relevant date of the Salaries Section.
7. After being attended to at the Sanatorium and in the case of points 6.3 (i), (ii) and (iv), the staff member shall return to the department immediately with the copy of the "Permission to obtain medical treatment" Form and give this to his/her supervisor. In the case of points (iii) and (v) above, the Sister shall phone the department to advise what has happened. The Form shall be sent to the department by the Sister.
8. Where the staff member needs to go to hospital, points 5.1 and 5.2 shall apply.