

GUIDELINES ON ADMISSION OF STAFF TO THE SPECIAL WARDS

ELIGIBILITY FOR ADMISSION TO SPECIAL WARDS	
No	Grade Category
1	Board Members
2	Chief Executive, Directors, Deputy Directors
3	Directorate/Unit Management Team Members
	<i>All staff on the underlisted grades and above:</i>
4	Medical Officer
5	Principal Accountant
6	Principal Administrative Manager
7	Principal Architect
8	Principal Audiologist
9	Principal Auditor
10	Principal Biomedical Scientist
11	Principal Biostatistics Officer
12	Principal Blood Donor Organiser
13	Principal Certified Registered Anaesthetist
14	Principal Clinical Engineering Manager
15	Principal Clinical Psychologist
16	Principal Dental Technologist
17	Principal Dental Therapist
18	Principal Dietician
19	Principal Health Educator
20	Principal Estate Manager
21	Principal Health Planner
22	Principal Health Research Officer
23	Principal Health Service Administrator
24	Principal Hospitality Manager
25	Principal Human Resource Manager
26	Principal IT Manager
27	Principal Mechanical Engineer
28	Principal Midwifery Officer
29	Principal Nursing Officer
30	Principal Nutrition Officer
31	Principal Occupational Therapist

32	Principal Optometrist
34	Principal Pharmacist
35	Principal Physiotherapist
36	Principal Procurement Manager
37	Principal Public Health Officer
38	Principal Quantity Surveyor
39	Principal Radiographer
40	Principal Statistician
41	Principal Supply Manager
42	Principal Transport Manager

Note: The staff should have a valid NHIS card or a valid private insurance card which is registered with the hospital

Free Services

Accommodation, Documentation, Sanitation, WPCC, Intensive Care Fund (ICF), Ward Fund,

What will be paid for

Staff shall pay 50% of Non-NHIS service per Medical subsidy policy

The Special Ward Managers shall inform the Business Manager and Accountant in writing on the admission of eligible staff. On discharge, the folder shall be forwarded to the Director of Administration to waive the free services and the remaining 50% non-NHIS bill

Spouses and Children

The spouse (1) and children (4) of eligible staff shall also benefit from same facility

Other Staff Categories

Other Staff Categories who utilise the Special Wards shall pay the full cost of services outside NHIS

