

KOMFO ANOKYE TEACHING HOSPITAL



POLICY ON RETIRED STAFF

PREAMBLE

Komfo Anokye Teaching Hospital Management together with Staff acknowledge the inconveniences and frustrations our retired staff go through when they visit the Hospital to seek medical care and other assistance. The issue has been raised and discussed severally at staff durbars and performance review meetings. There is therefore the need for a policy to cater for our retired staff and former Board Members anytime they visit the Hospital to seek medical care and other services.

1.0 OBJECTIVE OF THE POLICY

The aim of the Policy is to put in place a system that will ensure a hassle-free environment for our retired staff and former Board Members whenever they visit the Hospital for medical care and other services.

2.0 KATH RETIREE POLICY

An Identification card named **KATH RETIREE ID** shall be given to all current staff who are due for retirement and former staff who are already on retirement. The **KATH RETIREE ID** will have the following security features:

- Name of Staff
- Staff ID number while in service
- Directorate/Unit the staff retired from
- Year of retirement
- Grade on retirement

Former Board Members shall also be given an Identification card named **KATH FORMER BOARD MEMBER ID** with following security features:

- Name
- Year of Board membership

3.0 ELIGIBILITY CRITERIA

To qualify to enjoy benefits from this Policy, one must:

- Be a retired staff of KATH or KNUST/SMS employed staff who also worked in the hospital
- Be a former Board member
- Have a valid NHIA card

4.0 PROCEDURE FOR ACQUIRING THE KATH RETIREE ID:

The procedure to acquire the KATH RETIREE ID is as follows:

1. A staff due for retirement or already on retirement shall present the following documents to the Human Resource Unit:
 - The KATH staff ID card (for existing staff who are due for retirement)
 - Any evidence of employment at KATH for retired staff (retirement letter)
 - Date of retirement (Retired staff only)
 - Staff ID number during employment
 - Grade on retirement
 - Valid NHIA card
2. After HR Unit has authenticated these documents, the applicant shall be referred to the Public Relation's Office for the production of the card.
3. Former Board members shall report directly to the Public Relations Office for the production of the cards
4. Pending the issuance of the card, a temporary note shall be issued to enable the staff access services. This note shall be signed by either the Director of Administration or the Medical Director.

5.0 BENEFITS

The holders of the ID CARD shall enjoy the following benefits:

- Immediate attention whenever and wherever the ID CARD is produced in the Hospital.

- Pay ONLY for the services that are not insured by the NHIA.
- Waiver of levies such as Ward fund, developmental levies, Accommodation, Documentation, Sanitation, WPCC, Intensive Care Fund (ICF)
- All folders of retired staff shall be clearly marked with an identification sticker or such folders shall be colour coded for easy identification.
- Free parking space in the hospital and also use the hospital as a thoroughfare.

4.0 EXCLUSION LIST

The following conditions are excluded, however, Management may facilitate where necessary:

- The waiver shall not cover for a retiree opting for admission at the special wards.
- Bearers of the card shall pay for all drugs, diagnostic services and specialized services not covered by the NHIA card

This policy may be reviewed to reflect changes at the Hospital or any changes required by Conditions of Service.

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DR OHENEBA OWUSU-DANSO
CHIEF EXECUTIVE

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EFFECTIVE DATE