

CHAPTER-IX

EMPLOYEE HEALTH CHECK-UP POLICY

1. Purpose:

- 11 To provide all employees the facility of health check and to proactively ensure their wellbeing as they are valuable assets of the Organization.
- 12 To avoid cross infection especially in the Hospital.
- 13 To inculcate safety consciousness in employees

2. Scope:

All faculty members and staffs of Sankalchand Patel University and its constituent Colleges/Institutes/Hospital staff (including contractual staff handling patients or otherwise)

3. Process:

- 31 In addition to the Health Checkup at the time of appointment all employees' viz., Doctors including Consultants, Faculty members, Nurses, Paramedics (Lab, Radiology, Physiotherapists, Dietitians & OT), House Keeping, Nursing General Duty Assistants and others who come in direct contact of the patients or otherwise to be covered under Regular Health Examinations periodically under normal circumstances.
- 32 Food handlers (F&B) has to undergo health examinations once a year.
- 33 All employees above 40 years shall go for health check up every five years.
Employees above 50 years will go for health checkup every year.
- 34 Pre-employment checkups are usually basic screening tests which gives a broad assessment of the candidate's health status.
- 35 The expense towards the Medical/ Health Checkup shall be borne by the employees

4. Process for Health Checkup:

- 41 On a quarterly basis, HR department will send a list to all the HOIs for employees in their respective Institute/department who needs to undergo the Health check.
- 42 Employees should complete the Health check within one month from the date of receipt of information from HR and the medical report will be directly sent to HR.
- 43 Any complications discovered during the health check, the organization will not be held responsible.

- 4.4 In case of any complicated ailments, which will be harmful for the co- employees or health conditions that may not allow the employee to carry out the work allotted to him/ her to the requisite extent, the Management after careful analysis, can come to a decision, which is appropriate and not against natural justice.

5. Stakeholders/Ownership:

5.1 Roles, Responsibilities and Accountabilities:

- 5.1.1 The HOIs/HODs are responsible and should ensure that the employee concerned to their institute/department undergoes the Health check as prescribed after receiving formal communication from HR.
- 5.1.2 HR Department is responsible for the employee's Health & wellbeing.
- 5.1.3 Registrar: Reviews the Health check along with HR Head and gets approval from competent authority according to the requirements.

6. Empowerment and Accountability Matrix:

Process Description	Authority
Maintenance of health records	HR Department
Employee Health check approvals	Registrar