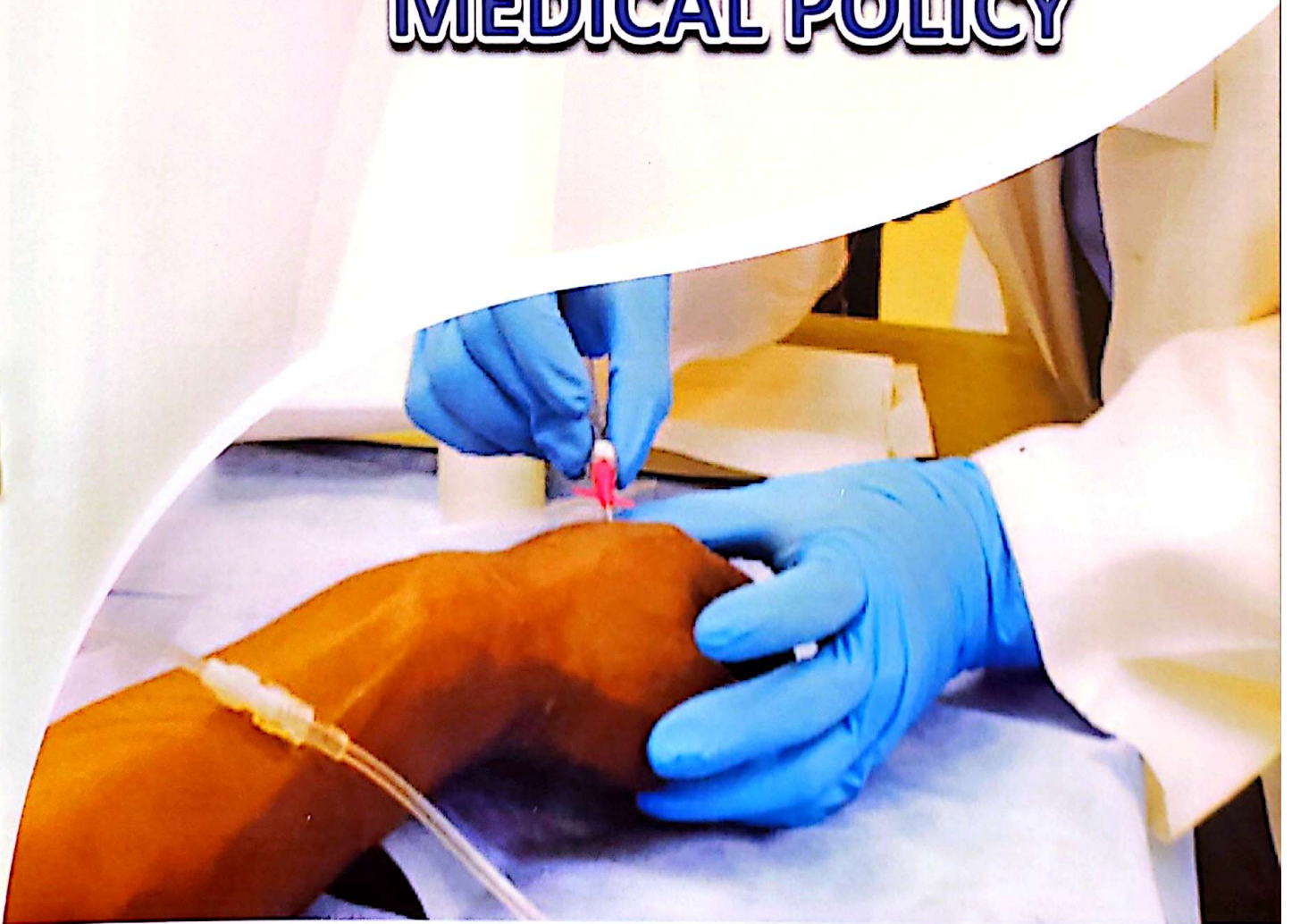


**BUSITEMA
UNIVERSITY**
Pursuing Excellence

MEDICAL POLICY



BUSITEMA UNIVERSITY

MEDICAL POLICY

Background

The origin of Busitema University is traced from the Government White Paper on Education (1992) which recommended the establishment of public Universities in all the four regions of Uganda. The University was accordingly established under the Universities and Other Tertiary Institutions Act 2001 by Instrument 2007 number 22 made on the 25th day of May, 2007 after enactment of Parliament on 10th May, 2007.

The University is a multi campus model. Currently, four (4) campuses are functional namely; Busitema Campus, Nagongera Campus, Namasagali Campus and Arapai Campus.

The University offers courses in unique and specialized fields namely; Computer Engineering, Computer Studies, Mechanization, Irrigation, Ginning, Textile, Agro Processing, Science, Education, Natural Resources, Environmental Sciences, Agricultural and Animal Sciences. Not many Universities in the region and beyond offer courses in similar fields. Other fields to come later include; Water Resources, Mining and Health Sciences.

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Health Insurance Scheme

Section 24.0 of the Tenure, Terms and Conditions of Service of Academic, Administrative and Support Staff of Busitema University June 2009 provides for a Health insurance scheme.

It provides that:

- All staff are entitled to free medical attention for self and immediate family in any Government hospital in Uganda.
- The University shall take medical insurance cover provided by a Service provider approved by the Contracts Committee.
- The medical insurance scheme will cover up to a maximum of four dependent children below 21 years of age or up to 24 years of age and attending school at undergraduate studies on a full time basis as well as the staff member's registered spouse.

Proposed Guidelines

Currently, the University has limited resources from the central government which cannot sustain a medical Insurance Scheme given the growing number of staff. In recognition of the importance and significance of the health welfare of its staff, it has endeavoured to extend limited financial support to staff that have had critical medical

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expenses to settle. In view of the fact that the University's financial resources may not suffice for the implementation of the Medical Insurance Scheme in the short run, we recommend that alternative medical guidelines be adopted as stated below:

1. Free treatment must be secured from Government or Government aided hospitals as a priority.
2. The medical personnel in (1) above may make referrals for cases they feel they are not well equipped to handle adequately and Referrals to government hospitals shall be preferred.
3. Where the facilities needed to handle the case at hand are only available in a private hospital/clinic/unit within or outside Uganda and a referral is made, the University may contribute towards the cost of such treatment.
4. Where it is not possible to first report in the units mentioned in (1) and (2) above, treatment shall then be sought directly from private units. It shall, however, be incumbent upon the staff to justify such a case if reimbursement for medical bills is being requested for.

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5. Medical treatment, including operation and hospitalization, by the University is restricted to four dependent children below 21 years of age or up to 24 years of age and attending school at undergraduate studies on a full time basis as well as the staff member's registered spouse.
6. The normal grade of hospital of an employee's spouse or child will be that applying to the employee herself/himself.
7. In all the above cases, the medical personnel shall be required to sign the medical forms and print their names.
8. Medical expense refunds shall be made according to the following proposed rates:

STAFF MEDICAL EXPENSES PER ANNUM

(according to salary scale)

Salary Scale	Proposed Amount
MI-M2	1,500,000
M3-M4	1,300,000
M5-M6	800,000
M7-M10	500,000
M11 and Below	300,000

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Medical Board

- (a) A medical Board for the University shall be constituted whenever required.
- (b) The University Management may, on its own motion or on the advice of the Dean/Head of Department/Section, request the Medical Board to examine any member of staff to ascertain whether he/she is fit physically and/or mentally to be able to execute her/his duties.
- (c) Management shall, in order to assist the Medical Board to execute its duties as in (b) above, avail the Medical Board with the following:
 - (i) Terms of reference
 - (ii) Any history concerning the member of staff bearing on the desired medical examination.
 - (iii) Any medical reports about the member of staff that management may have.
- (d) Where a member of staff wilfully refuses and/or neglects to appear before the Medical Board, the Board shall report this to management but the Board may, on the

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evidence before it, notwithstanding the absence of the member of staff, make any observations and/or recommendations it thinks fit.

- (e) The Medical Board shall report its findings to the University Secretary who shall, inform Council and where necessary, refer the matter to the Appointments Board.
- (f) The opinion of the Medical Board shall always be sought when;
 - (i) A member of staff is, for medical reasons no longer able to execute her/his duties.
 - (ii) A member of staff contracts a disease by reason of the nature of his work.
 - (iii) A clean bill of health is required by a member of staff at the end of her/his employment contract.

Medical Treatment in Uganda

Any member of staff, who by reason of illness is unable to execute her/his duties, shall report the matter to the University Doctor, who shall, in his/her opinion, the illness warrants, recommend his/her absence from duty.

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Treatment outside Uganda

- (a) This section shall apply to members of staff, their families registered with the University as such (children below 24 years of age) who cannot be treated in Uganda by any known means and where the illness could be fatal, if not attended to.
- (b) Council shall from time to time put in place guidelines for staff proceeding for medical treatment outside Uganda.
- (c) Medical treatment outside Uganda shall be granted on recommendation of the National Medical Board.

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8.0 APPROVAL

The Medical Policy of Busitema University has been authorized and approved by the University Council on the day of..... 2012

Signed

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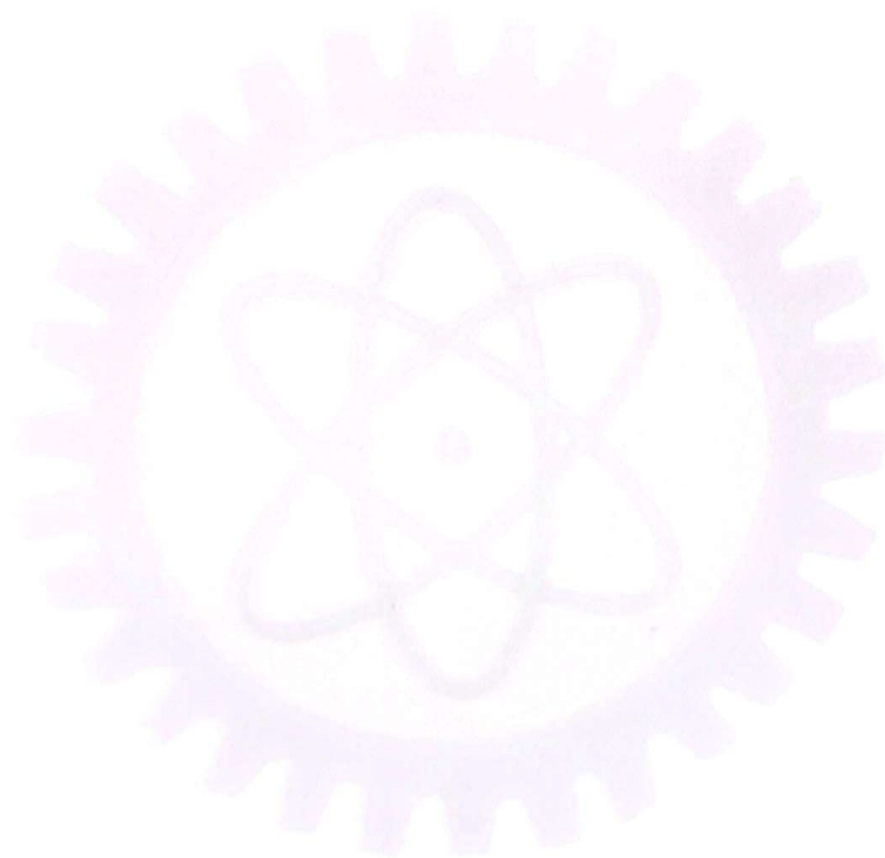
UNIVERSITY SECRETARY

WITNESSED BY;

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For THE UNIVERSITY COUNCIL

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