

# SUSTAINABLE DEVELOPMENT GOALS



## 3.3.4 Sexual and Reproductive Health-care Services for Students

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### 3.3.4 Sexual and Reproductive Health-care Services for Students

UBT ensures accessible, confidential reproductive-health services for students as part of its commitment to comprehensive campus wellness. UBT's on-campus Medical Clinic provides confidential reproductive-health services for students, including maternal and breastfeeding support for students who have recently given birth.

These services, offered through the Education Support Center, ensure that student mothers receive the care and assistance needed to continue their studies in a healthy and supportive environment.

#### Disability and Learning Support Services:

- 1-Provide academic accommodations for students with special needs.
- 2-Ensure accessible and inclusive learning environments.
- 3-Promote equal opportunities for academic success and personal growth.
- 3-Students must book an appointment with the Educational Support Center.
- 4-Medical documentation is required.
- 5-Support and accommodations are tailored individually.

ESC.

#### **5.2 Medical Services for students Per Semester**

5.2.1 All faculty members & registered students can use the university medical services.

#### **5.3 Medical Services for Faculty staff/ Administration Member**

5.3.1 Any Faculty Staff / Administration Members can use the university medical services through visiting the Medical Center.

Source: UBT Medical Service Policy



## Medical Services

### UBT-27

Version: (01)	Date:09/15/13	APPROVAL		
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		3.	Approved by: Dr. Hussien Al-Alawi	
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	Title: University Rector			

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## 1. PURPOSE

The purpose of this procedure is to clarify the University's Medical Services process for students and faculty staff/ administration members.

## 2. SCOPE OF IMPLEMENTATION

This procedure applies to all undergraduate/ post graduate studies in UBT in both Campuses.

## 3. TERMS & DEFINITIONS

**Clinical waste** means:

Any waste which consists wholly or partly of:

- Human or animal tissue
- Blood or other bodily fluids
- Excretions
- Drugs or other pharmaceutical products
- Swabs or dressings
- Syringes, needles or other sharp instruments

## 4. RELATED DOCUMENTS

- 4.1 Admission & Registration Procedure
- 4.2 Financial Procedure
- 4.3 Purchasing Procedure.

## 5. PROCEDURE

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## 5.1 Admission Medical Examination

- 5.1.1 All Undergraduates and Postgraduates matriculating are to complete their medical examination before entering the university
- 5.1.2 The applicant should fill the UBT Admission Application as well as the **Medical Examination report** which is attached in the application form at the Admission department office during the admission process.
- 5.1.3 The Admission officer should transfer the applicant to the Medical Center so the available doctor can fill the checkup report (**Medical examination report**). After filling the report the doctor should sign the report with his note of recommendation if any. Then the doctor should transfer the student to the admission officer.
- 5.1.4 The medical center doctor should keep a copy of check up reports, register in the **monthly report sheet** (or medical center application) the date, applicant name, and examination result.
- 5.1.5 After the applicant's acceptance from the admission department and payment of the registration fees, the university application will generate a student ID
- 5.1.6 Students should use their IDs to use Medical Services within the semester.

## 5.2 Medical Services for students Per Semester

- 5.2.1 All faculty members & registered students can use the university medical services.
- 5.2.2 If the student feels sick during the study period, he should get a letter from his head of division directed to the medical center.
- 5.2.3 The Medical center receives the letter from the student and validates his registration from the university application before starting the medical examination.
- 5.2.4 If the medical examination resulted that the student should be transferred to the hospital, the medical center will issue a **Referral report** to the hospital.
- 5.2.5 If not, a doctor will give the treatment to the patient by issuing the **Prescription form**.
- 5.2.6 If the patient status requires a vacation, the medical center should issue a formal letter to the head of division.

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5.2.7 The doctor should register the case into the **monthly report sheet**.

### **5.3 Medical Services for Faculty staff/ Administration Member**

5.3.1 Any Faculty Staff / Administration Members can use the university medical services through visiting the Medical Center.

5.3.2 The medical center doctor will examine the patient. If the case requires to be transferred to the hospital, the doctor should issue a **Referral report** for the patient.

5.3.3 If not, the doctor will give the treatment to the patient by issuing the **Prescription form**.

5.3.4 If the patient's status requires a vacation, the medical center should issue a formal letter to the patient's Head of Department.

5.3.5 The doctor should register the case into the **monthly report sheet**.

### **5.4 Medicine Inventory**

5.4.1 The Medical Center should inspect expiry dates for all available medicine in regular duration.

5.4.2 All available medicine should be registered in the medical center database.

5.4.3 No medicine will be issued without a **Prescription form**.

5.4.4 The Medical Center will coordinate with the financial department when the inventory period starts.

### **5.5 Medicine Purchase Order**

5.5.1 The Medical Center should inspect the availability for all medicine quantity.

5.5.2 Before the new academic year starts, the Medical Center should prepare a list of all medicine needed through filling an application, and sending it to the purchasing department.

5.5.3 The Medical center is responsible to check the receiving medicine (Quantity, specification, expiry date), before starting to use it.

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## 5.6 Medical Waste Disposal

5.6.1 The procedure to be used for the disposal of clinical waste is:

1. Waste is accurately identified as being “clinical”
2. Waste is appropriately packaged by type
3. Waste is stored correctly
4. The waste is stored securely prior to disposal
5. Clinical waste transfer note has been completed

5.6.2 Responsibility for identifying clinical waste lies strictly on the Medical Center that should coordinate with shared services.

5.6.3 It is important to remember, for identification purposes, that all wastes contaminated with clinical wastes become clinical waste themselves.

5.6.4 Materials identified as clinical waste must be disposed of through a licensed contractor. Under no circumstances must clinical waste be allowed to enter the University general waste stream.

5.6.5 Clinical waste must be carefully segregated from other wastes whilst in production and storage, and must never be placed in internal or external general waste bins.

5.6.6 Under the Duty of Care Regulations, all waste must be kept safe from:

1. Corrosion and wear of waste containers
2. Accidental spilling or leaking
3. Accident or weather breaking contained waste open and allowing it to escape
4. Waste blowing away whilst stored or transported, scavenging of waste by vandals, thieves, children, trespassers or animals

5.6.7 Requirements for packaging vary depending on, for example, the category of the waste, whether it is transported off site and method of final disposal.

5.6.8 In practice arrangements for managing clinical waste are based on categorization of waste into groups which present different hazards. These groups do not set out a hierarchy of the relative level of risk from the clinical waste; the actual level of risk varies within the groups:

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Waste group	Type of clinical waste
Group A	Includes the following items: identifiable human tissue*, blood animal carcasses and tissue from veterinary centers, hospitals or laboratories.  Soiled surgical dressings, swabs and other similar soiled waste.  Waste materials,
Group B	Discarded syringe needles, cartridges, broken glass and other contaminated disposable sharp instruments or items.
Group C	Microbiological cultures and potentially infected waste from pathology departments and other clinical or research laboratories
Group D	Drugs or other pharmaceutical products.
Group E	Items used to dispose of urine, feces and other bodily fluid secretions or excretions, which do not fall within group A.  This includes used disposal bed pans or bed pan liners, incontinence pads, stoma bags and urine containers †

- 5.6.9 **Group A:** clinical waste (waste that is contaminated with bodily fluids, human and animal tissue) should be placed in designated bins lined with yellow clinical waste sacks only.
- 5.6.10 **Group B :** Clinical sharp waste should only be stored in specified containers
- 5.6.11 **Group C:** Any group C waste which is not sterilised before leaving the site has to be packaged in accordance with approved requirements
- 5.6.12 **Group D:** clinical waste must be transported in appropriate specialised company type-approved packaging. The use of clinical waste sacks is not acceptable.
- 5.6.13 **Group E:** Group E wastes are not considered dangerous for transport by road, and should not require a specialised company to transfer.

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## 5.7 Emergency Situation

- 5.7.1 Medical Center doctors should be available 24/7, by shifting doctors
- 5.7.2 Doctors in the university days should be available for any emergency situation.
- 5.7.3 Doctors in non- university days, (weekend/ evening), should be available for any emergency situation.
- 5.7.4 University Ambulance should be available 24/7, with all required equipments.

## 6. FORMS USED

Form Reference	Form Title	Retention Time	Responsibility of retention
UBT-27/01	Medical Examination Report	Academic Year	Medical Center
UBT-27/02	Monthly Report Sheet	Academic Year	Medical Center
UBT-27/03	Referral Report	Academic Year	Medical Center
UBT-27/04	Prescription Form	Academic Year	Medical Center
UBT-27/05	Clinical Waste Transfer Note	Academic Year	Medical Center

## 7. ATTACHEMENTS

### **Flow Charts:**

- 7.1 UBT-27/ FC 01

### **Forms:**

- 7.2 Medical Examination Report
- 7.3 Monthly Report Sheet
- 7.4 Referral Report
- 7.5 Prescription Form
- 7.6 Clinical Waste Transfer Note