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# TECHNICAL UNIVERSITY OF MOMBASA

*A Centre of Excellence*

## HEALTH POLICY



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# TECHNICAL UNIVERSITY OF MOMBASA

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# HEALTH POLICY

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## PREFACE

The Constitution of Kenya 2010, provides the overarching legal framework to guarantee a comprehensive rights-based approach to Health Services delivery. It stipulates that every person has a right to the highest attainable standard of health. And affirms that no one shall be denied emergency medical treatment.

Emerging disease trends in Kenya, point to the fact that non-communicable diseases, injuries, and violence-related conditions will increasingly, in the foreseeable future, be the leading contributors to the high burden of disease in the country, even though communicable diseases will remain significant. This implies that future policy frameworks will address the high disease burden arising from all three of these conditions.

The Kenya Health Policy 2014–2030, seeks to ensure a significant reduction in general ill health in the Kenyan population by achieving reduction in deaths due to communicable diseases by at least 48 per cent. It will also ensure deaths due to non-communicable conditions and injuries are below levels of public health importance without losing focus on emerging conditions. Technical University of Mombasa is cognizant of the impact these prevailing and emerging health challenges have on the realization of the Mission and Vision of the University.

The University Council believes that this Policy will address Healthcare within the Institution, providing a framework that will enable attainability of a level of health that would guarantee the realization of the Mission and Vision of the University in line with the Vision 2030.



**Dr. Robert Arunga**

**Chairman of Council**

## FOREWORD

The importance of health in the realization of the Vision and Mission of the University cannot be underestimated. The preparation of this Health Policy has come at a time when the country is witnessing a sudden surge of non-communicable diseases, injuries, and violence-related conditions. These prevailing and emerging health challenges have negative impacts on the realization of the Vision and Mission of the University.

Technical University of Mombasa Health Policy, has been aligned to, and supports the National Kenya Health Policy 2014–2030. This Policy provides the framework for how the University intends to address the prevailing and emerging health challenges amongst the student population, members of staff and the surrounding community.

This Health Policy would not have been possible without the concerted efforts and insights of several individuals. The Policy has been prepared as an initiative of the University Health Services in conjunction with the Office of Deputy Vice Chancellor Administration, Planning and Finance and the Deputy Chief Legal Officer through consultation with the University Management Board.



**Prof. Laila U. Abubakar**

**Vice Chancellor**

## EXECUTIVE SUMMARY

Technical University of Mombasa recognizes the importance of Healthcare in discharging its mandate. It is for this reason that the University has identified the need to have a Policy to govern how the University responds to the Healthcare needs of the Students, Staff and the surrounding Community.

This Policy identifies the legislative and administrative framework in place, concerning Healthcare service provision in Kenya. It provides for the organization of Healthcare provision at the University, oversight supervision, financing, medical products, health records, information systems and the required infrastructure for Healthcare service provision. The policy has been aligned to the University Statutes and the National Kenyan Health Policy 2014–2030.

The goal of the Policy is **“to attain the highest possible standard of health responsively.”** To achieve this goal, the Policy aims to ensure the reduction of communicable conditions, halting and reversing the rising burden of non-communicable conditions and mental disorders. It further aims at reducing the burden of workplace injuries and exposure to health hazards and the provision of essential healthcare.

The Policy has identified fundamental principles that would guide investments, interpretation of targets, and performance of the Department of Health Services towards attaining its overall objectives.

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**ABBREVIATIONS AND ACRONYMS**

AIDS	Acquired Immunodeficiency Syndrome
HIV	Human Immunodeficiency Virus
HOD	Head of Department
TUM	Technical University of Mombasa
WHO	World Health Organization
MOH	Ministry of Health
TB	Tuberculosis
GOK	Government of Kenya
NHIF	National Hospital Insurance Fund



**DEFINITIONS**

**“Bonafide Student”** a student who is or was registered or enrolled for a study in any field listed in TUM calendar; has paid the required University fees, in addition to fulfilling the two thirds( $\frac{2}{3}$ ) attendance of contact hours, practical’s and excursions for each Unit. .

**“Communicable diseases”** an infectious disease transmissible (as from person to person) by direct contact with an affected individual or the individual's discharges or by indirect means.

**“General Public”** the Community within the University vicinity who may access Healthcare Services at the University Health Facility.

**“Healthcare Provider”** any person involved in the management of a patient and this also includes the healthcare institution.

**“NHIF”** National Hospital Insurance Fund.

**“Occupational Safety and Health Committee”** the Committee responsible for Planning, supervising and overseeing healthcare service provision in the University.

**“Patient”** a client of a healthcare provider.

**“Staff”** a person who works at the Technical University of Mombasa.

**“Student”** a person enrolled as a learner in Technical University of Mombasa.

**“University”** this term shall be used to refer to Technical University of Mombasa.

**“University Health Facility”** a place identified for healthcare service provision at the University.

**“University Stakeholders”** any person with an interest in the Technical University of Mombasa.

**“University Community”** means the entire population of students, staff and their dependents.

**“Healthcare Provider”** means any person involved in the management of a patient and this also includes the healthcare institution.

## 1.0 INTRODUCTION

Technical University of Mombasa (TUM) was established through the Universities Act No. 42 of 2012 and the Technical University of Mombasa Charter, 2013 to offer technological, professional and scientific education, research and training, while ensuring quality, accessibility, and equity in the discharge of its mandate.

The Health Unit of TUM falls under the administrative division of the University headed by the Deputy Vice-Chancellor Administration Finance and Planning. It is a support unit mandated to provide diagnostic, curative, preventive and promotional health services, to the University community.

The purpose of this Policy is to outline the principles, guidelines, practices that the University will embrace in its endeavour to attain the highest possible standards of health for the University Community in line with the Kenya Health Policy 2014–2030. In implementing the Policy, the University will ensure a level of health that would guarantee the realization of its Mission and Vision in line with the Country’s Vision 2030.

### 1.1 Citation

This Policy shall be cited as the **Technical University of Mombasa Health Policy**.

### 1.2 Vision

A Technical University of Global Excellence in Advancing Knowledge, Science and Technology.

### 1.3 Mission

To advance knowledge and its practical application through teaching, research and innovation to serve both industry and the community.

#### 1.4 Core Values

The Council, Senate, Management, Staff and Students of TUM will endeavour to institutionalize and inculcate values fostering a strong corporate culture while promoting quality service delivery, cohesion in our diverse community and achieving the targeted goals. These will be realized by espousing the following values:

- i) *Excellence;*
- ii) *Integrity and Professionalism;*
- iii) *Equity;*
- iv) *Teamwork;*
- v) *Creativity, Innovativeness and Environmental Sustainability.*

#### 1.5 Motto

*Jiddu Tajidu* (Endeavour and Achieve)

#### 1.6 Policy Statement

Technical University of Mombasa strongly supports and promotes sustainable health systems, laws and policies that guarantee quality health of its Staff, Students and Stakeholders. The University Health Unit envisages promotion and provision of quality Health Services to Students, Staff and the general public based on best primary healthcare practices.

## 1.7 Legislative and Administrative Instruments

The following, but not limited to, legal instruments and institutional policies shall apply:

- i) The Constitution of Kenya, 2010;
- ii) The Universities Act, 2012, Cap 42;
- iii) The Public Finance Management Act, 2012;
- iv) The Health Act No. 21 of 2017;
- v) The Occupational Safety and Health Act, 2007;
- vi) The Public Health Act, Cap 242;
- vii) The Kenya Health Policy 2014 - 2030;
- viii) The Public Procurement and Assets Disposal Act 2015;
- ix) The Kenya National Patients' Rights charter 2013;
- x) Technical University of Mombasa Statutes; and
- xi) Technical University of Mombasa Financial Management Policy.

## 1.8 Scope/Applicability

This Policy shall apply to Healthcare Service provision at the University.

## 2.0 POLICY GUIDING PRINCIPLES

This Policy is guided by the following principles:

### 2.1 Equity and Access in Provision of Healthcare Services

Healthcare Services shall operate on the principle of service for all. Services shall be provided equitably to the University Community, and the general public, irrespective of their gender, age, race, ethnicity or socio-economic status.

### 2.2 People-Centred Approach to HealthCare Services

Healthcare services and health interventions shall be based on people's legitimate needs and expectations. This necessitates community participation in decision making, implementation, monitoring, and evaluation.

### 2.3 Participatory Approach to the Delivery of Interventions

The different actors in Healthcare shall be involved in the design and delivery of interventions to attain the best possible outcomes. A participatory approach shall be applied when the potential for improved outcomes exists.

### 2.4 Efficiency in the Application of Health Technologies

The Health Services Unit shall choose and apply technologies appropriate (accessible, affordable, feasible, and culturally acceptable to the community) in addressing health challenges.

### 3.0 COMPONENTS OF THE POLICY FRAMEWORK

In addressing the prevailing and emerging health challenges, the University Health Unit shall adopt a Policy framework that privileges high-priority investment areas (Policy orientations) that operate to influence outcomes (Policy objectives), to realize its goals.

#### 3.1 Policy Goal

The goal of this Policy is to provide and ensure access to quality Healthcare for all.

#### 3.2 Policy Objectives

- i) To reduce communicable conditions ;
- ii) To halt and reverse the rising burden of non-communicable conditions and mental disorders;
- iii) To reduce the burden of workplace injuries and exposure to health hazards;
- iv) To provide essential services; and
- v) Organization of service delivery by the Health Unit.

#### 4.0 SERVICE PACKAGE AND DELIVERY SYSTEM

Under this Policy, the University shall define a service package and delivery system that will constitute the following elements:

- i) Students Healthcare services;
- ii) Healthcare services for the University members of Staff and their dependents; and
- iii) Healthcare services for the general public.

#### 4.1 Students' Access to Health Services

Students shall contribute a mandatory medical fee at a rate that shall be determined from time to time to cater for medical expenses for services offered at the University Health Unit. Students shall also have a medical insurance cover to provide for medical benefits and cover for services not provided at the Health Unit.

##### 4.1.1 Eligibility for University Health Services

The Health Unit shall provide health services to:

- i) Bonafide Students of TUM;
- ii) Students who are not registered as TUM students who are on industrial attachment at TUM,;
- iii) Registered students of TUM who are on vacation with a Medical Insurance cover or willing to make cash payments for the services; and
- iv) Where healthcare services needed by a student are unavailable, the student shall be referred to other Health facilities at their own cost.



#### 4.2 Health Services for the University Members of Staff and their Dependents

The University shall provide a comprehensive medical insurance cover for members of staff and their eligible dependents.

Members of staff and their eligible dependents may access health services at the Health Unit using their insurance medical access covers.

#### 4.3 Health Services for the General Public

The Health Unit shall be opened to the general public on payment of requisite fees for services offered. The general public shall include non-TUM staff, visiting students/personnel from other institutions, or visitors who have made prior arrangements through their institutions. Payment for services shall be made through the following means: -

- i) Cash payments
- ii) Insurance covers

#### 4.4 Health Services Management

This Policy aims to achieve an all-round leadership in the management of health services at TUM. Therefore, the University shall invest in the following six areas:

- i) Management systems and functions;
- ii) Partnership and coordination of Healthcare delivery;
- iii) Governance systems and functions;
- iv) Engaging public and private service providers;
- v) Planning, coordination, control, monitor and evaluation systems, and services.

#### 4.5 Health Services Workforce

The Health Services Workforce constitutes those qualified persons recruited primarily for health and related service provision and management at the University. Although this Policy envisages an adequate and productive health workforce, it shall be guided by the University's Training and Development Policy as far as training, professional development and progression of Staff are concerned. The Health Unit shall ensure coordination of Staff and where appropriate source for Staff on a locum basis.

#### 4.6 Health Services Funding

The Policy is committed to progressive facilitation of access by all to services by ensuring social and financial risk protection through adequate mobilization, allocation, and efficient utilization of financial resources for Health service delivery.

Healthcare services in TUM shall be funded through the following mechanisms: -

- i) Students' medical fees contribution charged per semester;
- ii) Cash payments for services rendered;
- iii) Medical insurance claims for services rendered;
- iv) The Health Unit shall operate an account where all the money received from medical services payments shall be deposited;
- v) The University shall at the beginning of every financial year allocate adequate funds for healthcare service provision, based on the identified healthcare needs within that particular financial year.

##### 4.6.1 Emergency Petty Cash Fund

- i) There shall be emergency petty cash for a maximum of Kenya Shillings (Ksh) Twenty thousand (20,000/=) allocated to the University Cashier for

unforeseen emergency expenses at the University Health Unit from time to time.

- ii) The Officers from the Health Unit shall fill the requisite forms to facilitate access to the cash when the need arises from the Cash Office.

#### **4.7 Utilization of the Funds generated from the Provision of Healthcare Services**

All the funds generated from the provision of healthcare services at the Health Unit shall be utilized at the end of every financial year, as follows;

- i) 40% of the funds shall be used to fund development activities at the Health Unit
- ii) 60% balance shall go to the Central Kitty.

#### **4.8 Health Information**

The Policy's aspiration is for adequate health information for evidence-based decision making. The University shall employ the following strategies:

- i) Continued strengthening of accuracy, timeliness, and completeness of health information;
- ii) Strengthening mechanisms for health information dissemination to ensure information is available where and when needed;
- iii) Progressive utilization of information and communication technologies to aid service delivery;
- iv) Developing and implementing a Health Information Systems (HIS) policy.

#### 4.9 Health Products and Technologies

Investments under this orientation will focus onwards ensuring effective, safe, and affordable health products and technologies are available and rationally used at all times. The Health Unit shall employ the following strategies:

- i) Define and apply an evidence-based essential package of health products and technologies;
- ii) Ensure availability of affordable, good quality health products and technologies;
- iii) Establish effective and reliable procurement and supply systems; and
- iv) Ensure efficient and effective management of health products and technologies.

#### 4.10 Health Infrastructure

Adequate and appropriate health infrastructure is essential to achieving the objectives of this policy. To achieve this the University shall:

- i) Adopt evidence-based health infrastructure investments, maintenance, and replacement through the utilization of norms and standards in line with National Policies;
- ii) Facilitate the development of infrastructure that achieves the required National Standards; and
- iii) Strengthen the Regulatory Framework to enforce Health Infrastructure standards.

## 5.0 GENERAL ADMINISTRATION

### 5.1 Responsibility of University Health Services

Any intentional action on the part of a patient that is against the advice of a University Healthcare service provider shall abrogate all responsibility on the part of University Health Services.

### 5.2 Requests to Administer Medications

Requests to administer medications ordered by a private physician shall:

- i) Be within the scope of services offered at the Health Unit;
- ii) Meet the standard of care provided by the Health Unit medical Staff;
- iii) Be approved by the Chief Medical Officer; and
- iv) Be granted only if the patient provides medical records from the prescribing physician that contain appropriate documentation of the reason for treatment.

### 5.3 Treatment at Other Facilities

- i) University Health Services shall assume no financial responsibility for a Student's care at another medical facility;
- ii) A Student who goes to or is taken to another medical facility for emergency or other treatment, regardless of geographical location or other circumstantial factors, shall be responsible for all resulting costs.

### 5.4 Medical Records

- i) All original medical records (whether electronic or paper) and other records of treatment, whether originating within University Health Services or another facility or provider, shall be the property of University Health Services;

- ii) Medical information shall be disclosed as required by the existing laws;
- iii) Additional information from patient records shall be released only with informed written consent. Patients have the right to review, inspect or request copies of their medical records.

### **5.5 Deferment from the University under Medical Grounds**

In cases of requests for deferment from the University on medical grounds by a Student, the University Academic Policy and the Student Handbook shall apply.

## 6.0 DUTIES AND RESPONSIBILITIES

### 6.1 Vice-Chancellor

The Vice-Chancellor shall;

- i) Facilitate the development, overall implementation, and review of this Policy;
- ii) Ensure that the Occupational Safety and Health Committee is reconstituted and strengthened to support the implementation of this Policy.

### 6.2 Occupational Safety and Health Committee

The Occupational Safety and Health Committee shall; -

- i) Plan, supervise and oversee Healthcare service provision in the University and advise the University Management Board on all matters relating to Health within the university;
- ii) Coordinate the development, implementation, and review of this Policy.

### 6.3 Chief Medical Officer

The Chief Medical Officer shall be; -

- i) Responsible for clinical and administrative leadership over patient care activities of University Health Services;
- ii) Provide direct patient care at the Health Unit;
- iii) Provide consultation in matters concerning the delivery of Healthcare Services and emerging public health issues affecting the University.

**7.0 POLICY IMPLEMENTATION AND REVIEW**

**7.1 Policy Implementation**

The Chief Medical Officer shall be responsible for the implementation of this Policy. The University Management and the Council shall be key in its monitoring and evaluation.

**7.2 Policy Review**

Given the emerging disease trends in Kenya, this Policy shall be reviewed after every five (5) years to ensure it remains relevant to the Healthcare needs of the University Community and its environs, and in line with the existing laws, National Health Policies and Regulations.

**THIS HEALTH POLICY IS EFFECTIVE FROM THIS**

**29<sup>th</sup> May, 2020**

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SIGNED.....*RO Arunga*.....

**COUNCIL CHAIRPERSON**





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