



health

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ANNEXURE B.

Dr. KENNETH KAUNDA DISTRICT

STANDARD OPERATING PROCEDURE (SOP) ON ACCOMMODATION OF IDENTIFIED HEALTH PROFESSIONALS AND OTHER CRITICAL SCARCE SKILLS EMPLOYEES IN DR. KENNETH KAUNDA DISTRICT

1. Purpose

- 1.1 To ensure that there is uniform application of Policy on Accommodation of Identified Health Professionals Categories and Other Critical Scarce Skills Employees in Dr. Kenneth Kaunda District.

2. Background

- 2.1 In 2012, the North West Provincial Department of Health (NWDoH) promulgated a Policy on Accommodation of Identified Health Professionals and Other Critical Scarce Skills.
- 2.2 Management in Dr. Kenneth Kaunda, however, came to the realization that there is inconsistent application of this policy by institutions in the district; hence the drafting of these Standard Operating Procedures to ensure that there is uniform application of the policy throughout Dr. Kenneth Kaunda District Health institutions.

3. Legislative and Prescripts Underlying this Standard Operating Procedure

- 3.1 Legislative prescripts underlying the application of this SOP are derived from the aforementioned Policy on Accommodation of Identified Health Professionals and Other Critical Scarce Skills which include *inter alia*:
 - 3.1.1 The North West Department of Health Recruitment and Retention Strategy and Policy promulgated in March 2015
 - 3.1.2 PSCBC Resolution 3 of 1999
 - 3.1.3 PSCBC Resolution 7 of 2015, Housing Allowance
 - 3.1.4 Regulations for Community Service Internship and



Healthy Living for All

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3.1.5 Government to Government Agreements.

4. Scope and Applicability

- 4.1 This SOP covers the following categories of employees:
- 4.1.1 Health professionals employed on a government to government agreement
 - 4.1.2 Health professionals doing medical internship programme
 - 4.1.3 Community Service Health Professionals, except those who were sent by the institution to study full time,
- 4.2 The SOP shall be implemented in all Dr. Kenneth Kaunda District Health institutions and supersedes all directives that existed prior to the ratification of this one.

5. Intended Outputs

- 5.1 Increased retention of health professionals within health institutions in the District.
- 5.2 Improved provision of quality of services
- 5.3 Improved health outcomes
- 5.4 Uniform application of the policy on

6. Application of Procedure

- 6.1 Based on its own circumstances and prevailing conditions each institution / sub-district should compile a list of its health professionals and scarce skills employees who will need to be assisted by the State for accommodation.
- 6.2 All Health Professionals who are identified as scarce skills, in the two rurally designated Sub-Districts, Maquassi Hills and Ventersdorp, already receive rural allowance as an incentive.
- 6.3 The list must be discussed in the institution and sub-district management structures and recommended to the district director for approval by the district chief director. This list must be aligned to available funds and be reviewed annually.
- 6.4 Managers must ensure that based on the identified needs sufficient budget is allocated for accommodation.
- 6.5 It is up to the discretion of the hospital and sub-district management and depending on the availability of the budget that other scarce skills health professionals can be considered for accommodation.
- 6.6 The Sub-District Management and Hospital Management must ensure that available state accommodation houses relevant categories of staff



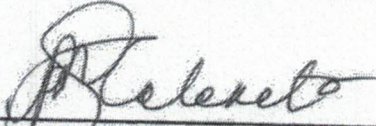
- according to the policy and that state accommodation is optimally used. e.g. including sharing of accommodation.
- 6.7 The health professionals who benefit from the policy, will be accommodated during the community service year, the internship period and the government to government contract period.
 - 6.8 Sub-Districts and Hospital Management will apply this procedure to permanent scarce health professionals based on institutional needs, or as a recruitment/retention strategy.
 - 6.9 The following cost saving measures apply to this SOP,
 - 6.9.1 The incumbents secure their own accommodation. The DPSA Directive takes precedence, an allowance of R900 pm will be paid to the incumbent on condition that proof of payment and copy of signed lease agreement submitted,
 - 6.9.2 The S & T claim must be submitted to Human Resource Department by the 7th. of each month, or they forfeit the monthly subsidy.
 - 6.9.3 The S & T claim must be submitted to Human Resource Department or the forfeiture principle will apply
 - 6.9.4 State accommodation should be prioritized for categories specified in the policy.
 - 6.9.5 Noting that employees on Senior Management Level and Middle Management Level already have a component of accommodation in their salary package they are excluded from this policy and must secure their own accommodation
 - 6.9.6 This also goes for other employees who through a collective bargaining process receive a housing allowance which should be utilized as a subsidy for own accommodation.
 - 6.9.7 The District may only be responsible for providing available furniture for interns and foreign health professionals on a government-to-government agreement.
 - 6.9.8 The department cannot be held liable for any loss of damage to personal property irrespective the tenant lives in the State or rented accommodation.

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Instruction:

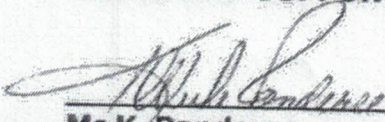
1. Issue notices to staff occupying State accommodation
2. Institutions to identify critical & scarce skills
3. Institutions to ensure budget is available
4. Institutions must charge market related prices within the sub district for employees who do not qualify for the benefit



Phillip Moretshane Kolokoto
Deputy Director: Corporate Services

Date: 20 September 2016

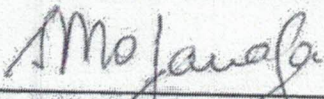
NOTED AND SUPPORTED



Ms K. Randeree
Director: PHC Dr. Kenneth Kaunda District

Date: 20 September 2016

APPROVED/NOT-APPROVED



Ms NNRT Mojanaga
Chief Director: Dr. Kenneth Kaunda District

20th September 2016
Date: 20 September 2016

