

<b>TITLE :</b>  <b><i>PROCEDURE MANUAL CONTENT</i></b>	<b>DEPARTMENT : HRPD</b>
	<b>POLICY/SOP NO. : CE/HRPD/PMC</b>
	<b>ISSUE NO. : TWELVE</b>
	<b>EFFECTIVE DATE : 17<sup>TH</sup> AUGUST 2016</b>
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Manual	Personnel Development Training Manual	2	1 - 35	14 <sup>th</sup> June 2016	0	JCI
PLAN	(PLAN) Staff Qualification and Education Plan	2	1 - 7	13 <sup>th</sup> March 2015	0	JCI
PLAN	(PLAN) Training Plan	2	1 – 8	13 <sup>th</sup> March 2015	0	JCI
PLAN	(PLAN) Staffing Plan	3	1 – 8	13 <sup>th</sup> March 2015	0	JCI
CE/HRPD/001	Recruitment Procedure.	4	1 – 17	13 <sup>th</sup> March 2015	0	P&P
CE/HRPD/002	Performance Appraisal Procedure	4	1 - 8	17 <sup>th</sup> May 2016	0	P&P
CE/HRPD/003	Disciplinary Procedure.	3	1 – 8	13 <sup>th</sup> March 2015	0	P&P
CE/HRPD/004	Grievance Handling Procedure.	4	1 – 7	13 <sup>th</sup> March 2015	△ 1	P&P
CE/HRPD/005	Leave Management Procedure.	5	1 – 12	13 <sup>th</sup> March 2015	0	P&P
CE/HRPD/006	Employment Commencement/Registration Procedure.	3	1 – 6	13 <sup>th</sup> March 2015	0	P&P
CE/HRPD/007	(GLD) Establishment Of Job Requirement and Description Procedure.	4	1 – 7	13 <sup>th</sup> March 2015	0	JCI

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CE/HRPD/008	Organisation Chart.	3	1 – 4	1 <sup>st</sup> April 2015	0	P&P
CE/HRPD/009	Personnel Development.	3	1 – 8	13 <sup>th</sup> March 2015	△ 2	P&P
CE/HRPD/010	Mailing Room Services	3	1 – 9	18 <sup>th</sup> May 2012	△ 1	P&P
CE/HRPD/011	Employee Award	1	1 - 9	18 <sup>th</sup> May 2012	△ 1	P&P
CE/HRPD/012	I Care I Suggest Programme	3	1 - 7	13 <sup>th</sup> March 2015	0	P&P
CE/HRPD/013	(Scope of Services) HRPD Management Plan	1	1 - 5	18 <sup>th</sup> May 2012	△ 1	JCI
CE/HRPD/014	Industrial Trainee Management	1	1 - 7	13 <sup>th</sup> March 2015	0	P&P
CE/HRPD/015	Hepatitis B Screening Vaccination <i>(SOP has been obsolete as replaced with Immunization Programme (024))</i>			17 <sup>th</sup> October 2013		
CE/HRPD/016	Post Basic Training For Registered Nurses	3	1 - 7	14 <sup>th</sup> June 2016	0	P&P
CE/HRPD/017	Exemplary Attendance Award.	2	1 - 7	18 <sup>th</sup> May 2012	△ 1	P&P
CE/HRPD/018	Perfect Attendance Award	2	1 - 7	18 <sup>th</sup> May 2012	△ 1	P&P

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CE/HRPD/019	Purchase of Long Term Medication At Cost Price	2	1 - 7	17 <sup>th</sup> August 2016	0	P&P
CE/HRPD/020	Staff Health Clinic Services	2	1 - 7	18 <sup>th</sup> May 2012	△ 1	P&P
CE/HRPD/021	... vacant ...					
CE/HRPD/022	Employee Hostel Management	3	1 - 6	1 <sup>st</sup> August 2016	0	P&P
CE/HRPD/023	Conversion of Contract / Temporary / Casual Staff to Permanent Employee	2	1 - 6	13 <sup>th</sup> March 2015	0	P&P
CE/HRPD/024	(SQE) Immunization Program	1	1 - 6	18 <sup>th</sup> May 2012	△ 3	JCI
CE/HRPD/025	(SQE) Follow-up Staff Exposure to Infectious Disease	1	1 - 6	18 <sup>th</sup> May 2012	△ 3	JCI
CE/HRPD/026	(SQE) Privileging for Clinical and Allied Health Staff	2	1 - 6	13 <sup>th</sup> March 2015	△ 1	JCI
CE/HRPD/027	(SQE) Locum Staff Recruitment	3	1 - 5	13 <sup>th</sup> March 2015	0	JCI
CE/HRPD/028	(SQE) Student Attachment	2	1 - 6	13 <sup>th</sup> March 2015	0	JCI

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CE/HRPD/029	Staff Health Outpatient and Inpatient Benefit	3	1 - 11	1 <sup>st</sup> August 2016	0	P&P
CE/HRPD/030	Personnel Files	0	1 - 5	11 <sup>th</sup> April 2014	0	P&P
CE/HRPD/031	Resignation Management	0	1 - 5	5 <sup>th</sup> June 2014	△ 3	P&P
CE/HRPD/032	Issuance of Medical Cards	1	1 - 10	1 <sup>st</sup> August 2016	0	P&P
CE/HRPD/033	Uniform and Footwear Policy	0	1 - 9	6 <sup>th</sup> August 2015	0	P&P
CE/HRPD/034	Disruptive Patient / Visitor Policy	0	1 - 12	21 <sup>st</sup> September 2015	0	P&P
CE/HRPD/035	Workplace Violence	1	1 - 11	19 <sup>th</sup> January 2016	0	P&P
CE/HRPD/036	Dress Code and Uniform Policy	0	1 - 14	17 <sup>th</sup> May 2016	0	P&P