HR DEPARTMENT	REVISION 00	DATE EFFECTIVE 01 July	PROCEDURE No. HR-023
HOW TO USE THE MEDICAL ROOM		WRITTEN BY	APPROVED BY

I- OBJECTIVE :

♦ To make convenient to staff who is sick to recover his/her health during working time.

♦ To help the Managers/Supervisors manage their staff when staying at the medical room.

♦ To guide staff how to use the medical room in the right purpose.

II- PROCEDURE:

1. *Administration time :*

1. Inform to the Direct Supervisor the sickness status.
2. HR will check the status and if it is serious and need to take a rest, HR will keep staff at the medical room.
3. When keeping, HR has to inform the Head Department/ Head Section his/her health situation , staying time and the solution.
4. All cases of staying at the room will be record and reported to Head Dep. if any staff is frequently to take a rest at the room.

B- *At Shift time, overtime working, or HR is not available*

1. Inform to the Line/Shift Leader / First –Aid staff the sickness status
2. If need to take a rest at the medical room, please contact Security to get the key
3. If need to use medicine, please strictly follow the guideline how to use medicine (please see at the medical box) .
4. The Shift/Line Leader records staying time/ medicine usage at the health follow-up book .
5. When usage, please keep the room in good condition - hygiene & tiny
6. If the sick staff has not recovered within 15 minute, the Line/Shift Leader or First-Aid staff has to re-check & inform

I - MUÏC ÑÍCH :

♦ **Taïo thuaän lôïi cho nhaân vieân trong tröôøng hôïp bò bònh caàn ñöôïc nghæ ngôi trong giôø laøm vieäc ñeå phuïc hoài söùc khoeû**

♦ **Ñeå giuùp cho caùc Tröôûng boä phaän quaûn lyù toát nhaân vieân cuûa mình khi hoï caàn naèm nghæ taïi phoøng y teá.**

♦ **Höôùng daãn nhaân vieân söû duïng phoøng y teá ñuùng muïc ñích**

II - Thuû tuïc :

A/ *Trong giôø haønh chính*

1. Baùo cho Giaùm Saùt tröïc tieáp bieát veà tình traïng beänh
2. Nhaân söï seõ kieåm tra tình traïng beänh & neáu naëng caàn naèm nghæ, NS seõ löu NV taïi phoøng y teá .
3. Khi löu NV, NSï seõ thoâng baùo cho Tröôûng boä phaän bieát veà tình traïng söùc khoeû cuûa nhaân vieân, thôøi gian naèm nghæ & höôùng xöû lyù.
4. Taát caû tröôøng hôïp nghæ beänh cuûa NV taïi phoøng y teá ñeàu ñöôïc ghi laïi & baùo cho Tröôûng boä phaän neáu NV thöôøng xuyeân naèm nghæ beänh taïi phoøng y teá

B- Giôø laøm ca, taêng ca hoaëc NS khoâng coù maët taïi phoøng

1. Baùo cho Tröôûng chuyeàn/ca hoaëc nhaân vieân sô caáp cöùu (NV SCC) bieát veà tình traïng beänh.
2. Neáu caàn naèm nghæ taïi phoøng y teá lieân laïc vôùi Baûo veä ñeå laáy chìa khoaù.
3. Neáu caàn söû duïng thuoác, xin vui loøng tuaân theo Baûng höôùng daãn söû duïng thuoác (xem taïi tuû thuoác).

4. Tröôûng ca/chuyeàn seõ ghi laïi thôøi gian naèm nghæ/ thuoác söû duïng (neáu coù) vaøo soå theo doõi söùc khoûe ñaët taïi phoøng y teá.
5. Khi söû duïng phoøng y teá, yeâu caàu giöõ veä sinh saïch seõ, goïn gaøng.

HR or Head Dept/ Head Section to get the best solution.

III- DOCUMENTATION
Health follow-up book

6. Neáu NV chöa hoài phuïc trong voøng 15', Tröôûng ca/chuyeàn hoaëc NV SCC phaûi xem laïi tình traïng söùc khoeû & xin yù kieán cuûa Nhaân söï hoaëc Tröôûng Boä phaän ñeå xöû lyù.

III TAØI LIEÄU
Soå theo doõi söùc khoûe