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| Document Title: SCOPE OF SERVICE   |                                      |                                   |
| Applies To: Hospital Wide          |                                      | Index No: SOS-EHC-001             |
| Issue date:<br>January 05, 2025    | Effective date:<br>February 19, 2025 | Review date:<br>February 19, 2028 |

**1. Vision:**

To be a recognized expert providing quality, affordable and accessible occupational health services, employee assistance and primary health care aimed at nationwide coverage through our affiliates, onsite services, web based and from our Medical health care facility.

**2. Mission:**

To build a healthy and productive work force through quality Occupational Health Services Employee Assistance and Primary Health Care aimed at promoting optimal worker health and company profits.

**3. Goals:**

A key goal is to improve workers' health and thereby reduce health care costs.

**4. Employee Health Clinic Staff Outline:**

- 4.1 Head of the Department
- 4.2 Employee Health Clinic Staff

**5. Administrative Procedure:**

- 5.1 The employee health program is supervised by the occupational health directorate.
- 5.2 During off-duty hours, weekends and national holidays, the emergency medical services department will be responsible for employee health matters that need urgent attention (e.g. post exposure management of sharps and needle stick injuries, evaluating and treating related injuries)

**6. Working Days And Working Hours:**

The Employee Health Clinic operates Sunday to Thursday from 7:30 am to 4:00pm.



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## 7. Scope of Service:

The employee health program will perform the following duties through Employee Health Clinic.

- 7.1 Record keeping.
- 7.2 Medical and Occupational history.
- 7.3 Pre-employment screening and Medical evaluation.
- 7.4 Periodic medical examination (and follow up examinations when appropriate).
- 7.5 Vaccination according to most recent and updated international standards.
- 7.6 Management of needle stick injuries and body fluids exposures.
- 7.7 Post exposure prophylaxis, follow up and treatment in cases of incidents.
- 7.8 In case of incident with potential transmission of infectious disease, the case should be refer  
To the infectious disease department in the institution.
- 7.9 Management of work related injuries and occupational illness, referrals are needed.
- 7.10 Referral in case of usual non-emergency cases and chronic diseases.
- 7.11 Applying work restriction rules according to international references.
- 7.12 Training.
- 7.13 Occupational health risk management.
- 7.14 Investigation or participation in the investigation of occupational incidents.
- 7.15 Treatment, rehabilitation and compensation services.

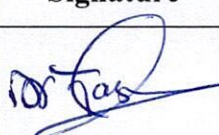
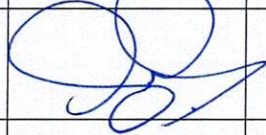
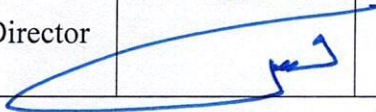
## 8. Regulatory Agencies:

- 8.1 Ministry of Health (MOH) in Saudi Arabia
- 8.2 Central Board of Accreditation of Healthcare Institutions (CBAHI)



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## 7. APPROVALS:

|              | Name                            | Title                              | Signature                                                                             | Date                 |
|--------------|---------------------------------|------------------------------------|---------------------------------------------------------------------------------------|----------------------|
| Prepared by: | Dr. Tasnem Abdalkhaleg          | Employee Health<br>Clinic Director |  | January 05,<br>2025  |
| Reviewed by: | Dr. Thamer Naguib               | Medical Director                   |   | January 08,<br>2025  |
| Reviewed by: | Mr. Abdullellah Ayed Al Mutairi | QM&PS Director                     |  | February 12,<br>2025 |
| Approved by: | Mr. Fahad Hezam Al Shammari     | Hospital Director                  |   | February 19,<br>2025 |