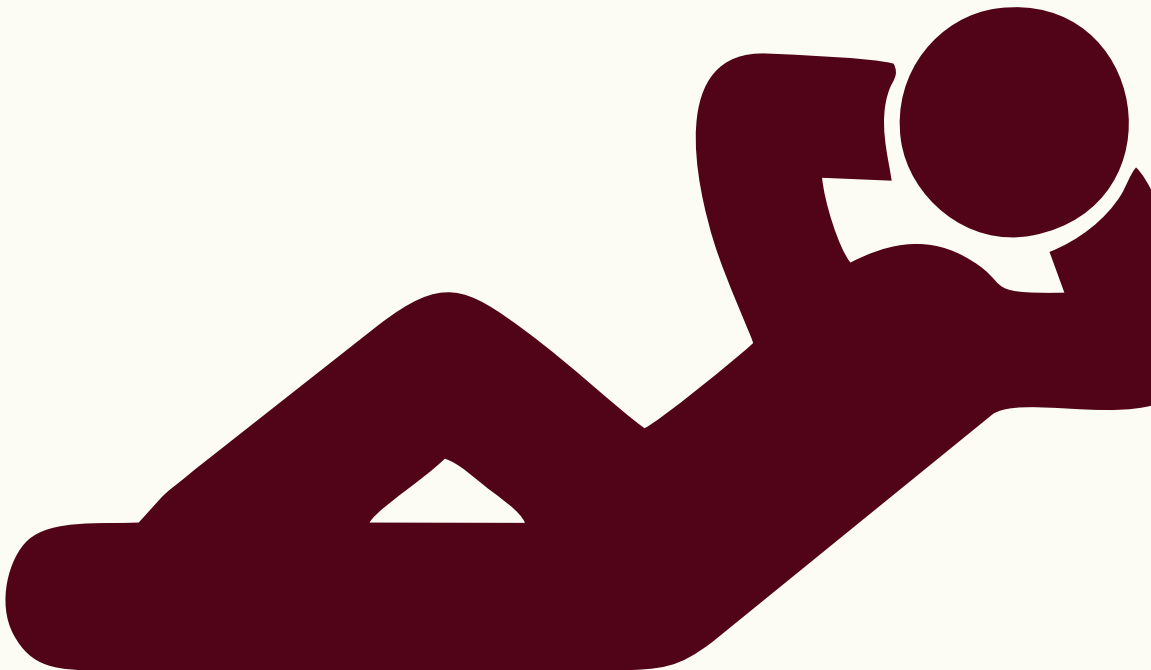




KMTCC is ISO 9001:2015 Certified

Kenya Medical Training College



EMPLOYEE WELLNESS
POLICY

MAY 2019

TABLE OF CONTENTS

PREFACE	i
FOREWORD	ii
ABBREVIATIONS	iv
DEFINITION OF TERMS	v
PREAMBLE	vi
1.0 GENERAL INFORMATION	1
1.1. Policy Statement	1
1.2. Guiding Principles	1
1.3. Scope	1
1.4. Objectives of the Employee Wellness Policy	1
1.5. Legislative and Administrative Provisions	1
1.6. Budget	1
1.7. Related Policies	1
2.0 EMPLOYEE WELLNESS PROGRAM	2
2.1 Objectives of the Employee Wellness Programme	2
2.2. Components of an Employee Wellness Program	2
2.3. Employee Wellness Framework	3
2.4. Employee Workplace Wellness Calendar	4
2.5. Resource Mobilization	4
3.0 EMPLOYEE ASSISTANCE PROGRAM (EAP)	4
3.1. Introduction	4
3.2. Service Delivery System	5
3.3. Components of an Employee Assistance Program	5
3.4. Physical wellness	6
4.0 MONITORING, EVALUATION AND REPORTING	7

5.0: POLICY IMPLEMENTATION	7
5.1 Implementation Date	7
5.2 Monitoring and Evaluation	7
5.3 Review	7
APPENDIX I: EMPLOYEE WORKPLACE WELLNESS CALENDAR	8
APPENDIX II: WELLNESS BOOKING SHEET	16
APPROVAL	18

PREFACE

On behalf of the Kenya Medical Training College (KMTc) Board of Directors, I am delighted to approve this Policy for use by Management. The KMTc Board is determined to improve access to and equity of quality Medical training and to ensure that the institution plays its role in the realization of Sustainable Development Goals (SDGs), Vision 2030, health sector policies and the government agenda on the “Big Four”. The Board continues to realize the set milestones which contribute to improving the quality and quantity of essential health care providers. Inadequate numbers of skilled care providers have had a negative impact on efforts to expand access and improve the quality of health services. This situation is compounded by continued high prevalence of communicable and non-communicable diseases in the country.

Towards this end, the KMTc Board of Directors under my leadership is determined to critically address the task of defining long-term strategies for addressing the constraints to training and development of quality health care providers through:

- i. Improved policy and corporate governance for enhancing accountability and decision making.
- ii. Enhanced access, quality, relevance and equity in medical training.
- iii. Prudent resource utilization and good infrastructural management.
- iv. Increased visibility of Kenya Medical Training College nationally and internationally as a premier institution focusing on training, research and consultancy.
- v. Improved resource base, partnership and linkages.

In response to the 2010 Constitutional agenda, the Board will continue to direct efforts at advancing community – oriented programs that respond positively to the country’s social and economic development agenda. This Policy therefore provides an analysis of the internal and external environment, and makes strong statement on the role KMTc will play in supporting the Government to realize sustainable growth in the health sector. The Board is dedicated to offer oversight on the operations and management of the College to ensure sustainable delivery of health coverage in the country and beyond. I believe successful implementation of the Policy will be realized through total commitment of the entire staff, students and other key stakeholders.



Prof. Philip Kaloki, MBS,

Chairperson, KMTc Board of Directors.

FOREWORD

The development of this Policy has been necessitated by the challenges that have faced employees with respect to their health while in the course of their service delivery at the College. Matters related to the employees' health have in the past been guided by various guidelines and Terms and Conditions of Service issued from time to time. This Policy has harmonized the various documents that used in the College, and takes cognizance of the fundamental issues that arise due to non-performance of employees as a result of their health. The formulation of this Policy is therefore part of the College's efforts to improve efficiency and effectiveness in service delivery through advocating on measures to ensure their good health. This Policy constitutes Employee Wellness Program (EWP) and Employee Assistance Program (EAP).

Having healthy well-adjusted employees results in improving job performance and productivity. This Policy shall deal with a variety of issues such as marital problems, depression, anger management, anxiety, physical illness, counselling and referral to outside resources, day care for children of employees and elder care for parents of employees.

The program shall be easily accessible to them within the available resources to address their concerns. Employees shall be encouraged to utilize these services as part of a comprehensive benefit to them and the College. The EAP shall be consistently evaluated to ensure its effectiveness.

All employees are therefore urged to adhere to this Policy and support the College in maintaining their good health by avoiding alcohol and drug abuse; creating conducive working environment for each other; seeking advice and follow recommended treatment promptly once one suspects that he/she has a problem; and recognizing that problems related to drug/substance abuse are not an excuse for poor performance. The College will provide the necessary interventions in terms of educational forums, counselling and other therapeutic measures.



Prof. Michael Kiptoo,

Chief Executive Officer.

VISION

A model institution in the training and development of competent health professionals

MISSION

To produce competent health professionals through training and research, and provide consultancy services

CORE VALUES

Accountability

Integrity

Responsiveness

Equity

Teamwork

Professionalism

Creativity and innovation

ABBREVIATIONS

ARPP	Annual Review and Program Plan
CDM	Chronic Disease Management
CEO:	Chief Executive Officer
EAP:	Employee Assistance Program
EWP:	Employee Wellness Program
FAS:	Fatal Alcohol Syndrome
KMTC:	Kenya Medical Training College
MER:	Monitoring, Evaluation and Reporting
NACADA:	National Authority for the Campaign Against Alcohol and Drug Abuse
NCPWD:	National Council of Persons living With Disabilities
OSHA:	Occupational Safety and Health Act
VCT:	Voluntary Counselling and Testing
WHO:	World Health Organization
WIBA:	Workers Injuries Benefit Act

DEFINITION OF TERMS

Employee Wellness Program:

Refers to any workplace sponsored programs that hope to help employees live more healthily. It is also known as worksite wellness which is a program that promotes and supports the health, safety and wellbeing of employees.

Employee Assistance Program:

Is a voluntary and work-based program aimed at providing confidential problem assessment, short-term counselling, referral and follow-up services and linkages to community resources at no cost to employees who have personal and/or work-related problems that affect their attendance, work performance, and/or conduct.

PREAMBLE

Workplace wellness is any workplace health promotion activity or organizational policy designed to support healthy behaviour in the workplace and to improve health outcomes. Health promotion is defined as “the process of enabling people to increase control over, and to improve their health,” and it can be carried out in the workplace as well as many other settings. Also known as “Corporate wellbeing”, it consists of a variety of activities such as health fairs, health education, medical screenings, health coaching, weight management programs, wellness newsletters, on-site fitness programs and/or facilities and educational programs.

Workplace wellness includes organizational policies designed to facilitate employee health including allowing flex time for exercise, providing on-site kitchen and eating areas, offering healthy food options in vending machines, holding “walk and talk” meetings and offering financial and other incentives for participation, among many other options. Workplace wellness encompasses the overall creation of a ‘culture of health’ within the worksite.

Worksite environmental change and policy strategies are designed to make healthy choices easier. They target the whole workforce rather than individuals by modifying physical or organizational structures. Policy strategies may involve changing rules and procedures for employees, such as offering health insurance benefits, reimbursement for health club memberships, or allowing time for breaks or meals at the worksite.

Information and learning experiences facilitate voluntary adaptations of behaviour conducive to health. Behavioural and social strategies attempt to influence behaviours indirectly by targeting individual cognition (awareness, self-efficacy, perceived support, intentions) believed to mediate behaviour changes. These strategies can include structuring the social environment to provide support for people trying to initiate or maintain healthy living change. Such interventions may involve individual or group behavioural counselling, skill-building activities such as cue control, use of rewards or reinforcement, and inclusion of co-worker or family members for support.

1.0 GENERAL INFORMATION

1.1. Policy Statement

The College recognizes its responsibility to provide a healthy, drug and alcohol free environment within which employees should work. Drug and alcohol abuse affects the responsible conduct of business, teaching and learning and therefore will not be entertained. The College is committed in ensuring that every effort is made to enable employees be assisted to maintain their good health.

1.2. Guiding Principles

The College shall:

- i. Promote the health, well-being and safety of all employees, their families and surrounding community.
- ii. Ensure that no employee with drug/substance problem will be disciplined for requesting help in overcoming the problem or for involvement in rehabilitation effort.
- iii. Ensure that no employee is discriminated against in providing Drug and Substance Abuse rehabilitation services.

1.3. Scope

This Policy shall cover all staff of the College.

1.4. Objectives of the Employee Wellness Policy

This Policy seeks to maintain a healthy workforce to achieve the College mandate as provided for in the KMTC Act (as amended).

1.5. Legislative and Administrative Provisions

- i. The right to health is enshrined in the Constitution of Kenya 2010. In addition, various legal instruments provide for Occupational Health and Safety for employees at the work place. The Government has further initiated various institutional structures to guide in mainstreaming peoples' good health, such as NACADA, NCPWD, OSHA, WIBA among others.
- ii. The College shall ensure that these legislative and administrative requirements are complied with at all times.

1.6. Budget

The College will determine an annual allocation for implementation of the Employee Wellness Policy.

1.7. Related Policies

This Policy should be read in conjunction with the following documents and /or those that may be developed from time: -

- i. KMTC Terms and Conditions of Service
- ii. KMTC Act, Cap 261 of 1990 (as amended)
- iii. Code of Conduct

- iv. KMTC Statutes
- v. Training Policy

(All these documents are available at the HR office and the KMTC Website at www@kmtc.ac.ke or P.O. Box 30195 - 00100, Nairobi).

2.0 EMPLOYEE WELLNESS PROGRAM

2.1 Objectives of the Employee Wellness Programme

The objectives of the Employee Wellness Programme are as follows:

- i. A wellness program aiming at improving staff health, morale, and productivity.
- ii. Supporting staff to make healthy lifestyle choices that will help them to be better role models.

2.2. Components of an Employee Wellness Program

The College shall establish a comprehensive worksite health promotion program containing the following program elements:

- i. Health education, which focuses on skill development and lifestyle behaviour change along with information dissemination and awareness building, preferably tailored to employees' interests and needs.
- ii. Supportive social and physical environments. These include an organization's expectations regarding healthy behaviours, and implementation of policies that promote health and reduce risk of disease.
- iii. Integration of the worksite program into your organization's structure.
- iv. Linkage to related programs like Employee Assistance Programs (EAPs) and programs to help employees balance work and family.
- v. Worksite screening programs, ideally linked to medical care to ensure follow-up and appropriate treatment as necessary.
- vi. Support for individual behaviour change with follow-up interventions.
- vii. Evaluation and improvement processes to help enhance the program's effectiveness and efficiency.

Specific issues that this Program shall address include but not limited to the following:

- i. Tobacco and alcohol use
- ii. Unhealthy diet
- iii. Physical inactivity
- iv. High stress levels from job and family
- v. Lactating mothers

The College shall use various strategies/ initiatives to address these issues among which include:

- i. Medical Scheme
- ii. Counselling sessions
- iii. Wellness newsletter
- iv. Health risk assessments

- v. Health screenings
- vi. Workshops/sensitization on wellness issues
- vii. Walking groups
- viii. Health fairs
- ix. Physical activity breaks through facilitation in joining health clubs, sports clubs, choirs, gym/spa e.t.c.
- x. Staff canteen
- xi. Day care centres
- xii. Employees vaccination
- xiii. Smoking cessation classes
- xiv. Provision of incentives
- xv. Follow-up service to help an employee adjust

2.3. Employee Wellness Framework

The College shall:

- i. Establish an Employee Wellness Committee that represents the interests of employees, Management, and labour unions (if applicable).
- ii. Conduct a needs and resources assessment:
 - a. Determine employee needs, interests, concerns, and schedules.
 - b. Identify available space and facilities, including local community facilities.
 - c. Determine employer liability under existing health insurance, property owners' insurance, workers' compensation to pay, time frames, and relevant skills.
 - d. Identify relevant partner organizations.
- iii. Develop program components and activities based on the findings of the needs assessment.
 - a. Determine if services will be provided by the College personnel, consultants, or local community agencies.
 - b. Partner with other health-related non-profit organizations to broaden program offerings.
 - c. Develop a written document of program components and expected outcomes.
 - d. Develop formal policies for administering program.
 - e. Develop an evaluation plan for the program. (This shall include how the impact will be measured. Include cost, participation rate, employee satisfaction, employee behaviour changes, and impact on participant education.)
- iv. Provide incentives (employee release time or items such as pedometers and water bottles) to encourage employee participation.
- v. Notify employees of the program through flyers, e-mails, payroll stuffers, and posters.
- vi. Implement the program.
- vii. Evaluate the program.

2.4. Employee Workplace Wellness Calendar

This shall constitute the following key issues as outlined in:

- i. Planning for wellness activities, each year in accordance with the developed wellness calendar Appendix I.
- ii. Wellness activities shall be designed in a structured way e.g. in line with
 - a) Themed months celebrated worldwide (WHO days)
 - b) Institution's specific needs
- iii. Activities for themed months and days include:
 - a) Educate: Health talks, mail shots, newsletters
 - b) Screen: Diagnostic and baseline tests
 - c) Guide and Protect: Advice on how to take care and avoid and advice on how to live healthy going forward
- iv. The activities shall be recorded in the wellness booking sheet Appendix II.

2.5. Resource Mobilization

The College will determine and allocate an annual allocation for the implementation of the Employee Wellness Policy.

3.0 EMPLOYEE ASSISTANCE PROGRAM (EAP)

3.1. Introduction

An employee assistance program aims at restoring employee productivity with the aim of encouraging employees to seek guidance if they have difficulties as a result of either organizational or personal events. The issues for which an employee may wish to contact an Employee Assistant Program for assistance include, but not limited to:

- i. Drug abuse and alcohol abuse
- ii. Grief and loss issues e.g. death of loved one
- iii. Relationship issues
- iv. Work-related issues
- v. Balancing family and work responsibilities
- vi. Marriage and family problems
- vii. Coping with change e.g. change at work or home
- viii. Depression, anxiety
- ix. Stress management, both personal and work-related stress
- x. Elder care (coping skills, etc)
- xi. Eating disorders
- xii. Coping with a serious illness
- xiii. Coping with financial and legal problems and
- xiv. Chronic illnesses

3.2. Service Delivery System

An Employee Assistance Program shall be pre-paid by the College. The EAP services may be offered by full-time staff, identified coordinators or contracted/external providers, either as an individual or facility, through outsourcing arrangements.

The use of an EAP program can benefit the College through:

- i. Reduction of Health care costs
- ii. Increased productivity
- iii. Reduction absenteeism
- iv. Maintaining Quality and Customer Satisfaction
- v. Reduce turnover
- vi. Retention of valuable employees or
- vii. Preventing and responding to workplace violence incidents.

The counsellors for the Employee Assistance Program may include Human Resource Professionals, licensed Psychologists, drug and alcohol therapist or social workers. They should have experience in the behavioural health sciences field. One must understand EAP core technology which includes consultation, confidentiality, problem identification and assessment, constructive confrontation, motivating clients, case monitoring and the impact of employee assistance on the organizations that you provide service for.

In cases of patterns of deficient or deteriorating performance and/or conduct, managers shall let the employee know about the services of the EAP and its potential benefits.

3.3. Components of an Employee Assistance Program

The Employee Assistance Programme Services shall include the following:

i. Crisis and Referral Program

This shall constitute the following features:

- a. Confidentiality
- b. Reliability
- c. Effective communication of services
- d. Provision of medical services
- e. Crisis counselling available (crisis and suicide prevention / intervention);
- f. Telephone services
- g. Availability of referral facilities
- h. Assistance in cases of bereavement

ii. Counselling Services

- a. Staff with qualifications in counselling, social work or psychology and counselling experience.
- b. Short-term professional counselling, including routine follow-ups to evaluate progress after counselling.
- c. Prompt referral to an appropriate external community service in the event that an issue requires more extensive or long-term treatment.

iii. **Quality Assurance**

The College Quality Assurance team ensures the compliance to quality standards in a variety of ways, including:

- a. Ensuring compliance with a variety of government policies;
- b. Voluntary and anonymous Client Satisfaction Survey;
- c. Internal case management team that ensures on a case-by-case basis that intervention plans for clients respect our mandate and are best suited to meet the needs of each client;
- d. Strict and comprehensive recruitment and selection process for contracted professionals;
- e. In-depth telephone interviews;
- f. A complaints management process to address service-related issues;
- g. Regular site visits to counsellors and clients.

iv. **Advisory Services**

Soft skills/advice/coaching to support managers, union representatives and supervisors to deal with psycho-social situations that are unusual, exceptional or outside the realm of regular managerial duties (e.g suicide, workplace crisis, etc).

- a. Focused on providing effective and personalized psychosocial services to clients;
- b. Provision of office space at each institution;
- c. Information sessions to employees and managers to create awareness and better use of services;
- d. On-going consultation and advisory services in the development of an Employee Assistance Program tailored to the needs of its clients;
- e. Reports on the utilization of the program by employees and family members; assistance in interpreting the data and discussion with the client on areas of possible concern and improvement;
- f. Evaluation of all services provided;
- g. Preparation of an Annual Review and Program Plan (ARPP), a tool designed to inform clients of their employees' utilization of the EAP service. The ARPP also includes recommendations on ways to improve awareness of EAP as well as suggestions of activities and workshops to improve workplace health.

3.4. **Physical Wellness**

- i. The College shall endeavour to promote physical wellness of its employees as this shall ensure optimum productivity of the staff.
- ii. The following activities may be considered by the College to promote physical wellness;
 - a) Construction of a fully equipped gym facility within the institution and encouraging the staff to attend the physical training sessions.
 - b) Encouraging both indoor and outdoor sporting activities for the staff members.
 - c) Entering into collaborative engagements with external recreational facilities around the institutions campuses, to ensure subsidised subscription rates.

4.0 MONITORING, EVALUATION AND REPORTING

- i. The College shall have in place various mechanisms for monitoring, evaluating and reporting on the implementation of the Employee Wellness Policy. A Monitoring Evaluation and Reporting (MER) Committee shall be set up and be cascaded to continuously monitor and evaluate all the strategies, activities and outcomes of this Policy.
- ii. An effective framework for MER shall be developed to ensure cost effectiveness, timeliness and quality of services. The MER shall include, but not limited to, corrective measures that will make the Policy flexible and responsive to the changing demands of time; and will encompass reports of activities from various campuses; support supervision; staff/client suggestions; face-to-face interviews; assessment of job performance; workplace outcomes; ser rates and clients' referrals and satisfaction surveys.
- iii. The MER shall also consider Return on Investment by establishing the benefits accruing from its investment in terms of time and funding of the Employee Wellness strategy in order to assess achievement and improve future effectiveness on an annual basis.
- iv. The Employee Wellness Policy will be monitored and reviewed from time to time to ensure it remains relevant to the needs of all Human Resource Policies.

5.0: POLICY IMPLEMENTATION

5.1 Implementation Date

- i. This Policy takes effect on the date it is approved by the KMTC Board of Directors.
- ii. The College shall develop guidelines to facilitate in the implementation of this Policy. It shall also set out procedures to evaluate and provide confidential services to employees and information about the EAP within the workplace shall be made readily available.

5.2 Monitoring and Evaluation

- i. The College shall conduct monitoring and evaluation of the effectiveness of this Policy in line with the Monitoring, Evaluation and Reporting framework.
- ii. The Human Resource Committee of the Board shall receive quarterly reports and make recommendations to the Board of Directors.
- iii. The College shall:
 - a. Develop and maintain strategies and mechanisms for monitoring and evaluation of this Policy.
 - b. Undertake regular check on implementation of the Policy.
 - c. Carry out annual evaluation on the implementation of the Policy.
 - d. Use the information for planning and management.
 - e. Propose potential areas for review.

5.3 Review

The Policy will be reviewed after every three (3) years or earlier as need arises with an aim to enhance efficient delivery of effective outcomes.

APPENDIX I: EMPLOYEE WORKPLACE WELLNESS CALENDAR

The Employee Workplace Wellness Calendar shall constitute:

Specific activities for each month may vary and shall include:

1. JANUARY

Alzheimer Awareness Month

National Birth Defects Prevention Month

Cervical Health Awareness Month

Thyroid Awareness Month

Global Human Trafficking Awareness Day	11
Healthy Weight Week	16 – 22
No-Smoking Week	20 – 26
Family Literacy Day	27

January Theme

- ◇ Healthy Weight & BMI
- ◇ Staying healthy in the new year
- ◇ Financial wellness (budgeting for the year)

Activities

- ◇ Awareness session on staying healthy in the new year and financial wellness
- ◇ Staying healthy in the new year and financial wellness
- ◇ Awareness creation and vaccination against influenza
- ◇ Staff health/wellness checkups/screening
- ◇ Health risk questionnaire
- ◇ Biomedical screenings
- ◇ Interventions

2. FEBRUARY

Cancer Awareness Month

World Cancer Day	4
Wear Red Day	4
Eating Disorders Awareness Week	3 – 9
International Day of Zero Tolerance to Female Genital Mutilation	6
Condom Day	10
Contraceptive Awareness Week	11 - 17
Sexual and reproductive Health Awareness Day	12

February Theme

- ◇ Focus on Cancer
- ◇ Healthy and loving relationships (Valentine's Day 14th February)

Activities

- ◇ Awareness session on cancer and healthy personal relationships
- ◇ Health Nuggets on cancer and healthy personal relationships
- ◇ Awareness creation and vaccination against influenza
- ◇ Employee Assistance Programme for counselling
- ◇ Cancer screenings and check ups

3. MARCH

National Kidney Month

National Nutrition Month

World Glaucoma Day	6
Breakfast Week	7 - 11
World Tuberculosis Day	24

March Theme

- ◇ Focus on Nutrition
- ◇ Tuberculosis (WHO)
- ◇ Influenza and Influenza Vaccine

Activities

- ◇ Awareness session on Nutrition, Tuberculosis & Influenza
- ◇ Health Nuggets on Nutrition, TB and Influenza
- ◇ Awareness creation and vaccination against influenza
- ◇ Facilitate influenza vaccination drives
- ◇ Healthy cooking demonstrations
- ◇ Wellness Champions Training

4. APRIL

Dental Health Month

Irritable Bowel Syndrome (IBS) Awareness

Caesarean Section Awareness Month

Immunization Awareness Week	19 - 26
Organ and Tissue Donor Awareness Week	20 - 27
World Autism Awareness Day	2
Alcohol Screening Day	3
World Health Day	7
World Parkinson's Disease Day	11
Arthritis Awareness	27

April Theme

- ◇ Dental Health
- ◇ Maternal Health
- ◇ Workplace Risks

Activities

- ◇ Awareness session on oral hygiene, maternal health, workplace injuries and lifestyle diseases
- ◇ Health Nuggets on oral hygiene, maternal health, workplace injuries and lifestyle diseases
- ◇ Workplace Risk Assessment & Facilitate ergonomic sessions

5. MAY

Mental Health Awareness Month

Physiotherapy Month

Speech and Hearing Awareness Month

High Blood Pressure Education Month

Spinal Health Week	1 - 7
Mental Health Week	4 - 10
World Asthma Day	6
World Red Cross Day	8
World Lupus Day	10
World No Tobacco Day	31

May Theme

- ◇ No Tobacco
- ◇ Asthma and other respiratory ailments (WHO)
- ◇ Absence Management

Activities

- ◇ Awareness session on effects of tobacco, asthma and other related respiratory ailments.
- ◇ Health Nuggets on effects of tobacco, asthma and other related respiratory ailments
- ◇ Absence and Sick leave Management: Sick Leave Index training to Management and Supervisors

6. JUNE

Stroke Awareness Month

Osteoporosis Month, Clean Air Month

Correct Posture Month

Asthma and Allergy Awareness Month

National Cancer Survivors Day	1
Clean Air Day	4
World Environment Day	5
World Blood Donor Day	14
World Sickle Cell Day	19

June Theme

- ◇ Mental Health
- ◇ Blood Donation (WHO)

Activities

- ◇ Awareness session on mental health and donating blood
- ◇ Health Nuggets on mental health and donating blood
- ◇ Community initiative towards donating blood - community / staff blood drive
- ◇ Psychosocial group sessions; relationship, marital related issues, work life balance and personal issues among others.

7. JULY

On the Move - Month of Action

Exercise Month / Employee Health & Fitness Month

National Childhood Obesity Week	5 - 11
Everybody Deserves a Massage Week	17 - 23

July Theme

- ◇ Exercise
- ◇ Childhood Obesity
- ◇ First Aid

Activities

- ◇ Awareness sessions on exercising right, childhood obesity & First Aid
- ◇ Health Nuggets on exercising right, childhood obesity & First Aid
- ◇ First Aid sessions for house helps and workplace
- ◇ Worksite exercise sessions
- ◇ Wellness champions training

8. AUGUST

Sleep Awareness / Better sleep Month	
World Breastfeeding week	1 - 7
World Humanitarian Day	19

August Theme

- ◇ Importance of Sleep
- ◇ Emotional Wellness
- ◇ Breast Feeding (WHO)

Activities

- ◇ Awareness sessions on breastfeeding and to-be mothers on Breastfeeding and the importance of sleep and being emotionally well
- ◇ Health Nuggets on breastfeeding and to-be mothers on Breastfeeding and the importance of sleep and being emotionally well
- ◇ Community initiative towards supporting the needy

9. SEPTEMBER

National Arthritis Month

Ovarian Cancer Month

Fruit & Veggie Month

Stress Awareness Month

Leukaemia and Lymphoma Awareness Month

Fatal Alcohol Syndrome (FAS) Awareness Day	9
Suicide Prevention Day	10
Prostate Cancer Awareness Week	19 - 25
World Heart Day	28

September Theme

- ◇ Work Life Balance & Stress
- ◇ Heart disease (WHO)

Activities

- ◇ Awareness sessions on work life balance and heart disease and prevention of heart disease
- ◇ Health Nuggets on work life balance and heart disease and prevention of heart disease
- ◇ Counselling sessions to manage stress

10. OCTOBER

Breast Cancer Awareness Month

Cholesterol Education Awareness Month

Children's Health Month

Domestic Violence Awareness Month

World Mental Health Day	10
Depression Screening Day	11
World Sight Day	13
World Food Day	16
International Stuttering Awareness Day	22

October Theme

- ◇ Breast Cancer (WHO)
- ◇ Domestic Violence
- ◇ Eye Care and Sight

Activities

- ◇ Awareness sessions on breast cancer, domestic violence and eye care and sight
- ◇ Health Nuggets on breast cancer, domestic violence and eye care and sight Counselling sessions to manage stress
- ◇ Breast checkups and screening
- ◇ Eye screening and tests related to sight issues
- ◇ Awareness creation and vaccination cervical cancer drive on drives
- ◇ Wellness Champions Training

11. NOVEMBER

Lung Cancer Awareness Month

Diabetes Awareness Month

Epilepsy Awareness Month

Healthy Skin Month

World Kindness Week	14 - 20
World Diabetes Day	14
Diabetes Awareness Week	18 - 24

November Theme

- ◇ Diabetes (WHO)
- ◇ Lifestyle diseases and living healthy

Activities

- ◇ Awareness sessions on Diabetes and living healthy
- ◇ Health Nuggets on Diabetes and living health
- ◇ Breast checkups and screening
- ◇ Facilitate diabetic screening services

12. DECEMBER

AIDS Awareness Month	
World AIDS Day	1
National Hand washing Awareness Week	4 - 10
Human Rights Day	10

December Theme

- ◇ HIV AIDS (WHO)
- ◇ Hygiene

Activities

- ◇ Awareness sessions and interactive health talks on HIV AIDS and Hygiene
- ◇ Health Nuggets on HIV AIDS and Hygiene
- ◇ VCT Testing and Counselling

APPENDIX II: WELLNESS BOOKING SHEET

Wellness Activity	Booking Dates (Specify days/month)	Remarks
1. Health Risk Assessment; (a) Worksite / opening days wellness checks; baseline checks (b) Facility - based wellness checks includes pap smear, PSA, ECG, among others		
2. Health education session (According to calendar) (a) Lifestyle disease; hypertension, Diabetes mellitus, Cancer e.t.c. (b) Healthy living sessions; nutrition, exercise (c) Stress management (d) Alcohol and substance abuse (e) Others specify e.g. respiratory infections, reproductive health disorders		
3. Employee Assistance Program (program presentation) (a) Organizational EAP Survey (b) Organization's EAP Report (c) EAP implementation		
4. Chronic Disease Management (CDM) (a) Corporate outreach screening program (b) Facilitation of Lunch program (c) Coordination and networking for staff enrolled in WPP		
5. Work Place Program (WPP) (a) Corporate HIV/AIDS (VCT) drives (b) Coordination of care for clients enrolled in the WPP (c) Networking and referral		
6. Occupational Health Risk Management (a) Workplace ergonomics assessment (b) Occupational health annual checkups; food handlers test, full hemogram, urinalysis, chest X-ray, eye checkups, Lung function tests (c) Ergonomics assessment survey		

7. Training (a) Absence Management (b) Wellness champions training (c) Absence Management Training (d) HIV/AIDS Peer approach training (e) First Aid training		
8. Preventive Health (a) Cervical vaccine administration (b) Flu vaccination (c) Other vaccinations; Hepatitis vaccination (d) National blood donation campaign (e) Participate in community health promotion campaigns		

APPROVING PERSONNEL

Name:

Signature:

Designation:

Official Stamp:

APPROVAL

Title : Employee Wellness Policy

Contact : Deputy Director Administration and Finance

Approval Authority : The Board of Directors

Commencement Date : May 2019

SIGNED



**Prof. Philip Kaloki, MBS,
Chairperson, KMTC Board of Directors.**

15th May 2019
Date



KMTC is ISO 9001:2015 Certified.

Kenya Medical Training College


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