

Sick Bay Referral SOPs



RAHBAR COLLEGE
OF DENTISTRY

PRINCIPAL
PROF. DR. MUHAMMAD NASIR SALEEM
RAHBAR COLLEGE OF DENTISTRY

No.102/RCoD/1-14, Dated: 7 Aug 2024

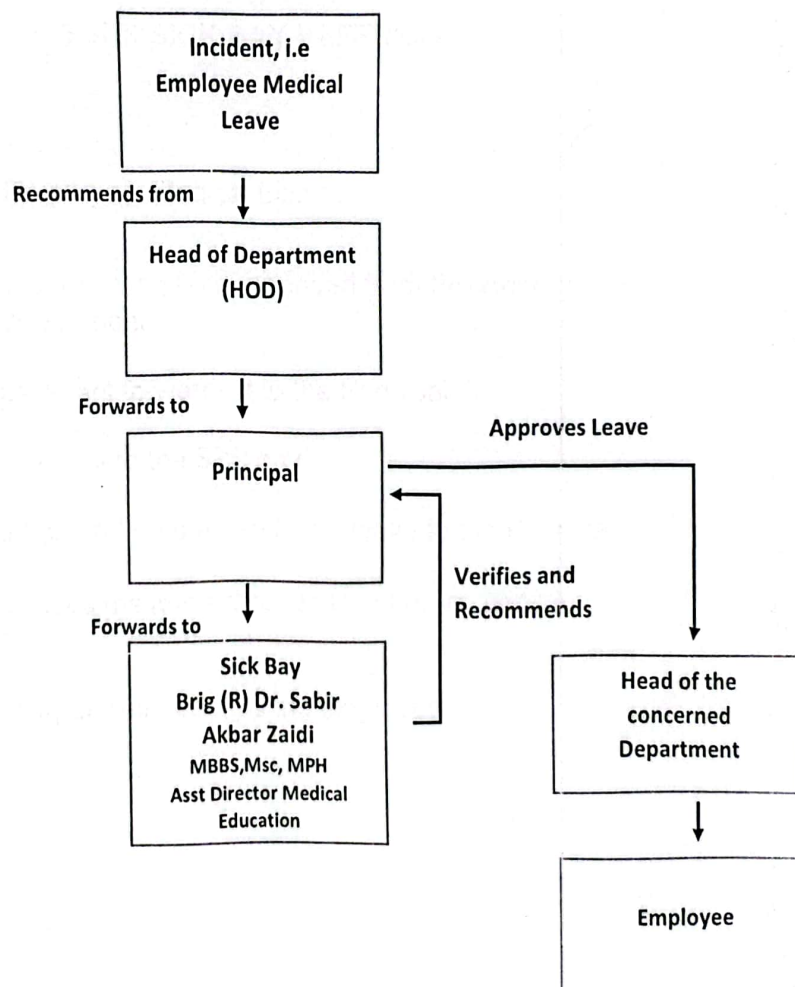
To: Director Admin

Info: Medical Branch

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BDS (Hons), FCPS, MSc, ICMT,
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Principal
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SICK BAY REFERRAL SOPS

FLOWCHART



SOPS SICK BAY REFERRAL

1. Incident, i.e Employee Medical Leave
2. Employee gets the leave recommended from the Head of the concerned Department
3. Head of Department forwards it to the Principal.
4. Principal forwards it to the Sick bay.
5. Sick Bay verifies and recommends the leave to the Principal
6. Principal approves the leave through Head of the concerned Department.
7. Head of the Department informs the employee.