

# **PROPOSAL FOR A 4-DAY TRAINING WORKSHOP ON HIV/AIDS FOR HEALTH SERVICES ADMINISTRATORS .**

## **INTRODUCTION**

The Association of Health Services Administrators (Ghana) is the professional society of trained health services administrators in the country. It was formed in 1964 and has a total membership of 110.

Its mission is to promote excellence in the profession of health services and hospital management in the country and promote the educational ,proffessional and welfare needs of its members.

Its members are in responsible positions in the M.O.H, GHS, Universities, government, mission and private hospitals.

Health Services Administrators are generally responsible for the general administration, finance, purchasing and supply ,human resource, planning and development functions at various levels in the health sector.

## **BACKGROUND**

The HIV/AIDS pandemic arguably poses the greatest challenge to health professionals. The impact of the disease on the general socio-economic development of developing countries including Ghana continue to provide a

subject for sober discussion by development economists, planners, politicians etc.

The daily infection rate in the country is also estimated to be 200 (National AIDS Programme). An analysis of the sentinel surveillance in all the ten (10) regions indicate that 350,000 persons were infected last year.

This is expected to rise to 860,000 in the year 2002 ( Ghanaian Chronicle July 15 2002) . There is also a high prevalence of HIV/AIDs among the 15-49 year groups.

While an estimated number of 170,000 are believed to be orphans as a result of the disease the prevalence rate among the total population is estimated to be 3% - 4%.According to the UNFPA Country Representative ,public expenditures on HIV/AIDs alone exceeded 2% at GDP as compared to 3.5% for all diseases.

## **JUSTIFICATION**

The above information no doubt poses serious challenges to the already weak health sector in terms of funding, lack of adequate and maldistribution of health personnel (doctors, nurses, pharmacists etc.) rising cost of infrastructure, essential supplies including drugs, training and personnel resulting in general client dissatisfaction with services. Morale of staff is also at its lowest ebb

. Available information indicate that a lot of people are aware of the causes of the disease but this has,not regrettably reflected in any substantial positive behavioural changes in lifestyles.

Efforts to combat the spread have focussed mainly on public health education, training,use of condoms, total abstinence and of late the introduction and use of anti-retroviral drugs in pregnant and nursing women.

Training workshops organised for health personnel mainly doctors,and nurses have largely focussed on providing information ,education and counselling (IEC) and recently how to provide the appropriate treatment and care for People Living with Aids. (PLWAS). While some significant successes have been made ; ,training for other categories of health workers , managers, administrators, pharmacists and welfare officers has either at best been either inadequate and /or uncoordinated. There is an urgent need for health workers especially hospital managers to fully appreciate the policy implications of the HIV/AIDs menace.

This is on account of the fact that the hospital as an institution is a potential source of infection, its relative large resource base , human resource drift, and the emerging financing schemes.

A 4-day training workshop under the auspices of the Association of Health Services Administrators (Ghana) is therefore being proposed for all Health

Services/Hospital Administrators in government, quazi-government, mission and private hospitals in the country with the view to discussing the policy implications of HIV/AIDS and come out effective strategies in respond to the pandemic..

## **THEME: HIV/AIDS – IMPLICATIONS FOR HEALTH SERVICES MANAGERS**

### **3) OBJECTIVES**

The objectives of the workshop are:

- i) To deepen participants understanding and knowledge of the causes,,prevention and control of HIV/AIDS in the country.
- ii) To sensitise and discuss the policy implications of the HIVAIDs pandemic on health services/hospital managers.
- iii) To enable participants devise effective strategies to deal with the spread and control of HIV/AIDs in the hospital setting.
- iv) To enable participants appreciate the moral and ethical responsibilities of hospitals towards the community in general and HIV/AIDs patients in particular.
- v) To develop interest and capacity of participants in HIV/AIDs research/proposal development.
- vi) To equip participants with information and skills to enable them implement appropriate health education strategies in hospitals.

#### 4. **SUB THEMES/TOPICS**

- HIV/AIDS - PRESENT AND FUTURE TRENDS
- THE GHANA NATIONAL POLICY ON HIV/AIDS.
- THE LEGAL AND ETHICAL DIMENSIONS OF HIV/AIDS
- INFECTION CONTROL PRACTICES/QUALITY ASSURANCE IN HOSPITALS.
- IMPROVING ACCESS TO HEALTH CARE THROUGH HEALTH INSURANCE :HIV / AIDS FACTOR
- DEVELOPING RESEARCH/PROPOSALS INTO HIV/AIDS POLICY ISSUES

#### 5. **EXPECTED OUTPUTS**

- Improved Managerial capacity to analyse and develop hospital policies in response to HIV/AIDs.
- Improved capacity to design and develop policies to manage cross infection in hospitals.
- Improved capacity to conduct research into HIV/AIDs policy issues.
- Enhanced data base on infections and reporting
- Improved safe practices in the hospitals
- Strengthen Hospital Quality Assurance Systems.
- Improved awareness of AIDs impact on human resources for health.

## **6. RESOURCE PERSONS**

- DR. G. AMOFA ,DIRECTOR PHD /DR KWAKU YEBOAH ,NATIONAL HIV/AIDS PROGRAMME MANAGER
- REP. GHANA NATIONAL AIDS COMMISSION
- REG, DIRECTOR, CHRAJ, ASH.
- DR. T.N. AWUAH-SIAW, DIRECTOR, ICD, GHS.
- , DR. APPIAH -DENKYIRA REGIONAL DIRECTOR, ASH
- DR. K. ADU POKU, AG. DIRECTOR SOA, LEGON

## **7. VENUE: CICERO HOTEL, KUMASI**

## **8. PROPOSED DATE(S)**

**21<sup>ST</sup> – 24<sup>TH</sup> AUGUST 2002**

## 9.

### BUDGET

		¢
• Accommodation	100 @ 150,000 x 3	= 45,000,000
• Breakfast	100 @ 30,000 x 3	= 9,000,000
• Lunch	100 @ 50,000 x 3	= 15,000,000
• Supper	100 @ 50,000 x 3	= 15,000,000
• Honourarium for Facilitators	7 @ 300,000	= 2,100,000
• Per diem for Participants	100 x 50,000x3	= 15,000,000
• Snacks	100 @ 20,000 x3	= 6,000,000
• Secretarial/organisational support	3@ 100,000x3	= 900,000
• Fuel (organisation/subsidy for participants)	100gals. @ 10,500.00	= 10,500,000
• Hiring of Venue	3 x 500,000	= 1,500,000
• Stationery		
Transparencies	1pk. @ 120,000	= 120,000
Pens	2pks. @ 50,000	= 100,000
Felt pens	10 @ 3500	= 35,000
Flip chart	1 @ 40,000	= 40,000
Memo pads	100 @ 10,000	= 1,000,000
A 4 Paper	10 @ 30,000	= 300,000
• Binding of Reports	20 @ 10,000	= 200,000
• Conference Bags	100 @ 60,000	= 6,000,000
• Publicity/Press		= 2,000,000
• Sub Total		= 129,695,000
• 5% Contingency		= 6,484,750

### TOTAL

=¢136,180,09000

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ON PROCUREMENT/SUPPLY MANAGEMENT FOR  
HEALTH SERVICES ADMINISTRATORS**  
**INTRODUCTION**

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Health Services Administrators are generally responsible for the general administration, finance, purchasing and supply management ,human resources, planning and development functions at various levels in the health sector.

Efficient procurement is gradually assuming prominence in the public sector. The need to improve access, quality (availability of essential supplies) and efficiency improvements in service delivery has meant a changing face for procurement and the management of supplies. Total amount of resources committed to the procurement of goods (drug and non-consumables), civil

works and equipment per year is not immediately available but it is believed to be quite enormous. Concerns ,however, about quality, timeliness ,prices of items and responsibility and authority has also been a bone of contention. The changing scope of procurement in the public sector has been recognized. The MOH/GHS in its ..... to promote efficiency, accountability and transparency in the ..... Pressure

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.....  
policy (1991). Since then several training programmes have been organized for selected staff to discuss the policy.

## JUSTIFICATION

Despite the gains made in the procurement system in the health sector is still fraught with challenges and setbacks.

First is the creation of the Ghana Health Service. Clearly the roles and the central and Regional medial stores the Ghana Supply Company needs to be clarified vis-à-vis the new responsibilities of the MOH and its agencies e.g. GHS, Teaching Hospital.

The creation of the GHS also has implications in terms of adequate members and capacity in procurement and supply management.

At the institutional level the management of supplies has also not been satisfactory. Inadequate storage facilities, poor inventory of stores infrequent stock taking inadequate ..... information, unsatisfactory procedures on the disposal of stores, poor caliber of staff, all have characterized the management at supplies. They have even compounded the procurement system.

The foregoing provide some justification for continued training of Health Services Administrator who have primary responsibility for the supervision of the supply management at the regional and institutional levels.

## **2.THEME:TOWARDS EFFICIENT PROCUREMENT AND SUPPLY MANAGEMENT FOR IMPROVED HEALTH**

### **3.WORKSHOP OBJECTIVES**

1. To improve participants knowledge and skills in Procurement and Supply Management.
2. To identify the constraints & challenges in procurement system
3. To review the current policy on procurement & supply in the health sector.
4. To enhance the understanding of participants ethical principles in procurement
5. To examine the future /viability of Regional & Medical Store

6. To equip participants with the skills to conduct research into procurement and ..... issues.

#### EXPECTED OUTPUTS

1. Improved managerial capacity (supervision) health procurement & supply management.
2. Enhanced appreciation of the procurement function for improved health services
3. Improved documentation/ data base on procurement for Planning / Budgeting for health
4. Improved recruitment retention qualified personnel
5. Improved storage conditions for essential supply.

#### TOPICS/SUB THEMES

1. Key note address Hon. Minister for Health
2. The New Procurement Policy/Procurement Audit
3. The present and future roles of the central medical stores
4. Human Resources Requirements for Efficient Procurement System
5. World Bank Procurement Procedures
6. Managing the Supplies Function at the Institutional level/procedures for the Disposal of stores – KATH Experience
7. Essential Medical Supplies/Drug Manager

## **RESOURCE PERSONS**

1. Director, Supplyan Drug Management Division
2. Rep. For the World bank
3. Senior Health Services Administrator KATH.
4. Chief Pharmacist
5. Director, MOH/HRDD
6. Mr. Ibrahim Issah, RHSA, BAR.