

EXAMINABLE AREAS FOR BSC HEALTH INFORMATION MANAGEMENT

MEDICAL RECORDS MANAGEMENT

1. Register patients with appropriate identification procedure
2. Determine categories of filing system
3. Organizes appropriate filing system for easy identification
4. Place data and files into appropriate categories
5. Identify files or data required for retrieval
6. Uses ICD coding system to classify diseases
7. Concurrent Coding System

DISEASE SURVEILLANCE

A. Disease Surveillance activities and determination of Health Facility Indicators

1. Identify appropriate data collection and reporting tools
2. Fill data collection Forms appropriately
3. Validate data collected.
4. Organize data
5. Enter data into appropriate storage facility
6. Determine the various health facility indicators
7. Calculate the various health facility indicators
8. Interpret the various health facility indicators
9. Bulletins summarizing data reported by health facilities to the district

B. Data Capture and Collection for disease surveillance

1. Determine the data type and structure to be collected
2. Determine the main variables EDS based on DMD
3. Prepare data collection tools based on variables
2. Assemble tools for data collection
3. Fill data collection forms
4. Validate data collected
6. Input data into appropriate storage facility
7. Data analysis
8. Communicate, Disseminate and Present information.
9. Take appropriate action
10. List current opportunities for training health staff in disease surveillance, response or data management
11. Coordinate training opportunities between disease programmes that take advantage of overlapping skills such as supervision, report writing, budgeting, data analysis and using data to set priorities.
12. Define the training needs for each category of health staff for either initial training in surveillance and response skills or refresher training in how to integrate surveillance activities.

DIAGNOSING AND MANAGING OF SPECIFIC DISEASES OF PUBLIC HEALTH IMPORTANCE

1. Observe the conduct of physical examination of patients
2. Identify clinical signs of disease of PH e.g. Yaws, Leprosy, Onchocerciasis, etc.
3. Observe the collection of appropriate specimen e.g. blood/stool/urine.
4. Observe the use of reverse cold chain appropriately to send specimen

5. Observe how medications are appropriately prescribed for some disease e.g. Yaws, Leprosy, Onchocerciasis, Schistosomiasis, and Dracunculiasis
6. Observe how oral /topical/parenteral (injections) are administered during treatment
7. Give appropriate advice to patient / relatives
8. Conduct Follow-up to patients e.g. TB, Leprosy, Malnourished cases
9. Refer cases appropriately.

IMMUNIZATION AND COLD CHAIN MANAGEMENT

1. Estimate vaccine requirements
2. Store vaccine at the appropriate temperatures
3. Receive and Issues vaccines using appropriate ledgers
4. Transport vaccines in appropriate temperatures
5. Monitor Temperature of vaccine refrigerator
6. Dispose of 'sharps' safely
7. Counsel mothers/caretakers on Adverse Events Following Immunization (AEFI)
8. Maintain equipment for vaccine preservation
9. Use child health records to identify immunization and vitamin A status of children
10. Participate in any other immunization related activity

COMPUTER APPLICATIONS

A. Basic & Advance Applications

1. Use MS Word to write reports for information dissemination
2. Use MS Excel for data analysis and presentation
3. Use Epi-info for data analysis and presentation
4. Use MS PowerPoint for information presentation
5. Use Epi-Info for data analysis and presentation
6. Use Stata to run research statistical analysis
7. Use Gephi to find out the linkage between health facilities, services and beneficiaries
8. Use Geographic information System to present spatial data
9. Use GIFMIS to analyze and present financial data
10. Use IHRIS to present human resource data
11. Use Diphart for health delivery planning and budgeting
12. Any other available software/programme

HIMS Bench Applications

1. Carry out data analysis and standard applications in public health
2. Carry out data mining and modelling for real world understanding
3. Carry out system analysis within the health care setting
4. Carry out some basic programming (using Ms Access, php, java etc.)
5. Create some basic Databases designs for data management

HEALTH SYSTEMS MANAGEMENT

1. Attend District/Sub district Health Management Team Durbar, Performance Review, Workshops and community planning meetings.
2. Clinical Supervisory activities to the periphery (SDHMT, CBV, TBA)
3. Plan, implement and write Clinical Supervisory visit report
4. Prepare routine reports
5. Submit reports to the appropriate level
6. Support transport, procurement estate, finance supply divisions carry out their functions
7. Carry out Performance Management (Appraise) subordinates.

8. Presentations
9. Seminars
10. Tutorial
11. Workshops