

FACILITY MANAGER RESPONSIBILITIES

DHMIS STANDARD OPERATING PROCEDURES FACILITY LEVEL

- 1) Provide sufficient resources for routine health information management. Mobilise for further resources according to the national guidelines as outlined in the Generic Standardised Operating Procedures.
- 2) Include data management, monitoring, and reporting in performance contracts and job descriptions of all managers.
- 3) Ensure all staff responsible for data collection, collation and management of service points are trained on data elements.



Ensure that all new staff are orientated on the health information management system in the facility.

- 4) Compile a patient and data flow plan for the facility indicating where patients are received, where headcounts are done, and where service points are located.
- 5) Oversee, lead, and support effective and efficient data collection, management and use regarding:



- Patient visits and care provided.
- Clinical work days and supervision visits.
- Stock and equipment.

- 6) Optimise DHIS data quality and use by means of:

WEEKLY SPOT CHECKS TO:



- Review patient clinical records.
- Verify the correlation of data registers and summary forms.
- Review filing practices for clinical records and data collection tools.

MONTHLY SPOT CHECKS TO:

- Review patient clinical records.
- Verify the correlation of data registers and summary forms.
- Review filing practices for clinical records and data collection tools.
- Complete facility data input form by the seventh of each month. Validate data on the form before submitting for capturing.
- Receive the data quality report and pivot table of raw data from health information officer or data capturer.
- Follow up on feedback and make corrections. Make any required changes on all sheets.
- Correct or comment on the violations of validation rules and provide feedback to the sub-district office.
- Ensure outliers are commented on.
- Receive updated data quality reports and pivots of raw data from the health information officer/ data capturer.
- Submit corrected, signed-off data input form to health information.



- 7) Provide monthly feedback to staff with regard to:
 - Data quality timeliness, completeness, and accuracy.
 - Programme-related indicators highlighting good performance and service delivery.
- 8) Analyse, interpret, and use information for remedial interventions to optimise patient care and facility performance. Develop action plans in collaboration with facility staff for indicators that reflect poor performance.
- 9) Sign off on additional indicators and data elements collected for local use using the facility data sign-off form.
- 10) Ensure that facility is ready for audit at all times.



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