



**MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES
SCHOOL OF MEDICINE
DEPARTMENT OF MICROBIOLOGY AND IMMUNOLOGY**

**ANNOUNCEMENT FOR A FIVE-WEEK COURSE IN LABORATORY
MANAGEMENT
5TH FEBRUARY TO 10TH MARCH 2017**

Introduction

MUHAS is organizing laboratory management course from 5th February to 10th March 2017. This is a five-week course aimed to impart knowledge and competence on the management of health laboratories to laboratory personnel with the expected outcomes of improved leadership, management, and governance and quality management systems. The course is offered by the Department of Microbiology and Immunology in the School of Medicine at Muhimbili University of Health and Allied Sciences (MUHAS) in Dar es Salaam, Tanzania. The course will be facilitated by laboratory specialists from the Ministry of Health and Social Welfare and experienced and skilled lecturers from the Department of Microbiology and Immunology at MUHAS. Training will be in the form of lectures, seminars, demonstrations and practical hands-on sessions. Upon successful completion of the course, participants will be awarded certificates of completion.

Aim of the Course

To impart to the trainee knowledge, skills and attitudes for effective and efficient management of health laboratory resources and services

Objectives of the Course

At the end of this course, the trainee shall be able to:-

- Describe essential components in leadership, management and governance of health laboratory services
- Describe the structure and organization of health laboratory services
- Describe national and international health laboratory policies
- Plan a quality management system approach in health laboratory service provision
- Describe the laboratory ethical codes of conduct in health services provision
- Demonstrate entrepreneurial skills in the management of health laboratories

- Apply data management skills in utilizing laboratory data for decision making and interventions

Expected Course Outcome

- Improvement in quality of health laboratory services provided
- Reduction of client complaints
- Improved customer service satisfaction
- Enhanced continuous and uninterrupted services
- Efficient and effective use of resources

Structure of the Training

Module 1: Laboratory Management and Leadership: Leadership, Management and Governance

- Introduction to leadership, management and governance
- Motivation and retention of staff
- Stress management
- Conflict resolution
- Delegation of duties
- Negotiation
- Time management
- Organizational and individual learning
- Team building
- Communication skills

Module 2: Quality Management Systems

- Introduction to quality system essentials
- Laboratory information, documentation and records management
- Supply chain and equipment management
- Process management, audits, I & EQA and non-conforming events management

Module 3: Business Practice in the Laboratory

- Marketing of laboratory services
- Financial management

Module 4: Legal ethics, policy and regulations

- Laboratory ethics
- Laboratory policies and regulations

Module 5: Laboratory Data Management

- Introduction to laboratory data
- Basic data management software used for data management
- Manage laboratory data using e.g. MS Excel
- Use of laboratory data in decision making

Target Group

Health laboratory technicians, technologists and scientists in East African Countries or elsewhere holding at least a Diploma in health laboratory sciences preferably with a working experience in public or private laboratories.

Course Fees

For registration each participant (Foreign and Local) will be required to pay **a total of USD 1500**. The fee can be deposited in the MUHAS Bank Account below:-

National Microfinance Bank, Muhimbili Branch, Account Number 2091100002 (for local currency). Foreign currency can be deposited at the same branch using Swift Code system

The applicant should pay tuition fee in advance and submit pay in slips at least 2 weeks before starting of the course.

Travelling Costs

Travelling costs and accommodation are not part of the course fees. Applicants will have to arrange and have budgets for accommodation and transport.

Application Procedures

Application letter of intention should be sent to the address below. The letter should include copies of CV and diploma or degree certificates. These can be submitted via-mail. The letter should indicate your qualifications, current position and how this course will facilitate your work. The closing date for applications will be 31st JANUARY 2017.

Enquiries

To obtain additional or detailed information about the course, please contact:-

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