



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

**ANNOUNCEMENT FOR A FOUR-WEEK COURSE IN SENIOR LABORATORY  
LEADERSHIP TRAINING  
28<sup>TH</sup> AUGUST TO 22<sup>ND</sup> SEPTEMBER 2017**

**1.0 Introduction**

MUHAS in collaboration with Georgia State University (GSU) is organizing a Virtual and Individualized Training for African Laboratory Leaders (VITALL) Course from 28<sup>th</sup> August to 22<sup>nd</sup> September 2017. This is a four-week course aimed to impart to personnel knowledge, skills and competence on the management of high complexity health laboratories performing viral load testing with the expected outcomes of improved leadership, management, governance, quality management systems, budget and financial control as well proper ethical conduct. 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 offer the course. Experienced and skilled faculty from MUHAS, GSU School of Public Health and Andrew Young School of Policy Studies will facilitate the course. Training will be conducted online for initial 2 weeks (28<sup>th</sup> August to 8<sup>th</sup> September 2017) followed by in person delivery in various formats including lectures, seminars, experimental activities, case studies, demonstrations and practical hands-on sessions for 2 weeks from 11<sup>th</sup> to 22<sup>nd</sup> September 2017. Participants will be awarded certificates of completion successful completion of the course.

**2.0 Aim of the Course**

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

**3.0 Objectives of the Course**

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

- 3.1 Describe essential components in leadership, management and governance of high complexity health laboratory services
- 3.2 Plan a quality management system approach in settings of high complexity health laboratory service provision

- 3.3 Demonstrate entrepreneurial, budget and financial control skills in the management of high complexity health laboratories
- 3.4 Describe the laboratory ethical codes of conduct in health services provision
- 3.5 Apply data management skills in utilizing laboratory data for decision making and interventions in high complexity health laboratories

#### **4.0 Expected Course Outcomes**

- 4.1 Improvement in quality of high complexity health laboratory services provided
- 4.2 Reduction of client complaints in service provision
- 4.3 Improved customer service satisfaction
- 4.4 Enhanced continuous and uninterrupted services from high complexity health laboratories
- 4.5 Efficient and effective utilization of available human and financial resources

#### **5.0 Structure of the Training**

##### **5.1 Module 1: Laboratory Management and Leadership: Leadership, Management and Governance**

- 5.1.1 Introduction to leadership, management and governance
- 5.1.2 Motivation and retention of staff
- 5.1.3 Stress management
- 5.1.4 Conflict resolution
- 5.1.5 Delegation of duties
- 5.1.6 Negotiation
- 5.1.7 Time management
- 5.1.8 Organizational and individual learning
- 5.1.9 Team building
- 5.1.10 Communication skills

##### **5.2 Module 2: Quality Management Systems**

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

##### **5.3 Module 3: Business Practice in the Laboratory**

- 5.3.1 Budget overview
- 5.3.2 Budget types
- 5.3.3 Strategic planning
- 5.3.4 Revenues
- 5.3.5 Budget control
- 5.3.6 Budget requisition and review
- 5.3.7 Cash management
- 5.3.8 Forecasting
- 5.3.9 Time value money
- 5.3.10 Capital budgeting
- 5.3.11 Cost benefit
- 5.3.12 Cost analysis

5.3.13 Break-even

#### **5.4 Module 4: Legal ethics, policy and regulations**

5.4.1 Laboratory ethics

5.4.2 Laboratory policies and regulations

#### **5.5 Module 5: Laboratory Data Management**

5.5.1 Introduction to laboratory data

5.5.2 Basic software used for data management

5.5.3 Management of laboratory data using e.g. MS Excel

5.5.4 Use of laboratory data in decision making

#### **6.0 Eligibility Criteria**

6.1 A bachelor degree in medical laboratory sciences (BMLS)/BSc in Health Laboratory Sciences or higher from a recognized University

6.2 Two years of work experience in a tertiary health care facility

6.3 Holding supervisory or managerial responsibilities either as a Senior Manager at Regional, Zonal and National Hospitals or Program Director working with public, faith based and NGO facilities.

6.4 Fluency in written and spoken English language

6.5 Knowledge and skills in a computer

6.6 Prior attendance to the basic laboratory management and leadership course will be an added advantage

#### **7.0 Course Fees**

Selected applicants will be awarded full scholarship that includes tuition fees payable to MUHAS, stipends and travel re-imbursments from regions of the work stations.

#### **8.0 Application Procedures**

Application letter of intention should include copies of up to date CV, degree certificates and other credentials as well as recommendation letter from employer. These can be submitted via email. The letter should indicate your qualifications, current position, work experience in a high complexity health laboratory and how this course will complement your work. Submit your application to:-

Principal Investigator

VITALL Project

Muhimbili University of Health and Allied Sciences

9 United Nations Road, Upanga

P.O. Box 65001

Dar- es- Salaam, TANZANIA

Tel: +255 22 2150958 (Office)/+255 754 301692 (Cellular)

E-mail: [aboudsaid@yahoo.com](mailto:aboudsaid@yahoo.com)

Deadline for submission of application is 14th August 2017