



UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY
UNIVERSITY OF DAR ES SALAAM
DAR ES SALAAM UNIVERSITY COLLEGE
OF EDUCATION



**GUIDELINES AND OPERATIONAL PROCEDURES FOR THE COLLEGE HEALTH
SERVICE POLICY**

MAY, 2023

FOREWORD

These Guidelines and Operational Procedures aim at providing useful framework in promoting provision of high quality, responsive and sustainable health services to students, staff and the surrounding community. The underlying assumption is that a healthy community forms an important element in the implementation of the College Health Service Policy (2022), the College Rolling Strategic Plan 2020/2021 - 2024/2025, the UDSM Vision 2061 as well as the National Health Policy (2007). These Guidelines and Operational Procedures are based on key elements emphasised in the College Health Policy and various stakeholders' contributions. The development of this document is intended to ensure that the College provides health services and other related support in line with the agreed health standards. On behalf of the College, I wish to thank all stakeholders for their valuable contributions during the development of this document. Also, I urge the College staff and students to ensure these Guidelines and Operational Procedures are implemented. I call upon all development partners and all well-wishers to support the implementation of these Guidelines and Operational Procedures materially and financially.

Prof. Stephen O. Maluka
PRINCIPAL
MAY, 2023

ACKNOWLEDGEMENT

The development of these Guidelines and Operational Procedures has been accomplished through involvement of different stakeholders. The first and foremost is the Team that consisted of Dr. Saming’o Sangeti, Dr Mabula Nkuba, Adv. Fortunatus Swai and Dr. Ramadhani Kigume for preparing this document. On behalf of the College Management, I would like to thank the Team for the well-done job. Also, I acknowledge the enormous contribution of the College Principal, Prof. Stephen Oswald Maluka who, as an expert in Public Health, researched widely in the field.

The development of these Guidelines included discussions and consultations at different levels over a period of time. The inputs and suggestions have helped to refine and improve the document to the required level. It is for this reason that the College Management would like to recognise, acknowledge and commend all participants in all levels for their contributions towards development of this document.

It is my hope that this document will make a significant contribution towards the provision of quality, efficient and sustainable health services to the DUCE staff and the surrounding community.

Prof. Method S. Semiono

DEPUTY PRINCIPAL (PLANNING, FINANCE AND ADMINISTRATION)
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ABBREVIATIONS AND ACRONYMS

AIDS	Acquired Immune Deficiency Syndrome
CHF	Community Health Fund
DAHRM	Director of Administration and Human Resource Management
DARUSO-DUCE	Dar es Salaam University Students' Organisation- DUCE Campus
DoS	Dean of Students
DP (PFA)	Deputy Principal (Planning, Finance and Administration)
DTC	Dar es Salaam Teachers' College
DUCE	Dar es Salaam University College of Education
HIV	Human Immunodeficiency Virus
NCDs	Non-Communicable Diseases
NHIF	National Health Insurance Fund
STIs	Sexually Transmitted Infections
TNMC	Tanzania Nursing and Midwifery Council
THTU	Tanzania Higher Learning Institutions Trade Union
UDASA	University of Dar es Salaam Academic Staff Assembly

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CHAPTER ONE

1.0 BACKGROUND INFORMATION

1.1 Institutional Overview

The genesis of the Dar es Salaam University College of Education (DUCE) can be traced back to 1965, when it was established as the Dar es Salaam Teachers' College (DTC). DTC was then transformed into a Constituent College of the University of Dar es Salaam (UDSM) through the Government Notice No. 202 published on 22nd July 2005, under Section 55(1) of the Universities Act No. 12 of 1970. The Order came into operation on the 1st of September 2005. DUCE is located on Plot 324 and 325 Block "T" at Chang'ombe in Temeke Municipality, Dar es Salaam Region, about 5 KMs from the City Centre via Kilwa Road.

By June 2022, the College had a total of 520 staff, out of whom 228 were females (44%) and 291 were males (56%). Undergraduate student enrolment has constantly increased during the past 16 years, rising from 529 in 2005/2006, during establishment of the College, to 6,004 in 2021/2022. including 5,891 undergraduates and 113 postgraduates. Among the students enrolled, there were 53 students with special needs. The College population also includes a primary school which, by June 2021, had enrolled 110 pre-school children and 925 pupils. The College also runs the Chang'ombe Secondary School which, by the time, had enrolled 574 students for both Ordinary and Advanced levels.

The population of the College, which stood at 8,133 as at June 2022, needs to be healthy in order to spearhead the achievement of the College objectives. However, it is crucial to note that the College community, just like any other community, is prone to both infectious and non-infection diseases. A sick and unhealthy community is often struck by poverty due to low productivity and increased spending on the care of the sick. Meanwhile, the resources required for delivering health services are usually high and scarce due to competing interests.

Moreover, the interaction between human beings and environment is known to play a great role in the determination of disease patterns in communities. In cognisant of this, the College developed a Health Service Policy in order to proportionately use

the available resources for prevention and treatment of diseases and, therefore, keep the College community safe. However, for this Policy to become operational, it was imperative to develop guidelines and operational procedures for implementation of the Policy.

1.2 Scope of the Guidelines

These guidelines provide guidance on a number of aspects related to the provision of health services at the College. The guidelines largely focus on the following key issues:

- i. Curative Health Services;
- ii. Preventive Health Services;
- iii. Rehabilitative and Counselling Services;
- iv. Environmental Health and Sanitation;
- v. Occupational Health and Safety;
- vi. Medical Referral System;
- vii. Disease Prevalence and Surveillance
- viii. Financing Health Services; and
- ix. Management of Health Records.

However, it is important to note that there are other Government regulatory authorities which provide instruments such as circulars, rules, policy e.t.c that govern health service provision in the country. Thus, where these guidelines contradict Government instruments, the later shall prevail.

1.3 Users of the Guidelines

These guidelines have been developed for use by the College planners and administrators as well as contractors, including firms involved in architectural and construction works at the College. Other stakeholders include catering and cleaning service providers, individual staff members and students. The aim is to ensure that all stakeholders involved follow the same set of guidelines in providing services to the College.

1.4 Rationale

The College developed the DUCE Health Service Policy in 2022 to address issues related to delivery of health services to the College and the surrounding community. This policy identified various key areas that need to be addressed in order to safeguard the health of staff, students and the surrounding community. However, the operationalisation of this policy requires practical guidance on how various objectives stated in the policy will be approached. Subsequently, these guidelines and operational procedures were developed with a view to providing different stakeholders/actors with a technical tool to guide them in the provision of health services under a common understanding.

1.5 Objectives

The main objective of these guidelines and operational procedures is to provide guidance on how to approach various services, and identify responsible players and support system in the provision of those services. Specifically, these guidelines and operational procedures are intended to:

- i. describe different steps for health service provision at the College in promoting the availability of general out-patient services;
- ii. lay down necessary frameworks in promoting availability of specialist medical services at the College in areas of demonstrated demand;
- iii. identify the procedures useful in reducing non-communicable diseases and improve health service delivery at the College;
- iv. lay down procedures for promoting preventive and lifestyle counselling services useful for DUCE students and staff;
- v. explain the necessary framework in reducing communicable diseases and improve health service delivery at the College;
- vi. lay down guidelines that will ensure effective referral arrangements;
- vii. describe procedures for promoting and attracting other health insurance schemes to utilise the services provided by the College Dispensary;
- viii. explain the procedures useful in ensuring environmental sanitation at the College; and
- ix. outline the steps in promoting prevention of occupational diseases.

1.6 Organisation of the Document

These guidelines consist of three chapters; Chapter one provides general background information, scope of the guidelines, users of the guidelines, rationale, objectives and organisation of the document.

Chapter two gives detailed guidelines regarding the services available and the College commitment to the provision of quality services. These services include curative, preventive, rehabilitative and counselling services, environmental health and sanitation, occupational health and safety, medical referral system and disease prevalence and surveillance. Chapter three provides monitoring, evaluation and reporting frameworks that will be used to assess the provision of health services at the College.

CHAPTER TWO

2.0 GUIDELINES AND OPERATIONAL PROCEDURES FOR KEY AREAS

This chapter identifies areas of priority and various policy statements provided in the College Health Service Policy. For each statement stated in the Policy, the guidelines and operational procedures for implementation are provided.

2.1 Curative Health Services

It has been noted that the College Dispensary suffers inadequate infrastructure, equipment, staffing and limited scope of healthcare services. In order to address such gaps, DUCE shall;

- i. ensure that adequate medical equipment, medicine and other medical supplies are made available as per DUCE and Government guidelines. To realise this activity, a budget shall be set aside every year under the Office of Medical Officer In-charge and the status of implementation shall be reported in each quarter;
- ii. ensure that the Office of Director of Administration and Human Resources, in consultation with the College Medical Officer In-charge, recruit and train adequate health personnel according to the established procedures. In addition, the College shall ensure that the recruited staff are retained by improving the working environment;
- iii. hire staff on temporary contracts to fill areas with shortage of staff;
- iv. ensure the College health facility provides health services to students, staff and the neighbouring community;
- v. consult other approved health insurance schemes and sign memorandum of understanding for their members to access health services at the College health facility. To facilitate this, the College Medical Officer In-charge shall identify and recommend the relevant health insurance schemes to the College Management; and
- vi. ensure that the College Dispensary is upgraded into a Health Centre.

2.2 Preventive Health Services

The College shall implement the public health intervention, awareness and sensitisation strategies in order to protect the community against infectious and non-infectious diseases. In order to achieve the stated objective, DUCE shall:

- i. set aside a budget every year for regular health education on both communicable and non-communicable diseases for staff, students and the neighbouring community. At least two health campaigns per year shall be conducted to staff and students. Moreover, the College through the Office of the Medical Officer In charge shall ensure that all service providers abide by the agreed health standards in the provision of service, essential vaccines are available and routine bacteriological water analysis of all water sources in the campus is conducted;
- ii. ensure that the Office of the Medical Officer in-charge provides information, education and communication materials relating to preventable diseases to the College and the surrounding community. This exercise shall be carried out at least once in every quarter;
- iii. ensure that the Office of the Medical Officer In-charge conducts voluntary screening campaigns on communicable and non-communicable diseases so that all members become aware of their status and take appropriate measures to protect themselves and help those who are affected. This activity shall be done at least twice a year;
- iv. ensure every individual is encouraged to observe healthy life style through physical exercises, healthy dieting and maintaining healthy body weight. The Office of Games and Sports and the College Medical Officer In-charge shall be responsible for the supervision of the said objective;
- v. ensure availability of personal protective equipment to protect staff and students from occupational health hazards in each department under supervision of heads of departments;
- vi. ensure availability of games and sport ground facilities;
- vii. issue and implement circulars related to strategies on the prevention of communicable and non-communicable diseases; and
- viii. strengthen relationship with the Ministry of Health and other national, regional and international organisations/institutions in promoting public health.

2.3 Rehabilitative and Counselling Services

DUCE shall improve counselling and rehabilitation services for students and staff. To realise this objective;

- i. the Directorate of Student Services and Administration and Human Resource Management shall ensure that counselling services related to work, academic or personal issues are provided to students and staff.
- ii. the College shall ensure that all Counsellors are provided with at least one capacity building seminar annually in order to update their counselling guidelines and skills;
- iii. each unit shall undertake regular assessment of risk behaviors to staff and students and those identified to have issues requiring counselling shall be referred for the counselling service under DAHRM for staff and DoS for students;
- iv. the Directorate of Student Services and Administration and Human Resource Management shall ensure that during orientation and induction seminars, all new students and employees are introduced to counselling and rehabilitation services;
- v. all counselling and rehabilitative services pertaining to staff and students shall be carried out by the College Counselors and, in case there are issues that cannot be handled due technical difficulties, such individual shall be referred to other appropriate centres and supportive institutions in accordance to the College Guidance and Counselling guidelines;
- vi. the Directorate of Student Services and Administration and Human Resource Management shall encourage students and staff to undertake their normal responsibilities irrespective of their health problems, unless exempted by responsible authorities;
- vii. the Office of the Director of Research and Innovation shall promote research on psycho-social problems facing students and staff members and develop appropriate intervention programmes;
- viii. the Directorate of Student Services and Administration and Human Resource Management shall ensure that appropriate National and College regulations are applied to guide the conduct of counselling services to students and staff;

- ix. set aside funds for construction of a rehabilitative centre for clients with physical challenges; and
- x. the DoS and DAHRM shall quarterly prepare counselling reports for students and staff and submit the same to the College Health Committee.

2.4 Environmental Health and Sanitation

Environmental health and sanitation is an important area for promoting wellbeing and preventing illnesses. The College shall ensure provision of reliable, clean and safe water as well as good environmental sanitation. In order to create and maintain the required environmental health and sanitation, the following guidelines shall be observed:

- i. the Estates and Work Unit shall ensure provision of clean and safe water, regular inspection of water boreholes, tanks and distribution pipes and repair damage in order to prevent illnesses associated with water scarcity and poor water quality;
- ii. the Office of the Medical Officer In-charge shall conduct regular visits to the cafeterias, classrooms, halls of residence and all other public places occupied by students to ensure the facilities comply with the health standards as well as legal and contractual obligations.
- iii. the Estates and Works Unit shall establish and maintain waste disposal systems according to the applicable rules and regulations;
- iv. the Estates and Works Unit shall maintain landscaping of all external areas to destroy breeding sites for vectors; and
- v. the Office of the Medical Officer In-charge shall oversee the implementation of environmental health and sanitation policies and rules; prepare quarterly reports and submit the same to the College Health Committee.

2.5 Occupational Health and Safety

Occupational health is an important area in public health for promoting and maintaining highest degree of physical, mental and social wellbeing of workers in all occupations. Therefore, in order to ensure prevention of injuries and illness, and promotion of safe and healthful actions and attitudes for the College Community, the following guidelines shall be implemented.

- i. the Office of the DAHRM shall undertake periodic inspection (at least twice per year) in all areas proven/potentially hazardous to the health of the employees and students;
- ii. the Office of the DAHRM shall ensure that risk assessments are routinely carried out; and priority objectives are set for risk elimination or reduction;
- iii. every individual within the College has a vital and specific role in maintaining the organisation's health and safety standards; and is encouraged to set a high standard of safety as personal example; and exercises a reasonable level of responsibility for personal and shared health and safety considering other individuals may be affected by their acts or omissions at work;
- iv. the Estates and Works Unit shall maintain adequate and working appliances to protect buildings and other facilities against fire or other natural disasters;
- v. the College shall continually sensitise employees and students on potential hazards related to their activities and take precautions and necessary measures against disasters. Heads of Directorates, Departments and Units shall be responsible for coordinating provision and supervision of occupational health education services to employees;
- vi. the DARHM shall oversee the implementation of occupational health and safety policies, rules and guidelines; prepare quarterly reports and submit the same to the College Health Committee;
- vii. the DARHM shall notify the DP (PFA) of any injury, death or occupational disease for onward transmission to higher authorities as soon as possible in accordance with the prevailing statutes; and
- viii. the Director of Administration and Human Resource Management shall ensure staff members who sustain injuries, illness or death in the course of employment are compensated according to the applicable law governing workers' compensation.

2.6 Medical Referral System

DUCE is committed to institutionalising and strengthening arrangements for adequate referral systems for students, staff, staff dependents and other clients. The following guidelines shall govern referrals from the College Health facility:

- i. All referral cases from the College Health Facility shall follow the Ministry of Health referral system;
- ii. The Office of the Medical Officer In-charge shall make follow-up on all referred cases and facilitate treatment for cases which are not covered by health insurance, in the case of staff;
- iii. The College shall provide ambulance services to staff and students who are referred from the College health facility where necessary;
- iv. The College shall arrange for hired ambulance services for private patients; and
- v. The College shall support the staff referred for treatment abroad according to the Government Standing Orders for Public Service, circulars and available budget.

2.7 Disease Prevalence and Surveillance

The College is committed to monitoring disease prevalence and taking immediate prevention and treatment measures, including reporting cases to responsible authorities. The following guidelines shall be used:

- i. the College health facility shall record and keep information on disease occurrence, public health, health economics and other health-related matters;
- ii. the Office of the Director of Research and Innovation shall promote and facilitate empirical and operational research on health problems facing staff members and students, and develop appropriate intervention programmes. In addition, the Director shall ensure that appropriate regulations are applied to guide the conduct of health-related research undertaken by staff and students;
- iii. The Director shall also encourage staff and students to conduct health research within the College and in the wider society to establish trends of diseases in the society; and
- iv. The Director shall allow students and staff to utilise the available health-related data for research purpose.

2.8 Financing Health Services at DUCE

The College shall ensure adequate funding for health services in order to enhance the quality of healthcare services to the College and the surrounding community. To that end, the following guidelines shall apply;

- i. the College shall set aside adequate funds for procurement of working equipment, maintenance of vehicles, provision of meals to admitted students and payment of staff allowances. The Medical Officer In-charge shall prepare the unit requirements annually and submit the same to the budget unit;
- ii. the College health facility shall continue offering services to NHIF members where, in turn, shall be reimbursed for the services offered to the clients;
- iii. in the provision of services to NHIF members, the College should ensure compliance with NHIF rules and guidelines and take appropriate actions against defaulters;
- iv. the College health facility shall conduct one outreach service to the surrounding community each quarter in order to familiarise with and serve the community;
- v. the College health facility shall strive to engage other health insurance schemes so that their members could obtain health services from the College Health facility;
- vi. the College shall continue to collaborate with development partners to finance some of the health services at the College;
- vii. the College health facility shall continue providing health services to non-insured clients who pay directly for health services;
- viii. the College health facility shall charge appropriate fees to non-insured clients at the prevailing market prices, which shall be 25-30% higher than the purchasing price; and
- ix. the College health facility shall make regular review of health service fees for non- NHIF insured clients to reflect prevailing market prices (the price shall be 25-30% higher than the purchasing price). Recommendation for such fees shall be submitted to the relevant College organs for approval before implementation.

2.9 Management of Medical Records

Medical records of any client of the College Health facility shall be strictly confidential. In addressing the matter, the following guidelines shall be followed:

- i. the College health facility shall keep both electronic and hard copy records of clients. These records shall be treated as classified materials to be accessed by authorised personnel only;
- ii. the College health facility shall keep patients' records for a minimum of 8 years since the last visits;
- iii. procedure for disposal of both paper and electronic patients' records shall be as provided by the applicable law;
- iv. the College health facility shall provide patients' records when required by the law or when consent is given by the patient to share the information with a third party. Both the request and consent to such information shall be in writing. All requests shall be addressed to the College Principal; and
- v. the College shall take stern disciplinary measures against individuals who disclose patients' information contrary to the governing laws.

CHAPTER THREE

3.0 GUIDELINES AND OPERATIONAL PROCEDURES FOR IMPLEMENTATION, MONITORING AND EVALUATION

Effective implementation of these guidelines and operational procedures depends on the commitment of various stakeholders involved in the delivery of health services at the College. However, for successful provision of health services, DUCE community should be adequately involved. It should be noted that these guidelines and operational procedures shall be implemented in line with other College and Government guidelines and policies as may be issued from time to time.

Although the implementation of these guidelines and operational procedures will be undertaken mainly by the College Dispensary, other departments will be involved, particularly the Directorate of Administration and Human Resource (Recruitment, Training and Counselling Section), Directorate of Research and Innovation, Directorate of Student Services (counselling, games and recreational services), Estates and Works and Games and Sports.

3.1 DUCE DISPENSARY

The College health facility is established under the Office of the Deputy Principal (Planning, Finance and Administration), and shall be responsible to a great extent in the implementation of these guidelines and operational procedures. The main objective of the facility is to facilitate provision of medical and health services at the College. The facility is led by a Manager, who is also the Medical Officer in Charge. It has five main sections headed by Heads of Sections appointed after every three years by the Medical Officer In charge, after consultation with the Deputy Principal (Planning, Finance and Administration). The Dispensary shall report to the College Management through the College Health Committee.

3.1.1 Medical Officer In-charge

The Medical Officer In-charge shall be accountable to the Principal through the Deputy Principal - Planning, Finance and Administration; and will be appointed by the Governing Board every four years after recommendations from a search Committee.

3.1.1.1 Duties and Responsibilities of the Medical Officer In-charge

- i. to head the College Dispensary;
- ii. to ensure smooth delivery of health care to the employees of the College and their families;
- iii. to supervise all medical duties;
- iv. to formulate policy proposals related to health service provision;
- v. to prepare and coordinate implementation of strategic plans in the College Dispensary;
- vi. to prepare annual budget estimates for health service provision;
- vii. to ensure availability of sufficient medical supplies and equipment in the College Dispensary;
- viii. to prepare and advise on recruitment, training and development plans for Dispensary personnel;
- ix. to record and keep information on disease occurrence, public health, health economics and other health-related matters;
- x. to propose regular review of health service fees for non-insured clients;
- xi. to oversee performance appraisal of staff of the College Health facility and ensure staff in the department observe respective professional ethics; and
- xii. to coordinate HIV and AIDS Programme activities and serve as Secretary to the Technical HIV and AIDS Sub-Committee.

3.1.2 Nurse In-charge (Matron/Patron)

The Nurse In-charge shall be accountable to the Medical Officer In-charge; and will be appointed by the Principal every three years following recommendations from the Deputy Principal (Planning, Finance and Administration).

3.1.2.1 Duties and Responsibilities

The Nurse In-charge shall;

- i. oversee Nursing Services, including the supervision of staff;
- ii. ensure that all nursing standards are maintained in compliance;
- iii. supervise the professional work of staff within the ward/department in accordance with TNMC Code of Conduct;
- iv. co-ordinate all nursing services, including attending to referral patients; and

- v. design and prepare models for improving nursing services.

3.2 Main Sections of the College Dispensary

3.2.1 Clinical Service Section

The function of this section shall be to:

- i. provide health services to students, staff and the neighbouring community according to the College and Government Standards;
- ii. organise and provide health education to the College community pertaining to Communicable and Non-Communicable diseases;
- iii. conduct outreach service to the surrounding community to serve and familiarise with the same;
- iv. provide inputs for the department budget preparations;
- v. identify patients who require further treatment outside the College health facility and facilitate their referral;
- vi. follow up referred patients in order to assist in treatment provision;
- vii. maintain confidentiality;
- viii. maintain a professional and friendly atmosphere, and create a dignified environment;
- ix. conduct research related to health and propose intervention for disease control; and
- x. maintain Health and Safety at work by ensuring that infection prevention strategies are implemented.

3.2.2 Counselling, Sexual and Reproductive Health Section

The function of this section shall be to:

- i. provide counselling on a variety of medical issues;
- ii. perform screening for Sexually Transmitted Infections, Cervical and Breast Cancer;
- iii. provide family planning education and services;
- iv. provide maternal and child health services;
- v. provide health education on sexuality and reproductive health;
- vi. collect relevant health statistics;
- vii. maintain confidentiality;
- viii. provide supportive care for people living with HIV; and

- ix. provide outreach services to the community.

3.2.3 Preventive Medicine Section

The function of this section shall be to:

- i. facilitate organisation and provision of health seminars for staff and students;
- ii. inspect food, water, chemicals and workplaces within the College and ensure availability of necessary vaccines;
- iii. distribute information, education and communication materials relating to preventable diseases to the College and the surrounding community;
- iv. perform inspection on availability of personal protective equipment to protect staff and students from occupational health hazards in each department; and
- v. conduct voluntary screening campaigns on communicable and non-communicable diseases so that all members become aware of their status and take appropriate measures to protect themselves and help those who are affected.

3.2.4 Pharmacy Section

The function of this section shall be to:

- i. request, store and distribute medical supplies;
- ii. verify drug quality, safety and effectiveness;
- iii. inspect pharmaceutical deliveries;
- iv. issue medicine and medical supplies to patients;
- v. identify annual medical equipment and medicine requirement and prepare input for budget; and
- vi. ensure proper record keeping.

3.2.5 Laboratory Section

The Function of the Laboratory shall be to:

- i. assist in patient care through performing laboratory investigations;
- ii. maintain patient confidence and protects operations by keeping information confidential;
- iii. prepare budget input; and
- iv. keep records.

3.3 DUCE Health Committee

The DUCE Health Committee is a technical committee which discusses and endorses issues related to provision of health services at the College.

3.3.1 Duties and Responsibilities of the Health Committee

The duties and responsibilities of the College Health Committee shall be to:

- i. act as an oversight Committee of the College in the fulfillment of responsibilities in respect of development, implementation and monitoring of the College health, environmental and safety policies;
- ii. monitor and safeguard health, safety and environment at the College to ensure compliance with applicable laws, legislation and policies as related to health and environment;
- iii. recommend actions for developing policies, programmes and procedures to ensure that the principles set out in the College policies related to health, safety and environment are adhered to and achieved;
- iv. monitor the implementation of the College Rolling Strategic Plan with respect to health, safety and environment by carrying out the recommended actions and activities;
- v. review and recommend for approval the College objectives as related to health, safety and environment, and monitor the performance against the objectives;
- vi. report on a timely basis to the College appropriate organs on the progress and status of health, safety and environment issues and the state of compliance with applicable laws and legislation and adherence to the College policies; and
- vii. review injury data, accident reports, and workers' compensation records and advise accordingly.

3.3.2 Membership and Tenure of the Health Committee

The Health Committee shall comprise nine (9) members for a three-year tenure. The Committee shall meet quarterly on such dates and locations as provided in the College Almanac. The quorum for meetings shall be a one third of the members. Mem-

bership shall include the Deputy Principal (Planning, Finance and Administration) (*Chairperson*), Deputy Principal (Academics, Research and Consultancy) (*Member*), Temeke District Medical Officer (Member), Expert on Provision of Health Services from any Institution (*Member*), DARUSO Representative-Minister of Health (*Member*), Medical Officer In-charge from any Hospital/Health Centre (*Member*), Dean of Students (*Member*), THTU Representative-DUCE (*Member*), Medical Officer In-charge-DUCE (*Secretary*) and three (3) invitees.

3.4 Implementation of the Guidelines and Operational Procedures

To facilitate effective implementation, some key areas of health services shall be strengthened and managed. Moreover, these guidelines and operational procedures shall be implemented in line with other Government directives, guidelines and policies. The implementation shall also be in line with DUCE HIV, AIDS and NCD Policy, DUCE Staff Guidance and Counselling Guidelines and Operational Procedures of 2022 and DUCE Students' Guidance and Counselling Guidelines and Operational Procedures of 2021. HIV, AIDS and NCD issues will be reported to HIV, AIDS and NCD committee. Staff and students' health matters shall be reported to the College Governing Board through Appointments and Human Resource Management and Students' Affairs Committees, respectively.

3.5 Monitoring and Evaluation

Monitoring and Evaluation of these guidelines and operational procedures shall be necessary for effective and efficient implementation. Therefore, the College Management shall ensure that Monitoring and Evaluation Plan for health services is in place, and feedback on its implementation is provided. Regular monitoring will be done by the Health Committee in order to assess the progress of interventions towards realisation of the College health targets.

3.6 Reporting

The College Medical Officer In-charge, who is the Secretary to the Health Committee, shall prepare and submit quarterly reports on health services to the Health Committee for review and submission to the College Management Committee. Also,

other reports will be submitted to AIDS and NCD Committee and Students' Affairs Committee.

3.7 Review of the Guidelines and Operational Procedures

There are dramatic changes in the health industry in terms of disease prevalence, treatment and occurrence of new diseases and health conditions. Therefore, these guidelines and operational procedures shall be reviewed from time to time to accommodate new developments. The reviews shall in line with reviewed College Health Service Policy, which shall be done any time when deemed necessary. The review team shall consist of experts familiar with contemporary health delivery systems, and shall consider pertinent issues and lessons captured during Monitoring and Evaluation.

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