

How is Data Collected?

Every section/service point was given a chance to design their data collection tools that will suit their sections. This is because various sections deliver different services. The collections tools are then standardised and approved as the valid tools for collection for every sections.

The Information will be collected monthly. Each member of the IMT will be responsible and accountable for the collection of data from their sections and submission to the Facility Information Office.

IMT Members



The Committee



Chairperson: F.T. Zulu



V- Chair: P.P. Thinga



Secretary: G. Qwabe



V-Secretary: S.N. Ngobe

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Nkonjeni Hospital

Information Management Team



HEALTH KwaZulu-Natal

Information Week

22 - 26 May 2006

*"Enhancing Access to Information from
Various Services"*

Background

The Institutional Information Management Team (IMT) is the integration of representatives from all sections or service points in the institution. The team was formed in 2005 to standardise the collection of data from various sections.

- To ensure the interpretation of Information System by linking all services and develop policy and procedures related to the team.
- To motivate all staff on performance system so as to bring about changes wherever necessary.
- To facilitate consumer satisfaction by improving quality service delivery that will ensure that the dignity and rights of patients/customers is upheld at all time.

Role of Staff in Data Collection

The staff will play the very important role in the collection of data by:

- ~ Ensuring that data provided reflects the daily activities in their respective service points.
- ~ Supporting the IMT through responsibility and reliability of individuals from their service points.
- ~ Using the data collection tools provided so as to provide the relevant data needed.

Mission & Objectives

Mission

The Information Management Team aims at collecting, processing, and analysing high quality information and statistical data for co-ordination purpose so as to ensure that the decisions taken at all levels of services delivery are based on sound, quality information and improve customer experience and satisfaction. This is achieved through a highly dedicated team, with the available resources.

Objectives

- To ensure the provision of quality directed information service in collaboration with all services and be inline with the mission and objectives of the Hospital.
- To ensure that knowledge of Information Management System is in place by providing training to the team.
- To ensure that information is collected and submitted on time to the service, to inform sound decision-making

Role of the IMT in the Institution

The IMT will be responsible for:

- ~ Monthly collation of data from various sections of the institution.
- ~ Correction and cleaning of data collected
- ~ Interpretation and presentation of data to the Institutional Management and staff.
- ~ Maintaining the Institutional Information Bulletin.
- ~ Ensuring the sharing of information between service points, encouraging analysis, presentation and presentation of locally gathered information and stimulating improved performance through friendly and controlled competition.
- ~ Convening regular meetings of the heads of sections for discussions on data collected.
- ~ Encouraging a common understanding among the staff about the significance of reliable and valid data collection.

Why do we collect data?

The collection of data is aimed at improving the openness and transparency within the institution and to make sure that decisions taken at all levels are based on sound, relevant, appropriate and valid information provided from the various sections of the institution.

This is also a proactive compliance with the Government's Legislative framework regarding the public service delivery (Batho Pele), that ensures:

- The promotion and maintenance of high standards of professional ethics;
- The provision of service impartially, fairly, equitably and without bias;
- Utilising resources efficiently and effectively
- Rendering an accountable, transparent, and development-oriented public service.

This will enhance the access to information from various service points.