



**HEALTH**  
KwaZulu-Natal

# **Nkonjeni Hospital**

**Information Management Team**

**Information Week  
22 – 26 May 2006**

## Introduction

The Nkonjeni Hospital's Institutional Information Management Team (IMT) is one of the structures functioning in the institution. Due to transformation, it was felt that the information management team needs to be established so as to enhance the collection of information for the whole institution. The said team was elected at the staff meeting held in December 2005. Units were to be represented to this team so that information is collected from all units or services and brought to the Facility Information Office in time.

### About the Team

A committee was formed including the Chairperson, Vice Chairperson, Secretary and the Vice Secretary who were tasked to drive the team. The work plan, mission statement and objectives were drawn to give direction for the functioning of the team and to ensure that the team provides the directed information service.

Every unit had to draw up its data collection tool that would cover every service provided per and to ensure that the information collected is relevant and accurate.

To ensure that the whole staff become aware of the functioning of the team, an Awareness programme was planned where the Information Management Team had an "Information Week" that was held on the 22<sup>nd</sup> to the 26<sup>th</sup> of May 2006 at Nkonjeni Hospital.

The awareness name tags were worn to make everybody aware of the event. All members of the IMT were displaying through name tags and the brochures were distributed into all sections.

### Information Week Context

The said days, 22 – 26 May 2006, were targeted as an Information Week for the entire Institution. A coloured brochure, attached, was designed and published around the institution, stating the Mission Statement and Objectives of the Team.

The roles of the IMT were clearly explained on the brochure. Every staff member was able to know the importance and significance of data collection and its effect on improving openness and transparency within the institution. This is to ensure that Decision taken at all levels are based on sound, relevant, appropriate and valid information provided from various sections of the institution.

### Launching of Ceremony

The 25<sup>th</sup> of May 2006 was the Information Day. The IMT organised the staff gathering where they were addressed about the functioning of the team. Staff members attended representing their services. The Chairperson of the Committee, Mrs. F. T. Zulu addressed the staff.

The address was the emphasising and clarifying the information that was written on the brochure so that everybody would have a clear understanding of the Team and its functioning. The Chairperson explained how this affiliates to the Government's legislative framework regarding the public service "Batho Pele".

### Evaluation and Recommendation

The IMT is working cooperatively and will to function as expected. The staff training on principles for transformation needs to be given full attention as the team only dealt with information only.

### Compiled by:

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