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சுவசிரிபாய
SUWASIRIPAYA

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Date)

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சுகாதார, போசணை மற்றும் சுதேச வைத்திய அமைச்சு
Ministry of Health, Nutrition & Indigenous Medicine

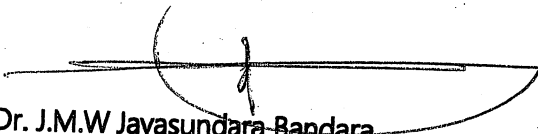
Gen.Circular No: 01-18/2015

All Provincial Directors of Health Services,
All Regional Directors of Health Services,
Director/ National Institute of Health Sciences,
All Medical Officers/ Maternal and Child Health,
Chief Medical Officer of Health/ Municipal Council – Colombo, Kandy, Galle
All Medical officers of Health,
All Heads of Institutions,

Guidelines for conducting Monthly and Local Confernce at the Medical Officer of Health Areas

Please note that the General Circular No: 01-18/2015 dated 07.04.2015 on above subject is amended herewith. Annex 11 of the above circular on guideline for conducting Local Conferences at Medical Officer of Health areas is rescinded hereby and the new instructions on conducting local conferences in Medical Officer of Health areas are attached herewith.

Therefore, it is requested to adhere to the annexed instructions to conduct Local Conferences at MOH level. Kindly bring the content of the ammendments made to the circular to the notice of all relevant health staff.


Dr. J.M.W Jayasundara Bandara
Actg. Director General of Health Services

Colombo 10.

- Cc:
- Secretary – Ministry of Health, Nutrition and Indigenous Medicine
 - Deputy Director General – Public Health Services 11
 - Deputy Director General – Public Health Services 1
 - Deputy Director General – Medical Services 1
 - Deputy Director General – Medical Services 11
 - Director – Maternal and Child Health
 - Director – Primary Health Care
 - Director – Environment and Occupational Health
 - Chief Epidemiologist
 - Director– Administration IV
 - Commisioner of Municipal Council – Colombo, Kandy, Galle

Conducting Local Conference in Medical Officer of Health Areas

Local conferences of the Medical Officer of Health (MOH) areas should be held according to Public Health Inspector (PHI) division level to evaluate individual performances, motivate staff and identify problems at local level for remedial actions and build up interpersonal relationships with officers working at grass root level and to find solutions for public complaints.

(1) Local conferences should be conducted to fulfill the following objectives;

- To plan and coordinate activities with health and non-health sector officials at local level – programme activities being implemented through health staff such as PHII and PHMM could be further strengthened through coordination at grass root level with non-health officers. This would lead to improvement of the efficiency and the quality of the services delivered.
- To monitor performances – individual performance reviews based on data generated and supervision feedback to the service provider. This conference provides the forum to identify and discuss deficiencies for further improvement.
- To evaluate reproductive, maternal, newborn, child, adolescent and youth health services, family planning activities, school health, environment and occupational issues, special public health issues and other relevant activities.
- To identify and solve the issues which may arise during service provision through consensus
- To improve the team spirit among grass root level staff.

(2) Date and time of conducting the meeting

- Should be conducted on a fixed date in every month.
- Dates and time for local conference should be identified at the beginning of the year and approval needs to be taken from the MOH. The schedule of dates and time of conducting the local conference should be informed to the Regional Director of Health Services (RDHS) and relevant institutions.
- Any change to the schedule should be informed to the MOH and relevant institutions at least one week prior to the date.
- Half a day should be allocated for this purpose, ideally at the end of the field/clinic activities.

(3) Participation

Participation of the following officers is compulsory

- PHNS, SPHM and the SPHI of the relevant area (including permanent, acting, cover up)
- Area PHI, All PHMM of the relevant PHI area
- MOH should participate where relevant
- Other relevant regional officers - Grama Niladhari, Samurdhi Officer, volunteer team leaders (ex; Mother's groups)
- Any other relevant officers of the MOH and other sectors according to the requirement

(4) Procedure

- Local conferences should be conducted at the PHI area level and the PHI in-charge of the area should organize the meeting.
- Meeting should be jointly chaired by the PHNS and the SPHI. Range PHI is the convener and the minutes to be taken by the PHM appointed as the secretary. The post of secretary should rotate annually.
- Minutes should be forwarded and discuss at the next MOH monthly conference.
- MOH should ensure that the local conferences are conducted regularly and in a proper manner.

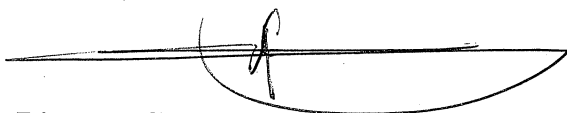
(5) Activities

Following activities to be included;

- Performance of PHMM and PHI should be evaluated individually using selected indicators and supervisions done. Strengths and weaknesses of them in carrying out duties for which they are responsible should be identified. PHNS, SPHM and SPHI are entrusted in providing feedback to the relevant officers and discuss measures to be taken to overcome the identified issues. In order to facilitate this process, relevant registers/ returns, supervision reports of the respective officers should be available at the time of evaluation.
- Discussion should be held at the local level to improve the efficiency of service delivery. E.g. follow-up defects identified among school children, sharing information on families with special need, issues in the clinic centres etc.
- Advance programme for the next month to be prepared according to the discussions and plans.
- Special surveys or projects identified at local level should be implemented and records kept.
- Special team building activities are encouraged.

(6) General instructions

- Minutes of the Local Conference to be forwarded to the next Monthly Conference for discussion and should be presented during the next conference.
- When there are vacant PHI/ PHM areas, the MOH can take a decision on how to conduct the Local Conferences. It is the responsibility of the MOH to ensure local conferences are conducted monthly.
- Summary of all local conferences should be sent to the Regional Director of Health Services.
- Individuals with commercial interest and conflict of interest should not be allowed to participate at the local conference.
- Appreciation of local conference performance improvement could be made part of the MOH staff appraisal.



Actg. Director General of Health Services
Ministry of Health, Nutrition and Indigenous Medicine