****

**SOLOMON ISLANDS GOVERNMENT**

**MINISTRY OF HEALTH & MEDICAL SERVICES**

**NATIONAL REFERAL HOSPITAL**

# TERMS OF REFERENCE

## **Hospital Information Management System Project**

## **WORKING GROUP**

## **Acronyms**

Refer to appendix A.

## **Version History**

This section tracks the revision history of this document.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Version | Date | By Whom | Changes Details | Remarks |
| 4.1 | 27/09/2022 | Barry Keni | * Initial creation of WGTOR | * Open for feedbacks or recommendations for amendment. |

# Introduction

The Ministry of Health and Medical Services, have initiated and proposed an upgrade to NRH hospital system by introducing a hospital information management system.

In order to successfully achieve this project, the officers responsible for NRH, working in collaboration with SIG ICT Services to progress this project.

This document briefly describes the TOR for the HIMS Project Working Group (HIMSWG). The HIMSPWG will be, in brief, implementing the operational aspects of the project.

# Members HIMSPWG

Tabulated in alphabetical order below is the details of the members of the HIMSWG.

|  |  |  |
| --- | --- | --- |
| **Name** | **Designation** | **Ministry/Agency** |
| Baakai | Chief Statistician | MHMS- Health Statistics |
| Rebecca Manelase | Health Statistics Officer | MHMS-Health Statistics |
| Shadie Taragwanu | Hospital Information Manager | NRH-Medical Records |
| Doris Leamae | Medical Records Manager | NRH-Medical Records |
| Dr Trina Sale | Head of department | NRH- Emergency |
| Sr Hellen Orihao | Assistant Director of Nursing | NRH- Nursing division |
| Dr Stephen Kodovaru | Head of department | NRH-Orthopedics |
| Dr Emire | Senior Medical Officer | NRH-Internal Medicine |
| Dr Leanne Panisi | Head of Department | NRH-Obs&Gynae |
| Ray Wasi | IT officer | MHMS |
| Barry Keni | Database Administrator | MoFT/ SIG ICTS |
| Tasman Aluta | Head of Network | MoFT/ SIG ICTS |
| Jeffery Jionisi | Infrastructure Technician | MoFT/ SIG ICTS |
| John. B Vunagi | Programmer Application Support | MoFT/ SIG ICTS |
| Phillip Manehoa | Asset Officer | MoFT/ SIG ICTS |

# Roles & Responsibilities of HIMSPWG

The roles and responsibilities of this group is to;

* 1. Prepare the business requirements through Business Analysis methods which include Requirements Elicitation.
  2. Ensure proper and complete collection and gathering of relevant information for the business requirements write up.
  3. Make all effort to conform to related ISO standards and Good Practice for Business Analysis and Project Scoping.
  4. Consolidate and compile a Terms of Reference (TOR) for the proposed solution.
  5. Provide requirements specifications and the TOR to Contracted Application/Systems developer/vendor.
  6. Ensure and make available necessary documents and documentations that is/maybe required before/during/after project initiation to closing.
  7. Ensure that the project initiation to closing is implemented in-line with the “2016 Reviewed SIG-ICTS IS Team’s Information Systems Development Procedure Document”.
  8. Perform project management on behalf of MHMS.

# HIMSWG Operational Functions

This section briefly describes the operational functions of the HIMSWG.

## 4.1 Members of HIMSPWG

HIMSPWG members’ individual roles/responsibilities.

Described in the table below is the role of each individual HIMSPWG member before/during/after each meeting.

|  |  |  |
| --- | --- | --- |
| **Name** | **HIMSPWG Designation** | **Roles/Responsibilities** |
| * CEO- Dr George Malefoasi | Chairman | * Is responsible for calling HIMSPWG meetings. * Reports to the HIMSPSC. * The Chairman of HIMSPWG has the ultimate authority to cancel/defer/postpone a meeting if considered necessary. * Ensure order in meetings. * Ensure required information for the project is approved and shared for WG members. * Follow-up and ensure assigned tasks are completed as scheduled. |
| * Shadie Taragwanu | WG Member / Assistant Chairman | * Perform roles/responsibilities of chairman upon his/her absence. |
| * Doris Leamae | WG Secretary | * To take minutes of the meeting |
| * Rebecca Manelase | WG Assistant Secretary | * To assist the Secretary to take the minutes of the meeting on her absence |
| * MS | WG Member | * Support the team in initiating ideas for the development of the project * Research of information |
| * Dr Trina | WG Member | * Support the team in initiating ideas for the development of the project * Research of informations |
| John. B Vunagi | WG Member – ICT Technical. | * Is responsible to the Chairman. * Provide Project Management advice. * Perform Business Analysis including Requirements elicitation. * Write up Technical documents and Project documents. * Review, assess, and recommend on ICT aspects of the project. |
| Barry Keni | WG Member – ICT Technical. | * Is responsible to the Chairman. * Provide Project Management advice. * Perform Business Analysis including Requirements elicitation. * Write up Technical documents and Project documents. * Review, assess, and recommend on ICT aspects of the project. |
| Tasman Aluta | WG Member – ICT Technical. | * Is responsible to the Chairman. * Provide Project Management advice. * Perform Business Analysis including Requirements elicitation. * Write up Technical documents and Project documents. * Review, assess, and recommend on ICT aspects of the project. |
| Jeffery Jionisi | WG Member – ICT Technical. | * Is responsible to the Chairman. * Provide Project Management advice. * Perform Business Analysis including Requirements elicitation. * Write up Technical documents and Project documents. * Review, assess, and recommend on ICT aspects of the project. * Provide transportation for ICT officers for movements related to Project. |
| Phillip Manehoa | WG Member – ICT Technical. | * Is responsible to the Chairman. * Provide Project Management advice. * Perform Business Analysis including Requirements elicitation. * Write up Technical documents and Project documents. * Review, assess, and recommend on ICT aspects of the project. * Provide transportation for ICT officers for movements related to Project. |

## 4.2 Membership to HIMSPWG

* + 1. Membership to HIMSPWG is either nominated by their Supervisors or are members by default. Default members are those that their primary responsibility is to ensure the successful implementation of HIMSPWG.
    2. Membership to the HIMSPWG is reviewed quarterly and will be based on members; effective participation to the HIMSPWG.
    3. HIMSPWG members who wish to withdraw their participation in this project can do so by writing to the Chairperson.

# Meetings

Meetings will be carried out in accordance to the following governing details;

|  |  |
| --- | --- |
| **Heading** | **Details** |
| Chairperson | * Chair all HIMSPWG meetings. * Call extra ordinary meetings. * Follow up on assigned tasks. * Ensure order in meetings. |
| Agenda | * All agenda items are to be submitted to the chairperson by COB two working days prior to the HIMSPWG meeting date. * Meeting agenda will be circulated via email to all HIMSPWG members by 1200 one working day prior to the HIMSPWG meeting date. |
| Minutes and meeting papers | * Meeting minutes will be collected by a member of the HIMSPWG nominated at the start of the HIMSPWG meeting. |
| Frequency of meetings | * HIMSPWG meetings are to be conducted on a **weekly** basis prior to reaching a stage where vendor initiates development/installation of the system where meetings can be held every 2 weeks. |
| Proxies to meetings | * HIMSPWG individual members except the Chairperson, is allowed to nominate a proxy to attend and participate in a meeting on his/her behalf in his/her absence. |
| Quorum Requirement | * A quorum shall consist of ¾ of the total members of the HIMSPWG. |

# Governance Structure

# Communication.

* 1. Official
     1. Reports – The official form of communication for keeping the MHMS DMISPTFG updated on the progress of the HIMS Project will be in the form of reports produced and agreed upon by the HIMSPWG.
     2. Briefings.
     3. Meetings.
  2. Un-official
     1. Emails
     2. Phone conversations
     3. F2F conversations

Part of this section has been adapted from the following document; <https://worksafe.tas.gov.au/__data/assets/word_doc/0008/288116/Terms_of_Reference_for_a_working_group_template.doc>

# Approval

This document has been formally approved and endorsed by the following responsible and accountable officers;

|  |  |
| --- | --- |
|  |  |
| **Dr George Malefoasi**  CEO  NRH  Ministry of Health & Medical Services  Date:\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ | **Mr. Steve Erehiru**  Director  SIG ICTS  Ministry of Finance & Treasury  Date:\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ |

# Appendix A

|  |  |
| --- | --- |
| Abbreviations | Meaning/Word/Phrase |
| COB | Close of Business – 1630 SI local time |
| HIMS | Hospital Information management System |
| F2F | Face to face |
| HR | Human Resources |
| ICTS | Information Communication Technology Services |
| IS | Information Systems |
| MIS | Manager Information Systems |
| ISO | International Organisation for Standardization |
| IT | Information Technology |
| ITO | Information Technology Officer |
| MOFT | Ministry of Finance and Treasury |
| TFG | Task Force Group |
| WG | Working Group |
| MHMS | Ministry of Health and Medical Services |
| CS | Corporate Service |
| HIMSPWG | Hospital Information Management System Working Group |
| Rep | Representative |
| SI | Solomon Islands |
| SIG | Solomon Islands Government |
| TOR | Term(s) of Reference |