**GA WEST MUNICIPAL HOSPITAL, AMASAMAN**

**HOSPITAL’S BACKGROUND**

Ga West Municipal Hospital was established as a health center in the year 1984 and was later designated as a Municipal Hospital in the year 2008. It is located within Amasaman opposite the Ga West Municipal Assembly.

It is the only government hospital located between Nsawam Government Hospital in the Eastern Region and Ga North Municipal Hospital in Greater Accra Region. It is a level B facility that offers general services. The hospital provides services for people located between these two facilities and beyond.

**Services Provided:**

As a District Hospital, we provide the following:

1. Curative care, preventive care, and promotion of health of the people in the district
2. Quality clinical care
3. Treatment techniques, such as surgery
4. Laboratory and other diagnostic techniques appropriate to the medical, surgical, and outpatient activities of a district hospital
5. Inpatient care until the patient can go home or back to the health centre
6. Training and technical supervision to health centres, as well as a resource centre for health centres
7. Twenty-four-hour hospital services
8. The following are some of the clinical services we provide:
   1. Obstetrics and gynaecology
   2. Child health
   3. Medicine
   4. Surgery, including anaesthesia
9. Accident and emergency services
10. Non-clinical support services
11. Referral services
12. Contribution to the district-wide information generation, collection, planning, implementation, and evaluation of health service programmes.

**VISION STATEMENT**

To become a Hospital that provides top notch health services in a friendly environment with highly motivated staff and to serve as the leading referral health facility in Ga West Municipality and beyond.

**MISSION STATEMENT**

Provide quality, comprehensive and accessible health services in line with approved national policies whilst managing resources prudently for the benefit of residents of Ga West Municipality and beyond.

**ANNUAL AVERAGE OPERATIONAL STATISTICS**

* 4,300 babies are delivered at the hospital
* 55,000 OPD cases are seen at the hospital
* 7,500 patients were admitted and managed at the hospital

**CORE VALUES**

Team Work

Integrity

Discipline

Excellence & Innovation

People Centered (Staff, Clients, Partners)

Professionalism

**GOVERNANCE**

Ga West Municipal Hospital has a collective governance structure where the administrative part of the organization and the professional clinical part of the organization work hand in hand to to provide high quality services for its cherished clients. There is the Head of Administration (HoA) in charge of health administration and support service, the Head of Clinical Services in charge of the professional clinical part of the organization, the Head of Nursing in charge of nursing services, the Head of Finance (HoF) in charge of financials, and the Head of Pharmacy who is charge of pharmaceutical services. They all report to the Medical Superintendent who is the Head of the institution.

The following are the Core Managers of the Facility;

**NAME RANK**

Dr. Eric Sarpong-Ntiamoah Medical Superintendent

Mr. Bernard Fiifi Polley Hospital Administrator

Ms. Faustina Klu Head of Finance

Mrs. Diana Ofori- Larbi Head of Nursing

Ms. Happy Smart Head of Pharmacy

Dr. Clarence Leke - Fonkeng Head of Clinical Services



**DEPARTMENTS AND UNITS**

**HEALTH ADMINISTRATION AND SUPPORT SERVICES DEPARTMENT**

The Health Administration and Support Services department is the umbrella Department for the entire support services Units as well as the Public Relations Unit of the hospital. The Department ensures the availability of support services for the effective and efficient delivery of health care in the Hospital; as well as the provision and maintenance of all inputs, equipment and gadgets in the facility. The Department is also responsible for ensuring that staff discharge their duties in accordance with the Ministry of Health / Ghana Health Service policies.

The Department comprises the following units:

**GENERAL ADMINISTRATION**

**Mandate**

To ensure timely preparation, circulation / dissemination and dispatch of internal and external correspondences within and outside the Facility.

**Functions**

1. Plays a supportive role in the preparation of all hospital strategic documents including revised Vision & Mission Statements, Annual Operational Goals, Annual Institutional Programme of Work and Organogram as well as the distribution of same to the respective Units of the Hospital.
2. Maintains good and ethical registry practices.
3. Provides consumables for administrative offices on time.
4. Prepares and disseminates both internal and external correspondence with alacrity.
5. Manages the main notice board of the Hospital.
6. Supports in the organization of programmes and meetings of the facility.

**ESTATE AND EQUIPMENT MANAGEMENT UNIT**

**Mandate**

The Estate Management Unit is responsible for Planned Preventive and Corrective maintenance of the buildings, grounds and equipment of the Hospital.

**Functions**

1. Maintains the hospital assets which consist of buildings, equipment, fittings and furniture.
2. Keeps proper records and update the records periodically.
3. Advises management on areas that need minor maintenance and major renovations to upgrade the Hospital.

**TRANSPORT MANAGEMENT UNIT**

**Mandate**

To ensure the availability and reliability of transport as an essential logistic for the delivery of health services in the hospital.

**Functions**

1. Haulage of medical logistics
2. Outreach Services
3. General administrative assignments

**STORES & SUPPLIES MANAGEMENT UNIT**

**Mandate**

The Stores & Supplies Unit is responsible for Inventory Management (receiving, issuing and storing of items).

**Functions**

1. Receives items in good condition usable by the various units / departments.
2. Makes items available at all times to the various departments.
3. Protects items against deterioration, fire and pilfering.

**INFORMATION TECHNOLOGY UNIT**

**Mandate**

Responsible for managing clinical software and other processes that help to keep patient records and admissions systems.

**Functions**

1. Protects electronic health records and insurance claims.
2. Ensures compliance with confidentiality laws and regulations.
3. Manages updates and stores data for clinical databases and registries.
4. Use classification software to allocate appropriate clinical codes for insurance compensation and data examination.
5. Ensures the provision of uninterrupted internet connectivity in the hospital.

**SOCIAL WORK UNIT**

**Mandate**

To provide frontline support services for patients with conditions spanning the entire healthcare continuum.

**Functions**

1. Ensures communication and understanding about post-hospital care among patients, family and healthcare team members.
2. Work hand in hand with the District Social Welfare, Domestic Violence and Victim Support Unit (Dovvsu) to help solve cases of child neglect, child abuse or domestic violence activities relating to children.
3. Advocates for patient and family needs in different settings: inpatient, outpatient, home, and in the community.
4. Assists clients who are admitted to the various wards and are either abandoned by family members or good Samaritans.
5. Assists hospital staff in various units who face challenges with clients who have financial difficulties.

**ENVIRONMENTAL SANITATION UNIT**

**MANDATE**

To work towards providing a clean and aesthetic environment to promote effective healthcare delivery in the Hospital.

**Function**Internal and external cleaning of the Facility.

**PROCUREMENT UNIT**

**Mandate**

To ensure that goods (drugs and non-drugs) are obtained through the provisions outlined in the Public Procurement 2003, Act 663 as amended in 2016, Act 914.

**Functions**

1. Organizes procurement meetings.
2. Conducts market survey.
3. Classifies and groups items into lots.
4. Sources for suppliers.
5. Updates procurement plan and register.
6. Prepares tender documents, purchase orders, and award letters.
7. Evaluates bids and compile report.
8. Files and update records.
9. Manages contract.

**HEALTH INFORMATION UNIT**

**Mandate**

To acquire, analyze and protect digital and traditional medical information vital for the provision of quality patient care in the Hospital.

**Functions**

1. Registers clients who visit the Hospital.
2. Conducts monthly data validation meetings to ensure the provision of quality data for timely decision making.
3. Enters data into DHIMS 2 on monthly basis.
4. Liaises with stores to make all registers available for reporting.

**SECURITY UNIT**

**Mandate**

To protect staff, clients, properties and confidential information.

**Functions**

1. Secures premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry.
2. Prevents losses and damage by reporting irregularities; informing violators of policy and procedures; restraining trespassers.
3. Controls traffic by directing drivers in the hospital premises.

**IN- SERVICE TRAINING UNIT**

**Mandate**

To address the training needs of all categories of staff / students through workshops, orientation and induction.

**Functions**

1. Conducts training needs assessment and action plan.
2. Organizes training and workshops for staff according to their training needs.
3. Mentors and coach staff, students and interns.
4. Assists in orientation and induction of staff, students and interns in the hospital.

LAUNDARY UNIT

**Mandate**

**Function**

**HUMAN RESOURCE UNIT**

**Mandate**

To ensure that there is adequate and well-motivated staff in the hospital at all times.

**Functions**

1. Manages staff compensation and incentives.
2. Conducts staff training and development in consultation with In Service Training Unit.
3. Performs Personnel administration - personnel records maintenance, staff promotion, staff posting, salaries processing and staff welfare.
4. Ensures positive work climate.

**QUALITY IMPROVEMENT UNIT**

**Mandate**

To ensure systematic and continuous actions that lead to measurable improvement in healthcare services in the hospital and the health status of patients.

Functions

1. Conducts mortality audit.
2. Designs cleaning schedules.
3. Handles minor complaints from client and staff.
4. Handles Occupational Health and Safety issues.
5. Monitors data documentation on the wards.
6. Implements Quality Improvement projects.

**FINANCE DEPARTMENT**

**Mandate**

1. To ensure compliance with GHS accounting procedures, policies and standards.
2. To keep accurate financial management and accounting information in acceptable formats for audit and decision making purpose.
3. To maximize revenue and ensure effective and efficient use of funds to obtain value for money in **t**he Hospital.

**Functions**

1. Institutes financial management Systems and controls to ensure accountability and promote efficiency.
2. Receives (custody) and judicious disbursement of funds.
3. Prepares periodic financial statements and analysis for decision making.
4. Plays a leading role in quarterly stock taking.
5. Keeps appropriate record of financial transactions.

**PHARMACY DEPARTMENT**

**Mandate**

To ensure uninterrupted provision of pharmaceutical products and services in the hospital.

**Functions**

1. Provides a leading role in procuring, storing and distribution of pharmaceutical products, vaccines & sera.
2. Dispenses medicines to clients.
3. Counsels patients on medicines use.
4. Monitors Rational Use Medicine (RUM) & Adverse Drug Reactions.
5. Conducts operational research to promote RUM.
6. Trains Pharmacy Interns & students.
7. Participates in clinical and medication ward rounds and meetings.
8. Plays a key role in the conducts of quarterly stock auditing as well as preparation of financial statement for management decision.

**INTERNAL AUDIT UNIT**

**Mandate**

To ensure that activities of the hospital are in conformity with the GHS/MOH policies and guidelines.

**Functions**

1. Pre and post audit payments.
2. Audit received items at the hospital to ensure that they conform to order as per the award letter.
3. Audit account books and revenue.
4. Take quarterly stocks.
5. Audit IGF – summary cash books (drugs & services).
6. Audit bank statements & pay-in-slip.

**NURSING DEPARTMENT**

The Nursing Department is responsible for providing comprehensive, safe, efficient and effective nursing care to patients. The following are units under the Nursing Department:

**OUT PATIENT DEPARTMENT (OPD)**

**Mandate**

1. To offer basic health care to all clients in a safe and pleasant environment.
2. To provide effective health education to patients and relatives.

**Functions**

1. Controls disease by early diagnosis and timely treatment.
2. Investigates and screens cases to confirm or not whether admission is required.
3. Provides ambulatory treatment.
4. Liaises with the health promotion unit to conduct health talks at the OPD.

**MEDICAL WARD**

The Medical Ward is made up of the general and male ward

**Mandate**

To provide a wide range of treatment for patients on admission in accordance with approved health policies through effective, efficient and competent patient care.

**Functions**

1. Treats acute illness.
2. Treats/manages chronic conditions.
3. Refers patients with complications to higher health facilities for further treatment.
4. Performs nursing procedures such as checking vital signs, blood sugar monitoring, administration of oxygen, catheterization, setting of IV lines etc.

**EMERGENCY UNIT**

**Mandate**

To provide a broad spectrum of healthcare to patients with urgent medical and surgical needs.

**Functions**

1. Determines the severity of cases at the triage.
2. Manages severely ill or injured patients who need immediate life-saving interventions.
3. Manages acutely ill and injured patients.

**THEATRE AND RECOVERY WARD**

**Mandate**

To perform surgical operations in an aseptic environment.

To manage acute and chronic pains.

**Functions**

1. Performs surgeries - Appendicectomy, Hernia Repair, Amputation, Excision, Lumpectomy, Hydrocelectomy, etc.
2. Monitors patients post operatively to ensure safe recovery.
3. Manages post-operative patients.

**BURULI UNIT**

**Mandate**

To restore health and improve the quality of life for patients with acute and chronic wounds.

**Functions**

1. Dresses wounds using aseptic technique.
2. Takes wound swab for confirmation of Buruli Ulcer.
3. Educatess patients on their disease condition and nutritional status and the need to comply with treatment regimen.

**CLINICAL SERVICES DEPARTMENT**

The department provides oversight responsibilities for all clinical units by planning, organizing, controlling and coordinating their activities. Units under the department are:

**EAR, NOSE & THROAT (ENT) UNIT**

**Mandate**

To provide high quality and comprehensive ENT care for clients within the Ga West Municipality.

In doing this, the Unit shall:

1. Organize quarterly health screening in two schools, one church and one organization throughout the year.
2. Continuously create awareness about good E.N.T. care within the municipality throughout the year.

**Functions**

1. Examine, diagnose and treat ear, nose and throat conditions.
2. Conduct Health Education at the clinic, O.P.D., Radio and T.V stations to prevent ENT complications.
3. Organize health screening.

**EYE UNIT**

**Mandate**

To provide quality and affordable eye care in the Ga West Municipality and beyond.

**Functions**

1. Checks visual acuity / eye examination and manages conditions.
2. Detects cataracts and other surgical cases; and prepare them for surgery.
3. Follows up on clients through telephone calls and home visits.

**DENTAL UNIT**

**Mandate**

To provide safe and effective oral care.

**Functions**

1. Diagnoses oral diseases.
2. Promotes oral health and disease prevention.
3. Creates treatment plans to maintain or restore the oral health of their patients.
4. Interprets x-rays and diagnostic tests.
5. Performs surgical procedures on the teeth, bone and soft tissues of the oral cavity.

**HERBAL CLINIC**

**Mandate**

To provide safe and effective herbal medicines to patients reporting to Ga West Municipal Hospital who opt for herbal medicine and to educate the public on rationale use of Herbal medicines.

**Functions**

1. Sensitizes the public on the use and misuse of herbal medicines.
2. Ensures continuous supply of herbal medicines used at the clinic.

**CHILD WELFARE CLINIC**

**Mandate**

To offer quality integrated healthcare to children under five years of age.

**Functions**

1. Carries out daily immunization of children and pregnant women.
2. Conducts Health Education.
3. Conducts daily growth monitoring of children.
4. Counsels mothers.
5. Conducts school health services.
6. Carries out home visits.
7. Organizes Pregnancy School.
8. Refers cases to appropriate units in the Hospital for further management.
9. Conducts active case search for diseases of public health importance.

**FAMILY PLANNING UNIT**

**Mandate**

**To educate and provide family planning services to women and men that best fit their preference.**

**Functions**

1. Promotes optimal birth spacing.
2. Decreases certain high-risk pregnancies.
3. Contributes to improving women’s and children’s health.
4. Empowers parents with the decision-making skills to make informed choices regarding reproductive health issues, including family size.
5. Prevents sexually transmitted diseases.
6. Promotes effective parenthood.

**NUTRITION UNIT**

**Mandate**

To care, educate and prevent malnutrition among pregnant women, children under five and patients with diet related conditions.

**Functions**

1. Conducts Growth Monitoring and Promotion (GMP).
2. Treats/manages acute malnutrition among children.
3. Screens communities for nutrition related diseases.
4. Runs nutrition clinics.
5. Educates the populace both at the OPD and community on nutrition and health.
6. Conducts Community Infant and Young Child Feeding Program (CIYCF).

**ADOLESCENT HEALTH UNIT**

**Mandate**

To provide range of services to preventing, detecting or treating young people's health and well-being.

**Functions**

1. Gives health talks at schools and communities on adolescent health.
2. Gives health education to pregnant adolescent at the ANC and CWC.
3. Does follow up on walk-in adolescent with peculiar problems (abused, pregnant adolescent) etc.

**OBSTETRICS & GYNAECOLOGY UNIT**

**Mandate**

To provide general and specialist care for women of all ages

**Functions**

The unit renders the following services:

1. Ultrasound scan
2. PAP smear testing
3. Visual inspection (VIA/VILI)
4. Colposcopy
5. Laparoscopy
6. Fetal assessment

**LABORATORY UNIT**

**Mandate**

To carry out clinical pathology to obtain information about the health of patients in order to aid diagnosis, treatment and prevention of diseases.

**Functions**

The department performs the following tests:

1. Biochemistry tests - metabolic fasting sugar and lipid profile.
2. Hematology tests - full blood count, malaria parasite, film comment and clotting culture.
3. Microbiology tests - bacteria sensitivity, culture stratum, and stool culture.
4. Parasitology tests - parasite urine, stool and blood.

**ANTENATAL CARE UNIT**

**Mandate**

To provide regular check-ups for pregnant women throughout the course of their pregnancy to promote healthy lifestyles that benefit mother and child.

**Functions**

1. Physical examination of expectant mothers -- palpation, checking of Fetal Heart Rate, measuring of Symphysiofundal Height, Presentation, Urine glucose and protein, Weight and vital signs.
2. Assesses possible risks to mother.
3. Notes the development of fetal body parts.
4. Facilitates pregnancy school.
5. Liaises with the CHN to trace defaulters and educate pregnant woman on the importance of antenatal care, hospital delivery, and family planning during home visits.
6. Gives health talks during antenatal clinics.
7. Advocates for male involvement in antenatal clinics.

**DISEASE CONTROL UNIT**

**Mandate**

To promote public health through the control and prevention of communicable and non-communicable diseases.

**Functions**

1. Conducts disease surveillance.
2. Ensures quality vaccination at outreach and static points through monthly supportive supervision.
3. Engages community volunteers in active surveillance on notifiable diseases such as AFP, Measles, Yellow Fever, etc
4. Ensures the availability of vaccines and EPI logistics at all times.
5. Safeguards the potency of vaccines before administration.

**TUBERCULOSIS UNIT**

**Mandate**

To provide high quality and effective treatment/management of tuberculosis.

**Functions**

1. Screens suspected cases at OPD and community for TB.
2. Detects cases though contact tracing.
3. Counsels TB patients on the importance of adhering to treatment.
4. Involves communities in TB management.
5. Conducts health talks on TB at OPD and community.

**LABOUR UNIT**

**Mandate**

To provide delivery services and prompt management of delivery related complications.

**Functions**

1. Monitors mothers in active labour.
2. Performs partography to detect deviations for early intervention.
3. Sutures tears resulting from delivery.
4. Checks vital signs before, during and after delivery.

**PHYSIOTHERAPY UNIT**

**Mandate**

To provide quality curative, preventive and rehabilitative physiotherapy services to out.

**Functions**

The unit provides the following services:

1. Musculoskeletal treatment.
2. Stroke rehabilitation.
3. Post Trauma Rehabilitation.
4. Post-Surgical Rehabilitation.
5. Paediatric Physiotherapy.

**RADIOLOGY/X-RAY UNIT**

**Mandate**

To diagnose and treat diseases seen within the body using imaging.

**Functions**

The unit renders Plain Radiography Services.

**MENTAL HEALTH UNIT**

**Mandate**

To provide quality mental healthcare to the people of Ga West Municipality and its environs.

**Functions**

The unit treats/manages the following psychiatric conditions:

1. Schizophrenia
2. Anxiety disorder
3. Personality disorder
4. Alcoholic withdrawal symptoms
5. Enuresis
6. Seizure disorder
7. Bipolar disorder
8. Depressive illness
9. Mental retardation
10. Puerperal psychosis
11. Autism
12. Counsel alcoholics and drug addicts
13. Follow up on discharged clients

**HEALTH PROMOTION**

**Mandate**

To empower people to increase control over, and to improve their health.

**Functions**

1. Promotes breastfeeding.
2. Promotes child and family nutrition.
3. Promotes physical activity.
4. Delivers health talks at OPD and communities.
5. Plans, coordinates, advocates, lobbies and mobilizes resources for health promotion programmes within the catchment area.
6. Liaises with other health teams to disseminate health information activities.
7. Coordinates Health Promotion activities within the Amasaman sub-district.
8. Trains other health care providers in health promotion issues.

**ANTIRETROVIRAL THERAPY UNIT**

**Mandate**

To prevent HIV-associated morbidity and mortality among HIV/AIDS patients.

**Functions**

1. Treats, manages and counsels HIV/AIDS patients.
2. Treats Sexually Transmitted infections.