**DATE: 10/5/2023**

**HOSPITAL EVALUATION REPORT**

**AREAS**

1. **Leadership**
2. **Financial situation**
3. **Staff Welfare**
4. **LEADERSHIP**

There exists leadership gaps in the hospital leadership structure that need to be addressed

1. The administration / Human resource

* Should be occupied by an individual with requisite knowledge, training and experience to run an institution of such magnitude.
* Administrator/HR should be able to closely work with HODs to execute hospitals goals.
* The personality of the administrator/ HOD is a vital ingredient to consider.

1. **FINANCIAL SITUATION**

To address the hospital’s perennial financial challenges the hospital should consider the following:

1. Introduce job groups

* Workers to be divided into job groups in accordance with their education and skills
* For instance, Job group A (those without post-secondary education)
* Job group B (Those with post-secondary education) certificates, Diplomas, degrees
* Job group C (Those in leadership e.g. administrator, HR, Matron)
* Job group D ( shareholders, specialists, MOs, owners etc)

1. Salary harmonization

* Salaries should be in accordance with the job groups:
* Job group A (10k-18k)
* Job group B (20k-45k) those with higher qualifications to rank higher
* Job group C (50k-65k)
* Job group D (100k and above)

1. Staffing

* Some departments are overstaffed, creating duplication of duties and increasing the wage bill.
* All departments should have staffs correspondent with the workload
* Hiring of staffs should be a competitive exercise in order to get best qualified staff.
* Gender should be considered in hiring of staff to avoid overpopulation of one gender.

1. Budgeting

* Hospital should embrace the culture of having monthly financial reports from the finance department
* Procurement of recurrent expenditure should be periodical e.g. weekly, monthly, quarterly etc. to avoid daily expenditure
* Hospital to only implement programs that have been budgeted for to avoid impulse expenditure.
* Hospital needs a procurement officer to deal with all procurement requirements, thus, all procurement and purchases to go through one channel.
* Details of all suppliers to be laid bare
* Good rapport to be created with the suppliers to help hospital access goods and services in times of great financial needs.

1. Staff welfare

* The human resource personnel has the requisite knowledge and skills to implement all staff related issues
* Staff motivation will help to increase productivity of the staffs
* Hospital should implement staff offs, and possibly short leaves
* To sum it up, hospital needs a human resource personnel to assist in all issues touching on the staff welfare.