

FACILITATOR GUIDE

INFORMATION MANAGEMENT

MODULE 3

Paper-based and Electronic Information Management

Acknowledgements

This Module was prepared by Justus and Julius

LIS/FG/003

Version 1.0

Effective date: 01-Jun-2019

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OBJECTIVE: To include all participants in the discussion and ensure that all participants are confident in their understanding of the topic.

1. Handouts,
2. Slides
3. Computer
4. Overhead projector
5. Flip chart
6. Markers and pens
7. Note books
8. Exercise sheets

TIMELINE: 45 Minutes

METHODOLOGY:

1. Lecture
2. Individual exercise

ADVANCE PREPARATION:

1. Printing notes
2. Familiarize oneself with the topic and slides
3. Ensure that the exercise sheets are pre-printed prior to the presentation
4. Prepare at least 2 different facilitators to take the class through the practical session

FACILITATORS STEP-BY STEP INSTRUCTIONS:

1. Welcome and Introduction
2. Present module overview
3. Recap presentation using the exercises
4. Ask if there is any question.
5. Distribute handouts

FACILITATORS NOTES

Discuss the advantages and disadvantages of a paper-based laboratory information management

Discuss the advantages and disadvantages of an electronic laboratory information management

Discuss key considerations when developing a paper-based and an electronic laboratory information management system?

SLIDE OF POWERPOINT PRESENTATION

SITUATION ANALYSIS/ EXERCISES

- 1) Tabulated sheet detailing the exercise for the session.
- 2) Practical session should be interactive and a hands-on approach where the participants are allowed to practice.

ASSESSMENT REVIEW

1. Discuss the advantages and disadvantages of a paper-based laboratory information management
2. Discuss the advantages and disadvantages of a computerized laboratory information management
3. Discuss key considerations when developing a paper-based and a computerized laboratory information management system?

REFERENCES

- GLI TB training package (<http://www.stoptb.org/wg/gli/trainingpackages.asp>)