

# **FACILITATOR GUIDE**

## **INFORMATION MANAGEMENT**

### **MODULE 1 INTRODUCTION TO INFORMATION MANAGEMENT**

#### **Acknowledgements**

This Module was prepared by Justus and Julius

LIS/FG/001

Version 1.0

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## OBJECTIVE 2

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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 why Information Management is an important function in a medical laboratory

Describe important elements of an information management system

Discuss the common problems faced in laboratory information management?

Explain the ISO 15189 requirements for information management in a medical laboratory

## **SLIDE OF POWERPOINT PRESENTATION**

- Title of the slide to be added

## **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. What are some of the common problems faced in laboratory information management?
2. What are the ISO 15189 requirements for information management in a medical laboratory?

## **REFERENCES**

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