United Republic Of Tanzania
Ministry of Health and Social Welfare

Health Facility Registry System

User Manual for Master Facility List Data Collection Tool, Global Positioning System and Facility Registry Software

February 2014

ACKNOWLEDGEMENTS

This manual was developed in collaboration with various institutions and organization. We thank them all for their contribution:

Ministry of Health and Social Welfare

National Institute for Medical Research

RTI International

Table of Contents

Abbreviations

AFB	Acid Fast Bacilli
ANC	Ant natal clinic
CTC	Care and Treatment Centre
CHMT	Council Health Management Team
DC	District Council
DCT	Diagnostic Counseling and Testing
DST	Drug Susceptibility Test
EID	Early Infant Diagnosis
ENT	Ear, Nose and Throat
FP	Family Planning
GBV	Gender-Based Violence
GIS	Geographic Information System
GPS	Global Positioning System
HFRS	Health Facility Registry System
HMIS	Health Management Information System (Swahili Abbreviation MTUHA)
MC	Municipal Council
MDRTB	Multidrug-resistant tuberculosis
MFL	Master Facility List
MoHSW	Ministry of health and social welfare
NID	National Identification Number
PEP	Post Exposure Prophylaxis
PITC	Provider Initiated Counseling and Testing
PMTCT	Prevention of Mother to Child Prevention of Transmission
TB	Tuberculosis
TC	Town council
VAC	Violence Against Children
VCT	Voluntary Counseling and Testing
VMMC	Voluntary Medical Male circumcision Services

Introduction

Health provision within Tanzania is inherently distributed amongst thousands of facilities throughout the country. Numerous country stakeholders work within this complex system to better understand how to improve the public's health. Each of these stakeholders has historically struggled to understand the complete nature of services provided in the community, and where these services are located. This is even further complicated by the rapidly evolving health facility infrastructure throughout the country, which corresponds with frequent changes to facility services, ownership, and designations.

What is needed is a national resource of complete information about the health facility infrastructure, structured in a way to both promote rapid use and easy analysis. Therefore, the Tanzanian Ministry of Health and Social Welfare has embarked on a new initiative to develop and maintain two national information assets: the master health facility list (MFL) and the health facility registry (HFR) system.

The purpose of this document is to define the data structures that comprise the MFL and the HFR system. This specification will ensure that information about facilities is collected in a consistent, standardized way.

Intended users of this manual include any member of the Council Health Management Team (CHMT).

Definition of terms

The Master Facility List (MFL): This is a regularly updated dataset of detail information about all health facilities in the United Republic of Tanzania (both public and private). It collects descriptive information such as location, contact information, and services provided. It also provides an authoritative unique identification code that can be used by all stakeholders to communicate more effectively about each facility. Each record is comprised of a series of data elements that describe details about each facility.

The Health Facility Registry (HFR) System: This is a web-based application that allows the broader community to rapidly view, analyze, manage, curate, and get access to the MFL. Together, these two initiatives are Tanzania MoH's initial foray into developing a national health information data sharing infrastructure.

Data Collection Form: A structured form that is used to collect basic information from the health facility for Health Facility Registry.

Services: Gives short description of the service that information is requested.

Infrastructure: Defines what tools, facilities, supplies that the service require to be functional and acceptable

Basic Human Resource: This provides a minimum acceptable requirement of human resource needed to provide the services

Part I: Data Collection Tool Guide

This section provides some guidance on how to fill components in the Data Collection Form for the MFL. The form comprise of seven (7) subsections. These include details on 1) Administrative Divisions, 2) Identification, 3) Contact Information, 4) Physical Location, 5) Classification 6) Infrastructure and 7) Services Offered

1.   Administrative Divisions:

Provide information on the Zone, Region, District, Council (e.g. TC, MC, DC), Ward/Sheiya and Village, with sub-village (Kitongoji) or Mtaa of where the facility belong (Refer to Appendix 1: Tanzania Administrative Divisions)

2.   Identification

Provide information that will facilitate uniquely and explicitly identification of each health facility. Names should be in Proper Case. This means that the first letter of each word should be capitalized, except for prepositions. There should be one space between each word.
Registered/Official Facility Name: Fill in the official (business) name of the health facility
Common Facility Name: Fill in any other name used to describe the health facility. Common name documents colloquial alternative naming of the facility.
Registration ID: Only available for Registered Facilities
CTC Code: Available only if the facility offer CTC services
MTUHA Code: A code provided by the Council/District team for reference of MTUHA/HMIS information

3.   Contact Information

Provide contact information for the Health Facility and recent in-charge.
Fill in information on Postal Address, Postal Code, Official phone number, Official Fax number, Official email address (es) and Website of the **health facility**.
Provide Name, Cadre, Registration #, NID#, Mobile Phone # and Email Address of **health facility in-charge. Note:** The NID and Registration #s will be used only for official purposes and not made visible to the public.

4.   Physical Location

This section requests for useful information that describe location of the facility and can facilitate easy access physically. Do not provide temporary marks that can be easily removed e.g. trees.
Location Description (Land Marks): Description that can help the facility to reach the facility location. Landmarks such road intersections, well know sites can be mentioned.
Geographic Coordinates: Request for geographical way of identifying a location, typically represented as latitude and longitude. A hand held Geographical Positioning System (GPS) device is needed to fill this part.
Refer to **GPS User Guide** for details and how to fill Way Point #, Altitude (Elev), Latitude (S) and Longitude (E)
Service and Catchment Area

Service Area (villages): Predefined area (or villages) where the facility is intended to serve. The total number of people in this area is referred to as Service Population.

Catchment Area (villages): Is the area (or villages) where people other than the Service Population are coming or attracted to health care service provided by this health facility. A total of Service Population and patients receiving service at the health facility but coming outside the Service Area makes the Catchment Population.

Date Inaugurated/Opened/Upgraded (Day/ Month/ Year): The date (or year) when facility started to operate. Provide the oldest date then circle the relevant option.

5. Classification

Type of Health Facility: Enter the type of health facility. Type of Clinic and level of Hospital should be indicated clearly.

Ownership: Enter the information about the facility ownership. Specify a category of which a Public or Private facility belongs, e.g. Public - LGA

Owner Detail/Name: Describe in details concerning the owner (if any) e.g. Roman Catholic, Lutheran, and BAKWATA etc.

Provide information on the Right of Occupancy of the land where the facility is built

Operating Status: Provide operating status of the facility (at the time of data collection)

Regulatory Status: Provide official regulatory status of the facility (at the time of data collection)

6. Infrastructure

Provide data (with details) on Number of rooms, Number of beds, Number of Transport, Sterilization/Infection Control, Source of Energy, Mobile Network, Source of Water, Toilet Facility and Waste Management

Note:

In case a single room is used for multiple services (e.g. injection and dressing), indicate its primary role. Remarks can be added for other details.

Number of beds should be provided separate for each category and should include those in use and stored. Do not include damage beds.

Mention only functional means of transport. Provide details on transport used for referral, distances and challenges encountered by the facility.

Indicate only functioning source of energy/electricity to a facility. State if there is no electricity at the health facility.

Source of water should reliable ones. More than one source can be mentioned. Toilet Facility should include only those that are functional

7. Service Offered

7.1. Clinical Services

This section collects information of all services that are provided at health facilities. In some sub-section description on the service, needed infrastructure and human resources are provided to facilitate filling process.

Outpatient services (OPD): Medical procedures, tests that are done at a medical facility/centre without overnight stay. Mostly done in few hours.

Inpatient Services (IPD): Items and services provided to a patient staying overnight (admission) in a health facility including bed and board, nursing and related services, diagnostic and therapeutic services, and medical or surgical services

Integrated management of childhood illness (IMCI): an integrated approach to child health that focuses on the well-being of the whole child.

> **Dispensary and Health Centre level:**
> *Services:* management of acute respiratory infections (ARI), diarrhoea, measles, malaria and malnutrition among others
> *Infrastructure:* Functional Oral Rehydration Therapy (ORT) corner with measuring jars, basins, ORT register, under five register, job aids, mother -baby booklet
> *Human resources:* 60% of the staff (nurse/Clinical officers) trained in IMCI
> **Hospital Level**
> **Services:** Dispensary and HC services plus ETAT (emergency Assessment and Triaging) in patient services with resuscitation services and in patient services.
> *Infrastructure:* Functional Oral Rehydration Therapy (ORT) with measuring jars, basins, ORT register, under five registers, job aids, resuscitation room, Intravenous fluids, giving sets and cannulas, Oxygen and equipments and drugs.
> **Human Resources:** trained clinical health professionals

Diabetes Care and Treatment: this refers to the capacity of the facility to handle diabetic patients by being able to explain the condition to clients in detail, help to understand the needed treatment, keeping blood glucose levels as normal as possible and to control symptoms to prevent health problems developing later in life.

NCD - Other Non-Communicable Disease Care and Treatment: include services on diseases and conditions such as Asthma, Hypertensive conditions (like heart attacks and stroke), Reumatism, Kidney disease, Cancer, etc. Injuries are also classed in this group.

Ophthalmology: This includes services related to Eye care. Expectations at different levels are provided below

> **At Dispensary**
> *Services*: Eye health promotion and education, Identification and referral of common eye diseases and treatment of simple eye ailments. Ophthalmic services are integrated with other services.
> *Infrastructure:* Must have well displayed Snellen's Chart with a 6metres mark and shows evidence of being used and a torch,
> *Basic human resources*: nurse trained in basic primary eye care
> **At Health centre**
> Services and Infrastructure as in Health Centre must have an ophthalmic clinical officer
> **Hospital**
> *Services*: Dispensary and Health Centre Services plus Medical and surgical treatment of eye diseases and refractive and rehabilitative eye care services.
> *Infrastructure*: Separate eye unit with a waiting bay and consultation room, basic equipment for surgery, refractive services and operating theatre.
> *Basic human resources*: Must have cataract surgeon in addition to ophthalmic clinical officer, nurse and optical technician

Specialized Hospital
Services: Hospital level services plus advanced medical surgical, refractive and rehabilitative services.

Infrastructure: Eye unit (see definition) with at least three consultation rooms, wards and a theatre should have a training facility (Ophthalmic clinical attachment).

Basic human resources: Must have an ophthalmologist in addition to cataract surgeon, ophthalmic clinical officer, ophthalmic nurse and optical technologist.

Super Specialized Hospital
All services mentioned above plus vitreo- retinal surgery, squint surgery, laser treatment, oculoplastics and corneal transplant services. Should also include training of undergraduate and postgraduate medical students,

Basic Human Resources: Must have Ophthalmologists with sub specialties in at least vitreoretinal surgery, oculoplastics, Pediatrics ophthalmology and squint surgery (minimum), among others. This includes ophthalmologists from either the Hospital or the University faculty working in the hospital.

Mental Health Services

Dispensary and Health Centre
Integrated services- case detection, referral of cases, health education and follow up. No special units are required as services are integrated with other services.

Specialized Hospital
Diagnosis, specialized treatment and referral of mental patients in a psychiatric unit which has an outpatient clinic, psychiatric ward, recreational and occupational therapy, inpatient and outpatient rehabilitative and outreach services.

Basic minimum staff is a psychiatrist nurse; other staff may include psychiatrist, medical officer and clinical psychologist.

Super Specialized hospital
Services as in hospital but have a psychiatrist. Neuro imaging services may be offered together with psychiatry, infant, child & adolescent psychiatry, forensic and community psychiatry, and must have training and research in mental health.

Physiotherapy: This refers to profession care primarily concerned with the remediation of impairments and disabilities and the promotion of mobility, functional ability, quality of life and movement potential through examination, evaluation, diagnosis and physical intervention. It is necessary for those affected by injury, illness or disability. Care might include exercise, manual therapy, education and advice.

Nutrition Services: These include both Nutrition Rehabilitation and Counselling. Expected services at various levels are as described below:

Dispensary and Health Centre
Services: Promotion of Exclusive breastfeeding for six months; Promotion of proper complementary feeding starting at about six months with continued breastfeeding for two years; Management of severe and moderate malnutrition; Vitamin A supplementation for postpartum women and children less than 5 years; Iron supplementation of iron for women and children; Nutrition Education and demonstration, Growth monitoring and promotion; Multiple micronutrients for children and women; Nutrition Surveillance

Infrastructure: Must have weighing scales, height/length boards, MUAC tapes, IEC materials, Vitamin A capsules, Iron tablets, Therapeutic milk, Fortified foods, Multiple micronutrients

Basic Human Resources: Registered Nurse/Nutrionist.

Hospital level

As Dispensary and Health Centre plus Nutrition assessment and diagnosis, dietary intervention and diet formulation, specialized nutrition care e.g. enteral feeding, provision of therapeutic supplements, management of inpatient feeding, management of food by prescription in Comprehensive Care Clinics, dietary counselling, and nutrition education.

Infrastructure: Anthropometric equipments-Must have weighing scales, MUAC tapes, height/length boards, special diets, therapeutic formulas, and food supplements and enteral kits

Basic Human Resources: Nutrionist.

Major Surgical Interventions: this refers to any surgical intervention that penetrates and exposes a body cavity; any procedure that has the potential for inducing permanent anatomic (physical) or physiologic impairment and/or any procedure associated with orthopedics or extensive tissue dissection or transection. Examples of major surgical intervention include removing of organs, alteration of normal anatomy. Major surgery usually involves anesthesia or respiratory assistance

Minor Surgical Interventions: this refers to surgical procedures that neither penetrates or exposes a body cavity, nor induces permanent impairment of physical or physiologic function. In these, only skin or mucus membranes and connective tissue is resected. Examples of these include vascular cutdown for catheter placement, implanting pumps in subcutaneous tissue, tooth extractions, gingival grafts, biopsy, etc. Minor surgery usually does not involve anesthesia or respiratory assistance.

Malaria Diagnosis and Treatment: availability of services on proper management of malaria patients including confirmation of the disease and prompt treatment

TB Diagnosis, Care & Treatment: availability of services on management of TB patients

Tuberculosis Diagnosis is split into:

Smear Microscopy: Availability of a laboratory doing AFB smear and microscopy

- **Tuberculosis Culture:** Facility has a laboratory that does culture for TB diagnosis and may also diagnose Multi Drug Resistant TB (MDRTB) through Drug Susceptibility Test (DST)

- **X-Ray:** Facility Has X-Ray for TB together with a person who can read X-Ray for TB

Tuberculosis Treatments include the following options:

- **First Line Treatment:** Availability of medicines for treating new and re-treatment cases (Rifampicin, Isoniazid,Pyrazinamide,Ethambutol and Streptomycin) at the facility

- **MDRTB Treatment:** Availability of second line drugs (As per national MDRTB guidelines) in the facility with staff trained on MDRTB management

Cardiovascular Care and Treatment: The capacity of facility to provide cardiac care such as limitation of complications resulting from an imbalance between myocardial oxygen supply and demand for a patient with symptoms of impaired cardiac function. Other care might include admission or bed rest, ambulatory care, amputation care, etc. Treatment might include nutrition/

dietitians consultation, lifestyle changes that include smoking cessation, exercise and stress reduction as well as heart medication and monitoring.

HIV/AIDS Prevention Services: This section requests information on HIV/AIDS services provided by the health facility. These include the following:

Management of Sexually Transmitted Illness (STI)-availability of Information, Education and Communication (IEC) materials, diagnosis facilities, treatment guidelines and drugs

HIV Counseling and Testing which is categorized into:

    VCT -**Voluntary Counseling and Testing**: Counseling and Testing which is client initiated

    PITC- **Provider Initiated Counseling and Testing**: Counseling and testing as a result of encouragement by the providers

    DCT- Diagnostic Counseling and Testing: an approach where patients/clients who are unable to consent are offered HIV testing by providers in order to make decisions about their care

    EID-Early Infant Diagnosis: testing of blood samples, collected from infants at least 6 weeks old, using a polymerase chain reaction (PCR) test for the detection of HIV deoxyribonucleic acid (DNA). Require availability **of** Dry Blood Spot kits

    PMTCT- Prevention of Mother to Child Prevention of Transmission of HIV: Provision for HIV counseling & testing for pregnant mothers at either Antenatal care (ANC) or within the Maternity Unit and ARV's. This is stratified into:
- ANC PMTCT
- Maternity unit PMTCT

    VMMC-Voluntary Medical Male Circumcision Services: surgical complete removal of the foreskin of the penis. Part of a comprehensive HIV prevention strategy

    PEP - Post Exposure Prophylaxis: Counseling, Testing and administration of PEP drugs.

HIV/AIDS - Care and Treatment

Services: Cotrimoxazole prophylaxis, nutrition, treatment of Opportunistic Infections, routine patient monitoring, CD4 monitoring, provision of HAART (Highly active antiretroviral therapy)

Infrastructure: Diagnostic test kits for HIV/AIDS, capacity for laboratory tests (Haemogram, Biochemistry, CD4 counts), regular ARVs supplies and reporting mechanisms

Basic Human Resources: Multidisciplinary team of trained health care workers on comprehensive HIV/AIDS

Services are stratified into:
    Pediatric ART Only
    Adult ART Only
    Both Adult and Pediatric

Home and community based care: communication, linkage, referral and networking of HIV services between the facility and community by sensitization of health workers on home and community based care, training of health workers and CHW/CORPs, identification and registration of all patients who require follow up care, identification of all community health workers in the facility catchment area, supportive supervision, monitoring and evaluation of activities carried out by CHWs and identification of all local NGOs and CBOs in the catchment area for purpose of linkage and networking.

7.2. Therapeutics

Provide information on availability of Pharmacy or Dispensing Room operated by the health facility management. In a pharmacy drugs and medicines are prepared (compounded) and given out (dispensed) while in a dispensing room no preparation is done.

7.3. Prosthetics and Medical Devices

State if the health facility has a unit of surgery which is involved in provision or replacement of artificial body parts (structures) such as limb, tooth, eye, or heart valve and other Medical Devices (e.g., Neck collar)

7.4. Health Promotion and Disease Prevention

State if the facility conducts health promotion and disease prevention activities on the several categories including Surveillance, Community Mobilization, etc

7.5. Diagnostic Services

State whether the facility has a capacity to provide laboratory diagnostic services (parasitology, microbiology, blood transfusion, etc) on various categories and other radiology services (e.g: X-ray, UltraScan, MRI,CTC Scan).

7.6. Reproductive and Child Health Care Service

This section collects information of type of services available at the health facility which are related to reproductive and child health. Details on these services are provided in the subsections below.

Family Planning

Services: Counseling on family planning and methods, routine examination, administration, insertion and dispensing of commodities

Infrastructure: Privacy, coach, facilities for storage of FP commodities, equipments, insertion trays and infection control facilities

Basic Human Resources: Trained provider (nurse, clinical officer, medical doctor)

Services under FP are stratified into:

> *Non invasive methods*: Pills, Depo-Provera, condoms and cycle beads.
> *Invasive methods*: Pills, Depo-Provera, condoms and cycle beads, Intra-Uterine Contraceptive Device (IUCD), Implants, Vasectomy, Bilateral tubal ligation.
> *Emergency Contraception*

Antenatal Care

Services Treatment, Care and monitoring of pregnant women, relating to their pregnancy, with the important aim of identifying women with high-risk pregnancies and likelihood of complicated deliveries and managing them to make pregnancy, childbirth and the immediate postpartum period safe.

Infrastructure: Privacy, essential medical, and non medical (warm water, light meals &sanitary towels) supplies, equipment (fetal scope, height & weighing machine), laboratory support and with the right attitude from maternity staff.

Basic Human Resources: Nurse, Clinical Officer, Medical Doctor, laboratory technician, pharmaceutical technologists/technicians

Postnatal Care

This covers core care that every healthy woman and healthy baby should be offered during the first 6-8 weeks after the birth.

Essential Care for mothers might include the following
- Assess and check for bleeding, check temperature
- Support breastfeeding, checking the breasts to prevent mastitis
- Manage anaemia, promote nutrition and insecticide treated bednets, give vitamin A supplementation
- Complete tetanus toxoid immunisation, if required
- Provide counselling and a range of options for family planning
- Refer for complications such as bleeding, infections, or postnatal depression
- Counsel on danger signs and home care

Essential Care for newborns might include
- Assess for danger signs, measure and record weight, and check temperature and feeding
- Support optimal feeding practices, particularly exclusive breastfeeding
- Promote hygiene and good skin, eye, and clean, dry cord care
- If prophylactic eye care is local policy and has not been given, it is still effective until 12 hours after birth
- Identify superficial skin infections, such as pus draining from umbilicus, redness extending from umbilicus to skin, more than 10 skin pustules, and swelling, redness, and hardness of skin, and treat or refer if the baby also has danger signs
- Ensure warmth by delaying the baby's first bath to after the first 24 hours, practising skin-to-skin care, and putting a hat on the baby
- Encourage and facilitate birth registration
- Refer for routine immunizations
- Counsel on danger signs and home care

Adolescent Reproductive Health Services
State if the facility is conducting any of the adolescent reproductive services at its population. This might include:
- Provision of information including comprehensive sex education
- Ensure access to a full range of sexual and reproductive health services, including condoms, other means of contraception as appropriate and other interventions for the prevention, treatment and care of sexually transmitted infections, including HIV; and
- Provide safe and supportive environments free from exploitation and abuse.

Basic Emergency Obstetric Care (BEmOC)
Services: Basic emergency obstetric (and newborn care), provided in dispensaries and health centers, large or small, includes the capabilities for:
- Administration of antibiotics, oxytocics, and anticonvulsants
- Manual removal of the placenta
- Removal of retained products following miscarriage or abortion
- Assisted vaginal delivery, preferably with vacuum extractor

- Manual removal of Placenta and removal of retained products of conception, and
- Newborn care.

Infrastructure: Equipment (delivery kit, MVA kit vacuum extractor, electric/power, running water and a pharmacy or a dispensing unit with availability of drugs, sterilization kit, placenta pit and laboratory.

Basic Human Resources: Qualified midwife, nursing officer, or a clinical officer
Comprehensive Emergency Obstetric Care (CEmOC)
Services: Comprehensive emergency obstetric (and newborn) care, for the management of life-threatening obstetric complications includes:
- Basic Emergency Obstetric Care *plus* 24-hour services throughout the year on:
- Caesarean section,
- Safe blood transfusion and
- Resuscitation care to low birth weight and sick newborns

Infrastructure: operating theatre, blood transfusion services and laboratory and incubator services.
Basic human resources: medical doctors, nursing officer, clinical officers and anaesthetist, laboratory technician/technologists, pharmacists.
Post - abortion Care
This is an approach for reducing deaths and injuries from incomplete and unsafe abortions and their related complications. Postabortion care is an integral component of comprehensive abortion care and includes five essential elements:
- Protocols for emergency treatment of complications from abortion (as well as miscarriage)
- Contraceptive and Family planning counseling and services
- Counseling to identify and respond to women's emotional and physical health needs
- Referrals to other health care services
- Community and service-provider partnerships to prevent unwanted pregnancies and unsafe abortions

Management of Hypertensive Pregnancies Pre-eclampsia
Preeclampsia refers to high blood pressure/ hypertension (any consecutive readings of ≥90mmHg on more than one occasion at least four hours apart or a single diastolic blood pressure of ≥110mmHg) during pregnancy (especially when starts after the 20th week) with proteinuria. The service refers to the capacity of the facility to detect the condition, to monitor the mother and the foetus closely. That might include testing woman's blood pressure and urine for protein regularly, dietary restriction and other recommended supplementation.

Reproductive Cancer Screening and Management:
State if the facility has a capacity to manage cancer cases including Cervical and Breast Cancer
Services for Gender-Based- Violence (GBV) Survivors and Violence Against Children
State if the facility has a capacity to provide services and counseling to victims of violence. Services expected are as described below:

Sexual Violence:
Dispensary and Health centre
Services: Treatment of Physical Injuries, Sexually Transmitted Diseases prophylaxis, 3days of Post Exposure Prophylaxis with ARVs, , Emergency Contraception, Testing for HIV and Counseling and Psychological Counselling. Availability of Post Rape Care forms/ P3 forms
Basic Human resources: Staff with training in trauma counseling to support victims of gender-based violence
Hospital
Services: Basic services (provided at dispensary and Health Centre) *plus* Forensic services specimen analysis- High Vaginal Swab, HIV testing and DNA testing, Theatre services
Female Genital Mutilation:
De-infabulation and management of complicated labour as a result of FGM

7.7. Growth Monitoring/Nutrition Surveillance

This section requests information on capacity of the facility in provision of vaccination or immunization services. This might be at the facility or outreach service. Basic requirements are described here
Services: Vaccinating people wi*t*h quality vaccines to protect against Vaccine Preventable Diseases.
Infrastructure: For vaccines to be regarded as quality the vaccinating centre has a service delivery number, vaccines have been approved by quality control centre, stored in a fridge at temperatures of between 2°C and 8°C with cold chain maintained with availability of safe disposal of waste.
May be given at a Vaccination centre (centre with a fridge) or an outpost (No fridge-vaccines brought via a cold box)
Basic Human Resources: Qualified Nurse
The service is stratifies into:
- **Basic Immunization**: Children below five years are immunized with BCG, DTP-HepB-Hib, Oral Polio Vaccine and Measles and pregnant women with Tetanus Toxoid, pneumococcal vaccine.
- **Immunization with additional vaccines:** This includes the basic vaccines in addition to others e.g. Yellow fever, Anti-rabies, Anti-snake venom, Rotavirus vaccine etc.
- **Port Immunization services:** Vaccination services given to travelers; vaccines include yellow fever, meningococcal meningitis vaccine etc

7.8. Oral Health Services (Dental services)

Indicate which among the mentioned oral services can be performed at the health facility
Some descriptions on the basic and comprehensive oral services expected are given here after.
Basic Oral Health Services
Service: Must have extractions, promotion of Oral Health, prevention and treatment of oral diseases in addition to scaling and atraumatic restorative treatment, stitching of soft tissue injuries and splinting of injured mobile teeth
Infrastructure: Room, extraction forceps, patient chair, infection and prevention control mechanisms and hard instruments, Sterilizer or autoclave
Basic Human resources: Nurse, assistant

Comprehensive Oral Health services

Services: Basic package of oral health plus oral surgery, restorative treatment, prosthetics (artificial teeth), periodontal treatment (gums and supporting tissues treatment), orthodontics (teeth alignment) dental X-rays, paedodontics (teeth conditions in children)

(Not Comprehensive if a functional dental chair, restorative prosthetics orthodontics and oral surgery are missing)

Infrastructure: Waiting bay and two rooms, functional dental chair, scaler, autoclave, Extraction forceps, surgical instruments, drainage

Basic human resources: Dentist, dental technologist, nurse, dental sub specialists.

7.9. ENT Services

Facility capacity to diagnose and treat conditions which affects ear, nose and throat. Services might include treatment of sinusitis & tonsillitis, removal of tonsils, cancerous growths or benign tumors and other complex head-and-neck surgeries

Basic ENT services

Services: Examination and treatment of minor ENT conditions, performance of minor ENT procedures, prevention of deafness, promotion of ENT health

Infrastructure: Clinical room, minor theatre, minimum ENT surgical equipment and ENT table, Sound proof Odiometer room

Basic Human Resources: Specialized in ENT

Comprehensive ENT services

Services: Surgeries of the nose throat ear, tonsillectomy, adenoidectomy, tumour resections, ET tubes etc

Infrastructure: ENT department with a least two consultation rooms, odiorooms, ENT tables, theatre, ENT assorted surgical instruments and facilities for training.

Basic human resources: ENT surgeons, ENT RCOs and Nurses

7.10. Support Services

Availability of other support services at the health facility such as mortuary, laundry, etc
Emergency Preparedness services

7.11. Emergency Preparedness

This section requests information on availability of supplies and capacity of the facility to respond to basic and complex emergency cases

Basic Emergency Preparedness

Services: Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS), Trauma Life Support (ATLS) and Paediatrics Life Support(PALS) and Acute Psychological Support and Counselling

Infrastructure: A well laid-out disaster preparedness plan, triage, mouth pieces, splints, dressing materials, neck collars, spinal boards, Ambu bag and referral services.

Basic Human Resources: Staff including support staff trained in BLS. Nurse Clinical officers trained in ACLS, ATLS and PALS

Comprehensive Emergency Preparedness

Services: Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS), Trauma Life Support (ATLS) and Paediatrics Life Support (PALS) and Acute Psychological Support and Counselling

Infrastructure: A well laid-out disaster preparedness plan, triage room, resuscitation room with monitors, defibrillators and ventilators. Portable and stationary x-rays and ultrasounds, laboratory, pharmacy and a fully equipped theatre to manage minor and major operations in emergency care, blood transfusion services, observation room, paediatric room, Plaster room, Dressing room, isolation room, medical records, CT scanner, and continuum of care services-ICU (Intensive Care Unit) and HDU (High Dependency Unit) and referral services

Basic Human Resources: Doctors, Nurses, Anaesthetists trained in BLS, ACLS, ATLS, PALS and trauma counseling, laboratory technician/technologist, clinical officer ,pharmacists and, counselors.

Appendix 1: List of Zones, Regions and Districts in Tanzania

The list needs to be updates to include districts for each region

Zone	Region	Council
Northern	Arusha	Arumeru District Council
		Arusha City Council
		Arusha District Council
		Karatu District Council
		Longido District Council
		Monduli District Council
		Ngorongoro District Council
	Kilimanjaro	Hai District Council
		Moshi District Council
		Moshi Municipal Council
		Mwanga District Council
		Rombo District Council
		Same District Council
		Siha District Council
	Tanga	Handeni District Council
		Handeni Town Council
		Kilindi District Council
		Korogwe Town Council
		Korogwe District Council
		Lushoto District Council
		Muheza District Council
		Mkinga District Council
		Pangani District Council
		Tanga City Council
Eastern	Dar es Salaam	Ilala Municipal Council
		Kinondoni Municipal Council

Zone	Region	Council
		Temeke Municipal Council
	Morogoro	Gairo District Council
		Kilombero District Council
		Kilosa District Council
		Morogoro District Council
		Morogoro Municipal Council
		Mvomero District Council
		Ulanga District Council
	Pwani	Bagamoyo District Council
		Kibaha District Council
		Kibaha Town Council
		Kisarawe District Council
		Mafia District Council
		Mkuranga District Council
		Rufiji District Council
Central	Manyara	Babati Town Council
		Babati District Council
		Hanang District Council
		Kiteto District Council
		Mbulu District Council
		Simanjiro District Council
	Dodoma	Bahi District Council
		Chamwino District Council
		Chemba District Council
		Dodoma Municipal Council
		Kondoa District Council
		Kongwa District Council
		Mpwapwa District Council
	Singida	Ikungi District Council
		Iramba District Council
		Manyoni District Council
		Mkalama District Council
		Singida District Council
		Singida Municipal Council
Lake	Geita	Bukombe District Council
		Chato District Council
		Geita District Council
		Mbongwe District Council
		Nyang'hwale District Council
	Kagera	Biharamulo District Council
		Bukoba District Council
		Bukoba Municipal Council
		Karagwe District Council

Zone	Region	Council
		Kyerwa District Council
		Missenyi District Council
		Muleba District Council
		Ngara District Council
	Mara	Bunda District Council
		Butiama District Council
		Musoma District Council
		Musoma Municipal Council
		Rorya District Council
		Serengeti District Council
		Tarime District Council
	Mwanza	Ilemela Municipal Council
		Kwimba District Council
		Magu District Council
		Misungwi District Council
		Nyamagana Municipal Council
		Sengerema District Council
		Ukerewe District Council
	Simiyu	Bariadi District Council
		Busega District Council
		Itilima District Council
		Maswa District Council
		Meatu District Council
Southern Highlands	Iringa	Iringa District Council
		Iringa Municipal Council
		Kilolo District Council
		Mafinga Town Council
		Mufindi District Council
	Mbeya	Chunya District Council
		Ileje District Council
		Kyela District Council
		Mbarali District Council
		Mbeya City Council
		Mbeya District Council
		Mbozi District Council
		Momba District Council
		Rungwe District Council
		Tunduma Town Council
	Njombe	Ludewa District Council
		Makambako Town Council
		Makete District Council
		Njombe District Council
		Njombe Town Council

Zone	Region	Council
		Wanging'ombe District Council
	Rukwa	Kalambo District Council
		Nkasi District Council
		Sumbawanga District Council
		Sumbawanga Municipal Council
Western	Katavi	Mlele District Council
		Mpanda District Council
		Mpanda Town Council
	Kigoma	Buhigwe District Council
		Kakonko District Council
		Kasulu District Council
		Kasulu Town Council
		Kibondo District Council
		Kigoma District Council
		Kigoma-Ujiji Municipal Council
		Uvinza District Council
	Shinyanga	Kahama Town Council
		Kahama District Council
		Kishapu District Council
		Shinyanga District Council
		Shinyanga Municipal Council
	Tabora	Igunga District Council
		Kaliua District Council
		Nzega District Council
		Sikonge District Council
		Tabora Municipal Council
		Urambo District Council
		Uyui District Council
Zanzibar	Kaskazini Pemba	Micheweni District
		Wete District
	Kaskazini Unguja	Kaskazini A District
		Kaskazini B District
	Kusini Pemba	Chake Chake District
		Mkoani District
	Kusini Unguja	Kati District
		Kusini District
	Mjini Magharibi	Magharibi District
		Mjini District
Southern	Lindi	Kilwa District Council
		Lindi District Council
		Lindi Municipal Council
		Liwale District Council
		Nachingwea District Council

Zone	Region	Council
		Ruangwa District Council
	Mtwara	Masasi District Council
		Masasi Town Council
		Mtwara District Council
		Mtwara Municipal Council
		Nanyumbu District Council
		Newala District Council
		Tandahimba District Council
	Ruvuma	Mbinga District Council
		Songea District Council
		Songea Municipal Council
		Tunduru District Council
		Namtumbo District Council
		Nyasa District Council

Part II: GPS User Guide

The Global Navigation Satellite System (GNSS) such as GPS and GLONASS uses signals from satellites orbiting the earth to calculate geographic position (Latitude, longitude and altitude) of the receiver (the GPS device).

The receiver (GPS) can be used to capture locations of interest to users. The points of interest can be Households, Health facilities, water sources, schools, electric poles and lines, communication towers, Mosquito breeding sites, community boundaries and other social service facilities.

These points of interests in GPS language are called waypoints. The waypoints can be used for spatial analysis and to navigate to destinations that were captured in past times, also with the device we can capture routes and tracks.

This manual covers Garmin etrex 10 GPS device. This receiver is capable of supporting GLONASS in line with GPS which provide greatly improved coverage in which the fixing time is minimized due to over 50 satellites being available. For the sake of this task of mapping health facilities only few relevant functions such as marking and finding/retrieving waypoints, tracking, creating routes will be described. In addition, GPS data downloading and viewing will be covered.

Materials needed
- i.   GPS device Garmin etrex 10
- ii. 2AA batteries (alkaline, NiMH or Lithium)
- iii. Plastic transparent cover for receiver in case of rain(if available)

Procedures:
1. To install battery turn D-ring (8) counter clockwise and pull up to remove cover, replace the battery cover and turn the D-ring clockwise to close. Remove batteries if you are not using the unit for several months.

2. Turn GPS on by pressing and holding **power button (5).**

3. Adjust *back-light level* (5) by pressing and quickly releasing power button, then use thumb stick to increase or decrease the brightness of the screen until all is visible.

4. Check the battery level by pressing and quickly releasing power button, look at bottom left of backlight screen see the level, replace the battery if the level is low.
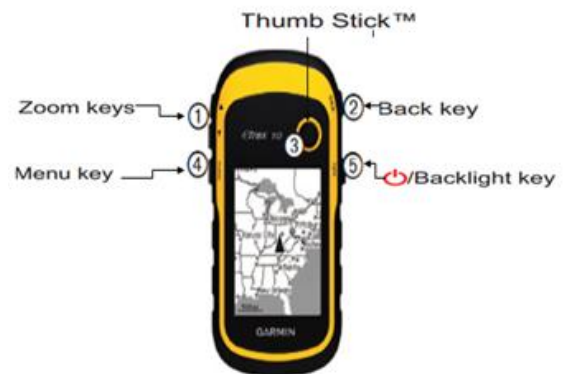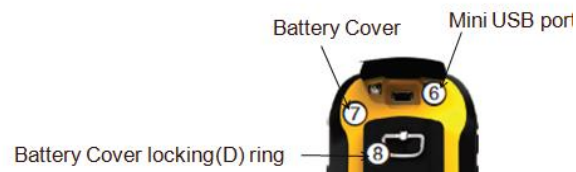
5. To Change Language and Satellite System: Go to menu screen/page then go to setup
   select System
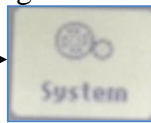
   From sytem you can select language and   Navigation satellite
   System:

6. To improve accuracy and fasten fixing time choose both GLONASS
   and GPS as this device supports both systems.
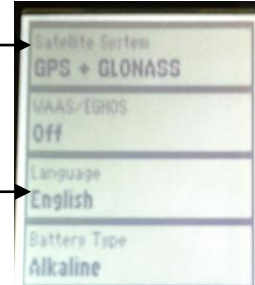
   If the language displayed language is different from English change it

7. Set measurement units: Before starting taking measurement we need to set units for distance,
   speed and elevation. Go to :
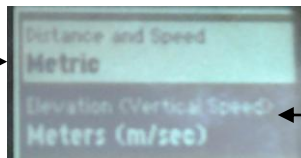
   Setup → *Units*   ← Distance & speed in Metric

   ← Elevation in Meters (m/sec)

8. Set Position format: *degree decimals*:
   Go to set up → Position format   *hddd.ddddd*
      Set Map datum and
      Spheroid to be *WGS 84*
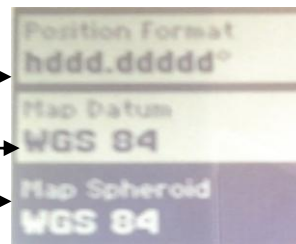
   Note: Settings are done once unless you change anything.

9. Go to the place which you want to mark. E.g health facility

10. Try to find a clear view of the sky to receive signal- Avoid to
    stand underneath large trees, or inside buildings.

11. To **mark a current position/health facility** Go to *menu* and
    scroll down to *satellite page*
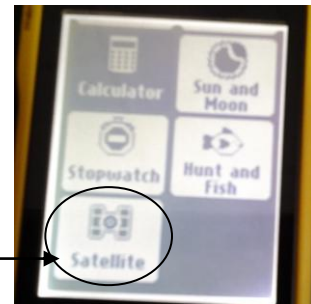
When you turn it on at first it will start locating satellite signals, after acquiring enough signal the device will start showing: - (i) Latitude and longitude
        (ii) GPS accuracy (The recommended GPS Accuracy is 3 to 9m)
        (iii) Elevation (Height above mean sea level)
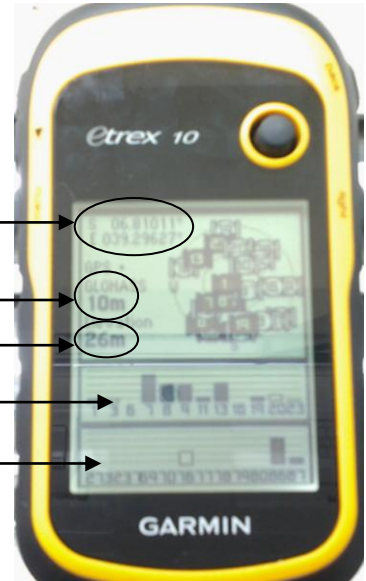
At the bottom of the satellite view there are
 Series of bars for GPS and
                GLONASS systems.

These bars show the available satellites and the strength of the signal. With accuracy ranging 3 to 9m you can now mark location of health facility i.e Latitude, Longitude and Altitude.

To mark a point for health facility, Look at the GPS accuracy, when it is in a desired range, press

and hold *thumb stick* to mark the point in GPS device.

The window showing details of the captured point will be displayed. An auto generated number   (waypoint number) will appear after a symbol, If you want to edit the symbol, select it and choose another symbol by using *Thumb stick.*

Rename waypoint number by using Health facility name e.g. Huruma Disp
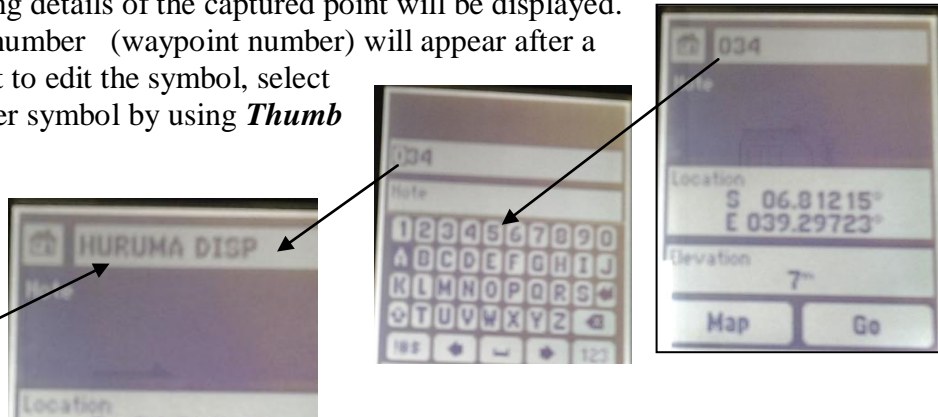
After renaming save the name by selecting *done*, write the coordinates and elevation on the *hard copy form* and then select *done* to save the point in the device. Be careful in saving the points otherwise you will find your point unsaved or many points saved at one location.

12. To view the saved point go to *menu→ waypoint manager* and select a point you want to view its details. To navigate to that point select *Go* at the bottom of the page.

13. To mark another point(health facility) repeat step number 10 and 11

14. To track your path: Go to *Tracks*, choose recording method Auto. Wherever you go with your GPS tracks will be drawn by the GPS.

15. To download data from the GPS: Connect the provided downloading cable to GPS and computer. Run DNR setup file.⟶ dnrgps
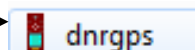
In GPS drop down menu select *Find GPS*

In *Waypoint* Drop down menu select *Download*
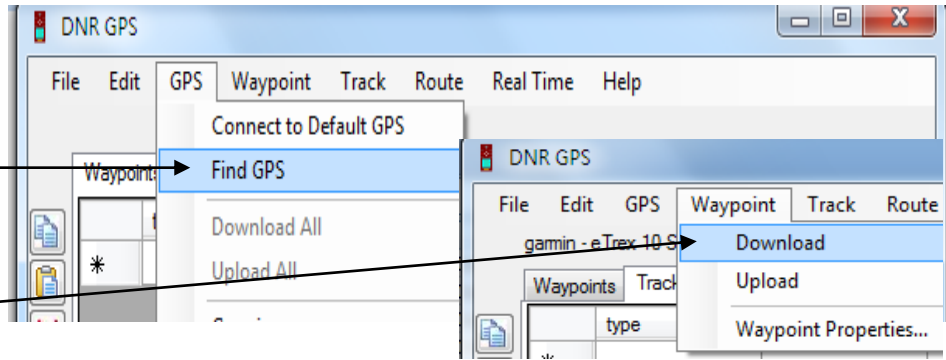
Select *waypoint file* either by identifying it's date of collection or if you want to load all files just select all and click OK to open.
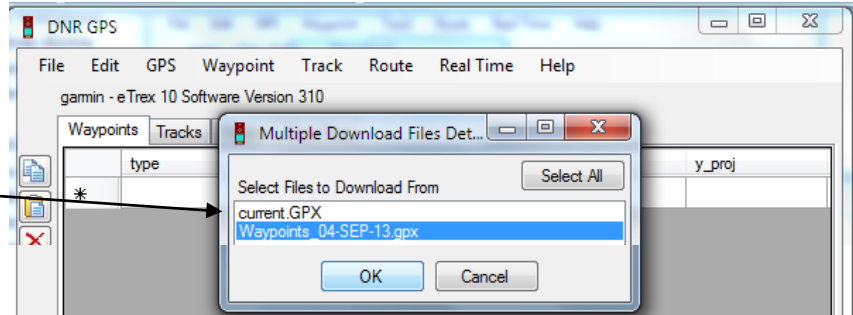
Coordinates that were saved in the GPS device will be seen with names.
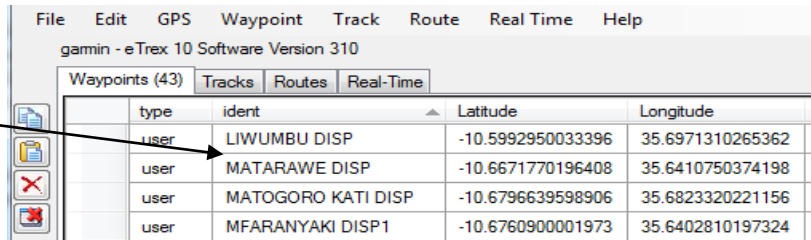
To enter data into HFR system:
First open the facility you want to enter its data, go to DRN look for the same facility, Copy **latitude**, go to HFR system and paste it. Repeat the same procedure for longitude. Do the same for remaining facilities. Please avoid mixing latitude and longitude when copying.
Note: We do this because we avoid typing errors.
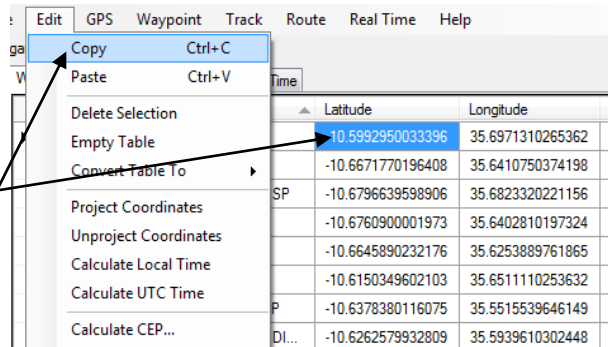
To save file: Go to *file Save To* → *File* select file type to be *GPS exchange Format,* click save. Another window will *appear,* select waypoint and tracks.

22
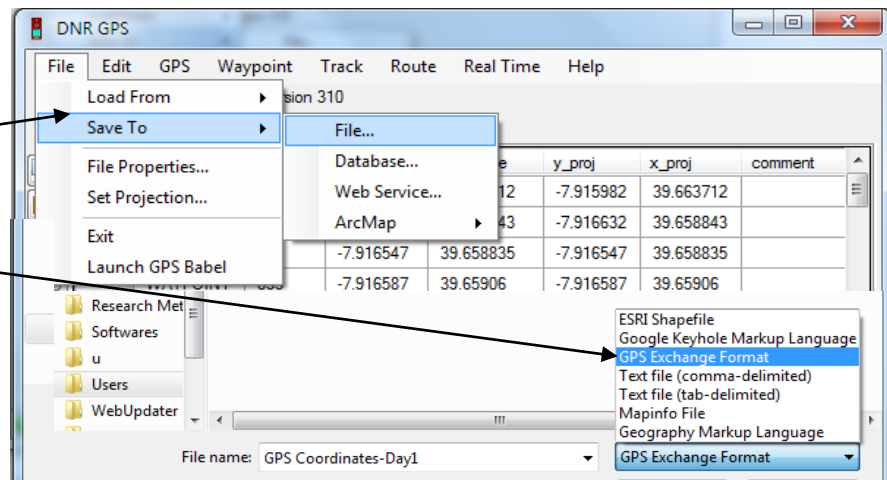
To open the saved file: Go to *file* ▸ *Load file* ▸ *file,* select the file to load and click *open*
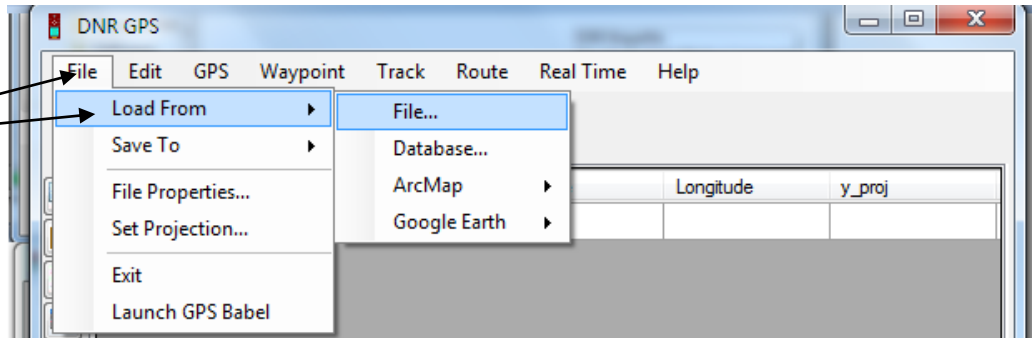
To view points in Google earth: Save file as Google Keyhole Mark up Language (KML).
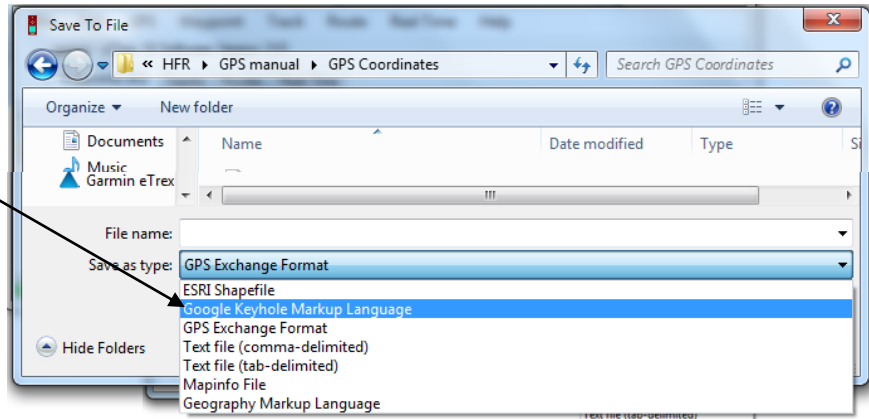
Open Google earth, go to *file* ➤ *open*, select the saved file of points and click open, and zoom to see details.
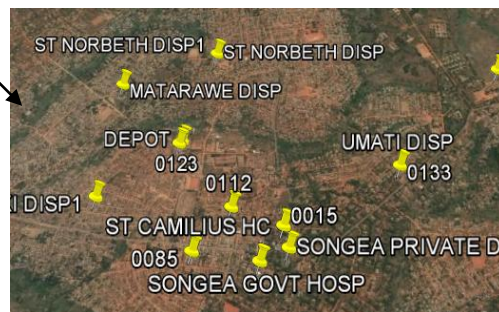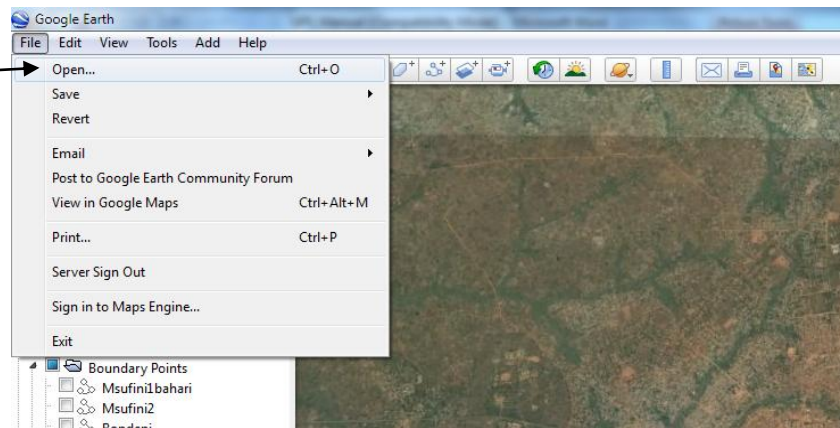
Registry Data Collection Form

MOHSW Health Facility Registry Data Collection Form

1. Administrative Divisions

Zone:	Region:
District:	Council (e.g. TC, MC, DC or CC):
Ward/Sheiya:	Village_____ Or Mtaa_____ Vitongoji_____
For District Council Only:	Township Authority_____ Vitongoji_____

2. Identification

Registered/Official Facility Name:

Common Facility Name:

Registration ID:	CTC ID:	MTUHA Code:

3. Contact Information

Postal Address:		Postal Code:
Official Phone #:	Official Fax #:	

Official Email Address (es): _____@_____.____

Website:

Facility In-Charge
Name: _____   NID #: _____
Cadre: _____   Registration #: _____
Mobile Phone #:_____   Email: _____@_____.____

4. Physical Location

Location Description (e.g. Landmarks):

Geographic Coordinates
Waypoint #: _____   Altitude (Elev): _____
Latitude (S): __ __. __ __ __ __ __ __   Longitude (E): __ __. __ __ __ __ __ __

Service and Catchment Area
Service Area (Villages): _____   Service Population: _____
Catchment Area (Villages): _____   Catchment Population: _____

Date Inaugurated/Opened/Upgraded (dd/mm/yyyy): __ __ /__ __ /__ __ __ __ (If Day/Month unknown, leave blank)

5. Classification

Type of Health Facility

☐ Dispensary	☐ Hospital
☐ Health Center	☐ National Hospital
☐ Clinic	☐ Zonal Super Specialist Hospital
☐ Eye Clinic	☐ Zonal Referral Hospital
☐ Dental Clinic	☐ Super Specialist Hospital
☐ Others, Specify: _____	☐ Regional Referral Hospital
☐ Nursing Home	☐ Designated District Hospital
☐ Maternity Home	☐ District Hospital
☐ Health Labs	☐ Other Hospital

Page 1 of 4

24

Ownership

☐ Public   ☐ Private

       ☐ MoHSW   ☐ LGA   ☐ Other MDAs   ☐ For profit

       ☐ Military   ☐ Prisons   ☐ Faith based Organization (FBO)

       ☐ Police   ☐ Parastatal   ☐ NGOs

Owner Detail / Name:

Right of Occupancy: ☐   YES. ☐ Title Deed ☐ Customer Right of Occupancy (ROO)

                      ☐ Other, Please Specify_____

         ☐ NO

 If NO, Describe steps you are taking_____

Operating Status

☐ Operating   ☐ Closed (Temporary)

☐ Pending Operation - Under Construction   ☐ Closed

☐ Pending Operation - Construction Complete

Regulatory Status

☐ Registered   ☐ Registration Pending Certification   ☐ Registration Suspended

☐ Registration Cancelled   ☐ Not Registered

6. Infrastructure

Number of Rooms	Number of Beds	Number of Transport	Sterilization/Infection Control
Reception: _____	Patient Beds: _____	# of ambulance _____	☐ Autoclave
Consultation: _____	Delivery Beds: _____	# of cars _____	☐ Sterilizer
Dressing: _____	Baby Cots: _____	# of motorcycles _____	☐ Pressure Pot
Injection: _____		Specify, Other:	☐ Boiling Pot
Ward: _____		_____	☐ Safety Box
Observation: _____		# of Other: _____	☐ None
Remarks: _____			

Means of Transport to Referral Point:_____

Distance to referral point_____

Challenges/Remarks to reach at referral point   _____

Source of Energy	Mobile Network	Source of Water
☐ National Grid	☐ Airtel	☐ Piped water into Health Facility
☐ Generator	☐ Vodacom	☐ Piped water to yard/plot
☐ Solar Panels	☐ Tigo	☐ Public tap or standpipe
☐ No Electricity	☐ Zantel	☐ Tube well or borehole
☐ Other, Specify:	☐ Other, Specify:	☐ Protected dug well
_____	_____	☐ Protected spring
_____	_____	☐ Rainwater Harvesting

Toilet Facility

☐ Flush toilet piped into sewer system

☐ Flush toilet piped into septic tank

☐ Flush/pour flush to pit latrine

☐ Ventilated improved pit latrine (VIP)

☐ Pit latrine with slab

☐ Pit latrine

☐ Composting toilet

☐ No toilet

Remarks: _____

Source of Water (continued)

☐ Others, Specify: _____

Waste Management

☐ Incinerator

☐ Burning Chamber

☐ Burning Pit

☐ Placenta Pit

☐ Others, Specify: _____

7. Services Offered

7.1) Clinical Services

- ☐ OPD - Outpatient Services
- ☐ IPD - Inpatient Services
- ☐ IMCI - Integrated Management of Childhood Illness
- ☐ Diabetes Care and Treatment
- ☐ NCD - Other Non-Communicable Disease Care and Treatment (e.g. Asthma, Hypertensive & Rheumatism)
- ☐ General Ophthalmology
- ☐ Mental Health Services
- ☐ Physiotherapy
- ☐ Nutritional Rehabilitation
- ☐ Nutritional Counseling
- ☐ Major Surgical Interventions
- ☐ Minor Surgical Interventions
- ☐ Malaria Diagnosis and Treatment
    - ☐ Slide Microscopy
    - ☐ mRDT - Rapid Diagnostic Test
    - ☐ First Line Treatment
    - ☐ Treatment of Complicated Malaria
- ☐ TB Diagnosis, Care & Treatment
    - ☐ Smear Microscopy
    - ☐ Tuberculosis Culture
    - ☐ X-Ray
    - ☐ First Line Treatment
    - ☐ MDRTB Treatment
- ☐ Cardiovascular Care and Treatment
    - ☐ ECG
    - ☐ ECHO
- ☐ HIV/AIDS Prevention Services
    - ☐ STI - Management of Sexually Transmitted Illness
    - ☐ VCT -Voluntary Counselling and Testing
    - ☐ PITC - Provider Initiated Counselling and Testing
    - ☐ DCT - Diagnostic Counselling and Testing
    - ☐ EID - Early Infant Diagnosis
    - ☐ PMTCT- ANC (ANC PMTCT)
    - ☐ PMTCT – MATERNITY (MAT PMTCT)
    - ☐ VMMC - Voluntary Medical Male Circumcision Services
    - ☐ PEP - Post Exposure Prophylaxis

7.1) Clinical Services Cont.

- ☐ HIV/AIDS Care and Treatment
    - ☐ Paed ART - Pediatric ART Only
    - ☐ Adult ART - Adult ART Only
    - ☐ Both Adult and Pediatric
    - ☐ HBC - Home and Community Based Care

7.2) Therapeutics

- ☐ Pharmacy
- ☐ Dispensing Room

7.3) Prosthetics and Medical Devices

- ☐ Prosthetics (e.g., Miguu / Mikono Bandia)
- ☐ Other Medical Devices (e.g., Neck collar)

7.4) Health Promotion and Disease Prevention

- ☐ Epidemiological Surveillance and Response
- ☐ Community Mobilization
- ☐ School Health Intervention
- ☐ Psychosocial support

7.5) Diagnostic Services

- ☐ Laboratory
    - ☐ Parasitology
    - ☐ Microbiology
    - ☐ Clinical Chemistry
    - ☐ Immunology and Serology
    - ☐ Hematology
    - ☐ Blood Transfusion
    - ☐ Pathology
        - ☐ Histopathology (Tissue Diagnosis)
        - ☐ Cytology
- ☐ Radiology Services
    - ☐ X-Ray
    - ☐ Ultrasound
    - ☐ CT-Scan
    - ☐ MRI

7.6) Reproductive and Child Health Care Service	7.7) Growth Monitoring/Nutrition Surveillance
☐ Family Planning	☐ Vaccination
☐ FP-NONINV - Noninvasive Method	☐ IMM-Basic - Basic Immunization
☐ FP-INV – Invasive Method	☐ IMM-ADD - With Additional Vaccine
☐ Emergency Contraception	☐ PORT - Port Immunization Services
☐ Antenatal Care	
☐ Postnatal Care	**7.8) Oral Health Service (Dental Service)**
☐ Adolescent Reproductive Health Services	☐ Dental Laboratory Services (Prosthesis)
☐ BEmOC - Basic Emergency Obstetric Care	☐ Emergency Dental Services
☐ CEmOC - Comprehensive Emergency Obstetric Care	☐ Restoration
☐ Post-Abortion Care	☐ Scaling
☐ Newborn Care	☐ Surgical Intervention
☐ Management of Hypertensive Pregnancies Pre-eclampsia	**7.9) ENT Services**
☐ Reproductive Cancer Screening and Management	☐ ENT Services
☐ Cervical Cancer	**7.10) Support Services**
☐ Breast Cancer	☐ Kitchen Services
☐ GBV Trauma counseling	☐ Laundry Services
☐ VAC Trauma counseling	☐ Mortuary Services
☐ GBV PEP	**7.11) Emergency Preparedness**
☐ VAC PEP	☐ Basic Emergency Preparedness
	☐ Comprehensive Emergency Preparedness

7.12) Please Specify Any Other Services:

_____

_____

_____

_____

_____

For Official Use Only

Filled by: _____   _____   __ _/ __ _/ _ _ _ _
                         Name of Officer   Signature   Date

                  _____   _____

                        Mobile Number   Title

Approved by: _____   _____   __ _/ __ _/ _ _ _ _
                       Name of Facility In-charge   Signature   Date

Approved by: _____   _____   __ _/ __ _/ _ _ _ _
                       Name of District Medical Officer   Signature   Date