



LOGISTICS MONITORING AND SUPERVISION

It gives guidelines for logistics monitoring and supervision and steps for conducting a logistics supervisory visit.

The manual has a section that contains job aids for the LLM ISA forms and these include completing the inventory control card, completing the combined report—requisition / issue / receipt voucher, completing the log of HIV testing, the daily usage log for CD4 counts, the malaria rapid diagnostics tests (RDT) form, commodity transfer form, emergency order.

DISTRIBUTION OF THE MANUAL

During April and May 2008 the manual is under-going field tests. Final revision and full adoption of the document will occur after the field testing.

FOR MORE INFORMATION

For further information please contact:
PPME
Ministry of Health (MOH)

P. O. Box M44

Accra

Tel: (+233) 21-684 298

(+233) 21-684 293

Web: www.moh-ghana.org

LOGISTIC MANAGEMENT INFORMATION SYSTEM—TOOLS FOR MANAGING INFORMATION

It provides an overview for the different records and reports used in the Ghana Laboratory logistics system, the logistics information they gather and the primary user.

ORDERING AND RECEIVING LABORATORY SUPPLIES

The manual outlines the processes for ordering laboratory supplies and arrival procedures.

STORING LABORATORY SUPPLIES

It seeks to provide guidelines for receiving and storing the supplies and maintaining the supplies' quality.

CONDUCTING A PHYSICAL INVENTORY

Describes how and when a physical inventory of laboratory commodities should be conducted.

DEVELOPMENT OF THE MANUAL

In March 2006 a needs assessment was conducted by the USAID funded DELIVER PROJECT. The assessment recommended the revision of SOP and guidelines for logistics management of laboratory and related supplies for all diagnostics and monitoring tests (including HIV, TB and malaria).

In June 2007 a team from DELIVER worked with staff from GHS, MOH and development partners to design the logistics system for laboratory supplies.

Following the workshop two reviews of the draft have been held and revisions incorporated.



AIMS OF THE MANUAL

This manual has a number of aims including:

- Improvement of laboratory commodity management in the public health sector
- Maintaining adequate stock of laboratory supplies
- Clarification of the best practice for ordering, receiving and storing laboratory supplies

- Providing a system to record and report accurate information about the usage of laboratory supplies.

- Outlining the framework for monitoring logistics activities and supervising the staff with logistics responsibilities.

INTENDED BENEFICIARIES OF THE MANUAL

All staff of MOH and its agencies who manage laboratory commodities, including those for HIV/AIDS, TB and malaria programmes will find this manual useful in ordering, issuing, distributing, storing and accounting for these products.

INTENDED USE OF THE MANUAL

The manual should serve as a reference document while managing laboratory supplies.

The staff with logistics responsibilities should therefore be familiar with the manual in order to carry out their logistics duties effectively and efficiently.

SCOPE OF MANUAL

The manual describes:

- logistics management responsibilities
- tools for managing information, ordering and receiving laboratory supplies,
- storing laboratory supplies
- conducting the physical inventory
- logistics monitoring and supervision.

LOGISTICS MANAGEMENT RESPONSIBILITIES

This describes and lists the job responsibilities for each designation of health and medical supply staff who manage laboratory commodities and related supplies. Each staff member will find his list of job responsibilities for easy reference regularly.