 KEFRI/F/HR/023

**STUDENTS ON ATTACHMENT EXIT QUESTIONNAIRE**

Please take a moment to complete this survey about your Attachment experience at Kenya Forestry Research Institute. Your answers will help us grow this programme and providing valuable experience both the Student and the Institute.

**PART A: Student’s Personal Information**

1. Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. University/College­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Student’s Area of Study/Major\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Period of Attachment From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_To\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Thematic area /Division/Section/Centre/Sub-Centre Student was attached \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Supervisor During Attachment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART B: STUDENT LEARNING OBJECTIVES**

1. Was the work assigned a valuable experience in relation to academic studies?

 Yes

 No

Comments:

1. Were you given responsibilities that enabled you apply the knowledge and skills you are learning in college course work? Yes No

Comments:

1. Were you allowed to take the initiative to work beyond the basic requirement of the job?

 Yes No

Comments:

|  |
| --- |
| **Please tell us about your Learning objectives** |
|  | Strongly agree | Agree | Disagree | Strongly Disagree |
| I was able to develop skills to my area of study |  |  |  |  |
| I Understood the learning objectives of my attachment  |  |  |  |  |
| I received feedback on progress towards meeting my learning objectives  |  |  |  |  |

**PART C: STUDENT EXPERIENCE**

|  |
| --- |
|  Please tell us about your experience at KEFRI |
|  | Yes  | Somewhat | No |
| Does KEFRI offer a good learning environment for attachees? |  |  |  |
| Would recommend an attachment at KEFRI to your college mates?  |  |  |  |
| Do you plan to incorporate practices learned in your career?  |  |  |  |

Please describe your attachment experience and any suggestions on how to improve this attachment programme:

Comments:

Thank you for completing this survey. Your responses are valued and appreciated.

# PROCEDURE 7: CLINICAL SERVICES

 **1.0 PURPOSE**

The Purpose of this procedure is to ensure timely, efficient and effective provision of clinical services.

**1.1 SCOPE**

This procedure applies to provision of all clinical services within KEFRI.

**1.2 REFERENCE**

1. M.O.H. clinical guidelines for management and referral of common conditions at Level 2 & 3 Primary healthcare.
2. W.H.O. approved guidelines on case management (various publications)
3. SOPs for Clinical Officers,
4. SOPs for Nursing Officers
5. SOPs for Medical laboratory technologists
6. ISO 9001:2015
7. ISO 14001:2015
8. Manual for Clinical Officers – 2nd Edition 2017
9. Clinical guidelines Vol II
10. Procedure manual for Nurses
11. Procedure Manual for Medical Laboratory Technologists

**1.3 TERMS, DEFINITIONS AND ACRONYMS**

1. KEFRI - Kenya Forestry Research Institute
2. DDA - Deputy Director Administration
3. Morbidity- the incidence of prevalence of a disease
4. MOH - Ministry of health
5. DD HR - Deputy Director Human resource
6. NACC - National AIDS Control Council
7. Vital signs – blood pressure, temperature, pulse rate, respiration rate
8. NACADA- National Authority for Campaigns Against Drug & Substance Abuse
9. RCO - Registered Clinical Officer
10. NO - Nursing Officer
11. MLT - Medical Laboratory Technologist
12. PHO - Public Health Officer
13. SOPs - Standard Operating Procedures
14. Incidence - The prevalence of a disease in a population
15. Clerking - History taking and clinicalexamination of a patient to come up with diagnosis and plan management
	1. **PRINCIPAL RESPONSIBILITY**

The Clinical Officer shall ensure the implementation and adherence of this procedure.

1. **STEPS**
	1. The clinic shall remain open from 8am to 4pm during working days. The clinical officer will be on call for emergency cases 24 hours on all working days.
	2. Upon opening of the clinic, the NO shall ensure that the facility is well cleaned, the equipment are functional and the pharmacy is stocked with essential drugs.
	3. On arrival of a patient at the clinic, the Medical Records Clerk shall retrieve the patient’s file and forward to the CO within ten (10) minutes.
	4. If the patient does not have an active file, the Medical Records Clerk shall register them and open a file within ten (10) minutes.
	5. All the file cabinets shall be under lock and key at all times and secured by the Medical Records Clerk.
	6. Upon retrieval/ opening of the file, the Medical Records Clerk shall usher the patient to the waiting area to be served on first come first served basis except in emergency cases.
	7. For emergency cases, the Medical Records Clerk shall usher the patient to the consultation room for examination by the CO. In case of CO’s absence, emergency issues shall be handled by the NO.
	8. The CO shall clerk the patient in line with provision of the procedure manual for COs (2nd edition 2007)/ clinical guidelines volume II and direct the NO on the treatment course in the patient’s file.
	9. In cases where the CO deems it necessary to undertake further investigations, he/she shall refer the patient as appropriate to the medical laboratory for investigation.
	10. In case of referral of a patient, the nurse shall accompany the patient – if necessary - in order to offer continued care, attend to any emergency and hand over the patient to the next healthcare giver.
	11. The CO shall ensure that other nursing/ medical laboratory procedures are executed as per relevant sections of the procedure manual for nurses/ medical laboratory technologists.
	12. Based on the determined treatment, the clinician or the nurse may recommend follow up as necessary that will include return date (s) or home visits.
	13. The CO shall also organize group/individual health education talks quarterly within KEFRI.
	14. The CO shall ensure submission of weekly and monthly reports to MOH
	15. The CO shall ensure submission of quarterly reports to NACC and NACADA.

**3.0 APPLICABLE RECORDS**

1. Annual work plan
2. Patient’s file
3. Prescription
4. A daily morbidity record MOH-717 A
5. Daily morbidity record MOH-705A
6. Daily morbidity record MOH-705B
7. Specified reporting tools to NACC, NACADA offices

# PROCEDURE 8: IDENTIFICATION AND ASSESSMENT OF QUALITY RISKS AND ENVIRONMENTAL ASPECTS

**1.0 Purpose**

To identify quality risks and environmental aspects associated with KEFRI’s operations and assessment of their significance.

* 1. **Scope**

This procedure shall be applicable to KEFRI and to all operations covered by the Integrated Management System.

**1.2 Reference**

1. ISO 9001:2015 Standard
2. ISO 14001:2015 Standard
3. ISO 31000:2009 Standard

**1.3 Terms, Definitions & Acronyms**

1. IMS - Integrated Management System
2. KEFRI - Kenya Forestry Research Institute.
3. HODs - Head of Divisions
4. RD - Regional Director
5. Risk - Effect of uncertainty
6. Aspect - Activities that interact or can interact with the environment
7. Significant aspect - is one that has effect on the environmental
8. Impact - Effect of an aspect to the environment
9. Likelihood - chance of something happening
10. MR – Management Representative

**1.4 Responsibility**

1. MR shall ensure that this procedure is adhered to.
2. Divisional heads shall be responsible for identifying and assessing their respective activities and associated risks.

**2.0 STEPS**

2.1 To conduct quality risks and environmental impacts assessment, the following steps are to be completed:

1. Identification of operational departmental processes and activities
2. Identify quality risks and environmental aspects associated with these activities
3. Determine the impact, likelihood and risk rating

**2.2 Identification of departmental processes and activities**

2.2.1 Activities conducted at KEFRI shall be listed in order to ensure that all of them are assessed in the same manner

2.2.2 The activities are classified per division and maintained in a risk register

**2.3 Identify quality risks and environmental aspects**

2.3.1 Quality risks and environmental aspects associated with each of the activities in clause 2.2 shall be identified

2.3.2 Environmental aspects can be either positive or negative

2.3.3 To identify environmental aspects, the following factors shall be considered where relevant:

1. Water pollution
2. Air pollution and noise
3. Biodiversity loss
4. Waste management and disposal
5. Contamination of land,
6. Natural resources use and depletion
7. Applicable laws and regulations and
8. Environmental impacts.

2.3.4 To identify quality risks, the following factors shall be considered where relevant:

1. Timeliness
2. Consistency in service delivery
3. Customer satisfaction
4. Business sustainability and continuity
5. Applicable product standard requirements and statutory regulations
6. Accuracy, courtesy, completeness and accessibility in service delivery

**2.4 Identify impacts, likelihood and risk rating**

2.4.1 Once all quality risks and environmental aspects have been identified, the respective Heads of Divisions shall identify their impacts and likelihood of occurrence to determine risk rating (significance).

2.4.2 This risk assessment shall be based on:

* Impact (I)
* Likelihood (L)

2.4.3

Risk rating (Significance) shall be obtained by the multiplication of Impact (I) with Likelihood (L) as shown in the equation below:

|  |
| --- |
| **RISK RATING (significance) = IMPACT x LIKELIHOOD** |

2.4.4 Risks and aspects shall be assessed using the risk matrix below: