

Manual Overview

What is the purpose of this manual?

The Manual forms the core reference document for a five-day 'Training of Trainers' workshop. It describes a single, standardised Health Information System for use in refugee operations. It contains a common package of tools and guidelines, developed to monitor a core set of health indicators and standards in refugee health (for a comprehensive listing refer to the Standards and Indicators Guide that accompanies this Manual).

Who are the Target Audience?

The initial training is aimed at Health Coordinators and Health Managers of each technical section of primary health care. This 'Training of Trainers' is the prelude to country-level training for key implementing partner staff, followed by camp-based deployment of the Health Information System. The modules are designed to be reproduced and used independently in trainings and exercise work for frontline health staff.

The Illustrated Guides are intended to act as day-to-day reference aids to support the routine use of each tool. They are aimed for use by staff who are responsible for collecting and reporting health information on a daily basis. After the training is completed, the guidance should serve to continually up-date and refresh practices in the camps.

What are the Guiding Principles?

The standardised model adopts a comprehensive and field-oriented approach to information systems. The design was governed by the following principles:

3.1 Simple

Recognizes the critical need to avoid duplication and reduce overlapping demands on implementing partners and field staff.

3.2 Standardised

Places high importance on harmonizing action among stakeholders and forging consensus around agreed technical standards and normative guidance.

3.3 Functional

Recognises that the needs of camp-level staff are paramount, and places emphasis on field-friendly guidelines and the applied use of health information.

3.4 Flexible

Permits adaptation to suit the needs and demands of each country setting. Future modifications should be planned based on evidence-gathering and taking into consideration policy changes which open up new areas for monitoring and implementation at the field level.

How to Use This Manual

The Manual forms the core reference document for a five-day 'Training of Trainers' workshop. It is divided in three sections:

Part One: Introduction

Part 1 presents an overview of the Health Information System. It describes the purpose of data collection, the process of selection of standards and indicators, and the importance of standardised health information.

It also introduces the concept of the data cycle, the key partners involved, and explains the frequency of reporting at each level of health management.

Part Two: Technical Sections

Part 2 introduces the technical sections in the Health Information System. The modules identify the sources required for data collection; define who is responsible for the data; and provide guidance on the "what, how and when" of collecting and reporting health information.

Each technical section is described in a module which has been developed to act as a reproducible, field-based guide for staff at the camp-level.

Part Three: Data Management and Support

Part 3 (to be added) contains core topics related to data management and data validation; internal auditing and quality control; and database management. It also describes how new toolkits will be updated and replaced in the field.