

DIRECTORY OF MOH/GHS POLICIES, STANDARDS, GUIDELINES AND PROTOCOLS DRAFT APRIL 2006

Department/Unit	Title	Date Produced	Remarks
Public Health			
Malaria Control	Training Manual For Management Of Malaria At Regional and District Level In Ghana	Sept.-01	Adapted From W.H.O Manuals August 2000
	Facilitators' Manual for training Health Staff	Sept.-01	Adapted From W.H.O Manuals August 2000
	Follow-Up Manual for Health Staff	Sept.-01	Adapted From W.H.O Manuals August 2000
	Insecticide Treated Nets Training Manual(ITN's)	Jan-03	Not Finalized Yet
	Manual & Facilitator Guide For training School Teachers And Community Health Agents In Malaria	Nov-02	Sponsored By WHO / TDR / LSTM & Malaria Consortium
	ITM Policy Document	Aug-02	Sponsored by WHO
	Roll Back Malaria Strategic Document	Jun-05	Sponsored by WHO
	National Malaria Drug Policy	2004 (05?)	NMCP, QHP, others
EPI/Disease Control Unit	Poliomyelitis: Guidelines on Field guide for Ghana House to House National Immunization Days (NIDs)	2001	
	Measles: Field Guide for Measles Supplemental Activities (SIAs)	2002	
	Maternal/Neonatal Tetanus : Guidelines for Maternal/Neonatal Tetanus Supplemental Immunization Activities-(MNT)	2002	

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	Mid-Level Management: Mid-Level Management Modules for EPI Activities-(MLM) (Modules 1-7)	2002	
	Injection Safety : Injection safety policy and strategic plan	2003	National injection policy (GHS)
	National Cold Chain Inventory (2001) GHS	2003	
	EPI Communication Strategic Plan (2002-2006)	2002	Draft
Nutrition Unit	Strategic Plan for Anaemia Control in Ghana	Mar-03	Draft
	Orientation	Mar-97	For use in monitoring in salt factories at entry points, markets/shops and in homes
	Food and Drugs Amendment Act, Act 523	Dec-96	The Act legislates the fortification of salt with additives such as potassium iodate, protein, essential amino acids, vitamins, minerals, essential fatty acids and other nutritional substances for nutritional enhancement
	Community Based Nutrition and Food Security Operations Manual	Dec-02	
	Orientation Manual for Community Based Nutrition Food Security Project	Dec-02	
	Growth Promotion Counseling Card	Sep-02	
	Training Guide for Training Community Child growth Promoters	Sep-02	
	Community Based Growth Promotion - Manual for Community Child Growth Promoters	Sep-02	
	Guidelines for the Supplementary Feeding Programmes	Apr-95	2nd Phase of SFP

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	Promoting Adequate Growth in Ghanaian Children - Guidelines for Developing an Effective Growth Promotion Programme	Sep-02	
	Vitamin A Control Strategic Framework	Jun-96	
	Vitamin A Supplementation in Ghana - Training Guidelines for District and Sub District Levels Staff	Jun-00	
	Facts On Vitamin A Supplementation	Jun-00	
	Maternal Postpartum Vitamin A Supplementation in Ghana	Aug-02	In print
	Protocol / Proposal for food Based Interventions	Jun-00	Draft
	Vitamin A Information Chart	Jan-98	
	Nutrition Facts for Ghanaian families	Apr-95	a gude to health agencies
	Get The Best From your Food 2002	Jan-02	Adapted from FAO generic booklet "Get The Best From Your Food"
National Buruli Ulcer Control Programmed	Buruli Ulcer Comic	2001	World Health Organisation
	Management of mycobacterium ulcer disease	2001	World Health Organisation
	Diagnosis of Mycobacterium ulcer (Buruli) disease	2001	World Health Organisation
National Tuberculosis Programme, Disease Control Unit	A Guide for Health Personnel Managing Tuberculosis	Sept. 1998	Needs to be revised
	Manual of National TB Control Programme	1994	Needs to be revised
	Guidelines for the management and control of Yaws	Oct-00	

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National Surveillance Unit	Technical Guidelines for Integrated Disease Surveillance and Response in Ghana	Aug-02	WHO & PHRplus
	Fact sheets on : Cholera, Yellow Fever, Diarrhoea with blood, Viral Haemorrhagic Fever, Measles, Meningitis	Aug-02	WHO
	Monthly Communicable diseases reporting form		
	Weekly communicable disease. reporting form for Epidemic Prone diseases.[Cholera, Measles, Meningitis]		
	Case-based reporting Forms for VHF, Measles, YF Cholera, AFP, NNT		
	IDSR District Analysis Book (revised)	2005	NSU, QHP
	Community Based Surveillance Registers	2006	NSU, QHP
AIDS Control Programme	Guidelines on Management of Sexual Transmitted Disease	Feb. 2002	2nd Edition
	Guidelines on Management of Opportunistic infections in Persons Living with HIV/AIDS	Jul-02	In Print currently
	Guidelines on Antiretroviral Therapy in Ghana	Jul-02	In Print currently
	Guidelines on HIV/AIDS/STI Counseling	Nov-99	1st Edition
	Policy on HIV/AIDS/STI in Ghana	Sep-01	Revised in February 2002 being taken through Cabinet/Parliament for finalization
	AIDS: A Manual for Training Counselors	Feb. 2002	Revised Edition
	National HIV/AIDS and STI Policy	Aug. 2004	GAC, In Print currently
	HIV-TB Dual Infection Guidelines	2006 (in process)	Planned for first half of 2006, based on WHO guidelines

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Reproductive and Child Health Unit	Reproductive Health service policy and standard document	1996	Reviewed 1997
	Reproductive Health service policy and standard - large summary sheets	1997	
	Reproductive Health service policy and standards - small summary sheet	1997	
	Reproductive Health Protocols	1996	To be reviewed this year
	Adolescent training manual	2001	
	Adolescent health job aids (Guidelines for Service delivery)	2001	
	Adolescent health facilitators guide	2001	
	Child health policy and strategies for children under 5 years	1999	
	Maternal health/death audit guidelines	2002	
	Maternal health record book	2002	
	Family planning record book	2002	
	Adolescent reproductive health policy	1999	Done in collaboration with WPC
	Integrated Management of Childhood Illness, Case Management Guidelines	Sep-02	Set of Seven modules
	Child Health Records	2002	Reviewed in 2005 and new record to be printed in 2006
	ABC of Counseling (Adolescent Health)		
	Breastfeeding Promotion Regulation L. I. 1667		
Reproductive Tract Infection (RTI) Policy Guidelines	Mar-04	GHS, MOH, USAID/POLICY Project	

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	Integrated Management of Childhood Illness, Case Management Guidelines (revised)	Jun-05	GHS/RCH, QHP Project
	Reproductive Health Strategic Plan 2006-2010	Jul-05	GHS/RCH, QHP Project
Health Promotion Unit	Community Health Education Skills Toolkit (CHEST KIT)		Reviewed
Stores, Supply & Drug Management			
Stores, Supply & Drug Management	Procurement Procedure Manual	Sept. 1999	
	Guidelines For Donations of Drugs, Medical Supplies and Health Care Equipment in Ghana	Sept.1999	
	Standard Operating Procedures for the Management of Health Commodities in Public Sector (Central Medical Stores, Tema)	May-00	
	Standard Operating Procedures for the Management of Health Commodities in Public Sector (Regional and District Medical Stores)	May-00	
Institutional Care Division (ICD)			
QUALITY ASSURANCE	Quality Assurance Policy and Strategies	2002	
	Quality Assurance Health Care Manual	2001	
	Quality Assurance Training Curriculum and Facilitators Guide	2002	
	Code of Ethics	2002	
	Patient Charter	2002	
	Code of Conduct and Disciplinary Procedures	2003	Draft

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	Accidents and Emergency Care Policy	1999	Draft
	Hospital Strategy	2002	
	Infection Control Policy and Procedures	2002	Draft
	Quality Assurance Training Curriculum and Facilitators Guide (revised)	2005	
	HealthCare Quality Assurance Manual for Subdistricts	Jul-04	
	HealthCare Quality Assurance Facilitators guide for Subdistricts	2006	
	Referral Policies and guidelines	2006	In-Draft form
Monitoring and Supervision	Monitoring and Supervision checklist	soon to be ready	Draft
	Infection Control Facilitators Guide	soon to be ready	
	Infection Control Manual	soon to be ready	
Nursing	Nursing Protocols	1994	Copies available
	Nursing Management Standards	Apr-97	Copies available
	Nurse Managers Checklist	Apr-97	Copies available
	Guidelines On Career Opportunities In Nursing/Midwifery	Feb-02	Copies available
	Practical Guidelines On Infection Control Practices In Health Care Institutions	Oct-96	NIL
	Curriculum on Nursing Care and Midwifery Practice		Draft
	Nursing Protocols (revised)	Jun-05	GHS/ICD, QHP
	Nursing care of PLWHAs	Jun-05	

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	Trainers guide on PLWHAs	2004	
Physiotherapy			
Health Laboratory Unit	Draft National Health Laboratory Services Policy	Feb-99	The 3rd draft copy is with PPME for review
	Laboratory Standard Operating Procedures(SOP)	Dec-98	Dissemination completed in 2002
	National Clinical Laboratory Strengthening Project Standard Operating Procedures(SOP)	Feb-02	Dissemination in progress
	Guidelines for evaluation of new HIV test kits	2002	Draft
Blood Bank	Cationa Guidelines for the clinical use of Blood and Blood products in Ghana	2002	
	National Blood Policy	2001	Draft
	Standard Operating Procedures for use in Blood Centre: a) Donor Organization Unit b) Nursing Unit c) Laboratory	2002	
	Standard Operating Procedures for use in Hospital Blood Bank	2002	
	To Donate or not to Donate; Self exclusion for Blood Donors	1997	
	To Donate or not to Donate; Scdule A&b for the Clinical Screening Nurse	1994	
Pharmacy Unit	National Drug Policy		
	Standard Treatment Guidelines		
	Essential Drug List		
	Rational Drug Use Training Manual		
	Standards for Pharmaceutical Care		Draft

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	Drugs and Therapeutics Committee Training Manual		Draft
Catering	Institutional Feeding in the GHS, Policy and Management Guidelines for Catering and Dietetic Services	Oct-02	
	Management Standards and Guidelines, manual for Hospital Catering Services	Oct-02	
Dietherapy	Dietary management and Prevention of Diet Related Diseases- Manual for Primary Health Care	Oct-89	
	Diet Cook's Handbook	Nov-00	1st Edition in 1988
	Food For healthy Living		
Mental Health	Mental Health Policy	1994	Revised 2000
	Substance Abuse Policy	1990	
	National mental health Programme	1994	Revised 2000
	Mental Health Law NRCD 72	1972	Reviewed but not ena.....
	Training Manual for Training Volunteers		
	Training Manual for Training Mental Health Workers		
Community Based Rehabilitation	National Disability Policy Document	2000	Ministry of Employment and Social Welfare
National Prostheses Orthotic Centre	National Prosthetics and Othortics Center Procedure Manual	2000	Disseminated
	Policy Document for NPOC	Draft	
	Management Standards	2001	Disseminated

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	Rules of Conduct	2001	Disseminated
Oral Health	National Policy on Oral Health	2002	
	Handbook on Oral Health for Non-Dental Health workers	2001	
	Chewing Stick	1999	
	Standard List of Dental Instruments and Equipment	1996	
	Chewing Stick	1996	
Eye Care	Ghana Right to Sight	2002	Consensus built
	Flipchart for Community Eye Health Education	2001	Consensus built
	Eye Health Manual for Community Based Health Worker-Trainers guide	2000	
	Eye Health Manual for Community Based Health Worker-Trainee guide	2001	Yet to be disseminated - 2003
	Management of Eye Injuries Trainers Guide	2001	
	Management of Eye Injuries Trainee Guide	2002	Yet to be disseminated - 2003
	Management of Suppurative Keratitis		Yet to be published
	Accident and Emergency Manual - Contribution For Eye Section		Draft
	Guidelines for Eye Camps	2002	Draft
HEALTH ADMINISTRATION AND SUPPORT SERVICE (HASS)			

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Estate Mgmt Unit/Building Maintenance Section	Building Maintenance - Repair Manual	May-98	Manuals in circulation for Preventive [Building]Maintenance of all Health Facilities especially ,Clinics, Health Centres, Poly Clinics. It guides Maintenance Persons [MPs]and Artisans in doing repairs.
	Building Maintenance - Management Manual	May-98	Manuals in circulation throughout the country and it address management issues regarding maintenance at the facility level. It has been assessed as very useful by users. Few [some MPs] however, finds some of the forms a bit difficult to fill.
	Environmental Sanitation Training Manual	Aug-01	Partly distributed and in circulation. The rest will be distributed soon to facilitate hospital maintenance programme before the end of the year[2002].It emphasizes waste mgmt and cleaning at hospital
	Community Participation Training Manual	Aug-01	Manual in circulation and it is intended to whip up communities interest in assisting facility in-charges in contributing towards maintenance of facilities in the communities.
	Building Maintenance -Small/Mini Repair Manual	Sep-01	Manual is intended to facilitate small maintenance at hospital level to be handled by orderlies working in the wards. Manual is partly in circulation. The rest will be circulated soon after training which begins before the end of 2002

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	Hospital Maintenance Management	Draft October 2002	Manual would be used by all involved in hospital maintenance; it states roles of Mgmt as well as other staff doing maintenance work.
Estate Mgmt Unit/Capital Projects Mgmt Section	Policies and Principles for Planning and Management of Civil Works	Sept.-02	Manual will provide the frame work for the planning and management of Civil Work by Regions and Stakeholders
	Procedure Manual for Procurement of Civil Works	Sept.-02	Manual will be used as a guide in the Procurement of Civil Works by the Regions and Districts
	Guidelines for Administrative and Secretariat Practices in the Ghana Health Service	Oct-02	Yet to be disseminated
	Training Manual for Health Service Managers	Oct-02	Yet to be published
	Standard Modular Designs for Health Facilities - CHIPS Facility, Health Centers/Post, Polyclinic, District Hospital	Oct.-00	Sketches are in their final scheme design stages
General Administration Unit	Manual on General Administrative Practices and Procedures for the GHS	Aug-02	Yet to be disseminated
	Training Manual for Health Service Managers	Aug-02	Manual will improve upon general health service management at all levels within the GHS
Transport Management Unit	Curriculum and Course Outline for training Managers and Users of Transport	Jun-02	Yet to be published
	Ghana Health Service Transport Policy	Nov-02	Provided framework for planning and Management of Transport in the GHS

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Biomedical Engineering Unit	Policy on Biomedical Equipment	Oct-02	Yet to be printed
Human Resources Division (HRD)			
	Policies and Principles for Development of Human Resources for Health	1997	
	Guidelines for In-Service Training Log book	Oct-01	
	Policy on decentralization of Human Resource Functions		
	Scheme of Service		
	Administrative Instrument LI for GHS Act 525		
	Recruitment and Promotion Policy		
	In-Service Training Policy	2006	Final draft
Policy Planning Monitoring and Evaluation (PPME)			
	Private Sector Policy		
	Capital (Investment Plan		
	Gender Policy	Nov-01	
	Standard Activities of BMCs	Jul-99	revised annually
	Planning and Budget Guidelines		revised annually
	Budget Implementation Guidelines		
	Poverty Eradication Strategy (Health Compound)	Dec-02	

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	Primary Health Care Strategy		
	Medical Records Policy		
	Information and Communication Technology Policy		
	Information Management and Performance Monitoring Framework for Budget and Management Centers		
	Guidelines for Reporting on Sector wide Indicators		
Finance Division			
	Accounting, Treasury and Financial Reporting (ATF) - Rules and Regulations	1997	
	Financial Administration Regulation (FAR)	1979	Reviewed in 2002. Now with Cabinet
	Financial Administration Decree (FAD)	1979	Reviewed in 2002. Now with Cabinet
Audit Division			
	Internal Audit Policies and Procedures		Draft