ZIRKEN FINAL REPORT – DISABILITY KNOWLEDGE AND RESEARCH
PROGRAMME 2003 - 2005
FINAL REPORT
ANNEX B

	Final Report Guidelines The report is to be a maximum of 4 sides of A4 size paper excluding the Output to Purpose report

Date	13/10/2005

Title Of Project & Project Ref. No.	Dissemination of a Series of Practical Healthcare Technology Management Procedure Guides

Organisation	Ziken International

Reporting Period	from 1st April 2004	To 31st August 2005

Anticipated Completion Date	31st August 2005

1   Goal Purpose and Outputs :

The Goal of the project is: "To contribute to improved health care technology management in government, NGO, and private health facilities".

The Purpose of the project is: "To increase the availability of resource materials for equipment users, health service managers, and donor organizations, in order to improve their effectiveness with health care technology management tasks at the daily operational level". The proposed titles are: -

1. How to Organise a System for Delivering Healthcare Technology Management;
2. How to Plan and Budget for your Healthcare Technology;
3. How to Procure and Commission your Healthcare Technology;
4. How To Operate your Healthcare Technology Effectively and Safely;
5. How to Organise the Maintenance of your Healthcare Technology;
6. How to Manage the Finances of your Healthcare Technology Management Teams.

2   Summary of work carried out in this period :

1. Desk Top Publishing of the guides
2. Creation of hard copy (75), downloadable, & CD-Rom (1000) versions
3. Disseminate through websites and hardcopy distribution
4. Promotion

For downloadable versions of the guides, see:

- http://www.eldis.org/healthsystems/
- http://www.talcuk.org/
- http://www.ichtm.net/resource_frameset.asp - and look for HTM Guidelines
- http://sizanani.uct.ac.za/ - go to the Resource Centre, then Library, then guidelines – this site requires a login (free)
- http://www.who.int/management
- http://www.ziken.co.uk

Some 800 of the CDs and 70 of the hard copies have been distributed. The remaining CDs and hard copies are available from TALC UK info@talcuk.org or Ziken, info@ziken.co.uk

3   Overall Results of findings obtained by the project:

The activities outlined in section 2 have now all been achieved

4   Implications of the results or findings for achieving the outputs and purpose of the project :

The outputs, namely the production of the manuals in various forms, have all been achieved, with the result that the purpose has been achieved of increasing availability of resources. Feedback from a number of recipients of the material has been very positive.

5   Priority Activities tasks for follow-up in order to pursue the Goal:

N/A

6   Summary of financial expenditure :

	Budget 2004/5	Expenditure 2004/5
1. Personnel	3,300	3,300
2. Overheads	990	990
3. Other Charges		
P & T	207	207
Media Production	1,000	1000
Edit & Mark-up	4,700	4,700
DTP	7,000	7,000
Proofing	1,600	1,600
CD production	3,800	3800
Hardcopy prodn	4,000	4000
Distribution	2,500	2500
Advertising	1,675	1675
Audit	1,000	1000
Subtotal	**27,482**	**27,482**
Total	**31,772**	**31,772**

7   Name and signature of author of this final report :

Rob Parsons

OUTPUT TO PURPOSE SUMMARY REPORT

Title: Dissemination of a series of practical healthcare technology management procedure guides		**Country:**	*UK*
MISCODE: [*to be inserted by DFID*]			

Report No. *Final*	**Date:** *13 October 2005*	**Project start date:** 1/4/04 **Project end date:** 31/8/05	**Stage of project:** Complete.

Project Framework

Goal statement: To contribute to improved health care technology management in government, NGO, and private health facilities

Purpose statement: To increase the availability of resource materials for equipment users, health service managers, and donor organizations, in order to improve their effectiveness with health care technology management tasks at the daily operational level

Outputs:	OVIs:	Progress:	Recommendation/actions:	Rating:
The Series of six Health Care Technology Management Procedure Guides prepared under C1-P38 disseminated to health service staff and donor organisations working in the government, NGO, and private sectors	Distribution plan developed & implemented	Completed	*[Commentary focusing on decisions needed and actions to be considered. Include here assessment of stated risks and assumptions. Free text]*	*[to be completed by DFID*
Purpose: To increase the availability of resource materials for equipment users, health service managers, and donor organizations, in order to improve their effectiveness with health care technology management tasks at the daily operational level	**OVIs** Health care technology management procedures introduced into the health systems of developing countries	**Progress:** Availability of materials incrased, effect on HTM procedures remains to be seen	**Recommendations/action** *[Commentary focusing on decisions needed and actions to be considered. Include here assessment of stated risks and assumptions. Free text]*	