

ANGELA .A.KIMATHI

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Female

Married

Tanzanian

Born: 24th November 1987

Education:

2009-2012: Bachelor of Public Administration in Health Services Management-Mzumbe University

2007-2009: J.J. Mungai High School

2003-2006: Kibosho Girls Secondary School-Kilimanjaro

1994-2000: Changa Primary School-Tanga

Attended Courses/Training:

2003-2006: General computer Studies

11th June, 2011: Challenge of high Learning Institution in Combating HIV/AIDS-FHI/Mzumbe

26th May, 2012: PPF Awareness-One day-PPF Pensions Fund, at Mzumbe University

Oct, 2007-Sep,2008: Life Choices, Helping in Preveting AIDS in Africa-Don Bosco Choices Program

20th March,2017: Kaizen Training of Trainers-JICA

24th March, 2017: Basic Hospital management Team Training of Trainers-JICA

Experience:

August 2013 to date: Core Employer- Ministry of Health

Position & Title held: Health Secretary at Mt Meru Regional Referral Hospital

Main duties & Responsibilities:

1. The Hospital Health Secretary is a key responsible for preparing the Comprehensive Hospital Plan and Budget by focusing on priorities needed by hospital. This normally originates from the departments and the Health Secretary act as main player of the hospital plan and budget for a given year. This process includes the of preparing annual projections and submitting it to the Ministry of Health for implementation and also finalizing it as a realistic budget by looking at the hospital. The budget should also adhere to the financial capacity of the hospital through service charge collections and given government budget allocation.

2. The Hospital Health Secretary is the custodian of all hospitals reports and is required to prepare weekly, monthly, quarterly and annual Progress Reports, by presenting the status of the implementation of all activities which are planned in yearly through collecting reports from Head of Departments and compiling it as one and submit to the Ministry Of Health.
3. Also as a custodian of data collection at the hospital I ensure the collection, compilation, keeping and updating of proper statistics of the hospitals' information in the given government health protocol systems such as Govt. Homeis, HMIS and others. This information includes expenditures, income, number of patients and procedures performed within the hospital (i.e. number of deliveries, patients referred, number of exemptions, number of outpatients and inpatients, number of deaths such as maternal and neonatal plus normal deaths)
4. According to the Ministry of Health, I am responsible of interpreting all formulated health policies to the hospital staff and ensuring proper dissemination to the target groups. For example, I am responsible of directing on how staff benefits and statutory allowances should be paid according to the standing orders as per the different job groups such as Medical Doctors, Specialists, Nurses, Technologists and other supportive staff.
5. I play a big role in connecting and networking the hospital with other health services stake holders such as starting and overseeing different exchanging programs with foreigner student and volunteers and donors and well wishers who supports the hospital by direct funding or otherwise in kind to develop the hospital through buying essential medical equipment for the improvement of health services.
6. I act as Customer Care Trainer Of Trainees staff and clients and coordinate all patients' services and Guiding them on the way they can get proper services by considering different guidelines and health policies such as exemption and waiver policies.
7. I am the Hospital Health Secretary in all meetings conducted at the hospital such as the Hospital Management Meetings, Therapeutic Meetings, Cost Sharing Meetings, staff meetings and others. In these meetings I play a big role of advising and taking minutes and also preparing agendas for every upcoming meetings by proper recording and reporting on issues that are to be discussed.

8. More over I work as an administrator to fulfil the hospital goals focusing on improving quality of health care services and other activities.

9. Liaise and work with the all hospital department to develop long-term objectives that are turned into effective and affordable service development plans that link into the ministry Plan, hospital Services Plan and regional hospital master Plan.
10. Planning, organizing and managing all medical services of the Mount Meru Referral hospital.
11. Work in close collaboration with Clinical & non-Clinical functions to ensure delivery of government class Healthcare services as required by the Ministry of Health, Community Development, Gender, Elderly and Children (MoH).
12. Ensure effective Implementation of policies and processes as laid down by Ministry of Health (MoH).
13. To ensure 100% compliance with statutory, statistical and annual reports as required by Ministry of Health (MoH)
14. To oversee facility management in coordination with Facility manager (clinical areas and operations).
15. Receive and implements a best practice program by maintaining a consistent level of quality of care offered to patients.
16. Ensures that the process needed for the quality management system are implemented and maintained in the hospital as instructed by Ministry of Health, Community Development, Gender, Elderly and Children (MoH).
17. Monitors quality assurance programs with regards to the safety and other quality control initiatives created and monitored internally.
18. Oversee practice of evidence-based medicine, safety initiatives, quality assurance, clinical performance and implementation of Government standards in medical staff.

Handling and pertaining all correspondence regarding hospital

Internship and Field Attachment

2012 Sept-July 2013

Role:

- ❖ Working in An NGO Called Alat Center dealing with caring of babies under fives training them and caring of their health

2012 September: Role for 1 Week:

- ❖ I was involved in a Phd research titled as; "*The contribution of indigenous agro-biodiversity knowledge management approaches to the livelihoods of local communities: a case study of Masasi and Nachingwea districts Mtwara and Lindi region*".

Nov2011-April2012: Role for 6 Months:

- ❖ Field studies at National Institute For Medical Research (**NIMR**) at Tanga, whereby we conducted research in evaluating the rate of those who Volunteer for clinical Test (VCT) in HIV/AIDS in the community, the study was conducted in all public health centres in Tanga and some few private ones. I was among the researchers in this study, so I gained enough experience concerning researching.

Oct to Dec. 2009: Role for 3 Months:

- ❖ Data Entry at Tanga Fresh Diary Milk

Accomplishments

- ❖ Appointed at member of Mount Meru Referral hospital Research Committee 29th July, 2019.

19.As a Rotaplast coordinator, I was able to organize the whole program for outstanding contributions to the Humanitarian work which intended to eliminate the burden of cleft lip/palate, burn scarring or any other deformities to more than 200 children from 2017 to 2019 at Mt.Meru Hospital.

20.Working closely with Ministry of Health as a Health Secretary, I was able to facilitate the construction and establishment of the Methadone Clinic (MAT) with GLOBAL FUND which intended to provide rehabilitation services to drug addict at Arusha region in 2020 of which up to now more than 300,000 clients are attending to the clinic.

21.Also facilitated an establishment of Dialysis unit at Internal medicine department with HARSH Pharmaceutical Company which intended to help Kidney failure clients in 2020 and more than 100 clients are attending to the clinic.

22.In December, 2021, I organized, coordinated and establish a sustainable blood donation program known as "Mt.Meru Blood Donation Family" which intended to ensure availability of safe blood to save lives of patients at Mt.Meru Hospital where on 8th December, 2021 143 units of safe blood were collected.

- ❖ To date, I plan yearly hospital budget which include all activities (medical and non-medical) to be implemented for the planned financial year.

- ❖ Recognized as the best employee at Human Resource, Planning and Administration department from 2019 to date as the best in report writing, management and organizer.

Personal Skills: Self-Assessment

Language Skills:

SCALE OF MEASUREMENT (Good-Very Ordinary Level, Very Good-Medium Level & Excellent- Maximum Ability)

English	Understanding		Speaking		Writing
	Listening	Reading	Spoken Interaction	Spoken Production	General Writing
	Excellent	Excellent	Excellent	Excellent	Excellent
Kiswahili	Understanding		Speaking		Writing
	Listening	Reading	Spoken Interaction	Spoken Production	General Speaking
	Excellent	Excellent	Excellent	Excellent	Excellent

Computer application skills

Ms Office	Internet & email	Applicable Software & Working tool
Very good	Excellent	Excellent

References:

Lilian A. Munis, Health Secretary Box 3092, Arusha <u><i>Email:lilytz@yahoo.com</i></u> , Mob: +255 0767506685	Dr. Malekani Andrew Watson, Box 3022 Sokoine University, <u><i>malekaniandrew2008@yahoo.com</i></u> Mob: +0787-022966/767-022969	Dr. Patrick Tungu Researcher Scientist at NIMR PO. BOX. Tanga Mob: +255 754487232
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