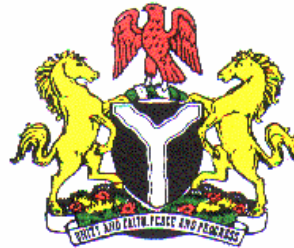


ANNEXURE D



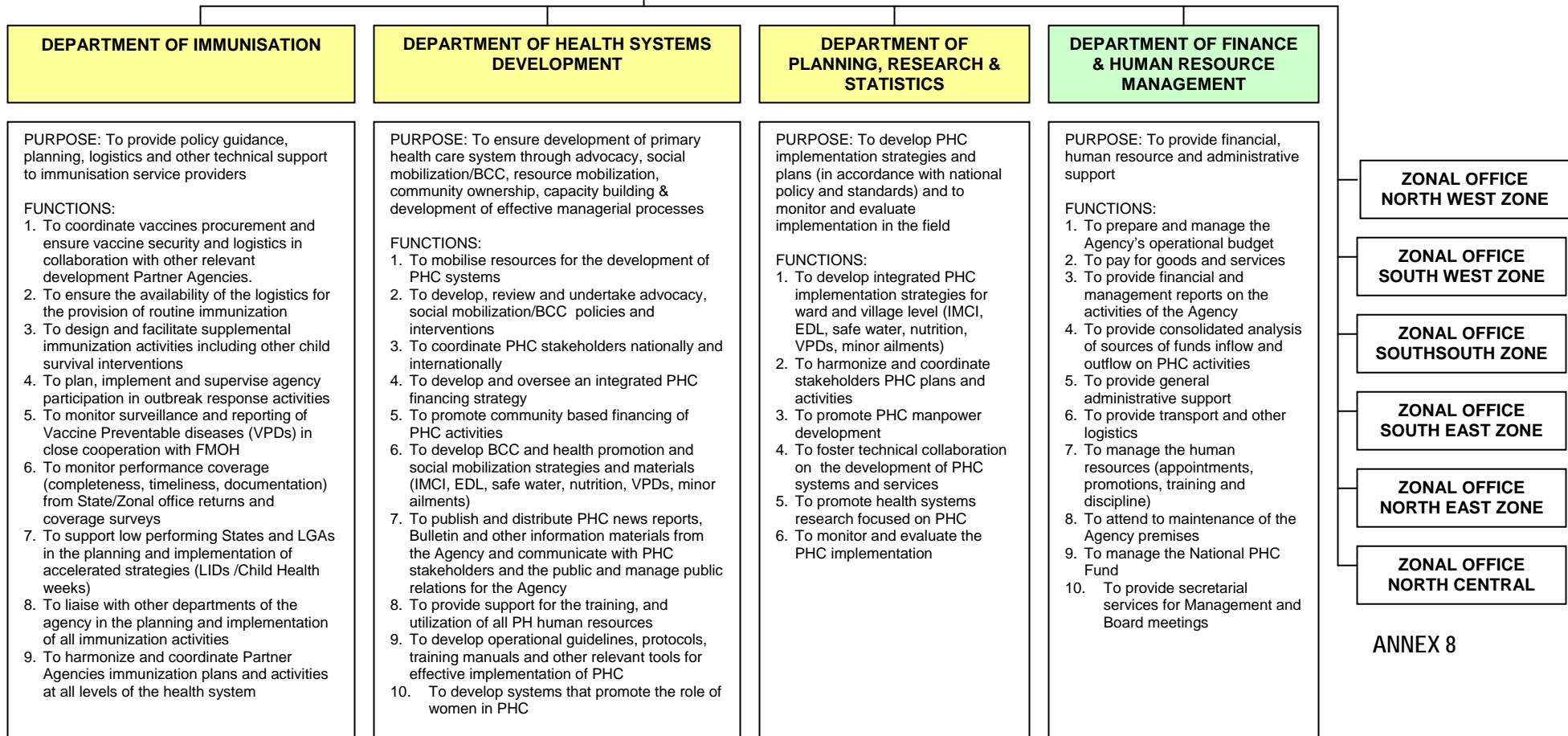
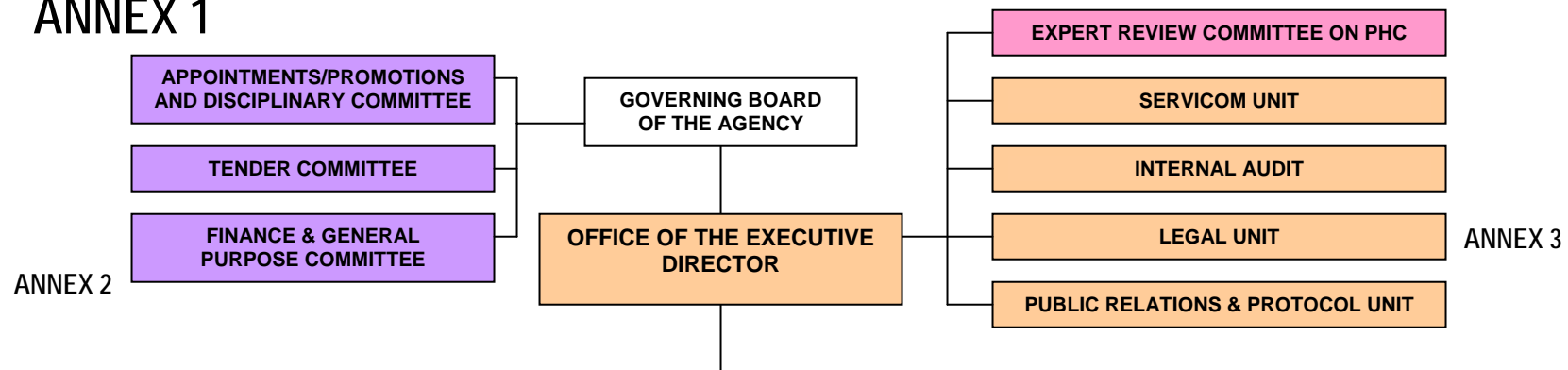
NATIONAL PRIMARY HEALTH CARE DEVELOPMENT AGENCY (NPHCDA) REVISED STRUCTURE

Incorporating

**NATIONAL PRIMARY HEALTH CARE DEVELOPMENT AGENCY (NPHCDA)
and
NATIONAL PROGRAMME ON IMMUNISATION (NPI)**

(DRAFT 2.1 – 30th MAY 2007)

ANNEX 1



ANNEX 4

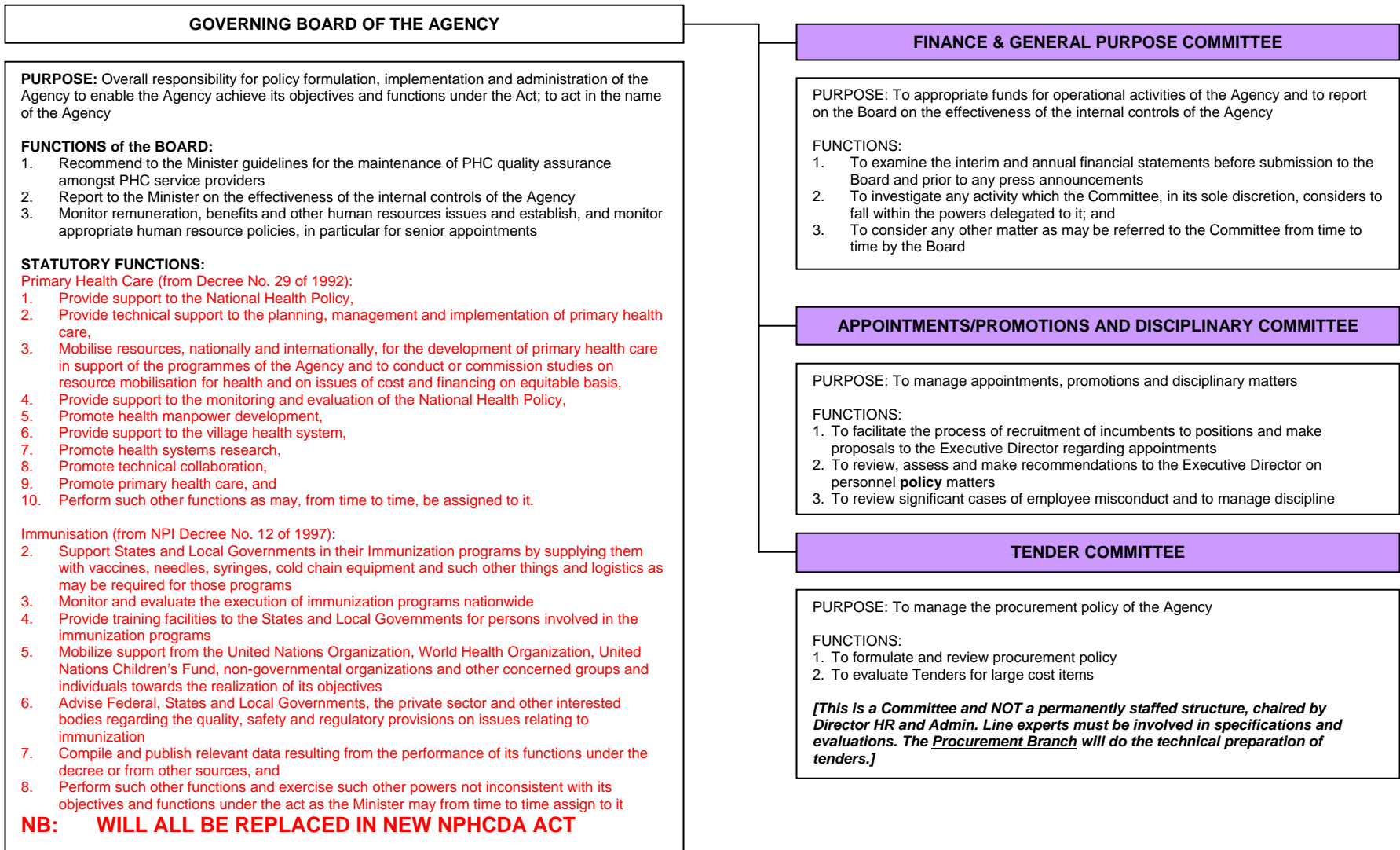
ANNEX 5

ANNEX 6

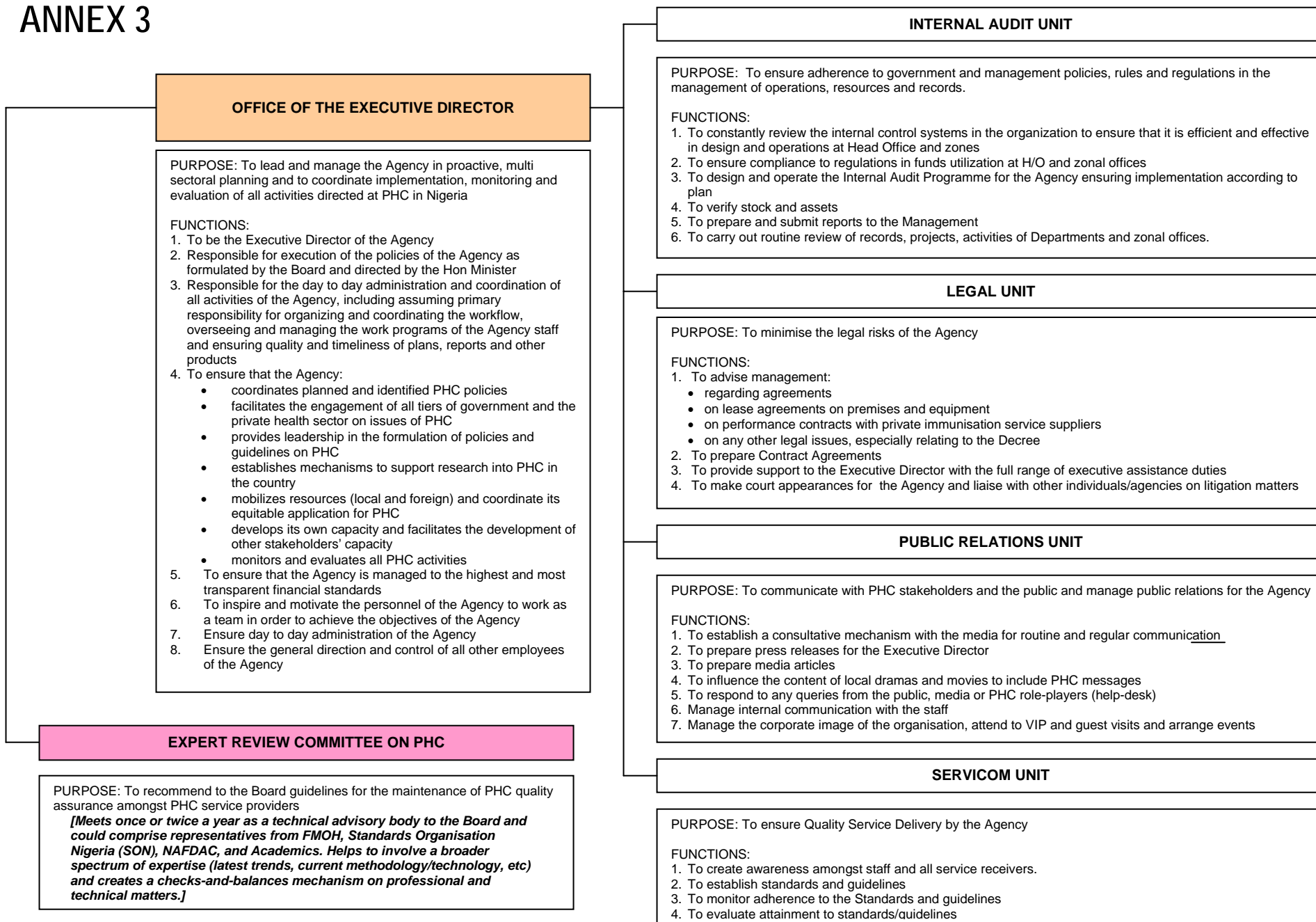
ANNEX 7

ANNEX 8

ANNEX 2

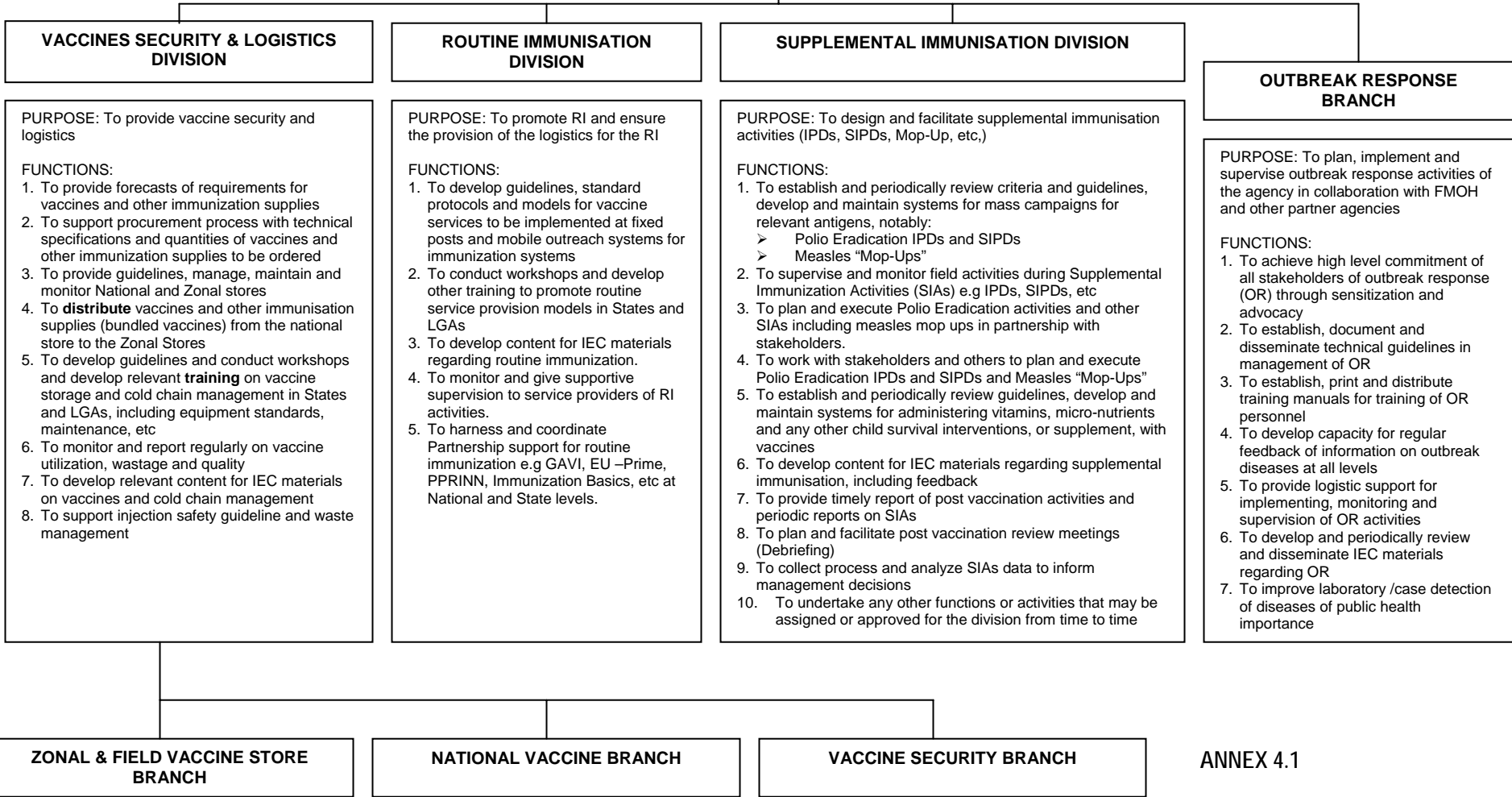


ANNEX 3



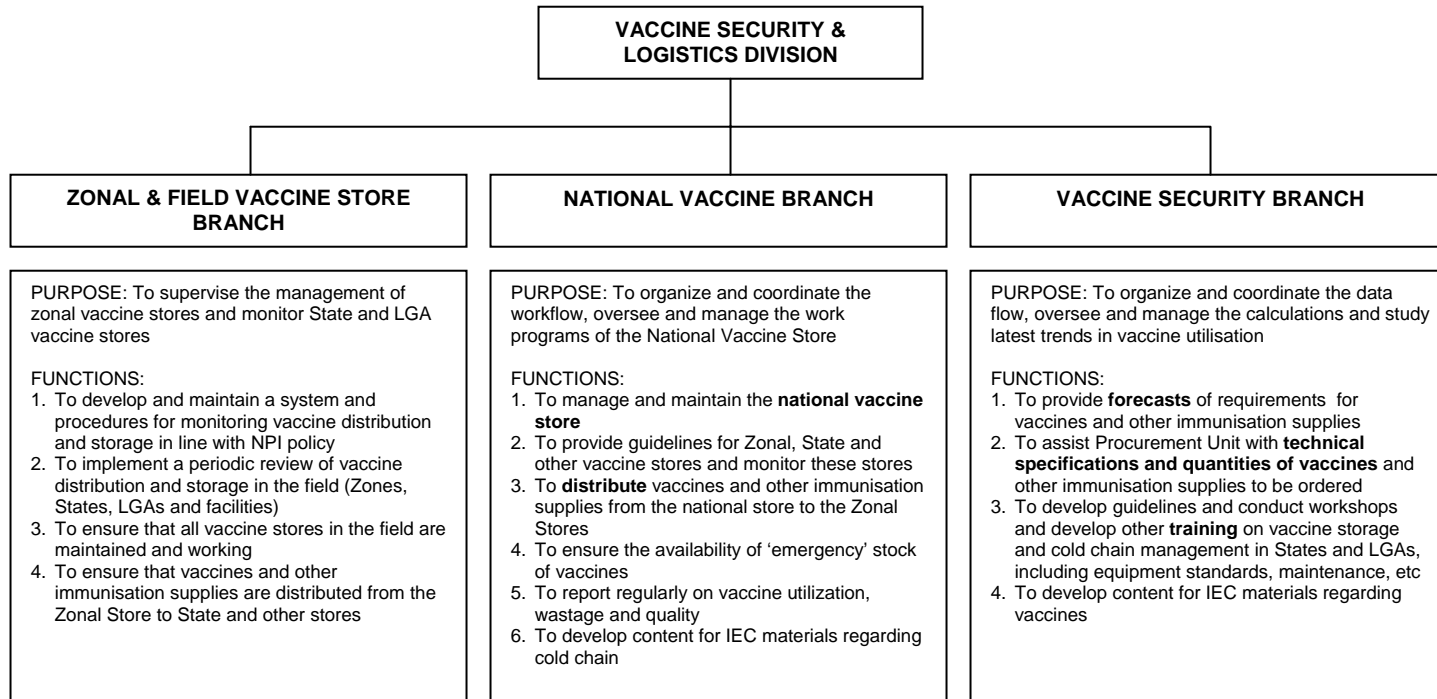
ANNEX 4

DEPARTMENT OF IMMUNISATION

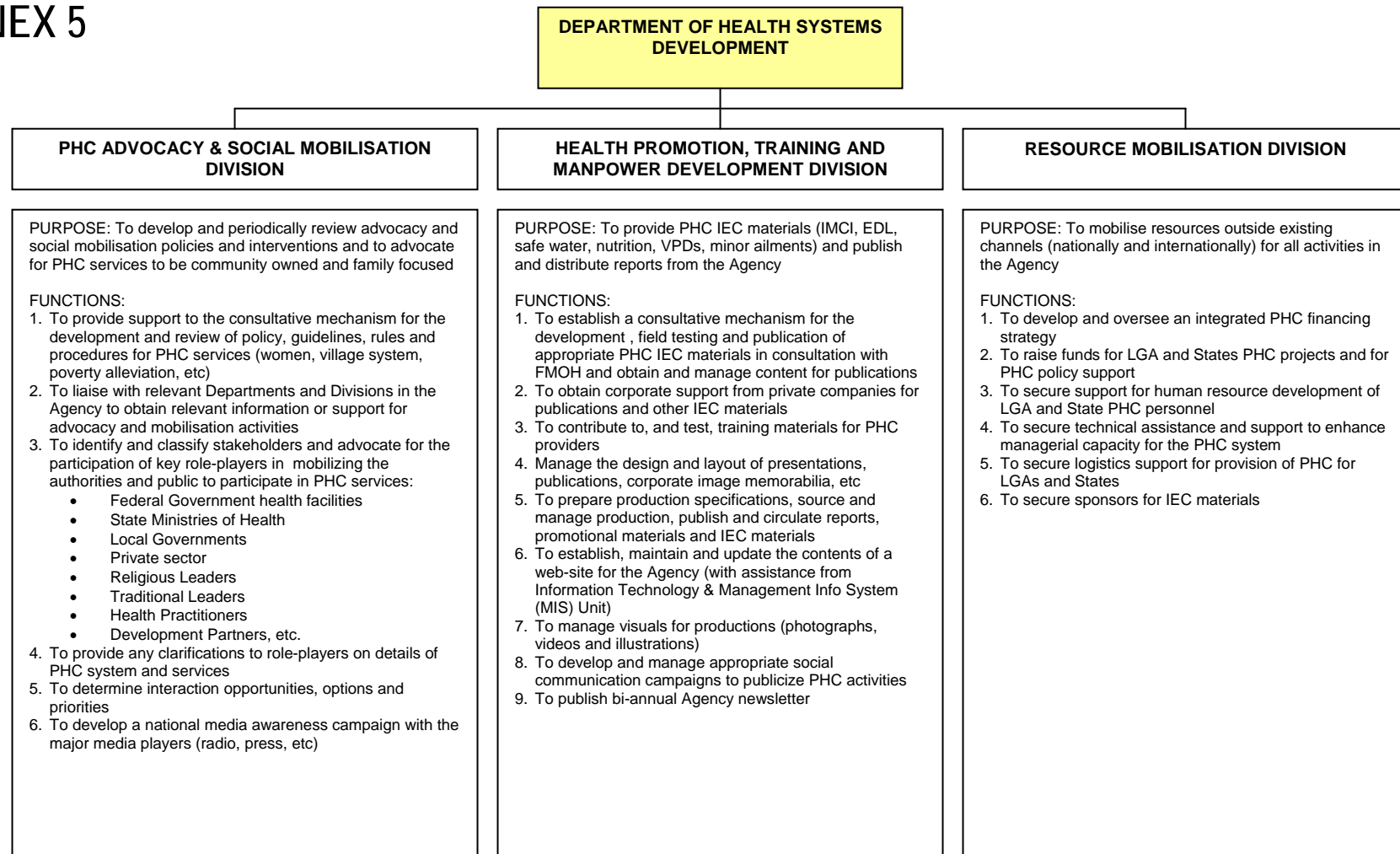


ANNEX 4.1

ANNEX 4.1

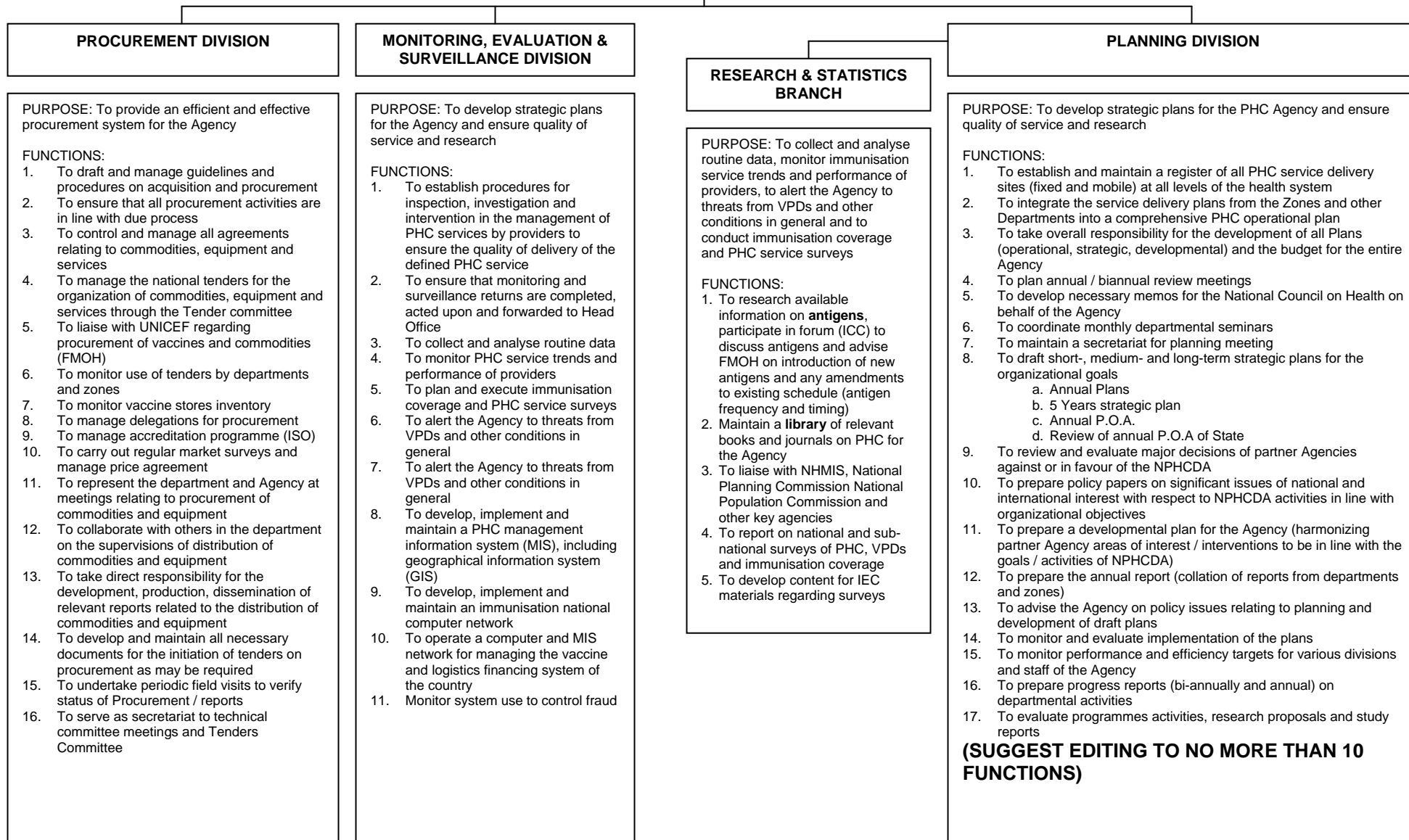


ANNEX 5

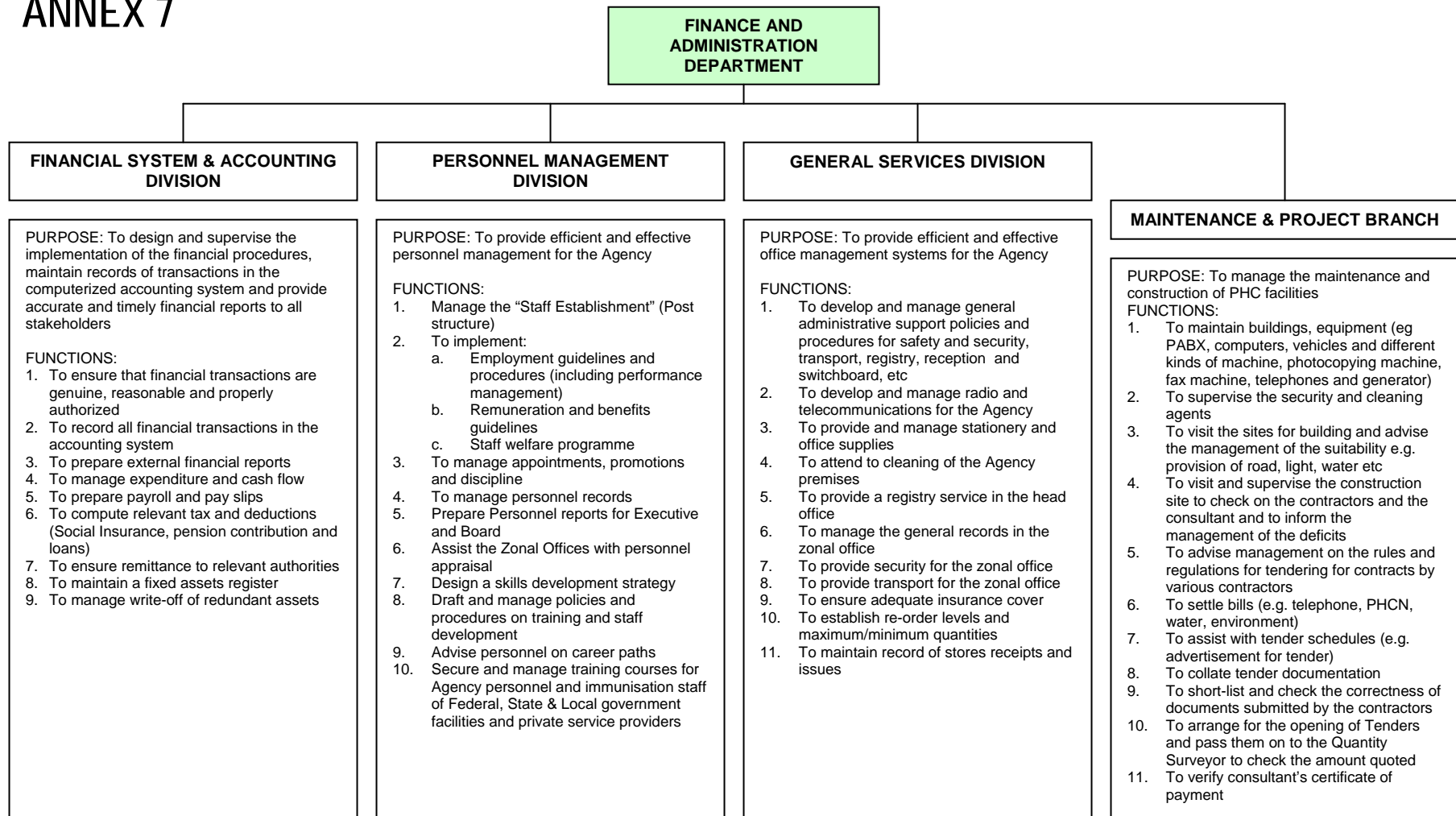


ANNEX 6

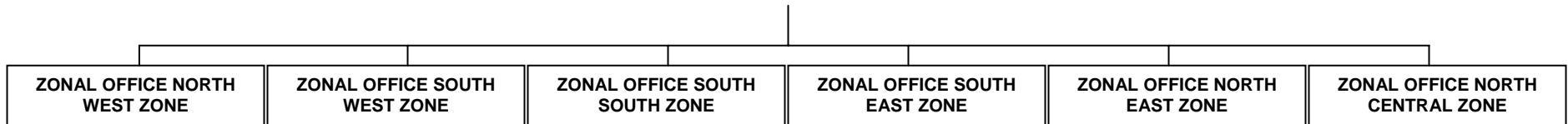
DEPARTMENT OF PLANNING, RESEARCH & STATISTICS



ANNEX 7



ANNEX 8



PURPOSE: To facilitate the coordination of **all activities relating to PHC services** in the Zone, including Federal, State & Local government facilities, private service providers **and other Partner Agencies**

FUNCTIONS:

1. To maintain a single point of contact in the Agency for all PHC service role-players and providers
2. To facilitate establishment of committees and partners fora in the zone
3. To support the states / LGAs develop and implement their quarterly and annual plans
4. To facilitate and support training and other build capacity for PHC role-players
5. To facilitate surveillance, monitoring, supervision and evaluation of PHC Activities in the zone
6. To keep the Executive Director informed, in an integrated manner, on relations with Federal, State & Local government facilities and private service providers and other role-players
7. To ensure that all agreed reports are submitted by the Zone on time
8. To manage and maintain the Zonal Vaccine Store, distribution, transport, supplies and records
9. To provide effective management of human and other resources in the zone

ANNEX 8.1 - (x6)

ZONAL OFFICE (DIVISION) - OFFICE OF THE COORDINATOR

AUDIT

PHC SERVICES DEVELOPMENT & ADVOCACY BRANCH

PURPOSE: To facilitate the development of PHC services in the field and ensure the quality of delivery of the defined service

FUNCTIONS:

1. To establish and maintain a register of all PHC service delivery sites (fixed and mobile) at all levels of the health system in the Zone
2. To ensure established procedures for inspection, investigation and intervention in the management of PHC services by providers to ensure the quality of delivery of the defined PHC service in the Zone are followed
3. To complete monitoring and surveillance returns, act upon them and forwarded to Head Office and provide feedback.
4. To provide IEC materials to service providers in the Zone
5. To advocate for PHC services and manage consumer relations – complaints from public
6. To facilitate public enlightenment on PHC
7. To mobilize resources and develop and maintain working relationships with Development Partners in the field
8. To provide training for State, LGA and private provider staff on all PHC, especially routine immunisation and use of IEC materials
9. Mobilise for support and resources for PHC activities
10. Ensure proper development of all wastes
11. To advocate for PHC services and manage consumer relations and complaints from the public
12. To monitor and supervise construction of on-going model health centres.

ZONAL VACCINE STORE (BRANCH)

PURPOSE: To manage the zonal vaccine store and monitor State and LGA vaccine stores

FUNCTIONS:

1. To manage the system and procedures for monitoring vaccine distribution and storage in the Zone
2. To implement a periodic review of vaccine distribution and storage in the field (States, LGAs and facilities)
3. To ensure functionality of the cold rooms/ cold chain equipment/ vehicle at all times
4. Ensure proper maintenance of all items at the cold store.
5. To ensure that regular training on vaccine management is provided to staff of Zone, State and LGA vaccine stores.
6. Ensure regular inventory of cold chain equipment and other supplies

DATA MANAGEMENT, MONITORING & EVALUATION UNIT

PURPOSE: To manage (collation, analysis, interpretation and feedback) the data returns from the PHC service points and vaccines stores, and prepare reports

FUNCTIONS:

1. To ensure that guidelines, standards and operational procedures provided for data recording and collection is implemented as trained
2. To conduct orientation / training on completion of forms for PHC service providers
3. To ensure that reports are compiled and submitted as required to Head Office and provide feedback.
4. To collect, collate, analyse and report on all cold chain and other PHC logistics data
5. To check and compile PHC data returns, conduct analysis and draft reports
6. To maintain the maps of all PHC service delivery sites
7. To ensure regular training on data management, etc is provided to staff of Zones, States and LGAs
8. To ensure the provision and maintenance of computers for data storage and processing.
9. To supervise, monitor and evaluate PHC services and ensure the delivery of quality PHC services in the zone
10. To maintain and regularly update the maps of all PHC service delivery sites in the zone
11. To complete monitoring and disease surveillance return and act upon them and forward to head office
12. To develop annual plans for the Zone
13. To conduct regular review meetings with all stakeholders

FINANCE & ADMINISTRATION BRANCH

PURPOSE: To provide efficient and effective financial and human resource management in the Zonal Office

FUNCTIONS:

1. To ensure that personnel attend training and staff development programmes
2. To manage personnel records, staff welfare and discipline
3. To manage general administrative support for safety and security, transport, utilities registry, reception and switchboard, etc
4. To provide and manage stationery and office supplies /equipment
5. To attend to cleaning and maintenance of the Office premises
6. To ensure efficient and effective financial management and reporting in the Zonal Office
7. To maintain zonal assets
8. To prepare budgets

STATE 1 Zonal Technical Officers

STATE 2 Zonal Technical Officers

STATE 3 Zonal Technical Officers

STATE 4 Zonal Technical Officers

STATE 5 Zonal Technical Officers

STATE 6 Zonal Technical Officers