

MASTER PLAN

OVERALL GOAL

Basic maintenance of medical equipment is conducted at National Hospitals (NHs) and the Complementary Package of Activity 3 Referral Hospitals (CPA3 RHs).

PROJECT PURPOSE

Basic maintenance and management activities for medical equipment are introduced at target NHs and CPA3 RHs, by following the instruction of Ministry of Health (MOH) and Provincial Health Departments (PHDs), and by receiving technical guidance of National Workshop (NW).

OUTPUT OF THE PROJECT

1. Administrative instruction of Hospital Service Department (HSD) of MOH on medical equipment management for target NHs and CPA3 RHs is strengthened, with technical guidance of NW.
2. Technical skill of medical equipment technicians in target NHs and CPA3 RHs is improved.
3. Management skill of medical equipment managers in target NHs, CPA3 RHs, and PHDs is improved.

ACTIVITIES OF THE PROJECT

Output 1:

- 1·1. Design and introduce the medical equipment inventory.
- 1·2. Enhance knowledge of HSD staff on medical equipment management administration.
- 1·3. Verify and give advices on existing policy guidelines (i.e. policy document, implementation plan and guideline, and basic maintenance) on medical equipment management, based on the experience from project activities, as needs arise.
- 1·4. Provide on-site guidance to medical equipment managers and technicians at target NHs and CPA3 RHs.
- 1·5. Conduct regular monitoring and evaluation on all above activities.
- 1·6. Give advice to MOH and donors for appropriate supply of new medical equipment to hospitals.

Output 2:

- 2·1. Develop the medical equipment maintenance manuals and checklist to target NHs and CPA3 RHs (i.e., medical equipment inventory, activity record, inspection standard, and reporting).
- 2·2. Conduct needs assessment on medical equipment technicians at target NHs and CPA3 RHs.
- 2·3. Provide technical training of trainers (TOT) for NW staff.
- 2·4. Develop training curriculum (i.e., preventive maintenance, maintenance planning, inventory management, minor repair, and reporting) for medical equipment technicians of target NHs and CPA3 RHs.
- 2·5. Prepare training handout for medical equipment technicians of target NHs and CPA3 RHs.
- 2·6. Provide the technical training for medical equipment technicians at HSD, target NHs and CPA3 RHs.
- 2·7. Evaluate the above (2·6.) technical training.
- 2·8. Conduct follow-up supervision for the ex-trainees at their workplace.

- 2·9. Hold blush-up meetings with medical equipment technicians of target NHs and CPA3 RHs at NW to promote usage of maintenance manuals and checklist.

Output 3:

- 3·1. Provide TOT for HSD staff for medical equipment management training program.
- 3·2. Develop the medical equipment management manual to PHDs, target NHs and CPA3 RHs (i.e., inventory management, management of technicians, maintenance planning, and reporting protocol).
- 3·3. Conduct training needs assessment of medical equipment managers at PHDs, target NHs and CPA 3 RHs.
- 3·4. Develop training curriculum for medical equipment managers of PHDs, target NHs and CPA 3 RHs.
- 3·5. Provide training for medical equipment managers of PHDs, target NHs and CPA 3 RHs.
- 3·6. Evaluate the above (3·5.) training.
- 3·7. Provide follow-up supervision for the ex-trainees at their workplace.
- 3·8. Hold blush-up meetings with medical equipment managers and directors of PHDs, target NHs, and CPA3RHs at HSD to promote usage of management manual.

ANNEX II

LIST OF JAPANESE EXPERTS

1. Chief advisor
2. Short-term experts in the following fields:
 - Maintenance of medical equipment
 - Training planning
 - Management system (training for medical equipment managers)
 - Evaluation and monitoring (trainings for medical equipment technicians and managers)

ANNEX III

LIST OF EQUIPMENT

Equipment such as :

1. Maintenance tool for training activities
2. Vehicle(s) for project activities
3. Office equipment for data analysis

ANNEX IV

LIST OF CAMBODIAN COUNTERPART AND ADMINISTRATIVE PERSONNEL

1. Project director
2. Project supervisor
3. Technical advisor
4. Project manager
5. Counterpart personnel in the following fields:
 - Management of Hospital Service Department
 - Training planning
 - Evaluation and monitoring
 - Management and maintenance system

ANNEX V

LIST OF LAND, BUILDINGS AND FACILITIES

The following shall be provided and ensured as Cambodian inputs:

1. Offices and/or spaces for the chief advisor and other Japanese experts.
2. Local cost for government staff including salary and facilities
3. Operational expenses such as the supply of electricity, gas and water, sewage system, furniture necessary for project offices
4. Other facilities mutually agreed upon as necessary

ANNEX VI

JOINT COORDINATING COMMITTEE

1. Functions

The Joint Coordinating Committee will meet once a year and whenever necessary arises, and work :

- (1) To formulate and approve the annual work plan for the Project under the frame work of the R/D.
- (2) To evaluate the overall progress of the technical cooperation program as well as the achievements of the above-mentioned annual work plan.
- (3) To review and exchange opinions on major issues that arise during the implementation of the Project.

2. Composition

(1) Chairman : Secretary of State for Health, Ministry of Health

(2) Cambodian side :

- a. Secretary of State for Health
- b. Director General for Health
- c. Deputy Director General for Health
- d. Director of Hospital Service Department
- e. Director of National Maternal and Child Health Center
- f. Representative from Department of Budget and Finance
- g. Representative from Department of Human Resources Development
- h. Representative from Department of Planning and Health Information

(Representative from Council for Development of Cambodia may attend the Committee as an observer.)

(3) Japanese side :

- a. Chief advisor
- b. Japanese experts
- c. Other personnel dispatched by JICA, as necessary
- d. Resident Representative of JICA Cambodia Office

(Official(s) of the Embassy of Japan in the Kingdom of Cambodia may attend the Committee as observer(s).)

Note : The Joint Coordinating Committee can invite any relevant person to discuss specific issues.

ANNEX VII

AGREEMENT ON TECHNICAL COOPERATION BETWEEN THE GOVERNMENT
OF JAPAN AND THE ROYAL GOVERNMENT OF CAMBODIA

AGREEMENT ON TECHNICAL COOPERATION
BETWEEN THE GOVERNMENT OF JAPAN AND
THE ROYAL GOVERNMENT OF CAMBODIA

The Government of Japan and the Royal Government of Cambodia,

Desiring to strengthen further the friendly relations existing between the two countries by the promotion of technical cooperation, and

Considering mutual benefits derived from promoting the economic and social development of their respective countries,

Have agreed as follows:

ARTICLE I

The two Governments shall endeavor to promote technical cooperation between the two countries.

ARTICLE II

Separate arrangements which govern specific technical cooperation programs carried out under this Agreement shall be agreed upon between the authorities concerned of the two Governments. The authority concerned of the Government of Japan is the Ministry of Foreign Affairs, and the authority concerned of the Royal Government of Cambodia is the Ministry of Foreign Affairs and International Cooperation.

ARTICLE III

The following forms of technical cooperation will be carried out by the Japan International Cooperation Agency (hereinafter referred to as "JICA") at its own expense in accordance with the laws and regulations in force in Japan as well as with the arrangements referred to in Article II:

- (a) providing technical training to Cambodian nationals;
- (b) dispatching experts (hereinafter referred to as the "Experts") to the Kingdom of Cambodia;

- c) dispatching Japanese volunteers with a wide range of technical skills and abundant experience (hereinafter referred to as the "Senior Volunteers") to the Kingdom of Cambodia;
- (d) dispatching Japanese missions (hereinafter referred to as the "Missions") to the Kingdom of Cambodia to conduct surveys of economic and social development projects of the Kingdom of Cambodia;
- (e) providing the Royal Government of Cambodia with equipment, machinery and materials; and
- (f) providing the Royal Government of Cambodia with other forms of technical cooperation as may be decided upon by mutual consent between the two Governments.

ARTICLE IV

The Royal Government of Cambodia shall ensure that the techniques and knowledge acquired by Cambodian nationals as well as the equipment, machinery and materials provided as a result of the Japanese technical cooperation as set forth in Article III contribute to the economic and social development of the Kingdom of Cambodia, and are not utilized for military purposes.

ARTICLE V

In case JICA dispatches the Experts, the Senior Volunteers and the Missions, the Royal Government of Cambodia shall:

- i. (1) (a) exempt the Experts, the Senior Volunteers and members of the Missions from taxes including income tax, and fiscal charges imposed on or in connection with salaries and any allowances remitted to them from overseas;
- (b) exempt the Experts, the Senior Volunteers, members of the Missions and their families from consular fees, taxes including customs duties and fiscal charges, as well as from the requirements of obtaining import license and certificate of foreign exchange coverage, in respect of the importation of:

- (i) luggage;
 - (ii) personal effects, household effects and consumer goods; and
 - (iii) one motor vehicle per Expert, per family of the Expert, per Senior Volunteer and per family of the Senior Volunteer assigned to stay in the Kingdom of Cambodia;
- (c) exempt the Experts, the Senior Volunteers and their families who do not import any motor vehicle into the Kingdom of Cambodia from taxes including value added tax and fiscal charges in respect of the local purchase of one motor vehicle per Expert, per family of the Expert, per Senior Volunteer and per family of the Senior Volunteer; and
- (d) exempt the Experts, the Senior Volunteers and their families from the registration fee of the motor vehicles mentioned in (b)(iii) and (c);
- (2) (a) provide at its own expense suitable office and other facilities including telephone and facsimile services necessary for the performance of the duties of the Experts, the Senior Volunteers and the Missions as well as to bear the expenses for their operation and maintenance;
- (b) provide at its own expense the local staff (including adequate interpreters, if necessary) as well as Cambodian counterparts to the Experts, the Senior Volunteers and the Missions necessary for the performance of their duties;
- (c) bear expenses of the Experts and the Senior Volunteers whenever local conditions and financial possibilities of authorities concerned of the Royal Government of Cambodia permit for:
- (i) daily transportation to and from their place of work;
 - (ii) their official travels within the Kingdom of Cambodia; and
 - (iii) their official correspondence;

- (d) provide the convenience for acquisition of appropriate housing accommodation for the Experts, the Senior Volunteers and their families; and
 - (e) provide the convenience for receiving medical care and facilities for the Experts, the Senior Volunteers, members of the Missions and their families;
- (3) (a) permit the Experts, the Senior Volunteers, members of the Missions and their families to enter, leave and sojourn in the Kingdom of Cambodia for the duration of their assignment therein, offer them the convenience for procedures of alien registration requirements, and exempt them from consular fees;
- (b) issue identification cards to the Experts, the Senior Volunteers and members of the Missions to secure the cooperation of all governmental organizations necessary for the performance of their duties;
- (c) offer the Experts, the Senior Volunteers and their families the convenience for acquisition of car driving license; and
- (d) carry out other measures necessary for the performance of the duties of the Experts, the Senior Volunteers and the Missions.

2. The motor vehicles mentioned in paragraph 1 shall be subject to payment of taxes including customs duties if they are subsequently sold or transferred within the Kingdom of Cambodia to individuals or organizations not entitled to exemption from such taxes or similar privileges.

3. The Royal Government of Cambodia shall accord the Experts, the Senior Volunteers, members of the Missions and their families such privileges, exemptions and benefits as are no less favorable than those accorded to experts, senior volunteers, members of missions and their families of any third country or of any international organization performing a similar mission in the Kingdom of Cambodia.

ARTICLE VI

The Royal Government of Cambodia shall bear claims, if any arises, against the Experts, the Senior Volunteers and members of the Missions resulting from, occurring in the course of, or otherwise connected with, the performance of their duties, except when the two Governments agree that such claims arise from gross negligence or willful misconduct on the part of the Experts, the Senior Volunteers or members of the Missions.

ARTICLE VII

1. (1) In case JICA provides the Royal Government of Cambodia with equipment, machinery and materials, the Royal Government of Cambodia shall exempt such equipment, machinery and materials from consular fees, taxes including customs duties and fiscal charges, as well as from the requirements of obtaining import license and certificate of foreign exchange coverage, in respect of the importation. The equipment, machinery and materials mentioned above shall become the property of the Royal Government of Cambodia upon being delivered c.i.f. at the port of the disembarkation to authorities concerned of the Royal Government of Cambodia.

(2) In case JICA provides the Royal Government of Cambodia with equipment, machinery and materials, the Royal Government of Cambodia shall exempt such equipment, machinery and materials from taxes including value added tax and fiscal charges in respect of the local purchase.

(3) The equipment, machinery and materials mentioned in sub-paragraph (1) and (2) shall be utilized for the purpose specified in the arrangements referred to in Article II of this Agreement unless otherwise agreed upon between the authorities concerned of the two Governments.

(4) The expenses for the transportation within the Kingdom of Cambodia of the equipment, machinery and materials mentioned in sub-paragraph (1) and (2) and the expenses for their replacement, maintenance and repair shall be borne by the Royal Government of Cambodia.

2. (1) The equipment, machinery and materials, prepared by the Government of Japan, necessary for the performance of the duties of the Experts, the Senior Volunteers and members of the Missions shall remain the property of the Government of Japan unless otherwise

agreed upon between the authorities concerned of the two Governments.

(2) The Royal Government of Cambodia shall exempt the Experts, the Senior Volunteers and members of the Missions from consular fees, taxes including customs duties and fiscal charges, as well as from the requirements of obtaining import license and certificate of foreign exchange coverage, in respect of the importation of the equipment, machinery and materials mentioned in sub-paragraph (1).

(3) The Royal Government of Cambodia shall exempt the Experts, the Senior Volunteers and members of the Missions from taxes including value added tax and fiscal charges in respect of the local purchase of the equipment, machinery and materials mentioned in sub-paragraph (1).

ARTICLE VIII

The Royal Government of Cambodia shall maintain close contact, through organizations designated by it, with the Experts, the Senior Volunteers and members of the Missions.

ARTICLE IX

1. The Royal Government of Cambodia shall admit JICA to maintain an overseas office of JICA in the Kingdom of Cambodia (hereinafter referred to as the "Office") and shall accept a resident representative and his/her staff to be dispatched from Japan (hereinafter referred to as the "Representative" and the "Staff" respectively) who perform the duties to be assigned to them by JICA relative to the technical cooperation programs under this Agreement in the Kingdom of Cambodia.

2. The Royal Government of Cambodia shall:

- (1) (a) exempt the Representative, the Staff and their families from taxes including income tax and fiscal charges imposed on or in connection with salaries and any allowances remitted to them from overseas;
- (b) exempt the Representative, the Staff and their families from consular fees, taxes including customs duties and fiscal charges, as well as from the requirement of obtaining import license and certificate of foreign exchange

coverage, in respect of the importation of:

- (i) luggage;
 - (ii) personal effects, household effects and consumer goods; and
 - (iii) one motor vehicle per Representative, per Staff, per family of the Representative and per that of the Staff assigned to stay in the Kingdom of Cambodia;
- (c) exempt the Representative, the Staff and their families who do not import any motor vehicle into the Kingdom of Cambodia from taxes including value added tax and fiscal charges in respect of the local purchase of one motor vehicle per Representative, per Staff, per family of the Representative and per that of the Staff;
- (d) exempt the Representative, the Staff and their families from the registration fee of the motor vehicles mentioned in (b)(iii) and (c);
- (e) permit ~~the~~ Representative, the Staff and their families to enter, leave and sojourn in the Kingdom of Cambodia for the duration of their assignment therein, offer them the convenience for procedures of alien registration requirements, and exempt them from consular fees;
- (f) issue identification cards and special passes to the Representative and the Staff to enter airport/seaport beyond passport control point to receive and send off the Experts, the Senior Volunteers and members of the Missions;
- (g) offer the Representative, the Staff and their families the convenience for acquisition of car driving license; and
- (h) carry out other measures necessary for the performance of the duties of the Representative and the Staff;
- (2) (a) exempt the Office from consular fees, taxes including customs duties and fiscal charges, as well as from the requirements of obtaining import license and certificate of

foreign exchange coverage, in respect of the importation of the equipment, machinery, motor vehicles and materials necessary for activities of the Office;

- (b) exempt the Office from taxes including value added tax and fiscal charges in respect of the local purchase of the equipment, machinery, motor vehicles and materials necessary for the functions of the Office; and
- (c) exempt the Office from taxes including income tax and fiscal charges imposed on or in connection with office expenses remitted from overseas.

3. The motor vehicles mentioned in paragraph 2 shall be subject to payment of taxes including customs duties if they are subsequently sold or transferred within the Kingdom of Cambodia to individuals or organizations not entitled to exemption from such taxes or similar privileges.

4. The Royal Government of Cambodia shall accord the Representative, the Staff and their families as well as the Office such privileges, exemptions and benefits as are no less favorable than those accorded to representatives, staff and their families as well as offices of any third country or of any international organization performing a similar mission in the Kingdom of Cambodia.

ARTICLE X

The Royal Government of Cambodia shall take necessary measures to ensure security of the Experts, the Senior Volunteers, members of the Missions, the Representative, the Staff and their families staying in the Kingdom of Cambodia.

ARTICLE XI

The Government of Japan and the Royal Government of Cambodia shall consult with each other in respect of any matter that may arise from or in connection with this Agreement.

ARTICLE XII

1. The provisions of this Agreement shall also apply, after the entering into force of this Agreement, to the

specific technical cooperation programs which have commenced prior to the entering into force of this Agreement, and to the Experts, the Senior Volunteers, members of the Missions, the Representative, the Staff and their families staying in the Kingdom of Cambodia as well as to the equipment, machinery and materials related to the said programs.

2. The termination of this Agreement shall neither affect the specific technical cooperation programs being carried out until the date of the completion of the said programs, unless otherwise decided upon by mutual consent between the two Governments, nor affect the privileges, exemptions and benefits accorded to the Experts, the Senior Volunteers, members of the Missions, the Representative, the Staff and their families staying in the Kingdom of Cambodia for the performance of their duties in connection with the said programs.

ARTICLE XIII

1. This Agreement shall enter into force on the date of the signature thereof.

2. This Agreement ~~shall~~ remain in force for a period of one year, and ~~shall~~ automatically renewed every year for another period of one year each, unless either Government has given to the other Government at least six months' written advance notice of its intention to terminate the Agreement.

IN WITNESS WHEREOF the undersigned, duly authorized thereto, have signed this Agreement.

DONE in duplicate in English at Phnom Penh on June 17, 2003.

for the Government
of Japan:

川口順子

for the Royal Government
of Cambodia:



3. 實施協議議事錄

MINUTE OF MEETING BETWEEN
JAPAN INTERNATIONAL COOPERATION AGENCY AND
AUTHORITIES CONCERNED OF THE ROYAL GOVERNMENT OF CAMBODIA
ON JAPANESE TECHNICAL COOPERATION FOR
THE PROJECT ON PROMOTION OF MEDICAL EQUIPMENT
MANAGEMENT SYSTEM

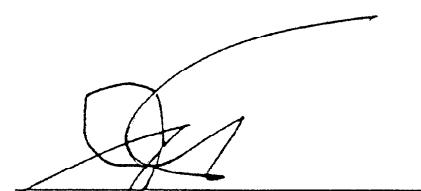
Japan International Cooperation Agency (hereinafter referred to as "JICA") exchanged views and had a series of discussions with the Cambodian authorities on desirable measures to be taken by both Governments for the successful implementation of the Project.

As a result of the discussions, JICA and the Cambodian authorities concerned agreed upon the matters referred to in the document attached hereto. This document is related to the Record of Discussions on the Project on Promotion of Medical Equipment Management System.

Phnom Penh, December 15, 2005



Mr. Juro Chikaraishi
Resident Representative
Japan International Cooperation Agency
Japan



Prof. Eng Huot
Secretary of State for Health
Ministry of Health
Kingdom of Cambodia

THE ATTACHED DOCUMENT

I. PROJET DESIGN MATRIX

The Project Design Matrix (hereinafter referred to as "PDM") was elaborated through discussion by JICA and the Cambodian authorities concerned. Both sides agreed to recognize PDM as the important tool for project management, and the basis of monitoring and evaluation of the Project. The PDM will be utilized by both sides throughout the implementation of the project. The PDM is shown in Annex I.

The PDM will be subject to change within the framework of the Record of Discussion when necessity arises in the course of implementation of the Project by mutual consent

II. PLAN OF OPERATION

The Plan of Operation (hereinafter to as "PO") has been formulated according to the Record of Discussions, on condition that necessary budget will be allocated for the implementation of the Project by both sides. The schedule is subject to change within the scope of the Record of Discussions when necessity arises in the course of implementation of the Project. The PO is shown in Annex II.

III. PROJECT DOCUMENT

Both sides jointly prepared the Project Document for the rationalization of the plan and justification of the project implementation. The Project Document is subject to change within scope of the Record of Discussions when necessity arises in the course of implementation of the project. The Project Document is attached in Annex III.

IV. TARGET HOSPITALS

The national hospitals and the Complementary Package of Activities 3 referral hospitals listed in Annex IV will be the target in this project.



ANNEX I PDM
ANNEX II PO
ANNEX III PROJECT DOCUMENT
ANNEX IV LIST OF MEDICAL EQUIPMENT MANAGERS AND
TECHNICIANS



ANNEX I: Project Design Matrix (PDM)

Title: Promotion of Medical Equipment Management System

Target Area: Whole Cambodia

Target Group: Medical equipment managers and technicians at target NHs, PHDs and CPA3 RHs

Indirect Beneficiary: Patients of NHs and CPA3 RHs

Super Goal: Basic maintenance of medical equipment is conducted at all RHs

Duration: January, 2006–December, 2008
Version: PDM0

Narrative Summary	Objectively Verifiable Indicator	Means of Verification	Important Assumption
[Overall Goal] Basic maintenance of medical equipment is conducted at NHs and CPA3 RHs.	<ul style="list-style-type: none"> * Operable rate of medical equipment is improved for all medical equipment at NHs and CPA3RHs. * Estimated equipment life is fulfilled for all medical equipment at NH and CPA3 RHs. * Number of preventive maintenance are increased while repair cost is decreased, during the estimated equipment life. * Number of minor repair service by maintenance workshops at CPA3RH makes constant increase, while the one of NW decreases. 	<ul style="list-style-type: none"> * Annual activity report of NHs and CPA3RHs * Inventory data at HSD * Accounting book of NH and CPA3RHs * Annual activity report of PHDs, HSD and NW 	<ul style="list-style-type: none"> * Medical equipment maintenance managers and technicians are assigned at OD, CPA1 and CPA2 RHs, and Project activities are extended to them.
[Project Purpose] Basic maintenance and management activities for medical equipment are introduced at target NHs and CPA3 RHs, by following the instruction of MOH and PHDs, and by receiving technical guidance of NW.	<ul style="list-style-type: none"> * Target NHs and CPA3 RHs submit annual activity report on medical equipment management to PHDs and HSD. * Based on the instruction manuals and checklist of medical equipment, periodical check and maintenance are conducted at target NHs and CPA3 RHs. * Maintenance and management plans are prepared and followed at target NH and CPA3 RH. 	<ul style="list-style-type: none"> * Maintenance activity plan of NHs, CPA 3 RHs and PHDs * Reports from NHs, CPA 3 RHs and PHDs 	<ul style="list-style-type: none"> * Refresher training is provided to ex-participants * Training is provided to managers and technicians of other PHDs and CPA3 RHs. * Medical personnel at NHs and CPA3 RHs improve the knowledge on medical equipment usage.

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[Outputs]	For Output 1	* Project report of HSD and NW * Inventory data * Annual report of HSD and NW * Training report (i.e., test results, supervision results, and questionnaire survey results)
	For Output 2 and 3	<p>1. Inventory is completed and regularly updated.</p> <p>2. Monitoring trip by HSD and maintenance service by NW are regularly conducted, and findings are fed back to their activity plans.</p> <p>3. HSD prepares annual work plan by considering available human resources, financial resources, and materials.</p> <p>4. HSD prepares quarterly report of their activities, and analyzes the progress.</p> <p>1. Number of trainees and instructors trained.</p> <p>2. Number and types of training courses.</p> <p>3. Number and types of developed manuals, checklist, curriculum and training handouts.</p> <p>4. Difference in scores of pre-test and post-test conducted in the training course makes constant progress.</p> <p>5. Project team's monitoring results for ex-participants make constant progress.</p>

[Activity]	<p>1-1. Design and introduce the medical equipment inventory.</p> <p>1-2. Enhance knowledge of HSD staff on medical equipment management administration.</p> <p>1-3. Verify and give advices on existing policy guidelines (i.e. policy document, implementation plan & guideline, and basic maintenance) on medical equipment management, based on the experience from project activities, as needs arise.</p> <p>1-4. Provide on-site guidance to medical equipment managers and technicians at target NHs and CPA3 RHs.</p> <p>1-5. Conduct regular monitoring and evaluation on all above activities.</p> <p>1-6. Give advice to MOH and donors for appropriate supply of new medical equipment to hospitals.</p>	<p>Short-term experts 2. PHD, NH and CPA 3 RH</p> <p><Equipment and Materials></p> <p>Basic maintenance tool</p> <p>Necessary equipment for Project Office</p>	<p>1. Counterpart members (HSD and NW)</p> <p><Equipment and Materials></p> <p>1. Training facilities (at NMCHC)</p> <p>2. Project offices (both at MOH and NMCHC)</p>	<p>* Majority of trained medical equipment maintenance managers and technicians continue working for the position.</p> <p>* Main counterpart members remain working for the Project</p> <p>[Pre-Condition]</p> <p>* Appropriate medical equipment managers and technicians are assigned at target NH and CPA 3 RH</p> <p><Training in Japan> <Budget></p> <p>Local cost for government staff including salary and facilities.</p> <p>Water, electricity and gas supply for project offices.</p> <p>2-1. Develop the medical equipment maintenance manuals and checklist to target NHs and CPA3 RHs (i.e. medical equipment inventory, activity record, inspection standard, and reporting).</p> <p>2-2. Conduct needs assessment on medical equipment technicians at target NHs and CPA3 RHs.</p> <p>2-3. Provide technical training of trainers (TOT) for NW staff.</p> <p>2-4. Develop training curriculum (i.e. preventive maintenance, maintenance planning, inventory management, minor repair, and reporting) for medical equipment technicians of target NHs and CPA3 RHs.</p> <p>2-5. Prepare training handout for medical equipment technicians of target NHs and CPA3 RHs.</p> <p>2-6. Provide the technical training for medical equipment technicians at HSD, target NHs and CPA3 RHs.</p> <p>2-7. Evaluate the above (2-6.) technical training.</p> <p>2-8. Conduct follow-up supervision for the ex-trainees at their workplace.</p> <p>2-9. Hold follow-up meetings with medical equipment technicians of target NHs and CPA3 RHs at NW to promote usage of maintenance manuals and checklist</p>
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- 3-1. Provide TOT for HSD staff for medical equipment management training program.
 - 3-2. Develop the medical equipment management manual to PHDs, target NHs and CPA3 RHs (i.e. inventory management, management of technicians, maintenance planning, and reporting protocol).
 - 3-3. Conduct training needs assessment of medical equipment managers at PHDs, target NHs and CPA 3 RHs.
 - 3-4. Develop training curriculum for medical equipment managers of PHDs, target NHs and CPA 3 RHs.
 - 3-5. Provide training for medical equipment managers of PHDs, target NHs and CPA 3 RHs.
 - 3-6. Evaluate the above (3-5.) training.
 - 3-7. Provide follow-up supervision for the ex-trainees at their workplace.
 - 3-8. Hold blusth-up meetings with medical equipment managers and directors of PHDs, target NHs, and CPA3RHs at HSD to promote usage of management manual

Abbreviation: National workshop: NW; Hospital service department: HSD; Provincial Health Department: PHD; Referral Hospital: RH; Training of Trainers: TOT; Ministry of Health: MOH; Operational District: OD; Complementary Package of Activities: CPA

ANNEX II: Plan of Operation (PO)

Activities	2006												2007												Implementer's in charge	Expert Note	
	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12			
1. Administration of HSD & CPA3 Medical Equipment Management for Target NHs and CPA3 RHs with Technical Strengths																											
1-1. Design and introduce the medical equipment inventory.																										HSD	C&S1
1-2. Enhance knowledge of HSD staff on medical equipment management administration																										HSD	C
1-3. Verify and give advices on existing policy guidelines on medical equipment management, based on the experience from project activities, as needs arise.																										HSD	C
1-4. Provide on-site guidance to medical equipment managers and technicians at target NHs and CPA3 RHs.																										HSD	C&S2,4
1-5. Conduct regular monitoring and evaluation on all above activities																										HSD	C
1-6. Give advice to MOH and donors for appropriate supply of new medical equipment to hospitals.																										HSD	C
1-7. Hold Joint Coordination Committee (JCC)																										MOH	C
2. Technical Skills of Medical Equipment Maintenance for Target NHs and CPA3 RHs																											
2-1. Develop the medical equipment maintenance manuals and checklist to target NHs and CPA3 RHs (i.e. medical equipment inventory, activity record, inspection standard, and reporting).																										NW&HSD	S1,2
2-2. Conduct needs assessment on medical equipment technicians at target NHs and CPA3 RHs.																										NW&HSD	S1
2-3. Provide technical training of trainers (TOT) for NW staff																										NW	S1,2

2-4	Develop training curriculum (i.e. preventive maintenance, maintenance planning, inventory management, minor repair, and reporting) for medical equipment technicians of target NHs and CPA3 RHs.	NW& HSD	S1, 2, 4	
2-5	Prepare training handout for medical equipment technicians of target NHs and CPA3 RHs.	NW& HSD	S1,2,4	40day s/each h
2-6	Provide the technical training for medical equipment technicians at HSD, target NHs and CPA3 RHs.	NW& HSD	S2,4	
2-7	Evaluate the above (2-6.) technical training.	NW& HSD	S2,4	
2-8	Conduct follow-up supervision for the ex-trainees at their workplace.	NW& HSD	S2,4	
2-9	Hold blush-up meetings with medical equipment technicians of target NHs and CPA3 RHs at NW to promote usage of maintenance manuals and checklist.	NW& HSD	S4	
3. Management skills for medical equipment managers at target NHs and CPA3 RHs				
3-1	Provide TOT for HSD staff for medical equipment management training program.	HSD	S3	
3-2	Develop the medical equipment management manual to PHDs, target NHs and CPA3 RHs (i.e. inventory management, management of technicians, maintenance planning, and reporting protocol).	HSD	S3	
3-3	Conduct training needs assessment of medical equipment managers at PHD, NH and CPA 3 RH	HSD	S1	
3-4	Develop training curriculum for medical equipment managers of PHDs, target NHs and CPA 3 RHs.	HSD	S3	



C: Chief Advisor, S1: Maintenance of medical equipment, S2: Training planning, S3: Management system, S4: Evaluation and monitoring

BR