ANNUAL REPORT FOR YEAR 2009

INFORMATICS DEPARTMENT

Informatics Department worked successfully in year 2009, since most of expected

duties performed well at due times e.g. Collection of statistics, Collation of statistics,

Processing of Statistics and Presentation of it. We have many achievements most of

it which were painting good image of the institution. We are now recognized as the

institution and of accurate statistics.

SCHEDULED SUBMISSION DATES

Submission dates which were scheduled by the District were mostly meet and

verification were successful and correct which means we are trying our level best.

ACHIEVEMENTS OF THE DEPARTMENT

In 2008 when I came I was struggling to make this department kick start since there

was no baseline and resources. E.g. Office, Computer, Printer etc

I tried to borrow computer from other section up until I got Printer and

accommodated temporally in programmes office.

The facility in the year 2009 manage to get Satellite Dish from Sky edge since the

Modem which was supporting MDR Laptop was not working. Now the network is

working perfect.

OFFICE SPACE

I also foresee that since I do not have Informatics office, I then communicated the facility manager & Facility Manager decided to decentralize ward clerk back to duty rooms. Now we have this informatics office.

From August 2009 up to date I also assumed duties of Superuser since then the Technician is less visible at Thulasizwe Hospital. FIO deals with minor applications.

RECOMMENDATION FROM AREA GENERAL MANAGER

The most achievement of the Department was the publication of Information Bulletin which caught the eyes of the Area General Manager and writes the recommendation letter to the team.

NETWORK POINTS

Informatics department also fought to have network points installed at the park home which is our management offices. Previously they were no network points and then C.E.O was using USB Modem. It was easily get damages because of lightning. So then I enquire from head office about getting network points installed .The Head office responded by giving us two network companies who came to make

quotations. The final decision was made and we are still waiting for the progress of this project.

COMPUTER TRAINING

The facility was not discontinuing to attend Computer training because of some circumstances but now they are attending Training at Benedictine Hospital. Apparently 4 candidates have trained on Computer skills and 9 candidates has received confirmation dates.

HUMAN RESOURCE

There is only one Data capturer intern (N.X Ndlovu) newly employed personnel under Outreach Department.

ORGANOGRAM FOR INFORMATICS DEPARTMENT
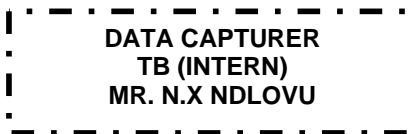
ACTING FIO
Mr.N.E Zulu

DATA CAPTURER
VCT
Ms T.P Mthimkhulu

DATA CAPTURER
MDR
Miss M.P Mbatha

Ms. M.P Mbatha & N.X   Ndlovu busy capturing on EDR

DATA CAPTURER
TB (INTERN)
MR. N.X NDLOVU

ACHIEVEMENT

- 6 Computers accessible to Network.

- 2 Computers were decentralized to wards and 1 of them was not previously working.

- Satellite Dish and Router from WamTech.

- Make sure that 5 printers which were previously not fully utilized are installed.

- Fax to E-Mail number which is mostly used when faxes are not working.

- Network printing to other departments e.g. Siyaqina will be networked with Female ward.

- The Facility receives and sends e-mails & correspondence early and fast.

CHALLENGES

- To have adequate resources e.g. Data Projector for Presentations and scanner.

- To have enough notice boards for statistics display.

- To have curtains for equipment protection from the sun.

- No enough equipment from stores e.g. Filling Cabinet.

- Shortage of store room e.g. To store old computers and other office equipment.

- **No FIO post on staff establishment**.

Compiled By: N.E Zulu

Designation: Data Capturer/Acting FIO/Superuser

Approved by: P.D Buthelezi-C.E.O