



**SOKOINE UNIVERSITY OF AGRICULTURE**

**SOKOINE UNIVERSITY OF AGRICULTURE  
HEALTH POLICY (SUAHEP)**

Approved by University Council on 27<sup>th</sup> June 2013

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## **EXECUTIVE SUMMARY**

Sokoine University of Agriculture (SUA)'s vision is "to become a centre of excellence in agriculture and allied sciences", the mission being to "Promote development through training, research, and delivery of services". To achieve its vision and mission the University has a Corporate Strategic Plan (CSP) 2011-2020. The key element in the University's high performance is a healthy staff, therefore the improvement of health services to staff, students and surrounding community is a core function of SUA.

SUA Health Policy developed since 2006, spearheaded the improvement of health delivery services in terms of hospital facilities, diagnostic and curative equipment and human resource. In view of the increasing demand for health services for the growing student, staff and surrounding community population, the rising medical care costs, and the transformations that have occurred at national level in the administration of health care delivery and sharing of medical costs (National Health Policy 2003), a second edition of SUA Health Policy has been developed with the purpose of taking care of those developments.

The goal of the revised SUAHEP is have a healthy SUA community. The broad objective of the Policy is to provide quality health services to SUA staff and students, and surrounding communities by having good, furnished health delivery infrastructure, equipment and medicines, competent human resource, clean environment, society knowledgeable on health and adequate finances for health care services.

The specific objectives are to provide;-

1. sustainable improved health services;
2. adequate infrastructure; buildings, equipment, human resource and good working environment for health care delivery staff;
3. adequate and reasonable guidelines regarding pharmaceutical services at and outside SUA, and emergency services and referral hospital procedures;
4. surgical and specialized medical services at SUA Hospitals;
5. preventive services to diseases;
6. education to people to effectively control fatal diseases, such HIV/AIDS and tuberculosis;
7. efficient public health maintenance on SUA campuses;
8. minimize health hazards and diseases due to poor hygiene of the environment (places of work, study and residence); air, water and soil pollution, human or other animal noises, bicycles, motorcycles and motor vehicle movements, noises and speeds;

9. reduce morbidity and mortality of diseases to increase life expectancy of SUA community through provision of quality and adequate health services; and
10. information, education and communication (IEC) to SUA community about communicable and non-communicable diseases, HIV/AIDS and care for the infected and affected persons.

The Policy (SUAHEP) has four Sections;-

1. Introduction; highlighting the background of SUA establishment, demand for Health Policy, Provision of health care; Health Delivery Units (HDU), Common diseases, Preventive, Curative and Other health services provided;
2. Policy justification, vision, mission and objectives of the revised Policy;
3. Policy Focus areas, Policy Statements and Implementation Strategies;
4. Monitoring and evaluation of implementation of the Policy; Gives the administrative plan of implementation, measurable out puts based on objectives and means of attaining each planned results, the set up of SUA Health Committee and Sub-Committees, and inception of the Policy.

Overall the Policy is geared towards implementing the National Health Policy, with key strategies to sustain healthy SUA community and environment. The General Policy is that it is the obligation of SUA to provide health care and delivery services infrastructure, equipment and human resource. The finances for maintenance of these facilities shall be from core SUA funds, and/or upon agreement with its members, from SUA Community Health Fund (SUACHF).

Medical services to individuals offered by SUA shall be at Grade II level and above (based on Government definitions medical care grades), effected via cost sharing through cash or personal health care arrangements in Health Insurance Fund Schemes; SUACHF, National Health Insurance Fund (NHIF) and other Health Insurance Schemes. SUA shall define the grades of health provision level based on medical personnel attending, diagnostics and medicines.

Financial resources for public health services shall be obtained from the proposed utility fee from staff and students. The areas covered by the Policy are;

- a) Health Delivery Units, infrastructure, equipment and human resource development;
- b) Financing of health care services;
- c) Accessibility to SUA health services;
- d) Basic community health liability;
- e) Preventive health services;
- f) Public health and sanitation of environment;
- g) Places for catering services;
- h) Keeping livestock and pets on SUA campuses;
- i) Occupational safety and health; and
- j) Disease prevalence surveillance.

## ABBREVIATIONS/ACRONYMS

AIDS	Acquired Immunodeficiency syndrome
CHF	Community Health Fund
HIV/AIDS	Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome
HSD	Health Services Department
HDU	Health Delivery Units
IEC	Information, Education and Communication
KCMC	Kilimanjaro Christian Medical Centre
MTUHA	<i>Mpango wa Taifa wa Utunzaji Kumbukumbu za Huduma za Afya</i>
MUCCoBS	Moshi University College of Cooperative and Business Studies
MSD	Medical Stores Department
NCD	Non Communicable Diseases
NHIF	National Health Insurance Fund
OSHA	Occupational Safety Health Agency
PHU	Public Health Unit
PITC	Provider's Initiated Test and Counselling
PLWHA	People living with HIV/AIDS
PMTCT	Prevention of Mother to Child Transmission
PoM	Prescription only Medicines
RMO	Resident Medical Officer
SCSP	Sokoine University of Agriculture Corporate Strategic Plan
SMC	Solomon Mahlangu Campus
STC	Sexually transmitted conditions
STD	Sexually transmitted diseases
STI	Sexually Transmitted Infections
SUA	Sokoine University of Agriculture
SUAHEP	Sokoine University of Agriculture Health Policy
SUATAC	SUA Technical AIDS Committee
SWOTC	Strengths, Weaknesses, Opportunities, Threats and Challenges
VCT	Voluntary Counselling and Testing against HIV/AIDS
WHO	World Health Organization

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# 1. INTRODUCTION

## 1.1. Background information

Sokoine University of Agriculture (SUA) was established on 1<sup>st</sup> July, 1984 by the University of Agriculture Act No. 6, 1984. In 2007 the University was granted its own Charter under the Universities Act No. 7, 2005. SUA has Main Campus and Solomon Mahlangu Campus (SMC) in Morogoro, Olmotonyi Campus in Arusha and Mazumbai Campus in Lushoto and a Constituent College, Moshi University College of Cooperative and Business Studies (MUCCoBS). As spelt out in SUA's Corporate Strategic Plan (CSP) 2011-2020, SUA's vision is; *to be a centre of excellence in agriculture and allied sciences*. The mission is; *to promote development through training, research, and delivery of services*.

## 1.2. Requisite for having Health Policy

Sokoine University of Agriculture campuses comprise students, employees and their families, and surrounding communities, and this large collection of people requires basic right of health and medical care. This community is growing because of increasing human population, and the subsequent requirement for university education. Concomitant with raising general and economic development, health and nutritional education, the growing SUA population demands not just basic health services, but good quality health care. The demand for health and medical care delivery services to be offered to staff and students by SUA are increasing in both quantity and quality.

At national level, health care to public employees and students have transformed from free services and medicines to that of cost sharing, because of unsustainability financially of the former system. Consequently many health insurances funds and schemes have been established. One of the outputs of SUA's Corporate Strategic Plan (SCSP) is to improve SUA health services. To provide for continuous improvement of health of SUA communities and the neighbourhoods it is necessary to have a Health Policy, consistent with the National Health Policy, but recognizing the special valuable needs of its members.

SUA Health Policy has enabled the establishment of Sokoine University of Agriculture Community Health Fund, which has improved health delivery services at the University; increase in hospital space, medical facilities, diagnostic and curative equipment, human resource, provision of medicines, preventive, curative and public health services, health education, cleanliness in food serving places, provision of health safety gears in utility rooms, sanitation

in offices, classrooms, laboratories, workshops and other buildings, and the outside surrounding environment.

### **1.3. Health Care Facilities and Services at SUA**

#### 1.3.1. Definition of Health and SUA's Mandate to its Community

According to World Health Organization (WHO), health is defined as a state of complete physical, mental, and social well-being and not merely the absence of disease or infirmity. Radiant health is a fundamental right of all people. SUA has mandate to offer the best of health to its employees and their families and students, by providing essential health services, and education and communication (IEC).

Based on this broad definition of health, SUA's Health Policy coverage include **Medical care** (attending sick individuals), **Special needs** facilities (people with disabilities) and **Public health care**; **Water supply** (Water source, treatment, pumping and distribution), **Buildings and installations** (offices, laboratories, classrooms, halls, workshops, students hostels, cafeterias, staff houses, primary and secondary schools, public toilets and other utilities and machine houses, and all their waste disposal systems), **Liquid waste disposal** drainage systems (Waste chambers and channels), **Solid waste disposal** and processing systems (Biological, glass, wood, paper, plastic, metal and others - collection and transportation), **Outside environment** (gardens, trees, grass, roads, pathways, pavements, sports and games grounds, vehicle parking areas and others) and **Mobile machines** and motor vehicles (Private and public machines, cars, trucks, tractors, motor cycles, bicycles and others - movement and noise control), **Safety and security** at places of work within and outside SUA campuses and **Community social services** for physical, mental, and social well-being to prevent diseases (In door games, University news and magazines, assisted increase in wages, efficient services, friendly atmosphere, colleague-ate and other actions to enhance health).

Aspiring to achieve community health and accomplish its vision and mission, SUA Health Policy 2006 through SUACHF, strengthened health service delivery, improved quality, coverage, efficiency and equity in provision.

#### 1.3.2. Health Delivery Units at SUA

SUA health delivery units (HDUs) offer curative and preventive services to University staff, their dependants and students, and surrounding communities in accordance with SUACHF. Students contribute prescribed sums, while communities around campuses pay for the services. HDUs include Solomon

Mahlangu Campus Hospital, Main Campus Health Centre, Moshi University College of Cooperative and Business Studies (MUCCoBS) Dispensary and Olmotonyi Campus First Aid Unit.

The number of beneficiaries of SUA health services at Main Campus Health Centre and SMC-Mazimbu Hospital in 2012 was 8428 (1200 SUA employees and 7228 students). In addition, the number of employees' children and dependants is estimated at 1000. Substantial numbers of people from neighbouring communities also get SUA's health services. Main Campus Health Centre has 23 medical staff, and a patient admission capacity of 9 beds.

SMC-Mazimbu Hospital facility has maternity wards and surgery theatres, patient admission capacity of 12 beds, and 36 employees, including 17 medical staff. Olmotonyi Campus First Aid Unit serves 400 persons, handling minor illnesses and accidents related to lumbering activities in the University Forest. Mazumbai campus has 24 employees, but does not have its own health delivery unit. MUCCoBS has dispensaries at Moshi and Shinyanga campuses. Moshi campus has four beds for resting, but potential beneficiaries are estimated at 500 people. MUCCoBS health services are contracted to the Mawenzi Regional Hospital, Kilimanjaro Christian Medical Centre (KCMC) under the National Health Insurance Fund (NHIF). MUCCoBS is being elevated to a full fledged University.

### 1.3.3. Diseases Occurring

Communicable diseases frequently observed to affect members of SUA community at Morogoro are those transmissible from human to human, or animals to humans (zoonoses) directly (upper and lower respiratory tract infections, HIV/AIDS and tuberculosis), or indirectly through insect vectors (Malaria), inanimate vectors, such as water, air and food (typhoid and diarrhoeal conditions). Unhygienic environment for food, unsafe water supply and poor sewerage system in the community also are sources of communicable diseases; e.g. cholera and diarrheal diseases, enhanced by unhealthy eating and drinking habits. Olmotonyi-Arusha, Mazumbai-Lushoto and MUCCoBS – Kilimanjaro SUA members suffer from respiratory diseases especially during cold seasons, although other diseases above are also prevalent. There are, however, many infectious and non infectious diseases that occur throughout Tanzania, which may affect SUA members when they travel to other places.

Non communicable diseases (NCD); cardiovascular diseases such as hypertension, chronic renal diseases, cancer, diabetes, allergies and asthma also affect members of SUA community because of its demographic characteristics. Sporadic addictive (neurotic) conditions following abuse of substance (narcotics, alcohol and tobacco) affect a few individuals among students and the Tanzanian

youths. Cases of senile *dementia* (Alzheimer's disease) have also been observed among the elderly dependants of SUA employees. There are also emerging flu, measles, chicken pox, red eye and diarrheic diseases.

#### 1.3.4. Preventive Services

##### 1.3.4.1. Environmental Public Health Care

Environmental public health is important in prevention of diseases, indicator of Society's economic and social development. It includes environmental cleanliness, supply of clean and safe water, monitoring of food safety and quality, and maintenance of sound sewerage system. SUA maintains environmental public health care standards; clean water supply, liquid and solid waste disposal and sanitation. Sanitation of the environment and physical structures is done periodically to kill pests; rats, cockroaches, mosquitoes, ticks and other disease vector flies.

##### 1.3.4.2. HIV/AIDS Prevention, Care and Treatment

The technical AIDS committee (SUATAC) of the University leads efforts in HIV/AIDS prevention at SUA through health education, counselling and distribution of condoms in public rest rooms. HDUs treat sexually transmitted infections (STIs) or diseases (STDs) or conditions (STCs), such as gonorrhoea, lymphogranuloma and syphilis, and perform blood safety screening against HIV, hepatitis and syphilis; provide voluntary counselling and testing (VCT), Provider's initiated test and counselling (PITC) and prevention of mother to child transmission (PMCTC), treat opportunistic infections and provide supportive care to people living with HIV/AIDS (PLWHA).

##### 1.3.4.3. Reproductive and child health

SUA provides reproductive and child health care services, as directed by the Ministry of Health and Social Welfare in order to reduce diseases in pregnant women and under five years children. Services offered are growth monitoring, ante natal care, family planning and immunization against measles, whooping cough, polio, tuberculosis, diphtheria, tetanus, and hepatitis B. SUA maintains cold chain, uninterrupted supply of vaccines and vaccination equipment. Prevalent diseases affecting middle age and menopause women include fibroids, where surgical and medical care services are provided.

#### 1.3.5. Curative Services

SUA Health Centre and Mazimbu Hospital at SMC provide service to SUA staff and students, utilizing their membership to SUACHF. Students who are not SUACHF members and surrounding community receive health services by cost sharing. SUA Health Centre and Mazimbu Hospital are equipped with modern diagnostic facilities, serving for geriatric, pediatric, infectious, non-infectious,

cardiovascular, diabetic, hepatic and kidney diseases and surgical operations, and screening for cervical and breast cancers. Staff and students at Olmotonyi receive care for minor injuries/ illness from stationed nurses and referred to Selian Hospital for major injuries or illnesses.

#### 1.3.6. General Health Services Provided by SUA

Services provided by SUA HDUs include; Pre-placement medical examination for students and new employees, Health check up and screening, Outpatients consultations, Admission of patients, Laboratory diagnosis, Major and minor surgeries, Maternity and child health care, Family planning and child health education and counselling, Immunizations, Tuberculosis and leprosy surveillance and treatment, TB/HIV/AIDS, STI/STD/STC education, prevention and intervention, STI/STDs screening and treatment, Treatment of people living with HIV/AIDS, Environmental inspection and cleaning, Dental services, Mental health care, Eye and skin disease care and treatment, and Ambulance services and Health education.

## **2. POLICY JUSTIFICATION, VISION AND OBJECTIVES**

### **2.1. Justification**

The first SUA Health Policy led to successes in funding of health care services by establishing an endowment fund, SUACHF, where staff and students contribute, training of medical personnel, recruitment of medical doctors and other health staff, procurement of modern medical equipment; general imaging unit (Echocardiography and Ultrasonography), anaesthesia machine, Electro-Cardio-Graph (ECG) and mobile blood pressure monitors. The fundamental requirement for sustaining improved health services to staff, students and surrounding communities, is constant policy revision to focus it in more impact areas.

Above all the Health Policy is to abide by the National Health Policy, which is aimed at developing sustainable means of improving health care for all people. The rising costs of medicines have rendered the system of free medical services for all people, unsustainable. The only mechanism of guaranteeing efficient health care services provision is through group insurance financing, in which individuals share costs. This revised Health Policy complies with the National Health Policy (2003). In addition to national guidelines, there are emerging needs at SUA that require Health Policy revision in order to be achieved, these are the:-

- a) increasing demand for better medical/health services by all University staff, students and other people as well in neighbouring areas in terms of adequacy, scope and disease coverage;
- b) increasing number of students and staff at SUA campuses and the surrounding community, requiring efficient and better services;
- c) growing population in Morogoro Municipality that require efficient, better and or specialized services and can afford them;
- d) increasing number of patients who require surgical operations and specialized services in Morogoro; and
- e) Public health needs to prevent diseases.

### **2.2. Vision, Mission and Objectives of SUA Health Policy**

Sokoine University of Agriculture is a centre of teaching and learning as well as research and provision of services. The health services offered are purposely planned to improve from basic to advanced level. The vision, mission and objectives of the Policy are presented here under.

### 2.2.1. Vision of SUAHEP

The Vision of SUAHEP is to have healthy staff, students and surrounding population and the environment.

### 2.2.2. Mission of SUAHEP

SUAHEP's mission is to attain high quality health level at SUA campuses by development of SUA's health care infrastructure and equipment, human resource capacity, clean environment, health education provision and adequate finances.

### 2.2.3. Objectives of SUAHEP

#### 2.2.3.1. General objective

The broad objective of the Policy is to provide quality health services to SUA staff and students, and surrounding communities by having good, furnished health delivery infrastructure, competent human resource, clean environment, society knowledgeable on health and adequate funds for health care services.

#### 2.2.3.2. Specific objectives

Under the broad objective are specific objectives, which are to provide;-

1. sustainable improved health services;
2. adequate infrastructure; buildings, equipment, human resource and good working environment for health care delivery staff;
3. adequate and reasonable guidelines regarding pharmaceutical services at and outside SUA, and emergency services and referral hospital procedures;
4. surgical and specialized medical services at SUA Hospitals;
5. preventive services to diseases;
6. education to people to effectively control fatal diseases, such HIV/AIDS and tuberculosis; and
7. efficient public health maintenance on SUA campuses;
8. minimize health hazards and diseases due to poor hygiene of the environment (places of work, study and residence, and air, water, soil pollution);
9. reduce morbidity and mortality of diseases to increase life expectancy of SUA community through provision of quality and adequate health services; and
10. information, education and communication (IEC) to SUA community about communicable and non-communicable diseases, HIV/AIDS and care for the infected and affected persons.

### **3.0 FOCUS AREAS, POLICY STATEMENTS AND IMPLEMENTATION STRATEGIES**

This Policy contains important focus areas which are key to provision and improvement of medical care and health services to staff, students and neighbouring communities. The Policy covers eleven Focus areas and Policy Statements, each with several implementation strategies. Each implementation strategy is designed to lead to an achievable output, forming milestones for monitoring and evaluation.

#### **3.1. Health Delivery Units, Infrastructure, Equipment and Human Resource Development**

##### 3.1.1. Background

Medical and Public health care services are dependent on availability of competent human resource, hospital infrastructure, and diagnostic and curative equipment. Health delivery units need frequent rehabilitation/refurbishment and furnishing with equipment, drugs and staff.

##### 3.1.2. Policy statements

3.1.2.1. The health centres on the campuses will satisfy all basic requirements stipulated by the Ministry of Health, the main adviser of health standards.

3.1.2.2. The provision of hospital infrastructural facilities, diagnostic and curative equipment, running and refurbishment costs, and human resource will be the mandate of Sokoine University of Agriculture.

3.1.2.3. The provision of certain infrastructure and equipment may, upon agreement with members be financed by SUACHF.

##### 3.1.3. Implementation Strategies

- i) SUA will make inventories of medical and health care delivery facilities and human resource that are necessary to keep pace with growing needs and make a development plan/programme to acquire them;
- ii) SUA will provide the necessary requirements demanded for Medical care and needs for disabled people, and Public Health; water, buildings, liquid and solid waste disposal and processing, outside environment, mobile machines and motor vehicles, safety and security at places of work and community social services;
- iii) The infrastructure, equipment and staffing of the dispensing units will correspond to the size of potential beneficiaries in terms of space and capacity;
- iv) Staff serving these units will be adequately trained and serve according to the medical ethics requirements;

- v) There will be a clear staff development programme and efforts will be made by SUA to secure financial support for the advancement of these employees;
- vi) Highly qualified staff (physicians, surgeons gynaecologists and paediatricians) will be employed;
- vii) SUA will establish the plans and procedures for acquiring funds for HDU's infrastructural development; and
- viii) SUACHF members will prepare the guidelines and regulations governing the use of their funds in construction of hospitals and procurement of equipment in accordance with National Health Policy.

## **3.2. Financing of Health Care Services at SUA**

### **3.2.1. Background**

The National Health Policy of Tanzania introduced cost sharing in health services for the purpose of sustaining health care for Tanzanians. This led to establishment of National Health Insurance Fund (NHIF) and Community Health Funds. At SUA, SUACHF was established through contributions by employees and students.

### **3.2.2. Policy statements**

- 3.2.2.1. SUA will provide medical and health care services at Grade II level and above via cost sharing.
- 3.2.2.2. SUA employees will be free to subscribe to any of the National or Other Health Insurance Schemes (SUACHF, NHIF and others) to enable them to access health care services at SUA.
- 3.2.2.3. SUA employee who opt to join SUACHF will contribute 2% of monthly gross salary. SUA will provide matching funds equivalent to 3% of employee salary, as resources may allow.
- 3.2.2.4. Students who opt to join SUACHF shall contribute annually the rate which shall be determined by University on the recommendation by SUACHF Management Committee.
- 3.2.2.5. The benefits offered by SUACHF will be agreed upon by the members themselves.
- 3.2.2.6. Employees and students who opt to exit SUACHF will not be refunded any contributions they made during their membership to SUACHF.

### **3.2.3. Strategies**

- i) SUA will facilitate the improvement and sustainability of SUACHF;

- ii) SUA shall define the grades of health provision level based on medical personnel attending, diagnostics and medicines, referring to those used by the Ministry of Health.
- iii) SUA will develop guidelines on Grade II and above health services and the modalities of SUA HDUs offering services to SUA members and others who are covered by Health Insurance Schemes other than SUACHF, or not covered by any Fund;
- iv) SUACHF management will provide all guidelines regarding disease coverage, Fund administration, benefits, membership, pharmaceutical drugs and other supplies, reimbursement of costs incurred by members to purchase drugs, investment of SUACHF finances and other areas.

### **3.3. Accessibility to SUA Health Services**

#### **3.3.1. Background**

In accordance with Standing Orders (2009) SUA is obliged to provide its employees and dependants with health services. However, there are limitations defining entitlement/eligibility to this provision. Currently SUA employees, their dependants and some students are members of SUACHF and receive health care services in accordance with the guidelines and regulations of the Fund.

#### **3.3.2. Policy statements**

- 3.3.2.1. SUA will provide all students (Tanzanian citizens and foreign) and employees (Tanzanian citizens and foreign) who are SUACHF members and their dependants with health care services at Grade II level and above in accordance with SUACHF regulations.
- 3.3.2.2. The number of employee's dependants will be limited to 6 (six) per SUACHF member, and will include spouses, children, parents or other dependants chosen by the employee.
- 3.3.2.3. SUA employees who are not SUACHF members will be provided with health services upon presentation of Health insurance coverage by NHIF or other Fund, or on individual payment basis. SUA will enter into contract with NIHF and other health insurance schemes for medical care at grade II level and above.
- 3.3.2.4. SUA employees on contractual/temporary terms will be provided with SUA health services as long as they are members of SUACHF, NHIF or other Fund, or on individual payment basis.
- 3.3.2.5. SUACHF members who retire from University employment will continue to receive medical services from SUA Health services delivery units under full cover and terms of SUACHF;

- 3.3.2.6. To continue to receive health services, retired SUACHF members shall be required to contribute for a minimum of five years continuously prior to retirement;
- 3.3.2.7. Confidentiality of health status of an individual is an ethical matter, must be protected by the health delivery system, and may only be disclosed to health professionals for treatment or legal purposes.
- 3.3.2.8. SUA medical services ethics will keep medical history of its beneficiaries, and sensitive data will be "classified matter" and managed only by the dully-authorized officer;
- 3.3.2.9. SUA Health delivery units will, in addition to providing services for SUACHF members and those of other Health Insurance Scheme, offer services to any other person on payment basis, the rate of which will be determined by the University on recommendation by the University Health Committee.

### 3.3.3. Strategies

- i) SUACHF members shall decide themselves on how the CHF will be managed guided by National Policies on Community Health Funds;
- ii) SUACHF members shall prepare their own guidelines and regulations regarding medical coverage, benefits, dependants and geographical coverage of the Fund;
- iii) Sensitive data on health status of individuals will be classified matter, may be accessed to only by Resident Medical Officer or other authorized person;
- iv) In the event of matters of jurisprudence, medical records may be disclosed only upon presentation of valid credentials by the mandated person/officer to the Vice Chancellor;
- v) Medical data will be kept for as long as an individual is active (employee/student) at SUA and up to 5 (five years) after the activity of such an individual has effectively ceased at SUA;
- vi) There will be established an archive for records up to 5 years beyond the cessation of studies or employment at SUA by an individual;
- vii) SUA will establish a Health Research Ethics Committee;
- viii) The SUA Health Research Ethics Committee will be the legal advisory organ regarding all health records of individuals when legal matters arise.

## **3.4. Basic Community Health Services Liability**

### 3.4.1. Background

Sokoine University of Agriculture provides various health gears in rest rooms and other places. In addition to utility services it handles accidents and emergencies when they occur, where a person must be taken from one point to a

health facility, or between health facilities in a critical state, before his/her Health insurance scheme begins to be utilized. Such situations are common, and are attended appropriately, including care of property and transportation of remains in case of death.

### 3.4.2. Policy statements

3.4.2.1. SUA will introduce a monthly contribution from all of its employees at a rate not exceeding 0.1% of gross salary. This contribution shall be utilized in emergency situations and accidents; such as emergency transportation of a SUA member, irrespective of his/her Health Insurance Fund, and for provision of basic community health services in rest rooms.

3.4.2.2. For staff members of SUACHF the basic community health service contribution shall be within the 2% paid, no additional payment shall be charged. SUA staff and students who are not SUACHF members will contribute the 0.1% basic community health services fund.

3.4.2.3. Students who are not members of SUACHF shall also contribute annually to basic community health services, the rate of which shall be determined by the University on recommendation by the Health Committee, which will be formed by the University.

### 3.4.3. Strategies

- i) There will be fully equipped ambulance services at SUA main campus and SMC Mazimbu, and at other campuses as need arises;
- ii) The ambulance will always be in a functional state and may not be used for purposes other than emergency services;
- iii) Emergency services will be provided 24 hours per day;
- iv) At any service shift there will be a clinician/nurse/technician able to handle emergency situations;
- v) Ambulatory services will be part and parcel of the individuals' SUACHF coverage, and for those in other Health Funds, the basic health services contribution shall apply up to the point where the relevant Health Fund starts to work;
- vi) SUA shall make the modalities of collecting and custody of the utility contribution.

## **3.5. Preventive Services**

### 3.5.1. Background

Diseases can be mitigated by early interventions to deny their entry. Majority of communicable diseases can be prevented through sound environmental management and/or immunization. Non communicable diseases are also avoidable by providing education on their causes and ways of their prevention.

### 3.5.2. Policy statement

3.5.2.1. Since certain diseases can be prevented or alleviated through systematic health interventions, SUA shall institute disease prevention measures through environment management and vaccinations against infectious diseases.

3.5.2.2. SUA Health Services Departments shall provide counselling services to employees and students on various diseases including HIV/AIDS

3.5.2.3. SUA shall provide diagnostic services of various diseases and on the requests of individual members check for cancers such cervical, mammary and prostate glands and other neoplastic diseases.

### 3.5.3. Strategies

- i) HSD will provide IEC on diseases that are preventable by avoidance of infection through sound environmental management or by immunization;
- ii) Children of SUA employees and students will be integrated in the National Immunization Programs;
- iii) Education on disease prevention, including good nutrition will be imparted by HSD to staff and students, and will be especially emphasized in the maternal and child health clinics;
- iv) Awareness on avoidable health hazards, such as poor sanitation or substance abuse will be provided through the SUA's Counselling office in collaboration with the HSD;
- v) Nursery, Primary and Secondary schools on campuses will be included in IEC in disease prevention;
- vi) Healthy eating and drinking habits will be advocated primarily through health education and behavioural change;
- vii) Sports (physical education) department will be strengthened in facilities and human resource capacity;
- viii) Sports and games shall be practically emphasized to reduce the prevalence of metabolic diseases "diseases of civilization" in SUA community members;
- ix) Sports halls and grounds will be well managed and equipped with adequate gears to motivate interested persons to participate in games and sports;

- x) Intramural and extramural sports competitions shall be done for all age groups within the SUA communities and between SUA Community and outsiders;
- xi) Measures against HIV/AIDS will be continued; awareness, prevention, management and socio-economic perspectives, guided by SUA Technical AIDS Committee (SUATAC), alongside National AIDS Control Program (NACP) and Tanzania Commission for AIDS (TACAIDS);
- xii) Periodic medical examination will be emphasized by HSD to SUA community to identify preventable diseases;
- xiii) Students and new employees will have a mandatory pre-placement medical examination performed by duly qualified medical practitioners;
- xiv) SUA Health Services shall acquire facilities for diagnostic services of various diseases including for cervical, mammary and prostate gland cancers and other neoplastic diseases.

### **3.6. Effective Public Health and Sanitation of Environment**

#### 3.6.1. Background information

Effective Public health education and sanitary environment can significantly improve the health of SUA community. These include clean water, buildings, places offering foods, liquid and waste disposal, solid waste disposal, outside environment, machined, motor vehicles, safety and security at places of work, provision of community social services for physical, mental, and social well-being. SUA has no established system of public health standards and regular inspection of public places for sanitation and safety, it requires to have such standards and maintain a surveillance system.

#### 3.6.2 Policy statements

- 3.6.2.1. SUA will maintain its own source of clean water supply and treatment systems, regularly inspect water tanks and distribution pipes and repair damages;
- 3.6.2.2. SUA will establish sanitary standards for all buildings on and out of campus; offices, laboratories, classrooms, halls, workshops, store houses, students hostels, cafeterias, machinery houses, staff houses, primary and secondary schools, animal houses, public toilets and other utilities;
- 3.6.2.3. SUA will regularly inspect and repair all waste disposal systems from its buildings;
- 3.6.2.4. SUA will maintain proper processes and channels of liquid waste disposal;
- 3.6.2.5. SUA will maintain a system of solid wastes from its buildings, workshops and farms, sorted into biological, glass, wood, paper, plastic, metal and

- others for appropriate collection, incineration and transportation to City dumps;
- 3.6.2.6. SUA's outside environment (gardens, trees, grasses, roads, pathways, pavements, sports and games grounds, vehicle parking areas and others will be cared for, margins well maintained and neighbouring communities stopped from dumping garbage in SUA lands;
  - 3.6.2.7. SUA will develop several parking areas for its own and its employees' mobile machines and motor vehicles, other public and private machines, cars, trucks, tractors, motor cycles, bicycles and others to control movements and noises, and establish parking fees;
  - 3.6.2.8. SUA will establish regulations to maintain safety and security at places of work within and outside SUA campuses and provide education on prevention of fire, theft and actions to take in case of emergencies that require evacuation of staff and students;
  - 3.6.2.9. The University will provide community social services for recreation, physical, mental, and social well-being to prevent diseases (In door games, Regular University news and magazines, assisted increase in wages, efficient services, friendly atmosphere, colleague-ate and other actions to enhance health).

### 3.6.3 Strategies

- (i) There will be a Public Health Unit (PHU) at SUA, managed by a Public Health Officer within the Health Services Department (HSD);
- (ii) The Public Health Unit will be provided with competent personnel and charged with preparations of all public health standards at SUA, formulate regulations and guidelines in consultations with other departments, supervise their implementation together with SUA Estates Department;
- (iii) The PHU and estates department shall ensure that water supplies for SUA campuses meet the required international standards;
- (iv) SUA will strive to be integrated into existing municipal/communal waste disposal system to minimize the digging of waste pits on its campuses, which may become invaded by various pests and scavengers;
- (v) SUA campuses will be assured of clean and safe water supply and education on rendering of water safe to use, will be provided;
- (vi) SUA will regularly carry out sanitary interventions; environmental residual spraying, fumigation of buildings, cleaning of sewerage canals, collection and safe disposal of solid waste;
- (vii) The Public Health Unit will be provided with appropriate equipment and vehicles to inspect premises;
- (viii) There will be check points/charts at all buildings, which will record periodically all sanitary interventions/surveillance carried out.

- (ix) Occupation health education and sanitation will be provided continuously by Public Health personnel;
- (x) Public Health personnel will provide guidelines for reduction of air and noise pollution, install posts of driving speed limits on and outside but within the vicinity of campuses;
- (xi) Public Health Unit will carry out hygiene and sanitation awareness campaign regularly, and abide to national Laws;
- (xii) SUA will make inventory of areas used for parking of commercial motor vehicles and establish parking fees for purposes of its own revenue, sanitation and keeping order.

### **3.7. Places Providing Catering Services**

#### 3.7.1 Background information

Unhygienic foods and drinks are major source of fecal-oral diseases. Food and drink outlet points on SUA campuses have increased concurrently with raising student enrolment. There is a demand to strengthen surveillance to ensure that the infrastructure and foods /drinks are of the highest hygienic standards.

#### 3.7.2 Policy statements

3.7.2.1. Public Health Unit will set sanitary standards for food and environment.

3.7.2.2. PHU will register and certify restaurants and cafes and other food/drink outlet points operating on SUA campuses on attaining the required standards.

#### 3.7.3. Strategies

- i) The cafeterias, restaurants and cafes, will be the main catering places for students and staff;
- ii) Restaurants and cafes on campus must be registered with the HSD upon satisfying the health and sanitary standard requirements for their establishment;
- iii) Periodic visits by the HSD will be carried out (At least once every three month);
- iv) Certification will be withdrawn upon failure to meet the SUA requirements by these units;
- v) Staff employed by cafeteria/restaurants shall satisfy medical fitness requirements before taking up an employment;
- vi) Cafeterias, restaurants, cafes and other places of food will only be allowed in appropriate places and with ample clean water supply;

- vii) Mobile caterers and food sellers; raw and cooked, will also be inspected for sanitation and food safety;
- viii) Sales of cooked or raw foods will not be allowed in University offices, lecture rooms, library, laboratories or other for public places used for academic purposes.

### **3.8. Keeping Livestock and Pets on SUA campuses**

#### 3.8.1. Background

The keeping of livestock and pets on SUA campuses by employees or their dependants is a common practice. However, these animals if not properly attended, become a health threat through disease transmission, attacks on humans, degradation of the environment and interference with road traffic, causing accidents on campuses.

#### 3.8.2. Policy statements

- 3.8.2.1. Animals kept by SUA departments and employees on SUA campuses must be certified by Veterinary Officers to be healthy as required by the Animal Diseases Act 2003.
- 3.8.2.2. All animals shall be kept in enclosures or animal houses and under guard at all times to ensure that they do not become stray and cause health threats and disturbance to campus residents and surroundings;
- 3.8.2.3. All livestock keepers will adhere to bylaws on keeping of livestock/pets on campuses.

#### 3.8.3. Strategies

- (i) All livestock and pets on campuses must be vaccinated against major zoonoses (e.g. rabies and canine distemper);
- (ii) Livestock will not be driven on the main roads used by traffic to avoid accidents;
- (iii) Vaccinated pets must be registered with the Public Health Unit and must bear badges indicating the most recent vaccination received;
- (iv) Animals belonging to SUA or non SUA residents will under no circumstances be allowed to stray graze in campus gardens, plant museum, horticulture, paddocks, car parks, games grounds or other locations, or cohabit with SUA animals on campuses;
- (v) SUA animals shall be confined to their own grazing paddocks, kennels, stables, houses, watering, resting and feeding locations and shall not be allowed to stray off or move unattended;

- (vi) The owners of animals are responsible for preventing their livestock and pets from causing public health concerns and threats, and shall be accountable to any breach of regulations and by-laws;
- (vii) All stray animals found on campuses will be captured and disposed of as stipulated in the bylaws.

### **3.9. Occupational Safety and Health**

#### 3.9.1. Background

Occupational health education is important in all areas of human activities to make the individual worker aware of the potential hazards associated with his/her activity and their mitigation. Working environment and gears, laboratory and field equipment, plants, machines, vehicles, chemical reagents and others used for specific professional activities (including studies) among the SUA community predispose employees/ students to injury by physical, chemical or biological agents. Some of these injuries may lead to permanent disability or even death.

#### 3.9.2. Policy statements

- 3.9.2.1. SUA shall maintain the standards of workplaces, machines, equipment and other tools in accordance with National Laws (Trade and Industries);
- 3.9.2.2. SUA Community will be educated on potential hazards related to their activities and means of avoiding them before they take up any assignment. Students will be introduced to laboratory/workshop safety prior to taking up any practical sessions.
- 3.9.2.3. SUA shall maintain adequate and working, appliances to protect buildings and other facilities against fire or other natural disasters.
- 3.9.2.4. SUA shall continually educate employees and students on how to avoid fire and take precautions against other disasters and what to do when such situations arise.

#### 3.9.3. Strategies

- (i) SUA shall establish standards for premises and tools in all mechanical, chemical (including radioactive), electrical, laboratory, masonry, carpentry, agricultural, animal and food processing and disease protection, hides, skins and leather, wood and forestry, and other workshop;
- (ii) All SUA buildings shall be fitted with fire fighting appliances;

- (iii) SUA shall establish periodic training sessions for employees and students on how to avoid fire and take precautions against other disasters and what to do when such situations arise;
- (iv) Artificial practices shall be instituted from time to time to prepare for readiness to respond to fire and other disasters and any massive evacuations of people as a result of unpredictable causes;
- (v) Employees will be provided with safety precautions at their places of work by experts from Occupational Safety and Health Agency (OSHA). Where preventive interventions are necessary, they will be effected without fail;
- (vi) Employees will be informed of the right to compensation following occupational accidents that may lead to debilitation or severe impairment or death of an employee according to the Worker's Compensation Act (Cap263) and Occupational Health Act (2004);
- (vii) Employees working in health hazardous environment will be entitled to allowances and or early retirement if they so wish;
- (viii) Periodic inspection by a labour safety expert will be carried out in all areas proven/potentially hazardous to the health of the employee and appropriate certificate of safety be issued according to OSHA regulations;
- (ix) Work place accidents will be professionally investigated to avoid a repeat of a similar accident at a later time;
- (x) HSD will promote and prescribe adequate appropriate protective gears to students and employees to ensure safety of the working/learning environment.

### **3.10. Disease Prevalence Surveillance**

#### 3.10.1. Background

Monitoring prevalence of diseases is important for health/medical provision, and realistic health provision projections of SUA's future demand on health services.

#### 3.10.2. Policy statement

3.10.2.1. SUA HDUs will keep records on prevalence of diseases at SUA campuses, public health matters, vaccinations and health economies.

#### 3.10.3. Strategies

- (i) HSD will record and store information on disease occurrence, public health, health economies and other matters;
- (ii) Students and staff will be encouraged to utilize available data to provide recommendations for health improvement at SUA;

- (iii) Classified data will only be used upon consent of relevant individuals, upon consultations with SUA's Research Ethics Committee.

## **3.11. Links with Other Health Institutions**

### **3.11.1. Background**

Sokoine University of Agriculture is a Public University, an agent of the Government in provision of health services to the people. It will work together with all other health institutions in Tanzania.

### **3.11.2. Policy Statement**

3.11.2.1. SUA will maintain close links with the Government and other Health institutions in Tanzania

### **3.11.3. Implementation Strategies**

- i) SUA will maintain links with other institutions on health for improvement of health services delivery, diagnosis of diseases and other knowledge needed.

## **4. MONITORING AND EVALUATION**

### **4.1. Monitoring**

Effective implementation of the SUAHEP needs a detailed work plan. The implementers of the Policy are all SUA departments. The coordinating office of implementation will be the Health Services Department (HSD) and the PHU within the HSD. PHU will co-ordinate all public health interventions at SUA.

The HSD shall have two major Sections; Medical Health Services and PHU led by Health Officer. The PHU shall work closely with the Estates Department. In addition to this administrative arrangement there will be a strong Health Committee, whose secretary shall be the Public Health Officer. Members of the Health Committee will come from all SUA Faculties, Directorates and Centres. Main campus and SMC Mazimbu will form one Committee, but other campuses will have their own Health Committees.

Every Faculty/Directorate/Centre/College shall form a Health Sub-Committee, which will measure the implementation of the Policy at that level. The Chairperson and Secretary of Faculty, Directorate or Centre Health Sub-Committee shall report to the University Health Committee through their Boards.

The monitoring of implementation of the Policy shall be based on Policy statements and implementation strategies. These will form nodes which will be measured regularly and reported if implemented well, and any corrections that may be needed during further implementation.

### **4.2. Evaluation**

Formative evaluation will be used to carry out evaluation of the SUAHEP. This will be based on an effective monitoring process to be instituted. The objective of carrying out the evaluation will be to make improvements as the implementation process unfolds. The planning and execution of the evaluation will be carried out by SUA Administration. The progress of SUACHF shall be guided by its own members.

The Health Sub - committees will be proactive in preventive health interventions and responsible for health information education communication and advocacy. The structure of the Health Sub - committees will be such that all departments and stakeholder groups are represented by persons with adequate basic knowledge on health.

### **4.3. Inception**

This revised SUA Health Policy shall be in force after approval by the University Council. The University Administration shall put in place the necessary regulations to facilitate effective implementation of the Policy.