



PUBLIC HEALTH ADMINISTRATOR'S SURVIVAL KIT

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BACKGROUND / CHALLENGES

- ▶ Global AIDS Program (GAP): Established to combat the international HIV/AIDS epidemic
- ▶ GAP's 2,000 staff: Support 40 field and 3 regional offices; assist national strategies for sustainable, integrated HIV/AIDS prevention, care, and treatment programs
- ▶ GAP's internal department, the Epidemiology and Strategic Information Branch with four programs: Surveillance, Monitoring and Evaluation, Statistics, and Health Management Information Systems; \$14,647,121 budget; 60 staff



KEY OBJECTIVES

- ▶ Discuss Situational Analysis Modeling – 7 Performance-Based Business Indicators
- ▶ Build a Public Health Administrator's Survival Kit – 5 Policy Tools
- ▶ Demonstrate the use of workforce innovation, global communication, financial management, and quality improvement tools to foster continued operational efficiencies and provide an environment for open communication

METHODS

Step 1 – Gather Data

The first step was to retrieve operational information through a variety of data sources

Step 2 – Analyze Data

After gathering the data, an assessment was undertaken to group into common themes and identify opportunities and challenges

Step 3 – Identify Indicators

7 Performance Based Indicators were categorized and standardized

Step 4 – Implement Policy

Evidence based Operational Policy was derived from the 7 Performance-Based Indicators and Primary/Secondary Tools

Step 5 – Evaluate – Take Action

The next phase is to survey staff in 6 months to determine if objectives were met and assist in planning next steps

Situational Analysis Modeling Framework: Improve Operational Efficiencies



TOOL BOX

5 Primary Tools	Functionality
Financial Management Utilities	Track project and core operation funds
Internal Communication Matrix	Improve internal communication
MS Outlook e-Mail & Calendar	Manage information flow and calendar appointment
Office Space Utilization Plans	Allocate shared office space for telecommuters
Shared e-Drives	Archive documents

Secondary Tools	Functionality
Pepfar.net Portal	Share information with interagency partners
Organizational Chart	Clarify line and staff function
Administration Duty Matrix	Enhance existing workflow flow
Newsletters	Communicate essential information
Mentoring Resource Sheet	Workforce enhancement
Employment Database	Retain, evaluate, promote, retire and recruit staff
Supply Ordering Protocol	Streamline purchasing processes

RESULTS / CONCLUSION

- ▶ Innovative use of this Situational Analysis Model has resulted in more sustainable operational efficiencies and provided an open environment for organizational excellence in leadership, communication and accountability.
- ▶ The Model has multifunctionality and can easily be incorporated synergistically from local to global public health arenas
- ▶ The Primary/Secondary Tools utilized were drawn from existing and new mechanisms to implement this process improvement model
- ▶ Next Steps: Survey Branch Staff, Utilize Mind Mapping to improve Health System Strengthening Initiative and Operational Effectiveness

