

## DIRECTORATE OF TRAINING ACHIEVEMENTS DURING 2003

### 11- Counseling:

The Training and Development section has a major role in providing counseling services for the various directorates in the areas of conducting workshops, preparation of training packages and evaluation and development of health teaching/learning materials.

| Program Title  | Number of Participants | Number of Hours |
|--|------------------------|-----------------|
| Food Preparation Skills                                  | 60                     | 100             |
| Statistics using SPSS Courses                            | 20                     | 30              |
| Communication Courses                                    | 91                     | 120             |
| Healthcare Waste Management Workshop                     | 50                     | 16              |
| Filling Death Notification Form By using ICD 10 Workshop | 100                    | 16              |
| Recruitment Selection Skills Workshop                    | 10                     | 35              |
| Directorate of Training Strategic Plan Workshop          | 20                     | 45              |

### 12- Health Care Management Diploma Program:

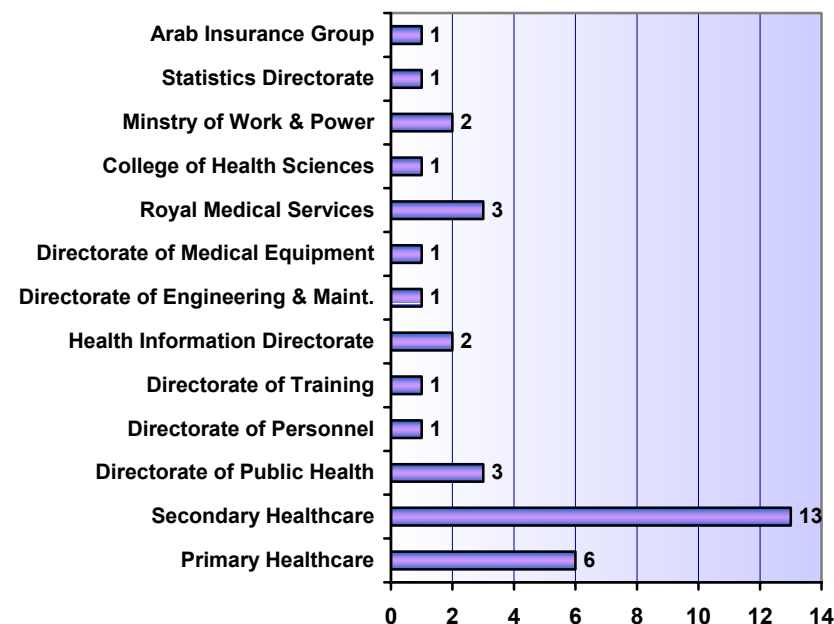
The Ministry of Health has an ambitious and promising strategy to be achieved. As a giant step to accomplish that strategy, the Ministry of Health always provides support to the national human resources to develop highly competent line managers. Having stated that, the Directorate of Training has commenced implementing this strategic plan since 1995 by running the Health Care Management Diploma project with collaboration with the Royal College of Surgeons of Ireland, which aims at developing health professionals and line managers' knowledge and keeping their competencies up-dated in order to enable them to administer the different health facilities efficiently.

This diploma lasts one year and consists of four educational units, each unit consumes two weeks of time.

As a worth-mentioning point, 200 employees have successfully completed the requirements of this program since 1995 till 2003.

Thirty employees were accepted in this program for the year 2003-2004.

See chart which shows the number of employees who joined the Health Care Diploma for the year 2003 according to their sections.



**JAN — FEB**

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### NEWSLETTER CONTRIBUTIONS

*We would like to thank*

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**Ms. Samira Al-Alaiwat , Mrs . Hakeema Ghuloom,**

**Mrs. Waheeda Daboos, Mr. A. Saheed Ahmed**

*for their contribution for this*

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Kingdom of Bahrain  
Ministry of Health  
Directorate of Training

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### EDITORIAL

**2003** was a year of achievement for the Directorate of Training. We have successfully accomplished several projects for the Ministry of Health, such as:

- Competency based needs assessment for office support workers which saved the Ministry around BD10,000
- Publication of a Health Care Management Book that included summaries of 70 CQI projects prepared by MOH staff who took the HCM course
- Implementation and Publication of Directorate of Training Newsletter
- Management of Medical Waste project
- Completion of the Directorate of Training Strategic Plan

One of our main aims of 2003 was concentrating on making good use of the budget through increasing the local short term training; encouraging part time training; concentrating on sending a large number of staff to local conferences rather than overseas; and inviting overseas lecturers to carryout courses for MOH employees in Bahrain

Also we increased the number of Arab board examinations carried out inside Bahrain, which reduces the cost. The BeST online e-learning program in Basic Surgical training that provides the surgical trainees with an interactive, virtual university via the internet 24 hours a day also helped in budget saving through providing access to non MOH doctors to the program and in return training the MOH physicians in gaining ATLS skills.

Finally I would like to acknowledge the staff and faculty of the Directorate for their dedication, professionalism and commitment to excellence. It is through their efforts individually and collectively that we achieved all our goals for the year 2003. Thanks to all staff for a job well done.

**Amina Abdulla**  
Editor-in-Chief

### DENTAL ASSISTANTS' TRAINING PROGRAM

After a long preparation and tremendous effort in developing the foundation of the dental assistant course, the course started In January 2004 and is expected to finish in December 2004. This course which aims at creating a skilled and motivated dental assistants consists of eight units covering eight different topics.

A successful completion of the course requires that the trainee pass all the written exams at the end of each module. Forty trainees enrolled in this course, divided into two groups who attending every Tuesday from 8:am till 12:30 pm.

As part of the preparation for the course, all dentists and dental hygienists who will be involved in lecturing received formal training in the form a of workshop on presentation skills. The workshop was organized and conducted by Ms. Samira Al-Alaiwat, continuous education specialist, DT.

The Directorate of Training considers this course as a clear indication of the continuous collaboration between the Directorate of Training and the Dental and Oral Health Services , and wish the trainees GOOD LUCK !!!

### WELCOME BACK



Mr. Ahmed Ali Mohammed has completed the Masters Degree in Nursing and Applied Education at Napier University of Edinburgh for the year 2003-2004. Mr. Ahmed returned to his job as a nurse instructor for secondary care at the nursing continuing education unit. The Training team wishes him all the best in his career and urges him to contribute his expertise in the developmental process of training services.

## DIRECTORATE OF TRAINING ACHIEVEMENTS DURING 2003

### Ministry of Health Strategic Plan for Human Resources Development in Health Disciplines

Ministry of Health relies on the following methodology to implement the HRD strategy for Health Professionals.

#### 1- Long/ Short Courses:

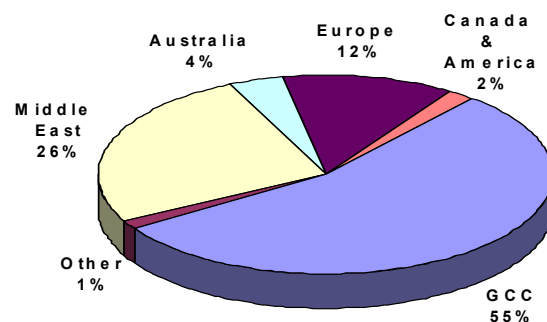
Sponsored trainees in long/ short courses locally and overseas was about 422 for the year 2003:

| Type of Training           | Oversea    | Local      | Total      |
|----------------------------|------------|------------|------------|
| <u>Long Term Training</u>  |            |            |            |
| Full Time                  | 24         | 32         | 56         |
| Part Time                  | -          | 61         | 61         |
| <u>Short Term Training</u> |            |            |            |
| Full Time                  | 112        | 49         | 161        |
| Part Time                  | -          | 144        | 144        |
| <b>Total</b>               | <b>136</b> | <b>286</b> | <b>422</b> |

#### 2- Conferences:

As part of its steady strategy to keep the staff updated, the Ministry of Health has sponsored staff to attend local and overseas conferences. The number of sponsored employees who participated in conferences was about 361 in 2003. 206 staff participated in local conferences, 155 staff participated in overseas conferences.

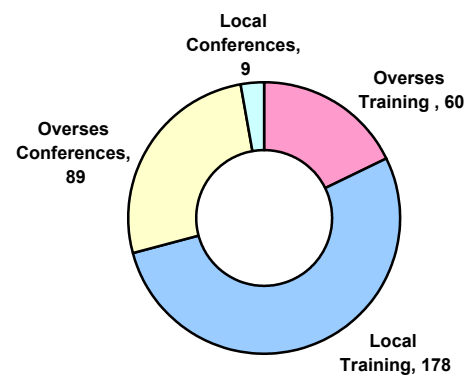
The chart below shows the number of staff who attended overseas conferences in the different countries



#### 3- Self Development:

The Ministry of Health encourages and assists its staff to up-date and develop their skills, knowledge and attitudes to carry out their tasks efficiently. Therefore, it allows them to have paid leave for intermittent period to attend courses, sit for examinations etc.

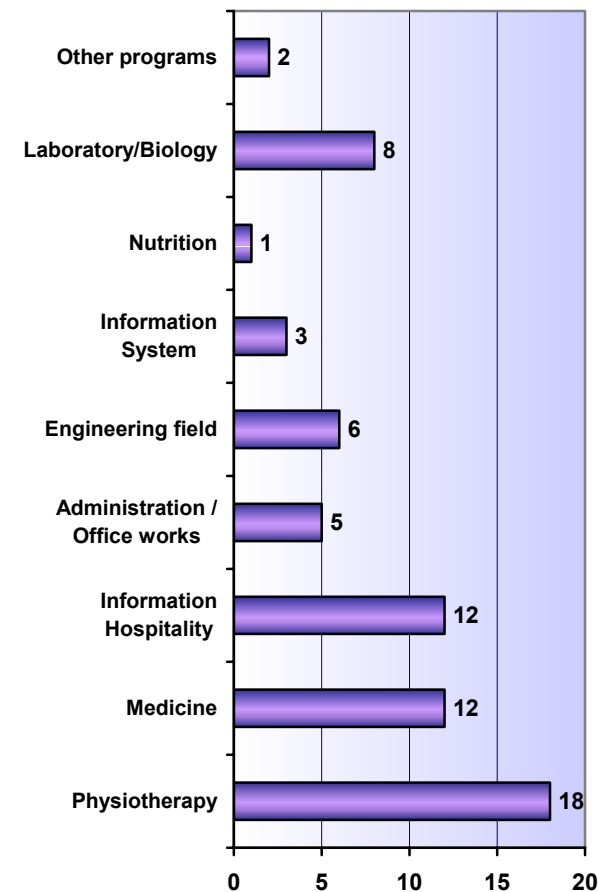
Directorate of Training in 2003 processed leaves for 336 staff from various directorates to attend secondary school certificate exam, institutes and universities exams, in addition to attending local and overseas courses and conferences.



#### 4- OJT Training for Students of Universities and Institutes:

As an indicator of distinguished collaboration and continuous coordination between the Ministry of Health and the different local, regional and international academic institutions. The Ministry of Health conducted on-the-job-training programs for 146 students from various universities and institutes.

The chart below shows the type of training received by the students.



## DIRECTORATE OF TRAINING ACHIEVEMENTS DURING 2003

#### 5- Exchange of Expertise:

The Ministry of Health invites a number of experts in the Medical field in order to conduct workshops, courses and conduct operations. Exchange of knowledge and skills of such experts help in developing the standard of care in the ministry. During 2003, 17 experts were invited to visit the Ministry of Health to provide expertise in the following areas: follow up tuning of cochlear implant, conducting workshop in ICD 10 Alternative complementary Medicine, Botox injection clinic, MGDS Exam, Management of Medical Waste, etc.

#### 6- Management Development Programs:

The Directorate of Training with collaboration in the Civil service Bureau and Ministry of Finance arranges Management Development programs for Ministry of Health employees. In 2003 the number of employees who attended CSB courses was 64 and the number of employees who attended Ministry of Finance course was 44.

#### 7- The Arab Board Programs:

Two hundred and thirty physicians are registered in the Arab Board program. These physicians are registered in 12 specialties such as Gynaec Obstetrics, Internal Medicine, Dermatology, ENT and Eye, Anesthesia, General surgery, Orthopedics, Family & Community, Medicine, A&E, and Pediatrics. In last year 41 examinations were conducted in Bahrain of which 210 MOH Doctors and 45 BDF Doctors sit for the exam. Also around nine consultants contributed in conducting the examinations 12 consultants attended the scientific meetings and exam committee meetings.

#### 8- The Royal College of Surgeons of Ireland and Edinburgh Programs:

Based on the dual collaboration agreement between Training Directorate of Ministry of Health of Kingdom of Bahrain and the Royal College of Surgeons of Edinburgh, several special Training courses and examination were conducted. A total of 138 candidates have participated in the fellowship examinations of the Royal College of Surgeons of Ireland for the specialty of general surgery. Another 120 participated in the fellowship examinations of the Royal College of Surgeons of Edinburgh for the specialty of Eye surgery and 55 candidates participated in the fellowship examinations of Royal College of Surgeons of Edinburgh for the specialty of Dental surgery in addition to 48 candidates who participated in the basic surgical skills course.

#### 9- Programs of WHO:

In collaboration with other Departments of the MOH Kingdom of Bahrain, the Directorate of Training has trained 26 candidates from WHO who were from Republic of Iraq, Republic of Syria, the Kingdom of Jordan, and Palestine State. A total of 41 candidates who work in MOH have attended different activities conducted by WHO in collaboration with Training and Educational organizations from different countries, such as USA, UK, Republic of Tunisia, Republic of Egypt, Republic of Lebanon, Islamic Republic of Iran, and Gulf States.

#### 10- In-Service Training:

The Directorate of Training always conducts in-service training programs for all the staff in the Ministry of Health, which aims at developing the employees' knowledge and creating a highly efficient, productive and initiative workforce. The Directorate of Training executed a number of training programs that targeted nurses, allied health professions, engineers and other professions; 2668 employees took advantage of the valued training. The following table states the number of employees who participated in spe-

| Training Provider                              | Number of Courses and Workshops | Number of Participants |
|--|---------------------------------|------------------------|
| Nursing and Allied Health Continuing Education | 28                              | 2258                   |
| Engineering Continuing Education               | 18                              | 198                    |
| Computer Continuing Education                  | 25                              | 212                    |
| Health Management Care Continuing Education    | 1                               | 38                     |
| <b>Total</b>                                   | <b>72</b>                       | <b>2668</b>            |