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 வெளிநாட்டு வளங்கள் திணைக்களம்
 Department of External Resources



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 தேசிய கொள்கைகள் மற்றும் பொருளாதார அலுவலகம் அமைச்சு.
 செயலகம் (3 ஆம் மாடி), த. பெ. இல 277, கொழும்பு 00100, இலங்கை.

Ministry of National Policies and Economic Affairs
 The Secretariat (3rd Floor), P.O. Box 277, Colombo 00100, Sri Lanka

e-mail: inf@erd.gov.lk

NOTE

DCS / PRT

Web Site: www.erd.gov.lk

For Chief Secretary - EP

Handwritten signature and date: 21/06/2017

TA & UN/JICA/S/1138

මෙම අංකය
 உமது இல
 Your No.

22 JUN 2017

දිනය
 திகதி
 Date.

13th June, 2017

Eastern Province
 Trincomalee

Attn: Officer In-charge of Foreign Training

Secretary/ Ministry of Health Nutrition & Indigenous Medicine
 Secretary/ Ministry of Provincial Councils & Local Government

Dear Sir,

Hospital Management (C)

From 30th October, 2017 - 09th December, 2017

The Japan International Cooperation Agency (JICA) has requested us to submit nominations from eligible Government officials of Sri Lanka for the above programme. The GI Booklet and the Application Form submitted by JICA in this regard are enclosed for your information please.

You are kindly requested to submit nominations in line with the required qualifications mentioned in the "Nominee Qualifications" of the GI Booklet submitted by JICA. It is appreciated if you could submit two sets of applications along with the following documents on or before 21st August, 2017.

1. The duly filled Application Form for "JICA Knowledge Co-Creation Programme" (hand written applications will not be accepted) - Application Form can be downloaded from ERD public website.
2. Copy of the Nominee's English Score Sheet (e.g. TOEFL, TOEIC, IELTS)
3. Job Report (Annex I)
4. Copy of the relevant pages of the Passport
5. Copies of the certificates of Academic and Professional Qualifications
6. ERD Form 2 (Original only)

Please note that re-nomination of an official, already trained under a JICA programme will not be qualified for another JICA training programme within five (5) years of such training.

Your early response in this regard is highly appreciated.

Yours faithfully

Noor Rizna Anees
 Addl. Director General
 for Director General of External Resources

Copy to: 1. Chief Secretary
 All Provincial Councils

Pl. submit your applications with the recommendation of the relevant line Ministry.

PRT closing Date
 2017/08/10



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

HOSPITAL MANAGEMENT (C)

課題別研修「病院経営(C)」

JFY 2017

NO. J1704183 / ID. 1784403

Course Period in Japan: From October 30th, 2017 to December 9th, 2017

This information pertains to one of the JICA Knowledge Co-Creation Program (Group & Region Focus) of the Japan International Cooperation Agency (JICA), which shall be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

'JICA Knowledge Co-Creation (KCC) Program' as a New Start

In the Development Cooperation Charter which is released from the Japanese Cabinet on February 2015, it is clearly pointed out that *"In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together."* We believe that this 'Knowledge Co-Creation Program' will serve as a center of mutual learning process.

I. Concept

Background

Providing sufficient medical services to people in developing countries is a significant challenge for the development of these countries. Japan has supported these people by providing them with opportunities to receive medical services through grant assistance for the establishment of medical facilities and medical equipment supply. In many countries, however, hospital managers have not acquired sufficient knowledge and experience to effectively use managerial resources (staff, supplies, finances). As a result, the medical equipment and facilities provided by Japan are not used in the most effective way. These problems are leading to deterioration in medical services for the people.

In order to tackle these issues, JICA will provide training for personnel to acquire knowledge in hospital management as well as financial management.

For what?

This program is designed for the manager of a regional core hospital for its efficient and effective management, using managerial as well as financial and administrative methods.

For whom?

This program is offered to human resources who are currently engaged in hospital management and financing.

How?

Participants shall have opportunities in Japan to grasp the actual conditions of hospitals in Japan and learn how to manage a hospital. Participants will also formulate an action plan describing what the participants will do after they go back to their respective home countries, integrating the knowledge and ideas acquired in Japan into their on-going activities.

II. Description

1. Title (J-No.): Hospital Management (C) (J1704183)

2. Course Period in JAPAN

October 30 to December 9, 2017

3. Target Regions or Countries

Afghanistan, Bolivia, Fiji, Honduras, Mali, Niger, Sri Lanka, Sudan, Tanzania and Viet Nam

4. Eligible / Target Organization

Hospitals that take a proactive stance on improving the management structure/process.

5. Course Capacity (Upper limit of Participants)

11 participants

6. Language to be used in this program

English

7. Course Objective

An efficient and effective plan for hospital management is formulated to improve the participants' respective regional core hospitals.

- i. To accomplish this program objective, participants are expected to achieve the following sub-objectives while in Japan:
 - (1) To be able to explain the concept and practical know-how of hospital management
 - (2) To be able to collect and arrange pertinent information for decision making
 - (3) To design an efficient and effective plan for hospital management
- ii. In participants' home countries, it is also expected that the action plans written during the Core Phase in Japan are approved by the organizations concerned.

8. Overall Goal

At the participants' respective regional core hospitals, an efficient and effective plan for hospital management is introduced.

- (7) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return part or all of the training expenditure depending on the severity of said violation.
- (8) to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.

IV. Administrative Arrangements

1. Organizer

- (1) **Name:** JICA KYUSHU
- (2) **Contact:** kictp@jica.go.jp

2. Implementing Partner

- (1) **Name:** St. Mary's Hospital
Mr. SUGIMOTO Takao, course leader (tsugimoto@st-mary-med.or.jp)

- (2) **URL:** <http://www.st-mary-med.or.jp/>

(3) **Remarks:**

The mission of St. Mary's Hospital is to provide medical care, rooted in the local community. St. Mary's Hospital has been carrying out health and medical activities based on the "spirit of Catholic love" since its establishment in 1953. They have always been aiming at providing medical care rooted in the local community, mainly with the Emergency Medical Center. They have been making efforts in order to meet the exact medical needs of the local community. With the advice and assistance from everyone concerned, St. Mary's Hospital now has 36 clinical departments and 1,295 beds, in total. They would like to establish "comprehensiveness and the continuity of health, medical care and welfare" in collaboration with people in the local community and doctors in the future. They also believe that it is the mission of St. Mary's Hospital to promote international cooperation in medical and health care same as our local community.

3. Travel to Japan

- (1) **Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.
- (2) **Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus traveling time outside Japan will not be covered.

4. Accommodation in Japan

JICA will arrange the following accommodations for the participants in Japan:

1. JICA Kyushu International Center (JICA Kyushu / KIC)

Address: 2-2-1 Hirano, Yahatahigashi-ku, Kitakyushu-shi, Fukuoka, 805-8505 Japan
TEL: 81-93-671-6311 FAX: 81-93-671-0979

2. Marian House 2 (Hospital Dormitory)

Address: C/O St. Mary's Hospital, 422 Tsubuku honmachi, Kurume City, Fukuoka, 830-8543 Japan

TEL: 81-942-35-3322 FAX: 81-942-34-3336

("81": country code for Japan, "93" and "942": local area code)

- ※If there is no vacancy at JICA KYUSHU and Marian House 2, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of KIC at,
<https://www.jica.go.jp/kyushu/english/office/c8h0vm0000a0cdx5-att/kyushu01.pdf>
- ※You are required to live communally during training course at Marian House 2 where is like a dormitory (you will be assigned for single private room).
- ※There is not a restaurant, but a dining room and a kitchen at Marian House 2. You need to cook your meals yourself, or buy foods at the supermarket and convenience store. There are also some restaurants around Marian House 2.
- ※Please note that it is difficult to obtain halal around Marian House 2.
- ※Kurume city: <http://www.city.kurume.fukuoka.jp.e.ax.hp.transer.com/>
Kurume sightseeing: <http://www.kurume-hotomeki.jp/en/>

5. Expenses

The following expenses will be provided for the participants by JICA:

- (1) Allowances for accommodation, meals, living expenses, outfit and shipping
- (2) Expenses for study tours (basically in the form of train tickets.)
- (3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy or dental treatment are not included)
- (4) Expenses for program implementation, including materials

For more details, please see "III. ALLOWANCES" of the brochure for participants titled "KENSU-IN GUIDE BOOK," which will be given before departure for Japan.

6. Pre-departure Orientation

A pre-departure orientation will be held at the respective country's JICA office (or Japanese Embassy), to provide participants with details on travel to Japan, living conditions in Japan and other matters.

V. Other Information

1. Reports and presentation

(1) Job Report

As written in the previous page, each applicant is required to submit his/her own Job Report. Participants will have a presentation of his/her Job Report up to 10 minutes at the earlier stage of the training in order to share knowledge and background with other participants as well as instructors. When you use Power Point in the presentation, it is preferable to use letters more than 24 points and not to use pictures on the background.

(2) Action Plan Report

Participants are required to write an Action Plan by the end of the training to express your idea and plan, which you carry out after your return, reflecting the knowledge and method you acquire from the training. Each participant will have 10 - 15 minutes for presentation. The report would be sent to the respective country's JICA office.

(3) Laptop PC

Participants are strongly recommended to bring their own laptops and USB flash memory with them. They will be useful to take notes, modify reports, and prepare for presentations. If one does not bring their own PC, then s/he can check out from KIC library, but please be reminded the only English OS is available. Adaptor is necessary to use electric device in Japan.

2. International Exchange Program with Local Communities

JICA encourages international exchange between JICA participants and local communities. Participants will have a chance to visit elementary schools or junior high schools. Therefore, participants are recommended to bring their national costumes or crafts and small gifts that can introduce your country, in order to make the exchange program more fruitful.

3. Remarks

This training is designed for the purpose of acquiring the knowledge and the techniques of Japan, NOT for a specific participant's country. Participants are kindly requested to understand the differences and not to insist on the techniques of their countries.

VI. ANNEX

HOSPITAL MANAGEMENT (C) (JFY 2017)

Job Report (Country Report)

Name of applicant:

Country:

Organization and present post:

E-mail:

Remarks 1: The Report should be typewritten in English (12-point font, A4 size paper), and total pages of the report must be limited to 5 pages.

Remarks 2: Each participant is required to have presentation in 10 minutes based on this Job Report at the early stage of the training for the purpose of making the training more effective and fruitful by comprehending the situations and problems of the participants each other.

Remarks 3: At Job Report presentation, your explanations will preferably be desired with visual aids such as Power Point, slide films and other materials.

1. Introduce general conditions of your country, i.e., population, climate, main products, national budget and other important figures.

2. Describe overall conditions of status health and medical situations (national strategies, organization structure of health institutions including ministry of health, main medical systems including insurance schemes main diseases and health services, number of hospitals, medical staffs and other supportive systems, etc.

3. Please draw a chart of your organization and write the names of the departments (sections). In addition, please add the number of staffs of each department (section) in it.

4. Hospital Profile

Please explain the administration of your hospital.

Ownership				
Name of the hospital				
Coverage area		km ²		
Coverage population (estimate)		persons		
Age structure of the population in the area	% > Age 60	%		
	% < Age 15	%		
		2 years ago ()	1 year ago ()	Latest year ()
Number of employees	Medical doctor (persons)			
	Nurse (persons)			
	Others (persons)			
Number of beds				
Average length of stay		day	day	day
Bed occupancy rate		%	%	%
Number of inpatients per month (persons)				
Number of outpatients per day (persons)				
Number of delivery per month (persons)				
Number of operation per month	General anesthesia (persons)			
	Local anesthesia (persons)			

Hospital income and expenditures

Income	Central government			
	Local government			
	User fee			
	Others			
Total income				
Expenditures	Materials			
	Personnel			
	Others			
Total expenditures				

5. Question

(1) What is the topic regarding hospital management that you are most interested in?

(2) In your hospital/organization, what is the urgent issue to be solved?

(3) Describe a project idea to solve or alleviate the issues above if you have.

For Your Reference

JICA and Capacity Development

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that "capacity development" is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, training programs, JOCV programs, etc.

Within this wide range of programs, Training Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

Japan was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the "*adopt and adapt*" concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from this "*adoption and adaptation*" process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan's developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of "tacit knowledge," a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.



CORRESPONDENCE

For enquiries and further information, please contact the JICA office or the Embassy of Japan. Further, address correspondence to:

JICA Kyushu International Center (JICA KYUSHU)

Address: 2-2-1 Hirano, Yahatahigashi-ku, Kitakyushu-shi, Fukuoka, 805-8505 Japan

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