

Bringing primary health care under one roof

9. Office Setup

Checklist

- Has your state selected Primary Health Care Board offices at state and sub-state levels?
- Has your state renovated and/or furnished the PHC Board office space?
- Has your state met work environment needs, for example vehicles, computers, internet, and other requirements?

Getting started

It is important to establish suitable offices for the state and sub-state level management teams. The 'tools of the trade' – vehicles and computers, for example – also need to be made available to enable the PHC Board management teams to perform their duties effectively.

Because the PHC Board was not budgeted for in the development of the plans and budgets for the current year, most states have allocated a start-up grant to get the PHC Board established and started. Usually, the transformation committee has driven this and consulted with the Governor on releasing adequate funding for the PHC Board to start operations.

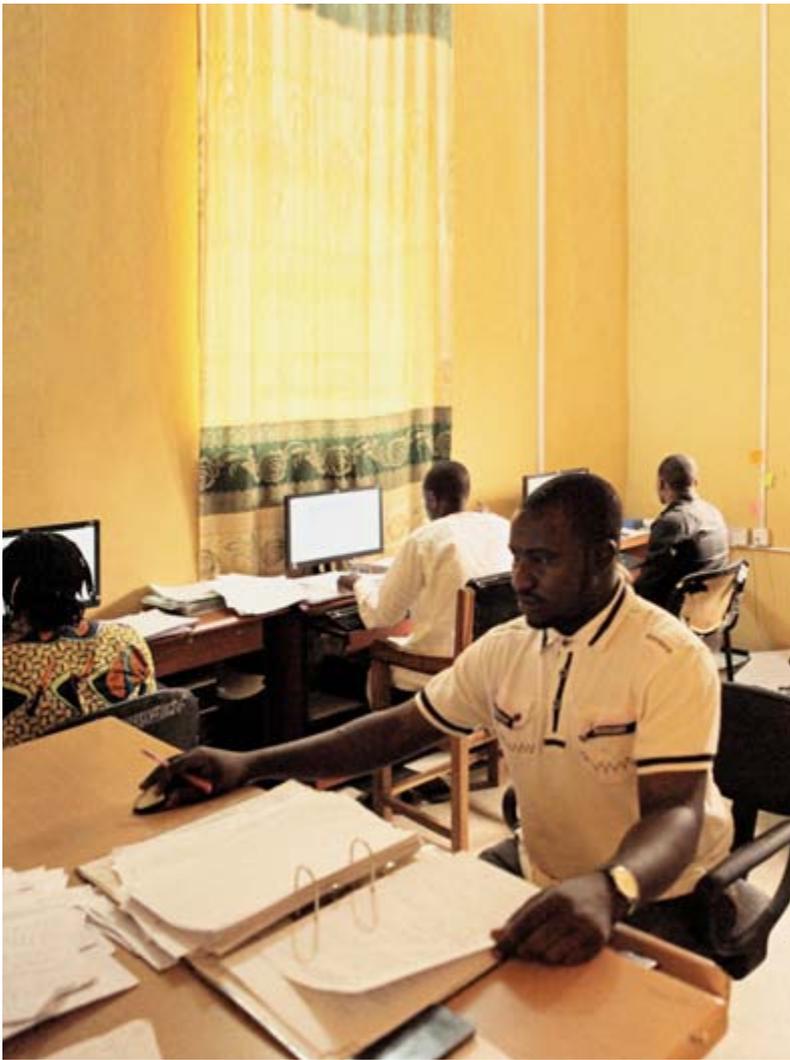
Key elements of the PHC Under One Roof policy

- Integration of all PHC services delivered under one authority
- A single management body with adequate capacity to control services and resources, especially human and financial resources
- Decentralized authority, responsibility and accountability
- The three ones principle: **one** management, **one** plan and **one** monitoring and evaluation system
- An integrated and supportive supervisory system
- An effective referral system between and across the different levels of care
- Enabling legislation and regulations

Steps to success

Step 1 Develop the start-up budget and plans before the transformation committee approaches the Governor for the release the budget.

Step 2 Ensure that the transformation committee is driving the process.



Recommendations

Work out how much the office setup will cost

Although funding could be released, this might be inadequate for the needs of the PHC Board. It is important that the transformation committee, or whoever is discussing the amount to be released with the Governor, draws up a clear, costed start-up plan.

Ensure the office space meets requirements

The selection of suitable office space is vital – both at state level and sub-state level. It is important that the transformation committee draw up clear criteria to guide the selection process and that these are then used by the team looking for offices.

Don't neglect the sub-state structures

In many cases, the focus is on the state level office and its requirements while the sub-state level is neglected. It is vital that both levels are addressed in the selection of office space and the requirements needed to operationalise these offices are clearly stated.



Partnership for Reviving Routine
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