

ISLAMIC MEDICAL ASSOCIATION OF UGANDA

**GUIDELINES FOR SAIDINA ABUBAKAR
ISLAMIC HOSPITAL MANAGEMENT
BOARD**

Approved by;

The IMAU National Executive Committee

30th November, 2019.

SAIDINA ABUBAKAR ISLAMIC HOSPITAL MANAGEMENT BOARD GUIDELINES

PREAMBLE

Saidina Abubakar Islamic Hospital (SAIH) is a Private Not For Profit (PNFP) health care facility. It is a project of the Islamic Medical Association of Uganda (IMAU), a registered faith-based Non-Governmental Organization. The hospital was opened by the Minister of Health on the 28th of January 2005.

VISION

To be a centre of excellence in health service delivery while submitting to God's will.

MISSION

To provide care for the ill or injured and promote health for all while submitting to God's will.

MOTTO

We are on God's Selfless Health Service

The hospital shall be supervised by SAIH Management Board herein referred to as the Board, on behalf of the IMAU National Executive Committee. The Board shall be guided by Islamic principles to ensure maximum efficiency and quick decision making for routine functioning of the hospital. These guidelines have been developed to guide the Board and shall be revised from time to time as need arises by the National Executive Committee of the Islamic Medical Association of Uganda.

1. FUNCTIONS OF THE BOARD

The functions of the Board shall be to:

- 1.0. Provide a strategic vision and direction of the Hospital on behalf of the National Executive Committee of the Islamic Medical Association of Uganda.
- 1.1. Examine and approve the annual workplan, budgets and any other proposals for the hospital as proposed by the Hospital administration.
- 1.2. Monitor the implementation of the annual workplan and budget performance.
- 1.3. Monitor tender awards and their performance.
- 1.4. Appoint Committees to carry out some specific duties of the board as necessary to ensure timely and adequate implementation of hospital responsibilities.
- 1.5. Examine and approve the hospital annual report presented by the Hospital administration.

- 1.6. Monitor and evaluate the annual performance of the Hospital with a view of providing high quality health services.
- 1.7. Ensure that funds collected by and/or disbursed to the hospital have been accounted for to the relevant authorities.
- 1.8. Keep inventory and ensuring safety of hospital assets and personnel.
- 1.9. Coordinate and collaborate with the offices of IMAU, District Health Officer (DHO), Uganda Muslim Medical Bureau (UMMB), Ministry of Health (MOH), and other partners including the community and health training institutions for quality health service delivery.
- 1.10. Foster improved communication with the public and mobilize the community to demand and utilize the available health services at the hospital and outreach sites.
- 1.11. Perform any other functions as directed by the National Executive Committee of IMAU.

2. COMPOSITION OF THE BOARD

2.1. The Board shall be appointed by the IMAU National Executive Committee. A member is not fit to

be on the Board unless he/she is of high moral character and proven integrity.

2.2. The Board shall comprise of the following:

- i) A Chairperson who shall be a prominent practicing Muslim of high integrity with minimum education of a Bachelor's degree and not holding a political office.
- ii) A prominent Sheikh preferably with experience in Sharia.
- iii) One Senior Muslim health professional with proven professional standing and excellence not employed by Saidina Abubakar Islamic hospital.
- iv) Two representatives of the National Executive Committee of the Islamic Medical Association of Uganda.
 - i. The Office of the President IMAU
 - ii. The Office of the Executive Director of IMAU
- v) One representative of the hospital staff.
- vi) Two representatives from the Islamic University in Uganda:
 - i. Office of the Dean, Faculty of Health Sciences
 - ii. Office of the Vice – Rector Academics.

- vii) One representative of the local community.
- viii) A representative from the Office of the IMAU legal advisor.
- ix) A representative of the Uganda Muslim Medical Bureau.
- x) One prominent Muslim professional.
- xi) A representative of the District Health Office.
- xii) Representatives of the Hospital Administration:
 - i. Medical Superintendent - Secretary to the Hospital Management Board
 - ii. The Hospital Administrator - SAIH
 - iii. The Nursing Officer in-Charge - SAIH

2.3. The Board shall appoint committees from amongst its members and hospital staff to deal with specific subjects and they shall have specific terms of reference. Each committee must have at least 3 members.

The Committees shall include:-

- i. Finance, Planning and Development Committee
- ii. Sanctions and rewards Committee
- iii. Welfare and staff growth and development Committee
- iv. Continuous Professional Development, Training, Research and Ethics Committee
- v. Fund raising and collaborations Committee

3. PROCEDURE OF MEETINGS:

3.1. The Chairperson shall preside over all meetings and in his/her absence members shall elect a Chairperson among themselves to preside over the meeting.

3.2. The medium of communication shall be English.

3.3. The quorum for any meetings shall be a simple majority;

3.4. The Board shall meet at least quarterly (3 months) to conduct Hospital business.

3.5. All Board meetings shall be held at the Hospital.

3.6. The Chairperson may at any time convene an extra-ordinary meeting of the Board to consider a

special subject on his/her own initiative or if requested in writing by not less than three members of the Board. The request shall specify the objectives of the meeting. No business other than specified objectives of such request shall be transacted at the meeting unless a resolution to the contrary is passed by two thirds of the members.

3.7. Issues discussed shall be decided upon by a simple majority of the members present through voting

by show of hands. The Chairperson shall have an original and casting vote. In the event the Chairperson finds the results of a vote contradicting to the current IMAU policy, he/she has the right of veto. If this right is invoked, the matter will be presented to the President of the IMAU National Executive Committee and the IMAU Executive Director at the earliest opportunity by the Chairperson and the Medical Superintendent.

3.8. To call members for a regular meeting, a minimum of fourteen day's notice (including the agenda)

is required. For extra ordinary meetings, a minimum of 21 day's written notice (with agenda) is sufficient. In the event of an emergency however, the Chairperson shall have powers to waive this time limit as he/she sees necessary. For special meetings, written invitations shall be emailed or delivered to the member's last known address.

3.9. The minutes of the proceedings shall be entered in a minutes file maintained by the Secretary of

the Hospital Management Board. The minutes shall be circulated to the members within 14 days of the meeting. At the next sitting, they shall be confirmed and a copy sent to the President IMAU National Executive Committee and IMAU Executive Director.

3.10. The Board may invite a person or persons to any meeting of the Board provided it is considered

beneficial. However, such person(s) shall have no voting rights.

3.11. All members shall respect the confidentiality of the proceedings and discussions of the meetings.

Once decisions have been taken, all members will adhere to these in their actions and communication.

4.0 TENURE OF OFFICE

4.1. The Chairperson or any member of the Board shall hold office for a term of 3 years,

which shall be renewable whenever this is considered appropriate by the IMAU National Executive Committee.

- 4.2. The Chairperson or any member may by notice in writing under his/her hand addressed to the President IMAU National Executive Committee with a copy to the IMAU Executive Director, resign his/her membership. In either case, a notice of one month is required.
- 4.3. If a vacancy occurs in the Board, the IMAU National Executive Committee shall fill the vacancy by appointing another member. The new member shall hold office for the tenure of the term of that Board.
- 4.4. The IMAU National Executive Committee can at any time replace a member of the Board if it is satisfied that the member:
 - i. Is incapacitated by physical or mental illness.
 - ii. Has been absent for 3 consecutive meetings without good reasons.
 - iii. Has been convicted for a criminal offence in Courts of Law.
 - iv. Is involved directly or indirectly with the Hospital in a business transaction as a trader, supplier or contractor without having declared his/her interests to the Board.
 - v. Discloses confidential information without explicit permission from the Board
 - vi. Has been involved in unbecoming behavior while he/she is a member of the Board.

5.0 DISSOLVING OF THE BOARD

- 5.1. The IMAU National Executive Committee has the right to dissolve the entire Hospital Management Board if there is evidence that indicates that their performance is unsatisfactory.

6.0 FACILITATION OF BOARD MEMBERS

- 6.1. The allowances of Board members shall be paid from the hospital funds as approved by the National Executive Committee of the Islamic Medical Association of Uganda.