



ABOUT AHSAG

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**A HANDBOOK OF THE ASSOCIATION OF HEALTH
SERVICE ADMINISTRATORS- GHANA 2nd edition**

ABOUT AHSAG

2008

WELCOME TO 'ABOUT AHSAG'

This second edition of AHSAG handbook titled 'About AHSAG' is an expansion of and an improvement on the first edition. The primary aim of this handbook is to serve as a reference book for members and all those who want to know more about the Association of Health Service Administrators (AHSAG). It provides updated information that gives more insight into the organization, governance and activities of the Association.

It is hoped that the informational content of the handbook will be useful to members particularly the newly qualified members as well as non-members and the general public desiring to know more about the Association. Comments and suggestions are welcome from readers for its future update.

I wish to commend the effort of all the individuals who contributed to the development of this handbook and to all readers, I wish you interesting reading.

Bernard Kwesi Botwe
President, AHSAG

ACKNOWLEDGEMENT

JOB PROFILE OF HEALTH SERVICES ADMINISTRATORS IN GHANA

1.1 Background

Health Services Administrators in Ghana are professionally trained Administrators whose job is to have oversight responsibility for the day-to-day administration of a healthcare delivery and contribute to effective financial management in the running of the health institution. They make sure healthcare standards are met and also ensure hospitals and health centres run efficiently and are able to stay in business.

Health Services Administrators in Ghana can be found in the public health institutions, private hospitals, non-governmental organizations and quasi-government institutions like the police and military hospitals.

In the public health sector, they work at all levels of the service delivery-National (Headquarters), Teaching Hospitals, Regional and District Health Directorates as well as District Hospitals and Polyclinics. They play a number of different roles within their respective institutions and these roles often vary by work setting and location.

They serve in various responsibilities as Divisional Directors, Directors of Administration, Deputy Directors, Hospital Administrators, Business Managers of Directorates, Departmental Administrators, Executive Directors and Secretaries.

At the headquarters of Ghana Health Service (GHS), some Health Services Administrators occupy the position of Divisional Directors and are responsible for overall management of the Division. Their functions include planning and coordinating the divisional activities, program monitoring and evaluation, development of policies and procedures for various activities relating to their Division as well as contributing to the development of overall health policies in the country. Others are also Deputy Directors in charge of specific

Departments such as Transport Management, Estate Management and General Administration. In the case of Regional Health Directorates, Health Services Administrators are Deputy Directors in charge of Health Administration and Support Services.

Large facilities such as Teaching and Regional Hospitals usually have several Health Services Administrators with one of them serving as the Director of Administration. The Director of Administration is the top Administrator and oversees and integrates the activities of the rest of the Administrators.

Others operate specific departments such as procurement, human resource, transport etc. Some also serve as Secretaries to the Teaching Hospital Boards and others as Business Managers for specific directorates within the hospital. They manage the daily business operations and affairs of their Directorates. This includes assisting in the development of financial plans and budget estimates for their directorates, writing activity reports, establishing work schedules and assigning duties and overseeing the activities of support staff in their directorates.

In smaller facilities such as District Hospitals and Polyclinics, there is usually one Administrator who handles the day-to-day administration of the institution. The Administrators in such facilities, monitor, interpret and direct

the implementation of policies governing health services programs. Other responsibilities include assisting in the development of financial plans and budget estimates for the hospital and health services programmes, and preparing activity reports, directives, correspondence, and memoranda pertaining to health services administration. They make sure buildings are accessible to patients, are safe and clean and that equipment is in good working order. They also assist in managing the flow of patients in and out of the hospital. Administrators keep track of changes in healthcare and make sure new policies and developments in the health sector are well disseminated to the management and staff of the hospital. They regularly communicate with staff, department/unit heads, and hospital management. They do this by attending meetings and writing and submitting reports. This is to make sure that everyone is aware of new developments, changes, and department or hospital needs.

1.2 Specific Duties of Health Services Administrators

In a typical hospital setting, Health Services Administrators generally perform the following tasks:

- Oversee the operations including planning, organizing and directing activities and programmes of the Administration and Support Service Departments within the facility.
- Ensure effective dissemination of information on health policies and administrative issues to staff and clients in the facility.
- Ensure effective implementation of policies, guidelines, procedures and standards for the delivery of effective and efficient services in the facility

- Oversee planning, management and maintenance of physical assets and contract administration in the facility.
- Inspect buildings and equipment to make sure they are safe and accessible.
- Liaise with the finance department on financial matters to ensure effective financial planning and control measures in the facility.
- Coordinate the development and implementation of facility's plans and budgets.
- Regularly communicate with staff, department heads, and management about operations and needs.
- Coordinate the preparation and submission of periodic operational reports on service delivery in the facility.
- Create work schedules and make staff assignments.
- Devise improved job methods for increasing efficiency in the facility

1.3 Work Environment of Health Services Administrators

Health Services Administrators usually work in hospitals and other health institutions. They work full time and often longer or irregular hours to meet deadlines. Hospitals operate around the clock and the Administrator may be called upon to solve emergency problems at any time. Management and staff meetings, training programmes, frequent travelling; all may demand extra time of Health Services Administrators.

1.4 Communication and Interpersonal Relationship

Health Services Administrators are expected to:

- Have a high level of social interaction with Management, Heads of Departments/Units, other Administrators, staff, and the public.
- Communicate effectively through telephone, letters and memos, and in person on regular basis.
- Deal with angry, unpleasant, or discourteous people.
- Be substantially responsible for the health and safety of staff and patients.
- Regularly work in a group or as part of a team.

1.5 Work Performance

In terms of work performance, Health Services Administrators:

- Must be meticulous in their work. Errors could prevent health institutions from running smoothly.
- Work within deadlines on regular basis.

1.6 Knowledge

Health Services Administrators need knowledge in the following areas:

Administration and Management

- Modern management principles and practices
- Organizational structuring and design
- Management communication
- Performance monitoring, control and evaluation
- Change management
- Marketing of health services
- Office management and organization
- Administrative practices and procedures.

Human Resource Management

- Principles of human resource management
- Concepts in human resource management (human resource planning and development, recruitment, training and retraining, job analysis, job description, job evaluation and performance appraisal, personnel audit and development)
- Industrial and human relations
- Conflict resolution

Health Service Planning and Information Management

- Health planning
- Health plan monitoring and evaluation
- Quality assurance in health services
- Health information systems and statistics

Infrastructure and Logistic Management

- Management of general support services
- Management of estates
- Maintenance of buildings, vehicles and medical equipment
- Procurement and store management.

Economics and Accounting

- Basic accounting principles and concepts (books of accounts, financial statement)
- Government accounting system and procedures
- Financial control and procedures
- Health care financing
- Health care costing
- Budget implementation, performance monitoring and reporting

Law and Government Regulations

- Legal aspects of managing health care

- Public procurement Act
- Financial Administration Act
- National Health Insurance Act
- Internal Audit Act
- National Labour Act
- Administrative procedures and practices
- Health sector policies

Business Communication

- Proposal and report writing
- Minutes writing
- Data collection, analysis and interpretation
- Presentation of reports

Counselling

- Knowledge of how to give advice on social or personal processes

Psychology

- Knowledge of people, their actions, and mental processes. This may include knowledge of how to treat emotional and behavioral problems.

1.7 Skills and Abilities

Health Services Administrators usually require skills and abilities to listen to others, understand, ask questions and make informed choices.

1.8 Educational Qualification and Experience

To work as a Health Services Administrator, you must have at least a bachelor's degree in Administration (Health Service Management Option) plus one (1) year internship / housemanship in a recognized health facility.

Majority of the Health Service Administrators in Ghana, however possess postgraduate qualifications in the following areas: Health Service Management, Health Policy and Planning, Health Service Planning and Management, Human Resource Management, Hospital Management, Public and Community Health, Healthcare Financing, Project Management, Development Planning and Management, Law etc.

Health Services Administrators are required to attend seminars and short courses to update their knowledge and skills regularly.

ASSOCIATION OF HEALTH SERVICE ADMINISTRATORS, GHANA: FORMATION, GOVERNANCE AND ACTIVITIES

2.1 History of AHSAG

AHSAG is a professional membership society for Health Services Administrators whose prime objective is to bring together Health Services Administrators in Ghana as a unified body and to promote excellence in the profession of health administration.

AHSAG started as an Association of Health Services Administration Students at the School of Administration (now Business School), University of Ghana, Legon in the 1960s. It was formally established in 1975 as an autonomous and non-profit Association embracing all Health Services Administrators then called Hospital Secretaries.

Prior to that only few foreign trained Health Services Administrators were in Ghana. These Administrators were sponsored by the then government of Ghana to undergo training in health service management in the United Kingdom as there was no institution in Ghana to locally train the Administrators.

Those Administrators trained in the United Kingdom included:

- Mr. Chinery – 1st Ghanaian Chief Hospital Secretary
- Mr. Tachie
- Mr. W.A.K Sowah
- Mr. Richter
- Mr. Marfo
- Mr. Saba
- Mr. Twum Ampofo

The training of the Administrators in the United Kingdom went on till a Department of Public Administration and Management was established at the School of Administration (now Business School) of University of Ghana, Legon.

This was after Ghana had attained independence in 1957 when the then President, Osagyefo Dr. Nkrumah thought it prudent to train more Administrators in Ghana to carry out day-to-day administration of hospitals in order to free Doctors to do their clinical duties.

The first batch of Administrators who came out from School of Administration in University of Ghana, Legon were:

- Mr. M.O. France
- Mr. C.T. Kpene
- Mr. E.O. Mantey

As at 1970, there were less than twenty (20) Hospital Secretaries in the country. The group though limited in number, realized the wisdom in coming together first as a professional body and later as a social group. Consequently, the group in 1974 decided to form an Association to promote its welfare and set standards for the performance of the Hospital Administrators in Ghana. The Association was named '*Association of Hospital Secretaries*'.

The Chief Hospital Secretary at the headquarters of Ministry of Health became an automatic chairman of the Association. Messrs Chinery, W.A.K. Sowah and R.D. Tackie were some of the Chief Hospital Secretaries who assumed automatic headship of the Association.

By 1979, membership of the Association had increased but was not very committed. The historic meeting of July 1982 at the fourth floor of Surgical Block, Korle-Bu Teaching Hospital, Accra re-engineered the Association. At the end of the meeting, a draft constitution was ratified and adopted. Formal elections were conducted with the following as Executives:

- Mr. M. O. France
- Mr. C.T. Kpene
- Mr. E.K. Ackon
- Late Mr. J. A. Tawiah
- Mr. Albert Asiedu-Ofei
- Mrs Victoria Dako
- Ms. Evelyn Asiedu-Ofei

Messrs K. Addai-Donkoh and Kofi Opoku represented the newly qualified members of the Association and termed as 'Revolutionarists'. The Association could not meet in 1983 but met at the Surgical Ward of Korle-Bu Teaching Hospital where new officers were elected in 1984 for a two-year term.

In 1985, an emergency executive meeting was convened at Tamale to pass a resolution against transfers made by the then Minister of Health which was seen a lopsided. The late Mr. M.O. France presided over this historic meeting. Members present included:

- Mr. C.T. Kpene
- Mr. Thomas Mensah
- Mr. E.T Tidakbi
- Mr. E.K. Ackon
- Mr. J.A. Tawiah
- Mr.I.K. Appiah
- Mr. S.A. Akrong
- Mr. K. Addai-Donkoh
- Mr. A. Asiedu-Ofei
- Mr. Kofi Opoku
- Mr. Gabriel Adu
- Mr. Kofi Poku

- The late Gabriel Adu

The support received by the Association from Dr. Sam Bugri the then Regional Medical Officer of Health, and the Regional Health Management Team (RHMT) was tremendous.

In 1986, the maiden Annual Conference of the Association was successfully held in Komfo Anokye Teaching Hospital after which Annual General Meetings (AGMs) of the Association have been held in various parts of the country.

Through the untiring efforts of the then Executive Committee and with the guidance of Prof. S.A Amoah (the then Director General of GIMPA), the title 'Hospital Secretary' was changed in 1989 to 'Health Service Administrator' for those who worked in Hospitals and 'Regional Health Service Administrator' for those at Regional Health Administration. The Association also changed its name 'Association of Hospital Secretaries' to what it is presently called, *Association of Health Service Administrators, Ghana (AHSAG)*.

The name 'Hospital Secretary' gave the impression that the job of Administrators was mere secretarial work. The change in name therefore brought in its wake a cloak of respectability to the profession since people then realized that that the job of Hospital Service Administrators was more than mere secretarial or clerical work.

The Association was officially registered with the Registered General Department on 14th July 1995 with registration No. G.167 and was issued with Certificate of Incorporation under the Companies Code of Ghana, 1963 (Act 179). The

following acted as the first Executive Council Members at the time of the incorporation of the Association.

- Mr. Winfred Annan Kofi
- Mrs Victoria Dako
- Mr. Peter Mensah
- Mr. Stephen Amakye Lartey
- Ms. Evelyn Asiedu-Ofei
- Mr. Emmanuel Tidakbi
- Mr. Thomas Mensah

2.2 AHSAG Vision

A well-organized professional Association dedicated to the highest level of performance and integrity in the field of health service administration and management.

2.3 AHSAG Mission Statement

To promote education, high ethical standards and conduct and encourage professional development of its members, provide a foundation of mutual support within the association, and to advance excellence in hospital and health service management.

2.4 Objectives

- To bring together persons concerned with or interested in Hospital and Health Service Administration as a unified body.
- To seek better conditions of service and promote continuing education and dignity of its members.
- To provide a medium through which new ideas in Hospital and Health Services Management can be discussed, developed and researched.
- To develop and promote professional standards of competent training and

a code of ethics for Health Services Administrators.

- To establish and maintain good relations with similar Associations and Institutions within and outside the Country.
- To establish affiliations to augment and support the programmes of the Association.
- To represent and advocate the professional interest of Health Services Administrators in the development and implementation of public health policies that enhance their performance ability.

2.5 Principal Activities

For the purpose of achieving its objectives, the Association undertakes the following activities:

- Organizes annual conferences in the form of workshops/seminars through which members update their knowledge on emerging issues in the health sector.
- Organizes training programmes in partnership with the Health Administration and Support Services Division of Ghana Health Service for continuing professional development of Health Services Administrators
- Represents the interests of all of its members in negotiations for salaries and better conditions of service.
- Develops policy positions and make necessary representations for policy and planning decisions of Ghana Health Service/Ministry of Health.
- Develops, in partnership with Health Administration and Support Service (HASS) Division of Ghana Health Service, manuals on administrative practices and procedures for the effective orientation of Health Managers.
- Develops and maintains effective communication links, contact and

good working relationships with other Health Professional Associations within the country.

- Fosters professional networks with our affiliated members.
- Offers advice and assistance to its members on personal and professional development. This has resulted in increasing the educational status of most members through the pursuance of post graduate studies.

2.6 Affiliation

The Association is affiliated to:

- International Hospital Federation (IHF, UK).
- Ghana Institute of Management (Ghana).

Financing

AHSAG is self-financing and the size of its annual budget is related to revenue accruing from individual subscriptions, fees and levies which are determined by

the membership. The support of organizations is sometimes solicited howbeit infrequently.

Challenges for the Future

AHSAG will focus on maintaining and developing its interest in the activities mentioned as well as on the following:

- Completion and commissioning of the AHSAG Conference and Training Centre to serve as a centre of excellence in the training and capacity development in health services management.
- Upgrading of the Association to a Professional Institute to assist in maintaining professional standards in health services administration and management.
- Facilitating the development of a sub-regional body of Health Services Administrators.

MEMBERSHIP AND RULING BODY

Membership

Currently the membership of the Association can be grouped into three – Active/Full, Student and Honorary/Live.

- (a) **Active/Full Members:** are members with the requisite qualification who discharge their financial responsibilities. Members in this category enjoy all rights and privileges of the Association including eligibility to vote and to hold office.
- (b) **Student Members:** are student in Hospital/Health Service Administration/Management in the country. Members in this category enjoy all other benefits of the Association but are observers during meetings and elections.
- (c) **Honorary / Live Membership:** are active members who have gone on retirement. Honorary membership may be granted at the discretion of Council to a member who has either attained a prominent position in the field of health service management or has made an outstanding contribution to the advancement of the knowledge, principles and practice of health service management or has rendered special services to the Association.

The combined membership forms the General Assembly of the Association, which normally meets every year during the Association's Annual Conference/General Meeting. Current

membership numbers one hundred and seventy (170).

Admission to Membership

AHSAG welcomes all who are interested in promoting its aim and objectives. The first step towards joining is to write for or personally collect a Membership Application Form from the President or General Secretary of the Association. The completed application form will have to be endorsed by an active member of the Association and after screening by the Executives; successful applicants are offered admission into the Association. Upon acceptance and payment of the admission fee, the applicant is admitted into membership of the Association.

The requirements for continued membership are as follows:

- Regular payments of monthly subscriptions, fees and levies as may be determined by the Association from time to time.
- General conduct conducive to the interest and image of the Association.

Member Benefits

- Professional development through continuing education and training programmes,
- Promotion of welfare of members
- Building public awareness about the profession
- Advocacy on behalf of members
- Liases with the Health Authorities and Government concerning the working conditions of members

- Independently assess complaints against its members
- Liaises with sister Professional Association on matters of mutual concern
- Networks for sharing information and ideas on ways of improving performance and achieving professional excellence
- Representation on key health policies and issues

Code of Ethics

The code of ethics of the Association prescribes general moral principles and rules of behaviour for all its members and underlines principles that members of the Association should aspire to achieve and inspire others in their working life. The Code of Ethics reads:

- Members of the Association shall be honest, faithful and just, and shall not act in any manner derogatory to the honour, integrity or dignity of the Association.
- Members of the Association shall use their knowledge and skill in Health Services Administration and render professional service and advice, which reflect their best judgement.
- Members of the Association shall not injure maliciously directly or indirectly, the reputation or employment of another Health Services Administrator.
- Members of the Association shall faithfully observe and fulfil all their obligations to the Association.
- Members of the Association shall not abuse their position or power, nor accept illegal gratification of any sort.

- Members of the Association shall express their opinion on Health Services Administration or other matters in a frank, open and straightforward manner
- Members shall not criticise their colleague's work without his/her knowledge nor malign or injure his/her professional reputation
- The professional advice of the members shall be based on full knowledge of the facts and honest conviction and members shall not write articles or advertise in self-laudatory language or in any manner derogatory to the dignity of the profession.
- Members shall help colleagues in upholding and doing what is right, and shall not associate with those who indulge in unethical practices
- Members shall decide matters of common professional interest by mutual consultation and shall strive individually and collectively to enhance the prestige of their profession and conduct themselves in accordance with this Code of Ethics and shall not be divisive.

Ruling Body

The constitution of AHSAG establishes a National Executive of 11 members, headed by a President. Members of the Executive are elected at the Annual General Meeting and are required to hold office for two years after which they are eligible for re-election. AHSAG's constitution further establishes Standing Committees that assist the National Executives in the realization of the aims and objectives of

the Association. The operational structure of AHSAG is as follows:

National Executive Committee (NEC)

1. President	6. Financial Secretary
2. Vice-President	7. Public Relations Officer
3. General Secretary	8. Welfare Officer
4. Deputy General Secretary	9. Ex-Officio Member
5. Treasurer	10. Two Non-Portfolio Members

Standing / Operational Committees

1. Finance Committee	4. Welfare Committee
2. Marketing and Publicity Committee	5. AHSAG Conference / Training Centre Project Committee
3. Ethics and Disciplinary Committee	6. Education and Programmes

Sector Branches

The Association has two sectors: Northern Sector and Southern sector. These comprise the following:

<i>Northern Sector</i>	<i>Southern Sector</i>
1. Upper East Region	1. Eastern Region
2. Upper West Region	2. Greater Accra Region
3. Northern Region	3. Volta Region
4. Brong Ahafo Region	4. Western Region
5. Ashanti Region	5. Central Region

AHSAG SECRETARIAT, WEBSITE AND JOURNAL

AHSAG Secretariat

Currently AHSAG is being run from the Offices of the various executive members. The Association, however, has acquired a parcel of land near Dodowa, and a Secretariat together with Conference and Training Centre are being constructed from project levies and membership dues.

The Super structure of the Secretariat Block is at an advanced stage of completion but work has slowed down due to cash flow problems. The entire work on the Block is expected to be fully completed by the end of 2007. When completed, the Block will serve as the administrative office for the Association.

The Conference and Training Centre which is only at the foundation stage is expected, when completed, to serve as a centre of excellence for the training and capacity development of members.

AHSAG Website

As part of its communication strategy, AHSAG has developed its own website-www.ahsag.org. The purpose of the website is to:

- Showcase AHSAG to the general public
- Create an avenue to foster better interaction between the entire Membership
- Extend the reach of AHSAG worldwide

The website has the following features:

- Home Page: It provides the general description of AHSAG and Constitution.
- About Page: It provides information on:
 - History of the Association

- Objectives
- Key Activities and Financing
- Membership and Affiliations
- Ruling Body
- Code of Ethics for Members etc
- Member Services Page: It provides information on:
 - Members' Register
 - Executive Members
 - Past Presidents
 - Members in Key Position
- Publication Page: This page provides a number of publications that are essential to members
- Photo Gallery Page: This page presents pictures of members at various events for e.g. Annual General Conference
- Events Page: This page publishes information on events such as AGMs, as well social gatherings 2005
- Contact Page: This page allows for feedback from members as well as the general public. A form is created which allow for suggestions, comments, and questions from members and the general public.

Members are encouraged to visit the website and interact with the Executives on their needs and other issues.

AHSAG Journal

AHSAG publishes yearly health management information magazines--'The Health Service Manager'. This magazine enables members and interested professionals to keep abreast with developments in health services management. Research is also promoted and opportunities are provided for publishing research findings. Members are encouraged through this magazine to share ideas and information about health service management.

AHSAG ANNUAL CONFERENCES

Each year AHSAG organizes a grand conference with education-oriented workshops and seminars geared towards updating the knowledge and improving personal and professional skills of its members. The conference also offers opportunity for members to meet their colleagues from other health facilities within the country to exchange information and ideas on ways of improving health service and hospital management in Ghana.

Generally, various sessions including opening ceremony, scientific session, business session and dinner dance are held at the conference which spans between three to four days.

The opening session, which is usually a short ceremony, is normally attended by AHSAG members and high-powered officials such as the Health Minister, the Director General of Ghana Health Services, Regional Minister and Regional Director of Health Services of the region where the conference is held. Other members who also attend the opening ceremony include members of the sister Professional Associations in the health sector, the press, health workers and students and the general public.

The scientific session is usually held in the form of workshop/seminar and various topics relating to the theme of

the conference are discussed. Experienced resource persons are mostly invited to give presentations at this session.

The business session is generally attended by only members of AHSAG and it serves as a forum where activities pertaining to the welfare of members and the running of the Association are discussed. This offers the opportunity for members to take stock and reappraise the activities of the Association and forge ahead with new initiatives. The business session is chaired by AHSAG president and various reports from the executive members as well as the regional representatives are presented for discussions. The business session normally ends with a drafting of communiqué on pertinent issues relating to the theme, welfare of members and the development of the health sector and the country as a whole.

The venue for annual conferences rotates from one region to another every year. The venues and the topics for discussion at the conferences from 1975 to 2007 are indicated in the table below:

Venues and Topics for Annual Meetings/Conferences (1975-2007)

Year	Venue	Theme/Area
1975	Korle-Bu Teaching Hospital, Accra	Role of Health Services Administrator in Health

	(1 st Conference)	Service Delivery
1982	Korle-Bu Teaching Hospital, Accra	Nil
1983	No Conference	Nil
1984	Korle-Bu Teaching Hospital, Accra	Nil
1985	Tamale- Northern Region	Emergency General Meeting
1986	Komfo Anokye Teaching Hospital, Kumasi	Nil
1987	Korle-Bu Teaching Hospital, Accra	Hospital Administration
1988	Koforidua- Eastern Region	Effective and Disciplined Administrator
1989	Korle-Bu Teaching Hospital, Accra	Hospital Board System
1990	Sogakope	Role of Administrator in National Health Insurance
1991	No Conference	Nil
1992	Tamale- Northern Region	Health Care Financing
1993	Sunyani-Brong Ahafo Region	National Health Service
1994	No Conference	Nil
1995	Sekondi-Takoradi- Western Region	Estate Management
1996	Kumasi-Ashanti Region	Human Resource Management
1997	Koforidua-Eastern Region	Health Financial Management
1998	Cape Coast- Central Region	Quality of Health Care
1999	Ho-Volta Region	Health Management Information System
2000	Wa-Upper West Region	Project Management
2001	Sunyani-Brong Ahafo Region	Transport Management
2002	Bolga-Upper East Region	HIV/AIDS
2003	Kumasi-Ashanti Region	National Health Insurance Scheme
2004	Secondi-Takoradi-Western Region	Public Procurement Management
2005	Tamale-Northern Region	National Health Insurance Scheme
2006	Elmina-Central Region	Health Promotion
2007	Koforidua	Health Administration and Management in Ghana

DIRECTORATE OF AHSAG MEMBERS

AHSAG Executive Members

No.	Name	Position	Grade / Station / Address / Phone No.
1	Mr. Bernard Clement Botwe	President	Deputy Chief Health Services Administrator Wenchi Methodist Hospital P.O. Box 55, Wenchi, Brong Ahafo Region e-mail: bbotwe@yahoo.com Tel: 0652-22227 / 22012 / 020-8181340
2	Mr. Peter Boateng	Vice-President	Hospital Administrator Ghana Ports and Harbours Authority Hospital P.O Box 708, Takoradi, Western Region e-mail: broboateng@yahoo.com Tel: 031-22862 / 0208181061
3	Ms. Rita Acquah	General Secretary	Senior Health Services Administrator Municipal Hospital Private Mail Box, Sunyani, Brong Ahafo Region e-mail: rita_acquah@yahoo.com Tel: 061-28786 / 0244295085
4	Mr. Asare Bediako Micah	Deputy General Secretary	Principal Health Services Administrator Effia Nkwanta Hospital, P.O Box 229 Secondi-Takoradi, Western Region e-mail: asbed82@yahoo.com Tel: 031-24565 / 0208119479
5	Mrs. Sekoh Theresah	Treasurer	Senior Health Services Administrator Achimota Hospital, e-mail: etsekoh@yahoo.com Tel: 021-508396 / 024-4648110
6	Mr. Alexander Kwaku Kyei	Financial Secretary	Senior Health Services Administrator Komfo Anokye Teaching Hospital, P.O. Box 1934 Kumasi, Ashanti Region e-mail : alexanderkyei@yahoo.uk.co Tel; 0208229763
7	Mr. Martin Ankomah	Public Relations Officer	Senior Health Services Administrator Health Admin. & Support Services (HASS) Division, Ghana Health Service, Headquarters P.O. Box M.B 44, Accra e-mail : mat1972a@yahoo.com Tel: 021-684238 / 0277411075
8	Mr. Alex Ofori-Mensah	Welfare Officer	General Manager Alpha Medical Centre e-mail: oforimalex@yahoo.com Tel: 021-508396 / 024-4648110
9	Nana Kwaku Duah II	Executive Member	Deputy Director, Health Admin. & Support Services (HASS) Division Regional Health Administration Central Region e-mail: oboampong@yahoo.com Tel: 042-32282 / 32281 / 020-8138583
10	Mr. Thomas Mensah	Executive Member	General Manager Agogo Presby Hospital P.O. Box 27, Agogo, Ashanti-Akim Tel: 051-20201 / 051-20202
11	Mr. Augustine	Ex Officio	Deputy Director-- Health Admin. & Support Services

	Yaw Boamah	Member	(HASS) Regional Health Administration P.O. Box 184, Accra, Greater Accra Region e-mail: a_yawboamah@yahoo.co.uk Tel: 021-234224 / 0244-720009
12	Mr. K. Addai-Donkoh	Ex Officio Member	Director-- Stores, Supply and Drugs Management (SSDM, GHS) P.O. Box MB-44, Accra e-mail: kwaaddai@yahoo.co.uk Tel: 021-767401/2 / 020-8407885
13	Mr. Emmanuel Tidakbi	Ex Officio Member	Director-- Health Administration & Support Services (HASS) Division; Ghana Health Service (GHS), Headquarters P.O. Box MB-44, Accra e-mail: etidakbi@yahoo.co.uk Tel: 021-663848 / 021-684239 / 020-2012489
14	Mr. Yahyah Khasem	Chairman, Project Committee	Deputy Director, Estate Management Dep't Health Admin. & Support Services (HASS) Division, Ghana Health Service, Headquarters, P.O. Box M.B 44, Accra e-mail: emu@africaonline.com.gh Tel: 021- 665215 / 020-2012469

AHSAG Members in Key Positions

Ghana Health Service, Headquarters

No.	Name	Position
1	Mr. Emmanuel Tidakbi	Director-- Health Administration & Support Services Division (HASS, GHS) P.O. Box MB-44, Accra e-mail: etidakbi@yahoo.co.uk Tel: 021-663848 / 021-684239 / 020-2012489
2	Mr. K. Addai-Donkoh	Director-- Stores, Supply and Drugs Management (SSDM, GHS) P.O. Box MB-44, Accra e-mail: kwaaddai@yahoo.co.uk Tel: 021-767401/2 / 020-8407885
3	Mr. Yahyah Khasem	Deputy Director-- Estate Management Dep't (HASS,GHS) P.O. Box MB-44, Accra emu@africaonline.com.gh Tel: 021- 665215 / 020-2012469
4	Mr. Yaw Brobbey-Mpiani	Deputy Director--General Administration Dep't (HASS, GHS) P.O. Box MB-44, Accra e-mail: mpianib@yahoo.com Tel: 021-684235 / 020-2012469
5	Mr. Ebo Hammond	Deputy Director—Transport Management Dep't (HASS, GHS) P.O. Box MB-44, Accra Tel: 021-660423 / 021-684260 / 020-8118563
6	Mr. Mathias Apen	Executive Secretary, Ghana Health Service Council P.O. Box MB-44, Accra

7	Mr. E.K. Ackon	A member of Ghana Health Service Council
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Ghana Health Service, Regional Health Directorates

No.	Name	Position
1	Mr. Augustine Yaw Boamah	Deputy Director-- Health Admin. & Support Services (HASS) Regional Health Administration P.O. Box 184, Accra Greater Accra Region Tel: 021-234224 / 0244-720009
2	Nana Kwaku Duah II	Deputy Director-- Health Admin. & Support Services (HASS) Regional Health Administration P.O. Box --, Cape Coast Central Region Tel: 042-32282 / 32281 / 020-8138583
3	Mr. Peter Mensah	Deputy Director-- Health Admin. & Support Services (HASS) Regional Health Administration P.O. Box 202, Secondi Western Regional Health Administration Te: 031-48146 / 031-46640 / 020-8194520
4	Mr. Godwin Pongo	Deputy Director-- Health Admin. & Support Services (HASS) Regional Health Administration P.O.Box 72, HO Volta Region Tel: 091-26331 / 020-8166396
5	K. Dua-Oyinka	Deputy Director-- Health Admin. & Support Services (HASS) Regional Health Administration P.O. Box -- Koforidua Eastern Regional Tel: 0244-293814
6	Mr. Kofi Opoku	Deputy Director-- Health Admin. & Support Services (HASS) Regional Health Administration P.O. Box 1908, Kumasi Ashanti Region Tel; 051-24809 / 051-25191 / 020-8164858
7	Mr. Imoro Mahama	Deputy Director-- Health Admin. & Support Services (HASS) Regional Health Administration P.O. Box 145, Sunyani Brong Ahafo Region Tel: 061-24403 / 020-8182798
8	Mr. Ibrahim Issah	Deputy Director-- Health Admin. & Support Services (HASS) Regional Health Administration Tamale, Northern Region Tel: 020-8119668
9	Mr. Lucio Gbeder Dery	Deputy Director-- Health Admin. & Support Services (HASS) Regional Health Administration Bolga, Upper East Tel: 072-23495 / 020-8448101
10	Mr. Kaba Danlanie	Deputy Director-- Health Admin. & Support Services (HASS) Regional Health Administration Wa, Upper West Region Tel: 024-3661898

Ghana Health Service, Regional Hospitals

No.	Name	Position
1	Mr. Kwame Opoku	Principal Health Services Administrator Ridge Hospital P.O. Box 473 Accra, Greater Accra Region Tel, Office: 021-228862 / 228283
2	Mr. Adjei Frimpong Emmanuel	Principal Health Service Administrator Cape Coast Regional Hospital P.O Box CT 1363, Cape Coast Central Region Tel, Office: 042-32163 / 32164
3	Mr. Asare-Bediako Micah	Principal Health Service Administrator Effia Nkwanta Hospital P.O Box 229, SDI, Sekondi, Western Region Tel, Office: 031-32159
4	Mr. Alex Kudjo Amenu	Principal Health Service Administrator Ho Regional Hospital P.O Box MA374, HO Volta Region Tel, Office: 091-27321 / 26567 / 265618-
5	Mr. Peter Agyeman Gyau	Principal Health Service Administrator Koforidua Regional Hospital P.O Box 201, Koforidua Eastern Region Tel, Office: 081-23051, 25298
6	Mr. Thomas Tawiah	Sunyani Regional Hospital P.O Box 845, Sunyani Brong Ahafo Region Tel, Office: 061-28455
7	Mr. Galee Roger K.Z	Health Service Administrator Wa Regional Hospital P.O Box 6, Wa Upper West Region Tel, Office: 0756-22664, 22530, 22007
8	Mr. George Atampugri	Principal Health Service Administrator Bolga Regional Hospital P.O Box 26, Bolga Upper East Region Tel, Office: 072-22257 / 24183

Teaching Hospitals

No.	Name	Position
1	Mr. Christopher Nartey	Director of Administration Korle-Bu Teaching Hospital P.O. Box 77, Korle-Bu, Accra Tel: 021-667759 / 021-666216 / 0244-151466
2	Mr. Offeh Gyimah	Director of Administration Komfo Anokye Teaching Hospital P.O. Box 1934, Kumasi Tel; 051-24621 / 020-2018921
3	Mr. Boakye Kusi Kwadwo	Director of Administration Tamale Teaching Hospital P. O Box 16, Tamale Northern Region Tel, Office: 071-22505
4	Mr. Sampson Owusu-Afriyie	Head, Supply Chain Management Unit Komfo Anokye Teaching Hospital P.O. Box 1934, Kumasi Tel: 051-29942 / 020-8173954
5	Georgina Yeboah (Mrs)	Head, Human Resource Unit Komfo Anokye Teaching Hospital P.O. Box 1934, Kumasi Tel: 052-22301/ 0244-569363
6	Kombian Kambarin	Secretary, Korle-Bu Teaching Hospital Board Korle-Bu Teaching Hospital P.O. Box 77, Korle-Bu, Accra Tel: 021-66759 / 020-8129057

Private and Quasi Government Institutions

No.	Name	Position
1	Mr. E.K. Ackon	Medical Services Director – Anglo Gold Ashanti, Obuasi, Ashanti Region.
2	Mr. Thomas Mensah	General Manager – Presbyterian Health Services, Agogo, Ashanti Region, Ghana
3	Mr. Philibert Kankye	Executive Secretary - Christian Health Association of Ghana (CHAG)
4	Mr. Peter Boateng	Hospital Administrator – Ghana Port and Harbour Authority (GHAPOHA) Hospital, Takoradi
5	Supt. Paul Awini	Hospital Administrator – Police Hospital, Accra
6	Major E.W. Tandoh	Hospital Administrator – 37 military Hospital, Accra
7	Mr. Moses M. Abnory	Hospital Administrator—University of Cape Coast Hospital, Cape Coast, Ghana
8	Mr. Ofori Agyare Lawrence	Hospital Administrator—Kwame Nkrumah University of Science and Technology, Kumasi, Ghana
9	Mr Clement Bernard Botwe	Deputy Chief Health Service Administrator—Wenchi Methodist Hospital
10	Mr. Alex Ofori-Mensah	General Manager, Alpha Medical Centre, Medina Accra.

11	Mr. Fred Effah-Yeboah	General Manager, Presbyterian Health Services, Donkokrom
12	Mr. Akwasi Anniagyei	Administrative Manager, VRA, Accra

Members Lecturing at the Universities

<i>No.</i>	<i>Name</i>	<i>Institution</i>
1	Mr. K. Addai-Donkoh	Kwame Nkrumah University of Science and Technology
2	Mr. Yaw Brobbey-Mpiani	University of Ghana Business School
3	Mr. Moses Abnory	University of Cape Coast
4	Mr. Ebo Hammond	Ghana Institute of Management & Public Administration
4	Mr. Emmanuel Taadi	Methodist University

AHSAG Past Executive and Retired Members

AHSAG Former Executive Members: 1996-2008

No.	Name	Position
2006-2007		
1	Mr. Augustine Yaw Boamah	President
2	Mr. Moses Maclean Abnory	Vice-President
3	Mr. Peter Boateng	General Secretary
4	Mr. Micah Asare - Bediako	Deputy General Secretary
5	Mr. Alexander Kwaku Kyei	Financial Secretary
6	Miss Rita Acquah	Treasurer
7	Mr. Martin Ankomah	PRO
8	Mr. Yaw Brobbey Mpiani	Welfare Officer
9	Mr. Imoro Mahama	Executive Member
10	Mr. Chris Nartey	Executive Member
11	Mr. Yahya Khasem	Co-opted Member
12	Mr. Addai-Donkoh	Co-opted Member
13	Mr. Emmanuel Tidakbi	Ex-officio Member
2004-2005		
1	Mr. Addai-Donkoh	President
2	Mr. Philibert Kankye	Vice-President
3	Mr. Lucio Dery	General Secretary
4	Mr. Peter Boateng	Deputy General Secretary
5	Nana Kwaku Duah II (Mr. K. Owusu Boampong)	Financial Secretary
6	Miss Rita Acquah	Treasurer
7	Mr. Ebo Hammond	PRO
8	Mr. Emmanuel Tidakbi	Welfare Officer
9	Mr. Ibrahim Issah	Executive member
10	Mr. Chris Nartey	Executive Member
11	Mr. Yahya Khasem	Co-opted Member
12	Mr. Emmanuel Tidakbi	Ex-officio Member
2002-2003		
1	Mr. Addai-Donkoh	President
2	Mr. Kofi Opoku	Vice-President
3	Mr. Kwame Opoku	General Secretary
4	Mr. Peter Boateng	Deputy General Secretary
5	Mr. Chris Nartey	Financial Secretary
6	Mr. B. C. Botwe	Treasurer
7	Mr. Ebo Hammond	PRO
8		Welfare Officer
9	Mr. Matthias Apen	Executive Member
10	Mr. Yaw Brobbey Mpiani	Executive Member
11	Mr. Yahya Khasem	Co-opted Member
12	Mrs Victoria Dako	Ex-officio Member
2000-2001		
1	Mr. Addai-Donkoh	President
2		Vice-President

3	Mr. Lucio Dery	General Secretary
4	Mr. Kwame Opoku	Deputy General Secretary
5	Mr. Chris Nartey	Financial Secretary
6	Miss Rejoice Blebu	Treasurer
7	Mr. Ebo Hammond	PRO
8	Mr. I. K. Appiah	Welfare Officer
9	Mr. Matthias Apen	Executive Member
10	Mr. Yaw Brobbey Mpiani	Executive Member
11	Mr. Ofe-Gyimah Isaiah	Executive Member
13	Mrs Victoria Dako	Ex-officio Member
	1998-1999	
1	Mr. B. A. Amponsah	President
2	Mr. K. Addai – Donkoh	Vice-President
3	Nana Kwaku Duah II (Mr. K. Owusu Boampong)	General Secretary
4	Mr. Lucio Dery	Deputy General Secretary
5	Mr. Chris Nartey	Financial Secretary
6	Ms. Susuana Owusu	Treasurer
7	Mr. Ebo Hammond	PRO
8	Mr. K. Dua Oyinka	Welfare Officer
9	Mr. Matthias Apen	Executive Member
10	Mr. I.K Appiah	Executive Member
11	Mr. Isaiah Ofe-Gyimah	Executive Member
12	Mr. E. O. Mantey	Co-opted Member
13	Mrs Victoria Dako	Ex-officio Member
	1996-1997	
1	Mrs. Victoria Dako	President
2	Mr. C.K. Adu	Vice-President
3	Nana Kwaku Duah II (Mr. K. Owusu Boampong)	General Secretary
4	Mr. K. Asamani Darko	Deputy General Secretary
5	Mr. Isaiah Ofe-Gyimah	Financial Secretary
6	Miss Evelyn Asiedu-Offei	Treasurer
7	Mr. B.C.K. Botwe	PRO
8	Mr. K.Addai Donkoh	Welfare Officer
9	Mr. Albert Asiedu-Offei	Executive Member
10	Mr. Thomas Mensah	Executive Member
11	Mr. E.T Tidakbi	Executive Member
12	Mr. E. O. Mantey	Ex-officio Member
	1986	
1	Mr. C.T. Kpene	President
2	Mr. E.K Ackon	Vice-President
3	Mr. G.K. Adu	Secretary
4	Mr. J.A. Amartey	Assistant Secretary
5	Mrs. Victoria Dako	Financial Secretary
6	Mr. J.A. Tawiah	Treasurer
7	Mr. W.A.K. Sowah	Executive Member
12	Mr. E. O. Mantey	Ex-officio Member

Retired Members

Name	Date of Retirement	Last Station	Phone Numbers
Mr. C.T. Kpene (Akusika-0244-684498 Mamly Kpene-0244627072)	/10/95	Legon Hospital	024-3772187/
Mr. Charles Adu	01/08/03	Regional Health Administration, Accra, Greater Accra Region	027-7583673
Mr. Coffie Muhammed	01/05/03	Ghana Health Service Council	
Ms. Kwame Carol	24/08/04	Pantang Hospital, Accra	027-7453628
Mr. Samuel A, Akrong	20/08/04	Municipal Health Directorate, Koforidua	020-8163554
Mrs. Victoria Darko	04/11/04	HASS, GHS Headquarters, Accra	0244-314227
Mr. Amakye Lartey Stephen	27/07/04	Regional Health Administration, Wa, Upper West Region	0244-512302
Ms. Evelyn Asiedu-Ofei		Regional Health Administration, Koforidua, Eastern Region	027-609154
Mr. Gabriel Kwame Adu		Komfo Anokye Teaching Hospital, Kumasi	020-8145730
Mr. Asare Obimpeh		Regional Health Administration, Cape Coast, Central Region	0244-377779
Mr. I.K. Appiah	2007	Regional Health Administration, Sekondi-Takoradi, Western Region	
Mr. Albert Asiedu-Ofei	2007	Regional Health Administration Ho, Volta Region	020-8146161
Mr. Apratwum Peter	2007	Tetteh Quarshie Hospital, Eastern Region	024-2239948

For further information, please contact

Mr. Martin Ankomah
The Public Relations Officer
Association of Health Service
Administrators, Ghana (AHSAG)
P.O. Box CT 3148
Cantonments
Accra – Ghana

Tel: 021 684238 / 0277411075

Fax: 021 660423/ 663848

Email: ahsaghana@yahoo.com

Website: www.ahsag.org