

# iHRIS MANAGE: A TOOL FOR MANAGING THE HEALTH WORKFORCE

## **BACKGROUND**

Effective health workforce management is crucial for countries to address health worker shortages and meet the health care needs of their people. HR managers and other decision-makers require up-to-date and accurate data on the current number of employed health workers, where they are deployed, and what their skill sets and salaries are, as well as information on vacant posts and migration. Unfortunately, many countries lack this information, or they store it in paper files or electronic databases that do not link together, making it difficult to locate employee records or aggregate data for analysis.

A computerized and integrated human resources information system (HRIS) enables countries to more easily collect, maintain, and analyze health workforce data. CapacityPlus supports the global iHRIS community's free and open source HRIS solutions to supply health-sector leaders with information they need to track, manage, and plan the health workforce.

## **iHRIS MANAGE**

iHRIS Manage, an HR management application, enables decision-makers to collect, manage, and analyze detailed information about employed health workers and applicants. iHRIS Manage can be used at ministries of health, district health offices, health-care facilities, private-sector organizations, and even sectors beyond health care. This open source software is free and can be customized to meet a specific country's or organization's needs.

## **BENEFITS**

iHRIS Manage supports organizations in designing a comprehensive HR strategy and managing its workforce effectively and efficiently. An HR professional can create a hierarchy of positions based on standard job titles, classifications, and descriptions, even for positions spread over diverse geographic locations, offices, and facilities. HR staff can track job applications for open positions, assign employees to fill positions, and maintain a searchable database of all applicants and employees. An HR manager can track each employee's history within the organization and record the reason for employment termination or departure.

Once iHRIS Manage is installed, it can be modified as needed to conform to HR policies and procedures. The software can produce standard or customized reports for analysis by decision-makers to answer a wide variety of key policy and management questions.

## FEATURES

- **Employee management:** Record important information and maintain a complete record of employees' work history, including positions held, salary history, in-service trainings, and any workplace incidents resulting in disciplinary action.
- **Position management:** Create positions with standardized descriptions, codes, and qualifications within the organizational structure and manage the hiring, transfer, and promotion process.
- **Recruitment support:** Record information about job applicants (including educational history, work history, and interview notes) and log hiring decisions.
- **In-service training tracking:** Track in-service trainings that employees have registered for and completed, and assess competencies and continuing-education credits earned from training.
- **Reporting:** Aggregate, analyze, and export data in a variety of ways to answer key management and policy questions.
- **User management:** Create and manage password-protected user accounts to control access to the system. Assign roles limiting user activities to enforce data quality and management protocols.
- **Decentralization support:** Install iHRIS Manage at the central and district level. Districts can send data to the central level for aggregate reporting.
- **Interoperability with other health information systems:** iHRIS easily links with DHIS 2, OpenMRS, and other popular global-health technologies.
- **Technical support:** A global community of iHRIS developers and users provides support via an e-mail group, an interactive website, and an online documentation library.

The following features ensure the security and accuracy of data stored in the system:

- **Error checking and data correction** by authorized managers to ensure data integrity
- **Automated logging** of the username, date, and time when data are entered or changed, for auditing purposes
- **Permanent archiving** of all data changes to ensure a consistent record of each employee's history with the organization.

## COUNTRY EXAMPLES

Several countries have implemented iHRIS Manage to help manage their health workforce and customized the software to meet local needs. iHRIS Manage is being used in Botswana, Chad, Ghana, India, Kenya, Lesotho, Mali, Namibia, Rwanda, Sierra Leone, Tanzania, Togo, and Uganda.

## GET IHRIS MANAGE

To learn more about iHRIS Manage, try a demonstration, or download the software, go to [www.ihris.org](http://www.ihris.org).