

**MINISTRY OF HEALTH**

**REGISTER OF GUIDELINES, POLICIES, PROTOCOLS AND MANUALS**

**MINISTRY OF HEALTH & WELLNESS**

**REGISTER OF GUIDELINES, POLICIES, PROTOCOLS AND MANUALS 2022**



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#### Introduction

This is a listing of the guidelines, manuals, policies and protocols which are part of the holdings of the Ministry of Health & Wellness' Resource Centre collection.

It is by no means an exhaustive list as it covers only documents that were found in the centre at the time of the preparation of the list.

The document is intended to act as a guide to information seekers and health professionals seeking to access some of the information resources available in the Ministry.

The documents listed are either produced by or used by the Ministry of Health & Wellness in the discharge of its functions.

While some of the documents may be outdated by publication year, they provide useful information to persons who are engaging in research and have been included for this purpose.

The document was revised in :- 2010, 2014, 2016, 2017, 2019, 2020, 2021, and again in 2022.

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<b>No.</b>	<b>SUBJECT/ KEYWORDS</b>	<b>TITLE</b>	<b>ACCESSION NO.</b>	<b>PUBLICATION INFORMATION</b>	<b>ABSTRACT</b>
1.	Contraceptive	Access to contraception for persons under 16yrs.	57556	Ministry of Health, Jamaica	The manual states that the government is committed to ensuring that no child is deprived of his or her right of access to health care; and that the best interest of the child shall be the primary consideration of those responsible for his/her guidance.
2.	Accident/emergency	Accident and Emergency Department: policies and procedures manual	MOH-DOC-700-2	Ministry of Health, Jamaica: November 1999	The manual is designed to give some general guidelines on the roles of the emergency physician, the nursing personnel and the ancillary staff working in the Accident and Emergency (A&E) Department. It states that all persons coming to the department for medical care under the management of the staff on duty and the responsibility for each patient's care rest with Accident & Emergency Consultant or the Registrar in his or her absence.
3.	AIDS	AIDS prevention through correct condom use: A training workshop for Caribbean Health Providers: participant's manual	53870		This manual deals with the facts about condoms. Seeks to encourage and teach clients to persuade their partners on the use through promotion and community resources.
4.	Audio visual	Audio- visual equipment : policy, procedures and technical manuals No.8	58181	Prepared by Winsome Edwards  Ministry of Health, Jamaica: June 1987.	The manual describes the procedures to be used for the management of audiovisual materials and equipment. It focuses mainly on the central pool of audiovisual equipment and materials maintained in the Audio-Visual Unit in the Learning

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					Resource Centre.
5.	Operating theatre	Audit instrument for Operating Theatre Department: Background Information Form, Appendix 8–:	55676	Health Services Planning and Integration, Ministry of Health, Jamaica	This is the prescribed form to be used in auditing operating Theatres
6.	Infection control  Operating theatre	Audit instrument for the infection control programme in Operating Theatre Department, Background Information Form: Appendix 9.	55677	Health Services Planning and Integration  Ministry of Health, Jamaica	This is the prescribed form to be used in auditing the infection control programme in operating theatres
7.	HIV	Child with HIV.... our response	56864		This publication speaks about the role of the caregiver, basic information related to HIV/AIDS in children medical problems, nursing care hospitalization, hospice and the need of the child in school.
8.	Mental Health  (Children)	Common mental disorders in children and adolescents : guidelines for diagnosis and	Acc. # 57861 MOH-DOC 100-5	Ministry of Health, Jamaica  August 2014	This manual is organized into chapters which systematically progresses from the understanding of the normal development of children (Chapter 1), how to approach common presenting

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	Adolescent mental health	management			problems (chapter 2), an overview of common mental health disorders (chapter 3). Chapter 4 focuses on the details of the different modalities of treatment including psychosocial interventions and medication. Chapter 5 deals with common psychiatric emergencies in children and is followed by references, appendices and glossary.
9.	Communication	Communications Policy – MOH	57534	Public Relation Unit, Ministry of Health 2003	This manual speaks about guiding principles, situation analysis, who is responsible, communication objectives and strategies. It also looks at types of communication work groups and crisis.
10.	Health facilities  Private health facilities  Standards for private health facilities	Community and private health facilities: supplementary to guidelines for community private health facilities : guidelines for Standards and Regulation Division		Ministry of Health, Jamaica	The guidelines apply to the following facilities: - home for senior citizens, nursing homes/ Infirmary, adult activity center, adult congregate living. The document details the requirements for establishing and operating these facilities in Jamaica.
11.	Health aide	Community health aide manual	57039	Ministry of Health and Environment, 1972	This document looks at initial training for a group of community health aides who could be employed in the health services for government and voluntary agencies.
12.	Hospital	Community hospitals- management procedures : policy	57566	Prepared by Marian	This manual is a comprehensive guide to be used in the operation and management of the community hospitals. It contains eight

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	<b>management</b>	<b>procedures and technical manuals: No.14</b>		Kenneally, 1990	(8) chapters, each describing in detail the various areas of management in a community hospital.
<b>13.</b>	<b>Mental health</b>	<b>Community mental health reporting (CMHR) system procedure manual</b>	MOH- DOC -100-1	Ministry of Health, Jamaica March 2001	This manual is intended to guide health professionals in the collection, compilation and reporting of statistical data for the community mental health service.
<b>14.</b>	<b>Mental Health</b>	<b>Community mental health services – policies and procedures manual –MOH</b>	<b>57536</b>	Ministry of Health, Jamaica October, 2012	This manual is about the components of community mental health services, promotion and education programme, the provision clinical management, out patients service the care process. It also looks at documentation and the referral system, patients’ rights, the Acts, accident and incident report forms.
<b>15.</b>	<b>Health care</b>	<b>Comprehensive Health Centre, “health for all” : manual of general procedures</b>		March 1988.	The guidelines this manual has been drawn up by the users of this institution and will form the basis for the performance evaluation of its staff
<b>16.</b>	<b>Human subjects  Research on human</b>	<b>Conduct of research on human subjects: guidelines</b>	57353	Ministry of Health, Jamaica	This document states ethical practice in research with human subject and how it should be conducted. Looks at confidentiality, how to deal with medical records, categories of research protocols, oversight of research and guidelines for preparing research protocols

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17.	Contracts	Contract monitoring policy, procedures and technical manual no. 17	57567	Ministry of Health, Jamaica Spanish Town Hospital Prepared by Donald N. Prince. May, 1993	The objective of this manual is to document the procedures for managing and monitoring the implementation of the contracting out of the cleaning/portering services for the hospital.
18.	Maintenance	Cornwall Regional Hospital, Maintenance Department manual of procedures	57551	Ministry of Health, Jamaica	The manual is compiled for the purposes of providing standards and procedures for the management and functions of the maintenance department of the hospital, in accordance with the policy set forth by the Ministry of Health.
19.	Mortuary operations  Death certification	Death certification and mortuary operations policy and procedures manual	MOH-DOC 900-3	Ministry of Health Jamaica, February, 2001	The Manual is intended to give guidance to hospital personnel in the management of death certificate and mortuary operations. Importantly, these policies and procedures will be used by the Ministry of Health as the basis for conducting clinical audits and therefore must be adhered to all times.
20.	Dental health	Dental health service policies and procedures manual	57026	Ministry of Health, Jamaica 2005	This manual is intended to guide the delivery of oral health care and will be used to the basis of monitoring and assessment of quality care.
21.	Diabetes	Diabetic retinopathy guidelines		Ministry of Health, Jamaica 2020	This manual looks at the prevalence of diabetes mellitus in Jamaica, prevalence of diabetic retinopathy, risk factors, modifiable and non-modifiable factors, j k

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22.	Diagnostic radiology	Diagnostic radiology department policies and procedures manual	MOH- DOC- 500-1	Ministry of Health, Jamaica December 2001	This manual is intended to guide the head of the Diagnostic Radiology Department in the overall management of the department. In addition, these policies and procedures will be used by the Ministry of Health as the basis for conducting clinical audits and quality of care assessment.
23.	Dialysis	Dialysis facilities: policies and procedures manual	MOH-DOC 300-5	Ministry of Health, Jamaica October 2012	Manual provides guidance in standard operating procedures to facilities providing dialysis services (Haemodialysis and Peritoneal dialysis) in Jamaica, whether private or public. The goal is to assist in improving the quality of care to those persons who are dependent on the setting which it is delivered, and most importantly, the expertise and firm commitment of the health care personnel involved in giving care to the clients affected by End Stage Renal Disease (ERSD)
24.	Diet/nutrition	Diet manual for the government hospital in Jamaica West Indies. 1970. 1 <sup>st</sup> ed., 1971 2 <sup>nd</sup> ed.	57537		This manual contains normal and therapeutic diets used in the government hospitals.
25.	Nutrition	Dietetic / nutrition internship programme manual	56274	Ministry of Health, Jamaica by Violet Griffiths Revised 2005	The manual is intended as a guide to the ministry's Nutrition Internship programme. It covers food service systems management; clinical nutrition, community nutrition; special areas and evaluation.



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26.	Disaster management	Disaster management procedures manual No. 7	57562	Ministry of Health, Jamaica January 1989  Prepared by Christine Moody	This manual has been prepared to detail the procedures to be observed in the Ministry of Health for disaster preparedness and post – disaster management. The procedures mostly relate to the activities which will take place at headquarters but there are certain implications for field activities also.
27.	Environmental health	Environmental health reporting system procedural manual	MOH-DOC- 200	Ministry of Health Jamaica, August 2002	This manual is intended to guide environmental health activities in the overall management and delivery to environment health services in public health departments. It gives general guidelines and instructions on the use of inspection forms and environmental health monthly report.
28.	Vaccines/ Immunization	Expanded programme on immunization: field guide for health workers	Acc. # 57132 MOH-DOC- 800-7	Ministry of Health, Jamaica October, 2007	This field guide looks at vaccine preventable diseases, vaccines care and cold chain. It presents administration ESAVI and vaccine safety as well as surveillance monitoring and evaluation, programme management and community outreach.
29.	Family health	Family health manual	55760	Ministry of Health, Jamaica June 2007	This manual is a guide to the transition of services from the traditional maternal and child health care to that of family health, in keeping with the paradigm shift and the new priority direction for the Caribbean Cooperation in Health.
30.	Family planning	Family planning counseling manual	57539	Ministry of Health, Jamaica Mona Harrison, 1988	This manual is designed for health workers and other community workers who want to help persons using contraceptives. It aims

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					to develop leaders and make them become more effective family planning counsellors with the hope that its use will help reduce the family planning drop out rate in Jamaica.
31.	Family planning	Family planning service delivery manual	57543	Ministry of Health, Jamaica The Population Policy Task Force	This is a review and update of the family planning component of the maternal and child health norms at Ministry of Health. It covers counseling for family planning and general information about various contraceptive methods.
32.	Family planning	Family planning/ child health care record data system manual	57550	Ministry of Health & Environmental Control Jamaica W.I.  June 1976	This manual gives introduction to clinical identification numbers, client identification card, the main data system, responsibilities of the clinical personnel and transmittal form .States the objectives of the data system and the special feature of the system, instructions for the first visit form and all visits
33.	Filing	Filing services manual	57545	Ministry of Health, Jamaica Government of Jamaica. - April 1983	This manual provides an organized and controlled method for storing, classifying, disseminating and preserving the policies, procedures information, and instructions pertaining and relating to the operations of registry services in the ministry.
34.	Gift/donations	Gifts & donations to the MOH : policy and procedures guidelines	57825	Ministry of Health  Revised 2014	This document looks at the objectives, definitions, conflict of interest, policy and procedures in the receipt of gifts and donations. It also speaks about the process and obligation of parties, the donors and schedule checklists and specifications.

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35.	Records management	Government of Jamaica records and information management procedures manual		Ministry of Education, Youth and Information July 2018	This policy gives abroad guidance to Ministries, Departments and Agencies (MDAs) on the management of their records and information. It looks at key aspects of Records and Information Management (RIM) such as classification, storage systems, records appraisal and RIM ICT systems. Detailed procedures are also given in those cases where the MDAs interface with the Jamaica Archives and Records Department.
36.	Manuals	Guide to manuals : policy procedures and technical manual No.1	57668	Ministry of Health, Jamaica July 1986	This is the guide for the policy, procedures and technical manuals of the Ministry of Health. The manual establishes the scope of the ministry's systems and provides guidance for the use, preparation, production and approval of the manuals
37.	Manual writing	Guide to writing manuals: policy, procedures and technical manual no. 1	55548	Ministry of Health, Jamaica  Christine Moody  December 1985	The manual provides the skills and knowledge required for the preparation of standardized policy, procedural and technical manuals for the Ministry of Health. It's a comprehensive how-to-do guide covering all aspects of manual writing. It has seven (7) chapters each of which considers one phase of manual writing.
38.	HIV Surveillance	Guidelines for HIV case-based surveillance	59284	Ministry of Health, Jamaica June, 2012	This manual serves as a guide for numerous HIV/AIDS reports. It looks at HIV/AIDS diagnosis, testing and responsibilities of personnel placed in the HIV surveillance units.

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39.	Tuberculosis	Guidelines for the management of tuberculosis in the Jamaican population	595014		
40.	Funerals Mortuaries	Guidelines for the operation of funeral establishments and mortuaries	MOH-Doc-900-6 57827	Ministry of Health, Jamaica August 2014	The guidelines are issued as introductory regulations to govern the Funeral Service Industry. It outlines the operational procedure based on established standards and universal precautions, for managing operation in hospitals and private funeral establishments and mortuaries
41.	Body fluids	Guidelines for the prevention of accidental exposure to body fluids	59406	Ministry of Health National HIV/STI Programme November 2003	These guidelines provide health care workers with the procedures and protocols for the prevention and management of accidental exposure to body fluids. They were developed to ensure consistency in the prevention and management
42.	Procurement	Handbook for procurement of goods and services	58183	Prepared by Ministry of Health, Planning and Evaluation Unit, in collaboration with Ministry of Finance & Planning. Revised January 1998	This handbook seeks to define its efficiency and success. The timely procurement of goods and services in its best quality, which proves the effectiveness by informing officers about the procurement of goods and services.

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43.	Management  Headquarter management	Headquarter management : policy and procedures and technical manuals No.2	57569	Ministry of Health, Jamaica 1988	This manual describes the administrative management procedures operational in the Headquarters. All categories of staff must familiarize themselves with these systems and follow them accurately to facilitate the smooth conduct of affairs at Headquarters and to upgrade the overall management of the health services.
44.	Health centres	Health centres type 1 manual	57559	Ministry of Health, Jamaica May 13, 1977.	This manual was written to guide district midwives and community health aides who will be stationed at the Type 1 health centres. It also provides a guide for all who are involved in this programme at the field or administrative levels.
45.	Infection control	Health facilitates infection control policies and procedures manual	MOH-DOC- 600-1  559497	Ministry of Health, Jamaica <u>Revised</u> February 2014	This policy is intended to guide health care workers in the overall management of an infection control programme. Looks at the purpose of the programme which is to prevent the spread of communicable disease within a health facility or a community.
46.	Health records	Health records service procedures manuals	MOH- DOC- 5000	Ministry of Health, Planning & Evaluation Unit, Jamaica August 2000	The purpose of this document is to set out the operational procedures for efficient, effective functioning of Health Records Services within the health care facilities. Some of the areas looked at are registration of urgent and non urgent patients, admissions and discharging procedures, medical reporting and gives terms and definitions used in the operational procedures.

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47.	HIV/AIDS	HIV/AIDS training manual for peer educators	55232	Nat HIV/STI Control Programme  Ministry of Health, Jamaica	This manual guides educators on topics such as condoms and present facts on HIV/AIDS & STIs. Other topics include importance of communication, values, discovering you and your sexuality and self-evaluation.
48.	HIV/AIDS	HIV/AIDS workplace policy and action plan	559498	Ministry of Health, Jamaica 2011	This document provides guidelines on how to treat employees of Ministry of Health who have been diagnosed with HIV/AIDS. It is guided by the National HIV Policy 2005 the National HIV Policy 2010, and the Code of Practice on HIV and the world of work 2001
49.	Statistical report	Hospital monthly statistical reporting system (HMSRS): policies and procedures manual	MOH- DOC- 5000-2/53	Ministry of Health, Jamaica December 2000	This manual describes the basic features of the HMSRS and procedures that will be followed by Medical Records Officers and other persons responsible for collecting and recording data for the HMSR. It includes instructions for extracting data from other hospital records and entering it on the HMSRS form and provides standardized methods for computing utilization indicators. The manual has 15 chapters. Chapter 1 presents an overview of the HMSR with regard to its objectives, scope and limitations. Chapter 2 describes its major features, including instructions for submitting monthly reports to the Ministry of Health. The remaining 13 chapters are devoted to providing detailed instructions for completion of each section of HMSR form.

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50.	Quality assurance	Hospital quality assurance program (HQAP) Manual of operations 1995- GOJ	58184	Ministry of Health, Health Services Rationalization Project Jamaica, May 24, 1994.	The main objective of this manual is to promote quality assurance, ensuring safety, efficiency, and equity in the provision of services and at the same time addressing the standards of care. It is intended to be used as a guide and resource in providing quality care.
51.	Human resource	Human resources (RHA) - policies and procedures and conditions of service grievance procedures discipline code	56603	Ministry of Health Regional Health Authorities  (Revised 2004)	This manual was developed to communicate approved policies, procedures and conditions of service for all levels of staff in the Regional Health Authorities. It should be used in conjunction with and should not take precedence over the staff orders for the public service.
52.		Injury surveillance manual: Jamaica injury surveillance system	59619	Ministry of Health & Wellness  Prepared by Andre McNab  October 2021	
53.	Intensive care	Intensive Care Unit	MOH –DOC- 300-1	Ministry of Health Jamaica June 2003	This policy manual is intended to guide the health care personnel in the Intensive Care Unit (ICU) in performing critical activities. In addition it will be used by the Ministry of Health as the basis for conducting clinical audits and quality of care assessment.

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54.		<b>Jamaica injury surveillance system (JISS 3): user guide</b>	59618		
55.	<b>Linkage system</b>	<b>Linkage system: policy and procedures technical manuals: No. 18</b>	57570/57492	Ministry of Health, Jamaica  Prepared by Christine Moody, July 1994	This describes the procedures to be used for the referral of patients from one level of health care to another. It aims to facilitate the smooth transfer of patient from the simpler levels of health care through the system to the point at which they will receive the care appropriate to their condition.
56.	<b>Magnetic resonance  Imaging</b>	<b>Magnetic Resonance Imaging (MRI) suite; policies and procedures manual: Kingston Public Hospital</b>	56878	Ministry of Health, Jamaica March 2011	The purpose of the Magnetic Resonance Imaging (MRI), policies and procedures manual is to provide a resource for safe MRI practices at the Kingston Public Hospital. The MRI machine is installed at the Kingston Public Hospital and is intended to serve the MRI needs of the national health service island wide.
57.	Misoprostol	<b>Management (custody and administration) of misoprostol (cytotec) tablets as a control drug public &amp; selected private hospitals : Policy guidelines</b>	57826	Ministry of Health, Jamaica April, 2014	The purpose of this policy is to strengthen the ministry's existing policy on the protocol for the use of Misoprostol (Cytotec), for labour induction in pregnant women, in public hospitals and selected private hospitals, by establishing additional stringent controls. The intention of these measures is to stop the illicit sale and use of Misoprostol and to significantly reduce the public risk.



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58.	Asthma	Management of asthma : Protocol	57027	Ministry of Health, Jamaica: 2002	The protocol for the management of asthma is intended to guide health workers in the management of asthma. It will be used for in service training and as the basis for conducting quality of care assessments in the management of asthmatic patients.
59.	Mental health	Management of common mental health disorders: a protocol	MOH-DOC- 100- 3/512	Ministry of Health, Jamaica  October 2005	This manual is a guide for doctors, nurse practitioners and other health care workers in the management of common mental disorders in practice. It is hoped that these guidelines will result in an increased understanding in the classification, the diagnosis and treatment of these disorder.
60.	Obstetric	Management of common obstetric emergencies for hospitals in Jamaica	59341	Ministry of Health, Jamaica November, 2013	This document highlights high risk pregnancies, and processes in which the hospitals in Jamaica operate when pregnant mothers are in labour. There are also documented ways to help mitigate or avoid abnormalities during pregnancies.
61.	Diabetes	Management of diabetes : guidelines	MOH-DOC- 6000-1- 1	Ministry of Health, Jamaica November 2007	This document provides guidelines for the management of diabetes. It is a comparative review of the management of diabetes, Jamaica with international standards
62.	Hypertension  Diabetes	Management of diabetes and hypertension: protocol	MOH-DOC- 6000-1	Ministry of Health, Jamaica February 2001	The manual gives an overview of diabetes and outlines how glucose level in the blood occurs. It looks at the conditions that can arise as a result of any changes leading to the accumulation of glucose in the blood, resulting in less glucose being available

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					for the body tissue. Examines the three main types of diabetes; these are type 1, type 2 and gestational diabetes. It looks at management of diabetes under two broad headings (a) aims and objectives (b) diagnoses.
63.	<b>Hypertension</b>	<b>Management of hypertension : guideline</b>	MOH- DOC 6000-1-II	Ministry of Health, Jamaica November 2007	This policy is intended to establish guidelines for the management of patient with this chronic disease.
64.	<b>Nicotine</b>	Management of nicotine use disorders : guidelines	58123	Ministry of Health, Jamaica Jan 2007	This guideline looks at tobacco dependence and the medical impact of smoking, and the benefit. It also looks at screening treatment and brief cessation intervention
65.	<b>Psychiatry</b>	Management of psychiatric emergency, crisis intervention and routine home visit: guidelines	58119	Ministry of Health, Jamaica 2012	This guideline speaks about functions of the psychiatric emergency/ maintenance team , crisis intervention, support service, aides, drivers, police requirements for the PEM unit
66.					
67.	<b>Surveillance audit</b>	Managing monitoring visits/ surveillance audits: procedure manual	57903	Ministry of Health, Jamaica  Issue date 2000. 04  Revision date 2003.8  Revision Number :01	This is about purpose, scope, definition and responsibility of audit managers, and pre- audit plan. You will also find documentation, reference and records/ working documents and the format for corrective monitoring register and attendance register. It will tell you about monitoring tools for family health services, health services delivery in health centre and hospitals, dental and

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					mental health service inpatient and outpatient.
68.	Child care  Maternal health	Maternal and child health: a manual of norms and procedures in primary care	58186	Ministry of Health, Jamaica 1982	This manual sets out the norms and procedures for health care of mothers and children at the primary level. It is intended for use in basic training and in service training of health staff, also use as a reference manual for health personnel involved in the day-to day care of mothers and children.
69.	Maternal death  Surveillance	Maternal death surveillance guidelines	57906	Ministry of Health, Jamaica Family Health Services Revised May 2009	The manual looks at maternal mortality antenatal report, post mortem and maternal mortality cases, surveillance and monitoring. It is intended to guide health care workers in the overall surveillance of maternal deaths.
70.	Medical internship	Medical Internship and Senior House Officer Programme : policies and procedures manual	57880  MOH- Doc-900-7	Ministry of Health, Jamaica Revised April 2015	Policy gives an outline of primary health care to secondary health care and special support service. It also looks at ethics, attitude, conducts, internship programme, the responsibilities of interns and admission to the internship programme.
71.	Medical internship	Medical internship handbook 2000	52532	Ministry of Health, Jamaica	This handbook states the vision and mission of the Ministry of Health organizational structure, general information, institutional property, medical internship in Jamaica, their duties signing up. Looks at leave entitlement, assessment form, and Medical Council of Jamaica registration examination.
72.	Medical	Medical internship policies and	MOH-DOC 900-4	Ministry of Health, Jamaica	The manual was produced to facilitate the smooth entry of

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	<b>internship</b>	<b>procedures manual</b>		2007	recently graduated doctors into the Government Health Service. The internship period enables the intern to further improve his/her clinical status and allows a certain amount of independence while under the supervision of the resident and consultant.
<b>73.</b>	<b>Medical records</b>	<b>Medical Records Department procedure manual</b>	57559	Prepared by Everad Smith 1995. Jamaica	The manual details the processes involved in the operation of the Medical Records Department. It covers discharge procedure, quantitative analysis, diagnostic / surgical coding.
<b>74.</b>	<b>Staff manual</b>	<b>Medical staff manual</b>	57558	Ministry of Health, Jamaica 3October 1994/1995	The aim and objectives of the manual is to give the medical staff in the Ministry of Health a brief introduction to the Ministry and provide basic information on (a) conditions of service (b) general policies protocol for primary and secondary care as they affect medical staff.
<b>75.</b>	<b>Clinical report</b>	<b>Monthly clinical summary report: policy and procedure manual</b>	MOH-DOC- 5000-1/378	Ministry of Health, Jamaica December 2000	The manual is designed as a guide to all health care staff and those involved in the operations of the Monthly Clinical Reporting System (MCSR). It provides step by step instructions to healthcare staff on how to record data on the health services given daily. It seeks to give an overview of the purpose of the MCSR and provides details of the procedures for operating the MCSR at field level.

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76.	HIV  AIDS	National HIV/AIDS Policy Jamaica	58187	Ministry of Health, Jamaica	The manual provides guidelines to the health workers in the management of patients with HIV infection.
77.	Feeding policy	National infant and young child feeding policy of Jamaica	58130	Ministry of Health, Jamaica (revised draft Aug. 2010)	In this manual you will find, the policy goal and objective the responsibility and health facilities, health workers and nongovernmental organizations including community based support group child care facilities. Training and post-partum and early neonatal. It also speak about low birth weight and premature babies, multiple births and child living in special circumstances
78.	Laboratory service	National laboratory service : specimen collection and rejection criteria	57572	Ministry of Health, Jamaica	This manual looks at specimen collection and rejection criteria, amendment record, test and sample requirement ,test name storage/ stability, specimen collection and handling, Mycobacterium – acid fast culture and smear and blood culture.
79.	Screening  Non-communicable diseases	National screening guidelines for priority non-communicable diseases (NCDs) in primary health care	59400  MOHW-DOC-6000- 4	Ministry of Health & Wellness, Jamaica Non-Communicable Diseases & Injury Prevention Unit June, 2020	This guideline provides technical guidance for the early detection, referral and follow-up of priority NCDs – breast, cervical, colorectal, and prostate cancers; depression, diabetes mellitus type 2, and high blood pressure – at the primary health care (PHC) level. `Its long term goal is to contribute to reduction in

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No.	SUBJECT/ KEYWORDS	TITLE	ACCESSION NO.	PUBLICATION INFORMATION	ABSTRACT
					premature mortality due to NCDs by a third by 2030, in keeping with Sustainable Development Goal 3.4
80.	Neonatal nurseries	Neonatal nurseries: policies and protocols manual	MOH-DOC 800-2	Ministry of Health, Jamaica April, 2000	The manual provides guidance in standard operating procedures for the medical, nursing and health professionals assigned to nurseries in government operated hospitals. It aims at improving the quality of care to neonates. It contains information on the setting in which neonatal care is delivered, the availability of equipment and resources and the expertise and commitment of the health care personnel involved in the care of neonates.
81.	Newborn care	Newborn resuscitation and care pocket field guide for health workers	58122	Ministry of Health, Jamaica	In this field guide you will find resuscitation of the newborn, apgar score, fluids electrolytes, the pre-term infant, respiratory distress, neonatal sepsis, seizure and jaundice. Also looks at vomiting, transport of the sick, neonate challenges in transport and common drugs.
82.	Nurse practitioner	Nurse Practitioner Programme: manual protocol	57069/57048	Ministry of Health, Jamaica	The protocol serves as a guide to nurse practitioners in the diagnoses and current acceptable plan of management for the specific health problems frequently encountered in primary health care facilities.

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No.	SUBJECT/ KEYWORDS	TITLE	ACCESSION NO.	PUBLICATION INFORMATION	ABSTRACT
83.	Nursing	Nursing policy manual	MOH- DOC-900-1  52105	Ministry of Health, Jamaica August 1997   Revised 2008	The policies are derived from problems encountered in professional practice as identified by nursing personnel. The policies are grouped under three (3) major areas of nursing practice identified in the Caribbean Standards of Nursing Care (PAHO/WHO 1983). These are:-  <ul style="list-style-type: none"> <li>∞ Patient care management</li> <li>∞ Ward management</li> <li>∞ Personnel management</li> </ul> A fourth area of risk management was added
84.	Nursing  Midwifery	Nursing and midwifery policy	MOH-DOC-900-1  59645	Ministry of Health & Wellness, Jamaica  May 2019	This policies generic nursing and midwifery policies and are not intended to replace policies and procedures for specialized units for example intensive care units, operation theatre, dialysis unit, or the Staff Orders for the Public Service. Rather, they are intended to guide the overall operation and management of nursing and midwifery practices.
85.	Nutrition  surveillance	Nutrition surveillance system : policy, procedures and technical manuals #6		Ministry of Health, Jamaica  April 1987, 1989	This manual is the sole guide to the procedures for implementing and maintaining ongoing nutritional surveillance of mothers and young children. The procedures should be used in conjunction with MCH manual.

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<b>No.</b>	<b>SUBJECT/ KEYWORDS</b>	<b>TITLE</b>	<b>ACCESSION NO.</b>	<b>PUBLICATION INFORMATION</b>	<b>ABSTRACT</b>
86.	Nutrition	Nutrition/ dietetic internship programmed procedures manual	57049	Ministry of Health, Jamaica  Prepared by Violet D. Griffith Revised 1993	The programme was developed to meet the specific nutrition needs of the country and similar needs which exist in the Caribbean Region. The manual adopts as many guidelines as appropriate from the procedures for establishing a Canadian Dietetic Association approved dietetic internship programme.
87.	Nutrition	Nutrition/ dietetic internship programmed manual	57557	Ministry of Health, Jamaica  prepared by Violet D. Griffith Revised 1998	This was designed to meet the specific needs of the country and similar needs which exist in the Caribbean Region adopting as many guidelines as appropriate, from the procedures for establishing a Caribbean Dietetic Association approved Dietetic Internship Programme.
88.	Nutrition	Nutrition/dietetic internship programme orientation manual	57661	Ministry of Health, Jamaica  Prepared by Violet D. Griffith Revised 2005	This document looks at the purpose of dietetic internship which is to develop in the intern the competencies required to function as an entry-level dietitian. It gives definitions of common terms used in nutrition. looks at professional standards and guidelines for report writing
89.	Nutrition  Non-communicable diseases	Nutritional management of non-communicable diseases in Jamaica	59419	Ministry of Health & Wellness and PAHO August 2019	This document looks at nutritional management regarding non-communicable diseases. The information helps, to educate persons with various health issues on how to maintain a healthy diet while living with the disease.



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No.	SUBJECT/ KEYWORDS	TITLE	ACCESSION NO.	PUBLICATION INFORMATION	ABSTRACT
90.	Obstetric emergency	Obstetric Department/ Maternity Ward : management of common obstetric emergencies for hospitals in Jamaica	MOH-DOC- 800-1- 2/1  59341	Ministry of Health, Jamaica November, 2013	<p>These guidelines provide guidance to the obstetric and medical staff as to how to proceed in these matters. The guidelines address the following</p> <ul style="list-style-type: none"> <li>• The definition of what is normal and what is considered a high- risk pregnancy</li> <li>• The management protocol of common obstetric emergencies.</li> <li>• The protocol for effecting the transfer of patients from one type of institution the next</li> <li>• Patients with special needs, e.g. patients with HIV/AIDS. The guidelines also speak to the issue of exposure of health workers to HIV infection as well as the protocol for Post Exposure Prophylaxis (PEP) for these health workers.</li> </ul>
91.	Obstetrics  Maternity care	Obstetrics Department /Maternity Ward policies and procedures manual	57881	Ministry of Health, Jamaica November 2008	This manual outlines the policies and procedures for the clinical and administrative system for the delivery of maternity services at the secondary care level.

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No.	SUBJECT/ KEYWORDS	TITLE	ACCESSION NO.	PUBLICATION INFORMATION	ABSTRACT
92.	Operational policy	Operating Theatre Department: operational policy manual	MOH-DOC- 300-2  53494	Ministry of Health, Jamaica August, 2001	This manual is intended to guide the head of the Operating Theatre Department in the overall management of the department. The policies outlined in the manual together with the assessment standards will be used by the Ministry of Health as the basis of conducting clinical audits. It is recommended that all persons working in this department sign that they have read this manual.
93.	Patient classification	Patient classification system : Commonwealth Caribbean	54132	Dr. Una Reid Advisor HMD PAHO Barbados, 1989	This manual on patient classification system although developed on the initiation of work done Ministry of Health, Jamaica it is intended for other countries in the commonwealth Caribbean. The PCS is aimed at assisting in the determination on a scientific basis nurse staffing requirements for hospital inpatient as well as for the Public Health Primary Health Care sector.
94.	Pharmacy	Pharmacy Department policies and procedures manual	MOH-DOC- 400-1	Ministry of Health, Jamaica March, 2013	This manual provides a guide to pharmacies in the general management and delivery of pharmacy services in public facilities i.e. efficient operations related to cost effectiveness and timely delivery of services, improved availability and access to pharmaceutical services and equitable distribution of resources human, financial and equipment.

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<b>No.</b>	<b>SUBJECT/ KEYWORDS</b>	<b>TITLE</b>	<b>ACCESSION NO.</b>	<b>PUBLICATION INFORMATION</b>	<b>ABSTRACT</b>
95.	<b>Death certification</b>	<b>Physicians' handbook on medical certification of death in Jamaica; prepared by: Registrar General's Department.</b>		Registrar General's Department  Revised February 2006	The Purpose of this handbook is to acquaint medical personnel with the vital registration system in Jamaica and providing instructions for completing and filing the medical certificate of cause (MCCD). The emphasis is directed toward the certification of medical information and the main responsibility of the physician
96.	<b>Physiotherapy services</b>	<b>Physiotherapy services – policies and procedures manual, April 2000</b>	MOH- DOC -500-2	April 2000	The manual is intended to guide physiotherapy departments in the overall management and delivery of physiotherapy services in public institutions.
97.	<b>Prescription forms</b>	<b>Prescription forms in public health facilities: protocol</b>	58125	MOH/NHF  Aug 2014  Revised August, 2015	This gives an overview and objectives for the prescription forms used in the public sector health facilities. It also looks at procurement procedures, standardization of design and content, guidelines for usage, ordering and issuing, records keeping and custody of prescription forms.
98.	<b>HIV/syphilis</b>	Prevention for the vertical transmission of HIV & syphilis: guidelines	59405	Ministry of Health & Wellness, Jamaica  Revised July 2020	This manual is an updated version of elimination of vertical transmission of HIV & syphilis, a National HIV/STI Programme in Jamaica.
99.	<b>Patient records</b>	<b>Primary care patient records: policy and procedures and technical manuals No.4</b>	58188	Ministry of Health, Jamaica September 1987	This manual is a comprehensive how-to-do- it guide to the completion and use of the standardized patient health records for primary care. It contains 16 chapters, each describing in detail

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No.	SUBJECT/ KEYWORDS	TITLE	ACCESSION NO.	PUBLICATION INFORMATION	ABSTRACT
					how to complete each record that is used in the care and treatment of patient attending primary health care facilities island-wide.
100.	Primary health care  Maintenance  Health care facilities	Primary health Care facilities maintenance manual	58546	Government of Jamaica (Ministry of Health) U.S. Agency for International Development	The manual looks at maintenance function which is either 'preventive' or 'routine'. It states reason for maintenance, value of 'user-maintenance' services provided by maintenance department and arrangements for maintenance by health centre staff, maintenance schedule and maintenance and repair procedures
101.	Budget	Programme budget, May 1994 procedures and technical manual	57052	Ministry of Health, Jamaica  May, 1994	This manual provides guidelines for the preparation and monitoring of program budget in the Ministry of Health.
102.		Protocol for the management of postpartum haemorrhage: policies, procedures and protocols manual maternal health guideline no.2	MOHW-DOC-800-1-3  59496	Family Health Unit Ministry of Health & Wellness, Jamaica  October, 2019	This manual gives a definition and importance of Postpartum Haemorrhage (PPH). It looks at measures that should be put in place to reduce the risk of PPH during the antenatal period and at the time of labour and delivery, investigation that may be needed to confirm the diagnosis of PPH, initial resuscitative management that should be undertaken in case of PPH

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<b>No.</b>	<b>SUBJECT/ KEYWORDS</b>	<b>TITLE</b>	<b>ACCESSION NO.</b>	<b>PUBLICATION INFORMATION</b>	<b>ABSTRACT</b>
103.	Misoprostol	Protocol for the use of misoprostol (cytotec) synthetic prostaglandin, E1 analogue for labour induction	58152	Ministry of Health, Jamaica  October 2003	This protocol gives specific conditions under which prostaglandins should be used to induce labour. It also noted that Prostaglandins should ONLY be used by Specialist /Consultant Obstetrician.
104.	Psychiatric facilities	Psychiatric facilities policies and protocols manual	MOH-DOC-100-7  57857	Ministry of Health, Jamaica March, 2014	This document gives guidelines for the establishment and operation of the community residents for the mentally ill, gives recommendations for service providers, seeks to protect the rights of the mentally ill and guides readers on the basic acceptable standard of care in the facilities.
105.	Laboratory services/ quality assurance	Quality manual: National Laboratory Service	080-QP-000  57083	Ministry of Health, Jamaica approved by Evadne Williams  April, 2005	This manual document the quality of policies and objectives by which the system of laboratory services can be achieved. The quality manual is intended to serve as the basis for assessment /audit of the quality system both by internal and external sources.
106.	Regional Health Authorities  New services	Regional Health Authorities regarding the introduction of new services : policy guidelines	58189	Ministry of Health, Jamaica	The purpose of the policy is to ensure that the development of the public health service is undertaken in an orderly way and is consistent with the general policy of Ministry of Health.

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<b>No.</b>	<b>SUBJECT/ KEYWORDS</b>	<b>TITLE</b>	<b>ACCESSION NO.</b>	<b>PUBLICATION INFORMATION</b>	<b>ABSTRACT</b>
107.	<b>Disciplinary code  Grievance</b>	<b>Regional Health Authority Human Resources policy and procedure- grievance &amp; disciplinary procedures – disciplinary code</b>	54300	Ministry of Health, Jamaica	This manual sets out the human resource policies to be implemented by Regional Health Authorities (RHA's) and the standard practices to be observed by all levels of staff in order to achieve the organization's and individual's aims and objectives. It states that the provisions do not constitute a contract between the crown or the Regional Health Authorities and their employees.
108.	<b>Foetal deaths  Death registration</b>	<b>Registration of foetal deaths and deaths Jamaica: handbook for medical nursing and midwifery personnel.</b>	55572	Registrar General Department, St. Catherine, Jamaica	This handbook guides and informs users on the documentation of births, deaths and marriages (Civil Registration). It details the processes involved in the registration of the following events: foetal deaths, deaths. It provides general guidelines for completing the medical certificate, summary of instructions on conditions requiring specific instructions, Special populations: mothers, children and the elderly. It also includes sample forms.
109.	<b>Registry manual  Procedures</b>	<b>Registry manual</b>	57043	Ministry of Health, Jamaica  September 12, 2005	The purpose of this manual is to provide an organized and controlled method for storing, classifying, disseminating and preserving the policies, procedures, information and instructions pertaining and relating to the operations of registry service.

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110.	Client information	Release of client information policy manual	MOH-DOC-5000-3	Ministry of Health, Jamaica August, 2002	This policy outlines procedures to be followed for the release of client information by hospitals, health centers, and other health related facilities of the Ministry of Health to assure confidentiality of client information.
111.	Change management	Report on change management meeting with senior directors	56058	Ministry of Health, Jamaica  Prepared by Sandra Graham Sept. 2007	This report provides information on the views expressed on specific recommendations and makes recommendations on the way forward based on the feedback from the senior managers and seeks to present some insights relating to their implementation. Looks at the roles and function of the new Ministry, strengthening of key functions, different approach to working, mission and vision of the new Ministry.
112.	Foetal death	Reporting of live births, Babies born enroute to hospital, foetal deaths and neonate deaths July 2007 : policy manual	MOH-DOC 5000-4	Ministry of Health, Jamaica  July 2007	This manual outlines the responsibility of health care providers in reporting incidences of live births, foetal deaths and neonatal deaths. These guidelines were established for the employees of all public health facilities that deliver obstetric care.
113.	Resoucre Centre	Resource Centre Manual (MHRC)	559499	Chief Librarian  Ministry of Health, Jamaica Updated 2007	The manual is aimed at familiarizing users with the policies, objectives, functions, operations and rules of the center.

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No.	SUBJECT/ KEYWORDS	TITLE	ACCESSION NO.	PUBLICATION INFORMATION	ABSTRACT
114.	<b>Mental disorder</b>  <b>Restraints &amp; seclusion procedures</b>	<b>Restraints and seclusion for persons with mental disorders: standards and protocols manual</b>	MOH-DOC-100-3-1	Ministry of Health, Jamaica March, 2014	This manual is intended to provide standards and protocol for staff working in health care facilities and community outreach teams, also this manual aims to assist clinicians to make informed decisions, regarding the safe and appropriate use of mechanical restraints or seclusion while maintaining respect for the human rights and dignity of the clients they serve.
115.	<b>Rheumatic fever</b>  <b>Rheumatic heart disease</b>	<b>Rheumatic fever/rheumatic heart disease : guidelines for prevention diagnosis and management</b>	57595	Ministry of Health, Jamaica  September 2002	These guidelines were developed to ensure clarity and consistency in the management of patients with these conditions in the Jamaican programme for prevention of rheumatic fever and rheumatic heart diseases for use by medical officers, nurses and nurse practitioners.
116.	<b>Senior house officer</b>	<b>Senior house officer programme: manual</b>	58118	Ministry of Health, Jamaica  Revised: July 2010	<p>This manual speaks about senior house officer programme, locum intern, institution accredited, primary care – types 3,4, and 5 health centres, entry requirement and admissions.</p> <p>Also looks at periods of programme emolument and duties of the Senior House Office (SHO). Discusses the hours of work, leave of absence, private medical practice in the public sector also the quality of and organization of work.</p>



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<b>No.</b>	<b>SUBJECT/ KEYWORDS</b>	<b>TITLE</b>	<b>ACCESSION NO.</b>	<b>PUBLICATION INFORMATION</b>	<b>ABSTRACT</b>
117.	Intensive care	Standards for Intensive Care Unit, protocol manual for intensive care units	53211	Ministry of Health, Jamaica, December 2000	The manual includes guidelines on the activities of health care personnel in the ICU, patient admission and discharge criteria, and also describes standard methods of doing commonly performed procedures in the ICU. This information will be of benefit to nurses and doctors in the ICU, especially those starting to work in the ICU for the first time.
118.	Medical supplies	Supply management and procedures for drug and medical supplies: policy, procedures and technical manuals No. 5	57573	Ministry of Health, Jamaica January 1990  Prepared by  Monica Ramsay	This manual is the guide for procuring requisition, receiving, storing and issuing drugs and medical supplies at all levels in the Ministry of Health.
119.	Surveillance	Surveillance manual	57577	Ministry of Health	This manual is about notifiable diseases, hospital active surveillance, general principles towards improving surveillance in parishes. Serves as a guide for selected diseases and looks at immunization and vaccines.
120.	Databases	Technical manual for databases	58150	Ministry of Health	This guide gives an outline of the basic international data dictionary tree structure, hospital monthly statistical report, monthly clinic summary report. It also looks at the expanded programme on immunization and case abstract report / morbidity.

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No.	SUBJECT/ KEYWORDS	TITLE	ACCESSION NO.	PUBLICATION INFORMATION	ABSTRACT
121.	Anaesthesia	The Practice of nurse anaesthetist guidelines and standards	57700	Ministry of Health, Jamaica 2012	This Guideline speaks about scope of practice standards for nurse anaesthetist professional and legal issues. It lists common drugs which may require in the practice code of ethics, documenting standard care and patients monitoring. It also looks at universal infection precaution and related information to appear in the patient's hospital chart.
122.	Food handlers	Training, certification and monitoring of food handlers : procedures manual.	MOH- DOC -200-6  56526/57144	Ministry of Health, Jamaica July 2001	This policy gives an outline of the category of food handlers , the guidelines and requirement training and certification, it also speak about issuance and the essentials for operating and managing food handlers clinic and the training and education requirements.
123.	Transfusion	Transfusion: basic guidelines principles and practices	56867/	Ministry of Health, Jamaica March 2011	The manual is intended for use within the inpatient wards and emergency department of hospitals. It is intended to rapidly acquaint the reader with the clinical problem of the blood transfusion and provide practical advice regarding assessment and management and to promote better and safer transfusion 136 practice.

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No.	SUBJECT/ KEYWORDS	TITLE	ACCESSION NO.	PUBLICATION INFORMATION	ABSTRACT
			58322		
124.	Transport management	Transport management : policy, procedures and technical manuals No.9	57554	Prepared by Earl Campbell Ministry of Health: Jamaica	This is a guide for the management of transport in the Ministry of Health. These procedures are the only authoritative procedures for the management of transport in the Ministry of Health; they meet all the requirements of the Ministry of Finance.
125.	Tuberculosis	Tuberculosis prevention and control procedures manual	57561	Ministry of Health, Jamaica	The main objective of this manual is to promote the use of standardized procedures for the prevention and control of tuberculosis in Jamaica.
126.	Medical schools Training	Utilization of government operated health facilities by trainees from medical schools and schools for other health related professionals	559473	Health Services Planning and Integration Branch Ministry of Health, Jamaica	This manual provides an opportunity for students doing clinical practice to get hands on experience and to be taught professional behavior in a supervised environment that is safe for patients. It also allows opportunity to identify types of behavior that are not safe and to take appropriate action to help students improve their behavior.

Notes