

The Ecology of Administration in the Faculty of Health Sciences of the Ebonyi State University, Nigeria

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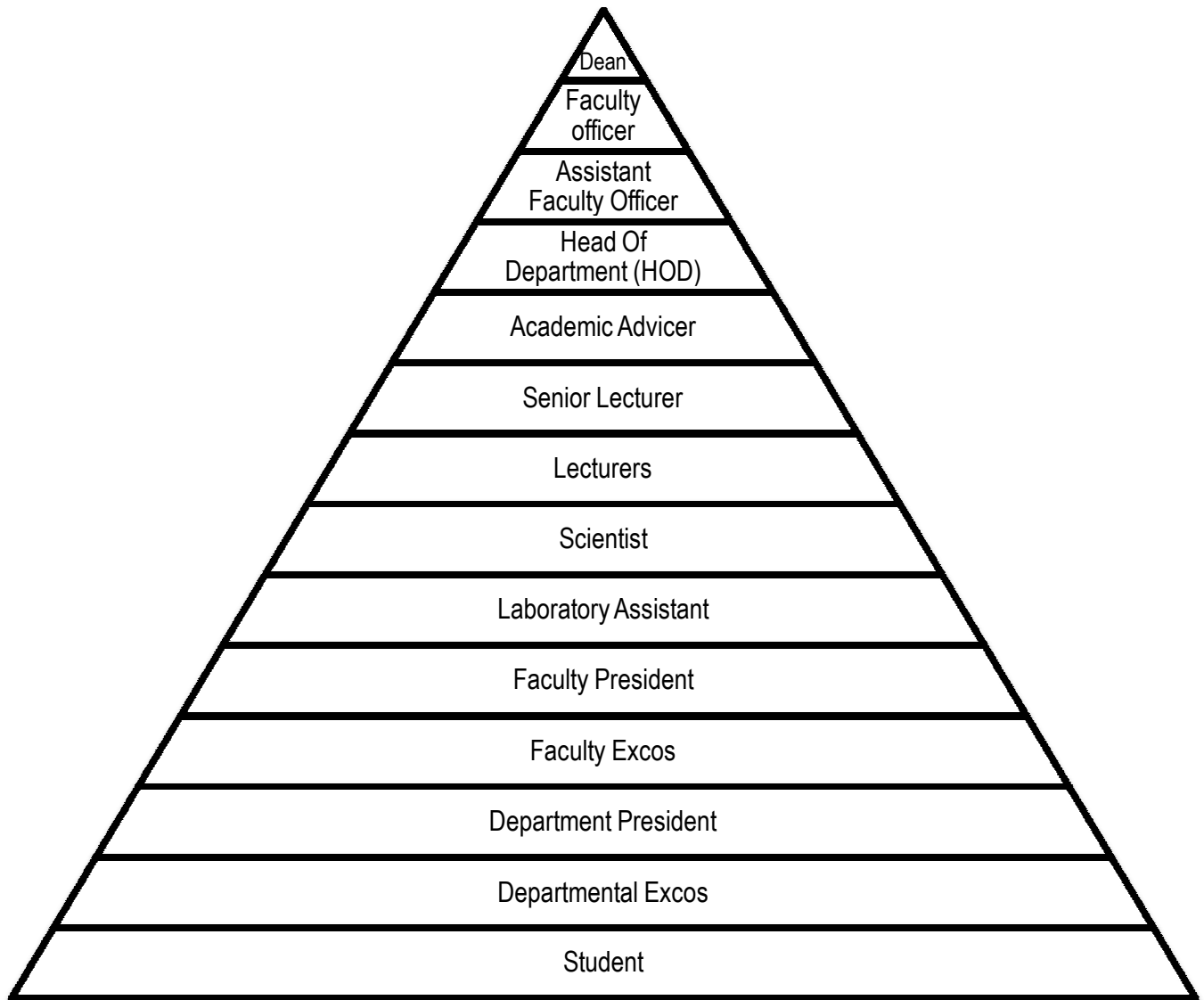
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INTRODUCTION

Ecology is the study of the relationships of living things to one another and their surroundings. It is a scientific discipline that addresses the relationship of man and his environment and how his activities affect other beings. Administration is the universal process of effectively organizing people and resources to guide, channel and direct activities to achieve common goals, aims and objectives.

Ecology of administration of FHST, EBSU Abakaliki involves the study of the relationship of management of the affairs of FHST. The FHST is led by the faculty mgt which include a Dean, HODS, SCIENTIST, NURSES, FACULTY OFFICER, SECRETARY, LAB ATTENDANT, ASST LECTURER, SENIOR LECTURER and others it is a clear line relationship from dean to student.



The asst. vice chancellor for health Science affairs position reports directly to the vice chancellor for health science and acts on benefits of the vice chancellor in his absences the AVC-HCA advices the vice chancellor coordinates with other senior campus officials on all matters of interest to the vice chancellor including policy programs personnel community relations.

The vice- chancellors is the senior officers of the unit

- Provides strategic direction and leaderships to the collegiate university and to position and represent the university internationally, nationally, regionally.
- Ensures a current vision across all the constituent parts of the university & write with council, congregation, the academic division the conference of colleges to ensure that the governance, mgt administration of a unit are efficient and effectives

- Securing and continuing the growth of the university financial base, takes a principle role in the university fundraising including the development of relations with admin.
- Carryout important ceremonial and civic duties, including matriculation & degree ceremonies.

THE PROVOST TO HEALTH SCIENCE

He is the senior academic administrator; supervise oversight of curricular instructional research affairs.

- To be reported to by the deans

THE DEAN

- Provides school- level leadership in strategic planning, over right, budgeting and policy direction of the college to the university system of Ebonyi State University.
- Faculty recruiting and development
- Overseeing program evaluation
- Building collaborative relationship with external constituents and a commitment to strong community engagement

The dean occupies a unique place in the continuity of the affairs of the faculty

- Manages the faculty recourses
- Represents FHST in the university external bodies affairs
- Developing and monitoring budgets
- Supervision of all health science pangrams

FACULTY AND STAFF

Develop innovative programs to support the health science workforces

THE FACULTY OFFICERS

- Responsible for managing the administrative functions of the faculty
- Responsible for strategic planning, staff recruitment graduate education, research activities, communication and information

THE HEAD OF DEPARTMENT

- Responsible for managing of his/her dept to help achieve the aims of the school.
- Management of staff students
- Have strategies in place to cope with under-achievement or poor discipline
- Monitoring positive achievement procedures, reward within a dep.
- Involved in the process of new staff appointments
- Arrange for regular departmental meeting
- Manages its department budget to enable maximum achievement at all levels.
- Provide a department plan which should highlight areas of staff development

- Ensuring that the manager of their department produce the best possible outcomes for student and staff alike
- Supporting and observing colleagues and student.
- Encouraging and developing a wide range of lecturing and learning styles.
- Provide policies in procedure suitable for the unit
- Responsible for identifying appropriate opportunity for staff. To pursue ongoing development and advancement of their work related skill.
- Responsible for fostering a positive work culture and ensuring that policies are applied consistently fairly.
- Responsible and accountable for the performance of the unit.
- Plays a role in the design and provision of unit service. The management and maintenance, supervision of unit staff and maintaining the support of unit faculty

SECRETARIES

- Recording, compiling, publicizing and preserving the products of faculty
- Serve as a knowledge resources person.
- To support and implement the command of the boss and monitor the performance of subordinates and coordination of the activities to be carried out in the department or faculty.
- Manage the processes that ensure their organization, and department. legislation and regulation, keeps board members informed of their legal responsibility
- Responsible for calling annual general meeting and board meeting is ensuring the implementation of their decision.
- Organizing, preparing agendas and taking minutes of meetings.
- Dealing with correspondence, collecting information writing report, ensuring that decisions made are communicated to relevant people
- Contributing to meeting discussions as and when required and advising members of the legal, governance, accounting and tax implication of proposed policies.

SENIOR LECTURER

- Participate in department/ faculty decision making.
- Contribute effectively to the design, planning of programmes including preparation of course document as required.
- Effectively oversee the progress, exam and assessment of the student as designated by the HOD.
- Promote the work of the department and participate in the selection and induction of students
- Assist in the curriculum development of the departments academic programs.
- Participate in work related training and staff development.
- Carryout any other official duties as may be assigned by the supervisor

LECTURER

- Developing and implementing new method of teaching to reflect changes in research
- designing, preparing and developing teaching materials

- Delivering lectures seminars, tutorials
- Assessing students course work
- Setting and marking exam
- Supporting students through the pastoral or advisory role
- Undertaking continues profession development (CPD) and participating in staff training activities.

SCIENTIST

- Are special trained staff who undertakes the medical lab training of students
- They also do lecturing work in med- lab department
- Are also in charge of the faculty laboratory services

LAB-ASSISTANT

- Is in charge of alb- training of students especially in medical lab. Science student.
- They work under the directives of the lab- scientist
- Assist lab. Scientist in arranging and preparing reagents and materials for practical.

FACULTY PRESIDENT

- Serves a liaison man between the student in the faculty and the management.

FACULTY EXCOS

- Assist the faculty president in his work
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DEPARTMENTAL PRESIDENT

- Serves as liaison officers between the students under their department and management under the same department

DEPARTMENTAL EXECUTIVES

- Assist the Departmental President in effective representation of student's interest

STUDENTS

- Are the last in the organogram, who are admitted for studies in the faculty to read either medical laboratory sciences or Nursing Sciences

WAYS OF RECORD KEEPING IN FACULTY OF HEALTH SCIENCES AND TECHNOLOGY

The following are the ways by which the accurate can be kept in the faculty

- Filing
- Folders
- Incoming mails
- Outgoing mails
- Pigeon hole system
- Tag

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