

COMPARISON OF LABORATORY ADMINISTRATION AND POLICY IN THE MEDICAL LABORATORY SCIENCES DEPARTMENT

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Introduction

Administration and policy making are very much related in that administration and policy making moves in parallel, which means without policy there is nothing like administration, before going in detail of the above concept. Let us understand and defined the concept administration and policy making.

Keywords: Administration and policy making

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Administration: In Its Universality

Administration is process common to all group effort, public or private. Large-scale or small-scale, thus, the entire globe is made up of organizations. Organization grows beyond simple face-to face relationship. Its operational mode and activities become administrative, if its goals must be achieved. Organization exists to achieve some predetermined objective through the co-ordination of group efforts. It is this desire to achieve common objective through organized group effort that gave rise to administration especially in formal organization. Thus Adebayo (1981) established that, administration must exist in any organization set up for a definite purpose or objective. Meanwhile, an organization is identified by its goals or objectives.

Although, administration of organization vary there is an underlying similarity. Hence no organization is aimless in the selection or choice of its resources. This is because these resources are all aimed at achieving desired organizational objectives. However, it is important to note, here that no matter how adequate an organization is equipped with various resources the realization of its corporate objective is a function of good

administration. Administration in these essences is concerned with the co-ordination, harnessing and energizing of organizational resources in a manner that an established objectives of an organization is achieved. Nevertheless, the attainment of administration goals of an organization using possible resources requires the elements of planning, organizing command control and co-ordination. Organization may be private or public. If it is public organization such as government ministry or extra ministerial department or the entire state as a collection, then we talk of public administration.

However, according to Okoli (2002) there are two basic characteristics administration

- Administration is purposeful
- Administration involves co-operative action.

He alludes to Dimock (1996) that several persons using combined strength to accomplish something, that could not have been done without such combination are the co-ordination, direction and control of many persons. To achieve some specific purposes or objectives, **Simon Smithburg** and **Thompson** viewed Administration from rudimentary level and believed that it is a co-operative effort, hence once two or more people get together to accomplish a task, Administration has taken place.

Overview of Administration and Policy Making

Administration means many things to so many people many scholar and writers have variously defined the concept of administration mean while the term administration is derived from two Latin words *ad* and *ministrare* meaning "to serve" or "to manage" By definition = there is no precise, definite definition of both administration and policy, many scholars defined them in many ways.

From Sharma (1975:8) administration is a way of conceptual thinking for attaining predetermined goals through group effort administration concerns itself on policy and co-ordination of organization's effort and roles. Indeed, administration is that part of management which is concerned with the installation and carrying but of procedures be which programs plan and target are laid down and communicated.

According to Breech (1975/Peretomode 1991:3) defined administration as concerned with the performance of executive duties the carrying out of policy decisions, to fulfill a purpose and controlling the day to day running of an origination administration is the careful and systematic arrangement and use of resources situation and opportunities for the achievement of specific objective of an organization.

Policy; going by oxford Advanced Learner's Dictionary (1982) is **plan of action** statement of aims and ideals, especially one made by government, political party etc. the word policy connote planned, purposive direction for doing something.

From Robert and Edward (1991:98) defined policy as a set of **decisions** taken by a political actor or group concerning the selection of goal and the method of attaining them. Relating to a specified situation Policy thus involves decisions and choice.

Robert and Clark (1982):116, Policy is a series of steps taken by a Government to solve problem, make decisions allocate resources or values implement policies and in general to do the things expected of them by their constituencies.

Who Are Policy Makers

Egonmwan (op.cit:148) has listed the most notable actors involved in policy formation as follows,

- The president and his chief aides and advisers,
- Administrators
- Special panels and commissions of inquiry
- Judges
- Legislators—include the 3 arms of hosts
- Interest groups.

Relationship/Similarities between Administration and Policy Making in Medical Laboratory Science

1. **Goal Oriented:** administration is a goal oriented: Every administration origination has identifiable goals, purposes, and objectives just as we have earlier stated. Planned system of co-operation among individual members of a given group, normally have assigned functions or roles to play goal. Therefore in a situation where an organization does not have goals or objectives it becomes impossible for administration to exist. This is because, administration is concerned was effort toward goal realization and without goal, administration win is directionless.

Other Similarities/Peculiar Problems Associated with Administration and Policy Making In Medical Laboratory Science

2. **Lack of Support:** Both suffer set back when there is no human, material and finance resource. For instance, through the use of resources, administration becomes possible through harnessing and co-ordination of these resources to achieve predetermined goals and objective of a given organization. Administration therefore cannot take place without any of these resources.

Number of People Involved

3. **Administration and Policy Making Required Group of People:** Though in policy making few selected group of people are mostly required. Hence administration becomes possible or takes place only when two or more person are involved and in which it becomes necessary to coordinate the effort of these person. In other wards we can not talk about administration or involved in a given enterprise or policy making take place only when and where two or more persons relate and interact to

produce and achieve common objective of an organization, under such situation, the performance of a given enterprise is shared among each of the member who carry out specific functions, and the co-ordination of such group activities, lead to the attainment of group objective.

4. **Co-operation of Members:** Both in administration and in policy making requires co-operation of members involved. E.g. administration is a corporate group effort oriented which takes place within the content of a planed system in which individuals assigned functions put differently, administration is co-operative human effort involving interaction and inter relationships striving to achieve common objective, for such common objective to be achieved of cooperation among the various individual concerned likewise policy making.
5. **Information/Enlightenment:** For an administration or policy makers to perform creditably. Both need proper-orientation and adequate information in policy making and administration.
6. **Inter-Relationship Between Policy Making and Administration:** The adopted policy is sent for appropriate administration action to give it practical effect the success of this stage depend on the efficiency and efficacy of the relevant organizations, how logistical issues are tackled, and the degree of discipline actually exercised by the responsible officials (Sbdusalam, op.cit:8).
7. **Interest Group:** External forces poses some problems in policy making and administration, various interest groups are always out to ensure that policy makers formulate polices in their favour, this often lead to the formulation of policies that are parochial in nature, by right administration ration and policy making must seek to satisfy the yearnings and aspirations of the generality of the people or cutting across various shades of interest and opinions. Note, these interest groups could be political parties, cultural associations, economic associations, such as the chamber of commerce, educational associations like the academic staff unions etc. their major interest lies on the protection of their sectional interest. They could influence policy actors as well as administrators in any or combination of the following ways (Olaniyi, op.cit:98).
 - a. **Use of Persuasion:** Through convictions, advertisements symposia and vigorous enlightment activities, they educate non-members on what they stand for, and the need to dance to their tune.
 - b. **By Bribing Some Key Officials:** some key bureaucrats could be bribed through some forms of inducement to help the group to achieve its goals.
 - c. **Lobbying:** Interest group could lobby directly or indirectly the policy makers or administration, by using money.
8. **In The Case of Industrial Conflicts:** It is the joint effort of both policy makers and administrators to resolve the conflicts.

Differences between Policy Making and Administration
The difference is based on their functionalities

Generally, it is believed that **Luther Gulick** an eminent American scholar in the field of administration suggested a list of function falling to the chief executive and administrator which include the following activities under **POSDCORB**.

Functions of Administration in Medical Laboratory Science

1. **Planning:** This is regarded as one of the crucial element/aspects of the administration functions of the chief executive. This concerns working out in broad outline, the things that must be done in an organization and also involves the forecasting of the future and making preparation to meet it.
2. **Organizing:** This involves the setting out of the formal structure of authority and flow of work in subdivisions, units and departments. It is carefully arranged. In organizing, the administrator has to set up structure of an enterprise with reference to the goals and means of its operation thus giving form and direction to the destiny of an organization.
3. **Staffing:** The administrator's function here is concerned with the personnel function of devising efficient and effective system of staff recruitment, training and providing favorable condition of work. This thus prepares a good system of staff welfare.
4. **Directing:** this involves making appropriate decisions and seeing that such decisions are embodied in orders and instructions in such a way to ensure effective and efficient enterprise aimed at achieving the predetermined goals of an organization.
5. **Coordinating:** this task entails making sure that various subdivisions, units and department are working smoothly and intractably performing their various functions harmoniously towards achieving the overall objective of an enterprise. This simply means the leadership co-ordination of group activities through personal direct contacts with members of an organization to ensure the achievement of desired objective.
6. **Reporting:** The task of the administrator here deals with keeping of records and correspondence and response in a formal work setting in order to have accurate and up to date information to those he is responsible to in policy decision and future planning.
7. **Budgeting:** This function of the chief executive forms the hallmark of his position because administration cannot be separated from finance. This task is concerned with accounting and costing of financial management.

Functions of Policy Making (Policy Makers)

Their Functionalities

1. Policy makers initiate ideas, plans on how an organization or Government is going to be run; while the administration carry out the plans execute or implement the plans. Administrators make consultation on reference policy documentation. Or directly to the policy makers in the case of conflicting demand. The administrations are subjected to policies.

2. Policy may change as a result of change in Government but administration procedure remains permanent. Example; problem of frequent policy changes arising from change of government, outcome of feedback and evaluation, and exigencies of time. A new Government could restate, restructure or even cancel a policy adopted by its predecessor for want of credibility. But the action might have been motivated by parochial and primordial interest.
3. **Manpower planning:** A good number of manpower is needed in public administration compare to policy making According to **Atiomo (2000)**, manpower planning is defined as a strategy for the acquisition, utilization, improvement and retention of an enterprise's human resources and this means **=getting the right people = with the right number, in the right places, at the right time and at the right cost.**

Note: manpower planning translates the organizations objectives and plans into the number of work needed to meet those objectives (Ubeku 1975).

Functions of Policy Making

1. Anticipating problems in advance of public officials
2. Alerting the public to problems on the basis of official warning.
3. Informing the public of the stakes the competing groups had in solving problems
4. Keeping various groups and the public abreast of competing proposals
5. Contributing to the content of policy
6. Deciding the tempo of decision making
7. Helping lawmakers decide how to vote alerting the public to how policies are administered
8. Alerting the public to how policies are administered.
9. Evaluating policy effectiveness
10. Stimulating policy reviews.

Administration and Policy Making In Relation to Medical Laboratory Practices

Just like every other organization or firms, a medical laboratory practice is not an exception. In medical laboratory science practices, the decision makers or policy are the head of various departmental units while the employee, other personnel management ensures that the above policies are implemented.

In medical Laboratory practice there is hierarchy of organization in every unit, to ensure efficiencies of work been done and as well to attain to the primary objectives in which the institution is been established for "safety health.

Standard Laboratory science like

1. Ebonyi State University teaching hospital laboratory.
2. National laboratory diagnostic centre Abuja.
3. Federal medical centre (s) Laboratories.

4. Federal university teaching hospitals laboratories e.g. University of Nigeria teaching hospital Laboratory and Ibadan University teaching hospital laboratory.

Maintains weekly routine evaluation on medical laboratory practices to ensure positive result of every test carried out and proficiency of management.

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