



# Medical Laboratory Science Council of Nigeria

## Guideline on iHRIS Operationalization

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<b>Policy Statement</b>	MLSCN's iHRIS application suite will be deployed to manage practitioners' data for improvement of service delivery, planning, and actualization of MLSCN's commitment to members, government and the general public in line with her statutory objectives and mandate.

## **ACRONYMS**

AMLSN	– Association of Medical Laboratory Scientists of Nigeria
CPD	– Continuing Professional Development
DHIS 2	– District Health Information System Version 2
DPRS	– Department of Planning, Research & Statistics
EQA/PT	– External Quality Assurance / Proficiency Testing
ICT	– Information & Communication Technology
iHRIS	– integrated Health Resource Information System
IVDs	– In-Vitro Diagnostics
MLA	– Medical Laboratory Assistant
MLSCN	– Medical Laboratory Science Council of Nigeria
MLS	– Medical Laboratory Scientist
MLT	– Medical Laboratory Technician
Open-MRS	– Open Medical Records System
RA	– Registered Associate
RF	– Registered Fellow
RRR	– Remita Retrieval Reference

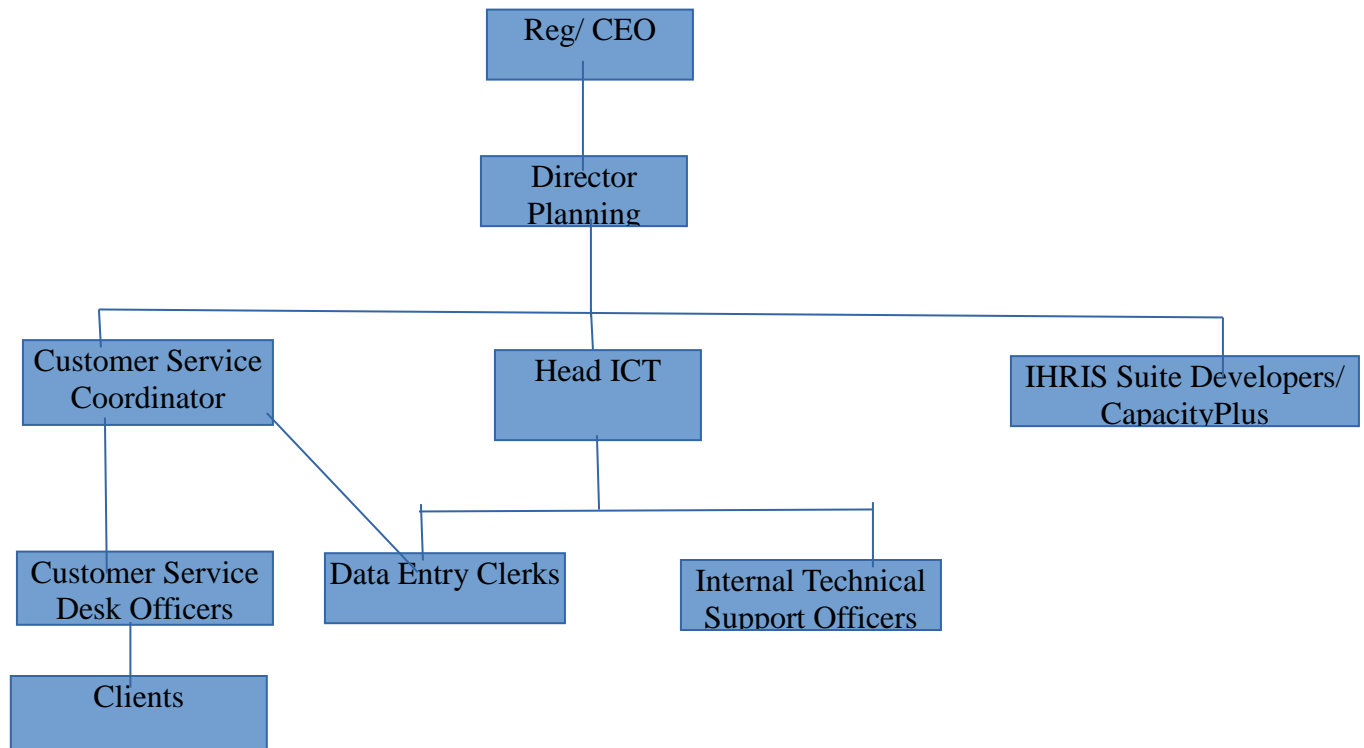
**Scope**

This guideline applies to all users of the Council's data regardless of affiliation, and irrespective of whether the data are accessed from within or outside the country.

**Rationale**

As MLSCN collects and retains practitioners' data electronically, it is necessary to provide clear and concise legal framework & guidance on how the data is managed.

## iHRIS Structure



## MLSCN iHRIS portfolio

MLSCN iHRIS customization efforts resulted in the development of the following software suites -

### A) MLSCN iHRIS Qualify

**Module Policy Statement** - To capture and manage all practitioners' data for compound service delivery, planning and activation of MLSCN commitment to members, government and general public

**Module Scope** - This policy applies to all cadre of practitioners which includes MLS, MLT and MLA students

### Brief background/ Rationale -

**iHRIS Qualify** enables Professional Councils and Associations to maintain a database of registered and licensed health professionals to support increased quality of care.

iHRIS Qualify enables a licensing or certification authority e.g. MLSCN, to track and complete data on a health worker cadre from pre-service training through service period and retirement.

It captures information about health professionals in that cadre from the time they enter pre-service training through registration, certification, and/or licensure. Data stored in MLSCN

iHRIS Qualify system together with those aggregated from other health Professional Councils to provide a complete picture of a country's entire regulated health workforce for planning and sundry purposes.

iHRIS Qualify also tracks employment history, Continuing Professional Development(CPD) credits information, and local/international migration requests for workers in the cadre.

#### **iHRIS Qualify module list:**

- a) Practitioner Record Management (Individual Information, Contact Information, Training Information, Next of Kin information, Migration information, Professional Experience Information, Employment History etc.
- b) CPD
- c) Remita Payment Gateway
- d) Extensive Reporting & Charting
- e) Self Service
- f) Permission System
- g) User Management
- h) Billing

#### **iHRIS Qualify feature list**

- **Records management:** Record information about each health worker, such as citizenship, marital status, birth date, contact information, educational qualifications, and identification numbers.
- **Pre-service training tracking:** Track students entering pre-service training programs and monitor completion rates as well as reasons for training disruption.
- **CPD sources/ units earned tracking:** Allows for the tracking of CPD sources, credits earned especially for purposes of renewing licensure.
- **Self Service:** Allows for registered & authorized practitioners to be assigned login profiles for the accessing of their data page, request for on-demand services as well as settle their generated invoices.
- **Automatic/ on-demand Billing & Payment:** allows for the mass generation of stipulated statutory bills (automatic invoicing) as pre-specified per cadre, per years of practice. It also allows for the generation of bills for on-demand services (e.g. change of name, request for transcripts etc.), while keeping track of the processing of such requested services. This feature allows for the settlement of all invoices generated/ entered into the system via the different payment collection channels of the Remita collection platform (credit/ debits cards, bank deposit, internet banking etc.). With this module, a statement of invoices & payment can be generated per practitioner.
- **Registration and licensing:** Issue registration numbers, licenses, and license renewals for health professionals; track deployments; issue private practice licenses; and manage

out-migration verification requests.

- **Reporting:** Aggregate, analyze, and export data in a variety of ways to answer key policy and management questions and provide bases for planning.
- **Interoperability:** iHRIS easily links with DHIS2, Open MRS, and other popular global-health technologies.

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

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

### **Procedure for obtaining Practitioner's e-licence:**

1. Login into IHRIS through [ihris.mlscn.gov.ng](http://ihris.mlscn.gov.ng) to take you to the log in page.
2. In the log in page you will see space for username and password.
  - For the username type in your RA or RF or MLT or MLA number as appropriate without /, —, ( ), MLS or space e.g. RA1234 or MLT1234
  - For password, use your surname in a capital if logging in for the first time or use your password generated when you first logged in.
3. Click log in to access your landing page. For first time users, you will be prompted to change your password – proceed to change your password.
4. Then click on view your records to access your records.
5. To view your bill, click on e-payment.
6. To initiate the process of making payment, click on pay invoices
  - Then, select invoices to be paid for and click confirm.
  - On the confirmation page, click on save.
  - RRR will be generated automatically for selected invoices (your bill).
7. Then proceed to any commercial bank with the RRR code to effect payment.
8. Forward scanned copies of CPD certificates to education department via [education@mlscn.gov.ng](mailto:education@mlscn.gov.ng) for capture in iHRIS.
9. Check for your license on training information section of your records after 5 working days.

## **B) iHRIS EQA Management Module**

Policy Statement - To capture and manage data of all labs participating in EQA/PT schemes and their progress in various departments as it relates to EQA/PT results.

Scope - as it applies to all labs participating in EQA/PT scheme alongside the personnel working in these labs and their positions.

## **C) iHRIS Laboratory Management Module**

Policy Statement - To capture all labs registered with MLSCN and their personnel, departments, addresses, location, authorized laboratory tests etc.

Scope - as it applies to all laboratory data entered at the point of registration.

## **D) iHRIS IVDs Management Module**

Policy Statement - To capture all companies and individuals that are into importation of reagents, equipment and all consumables that are used in laboratory diagnosis

Scope - as it applies to all importers of laboratory reagents, kits, equipment and consumables.

## **E) iHRIS Manage Module:**

iHRIS Manage will help MLSCN to track, manage, deploy, and map its workforce. Module features will include the following -

1. Employee management: Record important information and maintain a complete record of employees' work history, including positions held, salary history, in-service trainings, and workplace incidents resulting in disciplinary action.
2. Position management: Create positions with standardized descriptions, codes, and qualifications within the organizational structure and manage the hiring, transfer, and promotion process.
3. Recruitment support: Record information about job applicants (including educational history, work history, and interview notes) and log hiring decisions.
4. In-service training tracking: Track in-service trainings that employees have registered for and completed and assess competencies & continuing-education credits earned from training.



5. Reporting: Aggregate, analyze, and export data in a variety of ways to answer key management and policy questions.
6. 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.
7. Interoperability with other health information systems.

### **Management and Administration**

The department of Planning, Research & Statistics will be responsible for the management and administration of the MLSCN iHRIS software in collaboration with all the departments involved in routine generation and use of the existing portfolios.

### **Mechanism for extraction, capturing, corrections and updates**

#### **Extraction**

Use will be made of the iHRIS data extraction form/ template for extracting data from practitioners' record in the file.

#### **Capturing**

Extracted data will be captured into the MLSCN iHRIS software by designated data clerks. Each designated data clerk is expected to have a login password.

#### **Corrections & updates**

A designated customer service coordinator will receive request for all corrections and updates, and forward same for approval. Approved request for corrections will be effected accordingly by designated technical staff.

#### **Process of CPD capturing and updates**

Sources of acquiring CPD credits by practitioners will include completion of AMLSAN eLearning CPD modules, and other MLSCN approved CPD programs. iHRIS will at midnight of Sunday preceding the new week automatically update earned CPD credits of practitioners from the AMLSAN e-learning platform. Other sources of Council approved CPD programs shall be manually updated from the approved list of participants as soon as it is submitted and approved.

#### **iHRIS Financing/ Funding**

iHRIS shall be funded by MLSCN.

## **Report Generation/ Request for data**

Reports shall be periodically generated and analysed quarterly or on demand. All requests for data shall be through DPRS after approval and filling/ submission of the MLSCN approved sample request for data form.

## **Data Access and Security**

iHRIS will implement various levels of security to guarantee data integrity, security and non-tampering. This will include:

1. iHRIS will be developed as a role based system to handle data access, privacy and security.
2. Each user of iHRIS will be issued a login profile and assigned a user role commensurate with operations they are authorised to perform with the system. Users are expected to guarantee that their profiles are not compromised, and report all suspected cases of compromise for immediate resolution.
3. iHRIS will ensure that all user actions/ update to data are logged for accountability and review.
4. Authorised users become the custodians of the data that they are given to use and they must ensure that data integrity and privacy are not compromised.

## **Sanctions**

Failure to comply with MLSCN iHRIS policies may result in sanctions relating to the individual or organization's use of the data including termination of access to iHRIS, civil or criminal liability as defined in Nigerian Civil/Criminal Law.

## **Data retention and ownership**

Data retention time - Indefinite

Data Ownership - MLSCN

## **Improving awareness and utilization**

Awareness for iHRIS will be sustained through stakeholder engagement, Council's publication and sundry media undertakings.



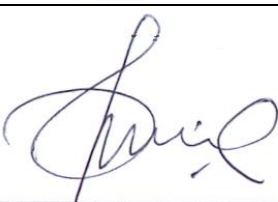
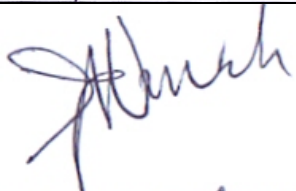

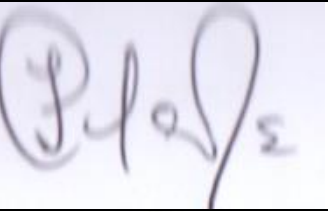


## **iHRIS database backup**




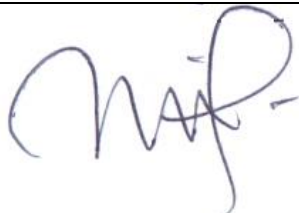

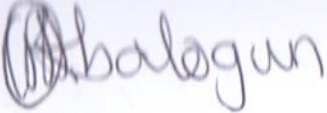


Incremental iHRIS database backups will be done at the close of business everyday while full database backups will be performed weekly.

## References

- i. iHRIS Software Suite - <https://www.ihris.org/ihris-suite/> accessed 26<sup>th</sup> February, 2018
- ii. MLSCN ACT – CAP M25 LFN 2004.

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