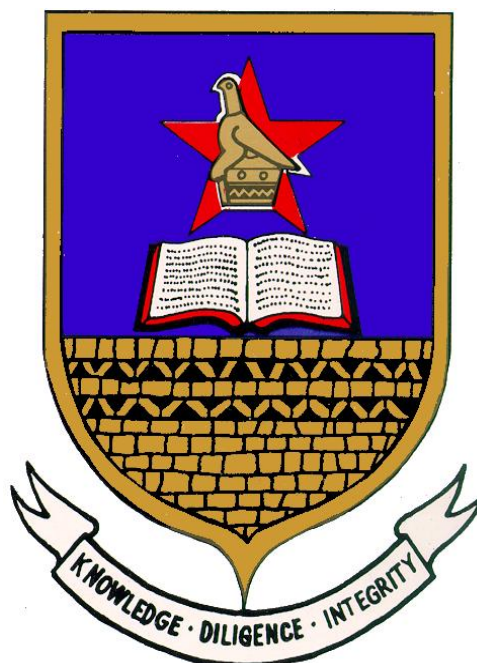


The University of Zimbabwe HIV and AIDS Policy guidelines



Revised November
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*Queries relating to this policy should be channelled through the
University of Zimbabwe-UNESCO Chair on HIV and AIDS*

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1. Preamble

1.1 Introduction

The epidemic of human immunodeficiency virus (HIV) infection remains a major public health problem in Zimbabwe. The Joint United Nations Programme on Aids (UNAIDS) has identified Zimbabwe as one of the countries with the highest rate of HIV infection in the world. HIV/AIDS has emerged as a leading cause of death in adults and children in the country. The effects of the epidemic are felt in all sectors of society. The education, health and labour sectors are affected the worst and the effects of the epidemic have led to a halt in development.

HIV infection being a sexually transmissible infection (STI) affects mainly sexually active persons and the highest prevalence rates of infection are found in the young. Hence the most economically productive members of the community are affected the worst. The International Labour Organisation (ILO) estimates that Zimbabwe will lose a quarter of its workforce to the HIV/AIDS pandemic by 2020 (ILO, December 2000). The epidemic affects the quality of the workforce, since many of those infected with HIV are experienced and skilled workers in both blue-collar and white-collar jobs. ILO states that the loss of these workers, together with the entry into the labour market of orphaned children who have to support themselves, is likely to lower both the average age of many workforces and their average level of skills and experience.

According to the ILO report, workers at special risk include miners, transport workers, security personnel, teachers, health workers and seasonal or migrant workers in agriculture, construction and tourism. AIDS is already having an especially severe impact on agriculture in Africa, in particular on women who perform most principal tasks in farming and produce between 60 percent and 80 percent of the continent's food.

The education sector has not escaped the effects of the epidemic. A model developed by UNAIDS and UNICEF in 2000 shows that, of around 2.4 million primary school students in Zimbabwe, 86000 would have lost a teacher to AIDS in 1999. In a survey performed in 2000, it was found that 31% of households interviewed had a child who was not attending school after the death of a mother.

It is obvious that the epidemic of HIV infection has wreaked havoc in Zimbabwe and that every sector of society and every community has been affected.

1.2 Factors driving the epidemic of HIV infection

The main modes of transmission of HIV are sexual intercourse and mother-to-child transmission. Sexually Transmitted Infections facilitate the acquisition and transmission of HIV. The epidemic of STIs and HIV infection in Zimbabwe, as in other countries in the sub-Region, is fuelled by a number of economic, behavioural and social factors as well as biological factors. This diversity of factors calls for multisectoral and multipronged strategies for fighting the epidemic.

1.2.1 Economic drivers of the HIV/AIDS epidemic

Poverty has been a major factor in perpetuating the epidemic. The following economic factors have been responsible for worsening the financial circumstances of individuals and for driving the epidemic:

- Unstable economic environment
- Rising levels of unemployment
- Declining public sector funding for education, health and social services
- Weak informal sector

- Lack of economic growth in the communal and resettlement areas

1.2.2 Socio-cultural determinants of the epidemic

A large number of social and cultural factors have been associated with the spread of the epidemic. Some of these are listed below:

- Increasing urbanization in the absence of adequate educational, health, housing and social services leading to declines in living, health and moral standards
- Dissolution of the family systems with attendant loss of socializing and support agents
- Gender inequities in the provision of and access to education, health services, and housing tenure for some segments of the population.
- Disempowerment of certain population groups and the perpetration of their vulnerabilities through cultural and religious traditions leading to reduced access to information, interpersonal skills and services.
- Unwillingness to use a condom
- Frequent partner change amongst the adult population
- Overlapping sexual partnerships – as opposed to serial monogamous relationships
- Engaging in commercial sex
- Separation of marital partners that occurs as a result of moving back and forth between home and distant workplaces
- Lack of other entertainment apart from the bars and clubs where alcohol is consumed in public places and where sex workers abound
- Having sex across age groups as happens in older men having sex with young women and girls
- Women's economic dependence on marriage and sex work with the result that they have no control over safety of sex.

1.2.3 Biological factors driving the epidemic

Numerous biological factors have been identified and are known to facilitate the transmission of infection. These include:

- High rates of sexually transmitted infections in communities where HIV is prevalent
- Having sex when there is a high HIV viral load – this is the situation that occurs soon after a person becomes infected with HIV. There are no symptoms and if the individual engages in multiple concurrent sexual partnerships there is a greater likelihood of spreading the infection.

1.3 The National Response

The National HIV/AIDS Policy of the Republic of Zimbabwe was launched in 1999 after receiving the approval of His Excellency President Robert Mugabe. The policy addresses a broad range of topics including:

- The management of the National response
- Human rights
- Public health
- Care for people living with HIV/AIDSs
- Issues relating to gender
- Information and education
- Research

The policy clearly sets out guiding principles and lists strategies addressing the guiding principles. However, apart from admonishing against discrimination and mandatory screening, the policy is silent on issues relating to HIV/AIDS at educational institutions.

The strategic Framework for a National response to HIV/AIDS was developed in November 1999 by the National AIDS Council. This document identifies

strategic objectives and provides strategies to accomplish the strategic objectives. Within the framework issues relating to primary and secondary prevention of HIV infection in youth are outlined. The strategic framework for the national response was reviewed in July 2006. The National HIV and AIDS strategic plan covers the period 2006-2010. This plan facilitates the implementation of a robust multi-sectoral response to the epidemic in Zimbabwe.

The government of Zimbabwe declared HIV and AIDS a national emergency in 2002.

The overall HIV prevalence in Zimbabwe is on the decline from an estimated 24,6% in 2003 to 18,1% in 2006 in the 15-49 year age group. Despite this decline, the declaration of the state of emergency remains equally valid today and the response needs to be intensified to sustain this decline.

1.4 The University of Zimbabwe HIV/AIDS Policy

The policy was developed after wide consultation with experts within and outside the University. The purpose of this policy is to provide a framework that will guide the University community to develop an adequate and appropriate response to HIV/AIDS. This policy will provide an institutional response supporting the National response to the pandemic. The framework of the policy is guided by the Human Rights Provisions contained in the Constitution of the Republic of Zimbabwe and by Statutory Instrument 202 of 1998-Labour Relations (HIV and AIDS) Regulations, 1998.

The University recognizes the strong link between human rights and public health in the context of HIV/AIDS and that discrimination and stigmatization have a negative effect on attempts to control the epidemic. Coercion in any form leads to the undermining of any prevention and control activities. The protection and promotion of human rights are necessary to both protect the dignity of persons affected by HIV/AIDS and to achieve public health goals of

reducing vulnerability to HIV infection and mitigating the impact of HIV/AIDS on those affected.

There is need for the University to have a policy on HIV/AIDS as:

- The University community comprises of a large number of students who are already sexually active or become sexually active during their student years and hence are potentially at risk of becoming infected
- The University produces highly skilled human resources for the Nation
- Through its leadership role University can provide leadership in teaching, research and community involvement in the areas of prevention and control and mitigating the impact of infection on those affected by HIV/AIDS
- The University can also provide leadership in promoting a human rights based approach to HIV/AIDS

2. The University of Zimbabwe Response

Recognizing that Zimbabwe is currently experiencing a massive epidemic of HIV/AIDS and striving to be socially engaged, the University of Zimbabwe is committed to playing its full part together with other governmental and non-governmental agencies and regional and international partners in mitigating the impact of HIV/AIDS both on its community of staff and students and their dependents as well as the Zimbabwean society in general. The University of Zimbabwe accepts the importance of addressing stigma and discrimination on the basis of HIV/AIDS and the need to promote a human rights based approach to HIV/AIDS control and care provision.

The University aims to achieve this by integrating HIV/AIDS into its teaching, research, and community service, the components of which are outlined in this policy. Further, as part of its commitment in combating the epidemic and mitigating its impact on the University community, the University shall set up the AIDS Prevention and Support Centre that will be a centre of excellence

where services for the prevention, control and care of HIV/AIDS will be easily accessible and where interventions known to work will be implemented.

The following are the guiding principles upon which the University of Zimbabwe Policy on HIV/AIDS has been developed:

- Creating awareness among the University community on the prevention Of HIV/AIDS
- Ensuring that people living with HIV/AIDS are not discriminated against in obtaining access to education, scholarships, accommodation, employment and employment benefit at the University.
- Ensuring that people living with HIV/AIDS are guaranteed equal protection under the law
- Ensuring that people living with HIV/AIDS have the right to dignity, respect, and privacy concerning their HIV/AIDS status
- Ensuring access to confidentially voluntary counselling and testing for HIV on and off campus for those that seek testing
- Providing counselling and care for persons with HIV/AIDS
- Promoting understanding of HIV/AIDS in its social context including gender power relations, empowering women, protection from sexual violence against women and children.
- The University has an obligation to provide access to accurate information and to encourage staff and students to seek this information
- The University is also obliged to provide access to prevention, care and support services for students and staff and their dependents affected by HIV/AIDS
- It is imperative that the University creates a learning and working environment that is supportive, sensitive, and responsive to staff, students, and their dependants. The University does not have an obligation to accommodate employees and students who refuse to work with, study with, or be housed with other employees or students living with HIV/AIDS.

3. The Policy

The Policy has five main components:

1. The rights and responsibilities of students and staff infected or affected by HIV/AIDS
2. The integration of HIV/AIDS into teaching, research and service activities of all University Faculties and Institutes
3. Provision of prevention care and support services on the University campus including appropriate referrals
4. Implementation, monitoring and review of the Policy
5. Creation and maintenance of an enabling environment within the University that supports positive behaviour change regarding HIV prevention, care, and support including stigma reduction.

3.1 Rights and responsibilities of staff and students infected and affected by HIV/AIDS

3.1.1 Rights of Staff

1. The University acknowledges that HIV status is not on its own an indication of fitness for employment. No employee or applicant for employment at the University shall be required to undergo an HIV test, or disclose his or her HIV status for purposes of employment. The University shall not use the HIV status to deny an employment contract or refuse to renew a contract.
2. If a person's HIV status becomes known to the University, it shall not be used as a criterion in human resources development, including promotion, development and training
3. Employment shall not be terminated on the grounds of HIV status. HIV/AIDS status shall not be used to influence, sick leave, retrenchment or retirement decisions on grounds of ill

health, unless a member of staff is no longer physically or mentally fit to continue his/her work

4. HIV/AIDS status shall not be reflected in the personal files of employees.
5. the HIV/AIDS status of employees shall not be disclosed without the informed consent of the employee concerned
6. While the University practices non-discrimination with respect to its employees' HIV status, it recognises that the practices of parties external to the University (i.e, medical aid schemes, provident and pension funds) are not entirely within its control. The University, however, shall endeavour to negotiate with benefit providers for equal and non-discriminatory benefits.
7. Employees have a right to a supportive and safe working environment in which persons with HIV/AIDS are accepted and not stigmatized.
8. Employees have a right to know of possible risks of occupational exposure to HIV in their working environments. The University endeavours to provide a working environment in which the occupational exposure to HIV is minimised, and will provide the necessary protective equipment. In addition to providing the necessary protective equipment, staff will be taught how to use it and will be educated in general on the use of universal precautions.
9. The University shall endeavour to provide a working environment in which the employees with HIV or AIDS are accepted and are free from prejudice and stigma.

3.1.2 Rights of Students

1. No student, prospective or enrolled, shall be required to undergo an HIV test, or disclose his or her HIV status prior to admission.

2. No student or applicant may be required to reveal his or her HIV status before admission or during the course of the study.
3. The University shall not use HIV/AIDS status in considering the granting of loans, bursaries and scholarships.
4. The University shall not use HIV/AIDS status in determining admission to degrees, higher degrees, specialised fields of study or halls of residence on campus.
5. Students' registration shall not be terminated on the grounds of their HIV/AIDS status, unless the student is no longer physically or mentally fit to continue his/her studies.
6. The results of HIV tests conducted at University medical facilities will remain confidential between the student and the person authorised to give the result.
7. The HIV/AIDS status of a student shall not be disclosed without the informed consent of the person concerned.
8. Students have a right to a supportive and safe learning and working environment in which persons with HIV or AIDS are accepted and not stigmatized.
9. The University endeavours to provide a working environment in which the occupational exposure to HIV is minimised, and will provide the necessary protective equipment.

3.1.3 Responsibilities of Staff and Students

1. Staff and students have a responsibility to become informed about HIV and AIDS and to develop a lifestyle in which they shall not put themselves or others at risk of HIV infection.

2. Everyone has an individual responsibility to protect herself/himself against infection. Students and staff living with HIV/AIDS have a special obligation to ensure that they behave in such a way as to pose no threat or infection to any other person.
3. Staff and students who are living with HIV have a special obligation to ensure that that they behave in such a way as to pose no threat of infection to any other person.
4. All sexually active persons among the University community (except perhaps those in long-term committed, monogamous relationships) should know their HIV infection status and should disclose their HIV status to their partner before engaging in sexual activity,
5. Medical and science professionals and students who are living with HIV/AIDS have an obligation to choose professional paths that eliminate the risk of transmission to their patients and colleagues.
6. Staff and students have a responsibility not to discriminate against and stigmatise members of the University community living with HIV/AIDS. Those who do will be counselled in the first instance, but if disciplinary behaviour persists, formal disciplinary procedures shall be instituted.
7. Unless medically justified, no students may use HIV/AIDS as a reason for failing to perform work, complete assignments, attend lectures or field trips or write examinations.
8. Staff and students shall be encouraged to develop and implement their own staff/student led responses to HIV and AIDS and the University shall support these initiatives.

3.2 Integration of HIV/AIDS into teaching, research and service activities of all Faculties.

3.2.1 Teaching

1. The University of Zimbabwe will encourage and support efforts by faculties to incorporate aspects of HIV/AIDS and human rights into curricula, where possible.
2. The University will provide a compulsory core curriculum on HIV/AIDS life skills, for all undergraduate students. The curriculum will include historical, epidemiological, health and legal and prevention/home based care aspects of HIV/AIDS. In addition to improving awareness and knowledge the compulsory core curriculum will focus on promoting behaviour change leading to reduced unsafe sexual activity within the University community
3. Finally, the University will offer several short courses on HIV/AIDS for senior and mid-level academic and administrative management, as well as for student leaders. One such course will focus on HIV/AIDS in the workplace, including protection, performance management, and legal issues. Short courses in a variety of subjects will be offered, and may, whenever the need arises, be offered to the community, through appropriate centres, departments and faculties.

3.2.2 Research

1. The University will provide leadership on HIV/AIDS through research. The University will use research to inform its policy, teaching, community service, and endeavour to influence developments related to the cure of HIV/AIDS.
2. Faculties will develop research projects related to HIV/AIDS. The Faculty and University Research Boards will consider such proposals for funding.

3. The University commits itself to provide human and financial resources in support of HIV/AIDS research that is innovative, address strategic priorities and are interdisciplinary.

3.2.3 Community Service

The University commits itself to collaborate with the community in training and research on HIV/AIDS. It is essential that there is full community participation in the HIV/AIDS control programme and that there is a good flow of support between the University and various communities and community structures. The University will share its experience of best practice and, where practicable, its skills and resources with AIDS service providing agencies governmental and non-governmental organisations and community based organisations.

3.3 Provision of University prevention and support services for HIV/AIDS

The University will set up the AIDS Prevention and Support Centre on the University Campus for easy access to students and staff. The centre will implement activities known to work in preventing HIV/AIDS and in mitigating the impact of HIV/AIDS on individuals as well as the community, interventions that have been shown to play a significant role in HIV/AIDS prevention include:

- Improving awareness of the dangers of HIV infection and other STIs
- Improving knowledge of the methods of preventing HIV infection and other STIs, i.e.,
 - Awareness that prevention can be achieved through safer *sexual behaviour*
 - Awareness that prevention can be achieved through safer *sexual activity*

- Providing negotiating skills for condom use through education and counselling
- Promotion good STI care seeking behaviour
- Providing easy access to quality STI prevention and care
- Providing easy access to confidential HIV testing

Interventions that have been shown to play a significant role in mitigating the impact of HIV/AIDS include:

- Counselling of persons with HIV infection on leading a positive lifestyle
- Regular monitoring of health of persons with HIV infection
- Providing chemoprophylaxis against certain opportunistic infections
- Detecting and treating opportunistic infections as soon as they occur
- Providing counselling to symptomatic persons and their dependents
- Provision of antiretroviral therapy for persons with AIDS

Finally, it has been shown that the mother-to child transmission of HIV infection may be prevented through the use of appropriate single-dose and short-course regimes of antiretroviral drugs during pregnancy. The Centre will promote and provide education on the prevention of mother-to-child transmission of HIV.

The Centre will also function as a resource for information and education for the University community and will engage in developing and implementing interventions based on these principles:

3.3.1 Awareness and Prevention

The University has a duty to educate and inform members of its community about HIV/AIDS. Appropriate information on all aspects of prevention and care will be made accessible to staff and students including universal precautions and measures to prevent HIV spread in contact sports.

In addition to teaching and research activities, strategies to prevent the spread of HIV/AIDS on campus include:

- Making condoms, both male and female condoms, available throughout campus and in student residences
- Encouraging responsible sexual behaviour inclusive of abstinence
- Distributing literature on HIV/AIDS
- Sponsoring public fora, such as dramas, discussions and debates, on HIV/AIDS
- Attention will be paid in addressing issues of loss, grief and bereavement.
- Training HIV/AIDS peer educators and counsellors
- Increasing awareness about sexually transmitted infections and their treatment
- Promoting good STI care seeking behaviour
- Acting against sexual harassment of women and child abuse

3.3.2 Counselling, Care and Support

Staff and students will have access to confidential counselling services on campus. Peer counsellors and support groups will be available for students and staff affected and infected with HIV/AIDS. The University will also provide referral services for students and staff and advise on nutritional care to students and staff. The University will promote an enabling environment regarding counselling, care and support for persons with HIV/AIDS/STIs and their dependents.

The University will explore the possibility of providing post exposure prophylaxis, including basic nursing care, counselling of the patient and significant others, and training of care givers through the Student Health Services Unit.

3.4 Creation and maintenance of an enabling environment within the University that supports positive behaviour change

- The University is committed in creating and maintaining an enabling environment within the University that supports positive behaviour change regarding HIV prevention, care and support.
- The University will encourage different groups of the University community to examine for themselves how they could contribute to an enabling environment that support positive approaches regarding HIV/AIDS/STIs

3.5 Policy Implementation and Review

The overall responsibility for implementing this HIV/AIDS Policy lies with the senior management of the University of Zimbabwe. This includes the Vice Chancellor, the Pro-Vice Chancellors, Deans of Faculties, Institute Directors, the Student Executive Council (SEC), and the University HAPS Centre Technical Committee.

An HIV/AIDS office reporting directly to the Vice Chancellor will be established and staffed. The functions of this office will include: to coordinate and act as a secretariat for the implementation of the policy across the university; establish task teams to support the implementation of specific aspects of the policy within faculties; access outside expertise and materials which can assist faculties in integrating HIV and AIDS into teaching, research and service; convene periodic meetings of faculty representatives to assess and support implementation of policy; establish strategic partnerships; establish and implement a monitoring and evaluation tool that can track the impact of HIV/AIDS interventions on campus.

The University will appoint a officer at the level of a Pro Vice chancellor who will be responsible for policy coordination and oversight. This officer will chair an implementation committee, comprising of staff and students and will report directly to the Vice Chancellor. The Committee's functions will include:

- Disseminating, and coordinating the HIV/AIDS policy through the University
- Ensure that HIV and AIDS will be a standing item on meetings of Executive boards, Faculty Boards and other important University functions such as orientation, graduation and open days.
- Organising regular consultative meetings with the University community about matters related to HIV/AIDS.
- Establishing and implementing a system of policy monitoring and evaluation
- Collaborating with the community and other tertiary institutions and stakeholders.

The university will review this policy on a regular basis to:

- Evaluate its effectiveness
- Take cognisance of fresh initiatives around HIV/AIDS, whether these be from government, partners or elsewhere
- Consider appropriate amendments to the policy.

UNIVERSITY OF ZIMBABWE HIV/AIDS PREVENTION AND SUPPORT CENTRE

TERMS OF REFERENCE

1. Background

The University of Zimbabwe HIV/AIDS Policy document reaffirms the University's commitment to reducing prevalence of HIV infection in the University community and to reduce the impact of the epidemic on students, staff and their dependents through action at national and local levels. The Policy has five main components:

1. The rights and responsibilities of students and staff infected or affected by HIV/AIDS
2. The integration of HIV/AIDS into teaching, research and service activities of all University Faculties and Institutes
3. Provision of prevention, care and support services on the University campus
4. Implementation, monitoring and review of the Policy
5. Creation and maintenance of an enabling environment within the University that supports positive behaviour change regarding HIV prevention, care and support.

The HIV/AIDS Policy of the University requires that the University sets up the AIDS Prevention and Support Centre on the University Campus. The centre will implement activities known to work in preventing HIV/AIDS and mitigating the impact of HIV/AIDS on individuals as well as the community. Interventions that have been shown to play a significant role in HIV/AIDS prevention include:

- Improving awareness of the dangers of HIV infection and other STIs

- Improving knowledge of the methods of preventing HIV infection and other STIs:
 - Awareness that prevention can be achieved through safer sexual behaviour
 - Awareness that prevention can be achieved through safer sexual activity
 - Providing negotiating skills for condom use through education and counselling
 - Promoting good STI care seeking behaviour
 - Providing easy access to quality STI care
 - Providing easy access to confidential HIV testing

Interventions that have been shown to play a significant role in mitigating the impact of HIV/AIDS include:

- Counselling of persons with HIV infection on leading a positive lifestyle
- Regular monitoring of health of persons with HIV infection
- Providing chemoprophylaxis against tuberculosis and certain opportunistic infections
- Detecting and treating opportunistic infections as soon as they occur
- Providing counselling to symptomatic persons and their dependents
- Considering provision of antiretroviral therapy for persons with HIV infection and AIDS

It has also been shown that the mother to child transmission of HIV infection may be prevented through the use of appropriate single-dose and short-course regimens of antiretroviral drugs during pregnancy. The Centre will promote and provide education on the prevention of mother-to-child transmission of HIV.

The Centre will also function as a resource for information and education for the University community and will engage in developing and implementing interventions based on these principles:

1.1 Awareness and Prevention

The University has a duty to educate and inform members of its community about HIV/AIDS. Appropriate information on all aspects of prevention and care will be made accessible to staff and students.

In addition to teaching and research activities, strategies to prevent the spread of HIV/AIDS on campus include:

- Making condoms, both male and female condoms, available throughout campus and in students residences
- Encouraging responsible sexual behaviour inclusive of abstinence
- Distributing literature on HIV/AIDS
- Sponsoring public for a such as dramas, discussions and debates, on HIV/AIDS
- Training HIV/AIDS peer educators and counsellors
- Increasing awareness about sexually transmitted infections and their treatment
- Promoting good STI care seeking behaviour
- Acting against sexual harassment of women and child abuse

1.2 Counselling, Treatment, Care and Support

Staff and students will have access to confidential counselling services on campus. Peer counsellors and support groups will be available for students and staff affected and infected with HIV/AIDS. The University will also provide referral services for students and staff and advise on nutritional care to students and staff. The University will promote an enabling environment regarding counselling, treatment, care and support for persons with HIV/AIDS/STIs and their dependents.

The University of Zimbabwe will explore the possibility of providing home-based care, including basic nursing care, counselling of the patient and significant others, and training of care givers.

2. Purpose of the HIV/AIDS prevention and support centre

The University of Zimbabwe HIV/AIDS Prevention and Support Centre will support the University's capacity to respond to the needs of the University community in preventing the occurrence of HIV infection, AIDS and sexually transmitted infections (STIs). The centre will address the following priority prevention and care activities:

- Promoting safer sexual behaviour and safer sexual activity
- Provision of high quality, accessible and acceptable STI services
- Provision of voluntary HIV counselling and testing services
- Treatment and care
- Post HIV test support services
- Support group activities
- Work place programme
- Promoting the prevention of mother-to-child transmission of HIV
- Providing care and counselling for persons with HIV/AIDS
- Providing accurate information on HIV/AIDS/STIs and providing access to accurate information through print and electronic media. Resource centre for HIV and AIDS

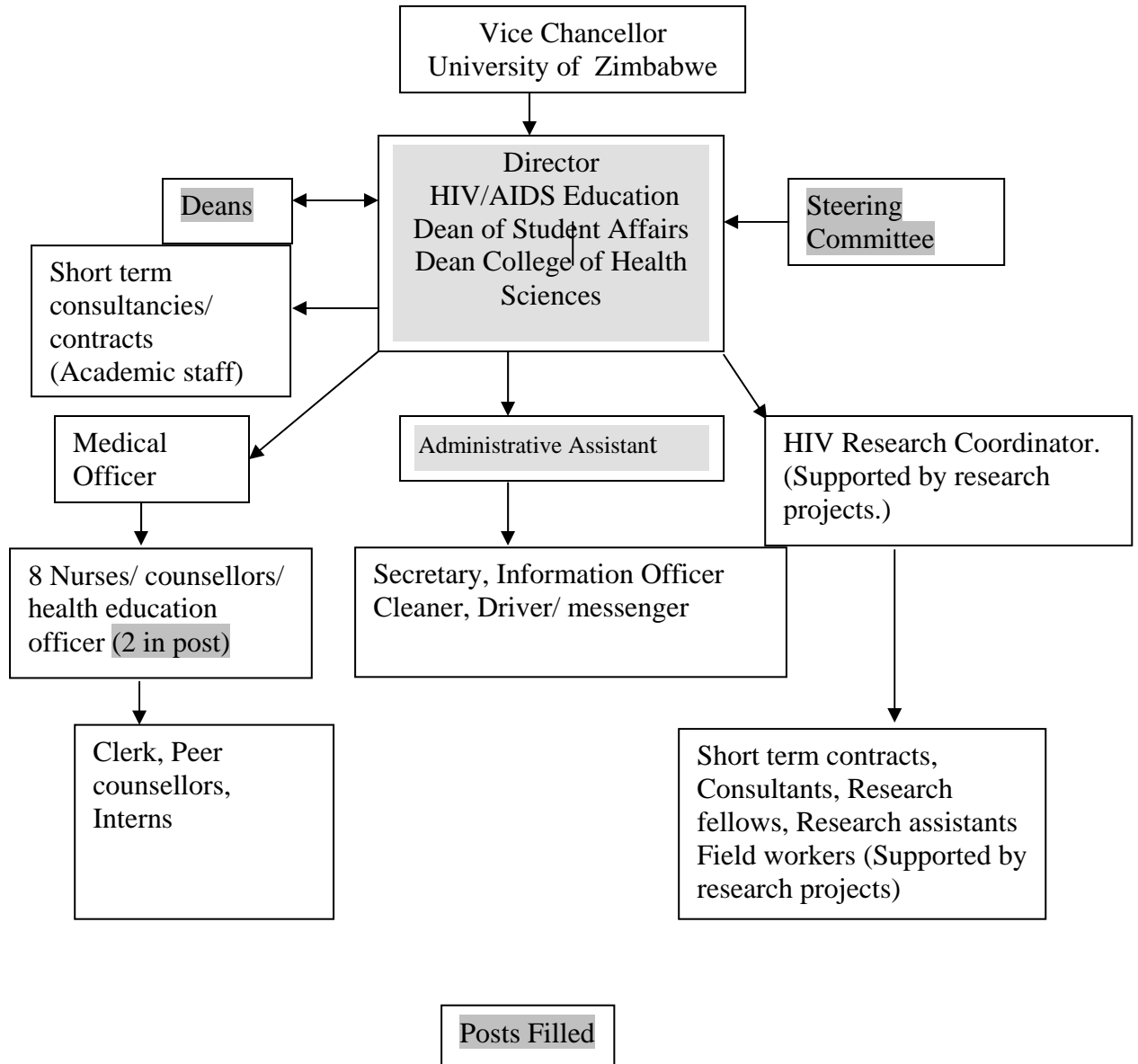
3. Location of the HIV/AIDS Prevention and Support (HAPS) Centre

The HIV/AIDS Prevention and Support Centre will be located in the Student Health Services Centre and House number 2 Langham situated at the Mount Pleasant Campus. The Centre will have a close relationship with the College of Health Sciences and the Faculty of Student Affairs. Activities will be developed implemented and supervised by the Coordinator of the UNESCO Chair in collaboration with the Dean of College of Health Sciences and the Dean of Students Affairs. Activities of the Centre will not be limited to the Mount Pleasant campus and will occur simultaneously at the main campus as well as other campuses including the College of Health Sciences campus. A medical doctor will be in charge of HIV care and treatment at the Centre.

4. Proposed structure of the HIV/AIDS Prevention and Support Centre

Activities of the Centre will be developed and supervised by the Dean of the College of Health Science and the Dean of Students Affairs until such a time when the Chair of HIV/AIDS/STIs is appointed, at which time the responsibility for coordinating, supervising and implementing all activities will fall on the Chair of HIV/AIDS/STIs. The Chair will liaise closely with the Deans of College of Health Sciences and Student Affairs and will report to the Vice Chancellor of the University of Zimbabwe. Currently the Student Health Service is performing a sterling job in providing primary health care and health promotion activities for the University community. This work shall continue but will be strengthened. The Student Health Services will be tasked with the added responsibility of implementing the identified HIV/AIDS/STI treatment, care, prevention and control activities. Hence there is a need to re-organize the structure of the Health Services and also to provide additional human and material resources. The accompanying organogram describes the core structure that is necessary to implement the interventions for the prevention, treatment, care and control of HIV/AIDS/STIs at the University of Zimbabwe.

Organogram of the HIV/AIDS/STI Prevention and Support (HAPS) CENTRE



5. Job descriptions

5.1 University of Zimbabwe HIV/AIDS/STI Prevention and Support Centre Director/Coordinator

The Centre Coordinator will coordinate all activities of the HIV/AIDS/STI Prevention and Support Centre. The Coordinator will occupy the Professorial Chair of HIV/AIDS/STI based in the main administration block on campus. He/she will report to the Vice Chancellor. The Coordinator will:

- Be a medical practitioner registered or registrable with the Medical and Dental Practitioners Council of Zimbabwe
- Have a registrable basic medical degree and a registrable specialist qualification in a medical or health related field
- Has experience in managing persons with HIV/AIDS
- Has experience in conducting research in the area of HIV/AIDS/STIs
- Has skills in academic leadership, research and programme development/management
- Has skills in managing human resources
- Has achieved recognition as an expert by peers in the medical fraternity nationally and internationally
- Has characteristics recognized by the University of Zimbabwe to be appointed at the level of associate Professorship

The Coordinator will;

- Develop and implement innovative interventions for the prevention of HIV/AIDS/STI
- Direct and coordinate all activities of the HIV/AIDS/STI Prevention and Support Centre
- Serve on relevant University and Ministry of Health committees
- Coordinate implementation of HIV policy
- Coordinate integration of HIV into curricula

- Coordinate development of a HIV and AIDS life skills course for students at entry
- Assist with development of research proposals and conduct or facilitate research

Medical Officer

The medical officer will be responsible for patient care and treatment including provision of antiretroviral drugs. Furthermore, the medical officer will assist with training. He/She will operate from the HIV/AIDS/STI Prevention and Support (HAPS) Centre. She/He will be answerable to the Coordinator of the Chair the Dean of student Affaires.

University of Zimbabwe HIV/AIDS/STI Prevention and Support Centre Administrative Assistant

The Centre Administrative Assistant (AA) will be responsible for the administrative functions of the HIV/AIDS/STI Prevention and Support (HAPS) Centre. The SAA will be responsible for the administrative affairs of the centre and will be responsible for budget development and planning activities. The SAA will report to the Chair of HIV/AIDS/STI. See Annex 1. The Senior Administrative Assistant will:

- Have a good first degree preferably with an accounting/business admin bias (and a post graduate degree equivalent to a Masters degree in finance and or administration)
- Have had substantial experience in managerial cum administrative role in a health-related institution
- Have demonstrated skills in planning and budgeting
- Have the ability to deal with the public and will have a good prior record of public relations
- Have the ability to work with other administrators in the Faculty of Medicine

5.4 Secretary University of Zimbabwe HIV/AIDS Prevention and Support (HAPS) Centre

The secretary will provide secretarial services to the HAPS Centre.

5.5 Clerk in University of Zimbabwe HIV/AIDS/STI Prevention and Support Centre

The clerks will provide services to the HAPS Centre. One clerk is already in post.

5.6 Information officer/Library Assistant in University of Zimbabwe HIV/AIDS/STI Prevention and Support Centre

The library assistant will be responsible for the HIV resource Centre that will be developed at the HIV & AIDS Prevention and Support Centre on the main campus. Duties will include setting up of the resource, establishment of a lending system, production, updating of reading material and reporting on the activities of the Centre. He/she will report to the Nurse in Charge of the HAPS Centre and the Coordinator. The resource centre will consist mainly of electronic resources with some printed materials and key textbooks. The Library Assistant will work closely with the Chief Librarian. The Assistant will have appropriate qualifications and will preferably have an additional qualification in information technology.

5.7 Nurses/ Counsellors/health educators/social worker (8 Posts) in University of Zimbabwe HIV/AIDS/STI Prevention and Support Centre

Nurse / counsellors / health educator / social worker will be engaged in provision of primary care as well as providing pre-and post test counselling, supportive counselling, counselling of persons with HIV infection and those affected by HIV infection, they will provide voluntary testing and counselling services and will be involved in the continuing care of individuals affected by HIV and those who are infected. They will

report to the Chief Nursing Sisters at the HAPS Centre and will work closely with the nurses providing general health care.

Nurse health educators will report to the Chief Nursing Sister at the HAPS centre and will be engaged in providing health education and implementing peer education on the University Campus. .

6. Essential Resources and Proposed Budget

For the successful implementation of the programme certain material resources are necessary.

6.1 Furniture to equip 7 offices

Furniture including desks, chairs, tables, computers, printers, bookshelves, fax, telephones, to equip 7 officers for the Coordinator, Coordinator's Secretary, Administrative Assistant, Administrative Assistant's Secretary, clerks (sharing), nurse educators (sharing), nurses secretary.

6.2 Furniture to equip 4 Counselling rooms

Furniture including chairs, tables, coffee tables, bookshelves, to equip 4 rooms for counselling clients.

6.3 Furniture to equip resource centre

Furniture including desks, chairs, tables, computers, printers, and bookshelves to equip resource centre. Computer software and hardware for local area network and internet and intranet connections. Ten computers with internet access, printers, photocopiers, stationery, telephone, fax.

6.4 Clinic Supplies

Full range of essential drugs (as per essential drugs list of Zimbabwe (EDLIZ), equipment, needles, syringes, gloves, blood collecting instruments, autoclave.