
CHAPTER 3**Organizing health-team activities****Learning objectives**

After studying this chapter and doing Exercises 21–31 on pages 134–148, the health worker should be able to:

- **design job descriptions and use them in managing a team**
- **coordinate activities of the team**
- **communicate effectively with the team and the community**
- **prepare and conduct meetings**
- **manage an in-service training system for district health workers.**

The distribution of tasks among the members of a health team is one of a manager's most important functions. When work is distributed unfairly it causes dissatisfaction and sometimes quarrelling. Work should be arranged in such a way that team members use their individual skills and talents. By organization, work can be fairly distributed so that there is no 'overwork' or 'underwork', but all team members carry equal work-loads.

Health tasks are very varied. A nurse, for example, may have to take temperatures, deliver babies, conduct clinics and write reports. This variation in tasks makes organization in health work a challenge to the team leader.

Job descriptions are one means of helping to distribute tasks among the health team.

3.1 Using job descriptions

A job description states:

- the objectives, activities and programmes of the holder of the post concerned