

TERMS OF REFERENCE

Name of the Assignment: Individual Consultant for Conducting Requirement Analysis of Proposed Health Information System at Lanka Hospitals PLC.

Contract No: ICTA/GOSL/CON/IC/2021/01

1. BACKGROUND

Lanka Hospital Sri Lanka, a leading player in private health care sector provides the full range of primary, secondary and tertiary health care of international standards. This hospital has an annual turnover of more 27,600 in patients and 341,800 outpatients. Lanka Hospital has a strength of 367 beds, 920 consultants out of which 43 are resident consultants. As being one of the centers of excellence in offering core specialties to meet the demands of changing demographic and epidemiological transition of the country. Lanka Hospital has state of the art sub-specialties of Cardiology, Orthopedics, neurology, Gynecology, and Genito-urinary services.

The diagnostic services of Lanka Hospital being proud about in achieving accreditation standards of College of American Pathologists deliver services through 7 regional labs, 32 company owned collecting centers and 1277 collecting centers.

The Lanka Hospital Sri Lanka always commits to adopt international standards, best in class patient care and cutting-edge technology as its principals. As a key strategy, the hospital is planning to implement a well-designed Health Information System (HIS) which in turn would complement and enhance its services.

2. OBJECTIVE OF THE ASSIGNMENT

Objective of this assignment is to conduct requirement analysis in order to develop the Software Requirement Specifications (SRS) including the functional and non-functional requirements for the proposed health information system.

3. SCOPE OF WORK

The scope of work of the consultant shall include, but not limited to followings.

1. Identify all statutory requirements and industry/sector specific standards to be met under the project.
2. Organize an initial awareness program to explain the present and future of HIS implementation to key stakeholders.
3. Analyze the existing system of the hospital including the patient flows, workflows and business process flow.
4. Meet relevant stakeholders of Lanka Hospital to determine/confirm the requirements (Requirement Assessment), complete the SRS and get the SRS approved by the Lanka Hospitals.
5. Propose business process improvement plan.
6. Develop draft Terms of Reference (TOR) for the proposed HIS and draft criteria for evaluating the TOR
7. Provide detailed cost estimate and time estimate of the proposed HIS

4. KEY DELIVERABLES

1. SRS document approved by the Lanka Hospital
2. Existing business process and patient process flow diagrams
3. Business process improvement plan
4. Draft Terms of Reference for selecting a consultancy firm to implement HIS
5. Draft evaluation criteria for selecting HIS implementation consultancy firm
6. Detailed cost estimate and time estimate

5. DURATION OF THE ASSIGNMENT

Expected duration of the assignment is 8 weeks.

6. MINIMUM QUALIFICATIONS

1. Bachelor of Medicine and Bachelor Surgery (MBBS) or any other related qualification from a recognized university
2. Master's degree in Health Informatics, Information Technology, Health Administration or related area is preferred
3. Minimum of five years' experience in the area of digital health, including the experience in implementing a Health Information System at hospital level.
4. Experience in at least two similar assignments during the period of last five years
5. Strong leadership and interpersonal skills
6. Stakeholder focus and understanding and anticipating customer needs and balancing the same with business demand
7. Fluency in English and Sinhala/Tamil

7. PAYMENT SCHEDULE

Deliverable	Deliverable Due Date	Payment	Payment
1. SRS document approved by the Lanka Hospital 2. Existing business process and patient process flow diagrams 3. Business process improvement plan 4. Draft Terms of Reference for selecting a consultancy firm to implement HIS	Within 6 weeks from the date of awarding the contact	Within 14 days after acceptance of the deliverables by ICTA	60% of the total contract price.
5. Draft evaluation criteria for selecting HIS implementation consultancy firm 6. Detailed cost estimate and time estimate	Within 8 weeks from the date of awarding the contact	Within 14 days after acceptance of the deliverables by ICTA	40% of the total contract price.