
BUSITEMA UNIVERSITY

FACULTY OF MANAGEMENT SCIENCES

A REPORT ON FIELD ATTACHMENT CARRIED OUT AT PALLISA TOWN COUNCIL

HEALTH CENTRE 111

BY

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BU/UP/2024/4753

AN INTERNSHIP REPORT SUBMITTED TO THE DEPARTMENT OF ECONOMICS

AND MANAGEMENT IN THE PARTIAL FULFILLMENT

OF THE REQUIREMENTS FOR THE AWARD OF A DIPLOMA IN RECORDS AND

INFORMATION MANAGEMENT

OF

BUSITEMA UNIVERSITY

JULY 2025

DECLARATION

DECLARATION

I **OPOLOT PETER** hereby declare that this report has not been submitted to any institute for any academic award of a diploma in Records and Information Management.


Name: OPOLOT PETER
Sign: Peter
Date: 19/08/2025

APPROVAL



APPROVAL

This is to certify that this industrial training was carried out at Pallisa Town Council Health Centre III, in Pallisa District under our supervision and his report is now ready for submission to Busitema University.

Field Supervisor

Name: _____ NAULWA PROSS-1 _____
Sign: _____  _____
Date: _____ 19/08/2025 _____

Academic Supervisors

Name: _____  KALEMBWE DOREEN _____
Sign: _____  _____
Date: _____ 19/8/2025 _____



DEDICATION

I dedicate my internship report to my God who enabled me to have wisdom and life, my family members Mr. Okiria Albert my brother, Kiyenga and Albert my children for their financial support, love, care, encouragement and above all prayers that they offered to me to see to it that I complete my course.

I dedicate my internship to my instructors for the knowledge and the sacrificial time for molding me. I also dedicate it to my parents, friends, sisters and relatives who supported me financially, morally and spiritually to see that I achieve this level.

May the Almighty God reward them in Jesus name Amen!

ACKNOWLEDGEMENT

I thank the Almighty God for His Mercy and Strength which He gave me in the course of writing this report, may Glory and Honor be unto Him Forever!

I would like to acknowledge the contribution of the following people to the successful completion of this Academic Internship Report Esukumy Head of Department Mr. Wejuli Joseph my Lecturer; I thank them for their guidance and encouragement. This report would not have been possible without their whole –hearted support.

Lots of thanks go to all my lecturers, my wife Mrs.Opolot Margret, my dear sister Kiyega Victoria and my parents, who supported me and showed concern and understanding.

I appreciate everyone who supported me in the various forms while pursuing this Diploma. I may not mention all your names but thank you for whatever contribution that enabled me to attain my desirable goal.

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ACRONYMS

DHO:	District Health Officer
IPD:	Inter-Patient Department
TB:	Tuberculosis
AIDS:	Acquired Immune Deficiency Syndrome
OPD:	Outpatient Department
DMO:	District Medical Officer
MOH:	Ministry Of Health
MSW:	Medical Social Workers
ART:	Anti-Visual Therapy
HSD:	Health Sub District
UTI:	Urinary Tract Infections
DM:	Diabetes Mellitus
NMS:	National Medical Store

EXECUTIVE SUMMARY

This training was conducted at Pallisa Town Council Health Centre III to provide a venue for the student to enhance their practical skills in respect of what has been taught or lectured in class.

The field study was for about two months with attachment to Records Department. The highlight of what was covered, were cutting across the essential area of Records and Information Management, sorting and filling documents, receiving and maintaining the files of the workers who are in the facility, typing documents and sending reports to the ministry, organizing the place so that it is neat.

I was able to appreciate the link between practical skills acquired with the theories learnt in class.

CHAPTER ONE

1.0 INTRODUCTION

This chapter introduces the back ground, name, history, location, mission, vision and goals of the organization.

1.1. NAME OF THE ORGANISATION

The name of the organization is Pallisa Town Council Health Centre III

1.2. BACKGROUND OF THE ORGANISATION

Pallisa Town Council Health Centre III started in 1999 as government institution due to the increasing number of slum people; under the governing body and the body supervisor.

1.2.1. LOCATION OF THE ORGANISATION.

Pallisa Town Council Health Centre III is located in Pallisa district, Pallisa County, Pallisa Sub-County, Kagwese Parish, Rweta C village and ½ km along Pallisa to Tirinyi Road.

1.2.2.MISSION OF THE ORGANISATION

To deliver minimum Health services to the community

1.2.3.VISION OF THE ORGANISATION

A peaceful and prosperous health center with its people enjoying improved health to improve on service delivery

1.2.4. GOALS OF THE ORGANISATION

- To control malaria morbidity and mortality.
- To attain a good standard of living to the community and promote health
- To treat and cure patients
- To deliver mothers and immunize children.

1.2.5.TYPE OF THE ORGANISATION

The organization is government own and founded according to the government act under Pallisa local Government

REFERENCES

Citizens Hand Book on law and Administration of Justice in Uganda 3rd Edition. Land Regulation 2004.

Local Government Financial and Accounting Manual 2007.

Pallisa Town Council five year Development Plan 2015/2016 - 2019/2020