

## ***Litembo Health Training Institute (LIHETI) Joining Instruction Form***



CATHOLIC DIOCESE OF MBINGA  
LITEMBO HEALTH TRAINING INSTITUTE (LIHETI)  
(QUALITY TRAINING FOR A BETTER SOCIETY)  
P. O. BOX 94, Tel. +255 653 649 429  
E-MAIL: liheti2023@gmail.com  
MBINGA, RUVUMA, TANZANIA.



Dear Applicant: .....

### **REF: ADMISSION AND REGISTRATION FOR DIPLOMA IN MEDICAL LABORATORY SCIENCE PROGRAM AT LITEMBO HEALTH TRAINING INSTITUTE.**

I am glad to inform you that you have been selected to join Litembo Health Training Institute (LIHETI) for Diploma in Medical Laboratory Science in Academic year **2024/2025**. Litembo Health Training Institute (**LIHETI**) is a Faith Based Organization (FBO) fully registered by **NACTVET with Reg. No. REG/HAS /266**. It is found in Ruvuma region located at Mbinga District around Litembo Ward in Lituru Village. The Institute admits all students regardless of their faith, though one must adhere to our rules and regulations. The student should report on 7<sup>th</sup> October, 2024, at **8:00am – 04:00pm**. The vacancy may be given to another applicant if you **will not** report on the reporting date.

On arrival, you are supposed to report to the Admission office for registration for submission of the following;

- a) Evidence of tuition and other fee payments.
- b) The letter of invitation to join the institution.
- c) A duly filled medical examination form.
- d) Original certified Academic certificates, including two copies of each Academic certificate.
- e) Original Birth certificate with two copies.

It is a criminal offence to submit false or forged academic documents. A student who will submit forged certificates the registration to study at the institute shall be revoked and the case shall be reported to the appropriate security bodies for further action.

Enclosed to this letter find the joining instructions.

We look forward to having you at our institute and wishing you successful studies.

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### **A. FEE STRUCTURE FOR DIPLOMA IN MEDICAL LABORATORY SCIENCE COURSE FOR THE ACADEMIC YEAR 2024/2025**

**TABLE 1: TRAINING COSTS FOR THE YEAR 2024-2025**

S/N	DESCRIPTION	YEAR 1	YEAR 2	YEAR 3
1	TUITION FEE	1,600,000/=	1,600,000/=	1,600,000/=
	<b>OTHER CONTRIBUTIONS</b>			
1	HOSTEL (ACCOMODATION)	FREE	FREE	FREE
2	EXAMINATION FEE (NACTVET)	150,000/=	150,000/=	150,000/=
3	HEALTH INSURANCE	50,400/=	50,400/=	50,400/=
4	COMMUNITY/ADMINISTRATIVE FIELD WORK (for supervision only)	-	150,000/=	150,000/=
5	HOSPITAL FIELD ATTACHMENT			150,000/=
6	REGISTRATION FEE	20,000/=		
7	T-SHIRT – 2 PCS	30,000/=		
8	CAUTION MONEY	150,000/=	-	-
9	STUDENT ASSOCIATION FEE	20,000/=	20,000/=	20,000/=
10	STATIONARY	2 REAMS	2 REAMS	2 REAMS
11	IDENTITY CARD	10,000/=	-	-
12	GRADUATION FEE	-	-	80,000/=
13	QUALITY ASSURANCE NACTVET	20,000/=	20,000/=	20,000/=
14	PRACTICUM GUIDE, PRACTICUM PLACEMENT FEE AND PROCEDURE BOOK	110,000/=	110,000/=	110,000/=
15	CHRISTIAN SOCIAL SERVICE COMMISSION (CSSC)	10,000/=	10,000/=	10,000/=
16	INTERNAL EXAMINATION	150,000/=	150,000/=	150,000/=
	TOTAL	2,320,400/=	2,260,400/=	2,490,400/=

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**TABLE 2: BREAKDOWN OF FEE PAYMENTS**

<b>YEAR OF STUDY</b>	<b>OCTOBER</b>	<b>JANUARY</b>	<b>APRIL</b>	<b>TOTAL</b>
<b>1ST YEAR</b>	1,254,400/=	533,000/=	533,000/=	<b>2,320,400/=</b>
<b>2ND YEAR</b>	1,194,400/=	533,000/=	533,000/=	<b>2,260,400/=</b>
<b>3RD YEAR</b>	1,424,400/=	533,000/=	533,000/=	<b>2,490,400/=</b>

NB:

- All payments should be done through Bank to the following Bank Accounts:

**NMB BANK NAME: LITEMBO HEALTH TRAINING INSTITUTE**

**ACCOUNT NO: 61602300062**

**OR**

**CRDB BANK ACCOUNT NAME: LITEMBO HEALTH TRAINING INSTITUTE**

**ACCOUNT NO: 015C857723000**

- The fee will not change in the middle/within the academic year, but it may change at the beginning of the next academic year. This depends on the changes in the running costs of the training.

### **B. BASIC PERSONAL REQUIREMENTS:**

- i. 4 Bed sheets (blue for boys and pink for girls), 1 Pillow and 2 Pillowcase (color as per bed sheet respectively), 1 Blanket, 2 Bath towels, 1 Umbrella, 1 Soft broom and 1 moppper, Sports clothes (dark blue track suit and sports shoes), Bathing bucket, Mosquito net (square in shape with white color).
- ii. Class uniform

#### **For male:**

White short sleeved shirt, khaki trouser, white jacket or sweater, laboratory coat, fully white socks, closed black shoes for classes that cover the feet, NB: Shoes should not have high heels that make noise when you walk.

#### **For female:**

A white dress crossing the knees, the dress should be short-sleeved and not transparent. White jacket or sweater, laboratory coat, fully white socks, closed black shoes for classes that cover the feet, NB: Shoes should not have high heels that make noise when you walk.

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### **NB:**

- A picture of a sample of uniform is attached at the end of this form.
- A student can sew a uniform for him/herself or he/she can come to institute and the Institute will prepare two pairs of uniforms and one laboratory coat with cost of 90,000/= .
- The student should have money for small expenses while here at the Institute.

### **iii. Required learning equipment:**

- ✓ Scientific Calculator
- ✓ Stopwatch
- ✓ 2 reams (handle to accountant office)
- ✓ Clerking board

### **C. ADDITIONAL INSTRUCTIONS**

1. **Meals and Stationary.** The Institute has Cafeteria where students can get meals services at affordable costs. Cost for student's meals and stationary services is upon the students, parents, guardians or sponsors.
2. No student shall be allowed to postpone studies after the academic year has begun except under special circumstances. Permission to postpone studies shall be considered after the student has produced satisfactory evidences for postponement to the Principal. Special circumstances shall include ill health or serious social problems.
3. **There will be an extra charge of Tshs 100,000/= for those who will supplement end of semester one examination.**
4. **In case a student fails to attend any internal examination without any genuine reason(s), he/she will pay the penalty of Tshs 50,000/= per subject.**
5. Community field work and Research contributions for second and third year are paid for supervision only. Those contributions **do not** involve Accommodation and Transport.
6. **No any payment will be refunded after being paid.**
7. The bank original pay-in-slip should be submitted to the Institute Accountant.
8. All students should be active members of the National Health Insurance Fund (NHIF).

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**NOTE:** Payment through M-Pesa, Tigo Pesa, and Airtel Money or any mobile number is **STRICTLY NOT ACCEPTED. WE DO NOT HAVE ANY AGENTS FOR FEES OR ANY OTHER CHARGE COLLECTION.** We strongly advise parents/guardians to pay through bank accounts and give their students a pay- in -slip

### **HOW TO GET TO THE INSTITUTE:**

The Institute is located in Ruvuma Region, Mbinga District, Litembo Ward (28 km away from Mbinga town). When you are at the main bus station you should take buses going at Litembo Hospital when you reach now at Nang'ombe you will find a poster directing you to the institute.





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## **D. MEDICAL EXAMINATION FORM**

**THE UNITED REPUBLIC OF TANZANIA MINISTRY OF HEALTH**



### **MEDICAL EXAMINATION FORM FOR STUDENTS JOINING ALLIED HEALTH TRAINING INSTITUTIONS.**

**NAME OF THE INSTITUTION: LITEMBO HEALTH TRAINING INSTITUTE**

**PROGRAMME.....**

**YEAR OF STUDY: .....**

### **REQUEST FOR MEDICAL EXAMINATION REPORT FOR STUDENT APPLYING FOR ADMISSION FOR FULL TIME COURSE.**

**To the Medical Officer, .....**

RE: Surname ..... Age.....

Sex.....

Other name (s) ..... Programme.....

Please examine the above named as to her/his fitness for studies as a full-time student.

### **A. PERSONAL MEDICAL HISTORY**

Indicate Yes or No, if the examinee is suffering from any of the following?

1. Tuberculosis .....
2. Epilepsy .....
3. Deformity .....
4. Psychiatric.....
5. Asthma.....
6. Eye disorder.....
7. Ear, Nose/Throat Disorder.....
8. Allergic disorder.....
9. Skin diseases.....

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10. heart disease.....
11. Anaemia.....
12. Gynaecological disorder.....
13. Recurrent indigestion.....
14. Major or Minor Operation.....
15. Seriou's accidents.....
16. Varicose Veins.....
17. Any other serious disorder.....
18. Diabetes.....

### **B. PHYSICAL EXAMINATION**

1. Height.....
3. Weight.....
2. Skin diseases.....
4. Eyes: Conjunctivae..... Pupils.....
- Vision Right..... Left.....
5. Please state conditions
- Of ears (if any discharge)
- Any Abnormality.....
- Cardiovascular System
- Blood pressure
- Systolic ..... Diastolic.....
- Heart or any Murmur? .....
- Arteries and Veins .....
- Abdomen .....
- Hernia.....
- Hydrocele .....
- Masses .....
- Liver .....
- Kidney .....
- Rectal .....

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### **C. LABORATORY**

#### 1. Urine

Protein .....

Glucose.....

Leucocytes.....

schistosomes.....

#### 2. Stool:

Special emphasis on Hookworm or schistosomes

#### 3. Blood Examination:

Hb Level.....

(a) Neutrophils .....

(b) Eosinophils .....

(c) Basophils.....

(d) Lymphocytes .....

(e) Monocytes.....

(f) Urinary pregnancy test (for female) .....

4. Serology: Widal test..... VDRL.....

### **D. MEDICAL CERTIFICATE**

I have examined the above-named person and consider that \*She/he is physically and mentally/not physically and mentally fit to be admitted for the full-time course at your training institute.

Name ..... Signature ..... Date: .....

Title..... Qualification .....

Address: .....



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### **E. LITEMBO HEALTH TRAINING INSTITUTE (LIHETI)**

#### **INSTITUTE REGULATIONS**

- ❖ All students should be around the Institute premises all the time unless she/he has permission to be out of Institute premises and should not exceed 06:30 P.m.
- ❖ All students must be in their respective dormitories/hostel at 10.00pm unless permitted by the authority.
- ❖ All students must follow daily timetable as it is arranged by the authority unless there is special case to individual student.
- ❖ Every student must participate fully in sports and institutional activities as laid down by institution authority.
- ❖ All visitors must be registered in a visitor's book indicating visitor's name, identity card, contact address, name of student visited, relationship, aim of the visit, date, time in and time out.
- ❖ All visitors shall be accepted at the special area as specified by the institution.
- ❖ Visitors are not allowed to see students during classes, Laboratories or Practicum site sessions.
- ❖ In case a visitor wants to visit and see the institution premises, permission must be given by Principal/Authority.
- ❖ Male students are not allowed to visit female dormitories/rooms and vice versa.
- ❖ All visitors must be out of institution premises by 6.00 p.m.
- ❖ Students are responsible for the cleanliness of their institutional environment and surroundings such as rooms, toilets, bathrooms, classrooms, dining and the like as prescribed by the institution.
- ❖ Pasting of newspapers and pictures in Hostels/Classrooms is not allowed.
- ❖ Authorized uniform must be worn properly by all students when on duty in the Hospital/Practicum site, Classrooms activities and any other official functions as may be deemed necessary.
- ❖ All students must dress decently, neatly and be clean all the time.
- ❖ For female students shall have their hair neatly plaited or well combed. Lipsticks, nail polish, long nails, earing, tattooing, non-wedding rings, colouring of hair, wearing of bracelet, neck chain and ankle chain are not allowed during training period.
- ❖ For male students, the following are not allowed during training period: keeping beards, whiskers, and colouring of hair, wearing of bracelet, earing, neck chain, long nails, and tattooing, non-wedding rings, tight and loose trousers.
- ❖ Drinking alcohol is not allowed in the Institute.
- ❖ Drunkard's behaviour is not allowed in the Institute premises, hostel or wards.

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- ❖ No student is allowed to be in possession of or take drug.
- ❖ Unlawful possession or use of controlled substance is strictly prohibited.
- ❖ Noises are not allowed in the Institute premises including classrooms, laboratories, dining, hostel or hospital. Students are expected to have good manners and behave decently according to professional ethics.
- ❖ All students are responsible for the good care of equipment, furniture and building at the Institute and Hospital.
- ❖ All electrical devices (with exception of mobile phones and Laptops) are strictly not allowed.
- ❖ Students are not allowed to be in possession of fire arms or any other dangerous weapons.
- ❖ Any student causing damage carelessly or intentionally will pay equipment damaged.
- ❖ All sick students should report to the Warden or Class tutor before attending any clinic for medical attention and must show an authorized sick-sheet, and return it to Principal, Warden or Tutor.
- ❖ Students should not decide to stay off duty/class without getting proper permission.
- ❖ Students are not allowed to smoke in the hospital or Institute premises.
- ❖ No student is allowed to commit any criminal offence.
- ❖ Any student convicted of a criminal offence shall be dismissed forthwith.
- ❖ All students should participate in scheduled activities of the Institute.
- ❖ The use of abusive or obscene language of any form is not allowed at all time.
- ❖ Possession or displaying of obscene material is prohibited.
- ❖ Pregnant student shall not be allowed to continue with studies.
- ❖ A pregnant student should be allowed to join the next possible program only after notifying the institute authority on her fitness to resume studies after delivery
- ❖ Sexual activities are prohibited throughout the period of study.
- ❖ Sexual exploitation, harassment, abuse and assault is prohibited.
- ❖ Rape is strictly prohibited.
- ❖ Stealing of any kind is strictly prohibited
- ❖ Riot, strikes, boycotts, looting and unlawful demonstrations are strictly prohibited
- ❖ Fighting or assault is strictly prohibited
- ❖ Any social or religious function/activity shall have the approval by principal and shall not in any way interfere with the institutional or training activities.
- ❖ Political activity shall not be allowed at the learning and teaching premises.
- ❖ Students are not allowed to travel outside more than five Km without written permission from the principal.
- ❖ A student must observe examination regulations.

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❖ Forgery of any kind is strictly prohibited

### **PROOF**

I..... Have been selected to join Litembo Health Training Institute for the program of .....

I confirm that I have read and understood the Institute Rules and Procedures as well as the Dressing Code when I am in Institute.

Therefore, I confirm that I will be ready to follow them for the entire period of my training and I agree disciplinary measures to be taken if I am proven to violate those procedures.

Student Name: .....

Signature: .....

Date: .....



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**F. REGISTRATION FORM**

**THE UNITED REPUBLIC OF TANZANIA MINISTRY OF HEALTH**

**INSTITUTION NAME: LITEMBO HEALTH TRAINING INSTITUTE**



**STUDENT'S REGISTRATION FORM**

**ADMISSION OFFICE**

STUDENT NAME .....

DATE OF BIRTH .....

NATIONALITY .....

ADDRESS .....

SEX Male: ☐ Female: ☐

MARITAL STATUS .....

TELEPHONE NUMBER .....

NACTVET REG NUMBER .....

PROGRAM .....

NTA LEVEL .....

REMARKS FROM NACTVET SYSTEM Available: ☐ Not Available: ☐

*If Not Available, state why?*

ADMISSION OFFICER'S SIGNATURE .....

PARENT/GUARDIAN INFORMATION

THE FIRST PARENT/GUARDIAN

FULL NAME (THREE): .....

RELATIONSHIP TO THE STUDENT: .....

STREET: ..... DISTRICT: .....

REGION: ..... COUNTRY: .....

PHONE NUMBER: .....

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SECOND PARENT/GUARDIAN

FULL NAME (THREE) .....

RELATIONSHIP WITH THE STUDENT.....

STREET: .....

DISTRICT: .....

REGION: .....

COUNTRY: .....

PHONE NUMBER: .....





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### **G. STUDENTS' UNIFORMS DESIGN**

