



# **MASENO UNIVERSITY HIV & AIDS POLICY**

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**2018**



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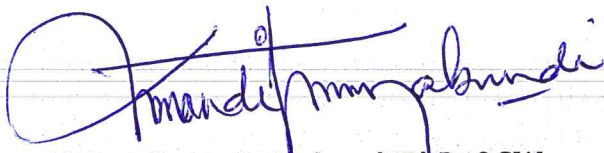


## 1. FOREWORD

Kenya has an average HIV prevalence rate of 6% and with about 1.6 million people living with HIV infection, it is one of the six HIV 'high burden' countries in Africa. The western part of the country through Homabay, Migori, Siaya and Kisumu are the most affected with HIV with rates of 26.0%, 14.3%, 24.8% and 19.9% respectively (Kenya HIV Estimates 2015). The vicious cycle of poverty and HIV and AIDS is difficult to break as most of the Kenyan people live below the poverty line. The government of Kenya has a multi-sectoral HIV and AIDS strategic plan that is linked to the national development plan and the national poverty eradication plan. The plan is tailored to address mitigation of the impact of the scourge on priority areas at individual, community and national level. The plan highlights key implementation strategies, which include reducing HIV prevalence in Kenya by 20 to 30 percent among people aged 15 to 24 years, increasing access to care and support for people infected and affected by HIV and AIDS and strengthening response capacity and coordination at all levels. This policy document is in line with the Kenya national HIV and AIDS Strategic plan.

Since the declaration of HIV & AIDS as a national disaster in 1999 by the government, and the recent declaration of "Total War On Aids" by President Mwai Kibaki in March 2003, all Kenyans have been urged to contribute to the national struggle against this scourge. Maseno University must play its rightful role in this war, first because the Institution is an integral part of the Kenyan Nation and second because the highly skilled essential national human resources must be protected and provided with an enabling environment to develop best practices for prevention, control, care and support.

Maseno University commits to providing policy direction for HIV and AIDS through implementing programs and activities that will promote a beyond 0% prevalence of HIV among its staff members and student population.



Prof Julius Omondi Nyabundi PhD, OGW  
**VICE-CHANCELLOR**



## 2. APPROVAL AND COMMENCEMENT

This policy shall be known as Maseno University HIV and AIDS Policy herein after also referred to as Policy No MSU/ACA/PO/011 and shall take effect on approval by Council. In exercise of the powers conferred by section 23(1) and section 35(1)(a)(iii) of the Universities Act, Section 19(2)(q) of the Charter for Maseno University 2013 and Schedule I (1.2) (q) of the Maseno University Statutes, Maseno University Council certifies that this policy has been made in accordance with all relevant legislations.

Dated the .....<sup>12<sup>th</sup></sup>..... day of ...October.....2018

Signed Abdullah Naji Said Date 12/10/2018

Prof. Abdullah Naji Said  
**CHAIRMAN, MASENO UNIVERSITY COUNCIL**

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### **3. VISION**

The University of Excellence in Discovery and Dissemination of Knowledge

### **4. MISSION**

To discover, harness, apply, disseminate and preserve knowledge for good of humanity

### **5. CORE VALUES OF THE UNIVERSITY**

- **Relevance**

The University is committed to ensuring relevance in its programs and activities

- **Excellence**

Excellence shall be targeted in outputs of the university

- **Equity**

The University shall ensure that there is equity in all the opportunities within its jurisdiction

- **Quality**

All outputs and processes of the University shall ensure that quality is maintained

- **Integrity**

The University shall ensure integrity in all their undertaking

### **6. QUALITY STATEMENT**

Maseno University is committed to quality through teaching, research and development, providing timely services to foster and develop academic excellence in basic and applied research at all levels of study by training practice oriented manpower, who can contribute effectively to social, intellectual and academic development.

The University is internally engaged with its employees, to continually improve its services, products, processes, methods, and work environment to ensure each customer is receiving the highest quality service or product at the committed cost and on time. It is committed to quality through teaching, research and development; providing on time services to foster and develop academic excellence in basic and applied research at all levels of study by training practice oriented manpower, who can contribute effectively to social, intellectual and academic development in the community, nation and community of nations. The University is committed to communicating exhaustively with its customers, and internally with its employees, to continually improve its services, products, processes, methods, and work environment to ensure each customer is receiving highest quality service or product at committed cost and on time.

In order to realize this commitment, the University Management will monitor and review its quality performance from time to time through implementation of an effective quality management system based on ISO 9001:2015 standard.



## **7. PREAMBLE**

This document is designed to address challenges of implementing HIV & AIDS Policy at the Maseno University. The foundations and pillars of the policy are:-

- Situational analysis of the education sector
- scope objectives and guiding principles
- Intervention and implementing frame work for Maseno University
- Strong commitment to the core principles of non-discrimination and confidentiality with regard to HIV & AIDS status. Implementation mechanisms in such essential areas of education, prevention and control concerns including testing and counseling, development of peer counseling programmes, distribution of male and female condoms, male circumcision and peer education.

HIV and AIDS is a major public health concern that has impacted negatively on national development. The education sector has a key role to play both in preventing HIV and AIDS and mitigating its effect on individuals, families, communities and society. More than 75% of the AIDS cases occur in adults between ages of 20 and 45 years, and this can impact negatively at the University community. This is the economically productive age of population and therefore, illness and deaths at these ages are serious economic and social burdens for the family and the society. Both global and national efforts towards HIV & AIDS challenges are not overlooked in this document. There is need to note that the HIV&AIDS pandemic rages on and the Sub-Saharan Africa region continues to lead the grim statistics.

The HIV and AIDS pandemic in Kenya is a major national challenge and in 1999, it was declared a national disaster. This declaration called upon various public and private sector players to come together in the fight against the scourge. The pandemic impacts adversely on the education sector as a whole. It affects quality and equity of education services as well as access to and demand for the services. The government through the Kenya Commission for Higher Education (CHE) established the AIDS Control Units in all University including Maseno. The Maseno University policy on HIV and AIDS formalizes the rights and responsibility of the employer & every employee and student to mitigate the problem of HIV spread.

The University is committed to operationalise this policy. The necessary changes will be made to meet the emerging HIV & AIDS challenges. The policy stresses the urgency of engaging in accelerated and concentrated efforts in prevention, control and support.



## 8. LIST OF ABBREVIATIONS

ACU	-	AIDS Control Unit
AIDS	-	Acquired Immunodeficiency Syndrome
ART	-	Anti-Retroviral Therapy
ARV	-	Antiretroviral
CBO	-	Community Based Organizations
CD4	-	Cluster of Differentiation 4
CEDAW	-	Committee on the Elimination of Discrimination against Women
CHE	-	Commission for Higher Education
EFA	-	European Finance Association
SPHCD	-	School of Public Health and Community Development
GOK	-	Government of Kenya
HBC	-	Home-Based Care
HIV	-	Human Immunodeficiency Virus
IEC	-	Information Education Communication
ILO	-	The International Labour Organization
KDHS	-	Kenya Demographic and Health Survey
MIS	-	Management Information System
MUACU	-	Maseno University AIDS Control Unit
NGO	-	Non Government Organization
NACC	-	National AIDS Control Council
OVC	-	Orphans and Vulnerable Children
PLWHA	-	People Living with HIV and AIDS
PMTCT	-	Prevention of Mother to Child Transmission
SOMU	-	Student Organization of Maseno University
STIs	-	Sexually Transmitted Infections
UN	-	United nations
VCT	-	Voluntary Counseling and Testing

## **9. DEFINITION OF TERMS**

### **Acquired Immunodeficiency Syndrome (AIDS)**

Is a serious progressive illness caused by the Human Immunodeficiency Virus (HIV)

### **AIDS Control Unit (ACU)**

Is a structure representing all interest groups and is dedicated to the control of HIV and AIDS in a government institution.

### **Affected Person**

Refers to a person who experiences the impact of HIV and AIDS through loss or sickness of family members, friends or colleagues.

### **Dependent**

Refers to spouse or child of a member of staff of the University.

### **Discrimination**

Refers to any form of arbitrary distinction, exclusion, or restriction affecting a person, usually but not only by virtue of an inherent personal characteristic or perceived belonging to a particular group-in the case of AIDS, a person's confirmed or suspected HIV-positive status - irrespective of whether or not there is any justification for these measures.

### **Employee**

Any person engaged in the university to perform a certain task for the purpose of earning a wage or salary.

### **Employer**

Maseno University

### **Gender**

Refers to the socially constructed roles, behaviors, activities, and attributes that a given society considers appropriate for men and women

### **Human Immunodeficiency Virus (HIV)**

Is the virus that weakens the immune system, ultimately leading to AIDS.

### **Infected Person**

Refers to a person who is living with the Human Immunodeficiency virus that causes AIDS

**Student**

A student is a person receiving education and/or training from Maseno University.

**Students with special needs**

Any student within Maseno University who is challenged by virtue of diversity.

**Opportunistic Infections (OIs)**

Are illnesses caused by various organisms, many of which usually do not cause disease in a person with healthy immune systems. Persons living with advanced HIV infection may have opportunistic infections of the lungs, brain, eyes and other organs.

**Orphan**

An orphan is a person under the age of 18 years who has lost one or both parents.

**Post-exposure prophylaxis (PEP)**

Is the measures and treatment given to a person who has recently been exposed to the risks of contracting HIV, to prevent transmission of the disease.

**Sero - status**

The presence (HIV positive) or absence (HIV negative) of HIV in the body.

**Vulnerable students**

Any person receiving education and/or training from Maseno University who is susceptible to circumstances that infringe upon the fulfillments of their fundamental human rights.



## **10.0 SITUATIONAL ANALYSIS**

### **HIV AND AIDS PROBLEM IN UNIVERSITIES**

HIV and AIDS impact on the fiscal situation of a University in much the same way as on any other enterprise. As is the case with other large employers; universities are being called upon to make terminal benefits available to employees earlier than expected. Universities also face ever larger and more frequent expenses for funeral. The conditions of service oblige the University to provide funeral grants when a member of staff, spouse or child dies. They also require the university to provide funeral transportation (or cash in lieu) for carrying the dead. The quality of university education is being eroded by such factors as frequent teacher absenteeism, intermittent student attendance, low teacher morale, repeated occasions of grief and mourning in the universities and in families and communities, a widespread sense of insecurity and anxiety among young learners, especially orphans, sadness and fear of stigmatization as well as teachers' uneasiness and uncertainty about personal HIV status. Compounding these problems are reduced resources and poverty. Fear of stigmatization, together with the failure of universities to get the HIV and AIDS problem out into the open however undesirable, contributes greatly to the suffering of members of the university community who experience the disease. These circumstances also make it even more difficult for those who are willing to disclose to come out publicly about their HIV status. This has contributed to stigmatization hence non-identification of Persons Living with HIV and AIDS (PLWHA) in Universities.

HIV and AIDS affect economic growth by reducing the availability of human capital. An increase in workers' time off to look after sick family members or for sick leave will also lower productivity. There are growing expenditures on treating the sick, training (to replace sick workers), sick pay and caring for AIDS orphans. The social and economic implications of deaths from just one disease, the prolonged periods of extensive illness that precede the deaths, the intractable challenge posed by the huge number of orphans, and the disruptions that the disease and its consequences are bringing to households, employment, health, education and other systems, translate into a disaster of incredible proportions.

The policy is the first one for the university, its approval and implementation important for the university.

### **11.0 SCOPE**

The University Policy on HIV and AIDS applies to Maseno University employers, employees and their dependents, students and the surrounding community.

## 12.0 OBJECTIVES

- i. To establish and maintain linkages and collaborations with stakeholders involved in HIV and AIDS activities.
- ii. To develop HIV and AIDS education, prevention and health promotion programmes for the students and staff of Maseno University, its Campuses and surrounding communities
- iii. To provide essential care and support to those affected and infected with HIV and AIDS
- iv. To identify and provide training to students, staff and community members in areas related to prevention, care and impact control
- v. To device mechanisms for vigorous and rigorous action research in HIV and AIDS, management and dissemination of data.

## 13.0 PRINCIPLES GUIDING THE POLICY

### ***I. Non-discrimination***

People living with HIV and AIDS shall not be discriminated against in accessing education and/or employment

### ***II. Right to dignified life***

People living with HIV and AIDS have the right to dignity, respect, autonomy and privacy concerning their HIV status.

### ***III. Access to Information***

Every person has the right to relevant and factual HIV, AIDS and STI information, knowledge and skills that is appropriate to their age, gender, culture, language and context.

### ***IV. Privacy and Confidentiality***

No person may disclose information relating to the HIV status of another person, without his or her consent. In the case of a minor, the best interest of the child shall guide decisions concerning disclosure.

### ***V. Access to Care, Treatment and Support***

All infected and affected students and employees and their dependents in the university have the right to access holistic care, treatment and support in line with available resources.



## ***VI. Partnerships***

Implementation of HIV and AIDS activities requires concerted efforts of many stakeholders based on resources and expertise. While the University will be responsible and accountable for implementation of this policy, it will at all times seek to develop effective partnerships to enhance the success of its implementation.

### **14.0 IMPLEMENTATION FRAMEWORK**

#### **14.1 THE POLICY IN RELATION TO MASENO UNIVERSITY**

##### **14.1.1 HIV and AIDS Education, Awareness and Advocacy**

- i. Maseno University shall develop a common HIV and AIDS courses to be mainstreamed into all academic programmes.
- ii. The University shall facilitate acquisition of relevant and suitable HIV and AIDS learning and teaching materials to facilitate implementation of the mainstreamed courses.
- iii. The University shall ensure continued integration of HIV and AIDS information into different courses in respective programmes
- iv. HIV education and Life skills development shall be infused into co-curricular activities at all levels of the university through establishment of HIV and AIDS clubs.
- v. The University will endeavor to involve local communities, religious groups, women and youth groups, to mobilize support and ensure success of the HIV and AIDS prevention and control programs within the university and surrounding communities.
- vi. The university shall facilitate awareness creation through open HIV and AIDS days and other appropriate forums in the university.

##### **14.1.2 Peer Education**

- i. The University shall facilitate identification of relevant partners and develop functional partnerships in order to promote peer education.
- ii. The University shall recognize and demonstrate its appreciation for the noble role of peer education for behavior change and facilitate acquisition of funds for implementation.



- iii. The University shall strive to source for financial and technical support for co-curriculum activities such as clubs, drama groups and sports which are important opportunities for HIV and AIDS education.

#### **14.1.3 Information, Education and Communication**

- i. Maseno University shall facilitate establishment of an HIV and AIDS information and resource center.
- ii. The University shall acquire current, accurate, factual and comprehensive Information, Education and Communication (IEC) materials and make them accessible to students.
- iii. The University shall establish linkages with other organizations involved in designing and disseminating HIV and AIDS IEC materials in order to maintain an up to date information resource center.

#### **14.1.4 Maseno University Management Responsibilities**

- i. The University employers and administration shall enforce existing codes and rules of conduct and professional ethics, with respect to protecting students and employees from HIV infection.
- ii. The University shall expect all students and employees to undergo medical checkup before reporting.
- iii. The University employers and administration shall show zero tolerance to any form of discrimination against a student or employee living with HIV and AIDS.
- iv. The University employers and administration shall promote uptake of Voluntary Counseling and Testing services for HIV through dissemination of advocacy and awareness messages in all forums within the University.

### **14.2 THE HIV AND AIDS POLICY IN RELATION TO STUDENTS**

#### **14.2.1 Care and Support for students living with HIV and AIDS**

- i. The University shall avail antiretroviral drugs and drugs for opportunistic infections to all students living with HIV and AIDS.

- ii. The University shall facilitate provision of HIV Post-Exposure Prophylaxis to students who report incidences of sexual abuse.
- iii. The University shall facilitate continuous follow-up support counseling to students living with HIV and AIDS in order to enhance positive living.
- iv. The University shall ensure that no student living with HIV and AIDS is discriminated against in halls of residence, classrooms and other social amenities by fellow students, employees or any other person within the University.
- v. Students who disclose their positive HIV status shall be facilitated to access support, care and information concerning positive living.
- vi. Students shall be offered counseling services

#### **14.2.2 Peer Education for students**

- i. Maseno University shall support the students to develop peer education skills and have access to relevant and appropriate training and materials to support their commitment to peer education at every level.
- ii. Students shall be trained and facilitated to form behavior change communication groups in order to enhance positive behavior and lower the risks of contracting HIV.
- iii. Maseno University shall facilitate accessibility of HIV and AIDS information to all students in appropriate designs that promote behavior change.

#### **14.2.3 Access to Health Care**

- i. Maseno University shall provide quality health care to students.
- ii. The University shall seek the services of a gynecologist, preferably female to ensure that female students are given gynecological services with ease.

#### **14.2.4 Orphans and Vulnerable Students**

- i. Maseno University shall identify AIDS Orphans, vulnerable students and those with special needs and endeavor to address those needs subject to availability of resources



- ii. The University shall devise mechanisms of responding to the physical and psychosocial needs of orphaned and vulnerable students in a bid to enhance their adaptation to the learning environment.
- iii. The University shall endeavor to provide HIV and AIDS education, guidance and counseling to young Orphans and Vulnerable persons in the community through the community service programme in the AIDS Control Unit.

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## **14.3 THE POLICY IN RELATION TO MASENO UNIVERSITY EMPLOYEES**

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### **14.3.1 Access to Health Care**

- i. Maseno University shall seek to form linkages with public and private health service providers in order to facilitate access to treatment and related services for employees.
- ii. Maseno University shall provide anti-retroviral drugs to all employees living with HIV and AIDS
- iii. All Maseno University employers and employees shall be entitled to immediate post-exposure prophylaxis and follow-up according to the prevailing laws.
- iv. The University shall facilitate access to information on HIV and AIDS.
- v. The University shall avail first aid kits and train employees on their safe use including conditions under which the kits are used.

### **14.3.2 Non- discrimination of Employees Living with HIV and AIDS**

- i. Maseno University employees living with HIV and AIDS shall have the same rights and obligations as other non-infected University employees.
- ii. University employees and other job applicants living with HIV and AIDS shall not be discriminated against in access to or continued employment, promotion or employee benefits in the University on the basis of their HIV status.

### **14.3.3 HIV Testing and Confidentiality**

- i. There shall be no compulsory HIV testing but individuals will be encouraged to know voluntarily their Sero-status.



- ii. In the event of an employee requesting for counseling and testing, the services shall be offered by a qualified person using the laid down regulations and the Sero-status shall remain confidential.
- iii. An employee's HIV status shall not be disclosed without his/her full consent. Disclosure of an employee's HIV status without his/her informed consent shall constitute misconduct and disciplinary action shall be taken against any University employee who discloses a fellow employee's status.
- iv. An employee's HIV status shall be disclosed by a medical practitioner if there is evidence that the employee is knowingly infecting students and other employees. Further disciplinary measures and criminal proceedings shall also be taken against the employee according to the laid down regulations.
- v. Voluntary disclosure of HIV status by employees shall be encouraged within a supportive environment in which confidentiality of information will be protected and unfair discrimination on the basis of HIV and AIDS not tolerated.
- vi. The University shall encourage formation of post-test clubs and support groups for people living with HIV and AIDS and also devise mechanisms for supporting them.

#### **14.3.4 Ill- health and Absenteeism**

- i. Maseno University employees living with HIV and AIDS shall continue with their work schedules uninterrupted until such a time that they shall be medically unfit to work.
- ii. The employees shall be given time off to rest while on treatment but in the event of not being able to resume duties on medical grounds then normal regulations shall be followed to terminate services.
- iii. The University shall carefully assess and determine if education services are compromised by the ill-health of an employee. If so then the University shall make arrangements for alternative education service provision.
- iv. Maseno University shall take into account different demands on women affected by HIV and AIDS and provide the necessary care and support to enable them continue providing services to the University.
- v. The University shall establish and maintain communication channels to enable

employees to raise concerns, grievances, and access support concerning HIV and AIDS.

#### **14.3.5 Staff Responsibilities**

- i. All staff shall ensure that their competence in HIV and AIDS knowledge and information.
- ii. Staff shall neither discriminate on fellow colleagues nor University students on the grounds that they are living with, or perceived to be living with HIV and AIDS.
- iii. The ultimate responsibility for the behavior of staff rests upon themselves and they shall be expected to avoid indulging in any behavior that renders them vulnerable to HIV infection.
- iv. Staff shall take individual responsibility of knowing their Sero-status and if Positive ensure they get treatment and care through the available channels.
- v. Staff shall be expected to promptly report any cases of sexual abuse to the relevant authorities so that appropriate action is taken early enough.

#### **14.4 HIV AND AIDS RESEARCH AND INFORMATION DISSEMINATION**

##### **14.4.1 Research**

- i. Universities are obliged to provide leadership in HIV and AIDS research because they have the capacity in terms of qualified human resource and data generation and analysis facilities. They are well placed to influence external support to carry out quality research and provide evidence to the state and society on strategies to embark on in order to prevent the spread of HIV.
- ii. Maseno University shall encourage and support employees within and across faculties and schools to carry out HIV and AIDS related research.
- iii. The University shall establish a mechanism to support interdisciplinary HIV and AIDS research activities that are geared towards addressing priority areas such as prevention, care and impact control.
- iv. The University shall facilitate research on establishment of the prevalence rate within the University in a bid to mitigate the impact of the scourge on the

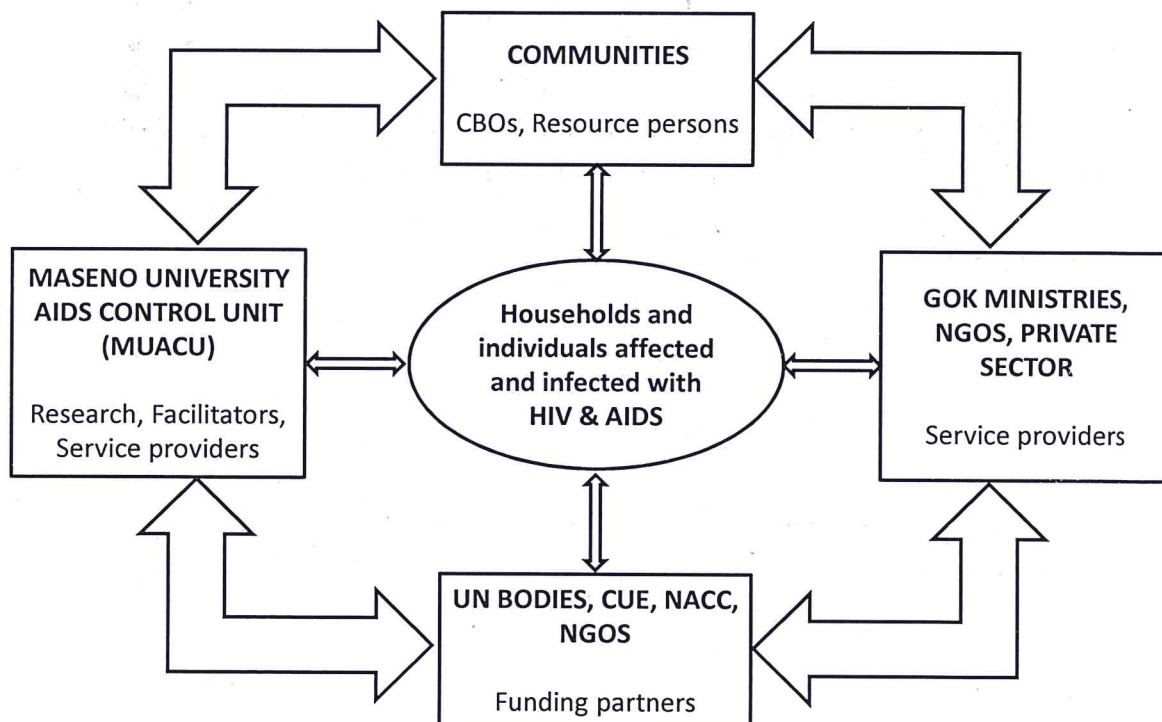
University fraternity.

#### 14.4.2 Data Management and dissemination

- i. The University shall facilitate establishment of an information and data management system that shall inform planning and resource allocation for HIV and AIDS activities.
- ii. External researchers wishing to undertake HIV and AIDS researches in collaboration with the University will be encouraged so long as their research protocols are in line with the Maseno University ethics review committee and in accordance to Maseno University Research Policy.

The University shall facilitate dissemination of data generated from HIV and AIDS researches by encouraging and supporting researchers to present findings in conferences and publish in peer reviewed journals. *(Cross reference to research policy 9.0)*

#### 14.4.3 The Maseno University AIDS Control Unit Partnership Model



The partnership model above underscores the impact of HIV and AIDS on the affected and infected individuals in households thus the need for collective action by stakeholders to



contribute to the implementation of prevention, care and support activities. The model therefore brings together interested partners based on the strengths, capacities, resources and experiences that each one brings into the partnership. The approach recognizes the fact that although each partner can achieve results by working alone, they can achieve more if they work together in partnership. It is therefore essential to have clearly defined and agreed objectives for the partnership, as this ensures that:

- i. Roles, responsibilities and obligations based on capacity as well as areas of influence are negotiated and agreed upon
- ii. Clear guidelines are developed for partnership operations
- iii. Partnership is seen to generate results that are of practical value to all partners
- iv. Differences in competencies between partners are used in a positive way, recognizing that different partners have superior capacities for different

### **15.0 STRATEGIC FORUCS/ INTERVENTIONS**

Maseno University AIDS Control Unit (MUACU) was established in the year 2001. The aim was to offer HIV and AIDS education, prevention, management and care services to the University population and its surrounding communities. Specifically, it offers the following services:

- i. Identification of partners currently involved in HIV and AIDS activities and establishment of functional synergistic partnerships
- ii. Purchase of HBC kits and implementation of HBC services for the infected and affected people.
- iii. Acquisition and dispensation of ARVs
- iv. Establishment of a VCT center and provision of VCT services
- v. Implementation of HIV and AIDS related research activities and dissemination of findings
- vi. Establishment of a Peer Education programme for students and staff
- vii. Strengthening management and prevention of STIs
- viii. Training of Home Based Care trainers
- ix. Prevention and Provision of Mother to Child Transmission of HIV (PMTCT) services
- x. Strengthening AIDS education, awareness and advocacy
- xi. Research on HIV and AIDS
- xii. Elimination of stigma through formation of support groups of PLWHA

The unit is located within Maseno University and is coordinated by the School of Public Health and Community Development (SPHCD) under the guidance of a multidisciplinary steering committee with members drawn from the student body, management, academic and non-teaching staff in all the four campuses.

## **15.1 THEMATIC AREAS**

This policy document has four major thematic areas that form the goals for HIV and AIDS management and mitigation in Maseno University. These include: *HIV and AIDS Prevention; Care and Support; HIV and AIDS and the Workplace; Managing the Response*. The four areas have also been identified by the entire education sector as key in addressing the HIV and AIDS scourge in institutions of higher learning. Descriptions of the four thematic areas are presented below.

### **I. Prevention**

To achieve an environment in which HIV and AIDS information and education are accessible to all university employees and students hence exposing them to minimal risks of contracting HIV.

### **II. Care and Support**

To ensure that appropriate care and support is given to the HIV infected and affected students as well as employees and their dependents and also develop a framework for caring for orphaned students. Care and support in the university setting will involve establishing mechanisms to address the psycho- social, physical, emotional, educational and spiritual needs of the affected and infected individuals, especially orphans, and vulnerable students and those with special needs.

### **III. HIV and AIDS and the Work place**

To establish and maintain a work situation that promotes gender equity and non- discrimination and ensures that employees' and students' rights are preserved in the context of HIV and AIDS.

### **IV. Managing the Response**

To integrate HIV and AIDS issues into the core-business of the University through establishment of management structures that are capable of mitigating the impact of HIV and AIDS in the University and surrounding



communities.

## **16.0 MONITORING, EVALUATION AND REPORTING**

### **16.1 Role of Maseno University Employers and Management**

- i. The HIV and AIDS policy shall be supported and championed by the University employers and management.
- ii. All deans, directors, heads of departments, coordinators of programmes and heads of sections will participate in the implementation of the policy.
- iii. Deans and Directors shall identify focal persons that will represent the faculties and schools in central coordination and monitoring processes of HIV and AIDS activities.
- iv. The University shall facilitate allocation of adequate financial resources so that HIV and AIDS activities are effectively implemented within the university and surrounding communities.
- v. The University shall source for external funding from development partners locally and internationally in order to strengthen its budgetary allocation for HIV and AIDS activities.
- vi. The University shall encourage employees and students to develop funding proposals for HIV and AIDS activities and consequently source for funding.
- vii. As part of the HIV and AIDS response, the University shall liaise with other government ministries and organizations to facilitate capacity building of students and employees on HIV and AIDS issues.
- viii. The University shall ensure adequate structures and continuity of staffing for HIV and AIDS related functions.
- ix. The University shall organize and support training of employees to equip them with knowledge and skills for self-protection against HIV and also to enable them implement mainstreamed HIV and AIDS courses.
- x. The University shall form, manage and sustain partnerships with other stakeholders involved in HIV and AIDS activities and coordinate partnership agreements and activities.



- xi. The University shall ensure that the contents of this policy are communicated to all employees and students and that they shall have access to copies of the policy.

## **16.2 STATEMENT OF WHO IS RESPONSIBLE FOR ENFORCEMENT**

- i. MUACU shall be responsible for the coordination of the planning, management, implementation and evaluation of the HIV and AIDS policy and programs.
- ii. This shall be the HIV and AIDS coordinating office whose functions shall include:
  - a) To coordinate and act as a secretariat for the implementation of the policy across the University.
  - b) Facilitate planning of HIV and AIDS activities.
  - c) In collaboration with the University management, facilitate financial resource mobilization for HIV and AIDS activities.
  - d) Access outside expertise and materials which can assist management, administration, faculties, schools, institutes and students in mainstreaming HIV and AIDS into teaching, research and community service.
- iii. With support from the University management, MUACU shall identify potential partners and initiate functional partnership processes.
- iv. MUACU shall coordinate resource planning and budgeting for HIV and AIDS activities and liaise with other sectoral partners to develop a shared strategy aimed at preventing the spread of the epidemic and mitigating its impact at the university and the surrounding community.
- v. The University through MUACU shall develop specific advocacy strategies to support implementation of this HIV and AIDS policy.
- vi. MUACU shall plan and develop a monitoring and evaluation framework that is feasible, relevant and consistent with international good practice. Special attention shall be given to establishing and strengthening an HIV and AIDS Health and Management Information System (HMIS).
- vii. The University through MUACU shall endeavor to make adequate resources to make monitoring and evaluation successful.

- viii. MUACU shall be responsible for the review and revision of the policy document based on the new innovations in the field of HIV and AIDS as well as other prevailing circumstances.
- ix. This policy shall be reviewed from time to time to ensure that it remains relevant to the needs of the university and be in conformity with the National HIV and AIDS and Education sector policies.
- x. MUACU shall convene yearly meetings to inform the whole University about the progress and impact of the HIV & AIDS program.

### **16.3 MONITORING AND EVALUATION**

Monitoring and evaluation are essential components of HIV and AIDS programs, especially in resource- limited settings. Monitoring helps to ascertain how effectively the strategies and approaches have been implemented and adjusted where necessary, hence providing regular assessment of the inputs processes and outputs and impact. Monitoring and evaluation shall be conducted as follows:

#### **16.3.1 Monitoring and Reporting**

- i. Informal or formal organized meetings with MUACU, ACU staff and partners.
- ii. Quarterly reports shall be submitted to NACC, Ministry of Devolution and Planning through the office of the Vice-Chancellor
- iii. Periodic surveys on knowledge, attitude and practices to gauge HIV and AIDS program impact among students, staff and surrounding communities.

#### **16.3.2 Evaluation**

- i. Conduct regular evaluations and report on the performance of HIV and AIDS programs within the University.
- ii. Develop and document data based on results outcomes.
- iii. Disseminate the results on impact to relevant parties as appropriate.

### **17. REVIEW PERIOD**

The policy will be reviewed from time to time to ensure it remains relevant to the needs of the University community as the University management may deem necessary. Such review will also be informed by the current Kenya national HIV and AIDS Strategic Plan.

## **18.0 REFERENCE LEGISLATION AND POLICIES**

**The policy should be read alongside the under mentioned:**

- i. Universities Standards and Guidelines (2014)**
- ii. Mentorship Policy**
- iii. Financial Aide Policy**
- iv. Maseno University Human Resources Manual**
- v. Alcohol and Drug Abuse Policy**

Reference of international conventions, national laws, polices, guidelines and regulations

- i. Constitution of the Republic of Kenya,20.10
- ii. Federations of Kenya Employers Policy Document.
- iii. Ministry of health Criteria for ARV Treatment.
- iv. Mainstreaming Gender into Kenya National Strategic Plan 2000-2005.
- v. National Program Guidelines on Orphans and other Children made Vulnerable by HIV and AIDS 2003.
- vi. National Policy on Condoms.
- vii. National Examination Council Act.
- viii. HIV and AIDS Prevention and Control Act, 2006.
- ix. The Education Act, 2007.
- x. Occupational Health and Safety Act, 2007.
- xi. The Labour Relations Act, 2007.
- xii. The Work Injuries Benefits Act, 2007.
- xiii. The Labour Institutions Act, 2007.
- xiv. The Children's Act, 2001.
- xv. Sessional Paper No. 4 on AIDS in Kenya 1997.
- xvi. Kenya National HIV and AIDS Strategic Plan 2000-2005.
- xvii. International Conventions - including EFA, CEDAW, ILO
- xviii. Report on the Task Force on Legal Issues relating to HIV and AIDS 2003.
- xix. National Guidelines for Voluntary Counseling and Testing and Home Based Care and ARVs, 2001



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