APPENDIX A

Dear respondents

In partial fulfillment of requirements for the degree of Masters of Arts (Occupational Social Work), at the University of the Witwatersrand, I am carrying out a study which aims at exploring the perceptions of occupational social workers on how their service provision as been affected by HIV/AIDS since 1995.

It is hoped that by understanding 1) ways in which occupational social workers service provision has had to be adjusted in the context of HIV/AIDS, 2) extend to which occupational social workers perceive their HIV/AIDS services at macro level to be acknowledged by management and employees and 3) how occupational social workers perceive HIV/AIDS to have impacted on their relationship with management, relevant recommendations would be made.

Your personal thoughts, experiences and views are an important part of the study. Understanding that the questioning will focus on sensitive and difficult issues, you are assured of complete confidentiality and all your answers will be anonymous. I will take about an hour of your time to ask a number of questions of which I will write down the answers. If there are questions that you do not want to answer, you are free not to do so. Answering the questions is voluntary and you can withdraw from the process any time.

Thanking you in anticipation.

___________________

Kedisaletse. L. Maribe

I understand the content of the letter and fully agree to be part of the proposed study.
APPENDIX B

SECTION A

Demographic Data

1. Gender

2. Age

3. Race

Qualifications

4. Undergraduate studies

4.1 When did you qualify?

4.2 Place of study

5. Postgraduate studies

5.1 Do you have a post graduate degree?

      Yes

      No

5.2 If yes, what is the degree?


5.3 When did you qualify?

__________

5.4 Place of study

__________

6. How long have you been working in the field of occupational social work?

__________

7. Length of time with the organization

__________

8. Which of the following sectors most closely describes the core business of your organization? (Please tick one or more)

__________ manufacturing

__________ finance

__________ military

__________ para-statal

__________ governments departments

SECTION B

The job description of occupational social workers

1. What is your job title __________
2. Job description definition

2.1 Is your job description clearly defined?

__________ Yes

__________ No

2.1.1 If yes, who define your job description?

__________

2.1.2 If no, who helps you in clarifying your job description?

__________

2.2 What do you think about the way your job description is defined?

__________

Please elaborate

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

2.3 Please explain how your job description is related to your present practice

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
3.1 Please give main key performance areas or functions outlined in the job description /how you understand your job description

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

3.1.1 Rank your key performance areas or functions outlined in your job description in two ways.

As you view their importance or priority

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

As management views their importance and priority

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

4. How do you feel in your position?

_______ overutilised

_______ utilised

_______ underutilised

_______ not sure
SECTION C

1. How many employees have potential access to your services?
   __________ 0 - 25
   __________ 26 – 50
   __________ 51 – 75
   __________ 76 – 100
   __________ more than 100

2. How do employees get to know about your services?
   __________

3. To which of the following group of employees are your services available?
   __________ senior management
   __________ middle management
   __________ skilled / professional
   __________ semi – skilled
   __________ unskilled

4. Who actually uses the services?
   __________

5. Clients waiting period

5.1 How long are the clients formally expected to wait before being serviced by occupational social workers?
   __________
5.2 Is this generally, how long clients wait in reality?

_________ yes

_________ no

Please share details

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

6. Do you have specific criteria of seeing or not seeing the employees?

___________ yes

___________ no

6.1. If yes, do employees know about the criteria?

___________ yes

___________ no

___________ not sure

Please share details

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

8. What new service demands have developed in the organization in the last five years?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
9. Please explain in depth how you accommodate these new demands

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

10. Services offered

10.1 Micro practice (counseling)

10.1.1 How often do you get micro cases related to HIV/AIDS?

________ daily

_________ approximately once a week

_________ approximately once a month

_________ approximately once every quarter

_________ other

Specify__________________________________________________

10.1.2 How do you determine that the cases are HIV/ AIDS related? ____________

10.1.3 Please list the range of concerns raised by the clientele

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
10.2 Meso practice (group work)

10.2.1 Have you recently conducted a group in relation to HIV/AIDS?

___________ yes

___________ no

10.2.1.1 If yes, what is it?

___________ short term

___________ long term

Please share details

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

10.2.2 Do HIV/AIDS issues arise in every group that you run?

___________ yes

___________ no

Please share details

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

10.3 Macro practice (organisational change)

10.3.1 Are you involved on an HIV/AIDS programme or project?

_______________ yes

_______________ no
10.3.2 What do you think about the programme or project?

________________________________________________________________________

________________________________________________________________________

10.4 Supervision of others

10.4.1 Are you involved in supervision of others

____________ yes

____________ no

10.4.2 If yes, who do you supervise?

____________ social workers

____________ non social workers

Please share details

_______________________________________________________________________

_______________________________________________________________________

10. 4.3 How often does HIV/AIDS issues emerge in supervision with others?

____________ very often

____________ sometimes

____________ never

Please share details

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________
10.4 Own supervision

How often do HIV/AIDS issues emerge in your supervision?

____________ very often
____________ sometimes
____________ never

Please share details _____________________________________________________

10.5 Policy development

10.5.1 Have you been involved in HIV/AIDS policy development?

____________ yes
____________ no

Please share details_______________________________________________________

10.6 Policy analysis

10.6.1 Have you been involved in HIV/AIDS policy?

____________ yes
____________ no

Please share details

________________________________________________________________________
10.7 Research

10.7.1 Have you conducted research in connection with HIV/AIDS in your organization

______________ yes

______________ no

Please share details ____________________________________________

10.8 What does most of your workload covers?

__________________________________________

10.9 Do HIV/AIDS related get priority over other cases?

______________ yes

______________ no

10.9.1 If no, explain how you balance HIV/AIDS related cases with other cases.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

10.9.2 If yes, explain how that affects other cases

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

10.10 What do you think is the most effective way of responding to HIV/AIDS?
10.11 When did you start dealing with HIV/AIDS issues in the workload

__________ before 1995

__________ after 1995

__________ others (specify)

Please explain___________________________________________________________

10.12 Please describe the response to HIV/AIDS in your organisation before 1995

10.12.1 From management

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

10.12.2 From employees

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

10.12.3 From occupational social workers

________________________________________________________________________

________________________________________________________________________

10.13 How would you describe the response to HIV/AIDS in your organisation currently?
10.13.1 From management

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

10.13.2 From employees

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

10.13.3 From occupational social workers

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

SECTION D

1. Management and HIV/AIDS services

1.1 When you propose HIV/AIDS programmes, how does management primarily respond?

___________ positively

___________ negatively

Please explain ____________________________________________________________

2. Please comment on the support you get and level of participation from management in connection with HIV/AIDS programmes
3. What role do you play in decision making regarding HIV/AIDS programmes

4. Employees and HIV/AIDS services

4.1 Please give details on how employees respond to your HIV/AIDS programmes

4.2 To which extend do you think that management and the workforce regards your HIV/AIDS services at macro level valuable

___________ to a little extent

___________ to some extent

___________ to a great extent

___________ to a very great extent

Please share details

SECTION E

1. Please describe what kind of relationship you have with your management
2. What impact does the nature of your relationship have on your work performance?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

3. Describe some specific action(s) of your management that make(s) you feel supported or not supported

3.1 Make you feel supported

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

3.2 Make you feel not supported

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

4. How often are you approached for advice, guidance or information concerning HIV/AIDS programmes

____________sometimes

____________never
5. Please describe the channels of communication between you and your management

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

6. What impact does that have on your relationship with management?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

7. Issues affecting occupational social work practice negatively

7.1 In your opinion, which issues impact negatively on your ability to practice effectively in your job?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

7.1.2 Please explain why you think these issues affect your job negatively

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
8. Issues affecting occupational social work positively

8.1 In your opinion, which issues impact positively on your ability to practice effectively in your job?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

8.2 Please explain why you think these issues affect your job positively

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

SECTION F

1. Evaluation of occupational social work services

1.1 Do you undertake any evaluation process of your services

___________ yes

___________ no

1.2 If yes, who requires the evaluation of your services?

1.3 If no, please explain who evaluate your services

________________________________________________________________________
________________________________________________________________________
1.4 What role do you play in your service evaluation?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

1.5 Who determines the evaluation criteria of your HIV/AIDS services?
________________________________________________________________________

1.6 How often do you receive constructive feedback from an evaluator?
______________ often
______________ sometimes
______________ never
Please explain__________________________________________________________________
________________________________________________________________________
________________________________________________________________________

1.7 Do you think evaluation of your HIV/AIDS is efficient and effective?
______________ yes
______________ no
1.7.1 If yes, please highlight the importance
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

1.7.2 If no, how do you think HIV/AIDS service evaluation can be improved?
________________________________________________________________________
SECTIOIN G

Other comments