

SESSION 6

Monitoring & Supervision; Coordination

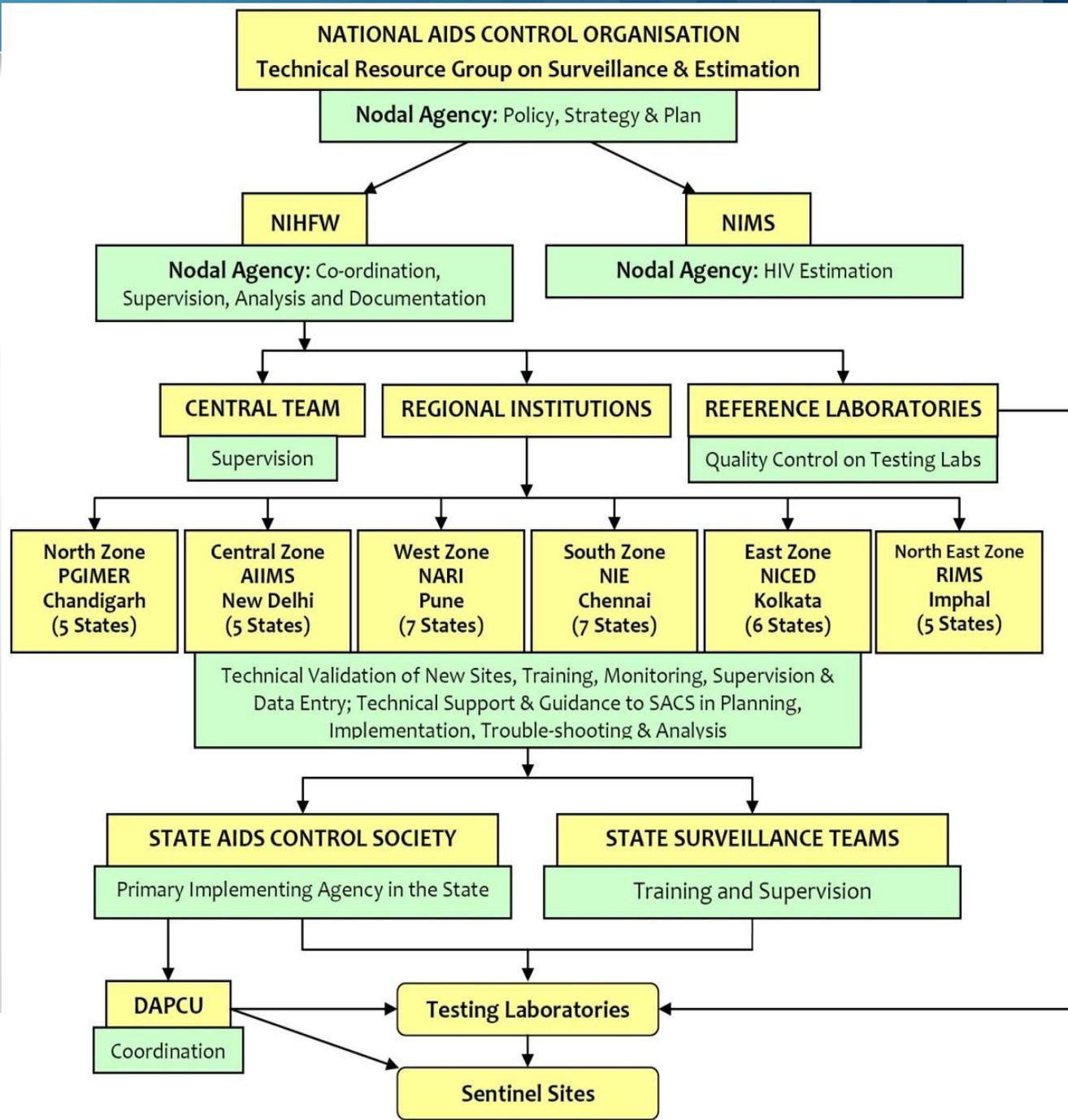


Session Objectives

- ▶ At the end of this session, participants should be able to understand:
- ▶ Monitoring and Supervision Structure and Objectives under HSS
- ▶ The documentation involved with monitoring and supervision
- ▶ Coordination with different institutions
- ▶ DO's and DON'Ts for high quality Surveillance

Monitoring and Supervision

Implementation Structure for HSS



Levels of Supervision

- ▶ National: NACO, NIHFW & Central Team Members
- ▶ Regional: Regional Institute Teams
- ▶ State Surveillance Teams
- ▶ SACS Core Teams

Principles

- ▶ Action-oriented supervision
- ▶ Real Time Monitoring & Feedback
- ▶ Accountability for providing feedback & taking action
- ▶ Integrated System to enhance reach & effectiveness of supervision

Objective: 100% sites to be visited in first 15 days

3 Components of Supervision

- ▶ **Field Supervision** – Officers who visit the sentinel sites – Quality of Recruitment of Samples into HSS
- ▶ **Data Supervision at RI**– Data Managers at Regional Institutes – Quality of Data Form Filling and Data and Sample Transportation sheets
- ▶ **Lab Supervision** – Microbiologists & Lab Technicians at Testing Labs – Quality of Blood Specimens and Processing

All Integrated into SIMS Supervisory Module

Prioritisation of Sites for Supervision based on...

- ▶ Performance during last round
- ▶ Sample Collection Patterns during previous rounds
- ▶ Sentinel Site Evaluation
- ▶ Participation & performance in training
- ▶ Information collected during training
- ▶ New sites or sub-sites

Proposed SMS-based Daily Reporting from Sentinel Sites

- ▶ Daily reporting of no. of samples collected each day through an SMS from a Registered Mobile Number (RMN) at each sentinel site to a central server
- ▶ Automatic compilation and display of site-wise data in Excel format on real time basis
- ▶ Web-based access to SACS, RIs, NIHFWS & NACO
- ▶ Facilitates easy identification of
 - ▶ Sites that initiate HSS late
 - ▶ Sites where sample collection is too slow or too fast
 - ▶ Sites where there are large gaps in sample collection

Supervisory Visits Register

Supervisory Visits Register

Managed By	Verified By	Norms for Submission
Nurse/Counselor	Site In-Charge	Send to SACS at the end of HSS

1. Every site & sub-site should maintain one register where supervisors who visit the site/sub-site can record their observations and recommendations
2. The site/sub-site personnel should take corrective action as recommended in the register
3. This will also enable supervisors, who visit the site/sub-site subsequently, to know previous observations and verify if action has been taken or not

Coordination

Queries and Contact Persons

S No	Issues	Contact Persons
1	Consumables Supply/Logistics/Budget	SACS focal Person for Surveillance
2	Issues on Methodology including query on recruitment, data forms etc	SACS focal Person for Surveillance, SST Member, RI
3	Query on whether data forms have reached RIs	RI focal person for HSS
4	Query on sample collection, processing, transportation etc	SRL HSS In-charge
5	Query on Human Resources like vacancy, training, retraining, sensitization etc	SACS focal Person for Surveillance
6	Query on whether sample collection for HSS is completed and stoppage of HSS implementation	SACS focal Person for Surveillance
7	Query on whether duration of HSS may be increased	SACS and RI focal Person for Surveillance

Check Items in your Training Kits

- i. HSS 2012- 13 : Operational Manual for ANC-STD Sentinel Sites
- ii. Training Manual (PPT)
- iii. Data Forms, Data form Transportation Sheet, Sample Transportation Sheet
- iv. Wall Charts
- v. Site details (State, District, Site Name, Site Code, Sub-site number)
- vi. Contact details of SACS, SST members, RI (with complete postal address) and NACO
- vii. Lab details (including contact details of lab in-charge and LT)

DO's and Don'ts for High Quality Surveillance

DO's

1. Ensure availability of all material required for documentation & blood specimen processing, well in advance
2. Strictly follow the inclusion criteria for selection of eligible individuals at the sentinel site
3. Ensure consecutiveness in recruiting individuals into HSS. Arrange to draw blood close to the OPD where doctor examines for eligibility
4. Ensure that the site code and sample number are correctly written on the data form and blood specimen
5. Fill the data forms completely, neatly and legibly

DO's (Contd...)

6. Follow universal precautions and good laboratory practice for collection and processing of blood specimens
7. Label the centrifuge tubes/vacutainer tubes and serum vials appropriately
8. Store the sera samples at +4 C for not more than 7 days and send them to the HSS testing lab every week
9. Send the data forms every week to Regional Institute
10. Send two copies of sample transportation sheet along with samples and two copies of data form transportation sheets along with data forms

DON'Ts

1. Do not selectively include or exclude an individual from HSS due to his/her HIV positivity status or whether he/she has participated in previous rounds of surveillance or whether she has been tested under PPTCT
2. Do not include an individual who has already visited the clinic during current round of surveillance.
3. Do not mention any personal identifiers on the data form and blood specimens to maintain Unlinked Anonymous Testing.
4. Do not make any marks or notes that can link the individual to the data form or the blood specimen.
5. Do not sign blank data forms in advance.

DON'Ts (Contd...)

6. Do not keep long distance between the OPD clinic and the point of blood collection
7. Do not use same pipette/ tips for separation of different sera
8. Do not leave sera in the refrigerator for more than a week. Do not freeze & thaw sera repeatedly.
9. Do not wait to send the data forms and samples to the testing centres till the end of the survey
10. Do not include individuals from any other source or mobilized through any other means in order to reach the target sample size

DISCUSSION

END OF SESSION 6