 **Ministry of Public Health & Sanitation**

**&**

**Ministry of Medical Services**

**Supportive Supervision Tool for Reproductive Health Services**

*(for National, County/Province and District Levels)*

**PART A: FACILITY DATA**

Date of visit: ……………………… County/Province: ………………… District: ……….…………….…

Facility Name……………………………. Facility level/ Type ……………………………..………

Managing Authority: GOK/ Faith based / NGO / Private /Other

Contact person: ………………………….. Designation: ………………………………………...…

Telephone no.: …………………………… Email: ………………………………………………….

**SUPERVISORY TEAM**

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| **No** | **Name** | **Title** |
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Level of Supervision: National ……………………. County/Province…………...………………….

**PREAMBLE**

The purpose of the support supervision is find out how well or poorly RH services are offered at all levels and find out the factors contributing to the success or failure to attain the provision of quality RH services at each level.

| **Services Offered** | **What to Measure** | **Instructions for the Supervisor** |
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| 1. **ANC** 2. **Family Planning And Reproductive Tract (RT) Cancers** 3. **PNC** 4. **Deliveries** 5. **Adolescent and Youth Friendly Sexual And Reproductive Health Services (AYSRH)** 6. **Gender** | ACCESS | **Discuss on the following:**   * Availability of RH services and supplies (commodities and non-pharmaceuticals) * Challenges being faced & ways to overcome them * Available mechanisms to improve the referral system |
| UTILIZATION | **Discussion on the following:**   * What demand creation/promotion activities exist to improve use of RH services * How is the facility/units linked to the community to improve provision of RH services * How the facility/units integrating RH services to minimize lost opportunities * What activities being carried out to involve the male, youth and vulnerable groups to promote use of RH services |
| QUALITY IMPROVEMENT | **Observe and discuss ways to improve on the following;**   * Basic IP procedures and practices * Availability of data collection tools and completeness of reports * Quality mechanisms in place that can be introduced/strengthened to improve quality of specific RH services * Availability of relevant RH documents ( RH guidelines, standards, SOPs that enhance provision of RH services) * Feedback and ways to address shortcomings on previous/ present supervision and document |

**PART B: ADMINISTRATION**

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| **Facility infrastructure and management** | |
| 1 | Observe and comment on:   * Source and supply of water * Source and supply of energy * Check on hygiene and cleanliness of compound and services areas |
| 2 | Check and comment on the following:   * Availability of Service charter and whether displayed * Sign posts indicating RH services * Organogram |
| 3 | 1. What RH services are offered in this facility?   ANC  Family Planning  Reproductive Tract (RT) Cancers  PNC  Deliveries  Adolescent and Youth Friendly Sexual And Reproductive Health Services (AYSRH)  Gender   1. Does the facility have a functional referral system  telephone  transport  referral directory in place?   Radio system)?   1. Which services do patients pay for and how much?   **Services**  **Charges (Kes.)**  ANC  Family Planning  Reproductive Tract (RT) Cancers  PNC  Deliveries  Adolescent and Youth Friendly Sexual And Reproductive Health Services (AYSRH)  Gender |
| 4 | **Staffing Profile:**  Do you have an existing personnel database?  Yes  No  **Indicate staff numbers:**  (Doctors [ \_\_\_\_ ], Clinical Officers [ \_\_\_\_ ], Nurses [ \_\_\_\_ ], Pharmacists/Tech. [ \_\_\_\_ ],  PHTs/PHOs [ \_\_\_\_ ], Nutritionists [ \_\_\_\_ ], Lab Technologist/Technicians[ \_\_\_\_ ],  Lay Counselors [ \_\_\_\_ ], HRIO/Tech. [ \_\_\_\_ ], Others [ \_\_\_\_ ])  **Comment:………………………………………………………………………………………………………….** |
| 5 | Discuss and comment on the existence of the following staff update/training opportunities on RH:   * Continuous Professional Development (CPD)/Continuous Medical Education (CME) * On-Job Training (OJT) * Mentorship   How are providers trained through OJT/Mentorship certified? |
| 6 | Provide feedback on supervision  *Check on the facility supervision book and discuss the actions taken on the previous supervisory visit* |
| 7 | Inquire availability of a functional maternal, perinatal deaths review committee, (Audits),  Are minutes available are there recommendations and actions taken for recent events? |
| 8 | Inquire availability of a functional RH training and supervision team  What are 3 priority RH trainings needs for your facility? |

**2: STAFF TRAINED IN RH:** (Provide information on staff in the facility trained in the following areas of RH?)

Check availability of RH training records (fill-in the table below).

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|  | **Comp RH** | **EOC** | **ENC** | **PAC** | **CTS** | **FP** | **AYSRH** | **FANC**  **MIP/ TB** | **D4D** | | **Facilitative**  **Supervision** | **Rape Trauma**  **Counseling** | **Post Rape Care** | **IMCI** | **VIA/**  **VILI** |
| **No. of staff trained** |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |

EOC – Emergency Obstetric Care; PAC – Post + Abortion Care: CTS – Clinical Training Skills: FP – Family Planning; AYSRH – Adolescent and Youth Friendly Sexual and Reproductive Health

FANC – Focused Antenatal Care: MIP – Malaria in Pregnancy: IMCI-integrated management of childhood illnesses; VIA/VILI – Visual inspection with acid /visual inspection with lugol’s iodine, D4D- data for decision making

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|  | **CT** | | **PMTCT** | **ART PAED** | **ART ADULT** | **IMAI** | **STI/**  **RTI** | **HBC** | **RH /HIV Integration -specify** | **RH commodity management** | **Other training courses** |
| **VCT** | **PITC** |
| **No. of staff trained** |  |  |  |  |  |  |  |  |  |  |  |

\* CT – Counseling and Testing, PMTCT – Prevention of Mother To Child Transmission, ART Paed – Antiretroviral Therapy (Pediatric) - , ART Adult – Antiretroviral Therapy (Adult), IMAI – Integrated Management of Adult Illnesses, STI/RTI – Sexually Transmitted Infections/ Reproductive Tract Infections, HBC – Home Based Care.

**PART C: SERVICES OFFERED**

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| **ACCESS QUESTIONS** | |
| 1 | 1. Explore and tick the following RH services provided in each unit: (Antenatal Care (ANC), Family Planning (FP), Reproductive Tract (RT) Cancers, Post Natal Care (PNC), Deliveries, Adolescent and Youth Friendly Sexual and Reproductive Health Services (AYSRH), Gender) 2. Check how the units integrating other RH services into every service area? (MCH, PNC, Female ward, CCC /ART centres, VCT, PAC, AYSRH, Nutrition Counseling & Others   **ANC**  **Counseling on:**  Early initiation of antenatal care (1st visit <16wks, and 4 minimum timely ANC visits)  IBP  Danger signs  Maternal Nutrition  Labour  Exclusive breast-feeding  Infant feeding options  Partner involvement  HIV testing  Health messages on e.g. personal hygiene, Use of LLINs  Iron and Folic Acid supplementation (for minimum of 6 months)  FP  Targeted PNC  Immunization  **Investigations and services:**  ANC profile- HB, urinalysis, blood group and Rh factor, VDRL CT HIV including 3 monthly for HIV –ve and follow up care:  Provision of ARV prophylaxis, CD4 count Administration of T.T (5 recommended doses)  Routine deworming. HAART provision IPTp as DOT in malaria endemic areas |
| 2 | **Family Planning**  Male condoms  Female Condoms  COCs  POPs  Injectables  IUCDs  ECPs  Implants  LAM  Natural (specify)  BTL  Vasectomy  Others  **RT Cancers**  Via  Villi  Pap Smear  Cryotherapy Breast Exam Mammogram  PSA/DRE (Prostate examination)  Check for adequacy of contraceptives, supplies, availability and discuss storage  Is there consistency of FP/RT cancers supplies/ equipment and documentation of FP/RT cancers commodities? |
| 3 | **Post Natal Care (PNC) services**  **Counseling on:**  Early initiation of breast-feeding within 1hour of delivery  Early 1st PN exam for mother and baby  Exclusive breast-feeding  Infant Feeding Option  Maternal Nutrition  Danger signs  FP method mix  Partner involvement  HIV testing  Initiation of infant on NVP for the whole breast feeding period  Return at 6 weeks for treatment initiation and Dry Blood Spots (DBS)  Personal Hygiene, Use of LLINs  Vitamin A Supplementation BCG & Oral Polio Vaccine (OPV)  **Investigations and services:**  CT HIV and follow up care HTCto include 3monthly for the HIV-ve, couple counseling, provision of ARV prophylaxis,  CD4 assessment HAART provision |
| 4 | **LABOUR WARD**  Labour monitoring using revised partograph  AMSTL  EmONC/LSS  PPIUCD  HTC and ARV prophylaxis  Early initiation of breast feeding within 1hour of delivery  Kangaroo Baby Care  **Investigations and services:**  HIV testing Urinalysis  Others, Specify\_\_\_\_\_\_\_\_\_\_\_\_\_   1. Which basic/comprehensive obstetric emergency care services are being offered in this unit?   MRP (Manual Removal of Placenta)  MVA  Use if IV antibiotics  IV oxytocin  Administration of magnesium sulphate  Vacuum delivery  Neonatal resuscitation  Blood transfusion  C/S   1. Observe the status and availability of the equipment and supplies   **Comment on the following equipment:**  Delivery couch**\_\_\_\_\_\_\_\_\_\_\_\_\_**;Portable light**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;** BP machine\_\_\_\_\_\_\_\_\_\_; Stethoscope\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Weighing scale\_\_\_\_\_\_\_\_\_\_\_\_; Fetal scopes\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Measuring tape\_\_\_\_\_\_\_; Thermometer\_\_\_\_\_\_\_\_\_\_\_\_\_  Vacuum Extractor\_\_\_\_\_\_\_\_\_\_\_; Measuring jug\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Delivery pack\_\_\_\_\_\_\_\_; Cord clamps\_\_\_\_\_\_\_\_\_\_\_\_; Resuscittairre\_\_\_\_\_\_\_\_\_\_\_\_; Wall Clock\_\_\_\_\_\_\_\_; Others, Specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Comment on the following supplies:**  Drugs ( ART, Oxytocin, MgSo4, IV fluids, others, specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)   1. What are the emergency preparedness mechanisms in place?   Equipped emergency tray  Updated checklist  Suction Machine  Resuscittaire  Ambu bag – all sizes  Extra needles and syringes  Others, Specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 5 | **AYSRH:** Are AYSRH services integrated or stand alone?  Integrated  Stand alone  If integrated/stand alone, which services?  VCT  FP  STI/HIV  FANC  PAC  Post-rape care  Life Skills Training  mental health  CCC/ ART  RT Cancer Screening  Others, specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Observe and comment on youth friendliness of services  Convenient hours  Trained staff  Privacy  Décor/Surrounding  Peer educator availability  Cost of services  Relevant IEC materials  Edutainment  Supplies and Equipment  comprehensive package  others, specify \_\_\_\_\_\_\_\_\_\_\_  What challenges are you facing in provision of AYSRH? |
| 6 | **GENDER:**   1. indicate services provided   Post Rape Care (PRC) [Trauma counseling & Clinical care]  FGM/C Management  Intimate Partner Violence (IPV)  Life skills  Counsellor support supervision  Others, specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. Observe and comment on SGBV services   24-hours  Trained staff  Privacy and Confidentiality  Free services  Services for perpetrators  Relevant IEC materials (staff & clients)  Equipment  Others, specify   1. What relevant commodities are available for the services?   *PRC kit*   *PEP*  *HTC kits*  *Hep B Vaccine*  *TT Vaccine,*  *ECP*  *STI Prophilaxis,*  *Pregnancy Test Kit*  *forensic exam-annexed*  Others, specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. Challenges faced in provision of SGBV(*PRC, Trauma counseling services, FGM/C*) |
| **UTILIZATION QUESTIONS** | |
| **1** | 1. What demand creation/promotion activities are carried out to improve use of RH services?   outreach services  Health Camps  community mobilization  Health education  CHWs  link to CU  Community Midwives  CHEWs  Community distribution of FP Commodities  Other specify\_\_\_\_\_   1. What activities are carried out to involve males/partners to promote use of RH services? (FANC, FP/RT Cancers, MNH, Skilled Deliveries AYSRH, Gender)   Special attention to couples/partners seeking RH services  Group counselling for men  Other, specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. What activities does this unit carry out to promote use of RH services(FANC, FP/RT Cancers, MNH, AYSRH, Gender) by the teenagers/youth   Youth friendly RH services  Special attention to the youth  special day for the youth  Convenient opening and closing hours   1. How is your unit targeting persons with disability for RH services? 2. What activities does the unit carry out to promote use of Gender (SGBV) RH services? 3. What RH IEC materials are easily available and displayed for clients to access RH information? 4. How does this facility link with the community on maternal deaths (verbal autopsy)? 5. How is this clinic integrating other RH services into FP/RT Cancer screening services? |
| **QUALITY IMPROVEMENT QUESTIONS** | |
| **1** | 1. What measures does this unit have in place to improve the quality of RH services?   *(E.g. Updated guidelines, standards, protocols, training/updates, IEC materials, job aids, quality improvement committees)?*  *Are the guidelines, registers, job aids, SOPs/ protocols for relevant services in use updated?*  (b)Observe and Comment on IP practices in this unit  (c)Observe and comment on the accuracy, completeness, timeliness and availability of RH data collecting tools.  (*Daily activity register, Monthly reporting form, Client card/mother baby health card, Referral form, Display of service statistics*)   1. Observe the functionality and availability of the following:   Equipment:  BP machine\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Stethoscope\_\_\_\_\_\_\_\_\_\_\_; Examination couch\_\_\_\_\_\_\_\_\_; Weighing scale\_\_\_\_\_\_\_\_\_\_\_\_; Measuring tape\_\_\_\_\_\_\_\_\_\_\_ ; Thermometer\_\_\_\_\_\_\_\_\_\_\_\_\_; Others, specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Supplies:  Drugs (Haematinics, IPTp, Dewormers (Mebendazole), ART and others)\_\_\_\_\_\_\_\_; Cotton Wool\_\_\_\_\_\_\_\_\_\_\_; Uristics\_\_\_\_\_\_\_\_\_\_\_\_\_   1. Which one of the updated guidelines, job aids, SOPs/protocols for relevant RH services in use?   Partograph  AMSTL  EmONC/LSS  PPIUCD  Maternity registers  Magnesium Sulphate posters  Infection prevention and control  Resuscitation flow chart  Resuscitation tray checklist  MNH Guidelines  PPH posters and guidelines  IEC Materials Maternal and perinatal Death Review guidelines  Others, specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. Comment on the following:  * Whether the staff placement is as per RH skills? * The staffing levels and training updates |

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| **MONITORING AND EVALUATION** | |
| 1 | How is data analyzed in this facility? |
| 2 | How is data utilized for decision making to improve RH services at facility level? |
| 3 | Is data disaggregated by age, sex and type of service? |
| 4 | Is reported data accurate, timely and complete? |
| 5 | Are updated data collection and reporting tools available? |
| 6 | Are service providers oriented on data recording/reporting and transmission to the next level? |
| 7 | Are there up to date service statistic charts available and well displayed in the unit/facility? |
| 8 | Does the facility have a work plan? Y/N if yes how to do you monitor its implementation progress? |
| 9 | Does your unit/facility receive feedback for support supervision? |
| 10 | Is feedback documented? |
| 11 | What challenges are being experienced in data management? |

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| **LABORATORY TEST DONE AT THE FACILITY** | |
| 1 | Urinalysis |
| 2 | HB |
| 3 | Blood group and Rhesus Factor |
| 4 | AFBs (TB Investigation) |
| 5 | HVS (High Vaginal Swab) |
| 6 | HIV rapid tests |
| 7 | Syphilis test (VDRL) |
| 8 | Malaria rapid tests |
| 9 | DBS kits |
| 10 | Pregnancy test |
| 11 | Semen analysis |
| 12 | Other Laboratory test/services (specify)………………… |
| 13 | SOPs for laboratory services |
| 14 | Observe and comment on infection prevention and control practices |

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| **Discuss challenges and possible solutions** |