**WHOLE SITE FAMILY PLANNING ORIENTATION PROCESS**

**Goal**

Provide basic Family Planning knowledge to all staff (clinical and non-clinical) working in the health facility

**Objectives:**

1. Enable all staff working in the health facility to describe family planning (healthy timing and spacing of pregnancy)
2. Enable all staff in the facility to describe the benefits of FP to themselves and to their clients
3. Address staff and community myths and misconceptions surrounding FP
4. Ensure all staff know the different types of FP services offered in the health facility and are able to inform, counsel, provide, refer and or direct clients appropriately for FP services
5. Serve as a platform to initiate Provider Initiated Family Planning

**Process:**

1. Facility trainers and mentors in collaboration with facility in-charges to plan a schedule of topics for orientation during CME sessions. Schedule of topics should be completed with 2 months
2. Share schedules with Tupange teams for planning and logistical support
3. Conduct short orientation sessions for maximum 2 hours. Facilitators can be paid 625/= per orientation session
4. Participants to be provided with tea/snacks
5. Attendance to be documented for all staff attending orientation sessions (in addition, Training event form to be filled)
6. Certificates of participation will be given to staff who attend at least 5 sessions
7. 1 day review meeting to be held after cycle of orientations is through. This will be used to review progress and determine need for additional sessions

**Role of Tupange**

1. Provide technical support
2. Support provision of training materials / resources materials
3. Quality assurance and progress review

**Facility Mentors and Trainers and in-charges**

1. Conduct actual orientation sessions
2. Develop orientation sessions
3. Organise for venue and invite participants