



Ministry of Health and Social Services

EDT Mobile Use Schedule (Routine tasks)

#	Activity	Site Responsible	Timeframe
1.	Receive all required tools from the Main Site. Dispense using the EDT Mobile or Fill in the ART Recruitment Form for your new or transferred in patients; update appointment lists –with regimen changes.	PHC Site (RN/EN/PA)	1 st – 24 th of Month
2.	Do a stocktake and update the ARVs Lists with the Stock On Hand (SOH) at the PHC site.	PHC Site (RN/EN/PA)	Before 25 th day of Month
3.	Send the updated EDT Mobile device, ARVs Lists (w. SOH), Appointment Lists and ART Recruitment Forms to Main Site. Minimise the number of appointments during the last week of the month.	PHC Site (RN/EN/PA)	Latest 25 th day of Month
4.	a) Load and verify PHC Site ART data from the EDT Mobile devices onto the EDT database. b) Enter data from ART Recruitment Forms into the EDT and fill in the forms with the generated EDT ARTID. c) Send updated client data to the EDT Mobile (including new patients) d) Print Appointment Lists for coming 2 months & previous 3 months. e) Prepare ARVs to be sent to PHC Site; remember to deduct the stock on hand based on the ARVs Lists you received from the PHC site.	MAIN Site (PA/Ph)	Last week of Month
5.	Send Appointments Lists + ARVs Lists + EDT Mobile Device + ARVs + ART Recruitment Forms with EDT ARTID to the PHC site	MAIN Site (PA/Ph)	Last Friday of Month
	Repeat cycle every month		