

Hepatitis Prevention & Control Program Sindh (Chief Minister's Initiative)

Particulars:

Name of the institution: _____

Date of sentinel site started: _____

Visiting date/month/year: _____

Reporting officer: _____

1- Monthly sentinel site report submitted by medical officer	
Regular <input type="checkbox"/> Timely Submitted Yes <input type="checkbox"/> No <input type="checkbox"/> Irregular	<input type="checkbox"/>
Name of Focal Person: _____	Name of M.O of Sentinel Site: _____

2- Staff position at sentinel site: M.O ____ Staff Nurse ____ Data Processor ____
 Attendant ____ Lab Technician ____

3- Regularity of staff (Give details in case any absent staff):

4- Patients register maintained properly:

1) If Yes: Since when: _____

2) If No: Reasons: a) Over work

b) Lack of training

c) Other: _____

5- Vaccination register maintained properly: Yes/No

6- Stock register maintained properly: Yes/No If no, please mention last entry date _____

7- Average number of patients attending hepatitis clinic daily (Monthly OPD/30 days):

8- Status of patients attended at hepatitis clinic since program started:

	HEPATITIS (C)	HEPATITIS (B)	HEPATITIS (D)
Total number of Patients attended Hepatitis OPD			
Total patients registered at sentinel site			
Number of patients receiving treatment (under treatment)			
Number of patients completed treatment			
Number of patients defaulter			
Number of patients non-responder			

9- Status of screening of persons/registered patients of Hepatitis (B, C, D) in last month : _____(Mention month)

	HEPATITIS (C)	HEPATITIS (B)	HEPATITIS (D)
Total patients screened registered /positive at sentinel site in last month No. _____	Screened on ICT+ Elisa _____ Positive on ICT: _____ Positive on ELISA: _____ Positive on PCR: _____	Screened on ICT+ Elisa _____ Positive on ICT: _____ Positive on ELISA: _____ Positive on PCR: _____	Screened on ICT+ Elisa _____ Positive on ICT: _____ Positive on ELISA: _____ Positive on PCR _____
No. of patients receiving treatment			
No. of patients completed treatment			
No. of patients defaulter			
No. of patients non responder			

10- Any additional _____ comments:

11- Status of record keeping: Good ☐ Satisfactory ☐

Not satisfactory

12- Storage and supply of medicines: Through sentinel site staff ☐
Through main store of hospital/EDOH store

13- Status of cold chain: Proper temperature (+2_+8) Yes/No ☐
Thermometer available Yes/No

14- Hepatitis-B vaccination (last month): _____

	No. of people screened	No. of people vaccinated	HCV +ve	HBV +ve
Vaccination at sentinel site				
Vaccination at EDO (H)				
Vaccination in camps (high population areas)				
1:				
2:				
3:				
4:				
5:				
6:				
7:				
8:				
9:				
10:				
Vaccination in jails (Since the program started)				
1:				
2:				

15- Any other social mobilization activity:

16- No. of Immunoglobulin used during last month: _____.

17- Laboratory services provided at sentinel site (Please tick): ICT _____
 _____ Elisa _____ PCR _____

18- Status of equipment/printing material as on visited date.....

Name of equipment/printing material	Working properly	Faulty	Describe fault	Remarks
Cold chain refrigerator				
Computer				
Printer				
	Last balance	Received	Total	
Stock register				
Vaccine register				
OPD/treatment register				
Vaccination cards				
Social mobilization material				
Others				

19- Lab Item List Separate Attached as Annexure I

20- Stock position at sentinel site at (End of last month)

Name of medicine	Previous balance	Received	Total Balance	Utilized	Expired	Damaged	Current balance	Expiry date	Demand	Days out of stock
Inj. Interferon										
TAB. Adefovir										
TAB. Entacavir										
TAB. Tenovefor										
TAB. Lamivudine										
Cap. Ribavarin										
Vaccine 0.5 ml										
Vaccine 1 ml										
Immunoglobulin 0.5 ml										
Immunoglobulin 1.0 ml										
ICT KITS HEP B										
ICT KITS HEP C										
Elisa Kits B										
Elisa Kits C										
Elisa Kits D										
Auto destructable syringes 2 ml										
Auto destructable syringes 0.5 ml										
Any other										

21- Hepatitis patients database

Patients database updated Yes _____ No _____ if No,
then reasons _____

22- Category sex & age wise data of patients

	Hepatitis-C			Hepatitis-B			Hepatitis-D		
Years	Male	Female	Total	Male	Female	Total	Male	Female	Total
12-20									
21-30									
31-40									
41-50									
51-60									
Total									

23- Inventory stock position of sentinel site since (cmi) program started

Name of medicine	Received	Used	Balance	Expired	Remarks
Inj. Interferon					
Inj. Pegasys					
TAB. Adevofer					
TAB. Entacavir					
TAB. Tenovefor					
TAB. Lamivudine					
Vaccine 0.5 ml					
Vaccine 1 ml					
Immunoglobulin 0.5 ml					
Immunoglobulin 1.0 ml					
ICT KITS HEP B:					
ICT KITS HEP C:					
ICT KITS HEP D:					
Elisa Kits B					
Elisa Kits C					
Elisa Kits D					
Auto destructible syringes 0.5 ml					
Auto destructible syringes 0.5 ml					
Any other					

24- Requirements/Issues if any:

25- Comments of monitoring officer:

(Signature)

Guidelines on Hepatitis Monitoring
Hepatitis Prevention & Control Program Sindh
(Chief Minister's Initiative)

Visit report/checklist of monitoring officers

Particulars: Write the name of institution, date of start of sentinel site, date of visit by monitoring officer along with his name

1. Monthly sentinel site report submitted by medical officer

Tick in appropriate box to check the report regularity and if submitted timely.

Write the name of focal person of the sentinel site: a focal person is one who clinically assesses & diagnoses the patient. He may be a pathologist/physician.

Write down the name of MO of sentinel site.

2. Staff Position at sentinel site

Write the No. of staff in each of the five mentioned staff categories.

3. Regularity of Staff

Check staff regularity and record the names of absent members on the date of visit. Mention the reasons for absenteeism.

4. Patients register maintained properly

Write "Yes" if patient register is properly filled. Also write the date since it is being maintained. If the register is not properly filled tick the appropriate reason.

5. Vaccination register maintained properly

Write "Yes" if the vaccination register is properly filled and write "No" if the register is not properly filled.

6. Stock Register maintained properly

Write "Yes" if the stock register is properly filled and write "No" if the register is not properly filled. Also note the date of last entry in the register.

Stock register is used for keeping track of 'receipt and issue' of different items. The storekeeper is responsible for updating this register. All items received are entered with dates and other details. Similarly, relevant entries are made when the items are issued. All stock registers should have page numbers. Stock register without page numbers is incomplete and open to tampering. As a rule, the in-charge of the health facility or stores' department should give a certificate on the first page of the stock register certifying the page numbers with his/her name clearly written, signatures, date of the certificate and official seal.

Maintaining record of transactions: When the storekeeper receives or issues an item from the store, he is making a transaction. As a rule, all transactions must have a written document that accurately records the transaction. Usually, a storekeeper receives a request in writing from a person who is authorized to sign or approve such requests. After issuing items requested for, the storekeeper must take a written receipt. Usually, these receipts are taken on the stock ledgers. However, separate forms or plain papers could also be used for this purpose.

7. Average number of patients attending Hepatitis clinic daily (Monthly OPD/30 days)

Average number of daily OPD of a Hepatitis clinic can be calculated by using formula:
$$\text{Total no. of patients in a calendar month} / \text{Total no. of working days in that calendar month}.$$

8. Status of patients attended at Hepatitis clinic since program started

Emphasis is on “since program started.” Give the no. of patients visited, registered, under treatment, completed treatment, defaulters and non-responders since the start of program in the relevant columns. This data is available in the patient register.

9. Status of screening of persons/Registered patients of Hepatitis (B, C, D) in last month _____ (Mention month)

Write down the name of last month. In this table the data is to be filled for last one month only. Total no. of lab tests done and the results of ICT, ELISA, and PCR of all three mentioned types of Hepatitis are to be given.

10. Any additional comments

Supervisor can write down any additional information, he has noticed or find out during checking of the record.

11. Status of record keeping

Supervisor should check the record for its accuracy, completeness, timeliness, and legibility.

Every patient encounter and all patient-related information must be documented and dated in the medical record.

Medical records must be stored in a safe and secure environment to ensure physical and logical integrity and confidentiality.

At minimum, protocols must ensure that patient records, in electronic or paper form, are readily available and producible when legitimate use is required, and that reasonable steps have been taken to ensure they are protected from theft, loss and unauthorized use or disclosure, including copying, modification or disposal. This requirement applies regardless of whether the information is stored on premises within the physician’s control or otherwise.

All patient records and data must be kept in restricted access areas or locked filing cabinets to protect against loss of information and damage. Electronic records must be backed-up on a routine basis and back-up copies stored in a physically secure environment separate from where the original data are normally stored.

12. Storage and supply of medicines

Tick in appropriate box.

Storage and supply of the medicines can be either on sentinel site or at main store of the hospital. It is very pertinent that complete courses of medicines shall be ensured for all the patients registered/enrolled for the treatment. In this regard supervisor may also verify the no. of treatment courses present in the store matching with the no. of patients registered.

13. Status of Cold Chain

Tick in appropriate box.

The supervisor should observe whether thermometer is available or not in the ILR (Ice Lined Refrigerator). He will check the functionality of thermometer. If the temperature ranges between +2 to +8, then state "Yes," otherwise state "No."

14. Hepatitis-B vaccination (last month):_____

Write the no. of people vaccinated out of screened at sentinel site, EDO(H), camps and jails (since the program started) separately. Also mention the no. of HCV+ and HBV+ cases identified out of screened cases at each of these places. The record will be verified from Hep-B vaccination register.

15. Any other social mobilization activity

Ask the health facility in-charge whether any advocacy seminar, workshop, walk, distribution of hand bills/pamphlets etc. to give awareness to the public has been arranged or conducted. Also verify from the record.

16. No. of Immunoglobulin used during last month

Write the number of immunoglobulin used during last month from the appropriate register(s).

17. Laboratory services provided at sentinel site

Tick appropriate box after verifying from lab register.

18. Status of equipment/printing material as on visited date.....

Again mention the date of visit. Regarding specified equipment, mention the actual condition of equipment by making tick in appropriate column; briefly describe the nature of fault and give other relevant information/comment in the column of remarks.

Regarding printed materials, write the quantity of previous balance; the last consignment received and the total balance of each material.

19. Lab Item List shall be attached separately mentioning the last delivery as well as last and present balance as Annexure I.

20. Stock position at sentinel site at (end of last month)

Emphasis is on the last date of previous month. Write quantity: of previous and current balance, received, utilized, damaged, expired, in demand. Also mention the total days of stock-out of each medicine. Three things are worth mentioning:

Damaged stock: Damaged stock includes any in-transit damages or spillages and breakages.

Expiration date: Expiry date of pharmaceuticals specifies the date, up till when the manufacturer guarantees the full potency and safety of a drug.

Days out of stock: The number of days out of stock of a medicine during a defined period under review (e.g. previous month)

21. Hepatitis patients database

Write whether the patients' data base is updated or not. If "No" then give the reasons of not updating. Check the patient records.

(A database is a collection of data that is organized so that its contents can easily be accessed, managed, and updated. An updating is through – Insertion, modification, and deletion of the actual data.)

22. Category sex & age wise data of patients

In each age group mentioned in the list, write the no. of male, female and total cases of Hepatitis B, C and D.

23. Inventory stock position of sentinel site since (CMI) program started

Against each medicine mentioned in the list, give the detail of received, utilized, remaining balance and expired medicine/supply; write the comments/observations in the column of remarks.

24. Requirements/Issues if any

Staff of the health facility may give the requirement and raise any issue regarding the performance of the program and/or situation at health facility.

The supervisor should also describe the issues according to Infrastructure including basic amenities, human resource including the attitude of lab staff, reagents and supplies, recording and reporting tools, and infection control and waste disposal.

25. Comments of monitoring officer

In the last, monitoring officer will write down his personal comments about the performance of the program at visited health facility.