

# MONITORING & SUPERVISION (M&S)

## Monthly Visit Plan

<b>Visit plan submission date:</b>	1 <sup>st</sup> April, 2019	<b>Name of Supervisor:</b>	Dr Ejaz
<b>Designation of Supervisor:</b>	District Focal Person (DFP)	<b>Posting place:</b>	DHO Office Swat
<b>Program</b>	MNCH	<b>Total No. of field visits planned:</b>	4
<b>Year-Month</b>	2019-04	<b>District</b>	Swat

### LIST OF FACILITIES – VISITS PLANNED

Sr #	Visit Category	Facility Type	Facility Name	Checklist Name	HCP Name	Date of Visit
1	DAP	DHQ	DHQ Swat	CMW Technical Monitoring Checklist	Rakhshanda (CMW)	6 <sup>th</sup> April, 2019
				Quarterly HF Status Checklist for B & C EMONC Services		
2	Program	THQ	THQ Hospital Saidu Sharif	CMW Technical Monitoring Checklist	Salma (CMW)	10 <sup>th</sup> April
				Quarterly HF Status Checklist for B & C EMONC Services		
3	DAP	RHC	RHC BHAN	Data Accuracy Using LQAS Techniques	Perveen (CMW)	14 <sup>th</sup> April
				CMW Technical Monitoring Checklist	Sughran (CMW)	
				CMW Technical Monitoring Checklist	Perveen (CMW)	
4						

Sr #	Visit Category	Facility Type	Facility Name	Checklist Name	HCP Name	Date of Visit
5						
6						
7						
8						

*Key consideration of M&S visits:*

1. Distribution of total number of facilities among supervisors for M&S visits,
2. M&S visit plan should be conducted in a group of 3-4 supervisors using one vehicle, like DFP MNCHP, EPI, LHWP, etc.,
3. Prepare M&S visit plan in coordination with group members for selecting facilities in same geographical area, and to avoid duplication,
4. More than one facility may be included in one day visit depending upon location, where possible,
5. After the visit, supervisors should prepare and share visit report with the “DHO”, and upload report in “M&E Dashboard” on the day following the visit, and
6. Prepare and submit travel claim/ bill on the day following the visit.