

MODULE 5: RECORD KEEPING

Introduction to record keeping

MODULE 5: RECORD KEEPING

Goal: To enable participants to understand their role in record keeping

Learning objectives: By the end of this session, participants should be able to:

- ▣ Define record keeping; and
- ▣ Understand the importance of record keeping

▣ **Teaching aides**

- ▣ VHW training guide
- ▣ Writing materials
- ▣ VHW log book

Discussion: Definition of record keeping

Ask participants to define record keeping.

Note responses.

- ❑ Define record keeping as the way by which people record information of activities observed or performed.
- ❑ Explain that record keeping ensures the keeping of important information needed for the VHW to effectively keep track of her job, and for the monitoring of her activities.

Lecture: Importance of record keeping

Explain the importance of record keeping as a means of knowing what is going on in the community, through the documentation of the following:

- ▣ The number of new pregnancies in the community
 - ▣ The number of home deliveries in the community
 - ▣ The VHW's various activities in the community (WDC meetings, antenatal home visits, postnatal home visits and other home visits)
 - ▣ The number of women the VHW takes for ANC 1, ANC 4, and birth at the PHC
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- Explain that these information will be documented in a log book and/or pre configured Android phone

Lecture: Use of records including the principles of record keeping

- Distribute copies of the VHW log book; and
- Ask the VHWs to state what the book is and what it is used for
- Note the responses
- Discuss the uses of VHW log book:
- Explain that the log book contains a tally sheet and corresponding picture with observations and activities;

The VHW log book

Explain that the VHW will use the book to record:

- Maternity outcomes, specifically:
 - ▣ The number of new women in the community identified as newly pregnant, in the week
 - ▣ The number of home deliveries that occurred in the community each week
- The weekly activities of the VHW, specifically:
 - ▣ The number of WDC meetings they attended each week
 - ▣ The number of antenatal home visits they conducted each week
 - ▣ The number of post-natal home visits they conducted each week
 - ▣ The number of other home visits they conducted each week

The VHW log book 2

The record of the referrals, specifically:

- ▣ The number of women they took to the health center, for their first ANC visit in each week
- ▣ The number of women they took to the health center, for their fourth ANC visit in each week
- ▣ The number of women they took to the health center, to have their birth attended to by a skilled birth attendant, each week
- ▣ The number of children/newborn they assisted to the PHC for their immunisation

Demonstration: The VHW log book

- Open the log book and ask participants to identify the pictures and name the observations/activities they represent
- Explain that if the participants perform any of the activities or note a condition, they should cleanly tick the appropriate circle
- Explain to the participants that they will have to submit their record book to the MDG technical Assistant each month for update.

Demonstration: The VHW log book 2



- Further explain that the VHWs should record conditions/activities as in they occur through out the week, starting with a new column in the log book. This means that each column in the log book is used to record a week's activity.
- Explain that the VHWs need to take good care of their log books and should keep it clean, safe, and dry

The VHW log book 3

Explain the principles of record keeping as follows:

- Accuracy – making sure all of the recorded information is correct
- Timeliness – making sure all the information is recorded as soon as it happens
- Neatness and legibility – making sure the logbooks are clear and easily read
- Accessibility – making sure the records are kept in a safe and easily accessible place
- Note to the VHWs that they should immediately let the MDG technical Assistant know if they need a new log book or if they exhaust the circles needed for data entry

RECORD KEEPING ROLES

Goal

- To enable the VHWs to understand their role in record keeping; and
- To enable them to understand the CHEW's supervisory role in record keeping

□ Learning objectives

- By the end of this session, VHWs should be able to recognize the role CHEWs and VHWs play in record keeping

Teaching aides

- VHW training guide
- Writing materials
- VHW log book

Lecture: Role of VHW in keeping records

Explain the VHWs' role in keeping records;

The VHW is responsible for:

- ▣ Meeting with the CHEW on a weekly basis
- ▣ Recording her activities in the community
- ▣ Discussing her activities in the community with the CHEW
- ▣ Asking the CHEW any questions she may have and asking for advice

Lecture: Role of CHEW in supervising VHW and collecting records

Explain the supervisory role of CHEW;

The CHEW is responsible for:

- ☐ Meeting with the VHW on a REGULAR basis
- ☐ Collecting and collating information from the VHW's log book
- ☐ Discussing the activities of the VHW with her
- ☐ Providing answers to questions the VHW may ask in relation to the conditions/activities noted in the log book
- ☐ Discussing the activities of the VHW in the community with the WDC; Nurses, and PHC Coordinator of the LGA
- ☐ Soliciting support for the VHW as needed; and
- ☐ Providing advice when necessary

CLOSING



Goal: To bring closure to the training

Learning objectives: By the end of this session, participant should be able to:

- ▣ Identify specific actions they will take as a result of what they learned during the training

▣ **Teaching aides**

- ▣ VHW training guide

- ▣ Writing materials

▣

CLOSING. Discussion: Objectives

Review the training's learning objectives:

- Develop effective communication skills to allow for open conversations with women, families, and other community members on maternal and newborn and family health
- Understand basic MNCH care in order to be able to accurately convey its importance to pregnant women, families, and community members
- Promote key healthy behaviors among women and their families
- Be able to seek and collect the necessary predetermined newborn and maternal health information to share with the supervising CHEWs
- Ask participants if they feel they have fulfilled their learning objectives
- Note responses and give out post evaluation questions.

Discussion: Actions



- Ask the VHWs to think about the training workshop
- Ask them to form a circle and each say one thing they will do as a result of the training.
- Ask each to begin with the statement, “One thing I’ll do...”
- Continue around the circle until everyone has shared.
- Thank the participants.