


**IGANGA- MAYUGE HEALTH AND DEMOGRAPHIC SURVEILLANCE
SITE STANDARD OPERATING PROCEDURE MANUAL**

SOP #: FIELD 02	Supersedes version dated: None
Effective date: 12 th March, 2017	Prepared by: Judith O.N. Kaija
Revision #: 1	Approved by:  Dr. Dan Kajungu, Executive Director

**SUBJECT: DATA COLLECTION BY FIELD ASSISTANTS DURING ROUTINE
SURVEILLANCE**

1. SCOPE

This Standard Operating Procedure (SOP) applies to all Field Assistants who carry out data collection in the Iganga –Mayuge Health and Demographic Surveillance Site (IMHDSS).

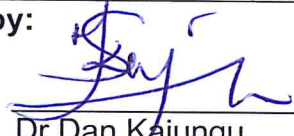
11. DEFINITIONS:

- A. Field Assistant Area (FAA):** Demarcated villages assigned to a team of Field Assistants to work in during a data update round
- B. Global Positioning System machine (GPS):** A gadget used for taking Location coordinates
- C. Demographic Surveillance Area (DSA):** This is the area of operation for the HDSS data collection
- D. Household Registration Book (HRB):** A bound book containing information of between 20 – 25 registered members from the Demographic Surveillance Area
- E. Field Activity Checklist:** A list of important issues to pay attention to while doing individual editing of work before leaving a household to ensure completeness of the forms done
- F. Daily performance sheet/meeting:** This is a form used to record the number of worked on Households both OLD and new, number of households that have re refused to be interviewed, not found, not at home, demolished, issues raised in the meeting and signatures of the members present

111. PURPOSE

To describe the process/steps to be taken during data collection within the IMHDSS routine surveillance.

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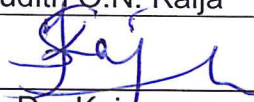
IV. RESPONSIBILITIES

- A. It is the responsibility of the Field Assistant to comply and follow the steps described in this SOP, when carrying out data collection.
- B. It is the responsibility of the team leaders to ensure that this SOP is being implemented accordingly during data collection.
- C. It is the responsibility of Field Manager to ensure that this SOP is up- to- date and is being implemented.

V. Procedure:

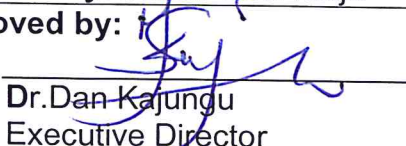
- A- On the last day of refresher training for field data collectors, the Field Assistant should;
 - a) Get to know his/her team leader.
 - b) Obtains the following from the Team leader:-
 - i) A list of field equipments and tools required for the Round **(Attachment 4)**
 - ii) Work schedule including the assigned area of work
 - iii) Field working manual
- B- On the day prior to the start of field work, the field assistant should use the list of field tools and equipment provided to assemble all questionnaires to be used, informed consent, village listings, village maps, age calculation sheet, event calendar and others as per the list of field requirements. **(See attachment 4)**
- C- The field assistant should obtain and sign for the following equipments from the indicated officers:
 - a) Field bag, pens, clip board, big envelopes and rain coats from the administrative Secretary
 - b) GPS machines from the Data Manager
 - c) Battery cells from the filing clerk

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- D- The field assistant should get to know his/ her Field Assistant Area (FAA) of work from the Team Leader on the day prior to the start of field work
- E- On each day of field data collection, the field assistant should report to his/ her area of work at 8:00 AM, and sign in. S/he will have one hour break for lunch between 1.00 to 2.00 pm where she is expected to sign again. S/he will have to attend a daily meeting with his/her team members and is required to sign on the attendance sheet before leaving the field at 5.00 pm or after.
- F- During field work, the field assistant should ensure that s/he does the following:
- Using the HRB, find out whom, by name, you are to visit
 - Identify the location of the household in which you are to do the interview, using the village listing and or the village map provided
 - Introduce yourself and state what you have come to do
 - Identify an eligible respondent 18 years or above and a member of that very household. Preference is given to the household head, but if he/she is unavailable then, ask for the most responsible adult member present. In case you do not find anybody eligible at home, make three re-visits to the same household, at different days and time, before you declaring a household as “not at home”.
 - Ensure that you sit in an open place and opposite the respondent and keep eye contact
 - Read the informed consent to the respondent to further explain reasons for the interview, what you are going to do, the confidentiality of the information collected and how it will be disseminated and used.
 - Let the respondent know that for information regarding Disability and Injury an electronic gadget known as a tablet will be used to record the information instead of the paper.
 - Allow the respondent to ask questions for clarification now and whenever necessary during the interview

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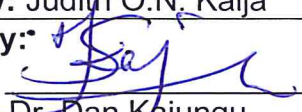
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- i) Seek respondents' consent by requesting him/her to sign on the informed consent, if his/her household is new and for subsequent rounds he/she will just declare her consent to be interviewed without signing again
- j) Carry out face to face interview following the steps of interviewing given in the field manual (**See Attachment 3, page 4-6**)
- k) Record the information given on the respective questionnaire forms as dictated by the events recorded in the HRB.
- l) Ask if there is any new household in the neighborhood and record the name of the household head behind the HRB to enable you follow it up and have it registered in the HRB, I after your interview.
- m) Using the Field Activity quality checklist (**See Attachment 1**) to ensure completeness of the collected data, do 'self edit' of your own while still in the household.
- n) Make an end note that allows any other DSS member or yourself to visit the household again and remind him/her of the DSS routine visits that are done twice a year.
- o) Thank the respondent for her participation and time
At the end of each field work day, the field assistants should meet with the team leader and other team members to address issues pertaining to the day's work and receive feedback and any communication from the office through their team leaders. During this meeting, issues accruing should be documented on the "Daily Performance Sheet/ Meeting" by the secretary of the day from the team, summarizing the issues arising. Each member present at this meeting should register his/her presence by signing on this sheet.
- p) Every Field Assistant should submit his/her daily output to the team leader and also provide the team leader with completed Household Registration Books (HRBs) to enable finalization of editing.
- q) All tablets should be given back to the Team leader at the end of every working day.

VI. CONCLUSION

This SOP is to ensure that data collected from the intended households is complete, consistent and of high quality according to the established standard.

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VII. REFERENCES

None

VIII. ATTACHMENTS

Attachment 1: Field Data Checklist

Attachment 2: Daily Performance Sheet_ Meeting

Attachment 3: Training - Fieldwork Manual

Attachment 4: Field Requirements

IX. REVIEW HISTORY

Date Revised (dd/mm/yy)	Revised by: (Print name)	Revision approved by: (Print name)	Signature of officer approving revision