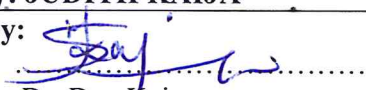


**IGANGA-MAYUGE HEALTH AND DEMOGRAPHIC SURVEILLANCE SITE
STANDARD OPERATING PROCEDURES MANUAL**

SOP #: Field Supervision	Supersedes version dated: <u>NONE</u>
Effective date: <u>12th March 2017</u>	Prepared by: JUDITH KAIJA
Revision #:	Approved by:  Dr. Dan Kajungu, Executive Director

SUBJECT: FIELD SUPERVISION BY THE TEAM LEADERS DURING ROUTINE SURVEILLANCE

I. SCOPE

This Standard Operating Procedure (SOP) applies to all Team Leaders who supervises Field Assistants in the Iganga-Mayuge Health & Demographic Surveillance Site (IMHDSS).

II. DEFINITIONS:

- A. **Household Registration Book (HRB):** A bound book containing information on 20 – 25 registered members from the Demographic Surveillance Area
- B. **Daily performance sheet/meeting:** This is a form used to record the number of worked on Households both OLD and new, households that have changed status from being residential to a kitchen, store shop etc., number of households that have refused to be interviewed, not found, not at home, demolished, issues raised in the meeting and signatures of the members present at the meeting.

III. PURPOSE:

To describe the process/steps to be taken during field supervision within the IMHDSS routine surveillance

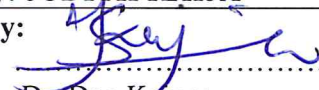
IV. RESPONSIBILITIES:

- A. It is the responsibility of the Team Leader to comply and follow the steps described in this SOP, when supervising field data collection.
- B. It is the responsibility of the Field Manager to ensure that this SOP is being implemented accordingly.
- C. It is the responsibility of the Field Manager to ensure that this SOP is up-to-date.

V. PROCEDURE:

- A. On the last day of training (refresher training) for field data collection, the Team Leader should make sure that he/she obtains the following from the Field Manager:
 - a) List of their team members
 - b) List equipment and tools
 - c) Work schedule

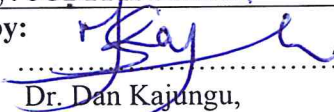
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d) Data quality check list for editing

- B. A day before commencement of field data collection, the Team Leader should obtain a list of equipments and tools from the Field Manager to be given to every FAs.
- C. The Team Leader should use the equipment field tools list to assemble questionnaires, village listings, and maps from the filing clerk.
- D. The Team Leader should instruct/guide his/her field assistants to obtain the following items from the indicated officers:
 - a) Field bags, pens, clip boards, and rain coats from the Administrative Secretary
 - b) Tablets from the Data Manager
- E. Still on the day before commencement of field data collection, the Team Leader must now assign field assistants in his/her team, areas of work.
- F. On the day of field data collection, the Team Leader should report to the HDSS offices by 8.00 am to obtain a motor-bike and fuel from the Administrative Secretary.
- G. During field work, the Team Leader provides on-site supervision that involves the following:
 - a) Monitoring Field Assistant to make sure they are in their assigned areas of works
 - b) Occasionally sit-in during household interviews, especially for new Field Assistants, or those noted to be weak during the earlier training.
 - c) Occasional randomly re-interview a few selected households
- H. The Team Leader should at any opportunity during field work, identify a suitable location to edit completed Household Registration Books (HRBs). At this stage the Team Leader should complete the “Data Quality Checklist- Editing” form.
- I. At the end of each working day, the Team Leader should meet with members of his/her team to address any issues pertaining to the day’s work. During this meeting the Team Leader should complete the “Daily Performance Sheet/Meeting” to summarize the issues arising
- J. The Team Leader should submit the completed “Daily Performance Sheet/Meeting” to the Field Manager, at the end of each working day.
- K. When all is done at the end of the working day, the Team Leader should park the motor-bike in the designated area, and hand in the keys to the Administrative Secretary before retiring home.

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VI. CONCLUSION

This SOP is to ensure that the data collected is complete and of high quality according to the established standard.

VII. REFERENCES

None

VIII. ATTACHMENTS

- Attachment 1: FAs' Daily Performance Sheet/Meetings
- Attachment 2: Data Quality Checklist- Editing
- Attachment 3: Sit-in Interview Guide

IX. REVIEW HISTORY

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