SOP #: FIELD 03	**Supersedes version dated:** None
Effective date: 12th March, 2017	**Prepared by:** Judith O.N. Kaija
Revision #: 1	**Approved by:** Dr. Dan Kajungu, Executive Director

STANDARD OPERATING PROCEDURE FOR GENERAL TRAINING IN IMHDSS

1 PURPOSE

1.1 The purpose of this Standard Operational Procedure (SOP) is to describe the process of training in the Iganga and Mayuge Demographic Surveillance Site (DSS)

2 SCOPE

2.1 This SOP applies to regular and standby staff of Iganga and Mayuge DSS and Principle Investigators (PI) of special studies to be undertaken by DSS staff

3 RESPONSIBILITIES

3.1 Site Operations Coordinator and the Departmental Heads are responsible for;

3.1.1 Determining whether staff's training, experience and skills are appropriate for the kind of Jobs, functions and responsibilities

3.1.2 Identify training needs

3.1.3 Developing the training content

3.1.4 Ensuring that training is conducted in a timely manner and verifying the effectiveness of the training

3.1.5 Overseeing the progress of the training

3.1.6 Providing feedback on how staffs are applying knowledge and skills

3.1.6 Evaluate the training

3.2 Field Supervisors

3.2.1 Participate in the training exercise

3.2.2 Attend all relevant trainings to their job

3.2.3 Evaluate the trainers

3.2.4 In pilot testing, they assess knowledge and skills of the trainees

3.2.5 Participate in revising the tools where necessary

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3.3 DSS staffs are responsible for;

3.3.1 Participating and completing the required training

3.3.2 Identify and notify section heads of any additional skills required to effectively perform their jobs

4 ABBREVIATIONS

DM - Data Manager

DSA - Demographic Surveillance Area

DSS - Demographic Surveillance Site/system

FM - Field Manager

IO - Information Officer

PI - Principal Investigator

SOC - Site Operations Coordinator

SOP - Standard Operating Procedure

5 GLOSSARY

Regular Staff	-	DSS staff on the pay roll
Standby Filed Assistants	-	Trained FAs could be engaged when ever need arise
Special Studies	-	Cross-sectional studies from different organizations undertaken by DSS.

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6 EQUIPMENT

Projector

Computer

Flip Stand

Vehicle

6 MATERIALS

Markers

Counter books

Pens

Flip Chart

Clip boards

8 PROCEDURE

8.1 General

8.1.1 All regular and standby DSS staff shall have the training, experience and skills to perform their jobs competently

8.1.2 Staffs shall be trained on applicable policies, relevant SOPs, skills and methods required to perform their job

8.1.3 Staff shall complete all required training prior to performing their duties

8.1.4. A staff member shall NOT carry out any duty that they are not trained on or

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designated to do.

8.1.5 The Site Operational Coordinator, departmental heads and field supervisors will develop training content, training schedule and conduct the training in a timely manner and verify its effectiveness

8.2 Preparation for trainings

8.2.1 Identify the facilitators and resource persons

8.2.2 Identify venue and materials for training

8.2.3 Make training budget

8.2.4 Schedule and organize training and or other related activities

8.3 Identification of training needs

8.3.1 Each department head will identify training requirements in a systematic manner

8.3.2 Each section head will document all trainings in a departmental training file

8.3.3 Staff shall be trained in line with the training requirements already identified by a Department

8.3.4 If additional training is required at any time as identified through individual assessment or reoccurring issues in filling the forms, it will be documented as an additional training requirement

8.3.5 Identification of resource personnel in relation to the training

8.4 Implementation of training

8.4.1 SOC, Departmental Heads, and field supervisors with the support of the PI, where necessary, will develop a training program and conduct the training

8.4.2 Training could be accomplished by various methods including lectures, role plays,

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demonstrations, scenarios, group discussions, sharing of experience meetings and on-job training

8.4.3 Pilot Testing – pilot testing will be conducted when ever there is training on a special study

8.5 Evaluation of training or staff competency

8.5.1 Periodically, departmental heads and supervisors or designee will evaluate their staff's Competency and determine whether additional training is required

9 REFERENCES

9.1 DSS policy manual
9.2 Working/Field manuals
9.3Documented experiences

10 ATTACHMENTS

10.1 Individual Documentation Training form

11 FORMS

11.1 Household Registration Book
117.2 Entry form
117.3 Exit form
11.4 In-migration form
11.5 Out-migration form
11.6 Death form
11.7 Pregnancy Registration form
11.8 Pregnancy Outcome
11.9 Amendment form
11.10 Household Head Questionnaire

12 REVISION HISTORY

Revision No	Effective Date	Description of Changes Made from Preceding Revision

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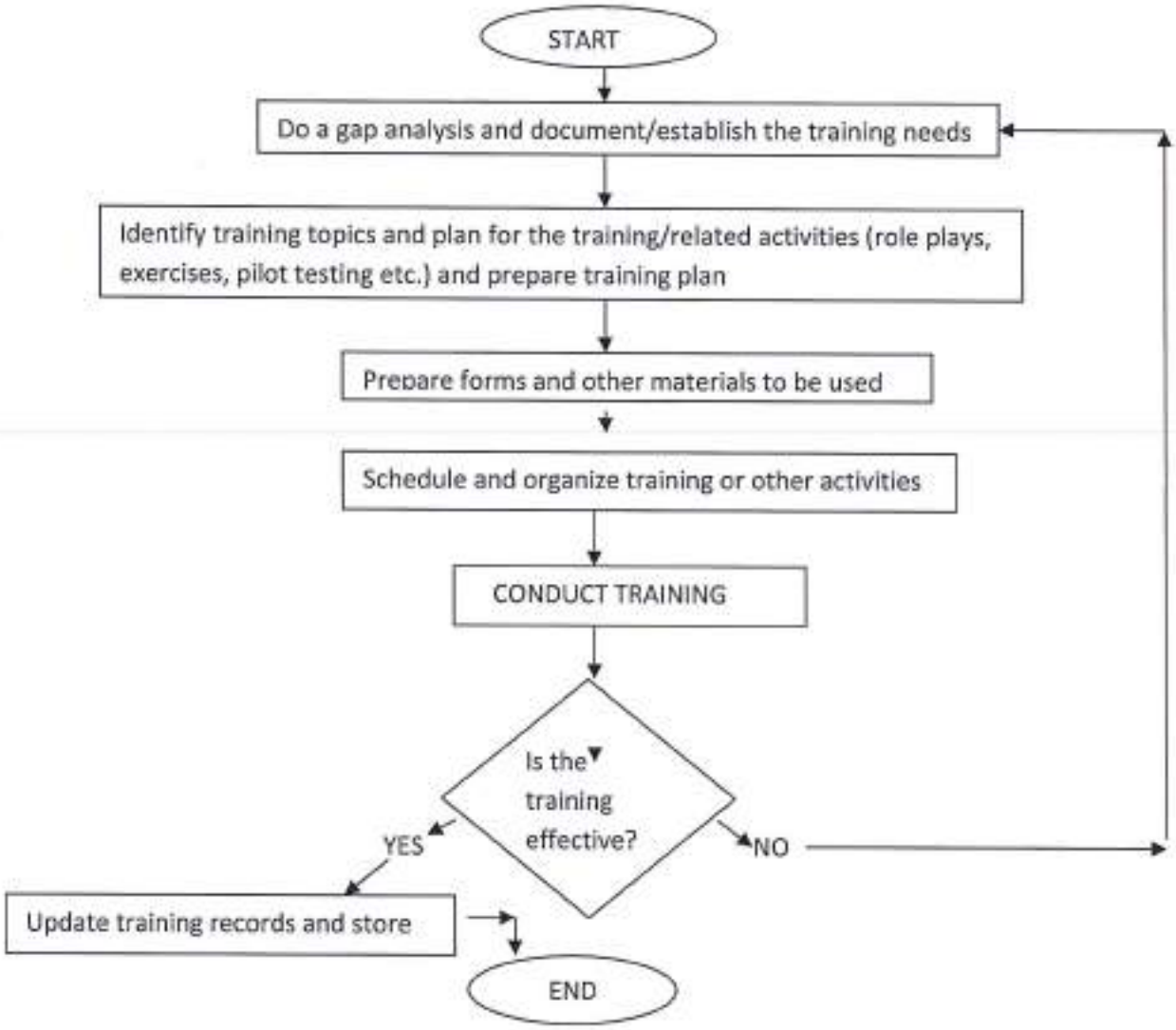
TRAINING – FLOWCHART



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

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DOCUMENTATION OF TRAINING

PROCESS/PROCEDURE:

TYPE OF TRAINING

METHOD OF TRAINING: ☐ DISCUSSION ☐ LECTURE ☐ ROLE PLAY ☐ OTHER (Specify) .....

.....

DATE OF TRAINING:

TRAINER'S NAME/TITLE: (print)	TRAINER'S SIGNATURE:	DATE:
_____	_____	_____
_____	_____	_____
_____	_____	_____

TRAINEE'S NAME: (print)	TRAINEE'S SIGNATURE:	DATE:
_____	_____	_____

DESCRIPTION OF SESSION(S UNDERTAKEN)

WHAT DID YOU LEARN FROM TODAYS' SESSION(S)?

WHICH SHORT COMINGS/PROBLEMS HAVE YOU ENCOUNTERED DURING TODAY'S TRAINING?

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HOW BEST CAN THEY BE SOLVED?

FORM # **Rev. No. 00** **Effective Date:** **Supersedes Rev No.: N/A**

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