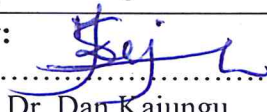


**MUCHAP/IGANGA-MAYUGE HEALTH AND DEMOGRAPHIC
SURVEILLANCE SITE STANDARD OPERATING PROCEDURES MANUAL**

SOP #: VA/SA- 01	Supersedes version dated: <i>NONE</i>
Effective date: <i>12th March 2017</i>	Prepared by: .
Revision #:	Approved by:  Dr. Dan Kajungu, Executive Director

**SUBJECT: PROCEDURES FOR CARRYING OUT VERBAL
AUTOPSY/SOCIAL AUTOPSY INTERVIEWS**

I. SCOPE

This Standard Operating Procedure (SOP) applies to Verbal Autopsy (VA) Field Assistants, VA Supervisor and the entire MUCHAP/IMHDSS staff.

II. DEFINITIONS:

A. Verbal Autopsy: A process of interviewing relatives or friends of a deceased person aimed at capturing information about the symptoms, signs and duration of illness in order to ascertain the cause of death.

B. Social Autopsy (SA): Exploration of social processes, health care seeking behavior and treatment used preceding death.

C. Respondent: An individual answering the VA/SA questionnaire who is eighteen years and above, close relative or caretaker who was present during the illness that led to death of the deceased.

III. PURPOSE: To describe the procedure that will be followed in preparation and carrying out VA/SA interviews in MUCHAP/Iganga – Mayuge Health and Demographic Surveillance Site.

IV. RESPONSIBILITIES:

A. It is the responsibility of the VA Supervisor to ensure that all Death report forms are collected from the village cluster leaders,

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registered in the system and scheduled for the VA field Assistant(s) to carry out VA interviews in time.

B. It is the responsibility of the Field Manager to monitor and Oversee all VA activities as per the SOP.

V. PROCEDURE:

A. All completed scouts' death report forms are collected from the scouts' cluster leaders by the VA Supervisors every after two (2) weeks.

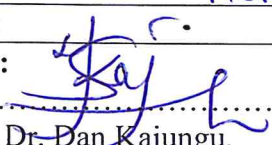
B. When these forms reach office, they are all recorded separately in two counter books labeled 'births registration book' & 'deaths registration book'. These books have variables like received date, verification serial number, child/deceased name, residential status, child/deceased Id, sex, age, date of birth/death, village, HHH, HHH Id, mothers name, mother Id, verification date, interview date.

C. Verification is carried out both at the office using data base information and in the field by the supervisor and field assistants to clarify miss matches.

D. Death forms are scheduled for interviews within four to six weeks after the occurrence of the death. Verification of birth forms starts right away.

E. Before the VA/SA field assistants leave for field, they have to pick all the necessary materials to be used in the field and they include; VA/SA questionnaires, missed out forms, pregnancy outcome forms, death forms, consent forms, GPS machines, get motorcycles ready and then set off.

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F. when a field assistant locates a house hold where an event occurred, he/she introduces her/himself, requests to talk to a care taker/close relative who is above 18years and was present during the time of illness that led to death, explain to him/her that participation in the interview is voluntary, she/he can refuse to answer any question and can stop the interview at any time. I.e. reading the informed consent

G. The VA field assistant has to ensure that the respondent consents to be interviewed by signing or putting a thumb print on two copies of the informed consent of which he/she remains with a copy and one is brought to office for filing.

H. Carry out face to face interview following the steps of interviewing given in the working- VA/SA field manual (**page 16-33**)

I. Record the information required in the respective questionnaires as per the questions provided therein. Please follow skips where applicable

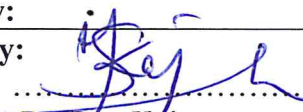
J. Make an end note that allows any other DSS member or yourself to visit the household again and remind him/her of the DSS routine visits that are done twice a year

K. Thank the respondent for her participation and time

L. A small token is given to the bereaved family in form of condolence and normally we give out a bar of soap after the interview has been conducted.

M. GPS co-ordinates are picked and location description of the interview place is taken.

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N. Completed VA interview forms are handed over to VA Supervisor for editing and follow up on forms with no Identification while the rest are forwarded to data section for entry.

O. Entered forms are photocopied by the VA Supervisor and taken to two (2) physician coders to ascertain cause of death separately for each one of them.

P. Coding sheets are entered in the system and matched with their corresponding VA original forms. These forms are later filed and sent to the archive.

VI. CONCLUSION

This Standard operating Procedure is to ensure high quality information pointing to burden of disease and would lead to proper decision and policy making in Iganga and Mayuge districts.

VII. REFERENCES

INDEPTH Network VA manual
VA training manual

VIII. ATTACHMENTS

Attachment 1: Carbonated verification voucher books
Attachment 2: VA/SA Questionnaires
Attachment 3: Consent form
Attachment 4: Coding sheets

IX. REVIEW HISTORY

