

Session 10: Planning, Monitoring and Supervision

Duration: 180 min

Training objectives:

After completing this session participants will be able to:

1. Prepare an Annual Action Plan for the area covered by the primary Health centre/ district
2. Enumerate calculate & interpret indicators for monitoring the progress of programme
3. Describe steps in planning a supervisory visit
4. Describe steps in planning a supervisory visit
5. Prepare supervisory check list

Session contents:

1. Planning, its need, situational analysis, formulation of objectives, preparation of an Annual action plan 20 + 45
2. Monitoring, difference between monitoring of programme activities or progress of programme, calculation and interpretation of indicators 20+45
3. Supervision, Plan a supervisory cycle, plan a supervisory visit, prepare a checklist for supervision, conduction of supervisory visit 20+ 35

Required educational material:

- Laptop and LCD projector &/ Overhead projector (for presentations by participants)
- Paper and markers for group exercises
- Transparencies for presentation of the case

Reading material for Trainees:

Chapters from NLEP training manual for Medical Officers in leprosy

- Planning
- Monitoring
- Supervision
- Annexure I National Leprosy Eradication Programme
- Annexure XI Guidelines for other cases under NLEP

- Annexure XII Guidelines for quarterly assessment of new case detection rate
- Annexure XIII Revised Guidelines for MDT Management
- Annexure XIV Guidelines for treatment completion
- Annexure XV Formats for recording and a Reporting

Handouts:

Copy of the Power point presentation

Training methodology:

- Lecture Discussion using power point presentation
- Group exercise
- Field visit (optional)

Conduction of session/ Methodology:

1. Brief lecture and discussion describing what are Planning, Monitoring, supervision, their importance and procedure of preparation of an Annual Action plan, planning monitoring of activities and programme and planning a supervisory visit.
2. Dummy exercises in group to calculate different indicators, including treatment completion rate.
3. Field visit to a PHC, if possible to show records maintained at PHC and hands on experience for monitoring and supervision
4. On return from the visit, discuss the observations made by the participants.
5. For group exercise divide the participants in to four groups and assign one activity to each group out of the following activities for preparation of annual action plan topic out of the following activities for planning
 - Training for paramedical workers of PHC
 - DPMR services for PHC
 - IEC activities
 - Supervision and monitoring of leprosy programme in PHC area

Session Plan:

1. Explanation of session agenda
2. Power point presentation for planning monitoring and supervision
3. Group exercise for preparation of Annual Action Plan
4. Field visit for monitoring and supervision
5. Break when ever required

Recommended further reading:**Relevant websites:**

NLEP India web site:

<http://www.nlep.nic.in>

www.time-management-guide.com/planning.html