

**STANDARDS**

**FOR**

**POSTPARTUM FAMILY PLANNING (PPFP) AND  
POSTPARTUM IUCD (PPIUCD) TRAINING SITES**

**March, 2014**

# STANDARDS FOR POSTPARTUM FAMILY PLANNING (PPFP) AND POSTPARTUM IUCD (PPIUCD) TRAINING SITES ASSESSMENT TOOL

STANDARDS FOR POSTPARTUM FAMILY PLANNING (PPFP) AND POSTPARTUM IUCD (PPIUCD) TRAINING SITES			
SECTION NUMBER	AREA	PERFORMANCE STANDARDS	
		NUMBER	TOTAL
<b>SECTION 1: PERFORMANCE STANDARDS FOR PPIUCD COUNSELING AND SERVICES</b>			
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AREA II	THE PROVIDER USES THE RIGHT TECHNIQUE FOR PPIUCD INSERTION	4-6	3
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AREA IV	MANAGEMENT OF PPFP AND PPIUCD SERVICES AT THE FACILITY	10-13	4
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### NOTES FOR ASSESSOR OF THE TRAINING SITE:

- This tool includes the standards to be achieved by PPIUCD training site and the tool will be used for assessing the standards of established PPIUCD training site
- The section 1 of the tool (SECTION 1: Performance standards for PPIUCD counseling and services) is the same as the performance standards for PPIUCD counseling and services for any PPIUCD service facility. So, if the PPIUCD services have already been assessed for any training site for a given period, you can include that score and assess the other 3 sections of the site for the same time period.
  - (This is based on the criteria for establishing training site: A site needs to function as standard service delivery site for PPIUCD before it is strengthened as PPIUCD training site)

FACILITY: \_\_\_\_\_

ASSESSMENT TEAM: \_\_\_\_\_

**SECTION 1: PERFORMANCE STANDARDS FOR POSTPARTUM INTRAUTERINE DEVICE (PPIUCD) COUNSELING AND SERVICES**

<b>AREA 1: COUNSELING IN ANTENATAL PERIOD AND EARLY LABOR OR POSTPARTUM PERIOD (All criteria must be observed in sequence with client/s in ANC and early labor)</b>			
<b>PERFORMANCE STANDARD</b>	<b>VERIFICATION CRITERIA</b>	<b>Y / N / NA</b>	<b>COMMENTS</b>
1. There is a system to ensure women attending ANC are counselled on FP	Observe that:		
	▪ ANC clients are routed through counsellor (or staff doing counselling)		
	▪ Necessary privacy and confidentiality is maintained (counselling is being done in a separate counselling corner or space)		
	▪ Includes woman's husband or important family member with woman's consent, if husband/family member is available		
	▪ IEC material (like flipbook, counselling kit or other job-aid) are available and used during counselling		
	▪ Data on women attending ANC, who have chosen any PPF method is being recorded		
	<b>SCORE</b>		
2. There is a system to ensure that counselling is done in early labor and after delivery, but not in active labor and the provider/ counsellor counsels comprehensively providing informed choice	Ask clients who accepted PPIUCD		
	▪ Women are not counselled first time during active labor		
	Ask about the schedule of the staff (who does counselling) or counsellor to check if		
	▪ Counsellor or the provider counsel women who have delivered but are still within 48 hours and in the facility		
	Observe during counselling a client:		
	▪ Discusses the importance of pregnancy spacing		
	▪ Explains benefits, limitations and side-effects of available methods		
▪ Discusses the time of initiation of various FP methods in postpartum period with regard to breastfeeding status of women			

<sup>1</sup> Y = Yes; N = No; N/A = Not Applicable

	<ul style="list-style-type: none"> <li>▪ Uses visual aids to explain various FP options</li> </ul>		
	<ul style="list-style-type: none"> <li>▪ Asks which method client would like</li> </ul>		
	<ul style="list-style-type: none"> <li>▪ Offers or emphasizes correct information about the chosen method (how it works, how to use the method, advantages, side-effects, warning signs, how long it works, clarification of misconceptions)</li> </ul>		
	<ul style="list-style-type: none"> <li>▪ Records client's choice on client's card and puts stamp on client's card (if stamp is available)</li> </ul>		
	<b>SCORE</b>		
3. If the chosen method is PPIUCD, checks if the method is appropriate for the client and records client's choice	Observe during counselling a client or ask counsellor to find out if he or she is aware of how to check if the method is appropriate for client		
	<ul style="list-style-type: none"> <li>▪ Checks if the client has any of the following conditions that would be a problem: <ul style="list-style-type: none"> <li>- Client or partner is at increased risk of getting STIs or HIV</li> <li>- Current (in 3<sup>rd</sup> trimester of pregnancy) vaginal purulent discharge or partner has discharge or painful urination now</li> <li>- If none of the above conditions are present, tells the woman that PPIUCD is an appropriate method for her, but after delivery the provider will reassess her if she is suitable for this method</li> </ul> </li> </ul>		
	<ul style="list-style-type: none"> <li>▪ Record on client's card (for ANC client) or informs relevant clinical staff that client has chosen PPIUCD (for early labor and postpartum women)</li> </ul>		
	<b>SCORE</b>		
<b>AREA 2: THE PROVIDER USES THE RIGHT TECHNIQUE FOR PPIUCD INSERTION</b>			
4. The provider performs pre-insertion tasks	Observe during PPIUCD insertion in a client (in case client is not available, observe the simulated insertion on humanistic model):		
	<ul style="list-style-type: none"> <li>▪ Ensures that woman has given consent for PPIUCD</li> </ul>		
	<ul style="list-style-type: none"> <li>▪ Assures necessary privacy during the procedure</li> </ul>		
	<ul style="list-style-type: none"> <li>▪ Checks the instrument kit and supplies are available: <ul style="list-style-type: none"> <li>- PPIUCD insertion forceps</li> <li>- Ring forceps/sponge holding forceps</li> <li>- Sims speculum</li> <li>- Cotton swabs/gauze pieces</li> <li>- Betadine</li> <li>- Cu T 380 A or Cu 375 (whichever client has chosen)</li> </ul> </li> </ul>		

<sup>1</sup> Y = Yes; N = No; N/A = Not Applicable

	<ul style="list-style-type: none"> <li>Ensures that instruments are processed following the recommended 3 steps (decontamination after use, cleaning with soap and water and then HLD or sterilization)</li> </ul>		
	<ul style="list-style-type: none"> <li>Checks that there is no contraindication for insertion of PPIUCD <ul style="list-style-type: none"> <li>- Client is within 10 minutes of expulsion of placenta or within 48 hours of delivery</li> <li>- No history of prolonged rupture of membranes &gt; 18 hours</li> <li>- No sign of infection/puerperal sepsis</li> <li>- No unresolved postpartum haemorrhage</li> </ul> </li> </ul>		
	<b>SCORE</b>		
<p>5.(a). For postplacental insertion and within 48 hours of insertion: The provider correctly inserts PPIUCD</p>	<p>Observe during PPIUCD insertion in a client (in case client is not available, observe the simulated insertion on humanistic model):</p>		
	<ul style="list-style-type: none"> <li>Performs hand hygiene. (Washes hand if needed and puts on HLD or sterile gloves)</li> </ul>		
	<ul style="list-style-type: none"> <li>Inspects the perineum, labia and vaginal walls for lacerations. If lacerations not bleeding heavily, repair, if needed, after inserting PPIUCD</li> </ul>		
	<ul style="list-style-type: none"> <li>Performs speculum examination with Sim's speculum to visualize the cervix. (Note: If cervix is not visible after placing the Sim's speculum and depressing the posterior wall of vagina, applies gentle fundal pressure to make the cervix descend and visible)</li> </ul>		
	<ul style="list-style-type: none"> <li>Cleans cervix with Betadine – 2 times</li> </ul>		
	<ul style="list-style-type: none"> <li>Grasps the anterior lip of the cervix with ring forceps/sponge holder</li> </ul>		
	<ul style="list-style-type: none"> <li>Opens 1/3rd of sterile IUCD packet and grasps IUCD within the sterile packet with the PPIUCD insertion forceps</li> </ul>		
	<ul style="list-style-type: none"> <li>Inserts the PPIUCD insertion forceps with IUCD into lower uterine cavity</li> </ul>		
	<ul style="list-style-type: none"> <li>Releases the ring forceps/sponge holder and pushes the uterus upwards with left hand on the abdomen to straighten the angle between the cervix and uterus</li> </ul>		
	<ul style="list-style-type: none"> <li>Moves the PPIUCD insertion forceps with IUCD upward toward the fundus while keeping the forceps closed</li> </ul>		
	<ul style="list-style-type: none"> <li>When forceps reaches the fundus, releases IUCD by opening the forceps and slightly tilting the forceps inwards and then sweeps the open forceps towards the side wall of the uterus</li> </ul>		
	<ul style="list-style-type: none"> <li>Moves the placental forceps downwards in a slightly open position while stabilizing the uterus and removes the forceps from the uterine cavity.</li> </ul>		

<sup>1</sup> Y = Yes; N = No; N/A = Not Applicable

	<ul style="list-style-type: none"> <li>Examines the cervix to ensure that: strings of CuT 380A are not visible at the os of the cervix or Only 1 or 2 cm of strings of Cu 375 are visible at the os of the cervix (in all postplacental insertions and most insertions within 48 hours depending on the height of uterus)</li> </ul>		
	<b>SCORE</b>		
5(b). For intracervical insertion: The provider correctly inserts PPIUCD	Observe during PPIUCD insertion in a client (in case client is not available, ask the provider to explain the steps)		
	<ul style="list-style-type: none"> <li>Ensures that woman has received uterotonic drug after baby is out and uterus is not malformed which limit the successful use of IUCD</li> </ul>		
	<ul style="list-style-type: none"> <li>Grasps the uterus at the fundus to stabilize the uterus</li> </ul>		
	<ul style="list-style-type: none"> <li>Inserts the IUCD (manually or with ring forceps/sponge holder) through the uterine incision to the fundus</li> </ul>		
	<ul style="list-style-type: none"> <li>Removes the hand/ring forceps/sponge holder carefully without dislodging the uterus and places the IUCD strings directed towards the lower uterine segment (Note: Does not pass the strings through the cervix)</li> </ul>		
	<ul style="list-style-type: none"> <li>Takes care not to include strings in repair of uterine incision</li> </ul>		
	<b>SCORE</b>		
6. The provider performs post-insertion tasks including record-keeping and advise for Follow Up	Observe during PPIUCD insertion in a client (in case client is not available, ask the provider to explain the steps)		
	<ul style="list-style-type: none"> <li>Removes all instruments and immerse them in 0.5% chlorine solution, disposes of waste materials in proper containers, immerse both gloved hands in 0.5% chlorine solution and removes gloves by turning them inside out and disposing of them. Performs hand hygiene.</li> </ul>		
	<ul style="list-style-type: none"> <li>Fills up the record of PPIUCD insertion in PPIUCD register correctly</li> </ul>		
	<ul style="list-style-type: none"> <li>Tells the client to return at 6 weeks for PPIUCD routine follow-up, postnatal care and immunization of child and encourages client to return any time she has questions or concerns or warnings signs</li> </ul>		
	<b>SCORE</b>		
<b>AREA 3: THE PROVIDER MANAGES RETURN/FOLLOW-UP CLIENTS OF PPIUCD APPROPRIATELY</b>			
7. The provider rules out pregnancy	Observe management of PPIUCD follow-up case or ask concerned provider if follow-up case is not available:		

<sup>1</sup> Y = Yes; N = No; N/A = Not Applicable

	<ul style="list-style-type: none"> <li>▪ Asks client how she is feeling with the PPIUCD</li> </ul>		
	<ul style="list-style-type: none"> <li>▪ Checks if the client is completely or partially breastfeeding the child (asks questions related to symptoms of pregnancy to rule out pregnancy)</li> </ul>		
	<ul style="list-style-type: none"> <li>▪ If suspected pregnancy: <ul style="list-style-type: none"> <li>– Performs a pelvic examination if client evokes symptoms of pregnancy or performs pregnancy test</li> <li>– If pregnant with IUCD inside the uterus, counsel and manage/refer accordingly</li> </ul> </li> </ul>		
	<b>SCORE</b>		
8. The provider conducts pelvic examination (per speculum) to check the strings, condition of cervix and notes down the follow-up findings in follow-up register	Observe management of PPIUCD follow-up case or ask concerned provider if follow-up case is not available:		
	<ul style="list-style-type: none"> <li>▪ Performs pelvic examination and documents presence of strings</li> <li>▪ If string problems: <ul style="list-style-type: none"> <li>- Too long—confirms that it is not partial expulsion, trim strings;</li> <li>- Not found—assess for expulsion. Consider ultrasound to check location of IUCD</li> </ul> </li> <li>▪ If suspected expulsion: if IUCD is partially expelled, remove and replace; if IUCD not found ask woman if IUCD expelled (offer replacement or another method); if IUCD not found and woman unaware of expulsion, consider X-Ray or ultrasound</li> </ul>		
	<ul style="list-style-type: none"> <li>▪ Fills up the follow-up register correctly</li> </ul>		
	<b>SCORE</b>		
9. The provider identifies and manages side effects or problems with IUCD	Observe management of PPIUCD follow-up case or ask concerned provider if follow-up case is not available:		
	<ul style="list-style-type: none"> <li>▪ Asks if she is experiencing any side effect or problem with the contraceptive method</li> </ul>		
	<ul style="list-style-type: none"> <li>▪ If side effects and/or problems are identified, conducts brief assessment and provides initial management (noted here): and either manages accordingly or refers for additional treatment <ul style="list-style-type: none"> <li>- <b>Heavy vaginal bleeding:</b> provides explanation and reassurance, assesses for anemia, performs pelvic exam, provides NSAIDs (ibuprofen 400 mg twice daily for 5 days), and provides iron tablets</li> <li>- <b>Irregular bleeding:</b> provides explanation and reassurance, provides NSAIDs (ibuprofen 400mg twice daily for 5 days), and provides iron tablets</li> <li>- <b>Low abdominal pain or cramping:</b> assesses for signs of infection by palpating abdomen for tenderness and observing vaginal discharge, provides explanation and reassurance and provides NSAIDs (ibuprofen 400 mg twice daily for 5</li> </ul> </li> </ul>		

<sup>1</sup> Y = Yes; N = No; N/A = Not Applicable

	<p>days). Treat infection and reassess for insertion</p> <ul style="list-style-type: none"> <li>- <b>Severe lower abdominal pain:</b> Rules out ectopic pregnancy or pelvic infection</li> <li>- <b>Fever and purulent vaginal discharge:</b> performs pelvic exam, assesses for pelvic infection. (Note: it is not necessary to remove IUCD during treatment)</li> </ul> <ul style="list-style-type: none"> <li>▪ If initial management approaches are not effective, refers woman for additional evaluation and management, as necessary</li> </ul>		
	<ul style="list-style-type: none"> <li>▪ Offers to remove the IUCD for any woman who wants to have it removed and offers other methods to choose</li> </ul>		
	<b>SCORE</b>		
<b>AREA 4: MANAGEMENT OF PFPF AND PPIUCD SERVICES AT THE FACILITY</b>			
10. The facility has adequate supplies and materials for PFPF and PPIUCD (Cu IUCDs, at least 2 PPIUCD insertion forceps, Sim's speculum, Sponge holders/Ring forceps, Betadine, Bleaching powder or hypochlorite solution are available in the labor room and stock of other FP methods)	Check		
	<ul style="list-style-type: none"> <li>▪ Stock of Cu IUCDs, at least 2 PPIUCD insertion forceps, Sims speculums and ring forceps available in labor room and other FP methods are available at the facility</li> </ul>		
	<b>SCORE</b>		
11. PPIUCD services are available 24 x 7 by skilled providers at the facility	<ul style="list-style-type: none"> <li>▪ At least 60% of providers conducting deliveries are trained in PPIUCD insertion through competency based training (centralized or on-site) or on-job training from trained providers</li> </ul>		
	<ul style="list-style-type: none"> <li>▪ At least 1 skilled provider (trained through centralized/on-site/on-job training) remains available in each shift duty of labor room and inserts PPIUCD</li> </ul>		
	<b>SCORE</b>		
12. Proper record keeping and monthly reporting	<ul style="list-style-type: none"> <li>▪ PPIUCD insertion and follow-up registers are maintained properly</li> </ul>		
	<ul style="list-style-type: none"> <li>▪ One point person is there to compile and send data correctly and regularly</li> </ul>		
	<b>SCORE</b>		
13. Data on the 4 dashboard indicators are analysed and displayed on a monthly basis: 1. % age of institutional deliveries with PPIUCD insertion	Check and ensure		
	<ul style="list-style-type: none"> <li>▪ The facility has the analysis of the 4 dashboard indicators displayed on a monthly basis</li> </ul>		
	<b>SCORE</b>		

<sup>1</sup> Y = Yes; N = No; N/A = Not Applicable



2. % of PPIUCD acceptors who had made the decision for PPFP during ANC 3. Pie chart on method mix- PPIUCD, PPS, Condoms, LAM 4. % age of quality standards achieved at each facility			
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<b>SUMMARY of ASSESSMENT OF SECTION 1</b>				
<b>AREA</b>	<b>TOTAL NUMBER OF STANDARDS</b>	<b>NUMBER OBSERVED</b>	<b>NUMBER ACHIEVED</b>	<b>PERCENTAGE</b>
<b>AREA 1: COUNSELING IN ANTENATAL PERIOD AND EARLY LABOR OR POSTPARTUM PERIOD</b>	<b>3</b>			
<b>AREA 2: THE PROVIDER USES THE RIGHT TECHNIQUE FOR PPIUCD INSERTION</b>	<b>3</b>			
<b>AREA 3: THE PROVIDER MANAGES RETURN/FOLLOW-UP CLIENTS OF PPIUCD APPROPRIATELY</b>	<b>3</b>			
<b>AREA 4: MANAGEMENT OF PPFP AND PPIUCD SERVICES AT THE FACILITY</b>	<b>4</b>			
<b>OVERALL</b>	<b>13</b>			

<sup>1</sup> Y = Yes; N = No; N/A = Not Applicable

**SECTION 2: TRAINING SITE'S CLIENT LOAD, INFRASTRUCTURE, EQUIPMENT, SUPPLIES AVAILABLE TO CONDUCT TRAINING**

PERFORMANCE STANDARDS	VERIFICATION CRITERIA	Baseline Assessment Date	1st Internal assessment Date	2nd Internal assessment Date	3rd Internal assessment Date	COMMENTS
		Y/N, N/A <sup>1</sup>	Y/N, N/A	Y/N, N/A	Y/N, N/A	
14. The training site has the basic client load to support clinical practice session of PPFP/PPIUCD training.	<b>Check the records or ask the providers or observe the site to know that the site:</b>					
	▪ Conducts at least 100 deliveries per month					
	▪ Has fully operational ANC OPD					
	▪ Has facility for mothers and newborns to stay at the facility for few hours after childbirth					
	▪ Inserted PPIUCD in at least 5% of women who delivered at the facility, in last 3 months					
	<b>SCORE</b>					
15. The training site has the basic classroom, equipment and furniture to support PPFP/PPIUCD training.	<b>Check the site has a classroom, which is/has/arranged:</b>					
	▪ Within walking distance to labor room and OT for cesarean section					
	▪ Well ventilated, can accommodate 15 people, has space for demonstration and practice on Zoe model and has space to do role-play and participatory exercises					
	▪ Flipchart stand					
	▪ Functional LCD projector with projection screen					
	▪ Lights, fans/coolers/air conditioners in working condition					
	▪ Electricity back up (connected to inverter/generator)					
	▪ Chairs for all participants and trainers, tables for demonstration of techniques on Zoe models					

<sup>1</sup> Y = Yes; N = No; N/A = Not Applicable

PERFORMANCE STANDARDS	VERIFICATION CRITERIA	Baseline Assessment Date	1st Internal assessment Date	2nd Internal assessment Date	3rd Internal assessment Date	COMMENTS
		Y/N, N/A <sup>1</sup>	Y/N, N/A	Y/N, N/A	Y/N, N/A	
	<ul style="list-style-type: none"> <li>A toilet facility for participants near the classroom</li> </ul>					
	<b>SCORE</b>					
16. The training site has the basic materials, instruments and models to support demonstration of various clinical/infection prevention techniques.	<b>Observe that the training site has/arrangement for:</b>					
	<ul style="list-style-type: none"> <li>Zoe anatomic model/s with postpartum attachment available for demonstration and practice of PPIUCD insertion</li> </ul>					
	<ul style="list-style-type: none"> <li>Instrument tray/s with cover/s with Sim's speculum, ring forceps or sponge holders, PPIUCD insertion forceps, steel bowl available for PPIUCD insertion in Zoe model/s (1 set per Zoe)</li> </ul>					
	<ul style="list-style-type: none"> <li>Drape/s to cover Zoe model/s</li> </ul>					
	<ul style="list-style-type: none"> <li>IUCDs for practicing on Zoe and insertion on clients during the training</li> </ul>					
	<ul style="list-style-type: none"> <li>Gloves (new/clean or high level disinfected surgical gloves) for participants to practice insertion on Zoe</li> </ul>					
	<ul style="list-style-type: none"> <li>Cotton swabs for participants practice of insertion on Zoe</li> </ul>					
	<ul style="list-style-type: none"> <li>Antiseptic solution (povidone iodine or betadine)</li> </ul>					
	<ul style="list-style-type: none"> <li>Bleaching powder/hypochlorite solution, plastic tub/bucket, mug and plastic/wooden stirrer available for demonstration of making 0.5% chlorine solution</li> </ul>					

<sup>1</sup> Y = Yes; N = No; N/A = Not Applicable

PERFORMANCE STANDARDS	VERIFICATION CRITERIA	Baseline Assessment Date	1st Internal assessment Date	2nd Internal assessment Date	3rd Internal assessment Date	COMMENTS
		Y/N, N/A <sup>1</sup>	Y/N, N/A	Y/N, N/A	Y/N, N/A	
	<ul style="list-style-type: none"> <li>If the color coded waste disposal bins are used in the district hospital then one set of color coded bins or 2 containers for contaminated and non-contaminated wastes</li> </ul>					
	<ul style="list-style-type: none"> <li>Hand hygiene supplies (running water, soap, towel/disposable towels)</li> </ul>					
	<ul style="list-style-type: none"> <li>Personal protective equipment like plastic aprons, face masks, caps, shoe covers</li> </ul>					
	<ul style="list-style-type: none"> <li>Autoclave/sterilizer/boiler/container with lid for boiling (these may be available at the hospital area)</li> </ul>					
	<b>SCORE</b>					
17. The training site has the space, which is conducive for participants to practice clinical skills.	<b>Observe that the:</b>					
	<ul style="list-style-type: none"> <li>Labor room has the space to accommodate participants in groups of 4-5 to observe and practice PPIUCD insertion</li> </ul>					
	<ul style="list-style-type: none"> <li>Operation theatre has space to accommodate participants in small groups of 4-5 to demonstrate PPIUCD insertion in cesarean section</li> </ul>					
	<ul style="list-style-type: none"> <li>ANC OPD (or the counseling corner near ANC OPD) can accommodate participants in small groups of 4-5 for demonstration/practice of PPF/PPFP/PPIUCD counseling</li> </ul>					
	<ul style="list-style-type: none"> <li>Ward/room where women in early labor stay has space to accommodate participants in small groups of 2-3 at bedside for demonstration/practice of PPF/PPFP/PPIUCD counseling</li> </ul>					

<sup>1</sup> Y = Yes; N = No; N/A = Not Applicable

PERFORMANCE STANDARDS	VERIFICATION CRITERIA	Baseline Assessment Date	1st Internal assessment Date	2nd Internal assessment Date	3rd Internal assessment Date	COMMENTS
		Y/N, N/A <sup>1</sup>	Y/N, N/A	Y/N, N/A	Y/N, N/A	
	<ul style="list-style-type: none"> <li>Postpartum ward has space to accommodate participants in small groups of 2-3 at bedside for demonstration/practice of PFP/PPIUCD counseling</li> </ul>					
	<ul style="list-style-type: none"> <li>Participants entering into labor room and/or OT follow infection prevention standards followed by the facility</li> </ul>					
	<ul style="list-style-type: none"> <li>There are enough supplies to allow participants to practice skills</li> </ul>					
	<ul style="list-style-type: none"> <li>The hospital staff are receptive of participants coming for clinical practice</li> </ul>					
	<b>SCORE</b>					
<b>SUMMARY of ASSESSMENT OF SECTION 2</b>						
SECTION 2: Training site's client load, infrastructure, equipment, supplies available to conduct training		<b>TOTAL NUMBER OF STANDARDS</b>	<b>NUMBER OBSERVED</b>	<b>NUMBER ACHIEVED</b>	<b>PERCENTAGE</b>	
<b>OVERALL</b>		<b>4</b>				

<sup>1</sup> Y = Yes; N = No; N/A = Not Applicable

**SECTION 3: COMMITMENT OF HEAD OF DEPT OF OBS GYNAE OR CMS OR MANAGEMENT OF THE FACILITY AND AVAILABILITY OF COMPETENT PPIUCD TRAINERS**

PERFORMANCE STANDARDS	VERIFICATION CRITERIA	Baseline Assessment Date	1st Internal assessment Date	2nd Internal assessment Date	3rd Internal assessment Date	COMMENTS
		Y/N, N/A	Y/N, N/A	Y/N, N/A	Y/N, N/A	
18. HoD Obs, Gyn/ Management OR CMS/Senior concerned staff of the hospital is supportive to conduct PPFPP/PPIUCD training at the site	<b>Ensure that:</b>					
	<ul style="list-style-type: none"> <li>Management/CMS/HoD/point person for PPIUCD of the site has agreed to roll out PPIUCD training at the site</li> </ul>					
	<ul style="list-style-type: none"> <li>CMS/HoD of Ob/Gyn allows at least 2 of her faculty staff to conduct training for PPIUCD</li> </ul>					
	<ul style="list-style-type: none"> <li>At least 2 PPIUCD trainers are available</li> </ul>					
	<b>SCORE</b>					
19. The training site has competent PPIUCD trainers	<b>Ensure that:</b>					
	<ul style="list-style-type: none"> <li>At least 2 providers of the site, who conduct PPIUCD training, are trained in competency based 3 days PPIUCD training</li> </ul>					
	<ul style="list-style-type: none"> <li>At least 2 PPIUCD trainers , who conduct training, have successfully completed the ModCAL course or a training of trainers (ToT) for adult learning principles, experiential learning and participatory training methodologies</li> </ul>					
	<ul style="list-style-type: none"> <li>At least 2 PPIUCD trainers who have completed 3 days PPIUCD training and ModCAL/ToT, facilitate PPIUCD training at the site as per the training methodology and schedule suggested in Facilitators Guide</li> </ul>					

<sup>1</sup> Y = Yes; N = No; N/A = Not Applicable

PERFORMANCE STANDARDS	VERIFICATION CRITERIA	Baseline Assessment Date	1st Internal assessment Date	2nd Internal assessment Date	3rd Internal assessment Date	COMMENTS
		Y/N, N/A	Y/N, N/A	Y/N, N/A	Y/N, N/A	
	<ul style="list-style-type: none"> <li>The PPIUCD trainers, who conduct the training, provide clinical services related to PPIUCD on a regular basis</li> </ul>					
	<ul style="list-style-type: none"> <li>The PPIUCD trainers have access to technical information through PPIUCD reference materials, CD/Video for PPIUCD insertion</li> </ul>					
	<b>SCORE</b>					

SUMMARY of ASSESSMENT OF SECTION 3				
SECTION 3: Commitment of Head of Dept. of Obs Gynae/CMS/Management of the training site; and availability of competent PPIUCD trainers	TOTAL NUMBER OF STANDARDS	NUMBER OBSERVED	NUMBER ACHIEVED	PERCENTAGE
<b>OVERALL</b>	<b>2</b>			

<sup>1</sup> Y = Yes; N = No; N/A = Not Applicable

**SECTION 4: PLANNING, PREPARATION, FACILITATION OF TRAINING AND OBJECTIVE STRUCTURED CLINICAL EVALUATION (OSCE) OF PARTICIPANTS**

PERFORMANCE STANDARDS	VERIFICATION CRITERIA	Baseline Assessment Date	1st Internal assessment Date	2nd Internal assessment Date	3rd Internal assessment Date	COMMENTS	
		Y/N, N/A <sup>1</sup>	Y/N, N/A	Y/N, N/A	Y/N, N/A		
20. The training site prepares for a training course in advance	<b>Check with the nodal person of the facility or training coordinator that following are accomplished before training:</b>						
	▪ The trainers for the PPIUCD training were informed and their presence is ensured						
	▪ Staff in labor room, postpartum ward and other relevant clinical areas was informed about training dates						
	▪ The classroom was set up						
	▪ Zoe anatomical models with postpartum attachment are available						
	▪ The instrument and equipment for classroom practice are available						
	▪ Infection prevention supplies and equipment are available						
	▪ Stationery materials were arranged						
	▪ Training materials are available/arranged						
	▪ Audio visual aids were booked/available						
	▪ The certificates for participants are arranged/available						
	▪ Arrangements were made for lunch and tea for participants during the training						
<b>SCORE</b>							

<sup>1</sup> Y = Yes; N = No; N/A = Not Applicable



PERFORMANCE STANDARDS	VERIFICATION CRITERIA	Baseline Assessment Date	1st Internal assessment Date	2nd Internal assessment Date	3rd Internal assessment Date	COMMENTS
		Y/N, N/A <sup>1</sup>	Y/N, N/A	Y/N, N/A	Y/N, N/A	
21. The trainers prepare for the training course as per standards	<b>Ensure that:</b>					
	▪ Review of course syllabus, course schedule and course outline is done by trainers					
	▪ Topics/sessions are assigned to individual trainers					
	▪ Trainers review content materials including presentations and are prepared for sessions assigned					
	▪ Trainer/s confirm adequate sitting arrangement, cleanliness, functional electric appliances and availability of audiovisuals have been made					
	<b>SCORE</b>					
22. The trainers make the training participatory and creates positive training climate	<b>Observe trainer/s to verify that:</b>					
	▪ Participants are involved in the process of learning by questioning and feedback, giving daily summaries or review of last day, hands-on work, group and individual activities, sharing experiences					
	▪ Trainer reviews the participant expectations at the beginning of the course					
	▪ Various audio-visual/training aids are used: like flipcharts, LCD, anatomical models					
	▪ Various training methodologies are appropriately and effectively used as per facilitators guide: like interactive presentations/ demonstration/ case studies/role-plays/small group activities					

<sup>1</sup> Y = Yes; N = No; N/A = Not Applicable

PERFORMANCE STANDARDS	VERIFICATION CRITERIA	Baseline Assessment Date	1st Internal assessment Date	2nd Internal assessment Date	3rd Internal assessment Date	COMMENTS
		Y/N, N/A <sup>1</sup>	Y/N, N/A	Y/N, N/A	Y/N, N/A	
	<ul style="list-style-type: none"> <li>The participants are encouraged to provide feedback about the training and fill up course evaluation form</li> </ul>					
	<b>SCORE</b>					
23. Trainers assess participants progress and provide constructive feedback to participants	<b>Observe trainer/s to verify that:</b>					
	<ul style="list-style-type: none"> <li>Trainers provide immediate feedback</li> </ul>					
	<ul style="list-style-type: none"> <li>Provides positive feedback first and communicates how to improve on the areas that need improvement</li> </ul>					
	<ul style="list-style-type: none"> <li>Facilitates pre and posttest by participants and analyzes the results</li> </ul>					
	<b>SCORE</b>					
24. The trainer makes classroom demonstration of a clinical skill according to the standards and observes return demonstration/practice of skills by participants	<b>Observe clinical practice session to verify that the trainer:</b>					
	<ul style="list-style-type: none"> <li>Has set up the equipment and items required for demonstration</li> </ul>					
	<ul style="list-style-type: none"> <li>Introduces the skill being demonstrated</li> </ul>					
	<ul style="list-style-type: none"> <li>Arranges the demonstration area so that all the participants are able to see each step in the procedure clearly</li> </ul>					
	<ul style="list-style-type: none"> <li>Demonstrates all the steps correctly as per the checklist/recommendations</li> </ul>					
	<ul style="list-style-type: none"> <li>Demonstrates/simulates proper infection prevention practices</li> </ul>					

<sup>1</sup> Y = Yes; N = No; N/A = Not Applicable

PERFORMANCE STANDARDS	VERIFICATION CRITERIA	Baseline Assessment Date	1st Internal assessment Date	2nd Internal assessment Date	3rd Internal assessment Date	COMMENTS
		Y/N, N/A <sup>1</sup>	Y/N, N/A	Y/N, N/A	Y/N, N/A	
	<ul style="list-style-type: none"> <li>Provides opportunities for participants to practice the skills under the direct supervision</li> <li>Observes, provides positive reinforcement and suggestions for improvement as participants practice as per steps given in checklist/recommendations/standards</li> </ul>					
	<b>SCORE</b>					
25. The clinical session on clients is managed effectively	<b>Observe the clinical session on clients and verify that:</b>					
	<ul style="list-style-type: none"> <li>Clients are counseled so that adequate number of clients for PPIUCD insertion are available for clinical sessions</li> </ul>					
	<ul style="list-style-type: none"> <li>Client's rights are respected during the clinical practice (bodily privacy, confidentiality, taking informed consent of the client)</li> </ul>					
	<ul style="list-style-type: none"> <li>The clinical trainers are always present to supervise, handhold when participants are practicing</li> </ul>					
	<ul style="list-style-type: none"> <li>The trainer provides coaching during clinical practice as appropriate</li> </ul>					
	<ul style="list-style-type: none"> <li>The trainer is sensitive to client's presence while providing feedback; and corrective feedback is given only when client's safety is in doubt</li> </ul>					
	<ul style="list-style-type: none"> <li>The trainer assesses progress of participants in skill development and plans next activities accordingly like further practice on model or more supervised insertions on clients</li> </ul>					

<sup>1</sup> Y = Yes; N = No; N/A = Not Applicable

PERFORMANCE STANDARDS	VERIFICATION CRITERIA	Baseline Assessment Date	1st Internal assessment Date	2nd Internal assessment Date	3rd Internal assessment Date	COMMENTS
		Y/N, N/A <sup>1</sup>	Y/N, N/A	Y/N, N/A	Y/N, N/A	
	<b>SCORE</b>					
26. The training is effective in building skills of participants for PPIUCD service provision (assessed through Objective Structured Clinical Evaluation (OSCE)).	<b>Observe the skills through checklists and verify that:</b>					
	<ul style="list-style-type: none"> <li>At least 80% of participants in the observed training batch perform to standard on counseling skills (score at least 80% on PPF/PPIUCD counseling checklist) , during role-play or on client, by the end of the training</li> </ul>					
	<ul style="list-style-type: none"> <li>At least 80% of participants in the observed training batch perform to standard on PPIUCD insertion (score at least 80% on PPIUCD insertion checklist) on model or client, by the end of the training</li> </ul>					
	<b>SCORE</b>					

SUMMARY of ASSESSMENT OF SECTION 4				
SECTION 4: Planning, preparation ,facilitation of training and objective structured clinical evaluation (OSCE) of participants	TOTAL NUMBER OF STANDARDS	NUMBER OBSERVED	NUMBER ACHIEVED	PERCENTAGE
<b>OVERALL</b>	<b>7</b>			

<sup>1</sup> Y = Yes; N = No; N/A = Not Applicable

SUMMARY OF TRAINING SITE ASSESSMENT				
SECTIONS	TOTAL NUMBER OF STANDARDS	NUMBER OBSERVED	NUMBER ACHIEVED	PERCENTAGE
SECTION 1: Performance standards for PPIUCD counseling and services	13			
SECTION 2: Training site's client load, infrastructure, equipment, supplies available to conduct training	4			
SECTION 3: Commitment of Head of Dept. of Obs Gynae/CMS/ Management of the training site; and availability of competent PPIUCD trainers	2			
SECTION 4: Planning, preparation, facilitation of training and Objective Structured Clinical Evaluation (OSCE) of participants	7			
<b>OVERALL</b>	26			

<sup>1</sup> Y = Yes; N = No; N/A = Not Applicable