

Data Collection Tools

Tool 1: Key Informants

1.1 *EIMC Focal person/ Managers/ Officers/*

1. Guidelines and policies

What are the EIMC specific guidelines and policies available in this country? Kindly share the document with the consultant/team.

- What are the guiding principles within the guideline?
- How does the document define EIMC?
- Are EIMC targets specified?
- How is the issue of informed consent addressed?
- Are there laws governing EIMC?
- Where is EIMC situated in the service delivery system (HIV program/PMTCT or MNCH etc)? Is there a collaboration between the HIV and MNCH community? Who takes the lead?
- How were these guidelines/ national strategy created? Who took part in this/ which stakeholders were engaged?
- Which partners/organizations play main roles in implementing EIMC on the national level? Which agency is the lead or focal point?
- What research was done (feasibility, pilots) prior to the creation of the national policy or guidelines?

2. Beliefs and Acceptability

- Effective communication and demand creation
- Concerns about safety and quality
- Culture – are there specific tribes or ethnic groups that are resistant to accepting EIMC?
- Religion- is it having an effect on acceptability?
- What are the current social and behavioural motivators and barriers to EIMC uptake in each geographic area surveyed? Do these seem to vary by religion/ethnic majority/other factor?
- How common is infant circumcision provided by traditional practitioners at the community level? If so, has dialogue between health programmes and chiefs/elders begun in order to shift demand from traditional to medical circumcision?
- Who is generally the primary decision maker for an infant in regards to EIMC? What are main factors in the decision making process?
- What messages are most effective in conveying the risks and benefits of EIMC to parents and caregivers?
- How widely accepted/requested is EIMC? Do service providers recommend it, and if so at what point of care?

3. Services and Human resource

- What are the potential access points for EIMC services in your country? Which of them are currently being used?

- Are there opportunities for education on EIMC at the service delivery points and communities
- ?
- Who are really carrying out EIMC in this country? Kindly mention? Where do they carry out the services
- Do you know of any adverse event following EIMC? What adverse even reporting mechanisms are available at the community and/or facility level?
- Which cadres of health care workers are currently performing EIMC? Have there been discussions around task-shifting?
- What specific trainings are provided on EIMC for service providers? – Can you describe the trainings (duration, frequency, what is covered, who attends)? Are there practicals during the training? Are refresher trainings provided?
- What training manuals are used? Make note of who created the manual: MOH, technical working group, UN agency, etc.
- How frequently does EIMC supply not meet demand (ex. EIMC requested by caregiver but services procedure isn't available)?

4. **Infrastructure and supply chain**

- What were the main feasibility assessment done for the facilities providing EIMC services?
- Space, equipment and supplies needed
- Devices and clinical protocols used (Reusable device- Mogen clamp or disposable device – Plastibel or AccuCirc)
- How do you get your equipment and supplies?
- What supply chain challenges you can identify? Other general barriers to providing EIMC at the facility level?

5. **Funding and Political Support**

- What funding is allocated for EIMC in the national budget?
- What is the source of funding for EIMC? Out of pocket or government/donors?
- National Health insurance (and is EIMC included in this insurance plan)?
- Cost to patient for the service? Does EIMC have a political support? How?

6. **What were the main achievements (positive, tangible, attractive and innovative results) for the EIMC for the past 2 years? Aspects to consider include:**

- *Management and coordination of the EIMC (including the funding: sources, levels, trend sustainability strategies)*
- *Uptake of EIMC services and its link to other services thus integration of services (with the other HIV services; with other related programs)*
- *Resources for EIMC:: human resources for health; medicines, infrastructure, equipment and supplies*
- *Advocacy, community education and social mobilisation (includes the involvement of social groups and traditional leaders)*
- *Program monitoring and utilisation of strategic information at all levels*

7. **Give a few examples of what you consider “best-practices” for EIMC.**

8. **Describe the main weaknesses /challenges for EIMC service in the country. (Aspects to consider are the same as above)**

9. **Monitoring and Evaluation**

Is the M&E system addressing the data collection and reporting on EIMC? Consider the following?

- *Integration with HMIS*
- *Data collection tools (registers, cards, reporting forms) availability, accessibility, completeness and accuracy*
- *Management and use of data at all levels*
- *Data base and reporting system;*
- *Adverse events*
- *Operational research on EIMC*

Tool 2: HEALTH FACILITY TOOL

0.1 Date: (dd/mm) |__|/|__|/|__|/2014

0.2 Interviewer Name: _____ Signature: _____

0.3 Supervisor Name: _____ Signature: _____

0.4 Health Facility Name: 0.5 Health Facility ID: |__|/|__| 0.6 Urban or Rural

SECTION 1: HEALTH FACILITY INFORMATION

1.1	Type of health facility <i>Please circle</i>	1 = Teaching hospital 2 = Regional hospital 3 = Other hospital 4 = Polyclinic	5 = Health Centre 6 = Clinic 7 = Maternity home 8 = CHPS compound
1.2	Managing authority <i>Please circle</i>	1 = Government 2 = Non-governmental organisation (NGO) 3 = Faith Based Organisation (FBO)/CHAG 4 = Private 5 = Other (<i>specify</i>):	
1.3	Designation of main respondent	1 = Doctor 2 = Health Officer 3 = Nurse 4 = Public Health Nurse	5 = Midwife 6 = Medical Assistant 7 = Health Care Assistants 8 = Other (<i>specify</i>):
1.4	Please mention the services provided at this health facility <i>Circle all those that apply.</i>	1 = General OPD services 2 = Antenatal care 3 = Family Planning 4 = Maternity/ delivery 5 = HCT/ PMTCT	6 = Child health care 7 = EIMC (infant circumcision) 8 = Nutrition services 9 = Laboratory services 10 = In-patient services 11 = Other <i>Specify</i> :
1.5	Please tell me about the staffing level at this health facility <i>Record the number of providers under each cadre.</i>	1 = Doctors ____ 2 = House Officers ____ 3 = Nurses ____ 4 = Midwives ____	5 = Laboratory staff ____ 6 = Pharmacy staff ____ 7 = Nursing Aide ____ 8 = Other <i>Specify</i> : ____
1.6	Please tell me about the number of staff trained in Early Infant Male Circumcision in this facility	1 = Doctors ____ 2 = House Officers ____	5 = Laboratory staff ____ 6 = Pharmacy staff ____

	<i>Record the number of providers under each cadre.</i>	3 = Nurses _____ 4 = Midwives _____	7 = Nursing Aide _____ 8 = Other <i>Specify</i> : _____
1.7	Is there a trained provider assigned to and present at the health facility at all times (24 hours a day) for EIMC? <i>Please ask to see a duty schedule for the 24 hour staff coverage</i>	1 = YES, and the duty schedule observed 2 = YES, but no duty schedule seen 3 = NO 24 hour onsite staff 4 = NO, services provided 8am to 5pm	
1.8	Which of the following infection prevention and control facilities were available at the health unit? <i>Please circle all that apply.</i>	1 = Water 2 = Running water 3 = Soap 4 = Disinfectant 5 = Goggles 6 = None	
1.9	What type of devices do you use for EIMC at this facility?	1= Reusable device- Mogen clamp 2= Disposable device – Plastibel 3= Disposable device -- AccuCirc	
1.10	Which of the following records are available at this health facility? <i>Please circle all that apply.</i>	1 = Discharge forms 2 = ANC cards 3 = Partograph 4 = Death Certificate forms 5 = Perinatal audit forms 6 = PNC registers	7 = Child Health Cards 8 = Clinical case notes 9 = Referral forms 10 = Birth registers 11 = ANC registers 12 =other _____
1.11	In which of the following records at this health, do service providers record EIMC	1 = Discharge forms 2 = ANC cards 3 = Partograph 4 = Death Certificate forms 5 = Perinatal audit forms 6 = PNC registers	7 = Child Health Cards 8 = Clinical case notes 9 = Referral forms 10 = Birth registers 11 = ANC registers 12 =other _____
1.12	Which of the following guidelines and protocols were available at the health facility? <i>Please circle all that apply.</i>	1= Examining a newborn 2 = Resuscitation 3 = Managing a low birth weight baby 4 = IMNCI guidelines 5 = Maternal health/ reproductive health guidelines	

		6 = Child health guidelines 7 = PMTCT guidelines 8 =Guidelines on EIMC/ Policy document on EIMC 10 =Others_____
1.13	How many deliveries were done in this facility in 2013	_____
1.14	How many of the babies were males	
1.15	How many of the male infants were circumcised	
1.16	Does your facility receive or accept referrals from the communities for EIMC	1= Yes 2= No
1.17	Does your facility accept complicated circumcision cases from traditionalist who do circumcision?	1= Yes 2= No

SECTION 2: NEBORN, INFANT & YOUNG CHILD HEALTH SERVICES

2.1	Which of the following immunisations for children are available at this health facility? <i>Please circle all that apply</i>	1 = Polio 2 = BCG 3 = DPT –HB+Hib 4 = Measles 5 = Rubella 6 = Rota Virus vaccine 7 = Other <i>Specify:</i>
2.2	Is EIMC service offered in this facility?	1=Yes 2= No
2.6	Where exactly is the service situated?	1= MNCH 2= Surgical Department 3=Others specify
2.7	Please observe if the following activities are being conducted routinely. If not seen, please ask. <i>Please circle the appropriate one.</i>	OBSERVED REPORTED, NOT SEEN NOT DONE ROUTINELY
A	Weighing of the child	1 2 3

B	Plotting child's weight on the Child Health Card	1	2	3
C	Assessing if the infant was exposed to HIV	1	2	3
D	EIMC offered	1	2	3

SECTION 3: ANTENATAL CARE SERVICES

3.1	Are antenatal care services offered in the health facility on every day that outpatient consultations are provided? <i>Please circle</i>	1 = YES, all days 2 = YES, some days 3 = NO 4 = DON'T KNOW		
3.2	Are pregnant women offered counselling during ANC visits? <i>Please circle the appropriate response.</i>	1 = Yes 2 = No		
3.3	If Yes, Does the counselling include EIMC? <i>Please circle</i>	1 = Yes 2 = No		
3.4	Counselling on EIMC include the following, Please circle all that apply?	1 = What is EIMC 2 = Where it should be done 3 = Clinical procedure 4 = Human resource (Person to do it) 5 = Adverse events 6 = Potential benefits		
3.4	Which of the following services are routinely offered to antenatal clients at this health facility? <i>Please circle</i>	ROUTINELY TO ALL	NOT OFFERED	DON'T KNOW
A	Counselling about family planning/ child spacing	1	2	3
B	Provider-initiated testing and counselling (PITC)	1	2	3
C	EIMC counselling services	1	2	3
D	Infant feeding counselling	1	2	3
E	Nutrition counselling	1	2	3
F	HIV testing for male partners (within context of PMTCT)	1	2	3

Thank you very much!

Tool 3: Focus Group Discussion

Targets:

- 1) *Pregnant and lactating women who have accessed ANC/Post natal women (Not more than 8)*
- 2) *Village Health Workers, Community leaders (traditional circumcisors)*
- 3) *Male partners of pregnant and lactating women*
- 4) *Health workers from hospitals and clinics (Private and Public)*

Questions

1. What do you know about early infant male circumcision?
 - *Benefits*
 - *Availability*
 - *Accessibility*
 - *Factors that hinder utilisation*
 - *Suggestions for improvement*
2. What do you have to say about its
 - *Acceptability- Is it accepted in the general community? Do you want/expect to circumcise your sons?*
 - *Feasibility- how easy is it to access?*
 - *Safety?*
 - *Ethical concerns?*
 - *Policy and strategic plan?*
 - *Key implementers*
 - *Devices/Tools used for EIMC and why?*
 - *Current implementation- How is EIMC currently been done?*
 - *Registers used, data collection and record keeping*
 - *Financing*
3. What are your experiences with EIMC? Or what you have heard about people's experiences from the EIMC services?
 - *Satisfactory experiences*
 - *dissatisfaction with services*
 - *Delays and spending longer than usual before accessing services*
 - *Negative attitudes and rudeness of service providers*
 - *Stigma related issues*
 - *Discrimination at the service delivery points*
 - *Suggestions for improvement*
4. What communication and community related interventions are you aware of about EIMC?
 - *Sources of information*
 - *Clarity, relevance, adequacy and appropriateness of messages*
 - *Existing community support mechanisms and groups*
 - *Suggestions for improvement*
5. What can you say about male involvement in EIMC services?
 - *Knowledge about EIMC services*
 - *Participation by men in EIMC*
 - *Factors that hinder male participation*
 - *Suggestions for improvement /addressing the bottlenecks*