

Long-Acting and Permanent Methods Community of Practice

IMPLANTS TOOLKIT Working Group Meeting



Washington, D.C.
December 4, 2009



USAID
FROM THE AMERICAN PEOPLE



K4Health
Knowledge for Health



© 2010
The RESPOND Project
at EngenderHealth
440 Ninth Avenue
New York, NY 10001
212-561-8000
info@respond-project.org
www.respond-project.org

This publication was made possible by the generous support of the American people through the Office of Population and Reproductive Health, U.S. Agency for International Development (USAID), under the terms of cooperative agreement GPO-A-00-03-00006-00. The opinions expressed herein are those of the publisher and do not necessarily reflect the views of USAID or of the United States government.

The RESPOND Project (Responding to the Need for Family Planning through Expanded Contraceptive Choices and Program Services) is a collaborative project funded by USAID and managed by EngenderHealth, in partnership with the Cicatelli Associates Inc., Family Health International, Futures Institute, Johns Hopkins University Bloomberg School of Public Health Center for Communications Programs, Meridian Group International, Inc., and the Population Council.

CONTENTS

I. Purpose of the Implants Toolkit Working Group and Meeting Objectives	4
II. Overall Structure of the Toolkit (i.e., the Tabs)	4
III. Summary Suggestions for Structure and Content of Tabs	5
IV. Tab Working Groups—Summary Content of Individual Tabs.....	6
V. Moving Forward with the Implants Toolkit: Next Steps	12

Appendixes

Meeting Agenda	14
Updated Tab Working Group Participant List	15



I. Purpose of the Implants Toolkit Working Group and Meeting Objectives

At the Long-Acting and Permanent Methods (LA/PM) Community of Practice (CoP) launch in June 2009, a new initiative to develop an Implants Toolkit was announced and discussed. In consultation with the U.S. Agency for International Development (USAID), the initiating partners from the RESPOND Project and the K4Health Project (Johns Hopkins University Bloomberg School of Public Health Center for Communication Programs and Family Health International) had laid the groundwork for the Implants Toolkit through the development of the overall structure of the toolkit and the designation of individuals as Technical Tab Champions—people who play a lead role for coordinating the Tab Working Groups. Also, during the LA/PM CoP Launch, colleagues who attended were invited to participate in various Tab Working Groups.

The objectives for the Implant Toolkit Working Group meeting held on December 4, 2009, were to:

1. Provide a status update on progress to date
2. Introduce a new electronic K4Health Toolkit Application, which the Tab Working Groups will use to submit, review, and facilitate virtual discussion of expert-filtered materials for inclusion in the Implants Toolkit
3. Conduct technical discussions by the Tab Working Groups to review the structure and preliminary content, identify gaps in material, and agree to roles and responsibilities for continuing to review new material (newly submitted or to be written)

These summary meeting highlights attempt to capture the key recommendations for tab development delivered by participants, who included representatives from the donor and cooperating agency communities, as well as private pharmaceutical companies and medical professional associations. These highlights also include as appendixes the meeting agenda and an updated Working Group participant list, which reflects the different subgroup participants (and others have since expressed interest in participating). The implementing partners thank the attendees for their enthusiastic participation and value the technical expertise that each brings to the Implants Toolkit Working Group.

II. Overall Structure of the Toolkit (i.e., the Tabs)



To expedite the development of the Implants Toolkit, the initial basic structure was established to include eight tabs: 1) Home; 2) Essential Knowledge; 3) Policies & Guidelines; 4) Training; 5) Service Delivery; 6) Logistics; 7) Communication; and 8) Country Experiences. Also, the toolkit was set up to include an “About” page and a “Discussion Board,” to facilitate feedback from and knowledge exchange among users in the field.

During the meeting, the Service Delivery tab working group decided to split apart the Program Planning & Management section into a new tab. The new Program Management tab will include Programming Models and Approaches, Introducing Implants, Organizing Work, Cost Considerations, Quality Considerations for Program Managers, Monitoring and Evaluation, and Scaling Up. The Service Delivery tab will focus on Provision of Services to Clients and on Supervision, and it will also include Programming Models and Approaches. The following is the updated list of tabs:

- Home
- Essential Knowledge
- Policies & Guidelines
- Training
- Logistics
- Program Management
- Service Delivery
- Communication
- Country Experiences
- (About and Join the Discussion, to the far right of the site)



III. Summary Suggestions for Structure and Content of Tabs

In the morning plenary discussions, during which the overall structure of the toolkit was presented, as well as during discussions throughout the day, several useful suggestions emerged that will be incorporated into the tab structure:

- The general rule of thumb is to **include resources in more than one tab** if they are relevant to multiple topics or audiences. For broader issues that are pertinent to more than one tab (for example, logistics being considered in the service delivery environment), a reference to the other tab in the introductory paragraphs of a tab would be logical.
- The toolkit structure should be set up to facilitate the adaptation of resources as much as possible, by providing files in adaptable formats—for example, MS Word documents and PowerPoint presentations, in addition to PDFs.
- Users should be able to see **additional information about the resources on the tab page**, rather than having to click on the title of the resource to see the full citation information. For example, an indication of the size of the file and possibly a short summary on the tab page itself would be useful to avoid having to click to find this information. (K4Health will work on implementing this change to the Toolkit Application.)
- Key information that should be provided in the **introductory paragraphs to each tab** includes:
 - Who the tab is intended for (audience) and purpose
 - Other tabs that are related, with a link to them

- A list/summary of the subheadings/content areas included on the tab page, so that toolkit users can see at a glance the covered topics without having to scroll down the page
- All resources associated with a tab (There are pros and cons of including such resources on one long page, which would require users to scroll through, versus breaking the content areas into separate, down-level pages that users would have to click to from the main tab page. A severe limitation of the latter approach for users in less-developed countries with limited Internet access is that it would take them much longer to load each individual down-level page than to load one long page. Making users scroll through a long list would be better than making them click a few levels to get to the resources, yet at times it is practical to have *some* down-level pages, especially for tabs that have high-volume content areas and resources.)

IV. Tab Working Groups—Summary Content of Individual Tabs



During the individual tab working group discussions, participants identified previously selected resources and suggested additional resources. The tables below present this information by product title, point person, and current status of the product (new, under development, or previously published).

Essential Knowledge				
Title	Point Person	New	Under Development	Previously Published
Essential knowledge about implants	Ruwaida Salem		X	
Essential knowledge about implants (PPT version)	Ruwaida Salem	X		
Hormonal implants: Service delivery considerations (brief)	Roy Jacobstein		X	
Jadelle fact sheet for providers	Roy Jacobstein	X		
Implanon fact sheet for providers	Roy Jacobstein	X		
Sino-implant (II) fact sheet for providers	Markus Steiner	X		
Norplant removal fact sheet for providers	Roy Jacobstein	X		
FAQs about implants	Markus Steiner		X	
Sino-implant (II) review of the evidence	Markus Steiner	X		
Implanon scientific information (electronic version)	Hans Vemer			X

Policies & Guidelines				
Title	Point Person	New	Under Development	Previously Published
Tanzania country guidelines	Irina Yacobson		X	
Brief on task-shifting (Capacity Project)	Lois Schaefer			X
Fundamentals of care	Lisette Bernal-Cruz			X
IPPF statement on implants	Ruwaida Salem			X
RCOG statement on implants	Ruwaida Salem			X
Summary of all policies & amendments related to family planning (document and PPT)	Lisette Bernal-Cruz			X

Training				
Title	Point Person	New	Under Development	Previously Published
Family planning training resource package	Irina Yacobson		X	
Clinical skills checklist (family planning training resource package)	Irina Yacobson		X	
Overall training package for family planning, including implants, from Marie Stopes International (MSI)	Heidi Quinn		X	
A guide to implants in-service training & pre-service education	Lois Schaefer		X	
Implants training curriculum from Tanzania	Cathy Solter		X	
Considerations when training on insertion & removal (short brief)	John Pile	X		
Medical waste management—especially of sharps with new disposable trocars	Lois Schaefer			X
Where to purchase arm models for training	Ruwaida Salem	X		
Programming for training: A resource package (extract relevant sections)	Roy Jacobstein			X
Implanon clinician's manual (electronic version)	Hans Vemer			X
Implanon insertion, localization, and removal techniques (electronic version)	Hans Vemer			X

Logistics				
Title	Point Person	New	Under Development	Previously Published
Logistics of implants provision	Ruwaida Salem, Nadia Olson		X	
IPPF directory of hormonal contraceptives	Tracey Brett		(checking update)	X
MSI implant insertion/removal kit	Tracey Brett, Nadia Olson		X	
Instruments and supplies needed to provide clinical family planning methods	Claudia Allers, EngenderHealth	(update in 2010)		X
Pocket guide to managing contraceptive supplies	Nadia Olson		X	
Logistics handbook: a practical guide for supply chain manager in family planning	Claudia Allers	(update in 2010)		X
Mary Stopes logistics toolkit	Tracey Brett, Nadia Olson		X	
Reality Check	EngenderHealth	(update in 2010)		X
DELIVER waste management material	Claudia Allers		X	
Implants logistics factsheets	Claudia Allers, Nadia Olson	X		
How to procure Sino-implant (II)	Markus Steiner	X		
Table comparing implants (logistics information)	Claudia Allers, Nadia Olson	X		
WHO essential medicines list	Nadia Olson		X	

Program Management				
Title	Point Person	New	Under Development	Previously Published
Couple-years of protection (RESPOND and Futures)	John Pile	X		
Cost of family planning literature review (includes cost per visit, per user/visit, per couple-year of protection, per delivery method, per type of method, and national and donor expenditures and regional estimates for Africa, Asia, Latin America, and West Asia/ North Africa)	Priya Emmart		X	
An estimate of potential costs and benefits of adding family planning services to the national health insurance scheme in Ghana, and impact on the private sector	Priya Emmart		X	
How Organon calculates the total cost of a product, including training, to determine price	Hans Vemer			X
Are contraceptive implants financially affordable to programs?	Ruwaida Salem			X
New perspectives on quality of care series (Population Council and Population Reference Bureau)	Ruwaida Salem			X
Jhpiego quality model	Ricky Lu			X
Basic indicators for implants program monitoring and evaluation	Irina Yacobson	X		
Organizing work to provide implants	Ruwaida Salem	X		
Who can provide implants?	Ruwaida Salem	X		
Implants program models	Ruwaida Salem	X		
Programming models: Accredited provider networks	Aleen Saunders	X		
Programming models: Dedicated providers	Aleen Saunders	X		
Programming models: Mobile clinics	Aleen Saunders	X		
Programming models: Social franchising	Aleen Saunders	X		
Tool for collecting implants-use data	Heidi Quinn		X	

Service Delivery				
Title	Point Person	New	Under Development	Previously Published
Checklist for performance standards on Norplant: adapt for newer implants	Ricky Lu	X		
Decision making tool for family planning clients and providers, adapting it for community-based distribution in Kenya & Indonesia	Sarah Johnson		X	
Supervision checklists and tools	Aleen Saunders, Heidi Quinn, Roy Jacobstein			X
Who can use implants?	Ruwaida Salem	X		
Managing side effects for implants	Ruwaida Salem	X		
Reasons to return/follow up	Ruwaida Salem	X		

Communication				
Title	Point Person	New	Under Development	Previously Published
Photos of Sino-implant (II)	Laura Raney			X
Sino-implant (II) brochures and other behavior change communication materials	Laura Raney			X
Sino-implant (II)–specific advocacy documents	Laura Raney	X		
Systematic screening tool	Laura Raney			X
Briefs, print, and video materials on implants	Aleen Saunders	X		X
Social marketing resources	Aleen Saunders			X
Brochures on Implanon and Jadelle	Vicki Baird			X
Social marketing resources	Vicki Baird			X
Focus group discussion guides/other tools to evaluate comm.	Vicki Baird			X
Brief on promoting implants for adolescents	Cate Lane	X		
Fertility intention algorithm	Cate Lane	X		
2 all-methods brochures for clients and providers	Cate Lane			X
Materials for married adolescents—advocacy for providers	Cate Lane			X
Brief on implants (e.g., Tanzania, PSI, FHI)	Lynn Van Lith			X
Tool for developing behavior change communication for implants	Lynn Van Lith			X

Country Experiences				
Title	Point Person	New	Under Development	Previously Published
FHI's experience with evaluating implants training program in Ethiopia	Irina Yacobson		X (long-term)	
Zambia's experience with Implanon training	?			
Tanzania's experience with implants training	?			
Well-trained extension workers providing implants—data from Ethiopia coming over the next several months	Irina Yacobson	X		
Madagascar's experience with scaling up an implants program	Aleen Saunders			
Sierra Leone's experience with introducing/scaling up an implants program	Heidi Quinn		X	
Tool for collecting implants-use data	Heidi Quinn		X	
El Salvador country report	Aleen Saunders	X		
Madagascar country report (social franchising model)	Aleen Saunders	X		
Zambia country report	Aleen Saunders	X		
Kenya country report	Heidi Quinn	X		
Tanzania case study: Promoting implants within a range of LA/PMs	Cindi Cisek		X	
Flex fund case studies	Ruwaida Salem			X



V. Moving Forward with the Implants Toolkit: Next Steps

The Training, Service Delivery, and Program Management working groups had set a tentative date of 1/22/10 for the Training/Service Delivery working group; however, the meeting date has been postponed to allow adequate time for the gathering of published documents and the preparation of new materials. The tab champions will contact reviewers to set a new date for a time that will make effective use of participants' effort. The Training, Service Delivery, and Program Management working groups set up review committees to ensure that new documents created for the toolkit go through a technical review stage before they are posted to the toolkit. These review committees are smaller subgroups of the tab working groups. Additional working group members are welcome to join any review committee by sending an e-mail to Maureen Clyde at mclyde@engenderhealth.org.

Review Committee & Name	Organization	E-mail Address
Training		
Lois Schaefer	USAID	lschaefer@usaid.gov
Hans Vemer	Schering-Plough Corporation	Hans.vemer@spccorp.com
Tsigue Pleah	Jhpiego	tpleah@jhpiego.net
Ricky Lu	Jhpiego	rlu@jhpiego.net
Cathy Solter	Pathfinder	csolter@pathfind.org
Roy Jacobstein	EngenderHealth/ RESPOND	rjacobstein@engenderhealth.org
Kamlesh Giri	IntraHealth International	kgiri@intrahealth.org
Irina Yacobson	Family Health International	iyacobson@fhi.org
Service Delivery		
Kuhu Maitra	Abt Associates	Kuhu_maitra@abtassoc.com
Roy Jacobstein	EngenderHealth/ RESPOND	rjacobstein@engenderhealth.org
Ricky Lu	Jhpiego	rlu@jhpiego.net
Trish MacDonald	USAID	pmacdonald@usaid.gov
Program Management		
Trish MacDonald	USAID	pmacdonald@usaid.gov
Roy Jacobstein	EngenderHealth/ RESPOND	rjacobstein@engenderhealth.org
Priya Emmart	Futures Group/Health Policy Initiative	pemmart@futuresgroup.com

All technical tab champions will follow up with relevant point persons by phone and e-mail to solicit materials that were identified during this meeting. In some cases, where new materials have been identified as required or desirable, point persons will follow up with their respective organizations to obtain the resources and approval to incorporate the product development into existing and upcoming work plan cycles.

The K4Health Project will continue its efforts to upgrade the electronic server that supports its new Toolkit Application, which is being used to build the Implants Toolkit. This content development application is easy to use and will facilitate virtual discussions among working group members. For additional information, please visit the K4Health web portal (www.k4health.org). While this upgrade process is underway, the tab champions and working group members can continue to coordinate through standard e-mail and telephone exchanges to share information and products as they become available.

The Implants Toolkit is on track to go live for beta testing in early 2010. Working group members will be contacted about this beta test and will be invited to participate (and to facilitate dissemination in relevant field offices and among host country partners). The Toolkit will function as a living resource to which additional materials, whether they are new or updated, will be added over time as they become available.

Appendix 1. Meeting Agenda



Long-Acting and Permanent Methods (LA/PM) Community of Practice Implants Toolkit Working Group Meeting

December 4, 2009—9:00AM–3:00PM
Global Health Fellows Program (GHFP)
National Press Building
529 14th Street, Suite 650
Washington, DC 20045

AGENDA

Under the auspices of the Long-Acting and Permanent Methods (LA/PM) Community of Practice (COP), an ongoing forum for collective learning, knowledge sharing, coordination, and technical resource development related to LA/PMs, the meeting objectives for the Implant Toolkit are to:

- Provide a status update on foundational progress
- Introduce the new electronic K4Health Toolkit Application, which the Tab Working Groups (TWGs) will use to submit, review, and facilitate virtual discussions of expert-filtered materials for inclusion on the Implants Toolkit
- Conduct technical discussions by TWGs of the Implants Toolkit to review the structure and basic content, identify gaps in material, and agree to roles and responsibilities for continuing to review new material (newly submitted or to be written)

9:00–9:30am	Networking and Light Breakfast
9:30–9:45am	Welcome and Overview/Status Update Patricia MacDonald, <i>Office of Population and Reproductive Health, Bureau for Global Health, USAID</i>
9:45–11:00am	Plenary—Introduction of K4Health Toolkit Application and Implants Toolkit General Structure <ul style="list-style-type: none">• Ruwaida Salem, <i>JHU/CCP/K4Health Project: Toolkit Application Test Drive</i>• Ruwaida Salem, <i>Review Home, About, and Discussion Pages</i>• Irina Jacobson, <i>Family Health International: Review Essential Knowledge Tab</i>• Roy Jacobstein, <i>EngenderHealth/RESPOND Project: Review Policies & Guidelines Tab</i>
11:00–11:15am	Break
11:15am–12:30pm	Concurrent Technical Working Groups (2 breakout groups) <ul style="list-style-type: none">• Tab Working Group 1: Training (Roy Jacobstein and Irina Jacobson)• Tab Working Group 2: Communication (Lynn Van Lith, <i>JHU/CCP/RESPOND</i>, and Lissette Bernal-Cruz, <i>EngenderHealth/RESPOND</i>)
12:30–1:30pm	Lunch (provided)
1:30–2:45pm	Concurrent Technical Working Groups (2 breakout groups) <ul style="list-style-type: none">• Tab Working Group 3: Service Delivery, Program Management, and Country Experiences (Roy Jacobstein and Ruwaida Salem)• Tab Working Group 4: Logistics (Linda Cahaelen, <i>Office of Population and Reproductive Health, Bureau for Global Health, USAID</i> and Nadia Olson, <i>John Snow, Inc./Deliver Project</i>)
2:45–3:00pm	Plenary Discussion and Next Steps Patricia MacDonald

Appendix 2. Updated Tab Working Group Participants

Last Name	First Name	Title	Organization	Email Address	Essential Knowledge	Policies & Guidelines	Trainings	Logistics	Program Management	Service Delivery	Community	Country Experiences
Allers	Claudia		JSI	Claudia_Allers@jsi.com				X	X			
Piller	Andrew		DKT International	andrew@dktinternational.org								
Baird	Vicki	Director	Meridian Group International, Inc.	v.baird@meridian-group.com	X	X					X	X
Bakamjian	Lynn	Project Director	EngenderHealth/RESPOND	lbakamjian@engenderhealth.org						X		
Bernal-Cruz	Lissette	KM Coordinator	EngenderHealth/RESPOND	lbernal@engenderhealth.org							X	
Brett	Tracy	Head of Procurement & Logistics	Marie Stopes International	Tracy.brett@mariestopes.org				X				
Brill	Klaus	VP	Bayer Schering Pharma AG	Klaus.brill@bayerhealthcare.com	X							
Cahaelen	Linda		USAID	lcahaelen@usaid.gov				X				
Cisek	Cindi	Sr. Tech Advisor	Meridian Group International, Inc.	Cisek@hotmail.com							X	X
Clyde	Maureen	Global Knowledge Team Leader	EngenderHealth/RESPOND	mclyde@engenderhealth.org						X	X	
Cordero	Carmela	Sr. Medical Advisor	EngenderHealth	ccordero@engenderhealth.org		X	X			X		
Curtis	Carolyn	AOTR	USAID	ccurtis@usaid.gov		X	X				X	
Emmart	Priya	Research Scientist	FUTURES/HPI Project	pemmart@futuresgroup.com		X			X			
Feinberg	Jane	Technical Advisor	JSI	Jane_feinberg@jsi.com								
Foreman	Mia	FP/RH Program Manager	Macro International	Mia.Foreman@macrointernational.com			X		X		X	
Fuchs-Montgomery	Nomi		Marie Stopes International	Nomi.Fuchs-Montgomery@mariestopes.org								X

Last Name	First Name	Title	Organization	Email Address	Essential Knowledge	Policies & Guidelines	Training	Logistics	Program Management	Service Delivery	Community	Country Experiences
Giri	Kamlesh		IntraHealth	Kgiriz001@yahoo.com			X					
Gill-Bailey	Amrita		JHUCCP	agbailey@jhucpp.org							X	
Goldstein	Stephen	Web Master/Acting Content Manager	JHUCCP/K4H	sgoldste@jhucpp.org								
Jacobstein	Roy	Clinical Director	EngenderHealth/RESPOND	riacobstein@engenderhealth.org	X	X	X		X	X	X	X
Keith	Bonnie	Program Associate	PATH	bkeith@path.org					X			
Lane	Cate	Youth Advisor	Pathfinder/ESD Project	clane@esdproj.org	X						X	
Lozano	Briana	Fistula Care Intern	USAID/Emory University	blozano@sph.emory.edu	X	X	X	X	X	X	X	X
Lu	Ricky	RH/FP Director	JHPIEGO	rlu@jhpiego.net	X		X		X	X		
MacDonald	Patricia	Sr. Technical Advisor	USAID	pmacdonald@usaid.gov	X	X	X	X	X	X	X	X
Maitra	Kuhu	Director, SD Practice	ABT Associates	Kuhu_Maitra@abtassoc.com						X		
Mielke	Erin	Technical Advisor	USAID	emielke@usaid.gov			X		X			
Nanda	Geeta	Sr. Research Officer	AED	gnanda@aed.org							X	
Olson	Nadia	Technical Advisor	JSI/DELIVER	Nadia_Olson@jsi.com	X	X		X				
Patykewich	Leslie		JSI	leslie_patykewich@jsi.com				X				
Pile	John	Sr. Advisor	EngenderHealth/RESPOND	jpjile@engenderhealth.org			X	X	X	X		X
Pleah	Tsigue	Sr. RH Advisor	JHPIEGO	tpleah@jhpiego.net			X			X		
Post	May	Sr. RH/FP Advisor	Pathfinder	mpost@esdproj.org	X		X		X			
Quinn	Heidi	Reg. Tech Advisor-Africa	Marie Stopes International	Heidi.Quinn@mariestopes.org			X			X		X

Last Name	First Name	Title	Organization	Email Address	Essential Knowledge	Policies & Guidelines	Training	Logistics	Program Management	Service Delivery	Community	Country Experiences
Raney	Laura		FHI	LRaney@fhi.org	X						X	
Rojimans	Frank	Exec. Dir., FP Services	Schering-Plough Corp.	Frank.rojimans@spcorp.com		X		X	X	X		X
Roseman	Emily	Program Assistant	USAID	eroseman@usaid.gov								
Salem	Ruwaida	Sr. Technical Writer	JHUCCP/K4H	rsalem@jhucep.org	X	X	X	X	X	X	X	X
Saunders	Aleen	Technical Advisor	PSI	asaunders@psi.org				X	X	X	X	X
Schaefer	Lois	Sr. Tech. Advisor, HRH & Training	USAID	lschaefer@usaid.gov			X					
Solter	Cathy	Dir. of Technical Services	Pathfinder	csolter@pathfind.org								X
Spieler	Jeff	Sr. Tech Advisor for Science and Technology	USAID	jspieler@usaid.gov	X	X	X	X	X	X	X	X
Stephenson	Patricia		USAID	pstephenson@usaid.gov						X		
Tomsej	Xavier	Sr. Logistics Advisor	USAID	xtomsej@usaid.gov				X				
Van Lith	Lynn	Demand Tech Advisor	JHUCCP	lvnlith@engenderhealth.org							X	
Velleuer	Annette	Dir. Social Healthcare Programs	Bayer Schering Pharma AG	annette.velleuer@bayerhealthcare.Com					X			
Vemer	Hans	Sr. VP	Merck	Hans.vemer@spcorp.com			X		X			
Yacobson	Irina	Assistant Medical Dir.	FHI	IYacobson@fhi.org	X	X	X		X	X		X