

Trainees' Manual

ART Accreditation Assessors



MEDICAL COUNCIL OF ZAMBIA

**P.O. Box 32554
Lusaka,
Zambia.**

September 2008.



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ZAMBIANS AND AMERICANS
IN PARTNERSHIP TO FIGHT HIV/AIDS

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FOREWORD

The **Medical Council of Zambia** is a Statutory Body established under an Act of Parliament – CAP. 297 of the Laws of Zambia. It is a regulatory body with statutory obligations to regulate the registration of health care facilities and health practitioners, as well as to maintain optimal standards of competence, care and professional conduct. Its mission is to set, promote and regulate ethical and professional standards of practice amongst health care professionals so as to ensure the provision of quality health care for the public.

In line with this statutory mandate, the Council has taken on the responsibility to start an accreditation programme for all health care facilities whether public or private, who have or may wish to provide ART Services. The ART accreditation will be additional to the Council's overall responsibilities and functions related to inspections and registration of health care facilities.

The advent of the HIV/AIDS pandemic together with its major opportunistic infections has proved to be of great concern not only to Government, but to the general public as well. The pandemic has drastically reduced the country's life expectancy, labour productivity and economic growth potential. The pandemic has further caused a severe strain on the National Health Care delivery system.

In order to address this negative impact, the Government took the decision to introduce ART services in Public Health Facilities. This Government effort supplements the ART Services that are already being provided in the Private Sector.

Indeed, ART Services have proved to be one of the most important interventions to be included in the basic health care package for mitigation against HIV and AIDS. It is with this thought, that it was decided to invest time and resource to develop an accreditation program for ART sites, which should improve the health care delivery of ART medication to the general public. The accreditation of ART sites should, in the ultimate, help health facilities and practitioners to understand and implement the basic principles which will benefit the patients.

The trainees' manual for ART accreditation assessors has been developed to train assessors involved in the accreditation of ART sites. The manual is based on the content of the ART accreditation guidelines which are designed to facilitate the process of assessing the extent to which a health facility or site, meets the prescribed and published standards. The ART accreditation guidelines and the trainees' manual for ART accreditation assessors is an essential document for trainee assessors who have been mandated with the responsibility of assessing ART sites for accreditation.

It is the Council's hope that these manuals for ART accreditation assessors will be useful in enhancing quality in the provision of ART and health care in general.

Professor Yakub Mulla,
Chairman.

ABBREVIATIONS/ACRONYMS

AIDS	Acquired Immune Deficiency Syndrome
ART	Antiretroviral Therapy
ARVs	Antiretroviral Pharmaceutical
CPD	Continuous Professional Development
CT	Counseling and Testing
HIV	Human Immune-deficiency Virus
HMIS	Health Management Information system
DHMT	District Health Management Team
GRZ	Government of the Republic of Zambia
HSSP	Health Services and Systems Program
MCZ	Medical Council of Zambia
MOH	Ministry of Health
NAC	National Aids Council
NGOs	Non-Governmental Organizations
OIs	Opportunistic Infections
PHO	Provincial Health Office
PLWHA	People living with HIV/AIDS
PMTCT	Prevention of Mother to Child Transmission of HIV
UNAIDS	Joint United Nations Programme on AIDS
USAID	United States Agency for International Development
WHO	World Health Organization

TABLE OF CONTENTS

FOREWORD.....	iii
ABBREVIATIONS/ACRONYMS	iv
ACKNOWLEDGEMENTS.....	vii
1 INTRODUCTION	1
2 PRE-TEST.....	5
3 SERVICE DOMAINS	9
3.1 HIV Care and ART Team Leadership.....	9
3.2 National Guidelines and Standard Operating Procedures and Quality Assurance Systems	9
3.3 Level of Health Care and Clinical Services.....	11
3.4 Laboratory Capacity	11
3.5 Health management Information System (HMIS) and Monitoring and Evaluation.....	12
3.6 Human resource and continuous professional development.....	12
3.7 Pharmaceutical and Logistic Management System	13
4 ATTRIBUTES OF AN ASSESSOR.....	14
5 ACCREDITATION PROCEDURE	14
5.1 MCZ Accreditation Procedure.....	15
6 MINIMUM ACCEPTABLE STADARDS FOR ACCREDITATION OF ART SITES.....	16
6.1 ART Accreditation Staging.....	16
7 FIELD WORK.....	18
8 Evaluation.....	19
8.1 Course Evaluation	19
ANNEXES.....	20
Annex 1: MCZ Assessors check list	21
Annex 2: Inspection tool for Accreditation	23

PREAMBLE

This manual has been developed to train ART - Accreditation Assessors in order to equip them with the necessary knowledge, skills and attitudes for effective ART - Site Accreditation Assessments.

ACKNOWLEDGEMENTS

The Medical Council of Zambia acknowledges, with profound gratitude, the immense work of individuals and organizations who contributed to the development of these manuals for ART accreditation assessors. Equally, the Council is indebted to the Ministry of Health and the Health Services and Systems Programme (HSSP) under the USAID, for the financial and technical support and facilitation during the several consultative meetings and workshops in the development of these manuals. The manual would not have been developed without the support, commitment and input from the following:

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Mr. F. Banda – MCZ
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Ms. S. Mulenga - MCZ

Lastly, the Council expresses its appreciation to all those who advised or helped in any other way towards the development and final production of the manual. In particular, the Council thanks the Editorial Committee consisting of Dr. Peter Mumba, Dr. Margaret Maimbolwa, and Dr. Sekelani Banda who worked tirelessly to edit the document. The input from all these

individuals and organizations has made the development and final production of these guidelines a reality.

Dr. Mary Zulu,
Registrar.

1 INTRODUCTION

Zambia has a population of approximately 12.4 million people and an estimated HIV prevalence rate of 14.3 % (ZDHS, 2008). At the end of 2005 it was estimated that 1.1 million Zambians were living with HIV/AIDS, with over one-half of these infections in women and approximately 150,000 infections in children. An estimated 98, 000 Zambians died of AIDS in 2005 while there were approximately 710,000 children under the age of 15 years in Zambia who had been orphaned by the death of one or both parents due to AIDS.

In the year 2003 the government through the MOH in conjunction with its co-operating partners rolled out an ART program both to the public and private institutions to increase access to ART, however, this generated a challenge of quality service delivery. To address this problem the MOH through MCZ introduced an ART accreditation program. Monitoring and evaluation of quality service delivery was addressed by initiating an ART accreditation assessor's training.

Rationale

The provision of antiretroviral therapy is an essential step in the continuum of care and support for persons living with HIV and AIDS. As it is important to bring this service as close to all persons living with HIV/AIDS (PLWHA) as possible, it is even more important to ensure that the best quality of care is provided according to national guidelines and standards. This assures uniformity of standardized care, generally improves quality of care, and facilitates the identification and tracking of drug interactions and the emergence of drug resistance. It minimizes as much as possible provider induced resistance to antiretroviral pharmaceutical agents. In order to ensure the attainment of the above, all sites/facilities and or individuals who provide or wish to provide antiretroviral therapy shall be subject to an accreditation and certification assessment process. It is in this vein that the Medical Council of Zambia is embarking on strengthening of the assessment of ART sites by training more assessors to undertake the activity.

Course Design

This training course is designed for assessors. The course builds on each participant's past knowledge and experience and takes advantage of the individual's high motivation to accomplish the learning tasks in the minimum time. Successful completion of the course is based on mastery of both content and skill components, as well as satisfactory performance of the recommended skills.

Evaluation

This course is designed to produce individuals qualified to conduct assessment for accreditation of sites for provision of antiretroviral therapy. Qualification is a statement by the training organization that the participant has met the requirements of the course in knowledge and skills.

The qualification is based on the participant's achievement in three areas:

- A participant should score at least 85% in the post test
- Practical satisfactory performance entails completing the assessment (inspection) tool
- Satisfactory attitude entails meeting the standard attitude scale

Course Description

This course is designed to prepare participants to acquire the knowledge, skills and attitudes necessary to assess sites for provision of ART for accreditation to the Medical Council of Zambia.

Course Aims

To equip participants with knowledge, skills and attitudes in assessing ART sites for accreditation.

General Objectives

At the end of the training, participants should be able to:

- Describe the assessment of ART sites for accreditation
- Conduct assessment of ART sites for accreditation

Participant Selection Criteria

Participants for this course should be:

- Have 10 Years Experience Working in HealthCare Facilities
- Health care providers (Clinicians (Doctors, Medical Licentiates, Clinical Officers), Nurses, Pharmacy, Environmental Health, Laboratory and Data Management personnel)

Methods of Evaluation

Participant

- Pre and post course questionnaire
- Checklist for assessment skills (to be completed by trainer)

Course

- Course evaluation (to be completed by each participant)
- 20 participants per course
- 2-3 trainers

Course duration

- Five (5) full days
- Suggested Course Composition

Course Registration

- Each participant is required to complete a course registration form

Course Schedule

ART ACCREDITATION ASSESSORS' COURSE

DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
<p>A.M. (4 hours)</p> <p>Opening</p> <p>Welcome and Introduction</p> <p>Overview of the course</p> <ul style="list-style-type: none"> Review Course Materials Identify participant expectations Precourse- Test Identify Group and individual learning needs <p>Module 1: Service Domains HIV Care and ART Team Leadership</p>	<p>A.M. (4 hours)</p> <p>Agenda and warm up</p> <p>Module 3: Service Domains cont...</p> <ul style="list-style-type: none"> Level of Health Care and Clinical Services <p>Module 4: Service Domains cont...</p> <ul style="list-style-type: none"> Laboratory capacity 	<p>A.M. (4 hours)</p> <p>Agenda and warm up</p> <p>Module 6: Service Domains cont...</p> <ul style="list-style-type: none"> Human resource and Continuous Professional <p>Module 5: Service Domain cont...</p> <p>Pharmaceutical and Logistical Management System</p>	<p>A.M. (4 hours)</p> <p>Agenda and warm up</p> <p>Module 8: Minimum acceptable standards for accreditation</p> <ul style="list-style-type: none"> Standards for Accreditation Staging of ART sites <p>Module 9: Field work</p> <p>Practice: Trainees divide in groups to do a pilot assessment</p>	<p>A.M. (4 hours)</p> <p>Agenda and warm up</p> <p>Module 10: Presentations by the group leaders</p> <ul style="list-style-type: none"> Group one Group two Group three Group four <p>Midcourse Questionnaire</p> <p>Next steps/Action planning</p>
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
<p>P.M. (3 hours)</p> <p>Module 2: Service Domains</p> <ul style="list-style-type: none"> National Guidelines and Standard Operating Procedures and Quality Assurance System <p>Summary of the day's activities</p>	<p>P.M. (3 hours)</p> <p>Module 5: Service Domains cont...</p> <ul style="list-style-type: none"> Health management Information System <p>Summary of the day's activities</p>	<p>P.M. (3 hours)</p> <p>Module 6: Attributes of an assessor</p> <ul style="list-style-type: none"> Role and attributes of an assessor Group discussion <p>Module 7: Accreditation procedure</p> <ul style="list-style-type: none"> MCZ Accreditation procedure <p>Summary of the day's activity</p>	<p>P.M. (3 hours)</p> <p>Module 9: Field work Cont...</p> <p>Practice</p> <ul style="list-style-type: none"> Trainees divide in groups to do a pilot assessment <p>Summary of the day's activities</p>	<p>P.M. (3 hours)</p> <p>Course summary</p> <p>Course evaluation</p> <p>Closing</p>
Assignment	Assignment	Assignment	Assignment	

2 PRE-TEST

The test will be administered at the beginning of the training in order to elicit the level.

The main objective of the pre-course knowledge questionnaire is to assist both the trainer and the participant as they begin their work together in the course by assessing what the participants, individually and as a group, know about the course topics. This allows the trainer to identify topics, which may need additional emphasis during the course. For those categories where 85% or more of the participants answer the questions correctly, the trainer may elect to use some of the allotted time for other purposes.

Individual Assessment Matrix

Course: Dates: Trainer(s):

Q. No	CURRENT ANSWERS												CATEGORIES	
	1	2	2	4	5	6	7	8	9	10	11	12		
1														
2														
3														
4														
5														
6														
7														
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12														
13														
14														
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16														
17														
18														
19														
20														

Pre - Test

Questions and Answers: State whether true or false

1. The following are mandatory in determining capacity for comprehensive services at an ART site:

- a) PMTCT
- b) Basic Laboratory services
- c) Family planning
- d) Counselling and testing
- e) Home based care

2. A proposed ART site must have capacity to do the following basic recommended tests

- a) HIV
- b) Hb estimation
- c) Serum glucose.....
- d) CD4 count
- e) ALT

3. Regarding physical space, a proposed ART site can be considered for accreditation if:

- a) The facility has no space for ART and no plan for location of space
- b) The facility has definite and adequate space for ART including access to confidential space
- c) The site has no designated space yet for ART but has a plan
- d) The facility has extremely limited space overall but limited plan for expansion
- e) The site has some space for ART and confidential space but overall space is limited

4. The Prerequisites for ART Site assessment accreditation are:

- a) Verification of Registration by MCZ
- b) Verification of Certification of health Providers by Pharmaceutical society of Zambia.....
- c) Verification of Certification of health Providers by MCZ
- d) Verification of Certification of health Providers by GNC
- e) Verification of Certification of health providers by Zambia Medical Association

5. The certificate of “Good standing” will be given:

- a) Once the ART Site has attained an average of 4 per domain
- b) The certificate does not need to be renewed
- c) The certificate can e given based on cleanliness of the ART site
- d) All areas of assessment in the seven domains should have score of at least 5
- e) Immediately after the site assessment has been conducted

6. The steps in site assessment include:

- a) Site is informed of the impending assessment including date as decided by MCZ
- b) A team comprising only of laboratory technologists visits the site and use the site assessment tools
- c) The assessors do not need to give feedback to the management as this will be done by the ART Accreditation Expert panel at MCZ
- d) The comprehensive site assessment report is given to MCZ within 10 days of assessment
- e) None of the above

7. Proposed ART site must have capacity to do the following basic recommended tests:

- a) HIV test
- b) Haemoglobin estimation
- c) Serum glucose
- d) CD4 count
- e) Alanine Transaminase

8. The recommended qualification for a laboratory personnel performing baseline investigations are:

- a) Microscopists
- b) Laboratory Technician
- c) Laboratory Technologist
- d) Biomedical Scientist
- e) Psychosocial Counselor

9. Quality control in the Laboratory is:

- a) Standard requirement for accreditation
- b) Required for CD4 count only
- c) Verified by way of report or record
- d) Very expensive and need long time to perform
- e) Done quarterly

10. Some of the ideal qualifications for personnel handling ART data are:

- a) Must be ART HMIS data management personnel who are resource persons
- b) Must be computer literate
- c) Trained in ART HMIS
- d) Must be nurse
- e) None of the above

11. What are the components of an ideal ART monitoring and evaluation system:

- a) Procedures manual
- b) Data collection tools
- c) Computers
- d) ART HMIS trained data management staff
- e) Regular meetings

12. For a health facility to attain the maximum score for an area under domain five, the facility must:

- a) Have data staff or records clerk.
- b) A minimum of one ART HMIS trained staff
- c) Have ART HMIS trained data management personnel who are resource persons
- d) Have a minimum of one ART HMIS trained staff.....
- e) Have a monitoring and evaluation process which involves patient monitoring and routine use of information for decision making in quality improvement.....

3 SERVICE DOMAINS

This manual is designed to cover seven (7) services listed in the ART accreditation guidelines.

The seven ART programme areas or domains of service delivery to be evaluated are as follows:

Domain one:	HIV care and ART Team Leadership
Domain Two:	National Guidelines and standard operating procedures and quality assurance systems.
Domain Three:	Level of health care and Clinical Services.
Domain Four:	Laboratory Capacity.
Domain Five:	Health management system and Monitoring and Evaluation
Domain Six:	Human resource and Continuous Professional development.
Domain Seven:	Pharmaceutical and Logistics Management System

3.1 HIV Care and ART Team Leadership

a. Session Objectives

At the end of the session the participants should be able to assess HIV care teams

b. Specific Objectives

At the end of the session the participants should be able to:

- Describe acceptable compositions and roles of Clinical HIV and ART teams
- Describe the basic health services in HIV care
- Complete the HIV care and ART assessment form correctly

c. Learning Methods

- Lecture
- Small group work and demonstration

d. Learning Materials

- HIV care and ART assessment form
- MCZ ART accreditation guidelines
- The Medical and Allied Professions Act

3.2 National Guidelines and Standard Operating Procedures and Quality Assurance Systems

a. Session Objectives

At the end of the session the participants should be conversant with National HIV/ART Guidelines, Standard Operating Procedures and Quality Assurance Systems.

b. Specific Objectives

At the end of the session the participants should be able to:

- Identify the National guidelines for HIV care and ART
- Describe Laboratory and Pharmacy Standard Operating Procedures
- Describe quality assurance systems covering clinical, laboratory, pharmacy services, and waste disposal and infection prevention.

c. Learning Methods

Lecture

- Small group work
- Demonstration

d. Learning Materials

- HIV care and ART assessment form
- MCZ ART accreditation guidelines Recommended Documents

Category A Documents (Mandatory)	Type
National HIV/AIDS TB and STI Policy	Policy
National Guidelines on Management and Care of Adult HIV/AIDS	Guidelines
National Guidelines on Management and Care of Paediatric HIV/AIDS	Guidelines
National Guidelines for HIV Counselling and testing	Guidelines
MCZ Guidelines on HIV and AIDS	Guidelines
MCZ Accreditation Guidelines	Guidelines
Category B Documents (Desirable)	
PMTCT Guidelines	Guidelines
Integrated Technical Guidelines (ITG)	Guidelines
Infection prevention Guidelines	Guidelines
HMIS procedures manual	Guidelines
Pharmacy	Standard Operating Procedures
Laboratory	Standard Operating Procedures
Reference Manuals (ART, OIs, PMTCT, CT, HMIS)	Manuals

3.3 Level of Health Care and Clinical Services

a. Session Objectives

At the end of the session the participants should understand the level of health care and clinical services provided in Zambia

b. Specific Objectives

At the end of the session the participants should be able to:

- Define the different types of care in HIV/AIDS services
- Determine the level of health care at the site
- Inspect physical spaces designated for ART services
- List the mandatory and desirable health services
- Evaluate coordinated formal referral systems

c. Learning Methods

- Lectures
- Group discussion
- Demonstrations
- Field visit

d. Learning Materials

- MCZ ART accreditation guidelines
- MCZ Inspection tool

3.4 Laboratory Capacity

a. Session Objectives

At the end of the session participants should be able to assess an institution's ability to provide required laboratory services.

b. Specific Objectives

The participant should be able to:

- Assess availability of appropriately qualified laboratory staff;
- Determine the capacity of investigation for category A and B at the site;
- Evaluate access (referral) to category A and B;
- Verify the availability of laboratory quality assurance procedures.

c. Learning Methods

- Lecture
- Small group discussion
- Field visits

d. Learning Materials

- Laboratory SOPs
- MCZ ART accreditation guidelines

3.5 Health Management Information System (HMIS) and Monitoring and Evaluation

a. Session Objectives

- At the end of the session the participants should be conversant with the HMIS staffing levels and ART monitoring and evaluation system

b. Specific Objectives

At the end of the session the participants should be able to:

- Describe methods used to collect and store data for maintaining patients' records in order to track patients, monitor the programme and evaluate the system;
- Assess the qualification needed for HMIS staff;
- Identify HMIS data tools;
- Evaluate the existence of the network with other facilities.

c. Learning Methods

- Lectures
- Group discussion
- Demonstrations

d. Learning Materials

- HMIS manual
- HMIS computer data base
- HMIS reports

3.6 Human Resource and Continuous Professional Development

a. Session Objectives

At the end of the session the participants should be able to understand certification of staff and continuous development programme.

b. Specific Objectives

At the end of the session the participants should be able to:

- Assess availability of appropriately qualified ART clinical staff
- Assess evidence of CPD plans implemented in HIV/AIDS and ART
- Verify HIV and ART certification of the ART team members

c. Learning Methods

- Lectures
- Group discussion
- Demonstrations
- Field visit

d. Learning Materials

- HIV care and ART assessment form
- MCZ ART accreditation guidelines
- Continuous development form

3.7 Pharmaceutical and Logistic Management System

a. Session Objectives

At end of the session the participants should be able to understand pharmaceutical and logistics management systems.

b. Specific Objectives

At the end of the session participants should be able to:

- Assess availability of appropriately qualified pharmacy staff
- Describe logistic management system and logistic management information system
- Verify availability of a resource person for drug inventory management system
- List the appropriate space for pharmaceutical and other commodities

c. Learning Methods

- Lecture
- Demonstration

d. Learning Materials

- HIV care and ART assessment form
- MCZ ART accreditation guidelines

4 ATTRIBUTES OF AN ASSESSOR

This session outlines the attributes of an assessor.

a. Session Objectives

At the end of the session the participants should be able to describe the attributes of an assessor.

b. Specific Objectives

At the end of the session the participants should be able to outline the ten attribute of an assessor:

- Enthusiastic
- Teacher
- Team builder
- Good listener
- Net worker
- Mentor
- Facilitator
- Preceptor
- Decision marker
- Interpersonal therapeutic skills

c. Learning Methods

- Lecture
- Demonstration

5 ACCREDITATION PROCEDURE

This session outlines the process involved in accreditation

a. Session Objectives

At the end of the session the participants should be able to demonstrate the procedure of accreditation.

b. Specific Objectives

At the end of the session the participants should be able to:

- Describe the ART accreditation process
- List the composition of multidisciplinary ART Accreditation Team

c. Learning Methods

- Lecture
- Demonstration
- Group discussion

d. Learning Materials

- MCZ ART accreditation tools

5.1 MCZ Accreditation Procedure

All facilities providing or intending to provide ART services must make a formal request for accreditation. The accreditation procedure shall be as follows:

- A formal request from the site for accreditation is submitted to the MCZ by the site or from the MOH through the Provincial Health Office (PHO).

Preliminary assessment:

- Verification of registration of site by MCZ to provide health care in Zambia
- Verification of certification of health care providers by MCZ or General Nursing Council of Zambia (GNC)
- The ART Accreditation Team (appointed by the MCZ) is informed of the request.

Site visit:

- The site is informed of the impending assessment for accreditation including the date of the exercise as decided by the MCZ.
- A multidisciplinary ART Accreditation Team visits the site and uses the site assessment tool for evaluation.
- The ART Accreditation Team provides a feedback to the management before leaving the site.
- A comprehensive site assessment report is submitted to the MCZ by the team within 10 working days.
- The site assessment report is presented to the ART Accreditation Expert Panel at MCZ for recommendations.
- A formal report on the outcome of the assessment with recommendations is sent to the site and copied to the MOH by MCZ within 8 weeks after the assessment is reported to the ART Accreditation Expert Panel at MCZ.
- Follow up for corrective actions for accreditation will depend on the decision by the ART Accreditation Expert Panel at MCZ.
- Corrective follow up action (within the time specified by the MCZ) shall be the responsibility of the site.
- Sites that do not appropriately address the corrective recommendations will not be accredited until the corrective measures are taken.
- Sites that attain recognition of “Good Standing” will be given a certificate.

All accredited ART sites need to be re-accredited every 2 years (no less than 3 months before expiry of previous accreditation) or if necessary on a needs basis.

All accredited institutions will be published in the Government Gazette annually.

The government may facilitate access, by the accredited private sector to preferentially priced ARV drugs, where this is feasible.

6 MINIMUM ACCEPTABLE STANDARDS FOR ACCREDITATION OF ART SITES

a. Session Objectives

At the end of the session the participants should be able to explain the minimum acceptable standards for accreditation of ART sites

b. Specific Objectives

At the end of the session the participants should be able to:

- Describe the five different stages used for assessment of ART sites for accreditation
- Identify and explain the scoring system used to assess the ART sites for accreditation
- Describe and advise the actions to be taken by the sites in each of the five stages

c. Learning Methods

- Lectures
- Group discussion
- Demonstrations

d. Learning Materials

- ART accreditation assessment form

6.1 ART Accreditation Staging

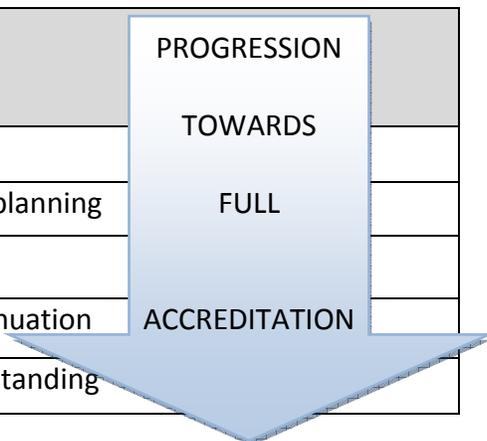
The qualitative tool presents a general assessment without emphasizing the importance of one domain over the other. The evaluation identifies steps needed to advance a potential antiretroviral therapy site. Each area should be rated based on a review of the site and interviews with key staff. It is required that a site attains at least a score of “4” in all areas in order to be accredited. The capacities available within the domains and the overall score determine which of the following five different stages the site falls into:

- Mobilization (Stage 1)
- Service delivery planning (Stage 2)
- Preparation (Stage 3)

- Site Activation/Continuation Stage(Stage 4)
- Centre of Good Standing(Stage 5)

An overall score that places a site at Stage Four or Five indicates the site has the capacity to provide ART, and a score that places a site at Stage One indicates that the site must seek technical assistance for progression. Below is the table for overall score and determination of staging:

Domain		Domain Score	Lowest Area Score in Domain
1	HIV Care and ART Team Leadership		
2	National Guidelines, Standard Operating Procedures and Quality Assurance for ART		
3	Level of Health Care and Clinical Services		
4	Laboratory Capacity		
5	HMIS, Monitoring & Evaluation Capacity		
6	Human Resource and Continuous Professional Development		
7	Pharmaceutical and Logistics Management Systems		
	Overall Program Total		
	Stage		

Key to Scoring Range Stage	Stage		
7-13	1	Mobilization	
14-20	2	Service delivery planning	
21-27	3	Preparation	
28-34	4	Activation/Continuation	
35	5	Centre of Good Standing	

Each stage is described below with specific activities and recommendations that will move an organization closer to Stage 5.

7 FIELD WORK

This session outlines the field work and core competencies.

a. Session Objectives

At the end of the session the participants should be able to apply the assessment procedures as outlined in the ART accreditation guidelines.

b. Specific Objectives

At the end of the session the participants should be able to:

- Complete the assessment tool
- Compile and present a brief assessment report to the trainers
- Demonstrate the core competencies of the assessment which are:
 - Complete the HIV Care and ART assessment form correctly
 - Identify national guidelines for HIV Care and ART
 - List the mandatory and desirable health services
 - Verify the availability of laboratory quality assurance procedures
 - Identify HMIS data tools
 - Verify HIV and ART certification of ART team members
 - Verify the availability of a resource person for drug inventory management system and list the appropriate space for pharmaceutical and other commodities

c. Learning Methods

- Role play
- Group discussion

d. Learning Materials

- MCZ ART accreditation guidelines
- MCZ Inspection tool

8 Evaluation

8.1 Course Evaluation

ART ACCREDITATION ASSESSORS' COURSE EVALUATION

(To be completed by Participants)

CADRE (): MO [], CO [], Nurse/midwife [], Pharmacist [], Lab. [], Other []

Please indicate your opinion of the course components using the following rating scale:

1=Strongly Agree, 2=Agree, 3=Disagree

COURSE COMPONENT		RATING
1.	The pre-course questionnaire helped me to study more effectively	
2.	There was sufficient time scheduled for the learning sessions	
3.	The training approach used in this course made it easier for me to learn about ARV therapy	
4.	The learning objectives were clearly stated	
5.	The trainers communicated clearly and effectively	
6.	The trainers were interested in the subjects they taught	
7.	The content of the sessions had sufficient theoretical knowledge	
8.	The content were easy to understand	
9.	The information presented in the course was mostly new to me.	
10.	The sessions were well organized	
11.	The trainers asked questions and involved me in the sessions	
12.	The course made me feel more competent or skilful for my work	
13.	I am now confident to assess ART sites for accreditation	

ADDITIONAL COMMENTS (use reverse side if needed):

1. What topics, if any, should be changed to improve the course? Why?

2. The course length (2 days) was: (circle one) 1) Too long 2) Too short 3) Just right

3. Which of the learning materials were the most useful (circle one) 1) Reference manual, 2) Participants handbook, 3) Presentation graphics (slides)

ANNEXES

Annex 1: MCZ Assessors check list

MEDICAL COUNCIL OF ZAMBIA

Accreditation of Sites for Antiretroviral Therapy

Practical for Assessors checklist

Instructions:

- This is a checklist for trainers to administer to trainee assessors during pilot assessment training.
- The trainer needs to observe the theoretical and practical application of the ART accreditation tool
- For each skill, use the following rating scale to indicate the level of performance:
 - 1:** Cannot perform this skill and requires extensive practice
 - 2:** Can perform this skill but requires additional practice
 - 3:** Is competent at performing this skill and requires no additional practice
- NA:** Skill not applicable to this practical
- NO:** Skill not observed during this practical

PRACTICAL SKILLS CHECKLIST			
PRACTICAL SKILLS	OBSERVATIONS		
	1	2	3
Inspection of a site			
Conducts two inspections of proposed ART sites			
Minimum Acceptable Standards for Accreditation of Sites			
1. HIV Care and ART Team Leadership			
Identifies and describes three team leaders that a proposed site should have			
Completes correctly two HIV care and ART assessment form			
2. National Guidelines and Standard Operating Procedures and Quality Assurance Systems			
Identifies and obtains four recommended documents that must be used by a proposed site			
3. Level of Health Care and Clinical Services			
Inspects physical spaces designated for ART services			
Identifies any six mandatory and any three desirable comprehensive health services			
4. Laboratory Capacity			
Investigates and reports on availability of appropriately qualified staff			
Identifies category A basic recommended tests			
Verifies availability of laboratory quality assurance procedures			
5. Health Management Information System (HMIS) and Monitoring and Evaluation			
Recognizes and explains HMIS data tools at a proposed site			
6. Human Resource and Continuous Professional Development			
Identifies appropriately qualified ART clinical staff			
Obtains and verifies copies of professional development plans			
Obtains and confirms HIV and ART certification of ART team members			
7. Pharmaceutical and Logistics Management System			

PRACTICAL SKILLS CHECKLIST			
PRACTICAL SKILLS	OBSERVATIONS		
	1	2	3
Identifies appropriately qualified pharmacy staff			
Inspects and identifies appropriate storage space for commodities (pharmaceutical, reagents, medical supplies and non-health products-stationery, food supplements etc)			
Verifies and confirms personnel trained in the management of HIV/AIDS commodities (laboratory and pharmacy) including ARVs			
Report writing			
Writes and submits report			
TOTAL SCORE			

Comments of Assessor:

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Recommendations:

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Name and signature: _____

Date: _____

Annex 2: Inspection tool for Accreditation