

“Pictorial Register Trainer’s and Supervisor’s Guide” for Community Health Workers

June 2004

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INTRODUCTION

The community Mapping Tool (CMT) is the basic management tool for planning, monitoring and evaluating the implementation of the Basic Package of Health Services (BPHS) at the community level. CM links the efforts of community health workers (CHWs) and Traditional Birth Attendants (TBAs) with the reference health center. There are 3 essential components of the CMT, all of which must be in place and must work together to increase proper management of community level services. The components are:

- The Household Survey
- The Community Map
- The Pictorial Register

WHAT IS A PICTORIAL REGISTER

Pictorial Register—a simple register containing, pictures representing various BPHS components. This register has been designed to enable marginally literate CHWs to record their services and understand their case loads.

The Advantages of the Pictorial Registers

- Literacy is not a pre-requisite for using of this register. Pictures enable the CHWs to visually recognize and accurately record the health services an individual has used.
- Marginally literate or non literate CHWs who are expected to do case management for pregnancy care; child care and family planning services need some simple and user friendly management and data collection tools. Using the pictorial register CHWs can do case management as well as conduct follow-up services.

The Limitations

As a case management tool the pictorial register has no limitations. It does not however provide “ready made” data that can be entered directly in the computer. Rather, the manually recorded information must first be extracted and compiled before it can be transformed in to computer friendly data.

CONTENT OF THE REGISTER

The Pictorial Register contains two sections presented in two tables.

A. Table-1: Daily-Monthly Service Status Record

This table contains status of different BPHS services in the village catchments area. In this table the CHWs will record the daily-monthly service acceptance status of BPHS clients using “tick marks”. One page is used to record one Couple. If a man has more than one wife, for each wife between the ages 14-49, one page should be used. That is if Mr. X has two wives and if both of the wives ages are between 14-45, use one each page for each wife. But if Mr. X’s first wife’s age is 50 and second wife’s age is 39 then use only one page for the second wife.

B. Table-2: Monthly-Yearly Service Delivery Reports

This table is a Monthly-Yearly report sheet. In this table, the CHWs will record total number of clients served as well as contraceptive products distributed and referrals made each month by using “Tally marks”

HOW TO USE PICTORIAL REGISTER

It is very easy to use pictorial register. CHWs will be required to put “Tick” and “Tally” marks only in the designated boxes.

A. Steps of using the Service Status Record Table (Table-1)

- Health volunteers or CHWs only need to put “**tick-marks**” under the icons (picture) in each box that represents a BPHS component.
- Each page is allocated for one BPHS client to keep a three year record enabling CHWs to measure the service trends of that particular BPHS client for three consecutive years.

Contents of Table-1

Table-1 contains 6 sections.

Section-1

This section is for recording personal history which includes from----- right to left:



1. The picture of a “**Man**” and “**Women**” represents to write the name of the husband and wife and their ages.

2. The next column is for recording “Total Number of Pregnancies” that the woman has had date.

| | | |
|---|--|---|
| NUMBER OF LIVING CHILDREN | | |
|  | |  |

3. The picture of a “**Boy**” and a “**Girl**” means to record the total number of “Living Children” by sex distribution.

| | | |
|-------------------|---|---|
| AGE OF LAST CHILD | | |
| |  |  |

4. The picture of a “**Boy and Girl**” again means to record the “Age of the last Child” (youngest boy or girl).

| |
|-------------------|
| Reg Starting Date |
| |

5. The next “**Square Box**” is kept to write the first visit date (start date).

| |
|---------|
| Sticker |
|---------|

6. The second last box is to paste a “**Sticker**” if the CHWs find it difficult to locate the houses in her catchments area. A matching sticker will be placed in the house to assist the CHWs in determining the exact house to allow delivery of the appropriate services.

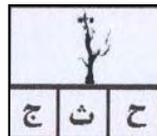
| |
|-----------|
| client n° |
|-----------|

7. In the last box, the CHWs will write “**Client Number**” of each client.

Section-2

In this section the icons of different trees represents different seasons.

Spring:



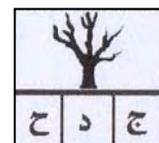
Fall:



Summer:



Winter:

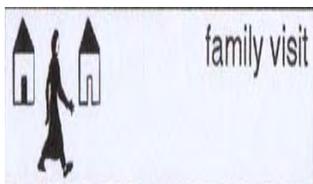


Section-3

In this section different icons represent to record different family planning services.

In this section the CHWs will record two items. Item-1 is for recording visitation by the CHWs and item-2 is for recording the service delivery status.

In the following picture CHWs should record the following in each month from left to right:

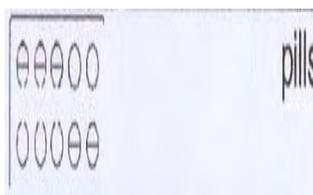


1. Picture of a **Walking Woman**: As per the job description of the CHWs each CHW should cover 100-150 families in his/her assigned area. CHWs should meet each family to provide IEC and service delivery on all components of BPHS. They will also encourage people to accept these services as detailed in annex-1 (CHWs job description) Whenever a CHW contacts any family he/she should put a "tick" in that particular box to record the visit.



2. Picture of a **Standing Woman**: This picture means that the woman is pregnant. While visiting any family if the CHW comes to know that the woman is pregnant the CHW should put a tick mark in the appropriate month of the visit and advise the woman to visit the nearest BHC for necessary check-ups.

CHW should also track the pregnant women's visit to the BHC.

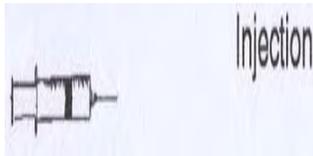


3. Picture of few **Tablets**: This picture is the icon for birth spacing oral pills. CHWs should educate all eligible women of reproductive age on the advantages of oral pills and refer those who are interested to BHC for necessary screening to determine suitability of oral pills. If she is found OK, CHW will

supply her three cycles of oral pills and will put a tick mark under the specific month's column and also will put 3 tally marks under the picture of pills in tally sheet. In the subsequent months if the woman is supplied with another cycle she will follow the same tick and tally order. If the woman is supplied oral pill by the BHC or any other source, the CHW will put only a tick mark in the tick sheet and should not put any tally mark in the tally sheet.



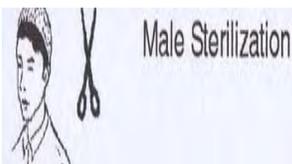
4. **Picture of a Condom:** This icon means the contraceptive condom. After providing necessary education and counseling, if the CHW delivers condom, he/she will put a tick mark under that month's box as well as putting a tally mark under the picture of the condom in the tally sheet. This should be continued in the subsequent months if the client continues receiving condoms. If the clients are supplied by the BHC or any other source the CHW will put only a tick mark in the tick sheet and should not put any tally mark in the tally sheet.



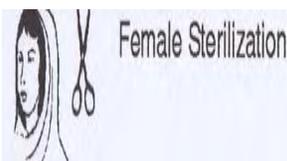
5. **Picture of a Syringe:** This is the icon for birth spacing injection. In accordance with the screening out guidelines for birth spacing injection, CHWs will provide necessary IEC and counseling to the potential clients for injectables. If any client shows interest in this method, the CHW will refer her to the nearest BHC for screening and service. After she is given an injection by the BHC, CHW will put a tick mark in the designated month's box. The CHW will also constantly follow-up her to check her satisfaction and if complications are found she should be referred immediately to the BHC.



6. **Picture of IUD:** This is the icon for birth spacing IUD (Copper-T). In consultation with the IUD screening out guidelines, CHWs will provide necessary IEC and counseling to the potential clients for IUD. If any client shows interest in this method, the CHW will refer her to the nearest BHC for screening and service. If an IUD is inserted at the BHC, CHW will put a tick mark in the designated month's box. She will also constantly follow-up to check her satisfaction and if complications are found she should be referred immediately to the BHC.



7. **Picture of a Man and a Scissor:** This picture is the icon for male sterilization. CHWs will educate all people with more than 3-4 children about sterilization for limiting future births. CHWs will encourage men to consider this method informing them of the benefits and procedures as well as all impacts of male sterilization. If any interested man accepts this method, CHWs should refer them either to BHC or CHC for the procedure. After the procedure, CHWs will put a tick mark in the appropriate month's box to record the service.



8. **Picture of a Woman and a Scissor:** This picture is the icon for female sterilization. CHWs will educate all women of reproductive age with more than 3-4 children about sterilization for limiting future pregnancies. CHWs will encourage women to consider this

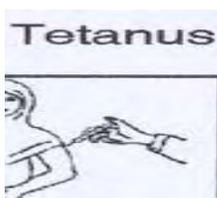
method informing them the benefits and procedures as well as all of female sterilization impacts. If any interested woman accepts this method, CHWs should refer them either to BHC or CHC for the procedure. After the procedure, CHWs will put a tick mark in the appropriate month's box to record the service.



- 9. Picture of a Couple or a Man and a Woman:** This picture is the icon for non acceptors. If a couple does not accept any of the listed methods of contraception, the CHW should put a tick mark in the designated box and will encourage them to accept a modern method.

Section-4: Maternal and Child health care

This section at the bottom of the page is for recording “Maternal and Child Health Care” status. The symbols starting from right to left mean the following:



- 1. A woman is receiving an Injection:** During pregnancy, each woman should receive at least two tetanus toxoid (TT) injections. Therefore, CHWs should educate all pregnant women regarding the benefits of receiving TT. This icon

means that the woman is receiving tetanus toxoid injection. When the woman receives her first TT injection, the CHWs should put a tick mark in the first box and will constantly follow up to encourage her to receive the second dose. When the woman receives her second TT dose, again the CHWs should put a tick mark in the second box.



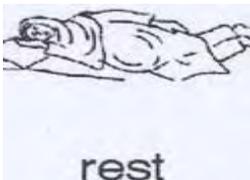
2. **A lying woman is examined by a Medical Nurse:** CHWs should educate all pregnant women to receive at least four ANC check ups during pregnancy. This icon means that the woman is being examined for antenatal care services. When the pregnant woman receives the first check up, the CHW should put a “tick mark” in the first box and should advise her to go for the second and subsequent check ups. When the women receive subsequent check ups, CHWs should put tick mark in the subsequent boxes. The CHWs should ensure all women receive all four check ups.



3. **A woman is taking a tablet:** During pregnancy all pregnant women should be educated on the advantages of taking iron supplement tablets. This picture means that the woman is taking iron tablets. The CHWs should put a ‘tick mark’ if the women is taking iron tablet regularly.



4. **A woman is eating:** CHWs should educate all pregnant women to take extra food during her pregnancy for the benefit of her health as well as for the child’s health. CHWs should educate pregnant women to eat extra Naan/Rice, Potato, Sugar, Gur, Eggs, Meat, Beans, Green vegetables, grapes, apples and other seasonal fruits. If the pregnant woman is taking extra food during pregnancy the CHWs should put a tick in this box.



5. **A lying woman:** CHWs should advise all pregnant women to take adequate rest during pregnancy. CHWs should put a tick mark in this box if the woman is taking adequate rest.



6. **A woman with spots in her belly:** The icon represents danger sign. The CHW should put tick mark in this box if the

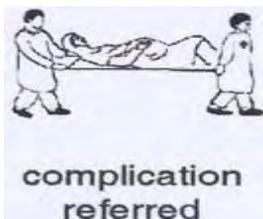
woman reports vaginal bleeding during the pregnancy and should immediately refer her to the nearest hospital/clinic.



- 7. A woman lying and another two women are attending with cross mark:** CHWs should encourage all pregnant women to deliver in a health facility attended by trained personnel. This icon represents that the woman is in delivery table and her delivery is being conducted by a trained personnel. CHWs should put a tick mark in this box if the woman's delivery is conducted by trained personnel.



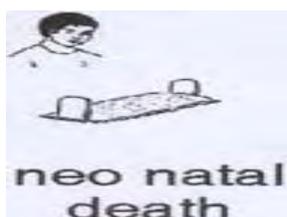
- 8. A woman lying and another two women- are attending with a background of a home:** This icon represents that the woman is undergoing delivery at home by non trained personnel. The CHWs should put a tick mark in this box if the woman's delivery is conducted by a non trained personnel.



- 9. A woman is on a stretcher:** If the pregnant woman develops a complication she should immediately be referred to the nearest hospital. In this case the CHWs should put a tick in this box. They should also conduct regular follow-up of that women.



- 10. Picture of a Grave with the background of a woman:** This icon means the woman died during the time of delivery or from a delivery related complication. In these cases CHWs should put tick mark in this box to record



maternal deaths.

11. Picture of a grave with the background of a baby:

This icon

means if the baby died during the time of delivery or soon after delivery. In these cases CHWs should put tick mark in this blank box to record neo natal deaths.



12. A woman lying in the bed with the background of two other women with crossed mark: CHWs should educate all post partum women to receive at least one post natal check up by trained medical personnel for the benefit of her health. This icon represent that the woman is being examined by the medical persons at a post partum visit.

Under this picture there are two boxes. The right box is for recording the dates (if the CHWs can write) or the left side box is for putting tick mark.



13. A woman showing the hospital: In case of post partum complication the women should be referred to the nearest hospital (BHC/CHC). If the woman is referred to hospital, the CHWs should put a tick mark

Section-5: Priority Health Problem (Table-2)

This section is for recording "Priority Health Problem" which contains:

- MUAC
- ARI
- Diarrhea
- Malaria
- Measles; and,
- Other diseases; and,
- integrated management of these childhood illness

In this section, the meanings of the different icons/pictures ----- from right to left are as follows:

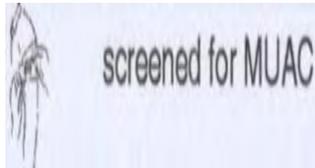


• **Picture of a Boy and a Girl:**

Under the space provided in this section to record services for 'two' children < 5 years of age. These

two columns are voided for putting 'tick' mark in accordance with the age of the child. If there are two boys and two girls in a family then CHWs should record them one after another in the same column.

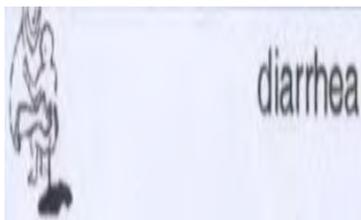
(Note: It is assumed that during the three-year period because of intensive BPHS coverage one couple will not have more than two children. Therefore, in the blank space the child's name will be written.)



- **A child's arm:** This icon represents that the child is being screened for MUAC. CHWs will put a tick mark from right to left if he/she has screened the child for MUAC.



- **A child is coughing:** If the child is constantly coughing with other symptoms then he/she should be considered suffering from ARI and the CHW should put a tick mark in this box.



- **A mother is holding a baby:** This picture means that the child is suffering from diarrhea. The community accepted definition of diarrhea is three or more loose bowel movements in a day.

- **A Mosquito:** If the baby gets due to mosquito bite, s/he suspected suffering from should educate people to use while sleeping, maintain cleanliness in and around households, and immediately consult a health worker or, doctor etc. CHWs should also put a tick mark in this box if the baby is suffering from fever.

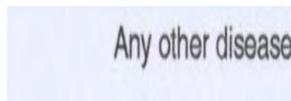


repeated fever should be malaria. CHWs mosquito net



- **A baby with multiple spots in the face:** If a baby gets multiple spots in his/her body he/she may be suspected to have measles. CHWs should advise

family members to consult health workers/doctor immediately and should put tick mark in the designated box for measles.



- **Blank box:** This space is kept for recording any other diseases.



- **A building with cross mark:** This space is for recording referrals to health facility for any other treatment.

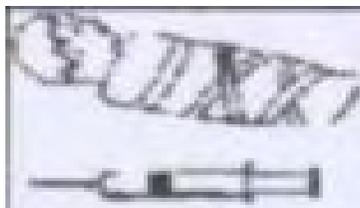
Section-6: Immunization

This section is for “Immunization”. Under this section boxes of the six immunizations are noted. These are: BCG, DPT, Polio, Measles, Vitamin-A and Pregnancy immunizations. CHW/TBAs will put a tally mark under each box to show the monthly aggregates.

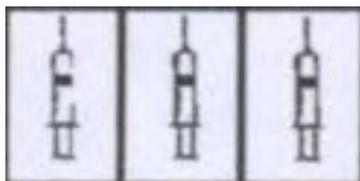
Different picture means the following:



- **A mother is holding a baby:** This symbol means the mother has provided colostrums (first milk) to the new born. If the mother has fed the Baby, then put a ‘tick’ mark in the blank space kept below.



- **A baby and a syringe:** Represents symbol for BCG. All mothers should be educated to give BCG as soon as the child is borne. When the child has been provided with BCG - a ‘tick mark’ should be given under the box.



- **Three Injection Syringes:** This represents DPT. If a child was immunized with DPT, under each blank box put one Tick mark for every shot of vaccine. In this way the CHWs will track the child's complete vaccination until the child has received three doses of DPT.

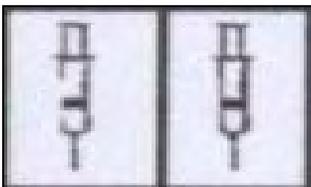


- **Four Drops:** These symbols are for oral polio vaccine (OPV). When a child receives OPV under each box, CHWs will put one "Tick" mark to confirm that the child has received each dose

of OPV and also will track the child's next dose until the child has taken the completed all four doses.



- **Face of a child:** This symbol means Vitamin-A status. The CHW will put a tick in this box when the child is given Vit.-A.



- **Two Injection Syringes:** This symbol stands for measles. In month nine the child should be given first measles injection.

- **A mother is feeding a baby:** It means whether the mother is regularly feeding the child for at least the first six months. During this period a mother should only breast feed the baby. S/he should also put tick marks in the blank space to show the breast-feeding status and it should be encouraged by the CHW at least for two years.



means breast-six months. only breast tick marks



- **A baby with a Spoon:** This symbol shows the status of solid-food provided to the child. When the child starts taking solid-food put a 'tick' mark in the blank space to confirm weaning status of the child.



- **Picture of family member:** When the baby starts family food with other family members, the CHW should put a tick mark to show the status.

B. Monthly-Yearly Service Delivery Report/ Tally Sheet (Table-2)

CHWs only need to put a “tally-mark” under each symbol to show the total number of clients of that service during that month.

Contents of the table-2(1) (Reporting Section-1)

In this tally sheet different pictures were used for reporting purpose. Under each box the CHWs should put tally marks only. At the time of updating the pictorial register the CHWs should also put a tally mark in the reporting section. These should read from right to left.



1. Month: In this column name of the month should be written.



2. Year: In this column the year should be written.

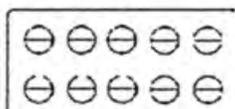
3. Picture of a CHW conduct a should put a tally end of the month of visits he/she



Total Number of Family Visited

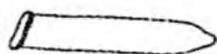
walking woman: Whenever any visit to any household the CHW mark to indicate a visitation. At the the CHW should calculate the number made in that month.

Pill



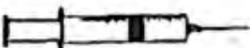
4. Pill: If any woman is supplied with a cycle of pill one tally mark should be given. At the end of the month the CHW should calculate the cycles of oral pill he/she distributed in that month. If she is supplied with more than one cycle, for each cycle CHWs should put a tally mark. That is if a client is supplied with one cycle CHW should put one tally (/) mark. If she is supplied with two cycles CHW should put two tally marks (//).

Condom



5. Condom: If any client is supplied with one dozen of condoms, the CHWs should put a tally mark (/). If the client is supplied with two dozens of condoms, CHWs should put two tally marks (//). At the end of the month the CHW should calculate the total number of condoms distributed by them in that month.

Injection



6. Injection: Whenever any woman receives a dose of birth spacing injection by any source, CHWs should put a tally mark. At the end of

the month the CHW should calculate the number of injections given to the women in that month.



Tetanus

7. A woman is receiving an injection: This means that the woman is receiving a dose of TT. In that case a tally mark should be used. At the end of the month the CHW should calculate the number of TT injections given to the pregnant women in that month.

8. A medical nurse the woman is tally mark to CHW should count pregnant woman in that month.

Antenatal Care

1st



examining a woman: This picture means that having first ANC care. The CHWs should put a indicate her services. At the end of the month the the total number of 1st ANC received by the

Antenatal Care
2nd or 3rd



9. A medical nurse examining a woman: This picture means that the woman is having her second/third ANC care. The CHWs should put a tally mark to indicate her services. At the end of the month the CHW should count the total number of women received second/third

ANC visit in that month.



Delivery by
trained TBA

10. A lying woman is attended by two other women: This means that the woman is being attended by trained personnel for delivery and the CHW should put tally mark to indicate the services. At the end of the month the CHW should count the total number of deliveries conducted by the trained personnel in that month.

Obstetric Complication
Referred



11. A woman is carried by two persons: This space is for tallying the patients referred to hospital with complications. At the end of the month the CHW should count the number of women referred to the hospital with delivery complications in that month.

Contents of the table-2(2) (Reporting Section-2.... Continued)



1. Month: In this column name of the month should be written.

YEAR

2. Year: In this column the year should be written.

Maternal Death



3. Picture of a Grave with the background of a woman: This icon means if the woman died during the time of delivery or delivery related complications at home. In these cases CHWs should put tally mark under the blank box to record maternal deaths. At the end of the month CHWs should count the total numbers of maternal deaths occurred at home.

Early Neonatal Death



4. Picture of a Grave with the background of a child: This icon represent neo natal deaths occurred within 28 days after delivery. In these cases CHWs should put tally mark under the blank box to record neo natal deaths. At the end of the month CHWs should count the total numbers of neo natal deaths.

Post partum visit



5. A woman lying in the bed with the background of two other women: This icon represent that the woman is being examined by the medical persons for post partum care visit. CHWs should put tally mark only to indicate post partum visits conducted by the medical person. At the end of the month CHWs should count the total numbers of women examined for post partum care.

Post partum referred



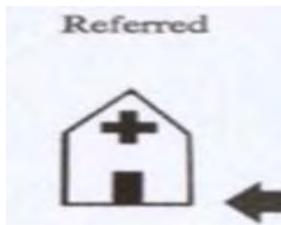
6. A women showing the hospital: In case of post partum complication the women should be referred to the nearest hospital. If the woman is referred to hospital, the CHWs should put a tally mark. At the end of the month CHWs should count the total number of women referred to hospital.

Child screened for MUAC

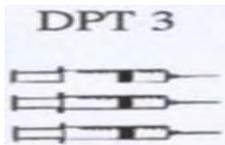


7. A child's arm: This icon represents that the child is being screened for MUAC. CHWs will put a tally mark from right to left if the

child is screened for MUAC. At the end of the month CHWs should count the total numbers of children screened for MUAC.



8. A door with a cross mark: In case of any complication the children should be referred to the hospitals. CHWs should put a tally mark. At the end of the month CHWs should count the total numbers of children referred to the hospital.



9. Three Injection Syringes: This represents DPT. If a child was immunized with DPT the CHWs should put a tally mark. At the end of the month CHWs should count the total numbers of children received DPT.



referred to the hospital.

10. A child is coughing: If the child is constantly coughing with other symptoms then the should be considered suffering from ARI and in that case CHWs should put a tally mark under referral or service delivery column. At the end of the month CHWs should count the total numbers of supplied with medicine and how many of them were



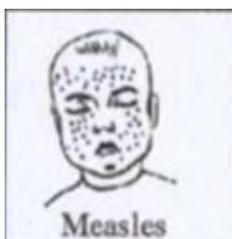
medicine and how many of them were referred to the hospital.

11. A mother is holding a baby : If any child gets loose motion s/he should be suspected suffering from diarrhea and in that case she should be advised for ORS administration. CHWs should put a tally mark either in referral or in service delivery box. At the end of the month CHWs should count the total numbers of children supplied with



were referred to the hospital.

12. A Mosquito: If the baby gets repeated fever due to mosquito bite s/he should be suspected suffering from malaria. CHWs should put tally mark for these cases. At the end of the month CHWs should count the total numbers of supplied with medicine and how many of them



13. A baby with multiple spots in the face: If a baby gets multiple spots in his/her body he/she may be suspected a measles case. CHWs

should put tally mark for measles. At the end of the month CHWs should count the total numbers of children supplied with medicine and how many of them were referred to the hospital.

Annex A:

Community Health Worker (CHW) Job Description

I. Overview

The Community Health Worker (CHW) is a man or a woman selected by the community and trained for provision of the Basic Package of Health Services (BPHS) defined for that level. The CHW will work under the supervision of Basic Health Center (BHC) staff, and will have a limited list of essential drugs and supplies. The CHW will work in concert with the BHC team to conduct specific promotional, educational, and service activities to improve the overall health and well-being of the population.

II. Responsibilities:

Under the supervision of the BHC medical coordinator/trainer, the CHW will carry out the following activities:

Child Health:

1. Encourage family and community participation in the immunization of children and women of childbearing age, and ensuring administration of vitamin A to children 6 months to five years through immunization services.
2. Support actions for national initiative at the village level and actively participate in all campaigns.
3. Identify ARI, diarrhea and malaria cases; treat mild cases and refer complicated cases to the nearest higher-level health center.
4. Identify danger signs of illness and facilitate in the process of referral of such cases to referral resources/health centers.
5. Promote use of ORS and ORT during diarrhea and vomiting.

Maternal and Newborn Health:

6. Establish and maintain a good working relationship with the TBA working in the CHW's catchment areas and support the TBA's health promotional activities on a regular basis.
7. Highlight the importance of prenatal and post natal care, and encourage the community to make regular and timely use of MCH services.
8. Recognize signs of complication and common problems during pregnancy and identify high risk pregnancies for referral to a suitable health facility.
9. Coordinate with TBAs on iron and folic acid distribution to pregnant mothers, and ensure that eligible individuals obtain these supplements. Basic Package of Health Services for Afghanistan-
10. Support the TBA in connection with delivery and referrals.
11. Encourage couples to receive family planning services; distribute oral contraceptives and condom to willing members of the target population; and encourage counseling regarding long-term methods through a health facility in the district.

Public Nutrition:

12. Promote early and exclusive breastfeeding of children less than six months old and supplementary feeding of children over six months old.

13. Promote a balanced diet and use of iodized salt by the families.

Communicable Diseases:

14. Ensure follow-up of TB patients' treatment course, based on the DOTS strategy, and create awareness among the community on TB prevention. 15. Treat uncomplicated cases of malaria.

Mental Health:

16. Consider the mental health of the community, promote awareness of mental health issues and provide information on available referral resources.

17. Create awareness within the community and provide information on the hazards of addictive substances such as tobacco, naswar, heroin and hashish.

Community Support:

18. Provide first aid services for common accidents at the family and community level.

19. Promote use of clean water and prevention of water contamination at the collection point, during transportation and use.

20. Encourage proper methods of waste disposal at the community and family levels.

21. Assist the community and families in the process of birth and death registration.

22. With support from local teachers and other knowledgeable persons, estimate the population of the catchment area and develop a map of the area with major features (e.g., health center, mosques, water sources, river, school, graveyards, and agricultural fields).

23. Actively participate in all community meetings and community major events.

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Management:

24. Manage the health post, maintaining supplies and drugs given to CHWs.

25. Report on utilization of drugs and supplies and request the supervisor for additional drugs and supplies.

26. Collect and compile reports as recommended for the CHW level and provide activities reports to the supervisor.

27. Participate in scheduled CHW refresher training.

28. Additional responsibilities will be given to CHWs, provided specific arrangements to be made by MOH to cover the prioritized needs of identified community/villages.

Annex B

USAID/REACH, AFGHANISTAN
PICTORIAL REGISTER TOT SCHEDULE
for

PROGRAM MANAGERS AND CHW SUPERVISORS

Objectives: To acquaint CHW trainers and supervisors on the use of pictorial register to enable marginally literate field workers (CHW, and TBAs) to record their performances and track BPHS clients for improved health services.

By the end of this training the program staff will be able to:

- conduct training for the CHWs to enable them keeping their service records
- ensure timely supply of BPHS to the clients of their own working areas

use pictorial register for effective planning, implementation, supervision and monitoring of their program activities

| <i>DAY: 1 (9:00 am-5:00 pm)</i> | <i>Time</i> |
|--|--|
| <p><i>Opening:</i></p> <ul style="list-style-type: none"> • Introduction and Warm-up/Ice-breaking • Expectations (trainees and trainers) • Objectives of the training | 45 minutes |
| <p><i>Introduction to Pictorial Register:</i></p> <ul style="list-style-type: none"> • What is a pictorial register • Why pictorial register is needed • Benefits of pictorial register • Limitations of pictorial register | 15 minutes 15 minutes 15 minutes 15 minutes |
| <p><i>Tea Break</i></p> | 15 minutes |
| <p><i>Content of the Register:</i></p> <ul style="list-style-type: none"> • Table-1: Daily-Monthly BPHS Status Record (Tick mark) • Table-2: Monthly-Yearly Service Delivery Reports (Tally mark) | 30 minutes 30 minutes |
| <p>Lunch and pray Break</p> | 1 hour |

| | | |
|--|--|-----------------------|
| How to use Pictorial Register: | | |
| Table-1: Daily-monthly service status | | |
| Contents of Table-1: (the Six essential sections) | | |
| • Section 1: Personal history | | 15 minutes |
| • Section 2: Icons for different seasons | | 15 minutes |
| • Section 3: Family planning | | 15 minutes |
| • Section 4: Maternal and child health care | | 15 minutes |
| • Section 5: Priority health problem | | 15 minutes |
| • Section 6: Immunization | | 15 minutes |
| Table-2: Monthly-yearly service delivery record | | |
| How to fill-out tally sheet for: | | |
| • Personal history | | 15 minutes |
| • Family planning | | 15 minutes |
| • Maternal and child health care | | 15 minutes |
| • Immunization | | 15 minutes |
| • Priority health problem | | 15 minutes |
| Exercises on case scenarios: | | 1 hour and 15 minutes |
| DAY: 2 (9:00am – 5:00 pm) | | <i>Time</i> |
| Practical field work in a real project site | | 4 hours |
| <ul style="list-style-type: none"> • Divide in to different groups • Explain boundaries for each group • Review Community Maps (CM) with the CHWs and fill-out one Pictorial Register in accordance with all information as per the CM. For other sections (which are not available in the CM) conduct home visit and fill out those sections as and where information is available | | |
| Consolidation | | One hour |
| Prepare Work plan for conduting training for CHWs | | 2 hours |