

Appendix E

Trainee Follow-Up Forms

Follow-Up on Facilitative Supervision Trainees—Offsite Supervisors Checklist

Date: _____
 District: _____
 Supervisor name and position: _____
 Interviewer name: _____

Instructions for interviewers: Use only one form per supervisor. Please note that it is ESSENTIAL to answer questions 17, 18, and 19.

Question	Yes	No	Supervisor's Response	Interviewer's Comments
1. Do you supervise any sites if yes, how many sites do you supervise? IF NO, STOP THE INTERVIEW.				
2. Do you have supervision guidelines?				
3. Do you have your job description?				
4. Have you developed a schedule for supervisory visits? if yes, ask to see the schedule.				
5. Are you able to follow the schedule? if no, why not?				

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Follow-Up on Facilitative Supervision Trainees—Offsite Supervisors Checklist (cont.)

Question	Yes	No	Supervisor's Response	Interviewer's Comments
6. In the past six months, did you visit all of your assigned sites? If yes , on average, how many times did you visit each site during those six months?				
7. Do you have a regular scope of work for the supervisory visits that you usually conduct? If yes , please describe it.				
Prior to your arrival at the site, do you:				
8. Review the previous visit's report and action plan before the visit?				
9. Inform the site's supervisors about your visit?				
10. Communicate the purpose of the visit to the site's supervisor? During the supervisory visit, do you:				
11. Discuss the agenda of the visit with the site's supervisor? If yes , please describe a typical agenda.				

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Follow-Up on Facilitative Supervision Trainees—Offsite Supervisors Checklist (cont.)

Question	Yes	No	Supervisor's Response	Interviewer's Comments
<p>12. Do you discuss the status of the action plan developed during the last visit with the staff? If yes, please describe what is typically discussed.</p>				
<p>13. Do you use any tools during your supervisory visits that help you to assess service provision at the site? If yes, list them.</p>				
<p>14. Do you use the checklists that were distributed during the facilitative supervision training? If yes, have you adapted the checklists' questions or do you use the original version of the checklists? If changes have been made, describe these changes. If no, what are the reasons that you did not use the checklists?</p>				
<p>15. Do you typically assess the readiness of the site to provide services? If yes, give example of findings from a typical visit.</p>				

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Follow-Up on Facilitative Supervision Trainees—Offsite Supervisors Checklist (cont.)

Question	Yes	No	Supervisor's Response	Interviewer's Comments
16. Do you review site records during your supervisory visit? If yes , describe typical findings from client records or other onsite records				
17. In the past three months, has it been usual for you to observe staff providing services to clients? If yes , list the services that you have typically observed.				
18. At the end of your supervisory visit, do you usually meet with staff to discuss your findings? If yes , describe a typical meeting discussion.				
19. Do you record the findings of your visit in the site's supervisory journal?				
20. Do you use supervision visits as an opportunity to coach providers onsite, if needed? If yes , give examples from a typical visit.				

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Follow-Up on Facilitative Supervision Trainees—Offsite Supervisors Checklist (cont.)

Question	Yes	No	Supervisor's Response	Interviewer's Comments
21. Do you update staff on the newest developments in family planning and reproductive health and/or changes in national standards and guidelines?				
22. Do you provide onsite supervisors and staff with copies of updated guidelines or protocols for procedures and techniques?				
23. Do you discuss changes in the service statistics with the site staff? If yes, give examples of how you used service statistics to make decisions.				
24. Do you help the site supervisors and the staff to assess the site's learning needs? If yes, describe how.				
25. Do you recognize staff's achievements in providing quality services? If yes, describe how.				
26. Do you motivate staff to improve the quality of services they provide? If yes, describe how.				

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Follow-Up on Facilitative Supervision Trainees—Offsite Supervisors Checklist (cont.)

Question	Yes	No	Supervisor's Response	Interviewer's Comments
27. Do you discuss the possible solutions for the problems identified with the staff during the supervisory visit? If yes , give examples.				
28. Do you usually offer help to staff to solve problems that they could not solve alone? If yes , give examples.				
After the visit, do you:				
29. Write reports about your visit? If yes , request to see the reports.				
30. Send a copy of the report to the site?				
31. Integrate the findings of the visit into your supervisory ongoing action plan? If yes , give examples and request to see the plan.				
32. Follow up with site staff to ensure that the site's action plan was implemented? If yes , give examples.				

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Follow-Up on Facilitative Supervision Trainees—Offsite Supervisors Checklist (cont.)

Question	Yes	No	Supervisor's Response	Interviewer's Comments
After the visit, do you:				
33. Evaluate the quality of services provided by the site? If yes, please describe. What tools and indicators do you use to evaluate the quality of services?				
34. Need support to perform your work as a supervisor effectively? If yes, please describe the type of support that you need.				
35. Has the facilitative supervision training affected your work as an offsite supervisor? If yes, describe any changes you have made in your work as a result of the training.				

Follow-Up on Facilitative Supervision Trainees—On-Site Supervisors Checklist

Date: _____
 Facility: _____
 Supervisor name: _____
 Interviewer name: _____

Instructions for interviewers: Use only one form per supervisor. Please note that it is ESSENTIAL to answer numbers 9 and 27.

Question	Yes	No	Supervisor's Response	Interviewer's Comments
1. Do you have your job description?				
2. Do you have your personal work plan as a supervisor? If yes , ask to see the plan. What items are included in that plan?				
3. Have you conducted medical monitoring activities within the past six months? If yes , on average, how many times did you activities in the past six months?				
4. Do you use any tools during medical monitoring activities? If yes , list them.				

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Follow-Up on Facilitative Supervision Trainees—On-Site Supervisors Checklist (cont.)

Question	Yes	No	Supervisor's Response	Interviewer's Comments
<p>5. Do you use the checklists that were distributed during the facilitative supervision training? If no, why not? If yes, have you adapted the checklists' questions or do you use the original version of the checklists? If adaptations were made, describe the changes made to the checklists.</p>				
<p>6. Do you involve staff in medical monitoring activities? If yes, please describe how.</p>				
<p>7. Do you regularly assess the readiness of the site to provide services (i.e., conduct a facility audit)? If yes, describe how, and give example(s) of findings.</p>				
<p>8. Do you review client records? If yes, what were the common findings 1) from the client records, and 2) from other records kept at the site?</p>				
<p>9. In the past three months, has it been usual for you to observe staff providing services to clients? If yes, list the services that you typically observed. What were some typical findings?</p>				

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Follow-Up on Facilitative Supervision Trainees—On-Site Supervisors Checklist (cont.)

Question	Yes	No	Supervisor's Response	Interviewer's Comments
<p>10. Do you keep records of the findings from the medical monitoring activities? If yes, ask to see the records.</p>				
<p>11. Do you teach staff how to use medical monitoring checklists?</p>				
<p>12. Do you encourage staff to use the medical monitoring checklists for a self-assessment or a peer assessment? If yes, please describe how.</p>				
<p>13. Do you use the findings from medical monitoring activities? If yes, what do you do with the findings? Please describe. Give examples of findings. (Possible responses: Share with the staff; develop a plan with solutions by him/herself; involve staff in developing an action plan to solve the problems; inform off-site supervisor and ask for his/her help on the issues that staff cannot solve on their own.)</p>				
<p>14. Do you regularly have staff meetings? If yes, how often did you have staff meetings in the past six months?</p>				

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Follow-Up on Facilitative Supervision Trainees—On-Site Supervisors Checklist (cont.)

Question	Yes	No	Supervisor's Response	Interviewer's Comments
<p>15. Do you discuss with the staff the status of the current action plan on a regular basis? If yes, please describe a typical discussion.</p>				
<p>16. Do you use an opportunity to coach providers on the job, if needed? If yes, give examples.</p>				
<p>17. Do you update staff on the newest developments in family planning and reproductive health (FP/RH) and on changes in national standards and guidelines?</p>				
<p>18. Do you make updated guidelines/protocols/standards for FP/RH service provision available for the staff to use?</p>				
<p>19. Do you discuss with the site staff the site's/district's/country's FP/RH service statistics? If yes, describe how, if at all, you use that information.</p>				
<p>20. Do you involve staff in assessing the site's learning needs? If yes, describe how and what you do to address those needs.</p>				

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Follow-Up on Facilitative Supervision Trainees—On-Site Supervisors Checklist (cont.)

Question	Yes	No	Supervisor's Response	Interviewer's Comments
21. Does your site have a staff development plan? If yes , ask to see the plan.				
22. Do all staff follow the updated guidelines and protocols for FP/RH services needed to perform their duties according to standards?				
23. Do all staff have job descriptions?				
24. Do you discuss job expectations with your staff? If yes , please give examples of what you discuss in a typical meeting.				
25. Is there a system in place to appraise staff performance at your site? If yes , please describe the system.				
26. Do you motivate staff (e.g. by recognizing achievements, etc.)? If yes , describe how.				
27. Do you have a supervisory journal in which the off-site supervisor can record the findings from his/her supervisory visit to your site?				
28. Do you receive copies of the supervisory visit reports from your off-site supervisor?				

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Follow-Up on Facilitative Supervision Trainees—On-Site Supervisors Checklist (cont.)

Question	Yes	No	Supervisor's Response	Interviewer's Comments
<p>29. Do you evaluate the quality of services provided by your facility? If yes, describe how you evaluate the services. What tools and indicators do you use to evaluate services?</p>				
<p>30. Do you involve staff in the quality improvement process? If yes, describe how and what tools you use.</p>				
<p>31. Do you need any support (from district/national supervisors, from community, donors, and counterparts) to be an effective supervisor? If yes, describe the type of support that you need.</p>				
<p>32. Has the facilitative supervision training affected your work as an on-site supervisor? If yes, describe how, especially what changes you have made in your work as the result of the training (if any)?</p>				

