



# **National Prevalence Survey Field Operation Work**

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# TBPS Steps

**Formations of district level committees:-  
DTLO**

**Pre-Visit:- Field manager; liaison officer**

**Pre-Census:- local staff**

**Census – central team + local staff**

**Camp Operation:- central team + local  
staff**

**Mop up :- central team + local staff**

**Follow up :- central team + local staff**

# Background

## Pre-Census

- ▶ Second step in the planning of field work
- ▶ Carried out few days earlier to census.
- ▶ Purpose is to collect household data and estimate the eligible population
- ▶ Inform tentative time and location of the survey camp
- ▶ Advocate for their active participation



# Major roles and responsibilities

- ❖ 5 pre-census team
- ❖ Field Manager will be responsible to follow up the progress of pre-census data collection, in close coordination with DTLO
- ❖ Health facility in-charge will be requested to supervise locally



# Major Roles & Responsibilities of DTLO

## *During Pre-census:*

- ▶ Follow up on the pre-census team
- ▶ In close coordination with HFI and other stakeholders
- ▶ Aware the community about the time period for the field operation
- ▶ Request the community for their support and participation



# Step-wise process [During Pre-census visit

- Conduct home visit in the assigned area of the cluster starting from the assigned household
- ***In household visit:***
  - Introduce yourself and inform the purpose of your visit
  - A brief introduction to the importance of PS
  - Based on pre-census data collection form; collect data on:
    - Name of household head
    - Number of family in the household (*if rental or eating separately*)
    - A number of the estimated eligible population in the area



# Continued...

- Every day, prepare the final list of households covered on that day,
- Update the list of previous days as well
- Report the updates to the respective field manager of the cluster Based on the feedback,
- If the sample size is not sufficient then visit the adjoining areas as suggested by the field manager
- Prepare final list upon the arrival of the census team



# CENSUS



National Tuberculosis Prevalence Survey,  
NTC

# Background

## Census

- ❖ Census taking is the first step before conduction of the field operation.
- ❖ The purpose is to identify population sample for the survey in the cluster,
- ❖ Confirm the eligible population among the sample,
- ❖ Make a formal invitation for participation in the field operation
- ❖ This is usually done in a minimum of 2 days' time



# Stepwise Procedure of Census:

## Arrival Day

- ▶ **In the first half,**
- ▶ Arrangement of accommodation,
- ▶ Arrangement for storing logistics/equipment in the available warehouse/storeroom.
- ▶ **In 2<sup>nd</sup> Half**
- ▶ Team will re-orient local staffs (health and non-health staff including pre-census team members) regarding census and field operation.
- ▶ Survey Field Manager will divide survey team into two groups:
  - ▶ 1. Screening examination site setting group
  - ▶ 2. Census group. These two groups will work simultaneously.
  - ▶ 3 The Survey field manager will be managing and supervising both teams, with a special focus on census team



Medical officers will support on-site setup.

## Census team:

- ▶ The census team will have at-least 5 sub-teams and each team will have at least 3 members:
  - 1) At-least one trained a member of the central team
  - 2) One local staff
  - 3) One pre-census team member



# Stepwise procedure of census:

1. Gather the details of cluster household maps and all pre-census information collected by the pre-census team.
2. Confirm, verify and develop census team mobilization plan based on the pre-census map.
3. Divide among five pre-census group for the collection of data in the selected area.
4. This group will be supported by pre-census team and visit the household that they visited beforehand.
5. If the estimated eligible population of the selected area is not sufficient then move to the area under next grid (following standard criteria of selection of grid).
6. Each census team will be then assigned a separate block for conducting household visit and
7. Each team should have a map of the cluster with demarcation.



# Household Census procedure:

- ▶ The team should first greet and brief about the objective of the census to the household members.
- ▶ Interview a household owner or head of household or any family member who can provide required information of the family & other families who are living in the house.
- ▶ Register all the family members living in the house including persons living in rent (those who are living continuously for more than two weeks in the house .



- Issue individual invitation cards with the expected day to visit field operation site, including expected time
- Before leaving the house, prepare an 8-digit household ID sticker and stick it outside the house.
- A gentle reminder should be given to the participants about the survey examination site on the scheduled date and time.
- The team should also advise participants not to bring/wear valuable ornaments during screening camps.
- Generally, each sub-team will invite approximately 1- 40 eligible participants for the 1<sup>st</sup> day of field operation, 41- 80 participants for 2<sup>nd</sup> day and 81-120 participants for the 3<sup>rd</sup> day. Thus approximately 40 individuals from every 5 teams will make 200 participants/day and 600 participants in three days.
- At the end of each day, all 5 teams will hand over the Tablet to the IT officer together with the backup pen drive.



# Major roles and responsibilities of District TB/ Leprosy officer (DTLO)

## During census

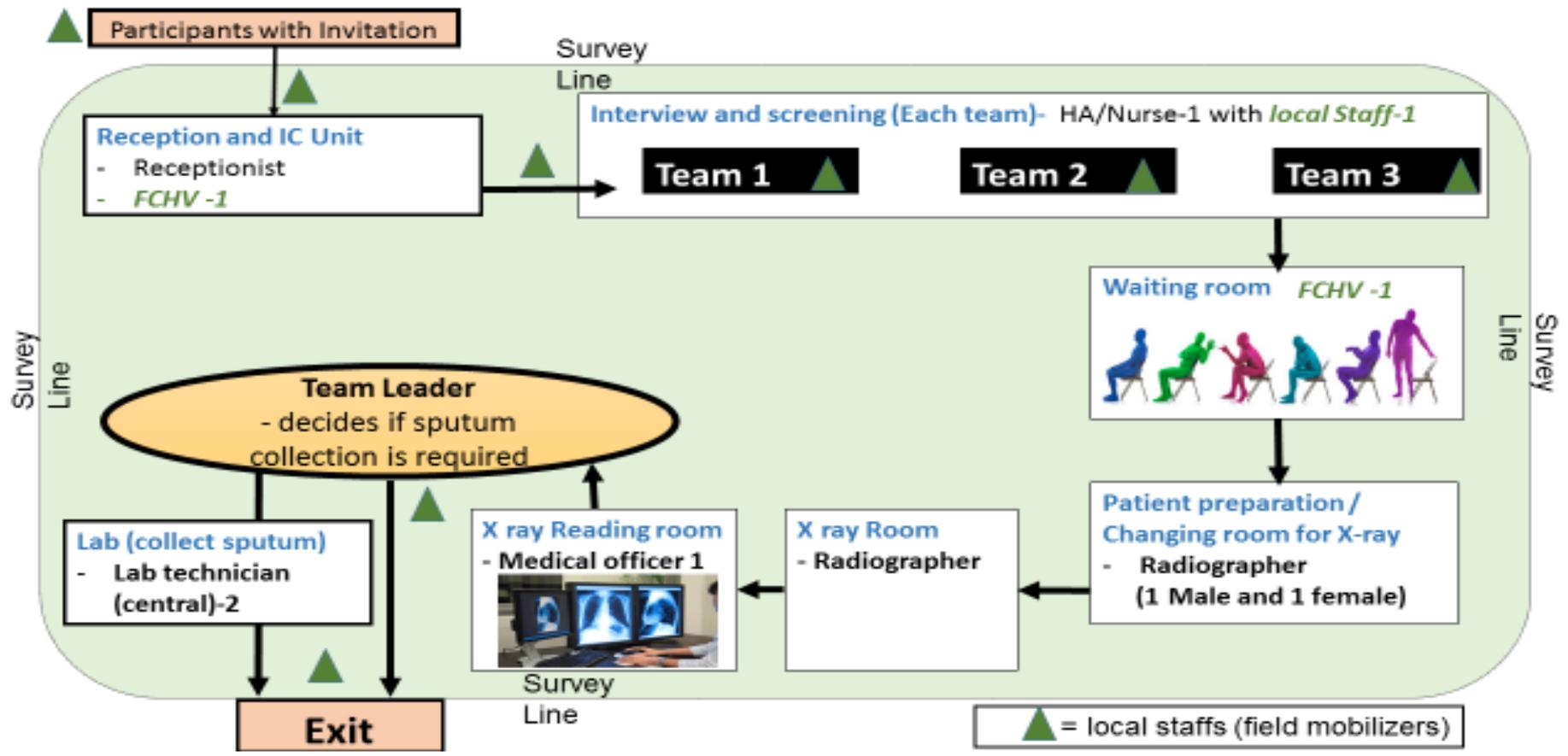
- ▶ Liaise with rural municipality, municipality and other stakeholders for getting their supports in the PS survey
- ▶ Supervise the census teams to ensure the quality in every steps of census as per SOP
- ▶ Contact each team and ensure that they will be able to complete their work within the expected time
- ▶ Discuss with the FM for mobilizing additional HR to complete census at the cluster within time



# FIELD SET-UP



# Site Setup for screening:





***Screening Examination site setting:***

- ▶ The Medical Officers (MO) will assist the survey field manager for setting up of screening examination site

# Stepwise procedure of screening for field operation site :

- Assess and confirm the local setting of field operation site (previously decided by the pre-visit team)
- If it is school, collage, local health facility or any other institution, have a coordination meeting and request for permission to conduct field operation which will take about 7 days (2 day preparation + 3 days survey examination + 1 day mop-up and last pack-up day) to complete the field operation task.
- Hand over the official letter issued by Ministry/Department or District level office and request for cooperation.
- Arrange the room setting in such a way that flow of participants will be easy.
- If there is no infrastructure (building) available tent setting to be established.



# Brief Overview of the various units:

- ❖ **Set up reception and informed consent unit:** There will be one person for reception and enrollment, one person for informed consent and one FCHV for supporting reception and informed consent unit.
- ❖ **Symptom screening unit:** There will be two symptom screening teams and two health workers and (one from the center and one local) and one volunteer in the unit. The unit needs large space to adjust three (2) table and chairs.
- ❖ **Waiting room:** One volunteer will be placed in the room to support the participants and sending to x-ray room on queue..
- ❖ **Setting of Radiology (X-ray unit):** This is the room for field x-ray installation and taking chest x-ray of all eligible participants and before entering to x-ray room adjoining to x-ray room there should be a changing room where participant can change dress and be ready to go to x-ray. One volunteer (F) will be placed in changing room to support the participant. X-ray will be installed as per guideline given for field setting.



## ❖ **Laboratory unit :**

- The laboratory unit will consist of three persons: 2 lab technician from the central team and a local non- health staff.
- Lab technician will lead to set up field laboratory unit in such a way that it will maintain the standard requirements needed for field laboratory unit. Generally there must be sufficient space and arrangement for sputum collection and transportation.



# Major roles and responsibilities of DTLO

## During field operation:

- ▶ Support and facilitate in conducting orientation sessions of local health, non-health and SMs
- ▶ Support the TL while forming the census team and field site setting teams

## During Field Operation Site Setting

- ▶ Coordinate with local stakeholders in setting an appropriate SE site at the cluster
- ▶ Support and coordinate with HFI and local support staff for setting the SE site
- ▶ Ensure that setting of the SE site is done as recommended by the PS protocol and SOPs



**THANK YOU!!**

