

# Pre-visit for TB Prevalence Survey

## Purpose:

Pre-visit is the first step in the **planning** of the field work. Its main purpose is to **orient local leaders and all relevant stakeholders** on prevalence survey at the cluster sites and make **necessary preparation for conducting the field operation.**



# Pre-visit objectives

- Assess the **feasibility** and finalize the **date and venue** for conducting field operation.
- Orient all **relevant local stakeholders (municipal and HFOMC)** on the TB prevalence survey.
- **Recruit and orient pre-census team and local teams.**
- Observe and plan for **logistic arrangement and setting up field site.**

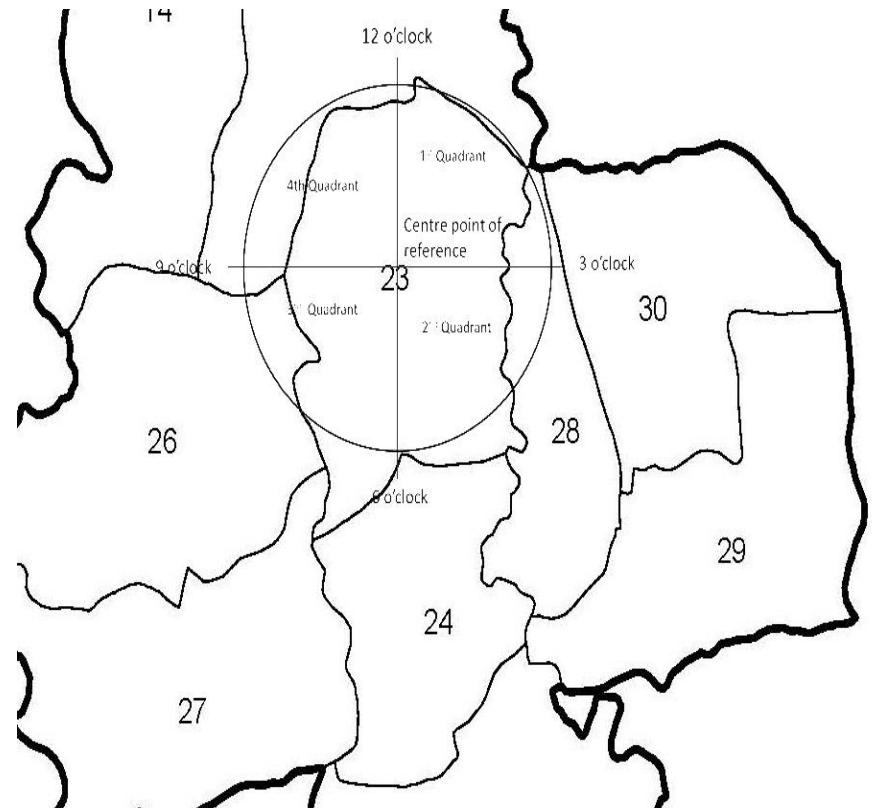


# Major tasks during Pre-visit

- Estimate the **number of eligible population (15 years old and above)** in selected wards/clusters.
- Decide the **area/part of ward** to be covered by the survey if eligible population **more than requirement**.
  - **Randomly select geographical grid** “Sub-area identified by GIS mapping” in **urban clusters**.
  - **Randomly select the sub-area/ settlements**, either natural (river, hills, terrains etc.) or manmade demarcation (road, human settlement, landmarks etc.) in **rural clusters**.

# Major tasks during Pre-visit

- Decide the additional ward(s)/Cluster(s) if **sample size is less than requirement**.
  - If the number of household estimated is not sufficient, then **move to another grid based on the standard of movement (starting from 3 o'clock clockwise)**.



# Major tasks during Pre-visit

- Recruit and orient **pre-census teams and local staffs** for listing households and eligible population for PS survey.
  - After DCC meeting, DTLO and HF In-charge should conduct the **HFOMC meeting** and select **pre-census team and local staffs**.
- Finalize the **logistic arrangement** for PS.
  - Location for setting up field site.
  - Arrangement for the food and lodging the field team.
  - Security arrangement.

# Procedure for conducting Pre-test

## Day 1:

- Meeting/Orientation at the Municipal Office
  - Introduction of the team.
  - Sharing the **objectives and purpose of PS and pre-visit.**
  - Handover **letter issued by MOH/NTC** to the municipal office.
  - Selection of the **sub-wards/clusters randomly** if household size and total samples **larger than** the requirement.
  - Selection of **additional ward(s)/cluster(s)** using standard methodology **if sample size less** than total assigned samples per cluster.

# Procedure for conducting Pre-test

## 2<sup>nd</sup> Day (First Half)

- Meeting with HFOMC:
  - Introduce the **team** and **brief the objectives** of PS and Pre-visit.
  - Reconfirm the **date and venue** for the field operation.
  - Finalize the **logistics arrangement, fooding and lodging** for PS team.

# Procedure for conducting Pre-test

- Contract and orientation for the pre-census and local team:
  - Provide **official contract, TOR and SOP** to selected Pre-census and local team.
  - Providing **the map and movement plan** for initiating pre-census data collection.
  - Briefing and coaching about **the template to use** for pre-census data collection.
  - Orient on the procedure to **inform/ advocate/ participate** for the upcoming prevalence survey.
  - Provide pre-census team with the **IEC materials** to be distributed during Pre-Census visit.



# Procedure for conducting Pre-test

## 2<sup>nd</sup> Day (Second Half)

- Visit to the field site with the local participants.
- Assess the **adequacy and feasibility** of the field operation site with sufficient space for different units and logistics.
- Confirm the **field operation site** and request for use of schools/HFs/Ward Office premises etc. if required.
- Arrangement for fooding, lodging and security.

# Major roles and responsibilities

## DTLO

- Communication with respective health facilities of sampled clusters to **select pre-census team (5 members) and local team (3- HF staffs, 8- local non-health staffs including FCHVs)** during DCC formation.



# Selection Criteria and Job Description for local Pre-Census participants

Total Participants: 5 members

Number of Days: 2 days

## Selection Criteria:

- Selected Individual must be from same community.
- Minimum grade 8 education completed.
- Able to convince population to participate for TB prevalence survey.
- Previous experience on any local level social development activity/ survey.
- Familiar with local language and context.
- Health background added value.

## Job Description:

- Complete and fill-up the format for household and population information.
- Conduct the household visits for pre-census information gathering.
- Advocate and disseminate about the TB prevalence survey.
- Hand-over the TB information sheet to each household.

# Selection Criteria and Job Description Field Operation (Census and Screening Camp)

## Total Participants:

- Health Facility staffs: **3 members**
- Support for Field Site Management including FCHV: **8 members**
- Pre-Census Group (already selected during pre-census): **5 members**

## Number of Days: 5 days

## Selection Criteria for field site management:

- Should be at-least 3 females (FCHVs should be given priority).
- Able to conduct mop-up and follow-up to attended participants.

## Job Description for field site management:

- Support and organize the field site management (Set-up the field operation site).
- Management and guide participants to different units/rooms during screening camp.
- Support for mop-up and follow-up for participants unattended/missed for screening camp.

# Major roles and responsibilities

## DTLO

- Fix the **pre-visit date and venue** for conducting meeting **with municipal office on 1<sup>st</sup> day** and **HFOMC on 2<sup>nd</sup> day**.
- Facilitating the meeting with the municipal office and HFOMC.
- Ensure the **movement plan for pre-census team** to visit selected wards/sub-wards finalized during the municipal meeting.
- Ensure the summarized **pre-census data** on total household numbers and eligible participants **to corresponding person** of survey implementing partners.

# Thank you

*Suggestion and feedback....*