

Routine Immunization- District level monitoring: SOP for monitors

District level monitoring should be done by the appropriate officials usually a medical officer once a month or as need be. After monitoring, MO should discuss with District officials (CS / ACOMO / DIO etc) about the various aspects of RI implementation in the district.

Filling up the format

Encircle your answer wherever required. Use CAPITAL letters only.

Under designation field please write the designation of the monitor as capitalized initials (eg. SMO, BMO, IFV, FM etc). For outsourced field monitors (FM) or social mobilization coordinators (SMC), the organization should be mentioned as IPE or Others as applicable.

Q.1. Current staff position: Get current sanctioned & posted staff position for Medical Officer, LHV & other health staff, 1st & 2nd ANM, AWW & ASHA. This should include all **(regular & contractual)** staffs.

Q.3. Rural blocks submitted updated RI Microplan: Please check the hard/soft copies of updated RI microplans submitted by rural blocks to DIO/district office. Here, updation means inclusion of new/missed areas, fresh vaccine/logistics estimation, inclusion of new/special plans to improve coverage etc. Write number of rural blocks updated micro-plan out of total number of blocks.

Q.4. Urban planning units submitted updated RI Microplan: Please check the hard/soft copies of updated RI microplans submitted by urban units to DIO/district office. Write number of urban units updated Microplan out of total number of urban planning units.

Q.5. DTFI meeting held: Please check the minutes/muster roll of the DTFI to see whether meeting was held or not. Also, write the date of meeting held.

Q.6. Updated RI coverage monitoring chart: If the chart is updated every month with cumulative coverage figures on it then encircle "Yes" else "No".

Q.9. Shortage of any vaccine: Any district store is supposed to hold maximum of 15 weeks and minimum of 3 weeks stock of all vaccines as per estimated beneficiaries (Refer to MO handbook page 59-67).

Check whether the available stock on any given day in **last** 3 months was not sufficient for at least 3 weeks. If so, under each vaccine for which shortage was experienced note the duration of shortage in days against the row 'inadequate stock'. If at any point of time any vaccine was not available at all for any duration, note the duration against 'stock-out'.

For example, if BCG vaccine went out of stock (NIL stock) for 10 days in the month of August (14th to 23rd) and before becoming NIL, the stock went under the level of 3 weeks stock for 16 days, (29th July to 13th August), then under BCG, write 10 in 1st row and 16 in 2nd row.

Q.10. Vaccine/diluents availability for next 3 weeks: Check the balance of individual vaccines and diluents in the stock register and calculate the adequacy of the balance for the **next** 3 weeks (based on number of beneficiaries, Refer to MO training handbook Page No 59-61). Encircle the vaccine/diluent for which sufficient quantity for next 3 weeks is **not** available.

Q.11. Availability of logistics: Encircle the logistic/s which is/ are **not** at all available. For "Red & Black" bags, if the colors are different eg. Yellow & blue, but two separate colored bags are consistently used to segregate waste as per given protocol, then accept them as available.

Q.12. Updated temperature log books for all ILRs & DFs: If the temperature is recorded regularly and the supervisor/MO concerned has also countersigned the temperature log books for all functioning ILRs & DFs then encircle "YES" else "NO".