



**FEDERAL MINISTRY OF HEALTH
NATIONAL AIDS/STD
CONTROL PROGRAMME**

**HIV/SYPHILIS SENTINEL
SERO-PREVALANCE
SURVEILLANCE**

**TRAINING MODULE
FOR FIELD WORKERS**

■ M A Y 2 0 0 1 ■



Introduction

STAFF TO TRAIN:

For the TOT at central level will include the following categories of officers, the State AIDS Programme Co-ordinators, Medical officer in charge of the Obstetric Clinics, Medical laboratory technologist, Field Supervisors and Facilitators.

The TOT workshop participants would be supervised to develop the capacity to:

A. Conduct meetings (mini-training) for lower level service providers (medical officers, Nurses and laboratory Assistance) in proper and correct completion of the project questionnaire and collection of the research sample materials.

TRAINING METHODOLOGY FOR THE TOT WORKSHOP

The TOT workshop employs a method based on the principles of adult training, allowing individual trained to manage, show responsibilities and co-ordinate activities in the field.

The participatory exercises encourage the sharing of ideas and solving problems generated during the exercises.

The TOT workshop training sessions therefore, consist of a broad range of activities and simulation exercises.

Each session engages trainees in specific learning experiences, related to values, expectations, perceptions and attitudes, in order to draw out key concepts and lessons. It also enables participants to develop generalization about lessons learned and finally help them to pass on correct information and methods to the field participants.

The TOT workshop will also equip the trainees with all needed techniques for supervision of the field work and coordination between the field workers and NIPRD staffs and FMOH



General Introduction To The Workshop

Duration: 40-60 minutes

Overview: Familiarization of participants and introduction of workshop objectives.

Objectives: At the end of the session participants will be able to Clarify the norms and guidelines for the workshop Familiarize with one another

Materials

(a) Handouts-workshop manual Writing materials.

Activities

(1) The facilitators introduces the session with review of the overview and objectives of the session

Facilitator introduces self and other members of the training team.

Facilitator asks the participants to introduce themselves to the entire group following the guideline for introductions as given by the facilitator.

The facilitator explains the workshop goals, objectives and ground rules using the prepared handouts, provides opportunities for question and clarification.

Facilitator provides an opportunity to respond to general questions and clarifies issues arising therefrom.

Accommodation

Accommodation, meals and refreshment have been arranged by the Federal Ministry of Health (FMOH)

Workshop Agenda:

Workshop session starts at 8.00am each day and at the duration of workshop shall be 2 days.

Punctuality by the participants is very important.

SESSION 1: PROTOCOL MODULE

TITLE: PROTOCOLS (OVERVIEW)

Duration: 1hr

Overview: This session deals with the survey in general

Objective: At the end of the session, the participants should be aware of the study population.



the study size inclusion criteria, and duration of sampling.

Material:

- * The training manual

Activities

- * The facilitator introduces himself.
- * He then takes the participants through the protocol module
- * Allows time for question and answer
- * Ensures that each participant understands every detail.

A. STUDY POPULATION

Collect blood samples from the following group. Pregnant women visiting antenatal clinics (ANC)

B. STUDY SIZE

From each state, two sites shall be identified Site within an urban city Site outside an urban city.

C. INCLUSION CRITERIA

All pregnant women coming for Antenatal clinic for her first visit shall be included because of the need for Syphilis and HB screening

D. SAMPLE SIZE

Three hundred blood samples shall be taken in each sites

E. DURATION OF SAMPLING

The blood collection shall be done and completed within 6-8 weeks.
The collection shall be done simultaneously in all the states of the federation.

SESSION 2: SUPPORT INFORMATION

TITLE: QUESTIONNAIRE-SUPPORTING INFORMATIONS.

Duration: 60 minutes

Overview: The session will outline the questionnaire (Appendix 1) It addresses the importance of the questionnaire and using recommended procedure, there will be demonstration on how to extract data and organise relevant information for completing the form.



Objectives

By the end of this session, participants should be able to:

- Identify the questionnaire
- Acquire the skills necessary for proper completion of the form and be able to train others on the questionnaire.

Materials

- Blank copies of the questionnaire
- Completed questionnaire
- Overhead projector and transparencies of questionnaire.

Activities:

The facilitator introduces self and co-facilitator.

- He describes the questionnaire to the participants using the blank copies distributed to them.
- He asks questions to ensure that the questionnaires are properly understood.
- The facilitator and the Co-facilitators demonstrate the procedure of completing the questionnaire.
- The participants are paired for stimulation exercise.
- Each group presents its simulation exercise result to the larger body.
- Questions arisen from the exercise are asked and answered.

SESSION 3 : BLOOD COLLECTION

TITLE: BLEEDING OF THE STUDY POPULATION

Duration: 1hr.

Overview: This session deals with the protocol of collecting the blood samples from the clients, it elaborates on the types of sample containers to be used, the methods of collection, and handling of the samples.

Objectives

By the end of this session, the participants would have acquired the skill of both multiple sampling as well as single sampling. Acquire the skills to train others on blood collection and blood handling.

Materials:

- Sample bottles, CPT (Cell preparation tubes), EDTA and serum tubes 10ml syringes and



needles, Hand gloves, Methylated spirit (Propol alcohol) and cotton wools Tourniquet

- Instruction contained in the handout
- Flow charts on blood collection
- Overhead projector and transparency of flow chart

Activities:

- Facilitator introduces himself
- He takes the participants through the procedure of blood collection
- He explains the use of each material
- He demonstrates the use of each material
- He emphasizes on the importance of following the protocol and the risk of any neglect.
- He gives time for questions and suggestions from the participants
- Any arisen questions will be tackled properly until every participant is satisfied.

Note: Facilitator must remember to always make reference to the instructional manual.

SESSION 4: CODING OF SAMPLES

TITLE: CODING

Duration: 30 minutes

Overview: The session addresses the sample coding system as applied to each state of the federation.

Objectives: By the end of the session the participants would be able to:

- Recognizes and use the codes used for various relevant parameters.
- Successfully code samples from any state of the federation
- Acquire skills to train others on the coding system.

Materials

- Blank copies of simulation exercise
- Completed sample
- Overhead projector and transparency of exercise form.
- Instruction guide of simulation exercise.Z

Activities

- Facilitator introduces himself
- He takes the participants through the coding system
- He shows the transparency



- He explains the meaning of each code what it represents and the totality of the code per client
- Each participant is given the simulation exercise
- Time is given for each to complete the exercise
- About 3 participants are allowed to share their exercise with the larger group
- Questions arising are answered
- Facilitator ensures every participant understands and are capable of coding.

SESSION 5: LABORATORY MODULE

TITLE: BLOOD PROCESSING AND STORAGE

Duration: 1hr

Overview: The session addresses the screening of the blood samples, the separation of the blood and serum and the overall handling and storage of the samples from point of collection until collected by the zonal manager.

Objective: At the end of the session the participants should be able to separate serum from blood cells.

- Conduct serological screening on the serum sample
- Adapt proper storage condition for the samples
- Pass the knowledge acquired to participants in the field.

Materials

- Overhead projector.
- Transparency of testing algorithm

Activities

- Facilitator introduces himself
- Takes the participants through the methods of separation and screening.
- About two participants are allowed to repeat the lesson to the larger group.
- Time is allowed for questions , answers and contribution
- Facilitator ensures that the protocol is well understood by every participant.
- Any modification of the protocol that arises from group discussion must be reflected in the manual.



SESSION 6 : TRANSPORTATION

TITLE: COLATION AND TRANSPORTATION OF BLOOD SAMPLE

Duration: 30 minutes

Overview:

The session deals with the method of collating all samples in the entire states of the federation. It also addresses the storage condition of the samples while still in the field.

Objective:

- At the end of this session, all participants should have the full knowledge of
- Handling each component of the blood samples (i.e. the cells, sera and the CPT samples)
- Storage of the various samples
- Transportation of the samples from each state capital to the co-ordination center in Abuja
- Transportation of the samples from the States through the zonal center to Abuja.

Each SAPC should be able to guide the field participants to observe every technique he has acquired during the training.

Material:

Protocol manual Activities

- The facilitator introduces himself
- He makes the participants open the training manual to appropriate page
- He explains step wisely the collation method
- Followed by the various transportation methods.
- Time is allowed for discussion, question , answers and contribution for effective time saving and cost cut alternative methods.

Note:

- (1) Any other method that arises from the out come of the discussions that will cut cost, facilitate collation and transportation will be adopted.
- (2) This clause is allowed here because the views of the SAPCS who are well knowledgeable in field survey of this kind may be more rewarding for better and quicker collation.



SESSION 7 : RESPONSIBILITIES

TITLE: RESPONSIBILITIES

Duration: 1hr

Overview: The session deals with the expected tasks that each group of participants should handle

Objectives: At the end of the session, the trained SAPCS should

- Know the task of each group of participants.
- Be able to guide the field participants to carry out the responsibilities expected of them

Material

Training Manual

Activities

The facilitator introduces himself.

He explains the responsibility of each group of participant to the larger group

Time is allowed for questions and answers for clarification.

A. Facilitators

The seven facilitators comprises two officers from the Federal Ministry of health and two from the National Institute for Pharmaceutical Research and Development, both in Abuja ,WHO-AFRO Consultant, and an Epidemiologist and Biostatistician from LUTH.

They will act as resource persons for the training of the 37 SAPCS in Ilorin. They will also co-ordinate and supervise the entire project.

B. The State's AIDS Programme Co-ordinators (SAPCS)

The SAPC after receiving appropriate training is required to supervise the participants in each state i.e. the Doctors, Nurses and laboratory technologists. They will ensure that the protocol of sample collection is adhered to. Each SAPC will collect the blood samples from his center, ensure proper storage and transportation of the samples to the specified center for screening.

C. Zonal Managers

The Zonal Managers will be responsible for the supervision of the fieldwork. They will supervise the collection of blood samples and ensure that the participants follows and adhere to the protocol of blood collection, storage and transportation of the samples.

They are expected to embark on the spot problem solving Mission to all the States within the Zone.

They will be responsible for collecting quality control blood samples from all the states within the zone. The four Zonal managers will in addition to the above responsibilities carry

out their duties stipulated for the SAPCs.

D. The Field Participants

Medical Doctor

The doctor on site will help supervise methods of specimen collection in his center. He will supervise and co-ordinate the filling of the questionnaire blood collection transportation for syphilis screening and feedback and HIV screening and result collation. He is expected to hand over results to SAPC for transportation to Abuja

Nurse

The nurse shall recruit client according to the inclusion criteria, collect all information from patient and enter such information into the questionnaire. Where in doubt, he shall liase with the doctor for clarification. All completed questionnaires shall be delivered to the doctor on site..

Laboratory Technologist

The laboratory technologist participating in this project shall be responsible for all on site laboratory processes that will be done on the blood samples. He will separate blood cells from plasma; screen the plasma for syphilis and anti-HIV antibodies, store both cell plasma and vacutainer (CPT) samples in the appropriate temperature: separated cells and (CPT) tubes at 4^oC in the fridge while the separated plasma after screening are stored at 0^oC or below until all are collected by the SAPC of that state for onward transportation to the zonal manager.

E. Supervisors

Supervisors at this stage of the programme are partly the responsibility of designated FMOH, NIPRD and PTF consultants. They shall visit few collection centers at the initial stage of the field programme to monitor and ensure compliance to survey sampling protocol. This will ensure early detection of any problem so that correction could be made by alerting others states' centers.

Note:

The supervisors must ensure that:

- Right people are recruited
- In a situation where enough people in a particular study group are not available, the supervisor should direct appropriate step to take
- In such a case, the readily available study group should be concentrated upon
- Coding is done properly
- Samples transported in cold ice box promptly or kept in the fridge until collected.



The supervisors are not expected to handle collated results other than FMOH and NIPRD through the SAPC and Zonal coordinators. This is to minimize loss of results and improve accountability.

Note:

At the end of this exercise survey materials shall be handed over to each of the SAPCS.

The survey materials shall consist of:

- * Screening kits
- * Hand gloves
- * Cotton wool
- * Methylated spirit
- * Bleach
- * 10ml syringes/needles
- * EDTA bottles
- * Plain serum bottles
- * CPT vacutainer tubes

The screening kits needed for each state shall be collected by the SAPC at the nearest collection center to the state.

