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| **Job responsibility tick list** |
| **PNC facilitator** |

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| **Before the first PNC meeting** | |
| **Responsibilities** | **Control check** |
| Recruit MIP into right PNC |  |
| Writing the first club appointment on patient card |  |
| Ensuring MIP is in the correct club according to infant’s age and recruitment form |  |

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| **Before the PNC meeting** | |
| **Responsibilities** | **Control check** |
| New MIP files must be taken to the nurse for scripting one week before club |  |
| Taking the club box with scripts and maternal folders to the pharmacy at least three days before club |  |
| Revising today’s topic of the club session guide |  |
| Collecting pre-packed medication from pharmacy |  |
| Checking all MIP folders ready for the club session |  |

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| **On the day of the PNC meeting** | |
| **Responsibilities** | **Control check** |
| Setting the club room up and cleaning plastic mat. Preparing ECD material for the activities |  |
| Put all PNC dates as a sticker on the mother’s card |  |
| Writing club number on the outside of patient folder (first visit) |  |
| Entering in register the following information for the first visit (contact number, ART regimen and date, date of last VL taken) |  |
| Checking the mother’s and infant’s weight and enter in register |  |
| Checking symptoms of TB for the mother and enter in register |  |
| Triaging sick infant and fast tracking to PNC nurse |  |
| Following the session guide:  - Discussing general adherence issues  -Checking the infant’s feeding method (encouraging breast feeding)  - Discussing family planning in general  - Conducting early childhood development activities  - Pre-test counselling for infant’s PCR at 10 weeks visit  - Pre-test counselling for infant’s rapid test at 9 months and 18 months visit |  |
| Issuing pre-packed medication to the mother |  |
| Distribution of mental health questionnaire at baseline, 6 months, 12 months and 18 months visit |  |

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| **After the PNC meeting (on day of PNC meeting)** | |
| **Responsibilities** | **Control check** |
| Returning uncollected medication to pharmacy |  |
| Returning club folders to the club boxes |  |
| Packing up the room |  |
| Recalling the mother if mother did not attend |  |

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| **After the PNC meeting (week after PNC meeting)** | |
| **Responsibilities** | **Control check** |
| Referring to community care worker for a home visit if mother did not come within 5 days after missing PNC session |  | |
| Checking VL and recording in register (within 5 days) |  | |
| Flagging VL > 400 c/ml (high-risk) |  | |
| Informing PNC nurse about the mother with VL > 400 c/ml |  | |
| High-risk mother: contacting mother and recall mother for nurse visit the next day |  | |
| Sending community care worker if high-risk mother misses visit |  | |
| Checking PCR result and recording in register (within 5 days) |  | |
| Positive PCR: Contacting the mother and inviting her for nurse/doctor visit the next day |  | |
| Sending community care worker if positive baby missed nurse visit |  | |