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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 |[ ]