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| **Job responsibility tick list** |
| **Data Clerk** |

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| **Before the PNC meeting** | |
| **Responsibilities** | **Control check** |
| Printing the results of VL and PCR for the mother-infant pair |  |

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| **After each PNC meeting (within 1 week)** | |
| **Responsibilities** | **Control check** |
| Create PNC onto electronic system and enter the corresponding mothers into the PNC (to allow Prehmis scripting) |  |
| Capturing data for the mother from the club register into the electronic system (e.g. PREMIS) Not being done |  |
| * Attendance and ART collection (nb of months) |  |
| * VL |  |
| * Outcomes if leaving the club |  |
| Additional information (family planning, pap smear, mental health) available from the folder (e.g. RMR) captured into the electronic data base system of the province (e.g. PREMIS) |  |
| Capturing data for the infant from the baby ‘s folder (RMR) into the electronic system (e.g. PREMIS) |  |
| * PCR result |  |
| * Immunisation |  |
| * Vit A |  |
| * Deworming |  |
| Check if other things captured? (IMCI) |  |
| With PNC facilitator, checking NHLS for VL and PCR results |  |
| Signing at the front page of the register after completion of data collection |  |
| Put maternal and infant folders together back into the corresponding PNC crate |  |
| If mother of infant present outside the club visit, use PNC sticker on card to find folder into the corresponding crate |  |