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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
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| * Deworming
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| 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 |[ ]