Activity 3.3 –Completing the Summation Report

Purpose: The summation report is a critical step of the site audit as it allows describing best practices and outlining weakness and areas for improvement. This activity will focus on how to complete the SPI-RT checklist summation report and submit audit findings to MOH.

**RESOURCES FOR FACILITATOR:**

* Flipchart
* Markers

**RESOURCES FOR PARTICIPANTS**

* Handout 3.3H1 SPI-RRT checklist- Scenario 1
* Handout 3.3H2 SPI-RRT checklist- Scenario 2
* Handout 3.3H3 SPI-RRT checklist- Scenario 3

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| **Step** |  **Detailed Description** |  **Resources** |  **Time** |
| 1 | Introduce the activity:* Inform the participants that they will complete the audit summation report based on different scenarios where an audit has already been conducted and the SPI-RT checklist has been completed
* Inform the participants that they will be working in groups of four to conduct this activity
 |  | 5 min |
| 3 | INSTRUCTIONS * Distribute handouts 3.3H1-3 to the participants
* Work as a group on the first test scenario using handout 3.3H1
* Use the flip chart to write how the summation report should be completed
* Inform the participants that they will separate into their designated groups and complete the summation report for scenarios 2 and 3
* Re-group and discuss any outstanding concerns
 | Handout 3.3H1 SPI-RRT checklist- Scenario 1Handout 3.3H2 SPI-RRT checklist- Scenario 2Handout 3.3H3 SPI-RRT checklist- Scenario 3 | 5 |
| 3 | Conduct the activity:* Facilitate the activity for accuracy
* Monitor the activity for time
 | Worksheet 3-3W1 Audit Summation Report | 60 min |
| 4 | Debrief the activity: * Answer and verify any questions or concern’s
 |  | 15 min |
| **Total Time** | 1hr 25 min |