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 1  Handout 3.3H2 SPI-RRT checklist- Scenario 2  Handout 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 |