Activity 6.1 – Conducting an Audit

Purpose: The Stepwise Process for Improving the Quality of HIV Rapid and Recency Testing (SPI-RRT) checklist for use in HIV-related testing is primarily intended for use as a guide to improve quality of HIV rapid testing. This activity will focus on how to complete the SPI-RRT checklist at a HIV testing site and complete the audit summation report.

**RESOURCES FOR FACILITATOR:**



Pre-Audit Preparations*:*

* SPI-RRT checklist
* Identify a facility with multiple HIV testing sites (i.e., District Hospital with HTC/VCT, PITC, TB/HIV, Care and Treatment, lab, etc.)
* Inform facility management that participants will be divided in group of 2-4 per testing points.
* Arrange transportation for site audit
* Tablet

**RESOURCES FOR PARTICIPANTS**

* SPI-RRT checklist + Checklist User’s guide
* Worksheet 3.3W1 Auditor summation report
* Tablet ODK application
* Pens

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| **Step** | **Detailed Description** | **Resources** | **Time** |
| 1 | Introduce the activity:   * Inform the participants that they will perform a site audit using the SPI-RRT checklist | SPI-RRT Checklist | 5 min |
| 2 | INSTRUCTIONS   * Divide the participants into 4 major groups (2 - 4 participants per group). * Group of 4 participants + 1 facilitator or an experienced assessor should be assigned to each testing site within the facility. * Remind each participant of the following during their site audit/visit:   + To be professional and courteous   + To ask open ended questions   + To complete the checklist and take as many notes for the final summary report |  | 10 min |
| 3 | Conduct the activity (Audit):   * Introduce your participant and facilitators to the head of the facility. Inform the head of the facility with the purpose of your informal visit. * Remind the participants to introduce and share the purpose of their site audit to each of the testing sites. * Facilitate the activity for accuracy and assist with the audit questions * Monitor the activity for time * Debrief and summarize your audit findings to the head of the facility. Provide your gratitude and remind the head about the informal visit. * Remind the participants to summarize their findings in a final report. | Transportation to the facility  SPI-RRT Checklist | 180 min (including transportation time) |
| 4 | Debrief the activity (Post-Audit):   * Ask each group to present their findings and summary report to the entire classroom * Answer and verify any questions or concern’s * Enter data into the excel database to see the progress | Worksheet 3.3W1 Auditor summation report | 60 min |
| **Total Time** | | | 4 hour 15 min |