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 facilitySPI-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 |