

INFLUENZA VACCINATION 2020
CHECK LIST FOR SUPERVISORS

Updated 10 Jan 2020

Date of visit:	Evaluator Name:		
District:	Sub-District:		
Facility Type:	Facility Name:		
Sub-District Coordinator:	Facility Representative:		
	Yes	No	Comments
A. Social Mobilisation and community awareness			
1. Are health care workers aware of the target groups?			
2. How did clients hear about the Campaign?			
3. Were posters received on time and in sufficient quantities?			
4. Observe and comment on the presence/absence of posters displayed at the facility.			
B. Cold Chain & Vaccines			
1. Is the refrigerator temperature between 2-8°C			
2. Is there an up-to-date temperature monitoring chart for the fridge?			
3. Are vaccines stored in vaccine carriers with at least 2 rattling ice packs that are cold to the touch?			
4. Is there a thermometer available in the cool box?			
C. Facility Organisation			
1. Is the facility well organised, with good client flow?			
2. Are there sufficient vaccinators? State how many.			
D. Data Management			
1. Are there sufficient tally sheets for influenza vaccinations at the facility?			

	Yes	No	Comments
2. Is every vaccinated person tallied correctly for influenza vaccinations?			
3. Review previous week's summary sheets. Are data captured correctly?			
4. Is a new summary sheet used each week for influenza vaccinations?			
5. Are weekly summaries forwarded to the next level?			
6. Is data captured on a weekly basis at the sub-district?			
E. Stock Control			
1. Is there a stock card for each vaccination site?			
2. Are all stock cards completed correctly?			
3. Does the balance on the stock card correspond with the physical stock?			
4. Is logistical arrangements for vaccine supply/delivery (e.g. transport) satisfactory			
5. If answer to above question is 'No' - What immediate actions are taken?			
F. Immunisation Safety Practices			
1. Are the expiry dates checked?			
2. Is the syringe disposed of in the sharps container?			
3. Is there any recapping of needles?			
4. Is the Influenza vaccine administered correctly, correct dose and correct site for age?			
5. Are there sufficient sharps containers available (must not be more than ¾ full)?			
6. Are the Emergency Services in the area aware of the influenza vaccinations taking place?			
7. Is there an emergency tray available at the facility (Professional nurse to administer if needed)			

	Yes	No	Comments
8. Are AEFI reporting forms available?			
9. Are AEFI reporting procedures understood? Ask			
G. Vaccine uptake			
1. Assess no. of vaccines received and used – Is vaccine uptake satisfactory?			
2. If answer to above question is 'No' - What immediate actions are taken for low uptake?			
H. Community Engagement			
1. As patients exit the facility, ask at least 5 PATIENTS the following question:			
Patient 1 : did a health care worker inform you of the influenza vaccine?			
Patient 2: did a health care worker inform you of the influenza vaccine?			
Patient 3 : did a health care worker inform you of the influenza vaccine?			
Patient 4 : did a health care worker inform you of the influenza vaccine?			
Patient 5: did a health care worker inform you of the influenza vaccine?			
Patient 6: did a health care worker inform you of the influenza vaccine?			
1.1 If any of the answers to the above question was 'No' - What immediate actions were taken to ensure that health care workers inform patients of the flu vaccine?			
2. In the community, ask 5 COMMUNITY members the following question:			
Community member 1 : are you aware of the influenza vaccination campaign?			
Community member 2 : are you aware of the influenza vaccination campaign?			
Community member 3 : are you aware of the influenza vaccination campaign?			
Community member 4 : are you aware of the influenza vaccination campaign?			
Community member 5 : are you aware of the influenza vaccination campaign?			
2.1 If any of the answers to the above question was 'No' - What immediate actions were taken to improve community awareness of the flu campaign?			

Comments:

Evaluator's Signature: _____