



Ministry of Health & Population



# Report on Orientation and Training of health facility in-charges and service providers on FP/EPI



Payment Deliverable FP1  
Sindhupalchowk

Dr. Rajendra Gurung



This report on the **orientation and training of health facility in-charges and service providers on family planning (FP)/Expanded Programme on Immunisation (EPI) under the Nepal Family Planning Project** has been prepared by the Ministry of Health and Population (MoHP), Government of Nepal (GoN), with financial support from the Department for International Development (UKaid) (DFID) and with technical and financial assistance from the Nepal Health Sector Support Programme (NHSSP).

This report is submitted in compliance with contract payment deliverable FP1: Orientation and training of health facility in-charges and service providers on FP/EPI report, Sindhupalchowk.

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## LIST OF ACRONYMS

DFAT	Australian Aid (Department of Foreign Affairs and Trade of the Australian Government)
DFID	Department for International Development (UKaid)
DHO	district health office
DMT	decision making tool
DoHS	Department of Health Services
EPI	extended programme of immunisation
FCHV	female community health volunteer
FHD	Family Health Division
FP	family planning
GAVI	Global Alliance for Vaccine and Immunisation
HERD	Health Research and Social Development Forum
HFOMC	health facility operation and management committee
HMIS	Health Management Information System
HP	health post
IEC	information, education and communication
IUCD	Intrauterine contraceptive device
KfW	Kreditanstalt für Wiederaufbau (German Development Bank)
LARC	long acting reversible contraceptive
MoHP	Ministry of Health and Population
MWRA	married women of reproductive age
PHCC	primary health care centre
NHSP-1	First Nepal Health Sector Programme (2004-2010)
NHSP-2	Second Nepal Health Sector Programme (2010–2015)
NHSSP	Nepal Health Sector Support Programme
PHC-ORC	Primary Health Care Outreach Clinic
SHP	sub-health post
VDC	village development committee
VP	visiting provider

## 1.0 INTRODUCTION

### 1.1 Purpose of this report

This report aims to summarise the activities carried out at district level during the orientation and training of health facility in-charges and service providers on family planning (FP)/Expanded Programme on Immunisation (EPI) of one FP pilot implemented by the Nepal Health Sector Support Programme (NHSSP). The report is divided into three sections as follows:

Section 1: Introduction

Section 2: Activities at district level

Section 3: Annexes

Its submission satisfies the requirements of NHSSP payment deliverable FP1: Orientation and training of health facility in-charges and service providers on FP/EPI completed in one district: Sindhupalchowk.

### 1.2 Background

The Government of Nepal is committed to improving the health status of its citizens and has made impressive gains despite conflict and other difficulties. The Nepal Health Sector Programme-1 (NHSP-1), the first health sector-wide approach in Nepal, ran from July 2004 to mid-July 2010. It was successful in bringing about considerable health improvements. Building on these successes, the Ministry of Health and Population (MoHP) and its external development partners designed a second phase of the programme (NHSP-2, 2010-2015), which began in mid-July 2010. NHSP-2's goal is to improve the health and nutritional status of the people of Nepal. Its purpose is to increase access to and utilization of quality essential health care services and other health services, especially by women, and poor and excluded people.

Despite gains in the contraceptive prevalence rate and a decline in the fertility rate, the unmet need for FP in Nepal remains high. 27% of married women of reproductive age reported unmet need in 2011 (10% for birth spacing and 17% for limiting births) - an increase from 25% in 2006. In addition, large disparities exist in rates of contraceptive use while levels of unmet need vary substantially by place of residence.

Technical assistance to NHSP-2 is being provided by pooled external development partner support [Department for International Development [UKaid] (DFID), World Bank, Australian Aid [Department of Foreign Affairs and Trade of the Australian Government (DFAT), Kreditanstalt für Wiederaufbau [German Development Bank] (KfW) and Global Alliance for Vaccine and Immunisation (GAVI)] through NHSSP. NHSSP is a five-year programme (2010–2015) funded by DFID and managed and implemented by Options Consultancy Services Ltd. NHSSP is providing technical assistance and capacity building support in order to help MoHP deliver against the NHSP-2 results framework.

The overall objective of the Nepal Family Planning Project is to provide technical and financial assistance to the Family Health Division (FHD) to strengthen its national FP programme under NHSP-2 and to identify priority needs and approaches to be taken forward under NHSP-3. Under this initiative, three pilots are to be carried out in four districts as follows:

Pilot 1: Sindhupalchowk: Integrate FP into immunisation clinics

Pilot 2: Ramechhap: Mobilise visiting providers (VPs) to expand the utilisation of long-acting reversible contraception (LARCs)

Pilot 3: Baitadi and Darchula: Administer comprehensive FP camp.

### Three FP pilot interventions and activities

District	Pilots/Intervention	Target group	Specific activities
Sindhupalchowk	Integrate FP into immunisation services	Postpartum mothers	<ul style="list-style-type: none"> <li>• Provide group health education</li> <li>• Provide counseling and 3 FP services through EPI clinics and referrals</li> <li>• Provide 3 FP services + LARCs through selected static EPI clinics and referrals</li> </ul>
Ramechhap	Mobilise VPs to expand access to long acting reversible contraceptives (LARCs)	Married women of reproductive age (MWRA)	<ul style="list-style-type: none"> <li>• Train service providers on implants</li> <li>• Coach service providers in birthing centres</li> <li>• Direct LARC service in non-birthing centres</li> </ul>
Baitadi & Darchula	Administer comprehensive family planning camp	MWRA	<ul style="list-style-type: none"> <li>• Provide mobile VSC+ camp</li> <li>• Provide permanent contraceptive methods and LARCs</li> </ul>

This report briefly outlines the orientation and training events organised in Sindhupalchowk under pilot 1.

## 2.0 ACTIVITIES AT DISTRICT LEVEL

### 2.1 PILOT 1: Sindhupalchowk - Integrating family planning into immunisation services

This section briefly explains activities (orientation, training) carried out under pilot 1.

#### 2.1.1. Orientation of health facility in-charges: 3 batches (7-8, 14-15 and 16-17 December 2014)

A two-day orientation for health facility in-charges on the EPI/FP integration process was carried out in 3 batches at the district health office (DHO) Chautara. The orientation of the first batch was conducted on 7-8 December, 2014. The other two batches were oriented on 14-15 and 16-17 December, 2014. The district health officer (DHO), senior public health officer and district supervisors were involved in the orientation which was facilitated by NHSSP with support from the DHO team. The Health Management Information System (HMIS) officer from Management Division (MD)/Department of Health Services (DoHS) also participated.

#### Objectives of the orientation

1. To orient participants on the current status of FP and EPI;
2. To introduce the objectives and rationale for FP services to be provided through regular EPI clinics;
3. To provide updated information on contraception methods;
4. To describe the flow process of FP services available in immunisation clinics;
5. To assist health facility in-charges to manage sites for group health education, immunisation and FP services through health facility coverage mapping;
6. To schedule female community health volunteer (FCHV) and health facility operation and management committee (HFOOC) orientation.

#### The following content was covered during the orientation

1. FP current status at national and district levels;
2. The rationale for FP integration into EPI services;
3. A briefing on contraceptive updates;
4. Village development committee (VDC) mapping;
5. The different steps involved in the process of integrating FP services using the flex chart;
6. Human resources involved in health facilities.

#### (The programme schedule is presented in Annex 1)

**Day 1:** The orientation began with the senior public health officer, Mrs. Mangala Manandhar, welcoming participants and facilitating their introduction. After also welcoming the participants, Dr. Sagar Kumar Raj Bhandari, chief of DHO, presented the overall objectives of the two day programme and described the sessions to be covered. Ms. Kamala Shrestha, from NHSSP/FHD, presented the current status of the national FP programme and the rationale for integration. She also addressed group health education, informal talks with postpartum mothers during immunisation, counseling for eligible mothers, services and referrals by using the flex chart. Mr Suman Pant, district coordinator/NHSSP, presented the objectives and rationale for immunisation emphasizing its potential for integration with FP services.

Mapping of the health facility included: target population, expected births, target immunisation population, human resources, number of EPI clinics by type and distance and commitment for implementation etc.

The mapping process was facilitated by Dr Rajendra Gurung. All of the health facility in-charges expressed their commitment to starting the programme. They noted that a number of issues such as staff shortages and inappropriate outreach locations could be managed locally in coordination with the DHO and HFOMCs.

**Day 2:** Dr Rajendra Gurung chaired the session on FP methods, indications and precautions and highlighted the key points to be considered when providing counseling to clients. He also made a presentation on logistics management and the mobilization of information, education and communication (IEC) materials. Kamala Shrestha facilitated a final technical session on recording and reporting in order to monitor progress and programme impact.

### Discussion and consensus

- Brief discussions on reporting and recording with district supervisors and Health Management Information System (HMIS) officers from HMIS/Management Division took place resulting in the following recommendation and questions:
  - A separate pilot-specific reporting and recording tool is needed to capture reporting and recording requirements. How to ensure that forms are filled in correctly and reported on regularly by health workers?
  - What is the role of Health Research and Social Development Forum (HERD)/Mott MacDonald in monitoring and evaluation efforts at district and sub-district level?
- VDC mapping:
  - How many health facilities are already providing FP/EPI services (ie. unofficially)?
  - Two health facilities do not have their own building;
  - FCHVs are active in most VDCs and support immunisation activities;
  - HFOMCs are not active in some VDCs;
  - In general, contracted staff work more than regular staff;
  - EPI outreach clinics that are co-located with primary health care outreach clinics (PHC-ORCs) normally have supplies and equipment for both EPI and the PHC-ORCs. However, EPI clinics that are not co-located with PHC-ORCs will face logistical support challenges after FP/EPI integration. They may need a backpack, weighing machines etc;
  - Some schools are closed on EPI clinic days;
  - Health facilities with small staff numbers often close their facilities and only offer services at EPI clinics or PHC-ORCs (in coordination with HFOMCs);
  - Most health facility in-charges gave a strong commitment to implement the pilot intervention;
  - Various concerns were expressed by health workers during the meeting (see Annex 2).

A total of 72 health facility in-charges were oriented in 3 batches. The list of participants of the 3 batches of orientation is presented in Annex 3.

- Further steps: -The date for the VDC level HFOMC/FCHV orientation needs to be set by each health facility.

#### **2.1.2 Orientation to service providers: 6 batches (5-6, 7-8, 11-12, 13-14, 19-20 and 26-27 January 2015)**

Based on the consensus reached during the planning workshop of 23 Nov 2014 to provide orientation for service providers who normally run EPI clinics, 6 batches of a two day orientation programme were held in Sindhupalchowk DHO in January 2015. Participants were service providers and vaccinators from all 79 of Sindhupalchowk's health facilities. The orientation was facilitated by NHSSP in coordination with the DHO. The content included: the current status of FP; the rationale for FP integration into EPI services; an updating session on FP methods; an introduction to FP counselling; the use of decision making tools;



effective recording and reporting methods; and the process of integrating FP services using the flex chart. The detailed programme schedule is given in Annex 4. **Objectives of the orientation**

- To orient participants on the current status of FP services and the rationale for FP/EPI integration;
- To describe the objectives and rationale for FP services to be provided during routine EPI clinics;
- To update participants on family planning contraception methods and to orient them on key components of FP counselling, balanced counselling and decision making tools;
- To describe the flow process of FP services in immunisation clinics;
- To schedule a one day FCHV and HFOMC orientation programme.

### **Major presentations and discussions**

**Day 1:** The orientation began with the introduction of participants. The chief of DHO, Dr Sagar Kumar Raj Bhandari, presented the objectives and described the sessions to be covered. Ms. Mangala Manandhar, senior public health officer, explained the current status of the national FP programme and the rationale for programme integration. Mr. Suman Pant, district coordinator/NHSSP, presented the objectives of integration and the rationale in choosing immunisation as the best candidate for integrating with FP services.

Dr Rajendra Gurung, NHSSP family planning advisor, facilitated the session on FP methods with indications and precautions while highlighting the key factors to consider when providing counselling. In order to enhance participants' skills, a video documentary on decision making tool (DMT) counselling was viewed and there was a group exercise to practice counselling using the DMT flip chart.

**Day 2:** The second day began with the process for facilitating group health education, informal talks with postpartum mothers during immunisation of their children, counselling of eligible mothers, services and referrals using the flex chart. This part of the orientation was facilitated by senior public health officer, Mangala Manandhar, and Rishi Ram Parajuli. They oversaw effective group discussions about the roles and responsibilities of various agencies and personnel (DHO, health facilities, service providers, FCHVs, health mothers' groups and HFOMCs) in initiating and implementing the integration programme in the district.

Yuba Raj Paudel, monitoring and evaluation officer, and Surya Khadka, statistics officer, presented a session on recording and reporting activities in order to monitor progress and assess programme impact. Rudralal Shrestha, DHO storekeeper, made a presentation on logistics management and the mobilisation of IEC materials.

### **Output of the orientation**

- A total of 156 service providers and vaccinators from 79 health facilities [(primary health care centres (PHCCs), health posts (HPs) and sub-health posts (SHPs)] participated. The list of participants of the 6 batches with facilitators is included in Annex 5.
- A high level of enthusiasm and the commitment to provide integrated services were observed among the service providers, although some challenges – notably shortages of health workers - were raised by some participants.
- The planned dates for the one day orientation of FCHVs and HFOMC members in 79 health facilities were collected from service providers.

### **2.1.3 Coordination meetings**

During the orientation, several meetings were held with the DHO's team to reach consensus on the role of visiting providers in Sindhupalchowk, the training of health workers on implants and other operational matters. Scanned copies of the minutes of these meetings are presented in Annex 6.

### **2.1.4 Orientation to HFOMCs/FCHVs**

HFOMCs and FCHVs were also oriented on EPI/FP integration throughout the district. The content included: the integration process, the available services at integrated EPI/FP clinics, identifying target groups for the programme and roles and responsibilities. The programme schedule and instructions (brief guideline) for resource persons is shown in Annex 7. Necessary logistics and a curriculum for the orientation were provided to each health facility representative. Health facility in-charges and service providers facilitated the orientations while the DHO/NHSSP team made joint supervisory visits to some health facilities. Orientation was completed within February 2015 throughout the district. The total number of participants is presented in Annex 8.

### **2.1.5 Implant training for service providers**

A total of eight service providers from different birthing centres of Sindhupalchowk were provided with implant training in two batches in coordination with the National Health Training Centre. The list of trainees is given in Annex 9.

### **2.1.6 Post-orientation on-site supervision of health facilities**

After completion of the orientation for health facility in-charges and service providers, joint supervision was conducted by staff members from DHO Sindhupalchowk and NHSSP to assess the progress of integrated EPI/FP service. A total of 17 health facilities were visited in February 2015. The general findings are given in Annex 11.

## ANNEXES

### Annex 1: Health facility in-charge orientation programme schedule

DHO Sindhupalchowk  
(7-8 December, 14-15 December and 16-17 December) (3 batches)

Time	Topic	Session Objectives	Methods	Materials	Facilitator(s)
<b>Day 1 AM</b>					
10:00-10:15	<ul style="list-style-type: none"> <li>Registration</li> <li>Welcome and introduction</li> </ul>	<ul style="list-style-type: none"> <li>Setting the scene</li> <li>To welcome participants at the orientation</li> <li>To familiarize participants and trainers</li> </ul>		New sprint, stationery , banner	FHD/NHSSP/DHO/PHA
10:15-10:30	<ul style="list-style-type: none"> <li>Overview /objectives of orientation</li> </ul>	<ul style="list-style-type: none"> <li>To introduce orientation</li> <li>Goals, objectives, agenda and materials</li> </ul>	<ul style="list-style-type: none"> <li>Presentation</li> </ul>	New sprint	DHO
10:30-11:00	<ul style="list-style-type: none"> <li>Overview of National FP programme status/strategies</li> </ul>	<ul style="list-style-type: none"> <li>To inform about objectives and strategies of national FP programme,</li> </ul>	<ul style="list-style-type: none"> <li>Presentation</li> </ul>	<ul style="list-style-type: none"> <li>New sprint</li> <li>PPT</li> </ul>	DHO/NHSSP
11:00-11:15	<b>TEA BREAK</b>				
11:15-11:45	<ul style="list-style-type: none"> <li>Integration of FP into EPI in Sindhupalchowk</li> </ul>	<ul style="list-style-type: none"> <li>To inform participants on rationale of integration of EPI and FP programme</li> <li>To orient participants about benefits and challenges of integrating EPI and FP Programme</li> </ul>	<ul style="list-style-type: none"> <li>Presentation</li> <li>Discussion</li> </ul>	<ul style="list-style-type: none"> <li>PPT</li> </ul>	EPIO/SO
11:45-12:45	<ul style="list-style-type: none"> <li>Healthy timing and spacing of pregnancy (HTSP)</li> </ul>	<ul style="list-style-type: none"> <li>To explain to participants what is meant by HTSP</li> <li>To orient participants about benefits of and importance of HTSP</li> </ul>	<ul style="list-style-type: none"> <li>Discussion</li> </ul>	<ul style="list-style-type: none"> <li>PPT</li> <li>Flip charts/markers</li> </ul>	FP/SO
12:45-13:30	<b>LUNCH</b>				
13:30-14:30	VDC mapping	<ul style="list-style-type: none"> <li>To identify target groups, their numbers and resources in the concerned VDCs</li> </ul>	<ul style="list-style-type: none"> <li>Group work</li> </ul>		DHO/NHSSP
15:00-16:00	<ul style="list-style-type: none"> <li>Present VDC mapping</li> </ul>	<ul style="list-style-type: none"> <li>To identify VDC level resources</li> </ul>	<ul style="list-style-type: none"> <li>Presentation</li> </ul>	<ul style="list-style-type: none"> <li>New sprint/markers</li> </ul>	DHO/NHSSP
16:00-16:15	<b>Summary of the Day</b>				
<b>Day 2 AM</b>					
10:00-10:15	<ul style="list-style-type: none"> <li>Agenda and Recap of day 1</li> </ul>	<ul style="list-style-type: none"> <li>To enable participants to further clarify the contents discussed on day 1</li> </ul>	<ul style="list-style-type: none"> <li>Discussion</li> </ul>		DHO / NHSSP
10:15-11:00	<ul style="list-style-type: none"> <li>Present VDC mapping</li> </ul>	<ul style="list-style-type: none"> <li>To identify VDC level resources</li> </ul>	<ul style="list-style-type: none"> <li>Presentation</li> </ul>	<ul style="list-style-type: none"> <li>New sprint/markers</li> </ul>	DHO/NHSSP
11:00-11:15	<b>TEA BREAK</b>				
11:15-12:15	<ul style="list-style-type: none"> <li>Contraceptive update continued</li> </ul>	<ul style="list-style-type: none"> <li>To orient participants about the use, effectiveness. mechanism of action and eligibility of different FP methods                             <ul style="list-style-type: none"> <li>Condom, pills, depo, implant, IUCD, vasectomy, minilab</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Illustrated lecture</li> <li>Discussion</li> <li>Demonstration</li> </ul>	<ul style="list-style-type: none"> <li>PPT</li> <li>DMT Flip charts</li> <li>MEC w heel</li> </ul>	NHSSP/FPA
12:15- 13:30	<ul style="list-style-type: none"> <li>FP counseling and balanced counseling</li> </ul>	<ul style="list-style-type: none"> <li>To enable participants to understand the about FP counseling and balanced counseling</li> </ul>	<ul style="list-style-type: none"> <li>Demonstration</li> <li>Video show</li> </ul>	<ul style="list-style-type: none"> <li>Flip charts/MEC w heel</li> <li>Video</li> </ul>	NHSSP/FPA
13:30-14:30	<b>LUNCH</b>				
14:30-15:30	FP/EPI recording, reporting and monitoring	<ul style="list-style-type: none"> <li>To orient participants about recording and reporting process of integrated service</li> </ul>	<ul style="list-style-type: none"> <li>Presentation</li> <li>Practice</li> </ul>	<ul style="list-style-type: none"> <li>HMIS registers</li> <li>Reporting formats</li> </ul>	NHSSP
15:30-15:45	Logistics arrangements for FP/EPI	<ul style="list-style-type: none"> <li>To inform participants about management of logistics</li> </ul>	<ul style="list-style-type: none"> <li>Discussion</li> </ul>	<ul style="list-style-type: none"> <li>PPT</li> </ul>	NHSSP
15:45-16:00	Roles/responsibilities of different stakeholders	<ul style="list-style-type: none"> <li>To inform participants about roles and responsibilities of different stakeholders such as DHO, HFOMC, service providers, FCHVs, mothers' groups and others</li> </ul>	<ul style="list-style-type: none"> <li>Discussion</li> <li>Presentation</li> </ul>	<ul style="list-style-type: none"> <li>PPT</li> </ul>	DHO EPI officer
16:00-16:30	<b>Summary and closing of the workshop</b>				

## Annex 2: Issues raised by health facility in-charges in Sindhupalchowk

Issues raised and discussed in the orientation			
SN	Health facility	Issues	Decision and way forward
1	Mahankal SHP	PAHW vacant	Need vaccinator
2	Pedku SHP	No SHP building, service from school	No problem for FP/EPI integration
3	Barabise SHP	PAHW vacant	Need to fill vacant post. No problem for integration - 2 staff members will go for EPI/ORC by closing SHP on that day
4	Karthali HP	PANM can't go to conduct EPI/ORC	Conduct one session in her home
5	Dubachaur SHP	PAHW vacant	No problem for integration
6	Helambu SHP	PAHW vacant	No problem for integration
7	Ichok SHP	PAHW vacant, no SHP building, service from VDC	Need PAHW or vaccinator
8	Golche SHP	1 EPI/ORC	Plan to add additional 1 EPI/ORC
9	Bhotechaur SHP	PAHW vacant	No problem for integration
10	Piskar HP	EPI/ORC and PHC/ORC non-functional	Plan to conduct from Paush month
11	Bhimtar HP	1 EPI/ORC has been conducting in open place	Need to arrange safe place
12	Barabise PHC	EPI/ORC non-functional	Need to follow up to make functional
13	Selang HP	1 transferred and 1 kajfirta	At present no problem but need to follow up for coming days
14	Gati SHP	PAHW vacant	Easy to work if post filled
15	Tatopani HP	Total staff 7 but EPI/ORC and PHC/ORC non-functional	EPI supervisor committed to supervise them to make functional
16	Maneswara SHP	EPI/ORC and PHC/ORC are conducted on the same day	In-charge committed to manage different date to conduct EPI and PHC-ORC Need follow up
17	Syaule SHP	Growth monitoring VDC, need 1 vaccinator	Need to arrange 1 staff member from DHO
18	Gati SHP	PAHW vacant	No problem for integration but good to fill vacant post
19	Listikot HP	EPI/ORC and PHC/ORC are conducted on the same day	Need to manage different date Need follow up
20	Jalkini HP	EPI place is in school and open field	Consult with HFOMC and need to manage safe place Need follow up
21	Kiul SHP	Need one staff during long delivery leave	Need follow up for smooth running of EPI-ORC
22	Gumthan SHP	Need one staff	No problem for integration
23	Chokati SHP	SHP building too old	No problem for integration
24	ThuloSirubari SHP	EPI/ORC running in open field	Need to follow up for place management

### Annex 3: Health facility in-charge orientation participants' list

#### DHO Sindhupalchowk NHSSP EPI/FP programme Date: 7-8 December 2014 (1<sup>st</sup> batch)

S.No.	Name	Designation	Organization	Email/Telephone
1	Kiran Khatri	AHW	Sikhapur SHP	9849760676
2	Sachin Shrestha	HA	Bhotechaue	9842378590
3	Dipak Aryal	AHW	Bansbari HP	9803570161
4	Hari Chandra Maharjan	Sr.AHW	Pangretar SHP	
5	Dinesh Yadav	Sr.AHW	Mahankal SHP	9803587483
6	Raj Kumar Poudel	Sr.AHW	Barabishe	9841901928
7	Jay Kumar Shah	Sr.AHW	Helambu SHP	9849767199
8	Shanti Acharya	AHW	Ichwok SHP	9849057300
9	Raju Chaulagain	AHW	Palchok SHP	9841491181
10	Pramila Pudasaini	AHW	Thakani SHP	9841559031
11	Rachana Silwal	AHW	Phataksila SHP	9841358036
12	Gyanendra Sigdel	Sr.AHW	Sindhukot HP	9751019561
13	Amrit Kumar Dhital	AHW	Golche	9849670905
14	Sudhan Pradhan	Sr.AHW	Haihung SHP	9802079515
15	Gyanendra pd.Ghorasaini	Sr.AHW	Melamchi PHCC	9851157237
16	Amrit Kumar Dhital	Sr.AHW	Langarche SHP	amrikumardhital@gmail.com
17	Keshar Kumari Pradhan	AHW	Mankha SHP	9741231113
18	Ganesh Pd. Dhal	Sr.AHW	Jethal SHP	986043835
19	Prabin Kumar Kaushal	HA	Fulpinkatti HP	9844295087
20	Pradip Pokhrel	HA	Fulpingdada HP	9868329225
21	Dr.Roshani Agrawal	MO	Melamchi PHCC	9841442190
22	Laxman Basnet	Sr.AHW	Dandapakhar HP	9818005086
23	Ram Bdr. Bhandari	AHW	Thumpakhar	9741291479
24	Kul Bdr. Bhandari	AHW	Petku	9841304298
25	Sharik Lal Ray	Sr.AHW	Talamarang	9808491088
26	Umakant Jha	Sr.AHW	Duachaur SHP	9843307050
27	Pabita Shah	Sr.AHW	Buddhepa HP	9843574829

#### Date : 14-15<sup>th</sup> December 2014 (2<sup>nd</sup> batch)

S.No.	Name	Designation	Organization	Contact . No
1	Shun Kumar Rawaot	Sr.AHW	Barabishe PHCC	11690290
2	Chabilal Bhusal	Sr.AHW	Kiul SHP	9857061166
3	Nira Rana	ANM	Yamunadanda SHP	9841563818
4	Bhabani Kumari Khadka	ANM	Kalika SHP	9849751017
5	Ram Ekwal Thakur	AHW	Ghumtang	9754200076
6	Aseshwar Mandal	AHW	Ghotthali SHP	9843531274
7	Umesh Pd. Chaudhary	Sr.AHW	Bhimtar HP	9741006844
8	Anju Upadhaya	Sr.AHW	Tatopani HP	9846639123
9	Kedhar Nath Dulal	AHW	Kadambash SHP	9745025772
10	Rasmita Karki	AHW	Maneshwar SHP	9843183295
11	Sagar Khatri	AHW	Dhuskun SHP	9841518012
12	Abiral Barakoti	MO	Barabishe PHCC	9841444586
13	Shiva Bhadrur Puri	AHW	Thulosirubari SHP	9841538457
14	Keshav Napit	AHW	Sanisirubari SHP	9849131744
15	Hari Narayan Shrestha	Sr.AHW	Saule SHP	9851013844
16	Sunil Kc	Sr.AHW	Irkhu HP	9841989080
17	Amar Raj Parsai	HA	Piskar HP	9845276351
18	Madhav Raj Bista	HA	Badegaun HP	9841398738
19	Susmita Pandey	AHW	Samudaik Health	9843572919
20	Parbati Poudel	AHW	PipalDanda HP	9843581046
21	Resham Lal Shrestha	AHW	Jalkeni SHP	9851082057
22	Jhalak Kumar Darlami	AHW	Chokati SHP	9860180444
23	Sushila Devi Adhikari	ANM	Tekanpur HP	9841534483
24	Amarandra Shah	HA	Devasthan	9851171510
25	Jitendra Raut	CMA	Sindhukot	9741181938
26	Anirudra Timalsina	AHW	Ghorsipa HP	9745065986
27	Ram kumar Yadav	HA	Listikot	9817252523
28	Suresh Shah	Sr.AHW	Selang HP	9843188961
29	Ram Adhikari	Sr. AHW	Chaku SHP	9741186027
30	Ganga	CMA	Thokarpa	9860430737

**Date : 16-17<sup>th</sup> December 2014 (3<sup>rd</sup> batch)**

SN	Name	Designation	Organization	Contact . No
1	Chandra Narayan Sha	Sr.AHW	Tauthali HP	9815749851
2	Rajesh Bhujel	AHW	Simpalkavre HP	9841631613
3	Sushila Thapa	AHW	Phulpingkatti SHP	9849476218
4	Jogendra Mandal	Sr. AHW	Lisankhu HP	9843400170
5	Shree Narayan Thakur	Sr. AHW	Attapur SHP	9841801723
6	Mahendra Kr. Mandal	Sr. AHW	Thulodhading SHP	9819831107
7	Aatma ram Dhital	Sr.AHW	Banskharika HP	9843313202
8	Mohan Kr. Kuswana	AHW	Bhotenamlang SHP	9815822152
9	Sudarshan Bajagain	AHW	Baruwa SHP	9801097286
10	Anil Mandal	AHW	Gunsa SHP	9811083184
11	Madhu Kr. Sha	AHW	Hagam SHP	9741198770
12	Manoj Kr. Chaudhary	AHW	Jalbire PHC	9743056319
13	Padam Bdr. Bhattra	AHW	Baramchi SHP	9851197092
14	Krishna Bhandari	AHW	Bhotang SHP	9818673694
15	Om Prd. Shrestha	Sr.AHW	Sipapokhare HP	9741257393
16	Sapana Bhujel Kariki	AHW	Batase SHP	9849715221
17	Amrita Thapa	AHW	Kubinde SHP	9841543683
18	Sushil Kr. Sah	HA	Thangpaldhap HP	9845262115
19	Dev Ram Yadav	Sr. AHW	Manekharika SHP	9804338006
20	Binod Shrestha	CMA	Gumba SHP	bs tha8@yahoo.com
21	Dr. Janendra Kr. Mandal	MO	Jalbire PHC	jkmandaj@outlook.com
22	Rinesh kr. Maharjan	AHW	Kunchok	9808408803
23	Matrika Pd. Maheta	AHW	Jyamire SHP	9843396504
24	Shivahari Tiwari	HA	Nawalpur HP	9845258601
25	Ramganes yadav	CMA	Pangtang SHP	9741392696

**Resource persons and district supervisors for health facility in-charge orientation: 3 batches  
(7-8 December, 14-15 December and 16-17 December 2014)**

SN	Name	Designation	Organization	Contact . No
1	Dr. Sagar Raj Bhandari	DHO	DHO	9851186510
2	Gobinda Thapa	IO	DHO	9841924052
3	Yamuna Pd Yadav	PHO	DHO	9844024091
4	Mangala Manandhar	Sr.PHO	DHO	nanu2063@hotmail.com
5	Kamala Shrestha	FPO	NHSSP	9851070851
6	Surya Bahadur Khadka	SO	DHO	9851165219
7	Gopal Adhikari	CO	HMIS,MD,DoHS	
8	Dr. Rajendra Gurung	FPA	NHSSP	9851088394
9	Suman Pant	DC	NHSSP	9857064234
10	Puskar Thapa	AHW	DHO	9841944594
11	Prem Krishna Ranjit	Khari dar	DHO	9841593439
12	Kumar Shrestha	Office Assistant	DHO	9841406647
13	Krishna Pd. Nepal	Office Assistant	DHO	9849767567
14	Chet Bdr. Khatri	Office Helper	DHO	
15	Murari Pd. Baral	Acc. O	DHO	
16	Shila Chhetri	Typist Na. Su.	DHO	9841469249
17	Rishi Ram Parajuli	FPC	NHSSP	9851110902

## Annex 4. Service providers' orientation programme schedule

### DHO Sindhupalchowk programme schedule

Time	Topic	Session Objectives	Methods	Materials	Facilitator(s)
<b>Day 1 AM</b>					
10:00-10:15	<ul style="list-style-type: none"> <li>Registration</li> <li>Welcome and introduction</li> </ul>	<ul style="list-style-type: none"> <li>Setting the scene</li> <li>To welcome participants at the orientation</li> <li>To familiarize participants and trainers</li> </ul>		New sprint, stationery, banner	FHD/NHSSP/DHO/PHA
10:15-10:30	<ul style="list-style-type: none"> <li>Overview /objectives of orientation</li> </ul>	<ul style="list-style-type: none"> <li>To introduce orientation</li> <li>Goals, objectives, agenda and materials</li> </ul>	<ul style="list-style-type: none"> <li>Presentation</li> </ul>	New sprint	DHO
10:30-11:00	<ul style="list-style-type: none"> <li>Overview of national FP programme status and strategies</li> </ul>	<ul style="list-style-type: none"> <li>To inform about objectives and strategies of national FP program,</li> </ul>	<ul style="list-style-type: none"> <li>Presentation</li> </ul>	<ul style="list-style-type: none"> <li>New sprint</li> <li>PPT</li> </ul>	DHO/NHSSP
11:00-11:15	<b>TEA BREAK</b>				
11:15-11:45	<ul style="list-style-type: none"> <li>Integration of FP in to EPI in Sindhupalchow k</li> </ul>	<ul style="list-style-type: none"> <li>To inform participants on rationale of integration of EPI/FP programme</li> <li>To orient participants benefits/challenges of integrating FP/EPI programme</li> </ul>	<ul style="list-style-type: none"> <li>Presentation</li> <li>Discussion</li> </ul>	<ul style="list-style-type: none"> <li>PPT</li> </ul>	EPIO/SO
11:45-12:15	<ul style="list-style-type: none"> <li>Healthy timing and spacing of pregnancy (HTSP)</li> </ul>	<ul style="list-style-type: none"> <li>To explain to participants what is meant by HTSP</li> <li>To orient participants about benefits of and importance of HTSP</li> </ul>	<ul style="list-style-type: none"> <li>Discussion</li> </ul>	<ul style="list-style-type: none"> <li>PPT, flip charts</li> <li>Markers</li> </ul>	FP/SO
12:15-12:45	<ul style="list-style-type: none"> <li>Contraceptive update</li> </ul>	<ul style="list-style-type: none"> <li>To orient participants about the use, effectiveness, mechanism of action and eligibility of pills and condom</li> </ul>	<ul style="list-style-type: none"> <li>Discussion</li> <li>Demonstration</li> </ul>	<ul style="list-style-type: none"> <li>PPT, DMT flip chart</li> <li>MECw heel</li> </ul>	NHSSP/FPA
12:45-13:30	<b>LUNCH</b>				
13:30-14:30	<ul style="list-style-type: none"> <li>Contraceptive update continued</li> </ul>	<ul style="list-style-type: none"> <li>To orient participants about the use, effectiveness. mechanism of action and eligibility of implant, IUCD, vasectomy and minilap</li> <li>To inform participants about myths/misconceptions about FP methods</li> </ul>	<ul style="list-style-type: none"> <li>Illustrated lecture</li> <li>Discussion</li> <li>Demonstration</li> </ul>	<ul style="list-style-type: none"> <li>PPT</li> <li>DMT flip chart</li> <li>MECw heel</li> </ul>	NHSSP/FPA
15:00-15:45	<ul style="list-style-type: none"> <li>FP counseling and balanced counseling</li> </ul>	<ul style="list-style-type: none"> <li>To enable participants to understand the about FP counseling and balanced counseling</li> </ul>	<ul style="list-style-type: none"> <li>Demonstration</li> <li>Video show</li> </ul>	<ul style="list-style-type: none"> <li>Flip chart, MECw heel, Video</li> </ul>	NHSSP/FPA
15:45-16:00	<ul style="list-style-type: none"> <li>Quiz</li> </ul>	<ul style="list-style-type: none"> <li>To measure level of understanding of participants</li> </ul>	<ul style="list-style-type: none"> <li>Groups/questions</li> </ul>	<ul style="list-style-type: none"> <li>Questions</li> </ul>	NHSSP/FPA
16:00-16:15	<b>Summary of the Day</b>				
<b>Day 2 AM</b>					
10:00-10:15	<ul style="list-style-type: none"> <li>Agenda and recap of day 1</li> </ul>	<ul style="list-style-type: none"> <li>To enable participants to further clarify the contents discussed on day 1</li> </ul>	<ul style="list-style-type: none"> <li>Discussion</li> </ul>		DHO / NHSSP
10:15-11:00	<ul style="list-style-type: none"> <li>Process of EPVFP integrated service steps</li> </ul>	<ul style="list-style-type: none"> <li>To describe the management of integrated service delivery</li> <li>To enable participants to follow systematic procedure while providing integrated EPVFP service.</li> </ul>	<ul style="list-style-type: none"> <li>Discussion</li> <li>Use of flow chart</li> <li>Demonstration</li> </ul>	<ul style="list-style-type: none"> <li>Process flow chart</li> <li>Pregnancy rule out job aid</li> </ul>	DHO / NHSSP
11:00-11:15	<b>TEA BREAK</b>				
11:15-13:30	<ul style="list-style-type: none"> <li>Role play on integrated service delivery</li> </ul>	<ul style="list-style-type: none"> <li>To enhance skill of service providers to provide :                             <ol style="list-style-type: none"> <li>Group health education</li> <li>Informal talk with individual mother during immunisation of child</li> <li>To provide counseling to interested mothers</li> <li>To provide FP service for eligible mothers or refer</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>Presentation</li> <li>Group work</li> <li>Role play</li> </ul>	<ul style="list-style-type: none"> <li>Process flow chart</li> <li>DMT flip chart</li> <li>Pregnancy rule out job aid</li> <li>Immunisation poster</li> </ul>	DHO/NHSSP
13:30-14:30	<b>LUNCH</b>				
14:30-15:30	<ul style="list-style-type: none"> <li>FP/EPI recording, reporting and monitoring</li> </ul>	<ul style="list-style-type: none"> <li>To orient participants about recording and reporting process of integrated service</li> </ul>	<ul style="list-style-type: none"> <li>Presentation</li> <li>Practice</li> </ul>	<ul style="list-style-type: none"> <li>HMIS registers</li> <li>Reporting formats, PPT</li> </ul>	Statistics officer. DHO
15:30-15:45	<ul style="list-style-type: none"> <li>Logistic arrangement for FP/EPI</li> </ul>	<ul style="list-style-type: none"> <li>To inform participants about management of logistics:                             <ol style="list-style-type: none"> <li>FP methods, IEC materials</li> <li>Registers for recording/reporting</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>Discussion</li> </ul>	<ul style="list-style-type: none"> <li>PPT</li> </ul>	DHO storekeeper
15:45-16:00	<ul style="list-style-type: none"> <li>Roles and responsibilities of different stakeholders for FP/EPI</li> </ul>	<ul style="list-style-type: none"> <li>To inform participants about roles and responsibilities of different stakeholders such as DHO, HFMO, service providers, FCHVs, mothers' groups and others</li> </ul>	<ul style="list-style-type: none"> <li>Discussion</li> <li>Presentation</li> </ul>	<ul style="list-style-type: none"> <li>PPT</li> </ul>	DHO EPI officer
16:00-16:30	<b>Summary and closing of the workshop</b>				

## Annex 5: Participants - orientation to service providers (FP/EPI integration programme)

Purpose: Orientation to service providers (FP/EPI integration programme)

Venue: DHO, Sindhupalchowk

Date: Jan 5-6, 2015 (1<sup>st</sup> batch)

S.No.	Name	Designation	Organization	Email/ Telephone
1	Hari maya shrestha	ANM	Pantang SHP	9741218225
2	Chandrawati	ANM	Phulphingkot SHP	9843153308
3	Shanti devi Bhandari	ANM	Gunsa HP	9741067260
4	Ranjit kumar Yadav	CMA	Hagam SHP	9860511260
5	Amrit Deuja	CMA	Nawalpur HP	9845631072
6	Gyanu Thapa	ANM	Batase SHP	9849385139
7	Gita Shrestha	ANM	Simpal Kavre SHP	9841989181
8	Rashmi Poudel	ANM	Nawalpur HP	9841253050
9	Tara Thapa	CMA	Melamchi PHCC	9849767007
10	Tara Dulal Sapkota	ANM	Shikharpur SHP	9860108990
11	Rachana Shrestha	Sr. ANM	Melamchi PHC	9844863593
12	Maya Shrestha	Staff nurse	Chautara Hospital	9741088929
13	Sita Shrestha	Sr. ANM	Chautara Hospital	9841539698
14	Ganga Shrestha	ANM	Chautara MCH	9841407509
15	Bina Kumari Bharati	ANM	Dubachaur HP	9741089230
16	Ram binod Mahato	CMA	Jalbire PHC	9844205923
17	Pemba Tamang	ANM	Baruwa SHP	9741032106
18	Sita Devi neupane	ANM	Phulpingdanda SHP	9741184606
19	Hom Kumari Nepal	ANM	Kubinde SHP	9741015934
20	Srijana Bhattarai	ANM	Lagarche SHP	.....
21	Lila Baniya	ANM	Kunchok HP	9808082379
22	Samjhana KC	ANM	Jalbire PHC	9849349252
23	Gamala Silwal	ANM	Bhotechaur HP	9860180632
24	Jaya Krishna Shrestha	ANM	Melamchi PHC	9741189800

Date: Jan 7-8, 2015 (2<sup>nd</sup> batch)

S.No	Name	Designation	Organization	Email/ Telephone
1	Laxmi karki	Upgraded A.N.M	Attarpur S.H.P	9841001374
2	Buddha Kumari Lama	Upgraded A.H.W	Attarpur S.H.P	9741190470
3	Tirtha Bahadur	A.H.W	Pangretar S.H.P	.....
4	Jamuna Pathak	A.H.W	Kalika S.H.P	9840071626
5	Meena Pandit	A.H.W	Yamunadada S.H.P	9860279147
6	Ishori	Upgraded A.H.W	Pangretar S.H.P	9841901949
7	Samita Giri	A.N.M	Banskharka H.P	9841886211
8	Nima Dolma Tamang	A.N.M	Bhotang S.H.P	9741328124
9	Rewati Thapa	A.N.M	Thokarpa H.P	9860024426
10	Laxmi Ghimire	A.N.M	Simple kavre S.H.P	9803478261
11	Apsara K.C	A.N.M	Thokarpa H.P	9744015807
12	Narayan K. Karki	A.N.M	Pangretar S.H.P	9741010323
13	Nil Bahadur Chaulagain	A.H.W	Mankha S.H.P	9741011167
14	Mithai Khatiwada Thapa	A.N.M	Sipapokhare H.P	9818865936
15	Mohan Mahato	C.M.A	Devasthan H.P	9817851984
16	Ram sagarath sah	A.H.W	Bharebise P.H.C	9849194692
17	Ram Prasad Chudali	A.H.W	Thanpaldhap H.P	9847109288
18	Rasmila Raut	A.N.M	Bharabise S.H.P	9741171956
19	Pabindra Prashad Poudel	A.H.W	Phulpingdanda S.H.P	9741088761
20	Dikala Ghimire	A.N.M	Langarche S.H.P	9815887300
21	Ashmita Moktan	A.N.M	Dandapakhar H.P	9813571064
22	Jaya devi Khadka	A.N.M	Petku H.P	9741114736
23	Prabha Sunuwar	A.N.M	Phulpingdanda H.P	9844003746
24	Durga Devi Bhandari	A.N.M	Jethal H.P	9741231067
25	Pramod Kumar Sah	Lab Assistant	Bharabise P.H.C	9816843163
26	Renuka Neupane	SANM	Devasthan H.P	9841580203
27	Srijana Ghising	A.N.M	Devasthan H.P	9808373903



Date: Jan 11-12, 2015 (3rd batch)

S.No.	Name	Designation	Organization	Email/ Telephone
1	Ashok Kumar Yadav	A.H.W	Piskar H.P	9805932909
2	Mina kumari Shrestha	A.N.M	Syaule S.H.P	9843185327
3	Prajina B.K	A.N.M	Thulo Sirubari S.H.P	9860430870
4	Kalpana Basnet	A.N.M	Pipaldada S.H.P	9741314459
5	Mina K.C	Upgraded A.H.W	Sano Sirubari S.H.P	9849012095
6	Ambika K.C	Upgraded A.H.W	Chautara Hospital	9841924752
7	Krishna Bahadur Shrestha	Upgraded A.H.W	Kadambas S.H.P	9849134135
8	Amrit Kumar Basnet	Upgraded A.H.W	Pipaldada S.H.P	9741134178
9	Hari laxmi Doya	A.N.M	Golche H.P	9741260071
10	Susil jung Thapa	A.H.W	Golche H.P	9741228676
11	Arjun K.C	A.H.W	Jethal H.P	9741343575
12	Radhe Shyam	Upgraded A.H.W	Jalbire P.H.C	9860425671
13	Pratibha K.C	A.N.M	Jalbire P.H.C	9860567128
14	Deepa Thapa	A.N.M	Selang H.P	9843426459
15	Suman Tamang	A.N.M	Palchowk S.H.P	9818139675
16	Sita Thapa	A.N.M	Dubachour H.P	9808915025
17	Saraswoti Karki	A.N.M	Haibung H.P	9813587753
18	Chandra Dangol	A.N.M	Mahankal H.P	9808179044
19	Nirmala Chhetri	C.M.A	Helambu H.P	9847260587
20	Janaki Bhattra	A.N.M	Thanpaldhap H.P	9843546837
21	Babu Lal Shrestha	A.H.W	Irkhu H.P	9849436248
22	Kalpana Thakuri	A.N.M	Irkhu H.P	9741218984
23	Ishwor Bhattra	H.A	Melamchi P.H.C	9841767591
24	Muna Giri	Lab.	Melamchi P.H.C	9843773631
25	Urmila Kumari Rana	Upgraded A.N.M	Kadambas S.H.P	9849727663
26.	Ambika Adhikari	A.N.M	Helambu H.P	9813301013
27	Mina Kumari D.C	A.N.M	Talamarang S.H.P	9803525501
28	Rupa K.C	A.N.M	Sanu Sirubari S.H.P	9849859193
29	Sarita Timilsina	A.N.M	Sindhukot H.P	9741188642

**Jan 13 to Jan 14, 2015 (4<sup>th</sup> batch)**

S.No	Name	Designation	Organization	Telephone
1	Sapana Tamang	ANM	Bhotsipa HP	9741189856
2	Subhadra Moktan	ANM	Badegaun HP	9818874477
3	Karuna Dangol	ANM	Bhimtar Hp	9841765888
4	Saraswoti Khadka	P.ANM	Bansbari HP	9849997436
5	Sarita Khanal	ANM	Sindhukot HP	9741111201
6	Sabitri Poudel	P.ANM	Baramchi SHP	9741258141
7	Lalita Lama	Sr. AHW	Bhotechaur HP	9841589971
8	Prakash Thapa	AHW	Hai bung SHP	9849101245
9	Shahakul KC	AHW	Bansbari SHP	9849705377
10	Sarmila Thapa	ANM	Sipaphokhare Hp	9843619430
11	Sushila Koirala	ANM	Badegaun HP	9741004143
12	Manju Shrestha	ANM	Bhotsipa HP	9849424080
13	Niru jirel	ANM	Selang H.P	9748017957
14	Bishnu Sharma	ANM	Golche S.H.P	9741276555
15	Hari Prashad	A.H.W	Bhimtar H.P	9741020051
16	Gita Acharya	ANM	Phataksila H.P	9843491697
17	Padam Kumari Karki	ANM	Thakani S.H.P	9841161258
18	Dipak Chandra Khanal	A.H.W	Bhotechour H.P	9841382584
19	Tingehen Lama	ANM	Gumba S.H.P	9741260035
20	Mankumari Thapa	PANM	Thulosirubari HP	9808883508

**Jan 19-20, 2015 (5<sup>th</sup> batch)**

S.No	Name	Designation	Organization	Telephone
1	Ganga Kumari Rai	ANM	Tauthali HP	9842987153
2	Som Kumari Gurung	AHW	Listikot HP	9849706902
3	Ramgopal Shrestha	AHW	Dhuskun HP	9741098794
4	Griha Laxmi Tamang	ANM	Gati SHP	9818001606
5	Anita Ghorasaini	P AHW	Phataksila HP	9808017536
6	Quri Thapa	ANM	Bhimtar HP	9849800186
7	Roshani Shrestha	ANM	Melamchi PHCC	krishnaks@hotmail.com
8	Gyatri Nepal	ANM	Manesara SHP	9849473357/9621150311
9	Chandra Kumari Khadka	PANM	Budhapa HP	9741184913
10	Shanti Thapa	PANM	Ghumthang HP	9741017032
11	Tika Laxmi Karki	PANM	Chokati HP	9843530831
12	Manju Karki	ANM	Ghorthali SHP	9843530615
13	Ram Krishna Yadav	AHW	Budhapa HP	9843780102
14	Arjun bd Poudel	AHW	Phulpingkatii H.P	97414410415
15	Manju Karki (khatri)	ANM	Phulpingdada HP	9845553128
16	Rampyari Siwakoti	AHW	"	9843194657
17	Sanjita Parajuli	ANM	Ichok S.H.P	9741136077
18	Rejindra Pd Subedi	AHW	Lisitkot H.P	9851150804
19	Ram bahadur Shrestha	AHW	Bhrabise PHCC	9849689405
20	Bigyan Thapa	AHW	"	9841901692
21	Keshav Makhaju	AHW	Lisankhu HP	9851039084
22	Nira Karki	ANM	"	9741039084
23	Tika Tamang	ANM	"	9841895925
24	Rita Jirel	ANM	Nawalpur HP	9860020354
25	Ishwori Aryal	ANM	Piskar HP	9843320354
26	Anusha Nepal	ANM	Bhanskharka HP	9741391889
27	Bhuwan Singh Thapa	AHW	Tatopani HP	9843372819
28	Santosh kumar Shah	AHW	Tekanpur HP	9841608577
29	Dhan Bahadur	PAHW	Nawalpur HP	9803317964
30	Bindu Ghimire	AHW	Tatopani HP	9843121186
31	Anita Shrestha	ANM	Tatopani HP	9843168590
32	Rasmila Timilsina	AHW	Bhrabise PHCC	9841901602
33	Sita Lamichhane	ANM	"	9841945106
34	Laxmi Poudel	ANM	Marming SHP	9741187609
35	Durga Maya Pandit	ANM	Phulpingkatii HP	9741147777
36	Hari Bhakta Shrestha	AHW	Listikot HP	9843528305

37	Astha Shrestha	ANM	Kuncok SHP	9843199961
38	Tara Sunuwar	SANM	Chautara Hospital	9841562343
39	Gyanu Khadka	SANM	"	9741088930
40	Laxmi Bhandari	ANM	Dhuskun HP	9741391889

**Jan 26-27, 2015 (6<sup>th</sup> batch)**

S.No	Name	Designation	Organization	Telephone
1	Amrita Pathak	Vaccinator	DHO	9813022122
2	Mahakali Khadka	"	"	9741259859
3	Sanu Maya Tamang	"	"	9818929151
4	Sita Chaulagain	"	"	984266416
5	Pratima Acharya	"	"	9843592293
6	Anju Dangol	"	DHO	9849564096
7	Kamal Ghising	"	"	9803858677
8	Susmita Budhathoki	"	"	9808489974
9	Nani Thapa	"	"	9849759593
10	Kalpna Acharya	"	"	9849269332
11	Shova Acharya	"	"	9843568354
12	Hari Shah	"	"	9844125852
13	Anjana Baniya	ANM	Tatopani HP	9843053598
14	Nirjana Nepal	Vaccinator	DHO	9843251207
15	CM Yadav	Nursing Supervisor	MDM	9741072659
16	Saguna Pandit Chhetri	"	MDM	9803849669

**Facilitators and organizations**

S.No	Name	Designation	Organization	Telephone
1	Dr. Sagar Kumar Rajbhandari	DHO	DHO, Sindhupalchowk	9851180510
2	Mangala Manadhar	Sr. PHO	DHO	9851070851
3	Madan Maskey	FPO	DHO	9841369616
4	Govinda Thapa	IO	DHO	98419240552
5	Surya Khadka	Stat Officer	DHO	9851165210
6	Dr. Rajendra Gurung	FPA-NHSSP	NHSSP	9851088394
7	Yuba Raj Poudel	M & E Officer	NHSSP	9841558953
8	Rishi Ram Parajuli	FPC	NHSSP	9851110902
9	Suman Pant	DC	NHSSP	9857064234
10	Prem Krishna Ranjit	Kharidar	DHO	9841593439
11	Dr. Biplav Ghimire	M.O	DHO	9801095739
12	Sudesh Chaudhary	Assistant Research Officer	HERD	9849135811,9804655054
13	Samita Kila	Assistant Research Officer	HERD	9849098928

Annex 6: Meeting minutes

मिति: - २०७१ पौष २२ गते  
 स्थान: - तालिमखण्ड  
 सिन्धुपाल्चोक।

आज जिल्ला स्वास्थ्य कार्यालय, सिन्धुपाल्चोकका कार्यालय प्रमुख डा.श्री शंकरकुमार राजभण्डारीको अध्यक्षतामा "स्वस्थ बालिका परिवार त्रियोजन सेवा विस्तार" कार्यक्रम अन्तर्गत लक्ष्मी बस्नेतले विज्ञापनको उपाख्यान तयार गरीयो।

उपाख्यान

१. डा. शंकर कुमार राजभण्डारी - *Shankar*
२. ब.ज.स्वा.आ.ओ. मंगला मातल्लर - *Manu*
३. डा. रमेश सुब्बा - *Ramesh*
४. मदन मास्के - *Madan*
५. गोविन्द बापु - *Gopin*
६. सुत्रे बहादुर खडका - *Sutre*
७. च्छवि घरासुनी - *Chhavi*
८. हवराज पौडेल - *Havraj*
९. सुमन पन्त - *Suman*
- १०.

त्रियोजन नं. १  
 यस जिल्लाका ४ स्वास्थ्य चौकामा (सेनाउ-स्वास्थ्य चौकी, देविश्याम स्वास्थ्य चौकी, निमेश्वर स्वास्थ्य चौकी, लक्ष्मी उप-स्वास्थ्य चौकी) मा NHSSP द्वारा शिक्षिकी गरिएका visiting provider (VP) द्वारा SBA तालिम प्राप्त सेवा प्रदायकहरूलाई IUCD सेवाका लागि coaching गरीने त्रियोजन गरियो।

त्रियोजन नं. २  
 जिल्लाका दुवै BEONC centre (सैतारा अस्पताल, प्रेमस्नी प्रा.स्वा.हेल्थ र लक्ष्मी प्रा.स्वा.केन्द्र) मा गुणस्तर अनिवार्यता शायं व्यावहारिक अनुभव VP द्वारा IUCD, Implant coaching गर्ने त्रियोजन गरियो।

त्रियोजन नं. ३  
 जिल्लाका ४ स्वास्थ्य चौकामा (तातोपानी स्वास्थ्य चौकी, सेनाउ-स्वास्थ्य चौकी, निमेश्वर स्वास्थ्य चौकी र बलपुर स्वास्थ्य चौकी) को १-१ जना जम्मा ४ जना सेवा प्रदायकलाई Implant training (NHCC को समन्वयमा) प्रदान गर्ने त्रियोजन गरियो।

त्रियोजन नं. ४  
 सान सानालाई नै रोकौ सेवा प्रदायकहरूलाई सापथकबाट परिवार त्रियोजन सेवा एडिहिन कृपा विस्तार कार्यक्रम अन्तर्गत अन्तर्गत पौष २४ र २६ गतेको अनिवार्यता जिल्लाका स्वास्थ्य चौकीहरूमा आधुनिकताका लागि मासिको ४ र ६ गते शायं त्रियोजन गरियो।

त्रियोजन नं. ५  
 गा.वि.स. २ नशिय अनिवार्यता कार्यक्रम संचालन का लागि आवश्यक रेकर्डरी तथा सांग्रिहिय कुवार्ताको लागि शुद्ध र स.ख.ना.को रूपमा शिक्षिकलाई आवश्यकताका लागि हुनाले तालिम प्राप्ति क्लिनिक स.ख.ना.को त्रियोजन गरियो।

त्रियोजन नं. ६  
 साप तथा परिवार त्रियोजन एडिहिन कार्यक्रम अन्तर्गत स्वास्थ्य व्यवस्थापन समिति तथा मा.स्वा.स्वा.केन्द्र अनिवार्यताको तालिम जिल्लाका ४ र NHSSP द्वारा आवश्यकतापुष्ट अनुभव गर्ने त्रियोजन गरियो।

*Manu*

दिनांक: 20/06/2024  
 स्थान: अज्ञान भवन, दिल्ली

आज दिल्ली स्वास्थ्य विभाग, दिल्ली, दिल्ली स्वास्थ्य विभाग की अज्ञान भवन पर आयोजित कार्यक्रम का विवरण है।  
 कार्यक्रम के अंतर्गत निम्नलिखित कार्य किए गए।

- कार्यक्रम
- 1. डा. श्री अज्ञान कृष्ण राजभास्कर -
  - 2. डॉ. जयशंकर भास्कर -
  - 3. डॉ. राजेश शर्मा -
  - 4. डॉ. मदन भास्कर -
  - 5. डॉ. सुरेश भास्कर -
  - 6. डॉ. प्रदीप भास्कर -
  - 7. डॉ. सुभाष भास्कर -
  - 8. डॉ. अमर भास्कर -

क्रिया: - 1

निकट भविष्य में करीब- 92 अंग्रेजी भाषा में  
 कार्यक्रमों के अंतर्गत निम्नलिखित कार्य किए  
 जाएंगे।

क्रिया: - 2

एक दिन का HBMC orientation को निम्नलिखित  
 भागों में बांटा जाएगा।  
 1. अज्ञान भवन पर आयोजित कार्यक्रम  
 2. अज्ञान भवन पर आयोजित कार्यक्रम  
 3. अज्ञान भवन पर आयोजित कार्यक्रम

क्रिया: - 3

Birthing Centre में IUCD Coaching की  
 कार्यवाही शुरू की जा रही है।  
 अज्ञान भवन पर आयोजित कार्यक्रम

## Annex 7: Orientation schedule for HFMOCs/FCHVs orientation on integrated EPI/FP programme

### One-day orientation schedule and instructions to resource persons

Time	Activity	Method	Materials
10:00-10:15	<b>Registration</b>		Attendance sheet
10:15-10:45	Introduction, objectives and programme schedule		Newsprint
10:45-11:15	Current status of family programme <ul style="list-style-type: none"> <li>▪ National</li> <li>▪ District</li> <li>▪ VDC</li> </ul> Rationale and objectives of integration of FP into EPI programme	Discussion Lecture	Newsprint, markers
11:15-11:45	Definition and importance of healthy timing and spacing of pregnancy (HTSP)	Discussion Lecture	Colour flex Newsprint, markers
11:45-13:00	Brief introduction of 5 types of modern contraceptive methods <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Use</li> <li>• Effectiveness and possible side effects</li> <li>• Availability</li> </ul>	Discussion Lecture	FP poster, colour flex Contraceptive kit box supplied by SUAHARA (condom, pills, depo, Implant, IUCD)
13:00-14:00	Process of EPI/FP integrated service delivery/steps	Discussion Lecture	Process flow chart
14:00-14:30	Lunch		
14:30-15:00	Responsibility of HFOMCs, FCHVs and health workers	Discussion Lecture	Newsprint, markers
15:00-15:30	Discussion, summary, and closing		

### Instructions to resource persons for conducting orientation

#### 1. Introduction among the participants and facilitators:

After welcoming the participants, the facilitator will request the participants to introduce themselves on the following points:

- Name, position, address
- Concept of the participants on FP services and their importance

The facilitator should then introduce him/herself covering the above mentioned points.

#### 2. Objectives of the orientation programme:

- To gain an understanding of the participants based on their existing knowledge and experiences about the current practice of FP and EPI services at their area/facility;
- To inform the participants about the importance and necessity of FP service in their own community;
- To inform the participants about the new FP/EPI service delivery;
- To share current problems, especially regarding the implementation of FP/EPI services by the health facility/outreach clinic and to obtain a commitment from the participants for their support to solve the problems locally.

#### 3. Introduction and general information about the orientation:

The facilitator will explain the following to the participants:

- This orientation will start at .....am and will end at .....pm
- Participants will be provided with the following things:
  - Tea and snacks
  - A few stationery items
  - Travel costs

Explain to the participants the general norms to be followed during the orientation session:

- Use of mobile phone
- Don't do side talk during the session
- Participate actively during the discussions
- Respect the opinions and views of the other participants
- Give others the chance to speak too

#### 4. Instructions for the facilitators:

- Please take some time to have everything prepared for the orientation at least one to two days before the orientation day;
- Prepare an information sheet containing the health and FP status of the VDC and make comparisons with the district and national status where applicable;
- During the orientation, give special attention to the following points:
  - Start the session with informal talk (agricultural production, current local news, festivals, personal news of participants, etc.);
  - Use local and simple language and try to listen to what is said;
  - Always respect and appreciate the participants for their opinions/ideas;
  - Use relevant visual aids from your health facility as much as possible;
  - Encourage the participants to actively participate, allowing them to speak and give constructive ideas;
  - In order to best utilize your time, always focus your discussion on the relevant issues;
  - Give examples and stories using the local context;
  - Use available IEC materials (process flow chart, colour flex chart, immunisation poster, etc).

#### 5. Report of the orientation:

- **Programme report:** Write a two page report of the orientation using the provided template.
- The report should be submitted to the district coordinator, NHSSP, along with the financial report.
- **Financial report:** The bills for the financial report should be PAN bill. If PAN bill is not available, the bills should be stamped and approved by the health facility.
- The programme and financial reports should be sent to DHO Chautara through a reliable means within a week of the orientation.

## Annex 8: Number of participants of HFOMCs/FCHVs orientation

SN	Name of the HF	Orientation Date (Nepali)	# of FCHVs	# of HFOMC Members	Total Participants
1	Thokama SHP	10/9/2071	9	7	16
2	Golche HP	10/10/2071	9	7	16
3	Simpalkabhre SHP	10/8/2071	9	8	17
4	Pipaldanda SHP	10/4/2071	9	5	14
5	Batase SHP	10/7/2071	9	9	18
6	Devasthan HP	10/7/2071	9	6	15
7	Piskar HP	10/16/2071	7	10	17
8	Duskun HP	10/13/2071	6	8	14
9	Kalika SHP	10/11/2071	9	4	13
10	Phulpingedada HP	10/14/2071	9	8	17
11	Svaule SHP	10/5/2071	9	8	17
12	Kubinde SHP	10/14/2071	8	8	17
13	Sikhampur SHP	8/10/2071	9	9	18
14	Nawalpur HP	11/10/2071	9	13	22
15	Jyamire SHP	23/10/2071	9	10	19
16	Thula Dhading SHP	25/10/2071	9	7	14
17	Pangretar SHP	9/28/2071	9	6	13
18	Thauthali HP	8/10/2071	9	10	19
19	Sindhukot HP	29/10/2071	9	9	18
20	Bansbari SHP	14/10/2071	9	8	17
21	Thakani SHP	29/10/2071	9	9	18
22	Bhotichaur HP	28/10/2071	9	9	18
23	Haibung SHP	27/10/2071	9	11	20
24	Ghorthali	14/10/2071	9	9	18
25	Barabishe PHCC	16/10/2071	9	4	13
26	Budhepa HP	15/10/2071	9	11	20
27	Manekhara SHP	11/10/2071	9	9	18
28	Dhumthang SHP	13/10/2071	9	9	18
29	Chokati SHP	15/10/2071	9	9	18
30	Barabishe SHP	19/10/2071	9	6	15
31	Attampur SHP	29/10/2071	9	9	18
32	Chaku SHP	28/10/2071	9	8	17
33	Gati SHP	28/10/2071	9	10	19
34	Listikot HP	28/10/2071	9	10	19
35	Tatopani HP	15/10/2071	8	10	18
36	Fulpingkatti HP	29/10/2071	9	10	19
37	Banskharka HP	21/10/2071	9	11	20
38	Baruwa SHP	4/10/2071	9	9	18
39	Bhotang SHP	28/10/2071	9	9	18
40	Thangpaldhap HP	22/10/2071	9	9	18
41	Gunsakot SHP	12/10/2071	9	11	20
42	Bhotenamalang SHP	18/10/2071	9	11	20
43	Langarthe SHP	13/10/2071	9	11	20
44	Thankpalkot	26/10/2071	9	11	20
45	Sipapokhare HP	21/10/2071	7	3	10
46	Badegaun HP	19/10/2071	9	7	16
47	Bhimtar HP	11/10/2071	6	7	13
48	Bhotasipa HP	19/10/2071	9	9	18
49	Melamchi PHC	14/10/2071	9	17	26
50	Helambu SHP	1/11/2071	9	9	18
51	Palchok SHP	18/10/2071	9	11	20
52	Dubachaur SHP	28/10/2071	9	9	18
53	Mahankal SHP	25/10/2071	9	11	20
54	Talamarang HP	24/10/2071	9	9	18
55	Kiwool SHP	25/10/2071	9	8	17
56	Yamunadanda SHP	13/10/2071	9	9	18
57	Sanosirubari SHP	24/10/2071	9	9	18
58	Thulosirubari SHP	2/11/2071	9	11	20
59	Kadambash SHP	29/10/2071	9	7	16
60	Kunchok	15/10/2071	9	7	16
61	Pethkhu SHP	14/10/2071	9	6	15
62	Fulpingkot SHP	5/10/2071	9	9	18
63	Gumba SHP	29/10/2071	9	9	18
64	Thumpa khar SHP	6/11/2071	7	4	11
65	Mankha SHP	9/10/2071	9	12	21
66	Jethal SHP	26/10/2071	9	6	15
67	Dandapakhar HP	12/10/2071	8	6	14
68	Ichok SHP	29/10/2071	9	9	18
69	Pangtang SHP	30/9/2071	9	9	18
70	Hangam SHP	30/9/2071	9	11	20
71	Jalbi PHCC	14/10/2071	9	6	15
72	Baramchi HP	29/10/2071	9	7	16
73	Faktshila HP	NA	9	6	15
74	Tekanpur HP	NA	9	8	17



75	Selang HP	NA	9	11	20
76	Irkhu SHP	NA	9	7	16
77	Sa nga chowk HP	NA	9	4	13
78	Lisangkhu HP	NA	8	7	15
79	District Hospital	NA	9	2	11
	<b>Total</b>		695	664	1359

### Annex 9: Name list of participants for implant training

#### DHO Sindhupalchowk

S.N	Name	Organization	Contact No.
<b>Batch A (20-27 Feb 2015)</b>			
1	Roshani Poudel	Nawalpur HP	9841253050
2	Sunita Giri	Banskharka HP	9841886211
3	Pratibha K.C	Jalbire PHC	9860567128
4	Anita Shrestha	Tatopani HP	9843168590
<b>Batch B (09-16 March 2015)</b>			
5	Dikala Ghimire	Lagarche SHP	9815887300
6	Srijana Ghising	Devasthan HP	9808373903
7	Deepa Thapa	Selang HP	9843426549
8*	Karuna Dangol	Bhimtar HP	9841765888

### Annex 10: Photos

Health facility in-charge orientation, December, 2014, DHO Chautara

 <p>Figure 1 DHO making remarks</p>	 <p>Figure 2 VDC mapping exercise</p>
 <p>Figure 3 VDC mapping presentation by HFI</p>	 <p>Figure 4 mapping presentation by HFI with accompanying child</p>
 <p>Figure 5 VDC resource map prepared by participants</p>	 <p>Figure 6 PHO facilitating the orientation in DHO Chautara</p>

Service providers' orientation, January 2015



Figure 7 PHO making remarks while DHO listening



Figure 8 PHO presenting the process with flex chart



Figure 9 Role play by participants using DMT flip chart



Figure 10 District SO facilitating recording/reporting session

Onsite supervision in health facilities of Sindhupalchowk, February 2015



Figure 11 FPC NHSSP coaching HWs at Petku HP



Figure 12 M&E officer NHSSP coaching HFI in Chaku HP



Figure 13: Group coaching of HWs from HFs under Barhabise Illaka



Figure 14: onsite coaching on recording reporting at Gathi SHP

## Annex 11: General findings of on-site supervision of health facilities

- *The number of new users was found to have increased in the recent months after the implementation of the Integrated EPI/FP service.*
- *Service providers reported that mothers felt happy to receive both services in a single visit.*
- *Since district level government officials rarely make supervision visits, health facility staff were quite impressed and seemed happy to welcome the DHO Sindhupalchowk and NHSSP staff members into their workplace.*
- Some health facilities have not yet sent an HFOMC/FCHV orientation report.
- Some health facilities did not follow the steps properly to allow enough time for group health education.
- Most of the service providers were unclear about the recording and reporting.
- In some health facilities, the IEC materials provided after the Chautara training were not kept properly nor were they yet distributed to the outreach clinics. Service providers were not clear about how to use each IEC material. They also did not know how many types of materials were provided after the Chautara training.
- In most of the health facilities visited, the service providers who were trained in Chautara did not share with their health facility in-charges what had been taught to them. In particular, none of health facility in-charges knew about the recording and reporting of the integrated service. Additionally, two of the service providers, from health facilities where there was no health facility in-charge, missed the Chautara training.
- In the health facilities where there are only two staff members (one health facility in-charge and one service provider), it was found to be difficult to cover all of the steps properly due to the workload, the available space and the tendency of mothers to leave the facility immediately after the immunisation session. In Thumpakhar and Mankha, the EPI clinic was not run according to the new approach as service providers were not clear about the actual process.