

Organization for TB Prevalence Survey (PS)

PS Working Committee Member

Committees

- **Steering committee (SC)- Health Secretary**
- **Technical committee (TC)- NTC Director**
- **Working committee (WC)- Survey Coordinator**
- **Regional Coordination Committee (RCC)- Regional Director**
- **District Coordination Committee (DCC)- DHO/DPHO**
- **HFoMC Committee**

Regional Coordination Committee

- Chairperson: Regional Health Director
- Member: Regional/Zonal Hospital Medical Superintendent
- Member: Representative from Regional Administration Office
- Member: Public Health officer.
- Member: Statistical Officer of RHD
- Member: Regional TB Partners (Maximum 5 organizations)
- Member: Regional QC in charge
- Member: RTCO
- Member: Regional/Zonal Hospital Radiologist- 1
- Member Secretary: Regional TB/Leprosy Officer (RTLO)

Terms of Reference for RCC

Major Responsible for:

- Coordinate at Provincial and Regional level and facilitate and supervise at District and cluster level for smooth operation of PS.

Roles and Responsibilities:

- Ensure that RCC has developed its supervision and facilitation plan for PS and the plan is being carried out.
- Ensure that District Coordination Committee is functional and is supporting PS as needed at field operation
- Facilitate the functioning of PS operation at District and cluster level.
- Coordinate with other provincial / Regional and District stakeholder as required for their support in PS.

Roles of RTLO

- To work as member secretariat of RCC and conduct meeting.
 - Develop supervision plan – Based on cluster operation dates(to be taken from central PSS-NTC)
 - Develop Facilitation Plan- Carry out stakeholders mapping and coordinate with them at Provincial/Regional level to facilitate smooth PS operation.
 - Request the municipality chief to facilitate the Pre-visit meeting going to be organized in municipality office in near future.
- Get attendance of participants, Prepare meeting minutes, Circulate meeting minutes to all the participants of the meeting.
- The member secretary should send the entire receipt invoice to NTC for clearance.

District Coordination Committee

- Chairperson: **DHO/DPHO**
- Member: Officer Representative from District Administration Office
- Member: DEO or Representative
- Member: Rep. District Development Committee
- Member: Chief of Branch statistical office
- Member: Rep. District Education Office
- Member: Rep. from District Police Office
- Member: Medical superintendent
- Member: Statistical officer/assistant
- Members: NATA representative
- Members: Red Cross representative
- Member: District TB Partners (minimum 2 organizations, 1 from each organization)
- Member Secretary: **DTLO/DTLA**

- Invitee Members:
- **Municipal Health Coordinator** / Focal Point (from all municipals having cluster operation)
 - **Ward Chief** (from all wards having cluster operation)
 - **Health facility In charge** (from all health facilities responsible or with coverage of cluster population)

Terms of Reference for DCC

Responsible for:

- Supporting, facilitating and coordinating the PS field activities within the district and at cluster level.
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Major Roles and Responsibilities:

- Develop supervision plan, Develop facilitation plan
- Set and confirm pre-visit dates in the cluster – Municipal Health coordinator requested to support this while pre-visit is conducted in the municipal office next.
- Ward chief and health facility incharge requested to facilitate the 2nd day of previsit meeting at HFOMC at the cluster level. Health facility incharge also to explore and recommend pre-census team members and other local staffs during previsit meeting (based on the given criteria)
- DTLO in particular to plan and facilitate the pre-visit process to follow next.

(DTLO should be with the entire cluster full time from pre-visit up to the end of field operation; therefore it is a must to have a robust supervision and facilitation plan of DTLO)

Roles of DTLO

- Set agenda for the meeting.
- Confirm date, time and venue by DCC Chairperson and Member secretary.
- Invite all the invitees at least a week before by official letter. Also, send email to all participants
- Make sure all other things are ready beforehand.
- Remind invitees through the phone before 2/3 days of the meeting.
- Prepare presentations before the meeting.
- Conduct meeting.
 - Develop supervision plan
 - Develop facilitation plan
- (DTLO should be with all the cluster full time from pre-visit up to the end of field operation, therefore it is a must to have a robust supervision and facilitation plan of DLTO)
- Get attendance of participants.
- Prepare meeting minutes.
- Circulate meeting minutes to all the participants of the meeting.

Health Facility Management Committee

- This meeting is conducted and organized by Health facility incharge
- This meeting is organized on 2nd day of previsit at cluster level (preferably near field operation site)
- Recommended local staffs is contracted and oriented on their TOR during this meeting
- Finalize again on the site of field operation, logistic management for PS (accommodation for visiting team and logistic and security)
- Finalize again the dates and time for field operation
- Field team leads (from the outsourced agency) will be responsible for follow up on the progress of data collection/status of the pre-census team with support from the local health facility in-charge on a regular basis.
- Kindly explain to all members and stakeholders regarding the importance of their support and cooperation for PS.
- Wrap up

Feedback/Suggestions

- Any

Thank you