



MINISTRY OF HEALTH

# VHT



## Village Health Team

Participants Manual for Village Health  
Team Members





# Contents

Introduction	6
Purpose and Profile of the Village Health Team	8
Responsibilities of the Village Health Team (VHT)	10
<b>Task 1: Record and Examine</b>	<b>13</b>
<b>Activity 1:</b> Make a map of the village	15
<b>Activity 2:</b> Fill in and maintain the village register	20
<b>Activity 3:</b> Fill and submit Summary Report Form	32
<b>Activity 4:</b> Analyze the information in the village register	37
<b>Task 2: Visit village members</b>	<b>39</b>
<b>Activity 1:</b> Observe health behaviour, practices, hygiene, and health condition of household members	41
<b>Activity 2:</b> Share information and give advice about healthy habits to neighbors during home visits	43
<b>Activity 3:</b> Share information with village groups during health talks	45
<b>Activity 4:</b> Follow up with patients at home	47
<b>Task 3: Help save lives</b>	<b>51</b>
<b>Activity 1:</b> Recognize danger signs	54
<b>Activity 2:</b> Refer people needing health care to health unit	60
<b>Activity 3:</b> Help ensure that all children are immunized	65
<b>Activity 4:</b> Counsel every pregnant woman about timely ANC visits, newborn care, and timely post-partum (after delivery) checks	70
<b>Activity 5:</b> Conduct post partum (after delivery) home visits to advise families about newborn and maternal care	74
<b>Activity 6:</b> Advise people on basic first aid for minor injuries and illness	81

<b>Task 4:</b> Link the village and the health unit	87
Activity 1: Plan activities with health unit staff	90
Activity 2: Support health unit activities in the village	92
Activity 3: Share and plan with the village leaders	96
Activity 4: Notify health unit staff immediately about “reportable” diseases	98
Activity 5: Encourage those who want information or help with child spacing to go to the health unit	100
<b>Task 5:</b> Mobilize the village	101
Activity 1: Mobilize village members for health activities	102
<b>Task 6:</b> Hold monthly team meetings	105
Activity 1: Hold monthly team meetings	106

# Abbreviations and Glossary

## **Participant Manual Abbreviations**

**ANC:** Ante Natal Care

**AFP:** Acute Flaccid Paralysis

**AOB:** Any Other Business

**HC:** Health Centre

**HCT:** HIV/AIDS Counselling and Testing

**HIV:** Human Immunodeficiency Virus

**MUAC:** Mid Upper Arm Circumference

**MNT:** Maternal Neonatal Tetanus

**PMTCT:** Prevention of Mother To Child Transmission

**PNC:** Post Natal Care

**STD:** Sexually Transmitted Diseases

**TBA:** Traditional Birth Attendant

**TB:** Tuberculosis

**VHF:** Prevention of Mother To Child Transmission

**VHT:** Village Health Team

## **Participant Manual Glossary**

**Civic leader:** Any community leader who guides and inspires the members of his society

**Danger sign:** Means that a person is too ill to be treated at the household or community. Such a person needs to be taken to the health unit immediately to be treated by a trained health worker.

**Flip charts:** This is a job aid tool used by a trainers and counsellors to show pictorial illustration during training or health talk activities.

**Health unit:** Health facility with a trained health worker.

**Immunisation schedule:** It is a card that shows the dates when a vaccine should be administered, name of vaccine, the disease it protects against and where and how the vaccine should be administered to the person according to age.

**VHT Job Aids Cards:** These are counselling cards that aid the users (VHTs) to advise members of household and the community on best health practices.

**Local authorities:** These are people who ensure the wellbeing of their community by keeping law and order so that there is peace and harmony.

**Maternal care:** Care given to the child from birth until it reaches the age of three years E.g. given appropriate medical care and good food.

**Newborn care:** This is the care given to a new newborn child from the date of birth until 30 days. The care is concurrently provide both at home and at health unit.

**Nutrition:** This is a way of eating a combination of various essential food nutrients in the proper proportion for essential for growth and development of the body. It is also important in the replacement of tissues.

**Opinion leaders:** They are people whose ideas and behaviour serve as a model to others. They usually communicate messages to a primary group, influencing the attitudes and behaviour change of their followers.

**Reportable diseases:** Diseases of high public health importance

**Sanitation:** This is the practices of keeping personal and sanitary facilities like pit latrines, rubbish pits, bathroom clean.

**Hygiene:** This is the practices of keeping personal and environment clean by using the sanitary facilities well to improve the quality of life.

**Village register:** This is a book used to record and keep important information about a village.

# Introduction

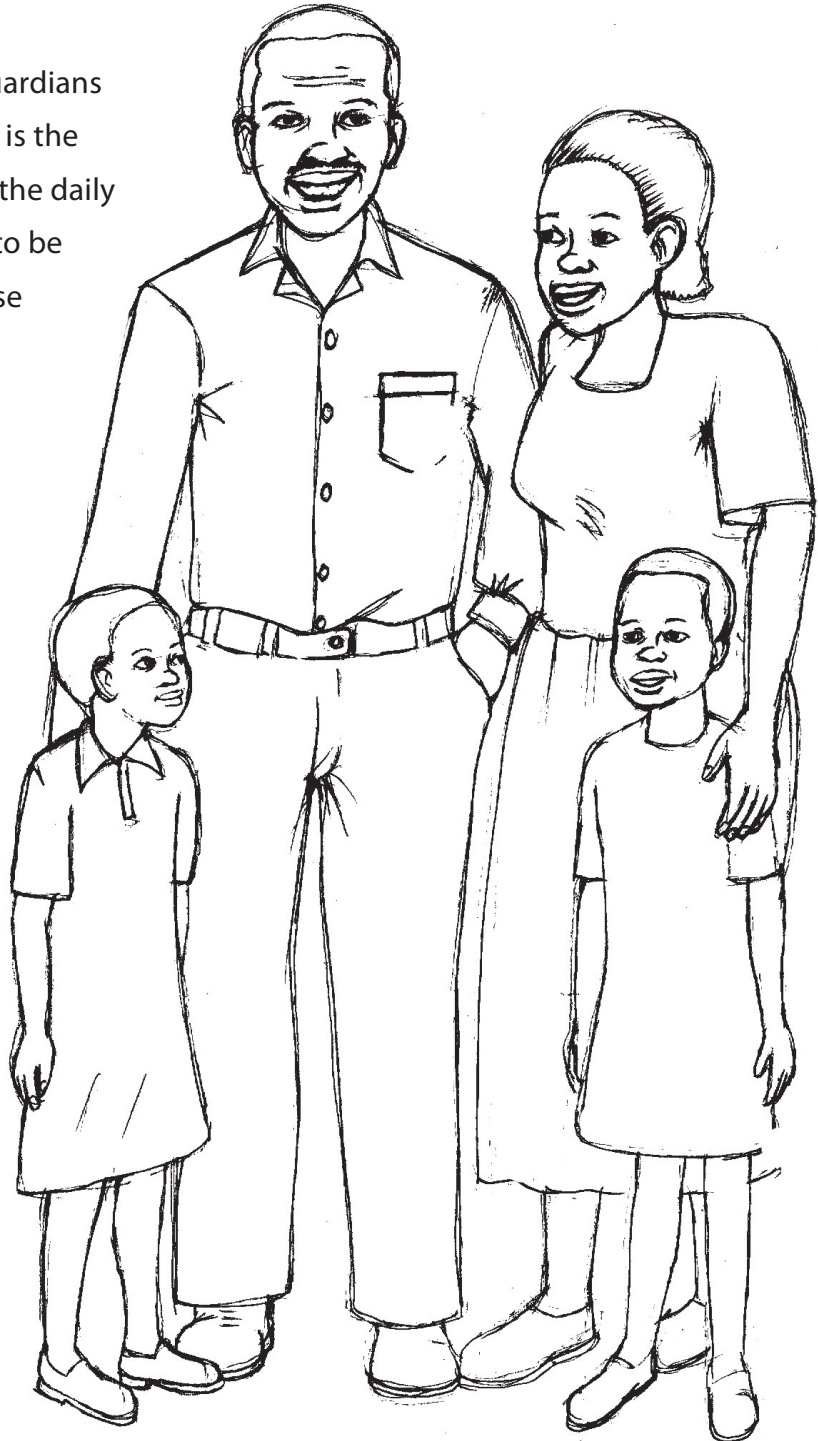
## Who is responsible for improving and maintaining the health of the members of our communities?

It is everybody's responsibility to improve and maintain the health of the members of our communities.

### Families

In each home, parents and guardians are very important because it is the family that puts into practice the daily care actions that are needed to be healthy and stay healthy. These actions include:

- Wash hands with soap before eating and after using the latrine
- Preparing food in a clean and safe environment
- Timely vaccination of children
- Timely vaccination of pregnant women
- Maintaining cleanliness and good hygiene
- Getting treatment as soon as a family member falls sick





## As a VHT member

You should know your village well, share information and advice with village members, refer village members to health services for care, serve as a link between your village and the health unit, and mobilize the village for health activities. Your knowledge, skills, and willingness to serve will help ensure the health and well-being of the village.

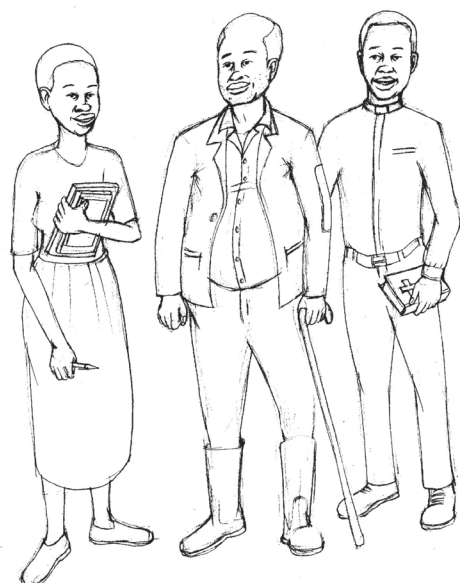


## Health staff

The Health Unit staff members are responsible for supporting you, training you, and advising you when necessary. Coordinating with families, health staff, and local authorities will keep the village members healthy. However, there will be a health staff, and in many cases also village development staff, who will be specifically trained and assigned to serve as your trainers and supervisors. These will be your main contact persons, but you will work with all health workers at the health unit(s) nearest to your village.

## Local authorities and civic, opinion, and religious leaders

These are the sub-county and parish chiefs, LCI, LCII, LCIII Chairpersons and their executives and councilors, local government officials, priests, , teachers, cultural leaders and clan leaders and other village volunteers, prominent business persons and farmers, and other decision-makers in the village. Some of the important decisions are those involving improvement of the drinking water supply, Garbage management, road conditions, home improvements, etc. .



# Purpose and Profile of the Village Health Team

**VHT in full means; Village Health Team**

## **What is a VHT?**

A VHT is a team of village members who:

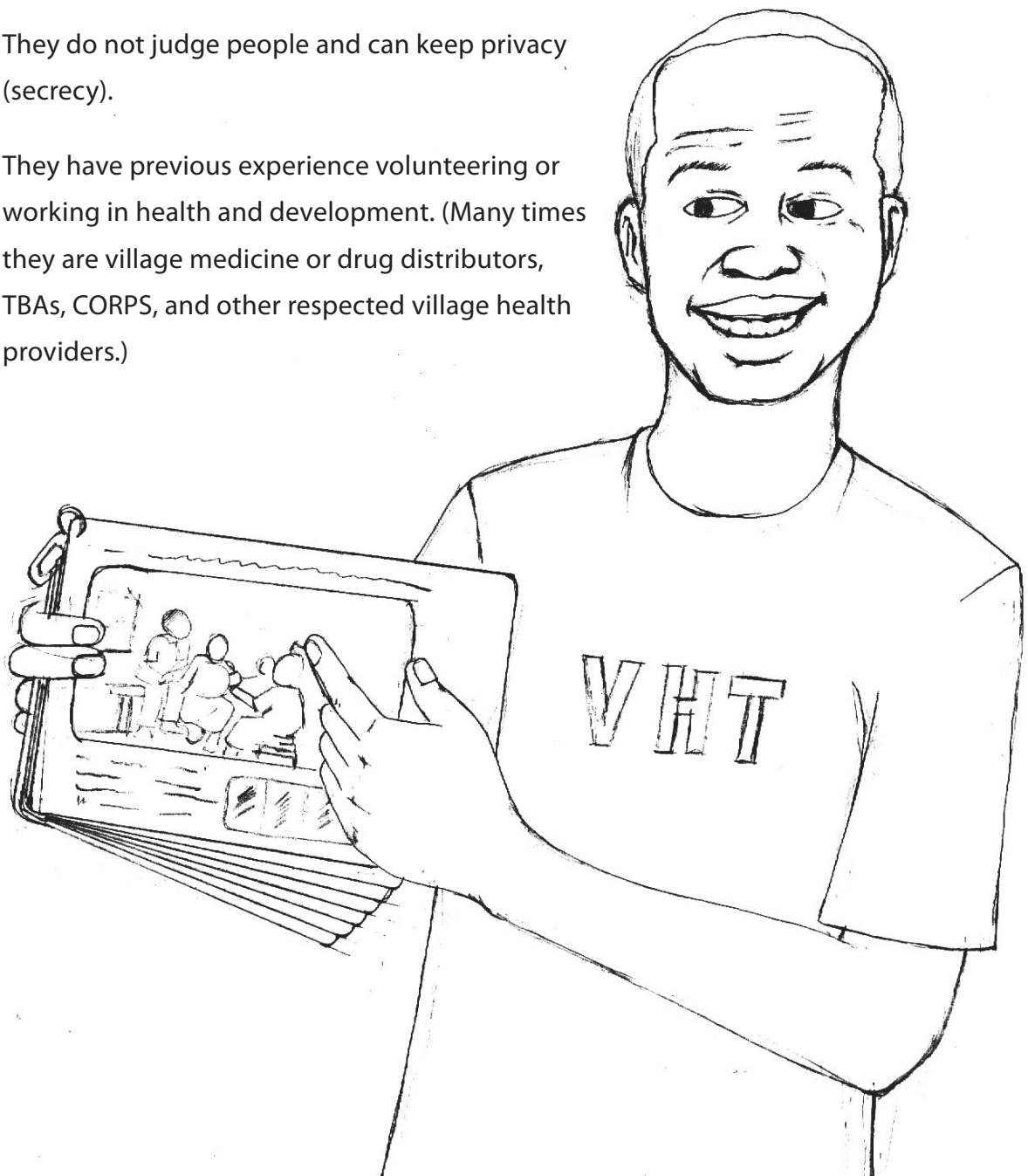
- mobilize the village members for health activities
- keep village health records up to date and make monthly village health reports and meetings to the village members
- promote health to prevent disease
- report village sickness to health workers
- check for danger signs in village members who are sick
- refer village members who are sick or are supposed to go for health care (e.g., immunization and antenatal care) to health workers
- help treat simple illness at home
- assist some village members take medicines as prescribed (Daily Observed Treatment: DOT)



## What are the qualities of VHT members?

A village selects VHT members who have the following qualities:

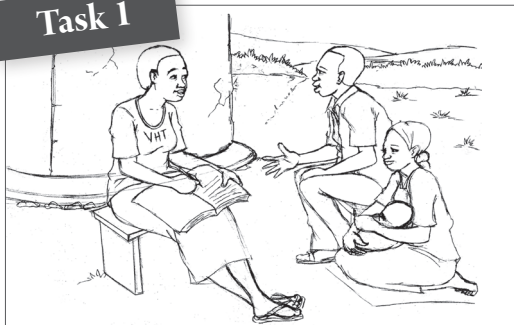
- They are willing and able to volunteer for the good of the village.
- They are respected and trustworthy village residents.
- They are friendly with their neighbors.
- They are willing to listen to others.
- They have respect for self and for others.
- They do not judge people and can keep privacy (secrecy).
- They have previous experience volunteering or working in health and development. (Many times they are village medicine or drug distributors, TBAs, CORPS, and other respected village health providers.)



# Responsibilities of the VHT

What are the key tasks of the VHT members?

Task 1



Record and examine

Task 2



Visit village members

Task 3



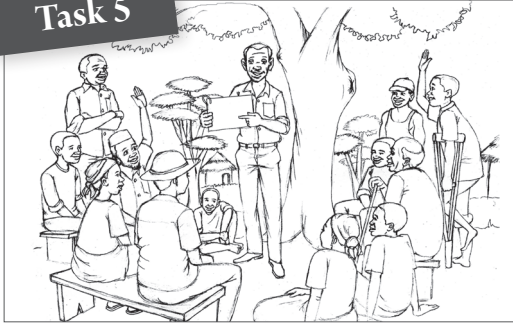
Save lives

Task 4



Link the village and the health unit

**Task 5**



Mobilize the village

**Task 6**

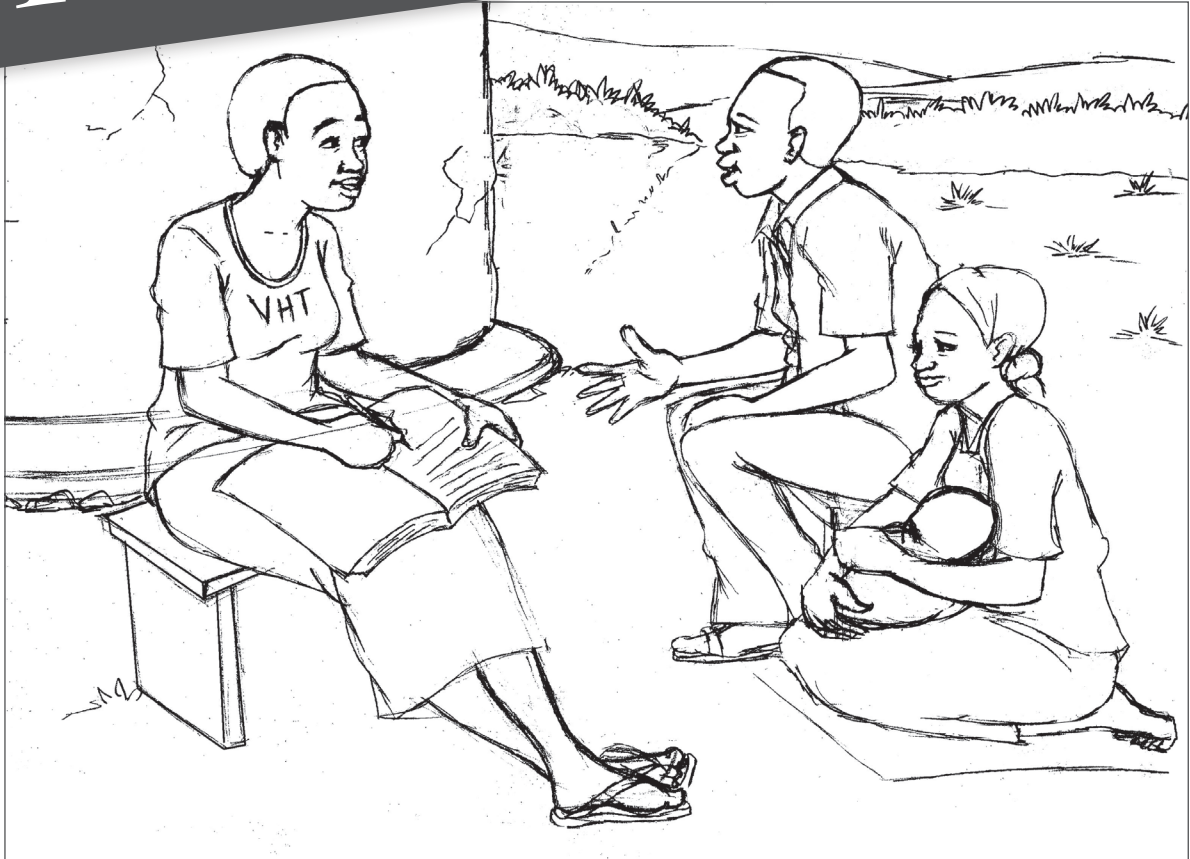


Hold monthly team meetings

Each of these tasks has activities that VHT members carry out. This training manual gives you information about how to carry out the six tasks and their activities. During training, you will learn about these tasks and activities, and you will also practice how to find information in this manual.



# Task 1



## Record and examine

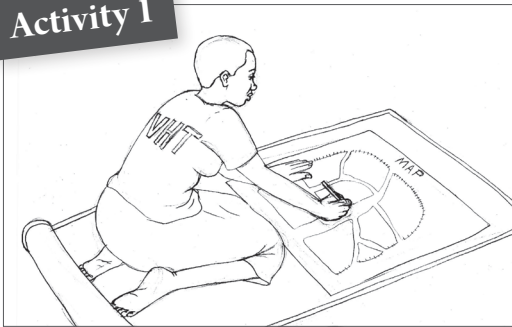
As a VHT member, you are responsible for keeping a record of health-related aspects of your village, its homes, and its family members. You are also responsible for reporting health information to the village's leader's e.g. LC1 Chairman, as well as to the health unit staff. In this section of your manual, you will learn how to record information and examine that information to help you make decisions about your work. In another section of this manual (Task Four: Link the village and the health unit), you will learn how to report health information to the health unit staff and to your village leaders. When you carry out all of these tasks, you help improve the health of your village.

## Task 1

# What Record and Examine activities will you do?

You will do three Record and Examine activities. They are:

### Activity 1



#### **Make a map of the village.**

(You may also choose to make a map of your area in the village.)

### Activity 2



#### **Fill in and maintain the Village Register.**

(You will start by carrying out a house-to-house survey by recording all members in your area)

### Activity 3



#### **Fill and submit Summary Report Form**

### Activity 4



#### **Analyze the information in the Village Register.**

In this section of the manual, you will find instructions about how to carry out the first three of these activities and sharing with village leaders. In Task 4, you will learn how to carry out the fourth activity – reporting.

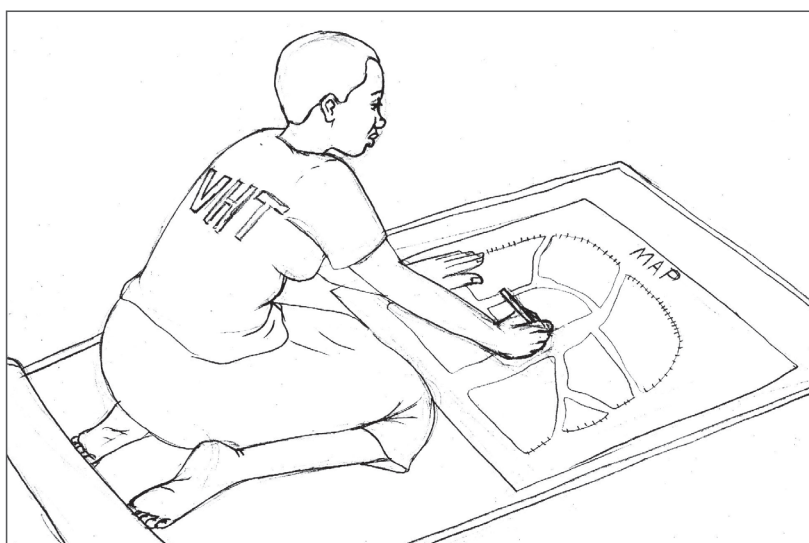


## Activity 1

### Make a map of the village

#### What is a map of the village?

A map of the village is a drawing in which you include all of the houses of the families that live there, as well as the roads, water sources, schools, places of worship, and more.



#### Why is it important to have a village map?

It is important to have a village map because as a VHT you need to know where everything is in your village. You can use it to help plan village activities, to show people where to go for support, and to show where risks—such as flood areas, stagnant water, and rubbish dumps—are located. It may also help you decide where health needs are greatest in the village.

#### What are some important things to mark on the map?

On the map, you will mark the homes of village leaders (such as LCs, religious leaders, clan leaders, and opinion leaders), members of the VHT, homes with children under 5 years, and homes with pregnant women. You should also mark any health unit that is nearby and schools, rivers or swamps and others.







#### How do you draw a village map?

You can draw a village map on the ground using a stick or piece of charcoal. However, you cannot keep that map for use over time. If possible, draw your village map on a large sheet of paper. When you are done, make a copy of the map in your Village Register. You may use the following steps to create your map:

## Task 1: Activity 1

1. Take a walk through the village, noticing the houses, places of worship, streets, paths, trees, water sources, and other important places and objects.
2. Identify the cardinal points (north, south, east, and west).
3. Beginning with the center of the village, begin drawing the houses, important places, and objects that you saw as you walked.

You may wish to use the following symbols to represent the places and objects in your village:




	House
	House with latrine
	Water source
	Home of person with disability
	Hazardous site
	Health facility

	Church
	Mosque
	School
	Drug shop
	Chairman's house
	Market Place

## How do you use a village map?

You can use the village map to:

1. **Divide up responsibilities.** You can divide the village into different parts each for a VHT member. Each member will be responsible for carrying out his or her tasks and activities in his or her part of the village.
2. **Identify where vulnerable people live.** Vulnerable people might be children under 5, pregnant women, or people with disabilities, for example.

- Circle the houses of children under 5 
- Draw a cross on a house where a child under 5 lives if a child has died there within the past year 
- Draw a square around the house of a pregnant woman. 

**Draw with a pencil so that you can erase the mark when a child passes the age of 5 years and when a pregnant woman has given birth.**


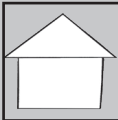





3. Mark any dangerous sites such as mosquito breeding places, pits, and others.
4. Advocate for more services such as protected water sources, health unit, etc.

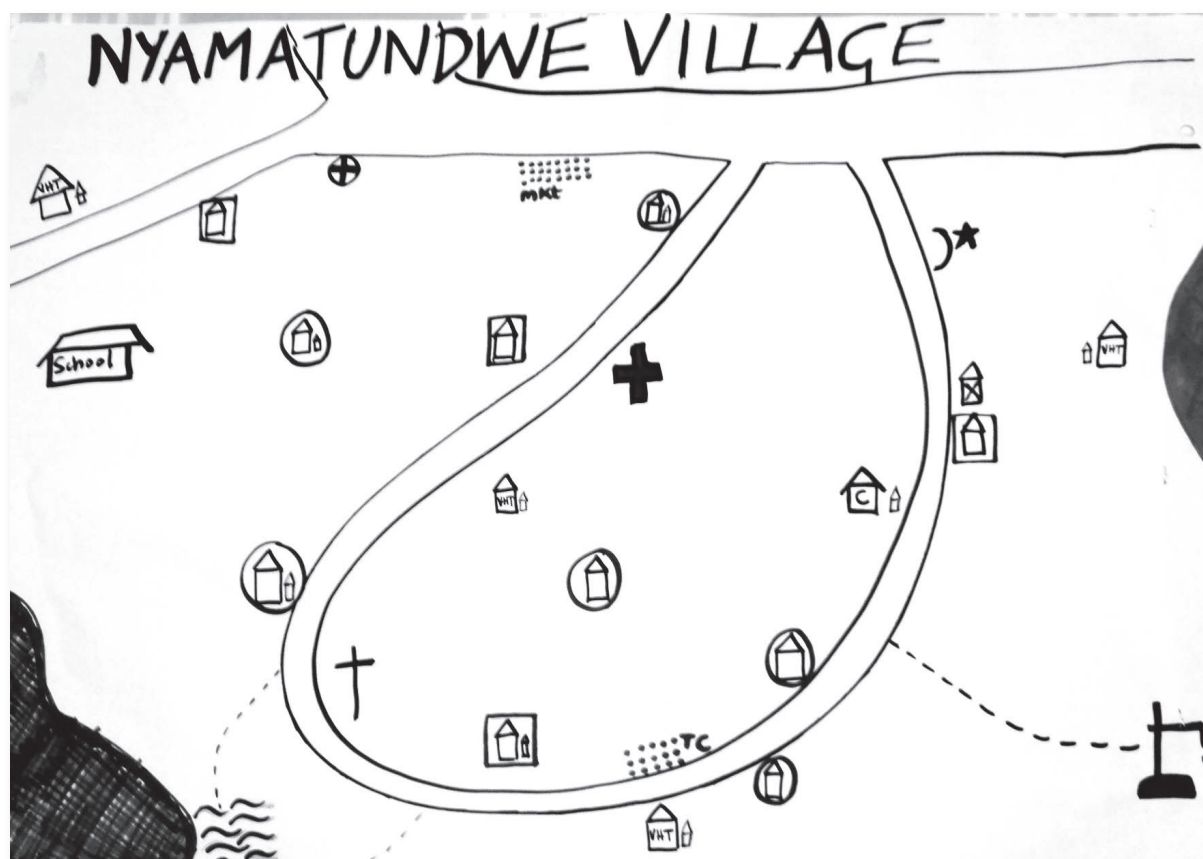
## How do you update the village map?

Your village changes all the time. Children are born, new neighbors arrive, and others move away, and, at times, someone dies. When these things happen, you must update the map.

## Task 1: Activity 1

To update the map, do the following:

1. Each time that a new house is built, draw that new house on your map.	
2. When a woman becomes pregnant, draw a box around her house using pencil.	
3. When the woman gives birth, erase the box .	
4. When a child is born, draw a circle around the house using pencil.	
5. When a child reaches the age of 5, erase the circle around the house (unless another child under 5 still lives there).	
6. When someone dies, draw an X on the house. Note: Remove the X after recording in the quarterly household register	
7. When someone is pregnant and there is another child under five in the same household	



*This is an example of what a village map looks like.*

### **How do you draw a map of part of your village?**

Once your VHT has divided up the village, and each VHT member knows what part of the village is his or hers, you should make a copy of your part of the village. Make sure that your map has all of the same things as the village map – houses, places of worship, streets, paths, water sources, and other important places and objects.

### **How do you update your map?**

Update your map the same way that you would update the village map. (See the table above for examples.)

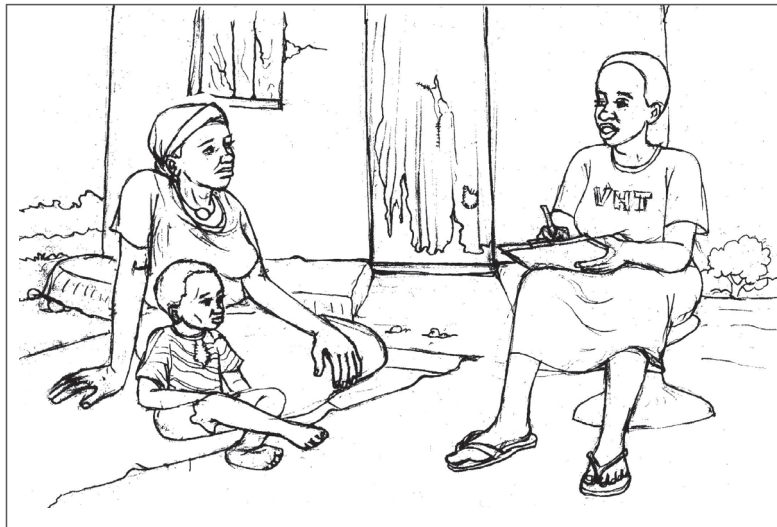
### **How often should you update the village map?**

Update the village map once a month during your regular VHT meeting. Each VHT member should announce the changes that she or he has made to his or her own map and then should make the same changes to the village map.

## Activity 2

Fill in and maintain the village register.

You will use the village register to record information about births, deaths, vaccination, deworming, vitamin A, malnutrition, oedema, deliveries at home, post natal checks, home visits, family planning, antenatal care, ART



treatment, children not in school, use of ITNs, water, food, sanitation and other types of information that are important to the village. In this section of your manual, you will learn what information to collect, how to enter that information in the register, and where to enter it in the register.

### **What is a village register?**

A village register is a book in which you record information that is important to the health and well-being of the village. The book has different parts for different kinds of information.

### **Where do you get a village register?**

During your training, each VHT member will receive a village register from the trainers.

### **How do you create a village register?**

You create a village register by visiting every household in the village, asking questions about people who live there, and making observations. You write all of the information that you collect in your register.

## How do you get the information to fill in the village register?

To fill in the village register, you will make house-to-house visits to all the households in your part of the village. Take the following steps to make the house-to-house visits:

- Meet with the village leaders to plan how you will make the visits. Your planning should include the following:
  - Who will do the visits? Will each VHT member visit just the households in his or her part of the village? Or will two or more VHT members make the visits together, covering both of their parts of the village?
  - When should the visits be made? Will it be a time when all household members are present, on a specific day of the week, or during a specific week?
  - How will the village learn about these visits? Who will make sure that all village members understand why the visits are going to take place and how the information will be used?
- Visit every household in the village, ask questions of the people who live there, and observe the area.
  - Greet the people you find at the household
  - Introduce yourself.
  - Tell the people in the household about the purpose of your visit.
  - Explain to them that their answers are private and will not be shared with others.
  - Ask the questions related to the information you want to fill in your register.
  - Record the responses (answers) in your register.
  - Make notes about your observations in the part with a heading “needed follow up by VHT”.
  - Make sure you thank the household members for their cooperation and their time.



## Task 1: Activity 2

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- Fill in the village register using the information you get from the household members during the home visit. If some information is missing, leave that part of the register blank. But try to get all the important information and enter it into the register before you move to the next household.

### How do you fill in the village register?

You will fill in the register by collecting information about children and adults who live in the households, that is, household members who are five years and above and household members who are five years and below. You will start by recording information about household members five years and above and continue to others in same order.

### Household members above 5 year

1. **Name:** Record the names of the household members five years and above beginning with the head of the household.
2. **Sex:** After recording the name of the person, find out his or her sex, if the person is male tick "M" and if female, tick "F".
3. **Age:** After recording the sex of the person, find out how old a person is and write the information in box.
4. **Died:** Again sometimes the person whose information you are recording may be dead. Remember that this question is very sensitive, as VHT member, try to be kind and careful not to hurt the respondent. If the person is not there, probe where he or she has gone and if the he or she is dead, say sorry and find out at what age did the person die and write it in the box.

### Children NOT in school

As VHT member, you will collect information of children about children who are not in school. It is therefore important to know how many children in the part of your village who are not going to school. If the family member tells you that the child is not going to school, tick in the box, if the child is going to, write a cross in the box.



## Family planning

As VHT member, you will counsel people in the part of your village about family planning methods. It is therefore important to know if they are using the any family planning methods. If they tell you that they are using any family planning method, tick in the box, if they do not use any, write a cross in the box.

## ART – Treatment

As VHT member, you are expected to follow up people in your village who are on ART – treatment and counsel them take their medicines. It is therefore important to know if they are taking their medicines or not. If they tell you that they are taking their medicines, tick in the box, if they do not, write a cross in the box.

## Pregnant woman

### 1. Expected delivery month

As a VHT member, it important for you to know when the pregnant mother in part of your village is expected to deliver. Therefore, during your home visit, ask any pregnant mother in part of your village to tell you when she expects to give birth. If she does not know, ask her to show you ante natal care card Record the information in your village register. This information will help you to remember when to remind her to go to the health centre so that she can be delivered by the health worker.

### 2. Ante natal care visits to health centre

If you find out that there is a pregnant mother in part of your village, ask her if she is attending anti natal care, if yes, ask her for the card. Examine the card and tick in the box for each visit she has attended.

If there is not card, ask her if she has any anti natal care records, if she does not have, then write a cross in the box

### 3. Danger sign

Again during home visit, check and observe the mother and her newborn baby for danger signs. You can find out this by referral to manual Task 3, Activity 1 on page 32. If the newborn baby has a danger sign, write the name of the danger in the first box, if no, write a cross. If the mother has a danger sign, write the name of the danger in the first box, if no, write a cross.

### **4. Referred**

Also during your home visit, you will help the sick people in your village to see a qualified health worker to get treatment. You will do this by sending them with a sheet of paper that they can give to the trained health worker to help them get well. So if you have sent a sick person to the trained health worker, you will record by ticking in the box in your village register.

### **5. Died during pregnancy**

Many times pregnant mothers die during pregnancy and in the first six weeks after giving birth, so it is important to know if the mother is alive or dead. As a VHT member, you need to record this information in your village register especially if the mother gave birth from home. If the mother died when giving birth, tick, if no, write a cross.

### **6. Delivered at home**

As a VHT member, you are supposed to ensure that all newborn babies are delivered at the health facility. But in some cases, it is common for a newborn baby to be delivered at home, this means that delivery of such a newborn baby is not safe and not recorded at the health centre.

To ensure that all births are recorded, it is important that you record it in your village register. Therefore, if you find out that there is a newborn baby in a household in the part of your village, ask the household members where the newborn baby was born, if the newborn baby was born at home then tick in the box, if not, make a cross in the box.

### **7. Post natal checks (PNCs)**

Both the newborn and the mother are supposed to receive three post natal checks at six hours after delivery, at six days and six weeks. As a VHT member, it's your role to ensure that the mother is checked by the health worker including those who give birth from home. It is also important for you to record this information in your register so that you can be sure that you that a mother and their newborn baby have been checked by the health worker for all the three post natal checks.

You can do this by asking the mother, when did you give birth? Ask again, were you checked by the health worker at the health facility? If yes, probe to find out if

she was checked within the first 6 hours after delivery, if yes tick in the box, if not write a cross. Help her to establish the date of the next visit to the health centre to be checked by the health worker and make sure that you remind her to go back for checking at the health unit.

When six days have passed, again probe, if she went to the health centre be checked at six days, if yes, tick in the box, if no, write a cross. Help her to establish the date of the next visit to the health centre to be checked by the health worker and make sure that you remind her to go back for checking at the health center.

Again, if six weeks have passed by the time of your visit, ask her if she went for checking at the health centre after six weeks, if yes write a tick in the box, if no, write a cross.

Remember it is your role as a VHT member to make sure that all mothers and their newborn babies are checked by health worker at the health facility within six hours after delivery, at six days and six weeks.

**Number of Post natal visits:** Add up the number of ticks and write the total in the box.

**Note:** When you complete filling in the part of members of the household above five years in your village register, continue to fill in general information for children five years and below.

## 9. Using ITNs

As VHT member, you will collect information about household members sleeping under an insecticide treated nets (ITNs). It is therefore important to know if they are using the ITNs. If they tell you that they are using any ITNs, tick in the box, if they do not use ITNs, write a cross in the box

## General Information

### 1. Name

As a VHT member, you need to know and record the names of children in every household in part of your village. To know their names, you will ask the household members if they have got children who are five years and below? If yes, ask for their names and record the information in the village register beginning with the youngest.

### 2. Sex

After recording the name of the child, knowing the sex of that child is important. So ask to find out if the child is male or female, if the child is male tick "M" and if the child is female, tick "F".

### 3. Age

After recording the sex of the child, information about the age of a child is important too. Find out how old the child is and write the information in the box. The age could be in hours, days, weeks, months or years.

### 4. Died

Sometimes, the child whose information you are recording could be dead, so it also important to find out if they are alive. Remember that this question is very sensitive and as VHT member, try to be kind and careful not to annoy the answering your questions. You may for example ask "how is child doing? You may continue to ask, is the child here with us? If the child is not there, probe where the child has gone and if the child is dead, comfort the household member and find out at what age child died and write it in the box.

## Children: 5 Years and Below

### 1. Immunization

- a) **Has card;** As a VHT member, part of your responsibility is to make sure that all children under five in part of your village are immunization. The only way to know that a child has been immunized is to ask the household member to show you the immunization card, if he or she shows you the card, tick in the box, if its not there, write a cross in the box.
  
- b) **Card complete;** The "card is complete" means that the child has received all the vaccinations. You can know this by examining the immunization schedules in the card again to find out if they have all been filled by the health worker. You can find out this by checking if the age of the child corresponds to the month the child was expected to complete all vaccinations, if the card is complete, tick in the box, if it is not write a cross

## 2. Received deworming

All children under five are dewormed two times every year during the child health days. As a VHT member, it is important to know if all children in part of your village have been dewormed. , you can find out by asking the mother and then you record the answer in your village register.

During your home visits, explain to household members that all children under five are supposed to be dewormed two times a year. Then ask them if the child has been given the first dose of deworming tablet, if the answer is yes, then tick in the "1st" box, if no, write a cross. During you next visit, again ask if the child has been given the second dose of deworming tablet, if the answer is yes, then tick in the "2nd" box, if no, write the cross in the box

## 3. Received Vitamin A

All children under five are given vitamin A two times every year during the child health days. As a VHT member, it is important to know if all children in part of your village have received vitamin A, you can find out by asking the household members and then you record the answer the in your village register.

During your home visits, explain to household members that all children under five are supposed to be receive vitamin A two times a year. Then ask them if the child has been given the first dose of vitamin A tablet, if the answer is yes, then tick in the "1st" box, if no, write a cross. During you next visit, again ask if the child has been given the second dose of vitamin A tablet, if the answer is yes, then tick in the "2st" box, if no, write a cross in the box.

## 4. Yellow and Red MAUC

A MAUC strip is used to find out if a child is malnourished. As a VHT member, you will use a MUAC strip to measure a child's upper arm (mid-way between the shoulder and the elbow), and if the MUAC strip shows the yellow color, tick in the first box, if the MAUC strip shows red, tick in the second box. Yellow and red colors mean that the child has a danger sign. The child needs to be referred, examined and treated at the health centre.

### 5. ART-Treatment

As VHT member, you are expected to follow up children in your village who are on ART treatment and counsel their parent to make sure that the child is given medicine. It is therefore important to know if the child is being given medicine or not. If they tell you that they are taking their medicines, tick in the box, if they do not, write a cross in the box.

### Follow up by VHTs

This space is for you as a VHT member to write your notes related to your work. They could be reminders on the time to make follow up in household within the part of your village for example follow ups could be for danger signs, treatment, ANCs, PNCs and others.

### Household: water, food and sanitation

As a VHT member, you will also record major information related to water, food and sanitation. You will use the pictures in your village register to find out if the things shown in the picture exist at households and community. You may ask or observe to find out if any of the things in the picture exist, tick in the box for each that you can see and probe to make sure that others that you can not see also exist. Also find out about the condition of each and advise the household members accordingly.

### Household ages summary

#### 1. General information

This table summarizes the ages of the members of the household beginning with the youngest.

- a) **Less than 1 month:** In the first category, count and add up all male newborn babies under 11 months, then write the total number in the box below M, do them same for the female.
- b) **1 – 11 months:** In the second category, count and add up all male children from 1 to 11 months, then write the total number in the box below M, do them same for the female.

- c) **1 – 5 years:** In the third category, count and add up all male children from 1 to 5 years, then write the total number in the box below M, do them same for the female.
- d) **6 – 14 years:** In the forth category, count and add up all male adults from 6 to 14 years, then write the total number in the box below M, do them same for the female.
- e) **15 – 49 years:** In the fifth category, count and add up all male adults from 15 to 49 years, then write the total number in the box below M, do them same for the female.
- g) **50 years and older:** In the sixth category, count and add up all male adults 50 years and more, then write the total number in the box below M, do them same for the female.

## 2. Children not in school

- Count and add up the number of ticks and write the total number in the box below “children not in school”.
- Count and add up the number of crosses and write the total number in the box below “not up date”.

## 3. Adults’ summary

### a) Family Planning

- Count and add up ONLY the number of family methods used and write the total number in the box below “using family planning method”.
- Count and add up the total number of crosses and write the total in the box below “not up date”.

### b) No. ANC

- Count and add up the number of ticks and write the total number in the box below “No of ANC visits”.
- Count and add up the number of crosses and write the total number in the box below “died during child birth”.

## Task 1: Activity 2

---

c) Died during childbirth

- Count and add up the number of ticks and write the total number in the box below "No of ANC visits".
- Count and add up the number of crosses and write the total number in the box below "died during child birth".

d) Delivered at home

- Count and add up the number of ticks and write the total number in the box below "No of ANC visits".
- Count and add up the number of crosses and write the total number in the box below "died during child birth".

e) No. Postal Checks

- Count and add up the number of ticks and write the total number in the box below "No of ANC visits".

f) ART – Treatment

- Count and add up the number of ticks and write the total number in the box below "ART treatment".
- Count and add up the number of crosses and write the total number in the box below "not taking ART – treatment".

g) Using ITNs

- Count and add up the number of ticks and write the total number in the box below "Using ITNs".
- Count and add up the number of crosses and write the total number in the box below "Using ITNs".



**4. Children summary**

## a) Immunization Card.

- Count and add up the number of ticks and write the total number in the box below “up-to-date”.
- Count and add up the number of crosses and write the total number in the box below “not up date”.

## b) Red MAUC/Oedema

- Count and add up the number of ticks and write the total number in the box below “Red MAUC”.

## c) ART – Treatment

- Count and add up the number of ticks and write the total number in the box below “ART treatment”.
- Count and add up the number of crosses and write the total number in the box below “ART – treatment”.

## d) Using ITNs

- Count and add up the number of ticks and write the total number in the box below “Using ITNs”.
- Count and add up the number of crosses and write the total number in the box below “Using ITNs”.

## Activity 3

# Fill and submit Summary Report Form

### How do you fill and submit summary report form?

As a VHT member, you are supposed to summarize the information that you have recorded in your Village Register. (This means that you need to be with your Village Register when you are



filling the Summary Form). You will summarize this information and submit to your Team Leader who should summarize for the whole Village and take it to your VHT Parish Coordinator. The Parish Coordinator then summarizes for the whole parish and submits to the health centre.

It is very important that you summarize and submit your quarterly report form because of the following reasons:

- So that the health staff will know about births, deaths, illnesses, and other important health information in the village
- So that the health staff can plan for ways to help the village and its members
- So that the health staff knows what activities the VHT is carrying out

The information that you will summarize shall include information about;

- Heads of Household
- Household Age Summary
- Use of Family Planning
- Pregnant Women Summary
- Children Summary
- Death Summary

**Note:**

1. Just like the Village Register this summary form is filled once in three months. That means that you are not supposed to repeat the information which you summarized in the first three months / Previous Quarter. You will summarize ONLY that information of ONLY the LAST THREE MONTHS which you have just finished recording in the Village Register
2. If you have a problem filling this Summary Form please ask your VHT Team Leader to help you.

**Heads of Household**

In this part of the table, you will enter the names of the heads of each household and their house number that you gave them when filling the Village Register. (House Number in the first box and name of the household head in the second box)

**Household Summary****Less than 1 month**

From your Village Register, count and add up all male newborn babies less than one month for that head of household and write the total number in the line corresponding with that name of household and in the box below M. if there is no one, write zero Do the same for the female.

**1 Month – 11 months**

From your Village Register count and add up all male children from one month to eleven months for that head of household and write the total number in the line corresponding with that name of household and in the box below M. if there is no one, write zero Do the same for the female.

**Note:** Continue adding in the same way until all age groups are finished.

**Family Planning**

From your Village Register count and add up ONLY the number of family members in that household that are using any Family Planning Method and write the total number in the line corresponding with that name of household and in the box below "Family Planning". If there is no one write zero.

## **Pregnant Woman Summary**

### **No ANC**

From your Village Register, count and add up all pregnant women for that head of household who have NOT attended any ANC visits and write the total number in the line corresponding with that name of household and in the box below “No ANC Visits”. If there is no one write zero.

### **Died During Childbirth**

From your Village Register, count and add up all mothers who died during child birth for that head of household and write the total number in the line corresponding with that name of household and in the box below “Died during Childbirth”. If there is no one write zero.

### **Delivered at Home**

From your Village Register, count and add up all mothers who delivered at home for that head of household and write the total number in the line corresponding with that name of household and in the box below “Delivered at Home”. If there is no one write zero.

### **No Postal Checks**

From your Village Register, count and add up all mothers who have not had any Post-Natal Check for that head of household and write the total number in the line corresponding with that name of household and in the box below “No Post-Natal Check”. If there is no one write zero.

## **Children Summary**

### **Immunization Card Up-To-Date**

From your Village Register, count and add up all children whose Immunization Card is Up-to-Date for that head of household and write the total number in the line corresponding with that name of household and in the box below “Immunization Up-to-Date”. If there is no one write zero

### **Red MAUC/Oedema**

From your Village Register, count and add up all children whose MUAC Tape measured RED or has Oedema for that head of household and write the total number in the line corresponding with that name of household and in the box below “Red MUAC / Oedema”. If there is no one write zero

### **Death Summary**

#### **Less than One Month**

From your Village Register count and add up all male children below One Month who have died for that head of household and write the total number in the line corresponding with that name of household and in the box below M. if there is no one write zero. Do the same for the female.

#### **1month – 11months**

From your Village Register count and add up all male children from one month to eleven months who have died for that head of household and write the total number in the line corresponding with that name of household and in the box below M. if there is no one write zero. Do the same for the female.

**Note:** Continue adding in the same way until all age groups are finished.

### **Submitting the Quarterly Report Form**

As a VHT member, submitting a quarterly report form to your nearest health center is your responsibility as a team. You will meet every third last week in the last month of the quarter to share information about the part of your village and summarize the information of your whole village into the monthly report form. Once you have agreed that the information that you have summarized in the quarterly report form is correct, your VHT leader will take the report form to the Health Centre or the VHT Parish Coordinator to be compiled and shared during your quarterly meeting.

This is a sample of a Village register page that has been filled out.

QUARTERLY HOUSEHOLD REGISTER  
 Village: Laboungali Household Number: 59  
 Name of VHT Member: Katumba Julius Ceaser Head of Household: Saboungo Kabungo Abdallah  
 Reporting Period: April - June 2010

GENERAL INFO: All Household Members Above 5 Years				ADULTS		PREGNANT WOMEN							
Household Members (Above 5 Years)	Sex M F	Age	Died	Children not in School	Using FP Method	ART Treatment	Delivery Month	Antenatal Care Visits to H.C. 1 2 3 4	Danger Sign	Referred	Delivered at Home	Post Natal Check at H.C. 6 hours 6 days 6 weeks	Using ITN
Saboungo Kabungo Abdallah	M	47			✓	✓							
Nwaloungo Naloumanasi Sarah	F	42			✓	✓							
Ssentoungo Yusuf	F	23	✓										
Nassali Shiffa	F	21			X		October	✓	✓				✓
Nawuudu Sharifa	F	18				X							
Sawuudu AL-Hakim	M	13											

**NEEDED FOLLOW-UP BY VHT**

- Make note of any household members or problems that need follow-up.
- The pit latrine is almost full so the family has stopped using it. They need to construct a new one.
  - Babirye and Katto need to get a last dose of Vitamin A
  - Need to do health talk about nutrition since Babirye has yellow MUAC.
  - Nassali Shiffa has swelling. Follow-up to be sure she went to the health centre. Also need to remind about next ANC visit.
  - Son Yusuf recently died in accident. Need to follow-up with family.

GENERAL INFO: Children 5 Years and Below				CHILDREN: 5 Years and Below							
Household Members (5 years and below)	Sex M F	Age	Died	ART Treatment	Immunisation Has Card	Up-to-date	Received Deworm 1st 2nd	Received Vitamin A 1st 2nd	Yellow MUAC	Red MUAC/Oedema	Using ITN
Babirye Nawoungo Baber	F	2 yrs			✓	✓	✓	✓	✓	X	
Katto Ssentoungo Bashir	M	4 yrs			✓	✓	✓	✓	X	X	✓

**HOUSEHOLD: Water, Food and Sanitation**

Find out if the household is using the following methods to prevent sickness. Tick the boxes for the things the family has:

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Protected water source	Safe drinking water	Kitchen	Drying rack for dishes	Rubbish pit	Latrine	Hand-washing area with soap near latrine

Follow up on anything the family is missing.

ADULTS SUMMARY	PREGNANT WOMEN SUMMARY				CHILDREN SUMMARY					
	Using Family Planning Method	ART Treatment	No ANC Visits	Died during Childbirth	Delivered at Home	No Post Natal Check	Using ITN	Immunisation Up-to-date	Red MUAC/Oedema	Using ART Treatment
2	2	0	0	0	0	0	1	2	0	1

GENERAL INFO SUMMARY											
Household Members	Less than 1 month		1 - 11 months		1 - 5 years		6 - 14 years		15 - 49 years		50 years and older
	M	F	M	F	M	F	M	F	M	F	M
Died					1	1	1	1	1	3	

## Activity 4

### Analyze the information in the village register

The information you record in the village register can tell you much about the health and well-being of your village. In this section, you will learn some basic steps you may take to analyze that information.



#### What does it mean to analyze information?

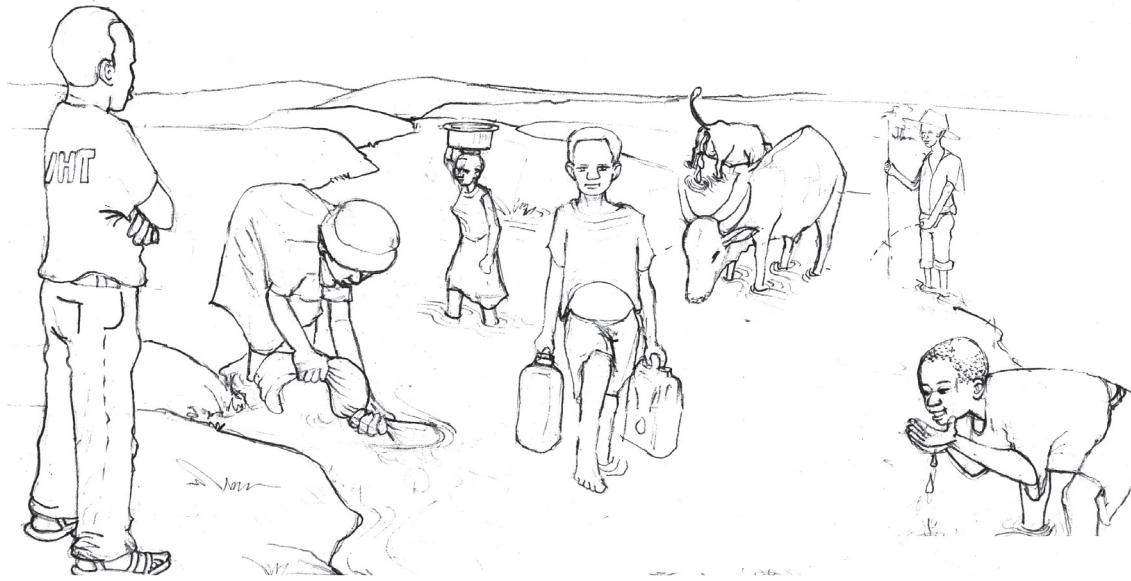
When you analyze information, you are looking for ways to tell a story. The story may be about good things that are happening or about bad things that are causing problems or that may cause problems if they are not taken care of.

#### Let's look at an example.

##### Paul analyzes information about his part of the village

*Paul is a VHT member who has done a house-to-house survey in his part of the village and has entered all of the information he collected into the village register. When Paul looks at the information about households where someone has had diarrhea during the past month, he sees that one or more people from most of the houses in his part of the village have had diarrhea in the past month. Paul wonders why so many people have had diarrhea. He knows that one way for a person to get diarrhea is to drink water that is not safe. When Paul turns to the register page about water sources, he sees that people in his part of the village get their water from the local river and they do not treat that water to make it safe. This makes Paul curious about how they collect the water.*

*The next day, Paul goes to the river to see for himself how people collect water. While he is there, he sees some people washing clothes in the river, some animals standing in the river and drinking the water, and a few people filling jerry cans of water and carrying them away. Paul sees that people are filling their jerry cans full of water downstream from the other activities. Now he has the main elements for his story, which follows here.*



*“People take their water from the river downstream from where other people are standing and washing clothes and from where animals are standing and drinking, people are collecting water that is not safe. If the people drink this water without first using proper methods to make it safe, they will probably get diarrhea.”*

*Paul then decides to inform the LC1 chairman to call a village meeting and decide on the best measures to be undertaken*

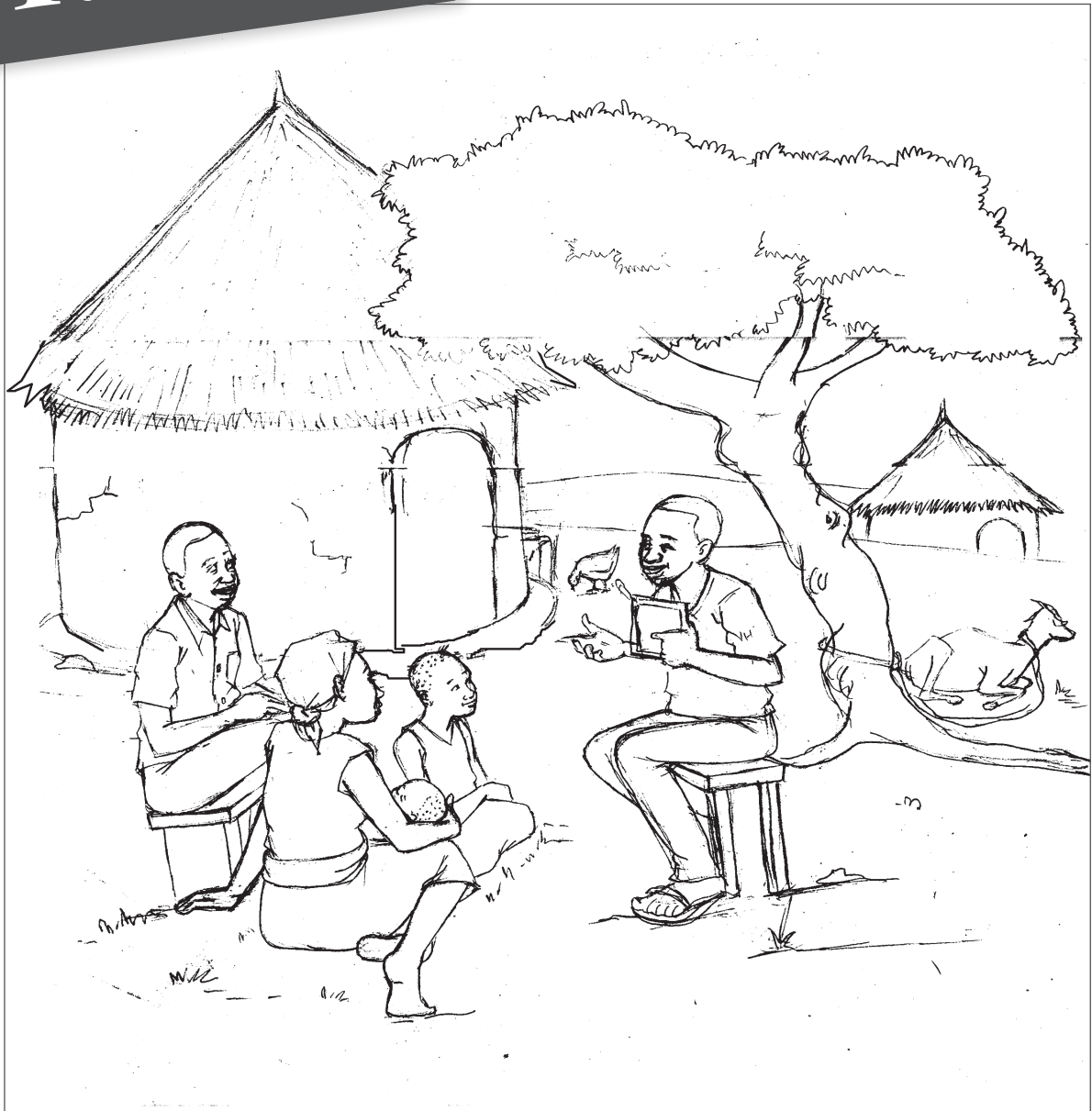
### **How do you analyze information in the village register?**

You may use the following steps to analyze information in the register:

1. Identify all the bad and good health activities in the register
2. Identify the area of your concern e.g. pregnant women, children or hygiene.
3. Add up the total number of people or households in your area of concern
4. From the total number count how many people are practicing bad or good health activities or behaviors
5. Ask yourself whether your answer shows a good example or a bad example about your village
6. Decide on the next steps to be done



# Task 2



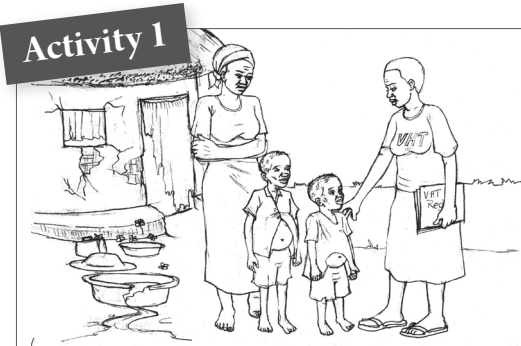
## Visit village members

Home visiting is a valuable way to learn about the health and social needs of individuals and families and to share information with them.

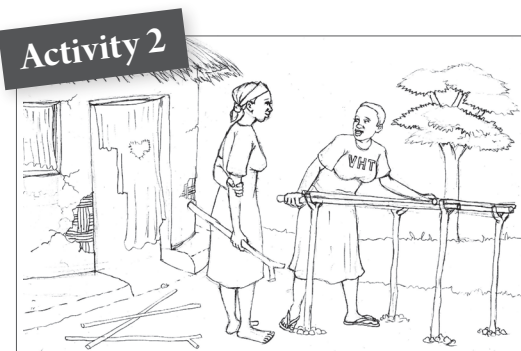
## Task 2

What activities will you do when you visit village members?

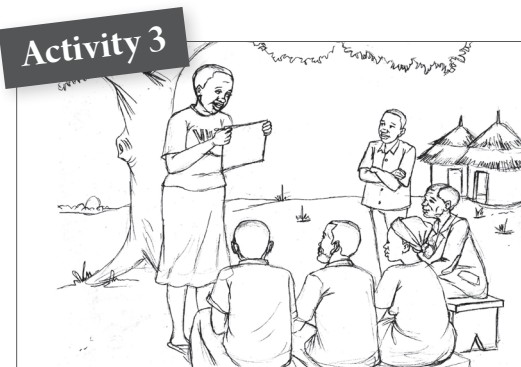
You will do four activities when you visit village members. They are:



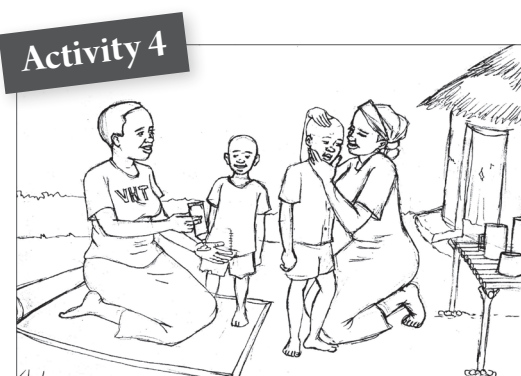
**Observe health behaviour, practices, hygiene, and health condition of household members**



**Share information and give advice about healthy habits to neighbors during home visits**



**Share information with village groups during health talks**



**Follow up with patients at home**

In this section of the manual, you will find guidelines for preparing a home visit and instructions about how to carry out these three activities.

## Activity 1

Observe health behaviour, practices, hygiene, and health condition of household members

Your VHT training, as well as other training you may have received, helps you carry out home visits, during which you will observe the health behaviour, household practices, general cleanliness, and health condition of your neighbors and provide



them with advice. You should try to visit every household in your area of the village once per month. You can use your VHT job aids to help you make observations and recognize helpful practices as well as harmful practices.

### You will observe the following during home visits:

- Sanitation
- Immunisation of the children
- Water sources
- Nutrition
- Hygiene
- Hand washing
- Illnesses in the home
- Use of mosquito nets

### What are the steps in carrying out a home visit?

#### Before the visit:

1. Identify the purpose of the visit – Are you just visiting or do you want to help solve a problem that you have identified?
2. Check to see whether the home is included in the village register and on your map. If not, add it now.

## Task 2: Activity 1

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3. Gather your materials -- your VHT job aids, your Manual, and your Handbook.
4. Decide which VHT job aids you will use. Read over the job aid that you plan to use so that you understand it properly.

### **During the visit:**

1. Greet the family member(s) whom you find at home
2. Introduce yourself
3. Explain the reason for your visit.
4. Use the VHT job aids to help recognize and identify solutions to problems. (See "How do you use the VHT job aids", Next Page.)
5. Take notes of the important points being discussed
6. Agree together who will do what and by when.

### **After the visit:**

1. Carry out what you have agreed to do.
2. Follow up with the family member(s).

## Activity 2

Share information and give advice about healthy habits to neighbors during home visits

Your VHT training, as well as other training you may have received also helps prepare you to share helpful information with your neighbors and provide them with advice during home visits. You can use your VHT



job aids to help people understand some of the ways they can protect themselves and their family members from illness and injury. You will find more information to share in your VHT Handbook.

Sometimes you may identify a need for immediate action during a home visit—such as recognizing danger signs in a very sick child or a pregnant woman—and in that case, you must refer the person to the health unit as quickly as possible. For more information about this, see “Task 3: Help Save Lives”, below.

### How do you use the VHT job aids?

Bring the VHT job aids with you when you do a home visit. Each VHT job aid has drawings on one side and messages on the other side. You may follow these steps for using the cards::



1. Invite the other person to look at one of the drawings with you.
2. Ask the person, “What do you see here?”
3. Listen to what she or he says.

## Task 2: Activity 2

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4. Share the messages that are written on the back of the card.
5. Ask the person what these messages mean to him or her. In this household, do they do what is written here? If not, would they be willing to try?
6. Suggest one or two things that the person could try.
7. Ask what he or she would be willing to try.
8. Thank the person for agreeing to try this.
9. Agree with the person when you may return to follow up and learn how things have gone.
10. Return when you said you would return.

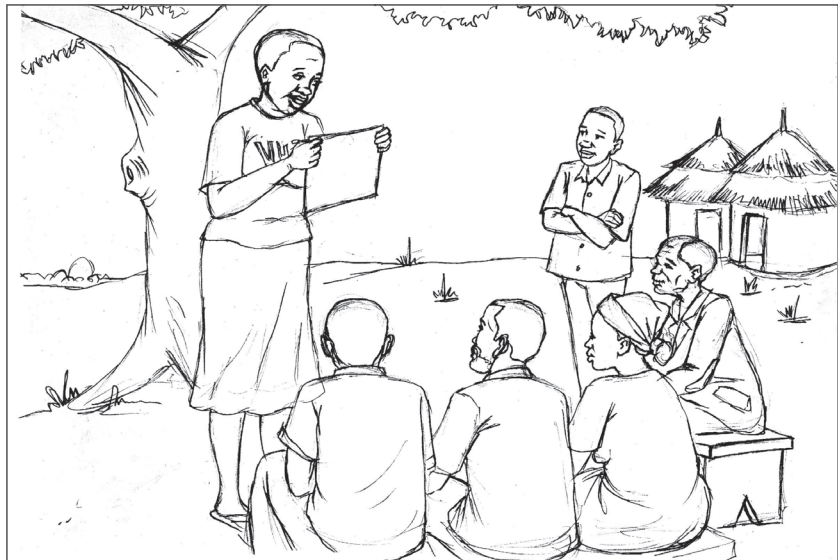
**Note:** This should be a conversation, not a lecture. It is not your job to tell people how to change their behavior. It is your job to help people see how changing some behaviors can help them and their family members be healthier.

**Keep in mind:** If the person has a good experience with the first change she or he tries, she or he may be more willing to try other changes in the future.

## Activity 3

### Share information with village groups during health talks

You may have opportunities to share information about health with groups of people, such as during village meetings, in the waiting room of the health unit, or perhaps during parent-teacher meetings at schools. You may use some of the same steps to prepare for giving health talks that you used to prepare for home visits.



#### What are the steps for carrying out a health talk?

##### Before the talk:

1. Identify the topic of the talk. Ask yourself questions such as, "Whom should I talk to? What topic would be interesting for them? What do I want them to do after hearing my talk?"
2. Gather your materials - your Job Aid Cards, your Manual, and your Handbook.
3. Decide which Job Aid Cards pages you will use. Read over any that you plan to use.

##### During the talk:

1. Greet the members of the audience.
2. Tell them the topic of your talk and why it is important for them.
3. Use the Job Aid Cards during the talk. (See "How do you use Job Aid Cards", next Page)
4. Take notes of the important points being discussed

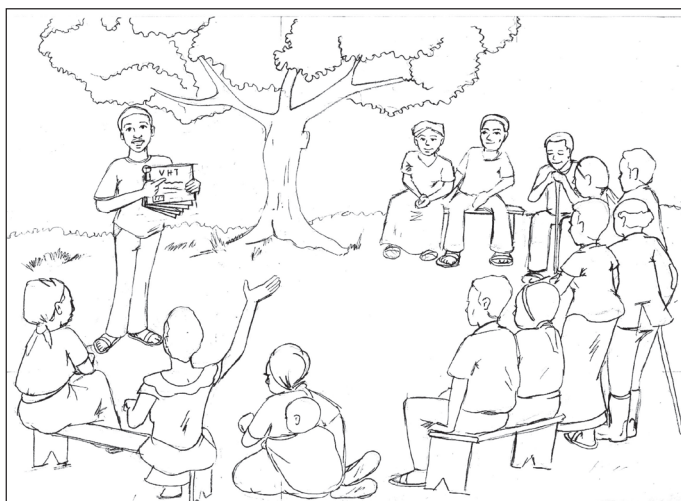
## Task 2: Activity 3

### At the end of the talk:

1. Ask for a volunteer to repeat the main points of your talk.
2. Ask what people may want to do differently as a result of this talk.

### How do you use Job Aid Cards?

A Job Aid Cards can be a wonderful addition to a health talk. The drawings on the Job Aid Cards can help people understand the main points you want to make during your talk, feel that they have something in common with the people pictured in the drawings, and be willing to try a new behavior.



### You may follow these steps for using Job Aid Cards:

1. Hold the Job Aid Cards so that everyone can see. If the group is large, walk around slowly so that everyone has a chance to see each page of the Job Aid Cards.
2. Ask questions related to the Job Aid Cards.
3. Speak loudly and clearly enough for everyone to hear you.
4. Speak slowly enough for everyone to understand, but not so slowly as to put everyone to sleep.
5. Check in with the members of the group to be sure that they can see, hear, and understand you.



## Activity 4

### Follow up with patients at home

People who have been treated at the health unit or hospital often need to have some follow-up at home. The health staff may ask you to visit a patient they have helped, or you may have referred the individual for treatment and will visit him or her to learn how he or she is feeling.



#### What should you do to follow up with patients at home?

##### Before the visit:

1. Be sure that you know why you are following up with the patient. For example, if you referred the individual for treatment at the health unit, you may look in your register to see why you referred him or her. If the health staff has asked you to make the visit, try to remember what they want you to do.
2. Gather any materials you may need, such as counseling cards.

##### During the visit:

1. Greet the family member(s) who are present.
2. Explain the reason for your visit.
3. Ask the patient how she or he is feeling.
4. If the health staff has asked you to remind the patient about something—such as taking medicine or returning to the health unit for follow-up—do your best to convince the patient to do so.
5. Find out if there are other important health problems

## Task 2: Activity 4

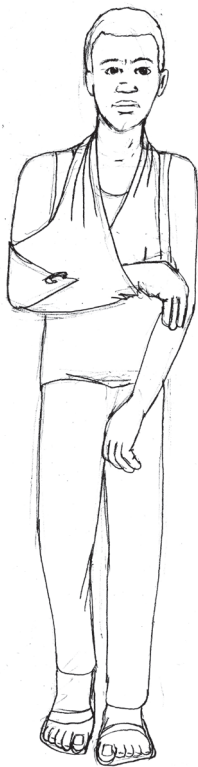
**NOTE:** This should be a conversation, not a lecture. It is not your job to tell people how to change their behavior. It is your job to help people see how changing some behaviors can help them and their family members be healthier.

### After the visit:

1. Report to your to your supervisor if needed
2. Carry out what you have agreed to do
3. If you identify any danger sign, refer immediately

### What particular village members should you be sure to visit?

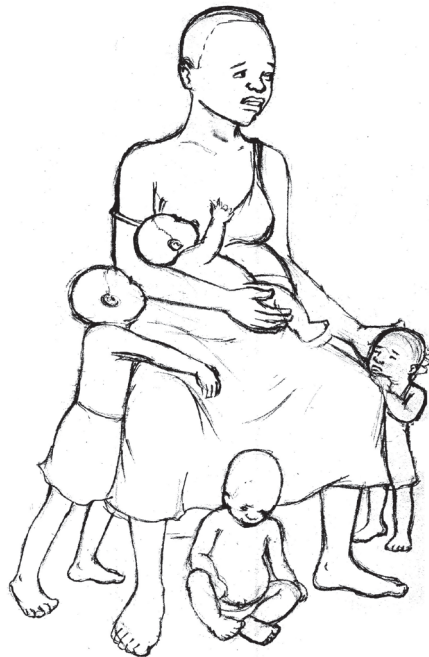
Be sure to visit the following individuals:



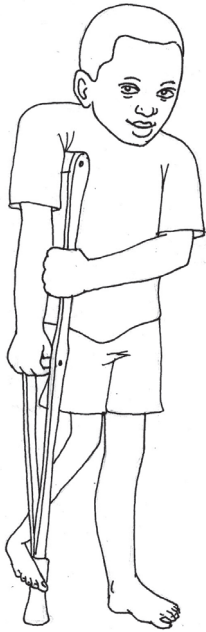
People that health staff  
have asked you to visit



Pregnant women



Families with babies and  
young children



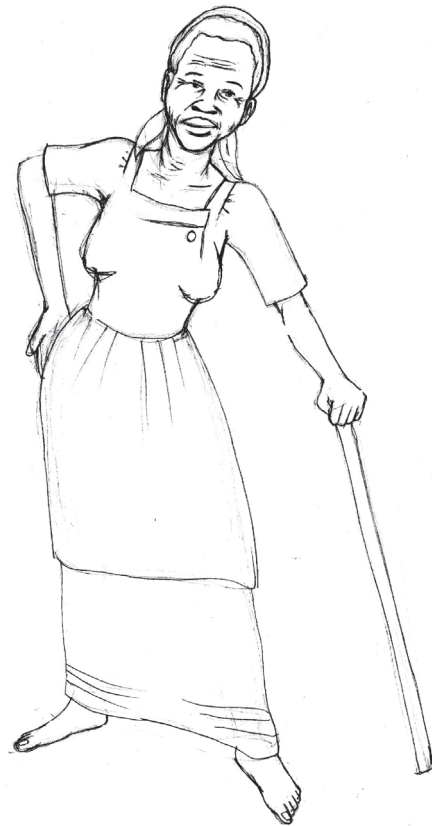
People with disabilities



People who are mentally ill



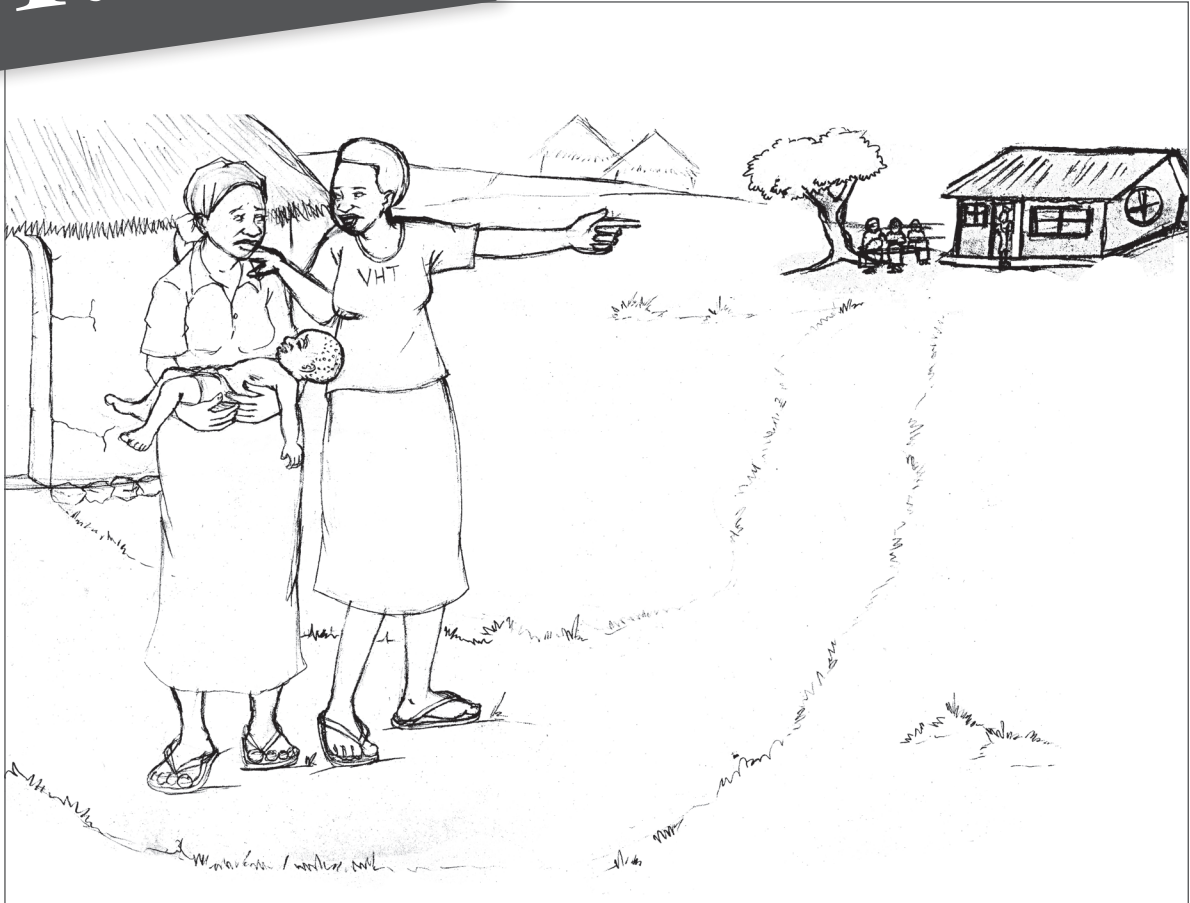
People with social problems



Elderly people



# Task 3



## Help save lives

Your village has chosen you to be a member of the Village Health Team because they have confidence in you as a responsible, trustworthy person. There are many ways in which you can help save lives in your village. One of those ways is to help people recognize when a person has a danger sign and therefore needs to receive treatment from a trained medical provider right away. In this section of the manual, you will learn about a number of ways you can help save lives in your village.

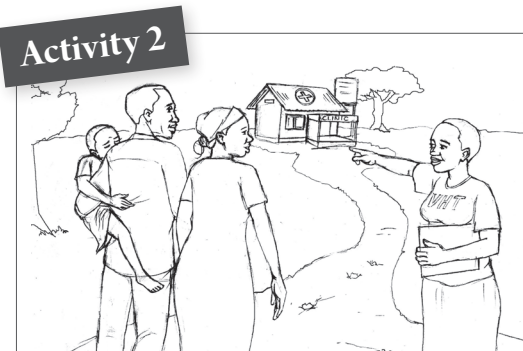
### Task 3

## What activities will you carry out to help save lives?

You will carry out six activities to help save lives. They are:



**Help people recognize danger signs**



**Refer individuals with danger signs to health services**



**Help ensure that all children are immunized**



**Encourage every pregnant woman to go for timely ANC visits and to have timely post-partum checks**

**Activity 5**



**Encourage families to ensure that a newborn gets essential newborn care**

**Activity 6**



**Give/Advise people on simple first aid for minor injuries and illness**

In this section of the manual, you will find instructions about how to carry out these six activities.

## Activity 1

### Recognize danger signs.

#### What is a danger sign?

A danger sign shows that a person, usually a child or a pregnant woman, is too ill for you and the family to treat in the village. To help the person survive, you must **URGENTLY** refer him or her to the health facility.



#### How do you refer someone to the health facility?

In Activity 2, the next section of this manual, you will learn how to refer someone to the health facility.

## Danger Signs in Children

#### What are the danger signs in a CHILD?








There are 10 danger signs to look for in a child that is ill.

- You will identify 7 of the danger signs by asking the caregiver questions about the child.
- You will identify 3 of the danger signs by looking at the child.

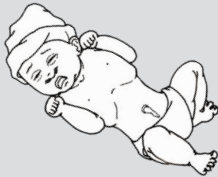

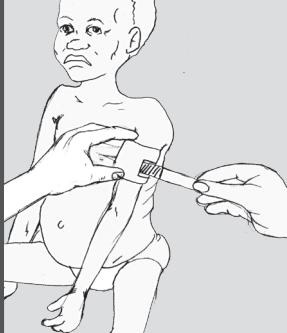
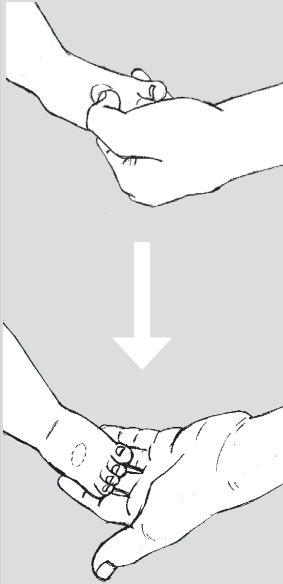
We will briefly describe all of the danger signs on the following pages of this manual. If you want more information about any of these danger signs, you will find it in your VHT Handbook, pages 25-26.



### Danger signs you will identify by asking the caregiver questions:

	<p><b>COUGH</b></p> <p>A child who has had cough for 14 days or more has a danger sign. The child needs to be referred immediately to the health facility.</p>
	<p><b>DIARRHOEA</b></p> <p>A child who has diarrhoea for 7 days or more has a danger sign. The child needs to be referred immediately to the health facility.</p>
	<p><b>BLOOD IN STOOL</b></p> <p>Diarrhea with blood in the stool, with or without mucus, is dysentery. The child needs to be referred immediately to the health facility.</p>
	<p><b>FEVER</b></p> <p>A child who has fever for 7 days or more has a danger sign. The fever does not have to show every day, all the time. The child needs to be referred immediately to the health facility.</p>
	<p><b>CONVULSIONS</b></p> <p>A child who has had a convulsion during his or her current illness has a danger sign. The child needs to be referred immediately to the health facility.</p>
	<p><b>NOT ABLE TO DRINK OR EAT ANYTHING</b></p> <p>A child who is not able to drink or eat anything has a danger sign. The child needs to be referred immediately to the health facility.</p>
	<p><b>VOMITS EVERYTHING</b></p> <p>A child who vomits everything has a danger sign. The child needs to be referred immediately to the health facility.</p>

**Danger signs you will identify by looking at the child:**

	<p><b>CHEST INDRAWING</b></p> <p>Chest indrawing is the sucking in of the stomach when breathing. A child who has chest indrawing has a danger sign. <b>REFER IMMEDIATELY.</b></p>
	<p><b>VERY SLEEPY OR UNCONSCIOUS</b></p> <p>A child who is very sleepy is not alert and falls back to sleep after moving. An unconscious child cannot awaken. A child who is very sleepy or is unconscious has a danger sign. <b>REFER IMMEDIATELY.</b></p>
	<p><b>TOO THIN – RED ON MUAC STRIPS</b></p> <p>If you use a MUAC strip to measure a child's upper arm (midway between the shoulder and the elbow), and the MUAC strip reveals the red color, the child has a danger sign. (See instructions, below.) <b>REFER IMMEDIATELY.</b></p>
	<p><b>PRESENCE OF OEDEMA</b></p> <p><i>[This is swelling that normally starts in the lower feet and gradually spreads up to the rest of the body. It is caused by accumulation of body fluids in the body.]</i></p> <p>If you apply a gentle pressure with your thumb on both feet of the child for 3 seconds and then release your thumbs, if a pit is left remains in both feet, the child has a danger sign and needs to be referred to the nearest health facility for treatment. <b>REFER IMMEDIATELY.</b></p>

This is the MUAC Strip



### Using a MUAC strip to check for the danger sign “Too thin” in a young child

MUAC stands for “Mid-Upper Arm Circumference”. It is a special strip that is used to measure the size of the upper arm of a child. You may use the MUAC strip to check any child who is at least 6 months old for this danger sign.

To check for this danger sign, take the following steps:

1. Ask the mother to tell you the age of the child.
  - a. If the child is less than 6 months old, do not measure his or her upper arm with the MUAC strip.
  - b. If the child is 6 months old or older, you may use the MUAC strip to measure the upper arm.
2. Ask the mother to sit with the child in her lap with the child’s left arm away from her body.
3. Hold the MUAC strip in your right hand with the blank side facing you and the fatter end of the strip to the right.
4. Wrap the MUAC strip around the upper left arm of the child. Position the MUAC strip halfway between the child’s elbow and shoulder.
5. Thread the thinner end of the MUAC strip through the small slit in the broader part of the strip, coming up from below the strip.
6. Pull the strip gently to tighten it around the child’s arm. Do not pull it tight, and do not leave it loose.



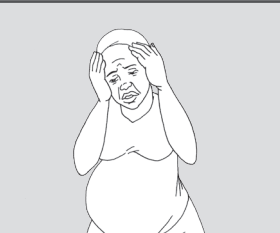
### Task 3: Activity 1

7. Identify the color of the strip that shows through the small open square in the broader part of the MUAC strip.
  - a. If the color of the strip is **green**, the child does not have this danger sign.
  - b. If the color of the strip is **yellow**, the child is close to having this danger sign. Advise the mother or caregiver to have the child examined by a trained health worker.
  - c. If the color of the strip is **RED**, the child has this danger sign. The child needs to be examined at the health facility. Refer immediately.

## Danger Signs in Pregnant Women

### What are the danger signs in a PREGNANT WOMAN?

There are 8 danger signs to look for in a pregnant woman. If a pregnant woman or her family members report that the pregnant woman has any of these danger signs, refer her immediately to the health facility.

	<p><b>VAGINAL BLEEDING</b></p> <p>A pregnant woman who has vaginal bleeding is in danger. <b>REFER IMMEDIATELY.</b></p>
	<p><b>FEVER</b></p> <p>A pregnant woman who has fever is in danger. <b>REFER IMMEDIATELY.</b></p>
	<p><b>SEVERE HEADACHES</b></p> <p>A pregnant woman who has severe headaches is in danger. <b>REFER IMMEDIATELY.</b></p>

	<p><b>BABY HAS STOPPED MOVING</b></p> <p>If the baby inside a pregnant woman has stopped moving, the woman is in danger. <b>REFER IMMEDIATELY.</b></p>
	<p><b>TOO WEAK TO GET OUT OF BED</b></p> <p>A pregnant woman who is too weak to get out of bed is in danger. <b>REFER IMMEDIATELY.</b></p>
	<p><b>SEVERE PAIN IN THE BELLY</b></p> <p>A pregnant woman who has severe pain in her belly is in danger. <b>REFER IMMEDIATELY.</b></p>
	<p><b>SWELLING OF FINGERS, FACE, AND LEGS</b></p> <p>A pregnant woman who has swelling of her fingers, face, or legs is in danger. <b>REFER IMMEDIATELY.</b></p>
	<p><b>THE WATER HAS BROKEN BEFORE THE EXPECTED TIME</b></p> <p>A pregnant woman's water breaks before the expected time. <b>REFER IMMEDIATELY.</b></p>
	<p><b>CONVULSIONS</b></p> <p>A pregnant woman who develops convulsion. <b>REFER IMMEDIATELY.</b></p>

## Activity 2

### Refer people needing health care to health unit

#### What is referral?

Referral is the process a VHT member follows to direct people who need health care to a place where they can get additional care and treatment from a trained health provider. This can be either in the community (to a fellow VHT members) or at the health unit.



Referral is an important part of the work that a VHT member does. A VHT member gives people in his or her village valuable information about where to get treatment.

#### Where do you refer?

As a VHT member, you will refer some people to your fellow VHT members in the village and some people to health workers at the health unit.

#### When should you refer a person to a health provider within the village?

You can refer a patient to one of your fellow VHT members whom you know that he or she has been trained to provide the care that the patient needs e.g. Treatment

**A VHT member refers someone to a village provider**

*Mary is a VHT member in her village. Her neighbor, Jane, comes to her for advice about child spacing. Jane and her husband already have two children who are below five years. Although they want to have more children, they would like to wait for a year or two to have more children. Jane wants to know what their choices are for birth spacing.*

*Mary knows that Grace, who also lives in the village, has been trained in birth spacing methods and has materials to share about this topic. So Mary tells Jane that she will take her to Grace's house.*

**When should you refer a person to a trained health worker at the health unit?**

- Refer any pregnant woman, young child, or newborn if she or he has one or more danger signs.
- Refer patients who do not respond to treatment at the community.

**A VHT member refers someone to a health unit**

*Jane has a sick baby, so she asks Mary who is a VHT member, for help. Mary knows who has been trained in the village to treat different illnesses. She knows that Grace, another VHT member, has been trained to treat diarrhea. Mary takes Jane and her sick baby to Grace.*

*Jane tells Grace that her baby has had diarrhea for more than seven days. Grace realizes that diarrhea for more than seven days is a danger sign and knows that the child must be referred immediately from the community to the health unit. She tells Jane that the child is very sick and advises her that the baby must be taken to the health unit immediately. She fills out a referral form and sends Jane and the baby to the health unit.*

### **Whom must you refer immediately to the health unit?**

You must immediately refer any child or pregnant woman who has one or more danger signs to a trained health worker in the health unit. (See Activity 1, pg 54-59 above, for a list of danger signs in children and a list of danger signs in pregnant women. See Activities 4 and 5 for a list of danger signs in a newborn and in a woman after she has given birth.)

### **How should you refer someone to a trained health worker in the health unit?**

You should refer a person to a trained health worker in the health unit by filling out a Referral Form. Send the form with the person to the health unit.

### **How do you fill out a Referral Form?**

A Referral Form has two parts: you fill out Part I of the Referral Form and send the whole form with the patient. When the patient has been treated and is ready to return to the village, the health worker fills out Part II of the Referral Form and gives it to the patient, who returns it to you.

#### **Part I: You fill out Part I with the following information:**



- Name of the patient
- Age of the patient
- Sex of the patient
- Name of the village
- Reason for the referral
- Your name
- Date of the referral
- Action taken by the VHT member

#### **Part II: The health worker fills out Part II with the following information:**

- Name of the patient
- Description of follow-up care needed
- Date when the patient should return to the health unit



See the example of a Referral Note below.

**HMIS 032: VHT REFERRAL FORM**

**PART I**

Date:.....

Name of Health facility referred to: .....

Village [LC]:..... Parish:..... Sub county:.....

Patient Names:.....

Age:..... Sex [Male/Female] (✓): Household Number:.....

I have referred to you this patient for the following reason(s) (complaints):

1. ....
2. ....
3. ....
4. ....

Action already taken.....

Name [VHT]:..... Signature:.....

---

**PART II**

.....to be completed at the referral site and given back to the patient.....

Date:.....

Name of the patient:.....

Description of follow-up care needed:

1. ....
2. ....
3. ....

Date when the patient should return to the health unit:.....

Name of the Health worker: ..... Signature:.....

### Task 3: Activity 2

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**Note:** If you do not have a Referral Form, write a note for the person to take to the health unit. Include the following information in that note:

Name of person being referred \_\_\_\_\_

Sex \_\_\_\_\_

Date of birth \_\_\_\_\_ Sub-County \_\_\_\_\_

Reason for referral \_\_\_\_\_ Parish \_\_\_\_\_

Name of VHT member making the referral \_\_\_\_\_ LC1 \_\_\_\_\_

### **What do you have to know about the health services that are available in the community?**

As a VHT member, it is important that you make yourself aware of the health care services available in your community for effective referral and reporting of major health problems and emergencies.

The information you should know could include:

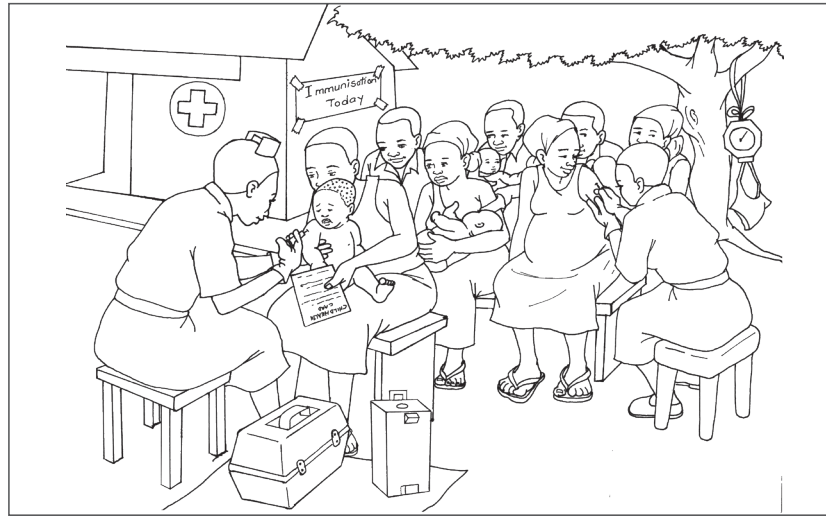
- Names of health units
- Physical location
- Names of the key contact people with their contact phones
- Services offered by the health unit
- Hours of operation

# Activity 3

Help ensure that all children are immunized

## Why do children need to be immunised?

Immunisation is a way of protecting a person against specific diseases by building up the body's defense system.



## When should a child be immunised?

A child should be immunised according to the following schedule:

IMMUNISATION				
Immunisation protects your child against serious diseases. Follow and complete the immunisation schedule below:				
	VACCINE	PROTECTS AGAINST	HOW GIVEN	DATE GIVEN
AT BIRTH	BCG	Tuberculosis	Right Upper Arm	
	Polio 0	Polio	Mouth Drops	
At 6 Weeks	Polio 1	Polio	Mouth Drops	
	DPT-HebB+Hib1	Diphtheria/Tetanus/Whooping Cough /Hepatitis B/Haemophilus Influenzae type B	Left Upper Thigh	
At 10 Weeks	Polio 2	Polio	Mouth Drops	
	DPT-HebB+Hib 2	Diphtheria/Tetanus/Whooping Cough/ Hepatitis B/Haemophilus Influenzae type B	Left Upper Thigh	
At 14 Weeks	Polio 3	Polio	Mouth Drops	
	DPT-HebB+Hib 3	Diphtheria/Tetanus/Whooping Cough /Hepatitis B/Haemophilus Influenzae type B	Left Upper Thigh	
9 Months	Measles	Measles	Left Upper Arm	

Take your child for immunization even if the scheduled date is missed

**Do you need to remember all of the vaccines that a child needs to get?**

No, you do not need to remember all of the vaccines that a child needs to get. You can always look at the list here in your VHT Manual or on the Child Health Card.

But you should remind the mother or caregiver about the ages when a child should be taken for immunization—that is, At Birth, At 6 weeks, At 10 weeks, At 14 weeks, and At 9 months.

In addition, a child should receive Vitamin A supplementation according to the following schedule:

**VITAMIN A AND DE-WORMING**

AGE	VITAMIN A	DEWORMING
	Date given	Date given
Under 6 months		
6 months	16/03/2010	
1 year	20/09/10	20/09/10
1 1/2 years		
2 years		
2 1/2 years		
3 years		
3 1/2 years		
4 years		
4 1/2 years		
5 years		

*Mother's Date Vitamin A Capsule Given*

13/09/2009

*Vitamin A should be given within two months of giving birth to this child*

**How can you help ensure that all children are immunised?**

You can help ensure that all children are immunised in 3 specific ways:

- Encourage parents, family members and caregivers to take their children for immunisations according to the immunization schedule above.
- Tell caregivers and families with young children when and where the next health unit immunisation outreach will take place.
- Help health workers organize people in your village for special immunisation activities such as National Immunisation Days (also known as NIDs) or Sub-National Immunisation Days (also known as SNIDs) or during child health days and during outreaches.

**What are the key immunisation messages to give caregivers and families with young children?**

The messages are:

- Take a child for immunisation 5 times before he or she is one year old.
- Immunization is safe and protects children against eight childhood killer diseases
- Each time, remember to ask the health worker when to take the child back for the next immunisation.
- Keep the immunisation card safely and take it with the child every time you visit a health centre for any treatment.
- Inform your neighbours about the importance of immunising their children.

### **When should you share the key immunisation messages with caregivers and families with young children?**

You should share these messages during home visits, group health talks, in conversations, and any other time you think is appropriate.

### **How can you help caregivers and families know when to take their young children for immunisations?**

You can help them by reading the child's immunisation card. You may use the following steps to check when the child is due for an immunisation.

1. Ask to see the child's immunisation card.
2. Look on the immunisation card to see whether the health worker has written the date on which the child should have his or her next immunisation.
  - a. If the date for the child's next immunisation is there, tell the caregiver what that date is. (If necessary, help him or her identify when that date is—such as by counting the number of days until then, specifying that it is the day after the coming market day, or in any other way that the caregiver can understand and remember.)
  - b. If the date is not there, continue with step 3.
3. To determine when the child should receive his or her next immunisation, compare the immunisations he or she has received with the Immunisation Schedule above.

**For example, if the child is 11 weeks old and has received these immunisations only:**

- Polio and BCG
- Polio DPT, HepB + Hib 1

**The child should be taken for the immunisations that are given at 10 weeks:**

- Polio DPT,
- HepB + Hib2)

**How can you help health workers organize people in your village for special immunisation activities?**

You can help them by:

- Telling all of the families with young children about the special activities ahead of time
- Reminding those families the day before a special activity
- Helping families get transportation to the special activity, if necessary
- Asking the health workers what else you can do to help

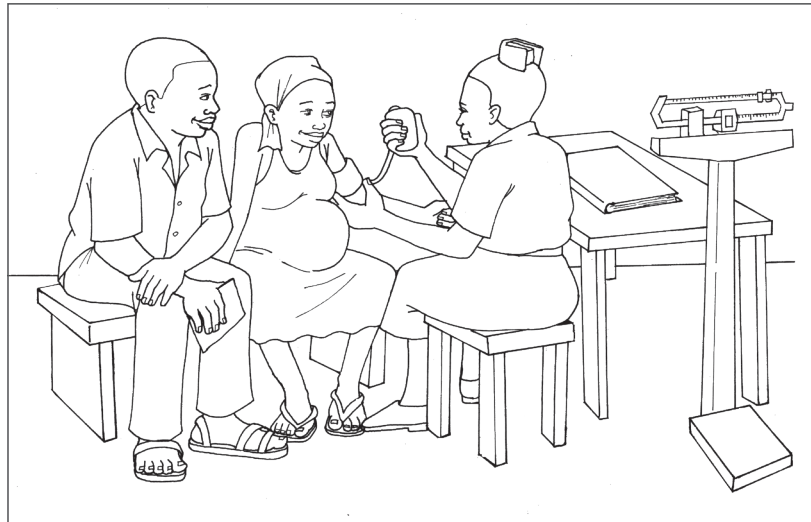
## Activity 4

Counsel every pregnant woman about timely ANC visits, newborn care, and timely post-partum (after delivery) checks

### ANC Visits

#### What are ANC visits?

Antenatal care (ANC) visits are visits to the health facility that a pregnant woman makes during her pregnancy to help ensure that she and her unborn baby are healthy and are growing well.



#### What should you tell a pregnant woman about when to begin her ANC visits and about how many should she have?

Tell a pregnant woman that during her pregnancy she should have at least 4 ANC visits. She should go to the health unit for her first ANC visit when she misses at least 2 menstrual (monthly) periods. She should go for additional ANC visits at least 3 more times. The health worker will advise her about how many times to return and when to return.

#### What should you tell a pregnant woman about the services she will receive during ANC visits?

Tell her that she will receive the following services:

- Medicines to prevent malaria and loss of blood
- Immunization against tetanus
- Urine testing to check for sugar diabetes and for kidney disease



- Early checking and referral in case of high risk pregnancy
- Counseling on partner and family support
- STD (sexually transmitted diseases) screening and treatment
- HIV counseling and testing (HCT) and PMTCT, if needed

### **How should you encourage every pregnant woman to go for timely ANC visits?**

- When you hear or notice that a woman is pregnant, ask her family whether you can go talk with them about some of the ways to ensure that she will have a healthy pregnancy and a successful birth
- Share with them the information above about the services she will receive
- If possible, share success stories about other pregnant women in the village who have gone for timely ANC visits and have had healthy pregnancies and successful births. (Of course, this is only possible if it is true.)

### **Where should you advise a woman to give birth?**

It is best for a woman to give birth in a health facility because there she will be attended by a trained health provider which is safer in case there is any problem. A trained health provider who attends a birth gives the mother care after delivery and gives the baby essential newborn care.

If the birth takes place in the home, and a trained provider is not in attendance, someone who attends the birth should carry out the essential steps of newborn care. These steps are listed in Activity 5, below.

## Newborn Care

### What should you tell a pregnant woman and her family about the care of a newborn needs right after birth?

Tell the woman and her family that as soon as the cord has been cut, the person responsible for taking care of the newborn must do the following newborn care steps:

#### Immediate Newborn Care Steps

1. **Dry the baby.** It is important to dry the baby to protect him or her from becoming cold.
2. **Wrap the baby in warm dry clothes.** It is also important to wrap the baby to keep him or her warm.
3. **Place the baby to breastfeed.** When the baby sucks, it is like a message to the mother's body to begin giving milk. The first milk given by the breasts is especially good for the newborn baby.
4. **Check the baby for danger signs at least once per hour for the first 6 hours.** (See "Danger Signs in a Newborn Baby", page 52. During those first hours, the baby is very vulnerable. Recognizing danger signs quickly can allow you to get help for the newborn in a timely fashion.

**NOTE:** If it is possible for you to be present when the child is born, you may remind the woman and her family about these important steps.

## Post-partum Checks

### What is a post-partum (after delivery) check?

A post-partum (after delivery) check (also called a post natal check) is an examination of a woman who has given birth and of her newborn baby by a trained health worker.

### **What should you tell a pregnant woman about when to start post-partum (after delivery) checks and how many to have?**

Tell a pregnant woman that a health worker should check her after she has given birth at least the following 3 times:

1. Within 6 hours of giving birth
2. Before 6 days have passed
3. At 6 weeks after the birth

If the woman gives birth in a health unit, the first post-partum (after delivery) check will be carried out before she leaves the unit. She should return to the health unit for the other two post-partum (after delivery) checks.

### **What should you tell a pregnant woman about the services she will receive during post-partum (after delivery) checks?**

Tell her that the health worker will provide the following services:

- Examine the mother (check for infection)
- Examine the baby (including weighing the baby)
- Check for danger signs (see Activity 1, above)
- Ask about breast-feeding
- Give the mother Vitamin A and the baby any immunizations needed
- Give the mother advice about sex and birth spacing methods
- Give the advice on when to start having sex

### **How should you encourage every pregnant woman to go for timely post-partum (after delivery) checks?**

- During every conversation you have with the pregnant woman and her family, you should mention the need for her to go for timely post-partum (after delivery) checks.
- Share success stories about other pregnant women in the village who have gone for timely post-partum (after delivery) checks and have had positive experiences. (Of course, this is only possible if it is true.)

## Activity 5

Conduct post partum (after delivery) home visits to advise families about newborn and maternal care

### What is a newborn?

A newborn is a child below 28 days old (or below 1 month old).

### Why should you visit a newborn and his or her mother in their home?

You should visit a newborn and his or her mother so that you can find out how they are doing, provide advice about their care, and if they have any danger signs, refer them to the health unit for care.



### When should you visit the newborn and his or her mother in their home?

You should visit the newborn and his or her mother in their home on the following days:

- 1st visit on the first day after delivery
- 2nd visit on the third day after delivery
- 3rd visit on the fifth day after delivery

### What steps will you carry out when you visit them?

You will carry out the following three steps when you visit a home with a newborn baby:

1. Find out the condition of the newborn and the mother
2. Advise the mother and family members on healthy newborn and maternal practices
3. Refer the newborn and the mother as needed

In this section of the manual, you will find information on what to look for in a newborn and mother, what advice you should give about the care of each of them, and when to refer a newborn or mother to a health unit.

### **Step 1: Find out the condition of the newborn and the mother and give advice**

On every visit to a home with a newborn, ask questions to find out whether:

1. The baby and mother are in good condition.
  - If they are in good condition, congratulate the mother and family.
  - If they are not in good condition, advise them to go to the health unit for care.
2. The baby is breast feeding well.
  - If the baby is breast feeding well, congratulate the mother and family.
  - If the baby is NOT breast feeding well, advise them to go to the health unit for care.
3. The umbilical cord is clean and dry.
  - If the umbilical cord is clean and dry, congratulate the mother and family.
  - If the umbilical cord is NOT clean or is NOT dry, advise the mother and family to clean the cord with warm, clean water and leave the cord dry and exposed. (Advise them not to apply anything on the cord!)
4. The baby is being kept warm.
  - If the baby is being kept warm, congratulate the mother and family.
  - If the baby is NOT being kept warm, advise the mother and family to wrap the baby in warm clothes and to keep him or her warm.
5. The baby's skin is clean and well.
  - If the baby's skin is clean and well, congratulate the mother and family.
  - If the baby's skin is NOT clean and well, advise the mother and family to gently wash the baby with clean cloth dipped in warm water and dry and wrap the baby right away.

## Step 2: Advise the mother and the family on healthy newborn and maternal practices

On every visit to a home with a newborn baby, advise the mother and family members to do the following to keep the baby healthy:

1. Mother should exclusively breast feed the baby. This means:
  - Give the baby breast milk alone without giving any other feeds, including any liquids and water.
  - Breast feed on demand (whenever the baby seems hungry).
  - Breast feed at least 8 times a day for the first 6 months.
2. Mother should maintain direct contact with the baby, sleep in the same bed and wrap the baby in dry, warm and clean clothing.
3. Mother and family should keep the baby warm.
  - For example, no one should be in a hurry to wash the baby.
  - When they do wash the baby, they should do so in a warm room, using warm water, and they should dry the baby completely as quickly as possible.
4. Mother should clean the cord with warm, clean water and leave the cord dry and exposed. (Do not apply anything on the cord!)
5. Mother should take the baby for immunisation according to schedule. (Show the mother and family the schedule, if they do not have it.)

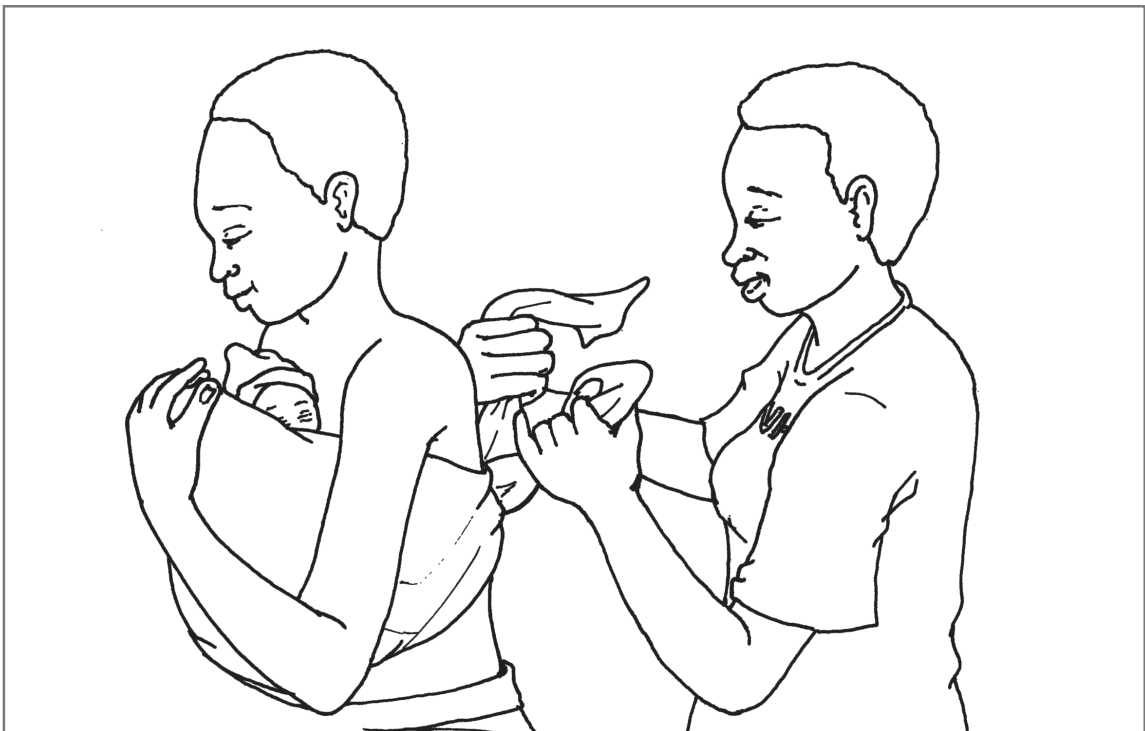


6. Every person who touches the baby should carry out hygienic practices such as:
- Wash hands with soap and water before touching the baby.
  - Wash hands with soap and water after visiting the latrine

### **What if the baby is very small?**

If the baby is very small, give the mother and family the following advice:


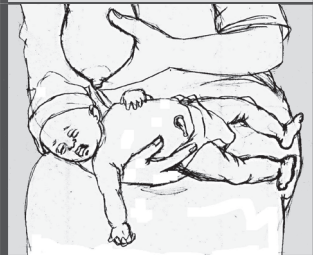
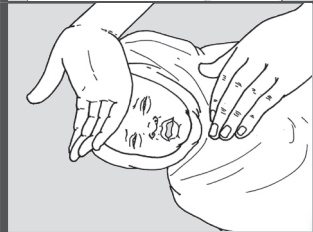
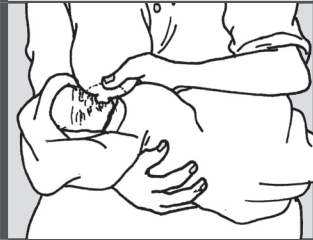
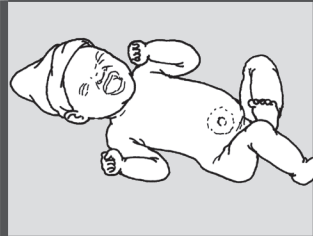
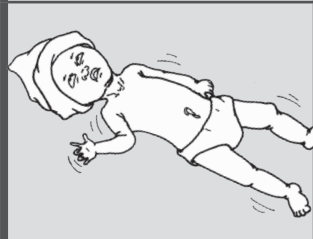
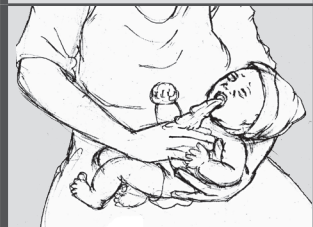
- Make sure the baby is kept warm. A good way to do this is to put the baby on the mother's chest and wrap both of them with enough clean, dry and warm clothing.



- Have the mother breast feed the baby as often as possible, but at least every 2 hours.



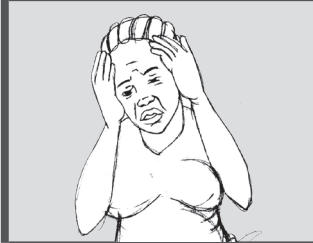

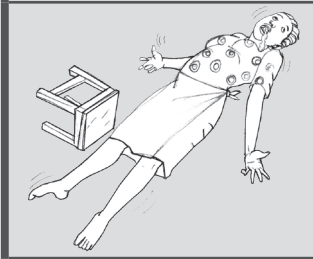

**Step 3: Refer the mother and newborn to the health facility in case of any of the following:**

1. The newborn has a danger sign.

	Baby breathing with difficulty
	Weak baby
	Baby with a hot body (fever)
	Baby not able to breastfeed well
	Baby with a reddened area surrounding the cord and the cord is discharging smelly pus
	Baby has had convulsions
	Baby is vomiting everything



2. The mother has a danger sign.

	<p>Excessive vaginal bleeding</p>
	<p>High temperature</p>
	<p>Severe headache or dizziness</p>
	<p>Swollen feet, hands and face</p>
	<p>Fits or convulsions</p>
	<p>Paleness or fatigue</p>

### Task 3: Activity 5

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3. **The baby is HIV exposed.** If the baby is HIV exposed, advise the mother and family members to go to the nearest health facility.

The baby will be given medicine and the mother advised on how to keep herself and the baby healthy and well.

4. **The baby was born at home.** In case of a home delivery, the mother and newborn should immediately go to the nearest health unit to be checked by a trained health worker. (For information about the post partum check, see Activity 4, above.)

## Activity 6

### Advise people on basic first aid for minor injuries and illness

As a VHT member, you will receive training to help people who have minor injuries and illness. In this section of the manual, you will find some simple steps that you can take to provide people with basic first aid and to give people advice about basic first aid.



**Note:** If Red Cross first aid training is available where you live, you may want to volunteer to take that training.




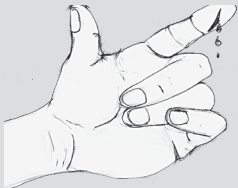
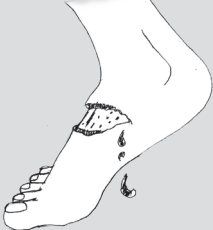

#### **What is basic first aid?**

Basic first aid is immediate and simple care that you may give to someone in case of accident, sudden illness, or emergency.

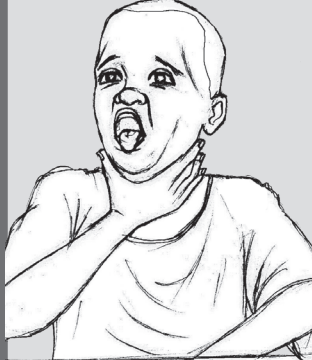
#### **What basic first aid should you give or advise others to give?**

The following table gives you simple guidelines about basic first aid to give in case of five different emergencies.

**The basic first aid to give in case of emergencies:**

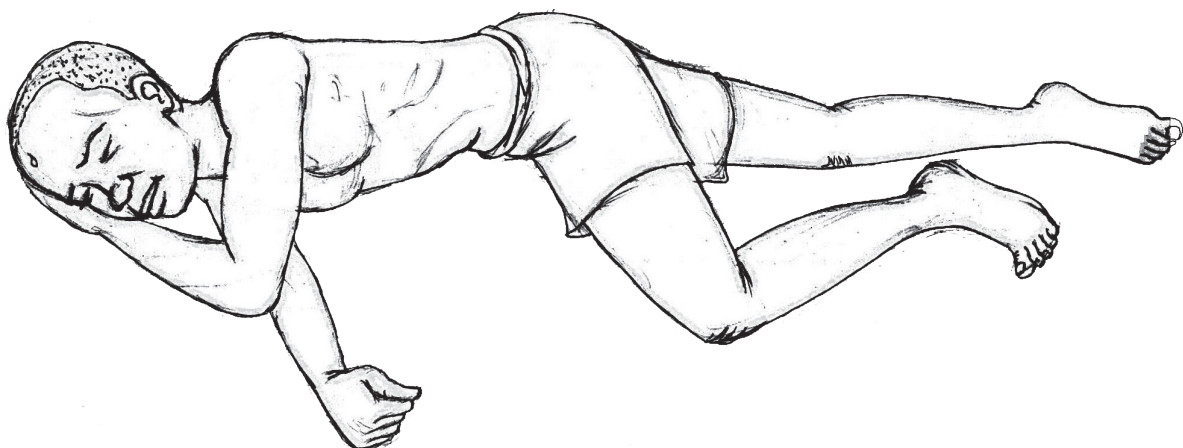
SITUATION	ACTION
	<p><b>BURN (SCALDED SKIN)</b></p> <ul style="list-style-type: none"> <li>• Cool the skin with cool, clean water.</li> <li>• Do not apply any Vaseline, ointment, or salve</li> </ul>
	<p><b>POISON HAS BEEN SWALLOWED</b></p> <ul style="list-style-type: none"> <li>• Take the person to the health worker immediately.</li> <li>• Bring the poison container.</li> </ul>
	<p><b>SNAKE OR ANIMAL BITE</b></p> <ul style="list-style-type: none"> <li>• Wash with soap and water to clean the area.</li> <li>• Cover the area with a clean cloth.</li> <li>• Take the person to the health worker.</li> </ul>
	<p><b>SMALL CUT</b></p> <ul style="list-style-type: none"> <li>• Wash with soap and water.</li> <li>• Cover with a clean bandage.</li> </ul>
	<p><b>LARGE CUT OR GASH</b></p> <ul style="list-style-type: none"> <li>• Apply pressure to the cut to stop the bleeding.</li> <li>• When the bleeding has stopped, take the person to the health worker.</li> </ul>
	<p><b>PERSON IS UNCONSCIOUS</b></p> <ul style="list-style-type: none"> <li>• Put the person in the recovery position. (See box below)</li> <li>• Take the person to the health worker.</li> </ul>

## The basic first aid to give in case of emergencies:

SITUATION	ACTION
	<p><b>CHOKING</b></p> <ul style="list-style-type: none"> <li>• Stand behind the person.</li> <li>• Wrap your arms around his or her waist.</li> <li>• Tip the person forward a bit.</li> <li>• Make a fist with one of your hands.</li> <li>• Place your fist slightly above the person's navel.</li> <li>• Hold your fist with your other hand.</li> <li>• Press hard into the abdomen with a quick, upward thrust, as if trying to lift the person up.</li> </ul>

### What is the recovery position?

The recovery position is the way to put someone when he or she is not breathing normally or is unconscious (cannot be awakened). (Note: you cannot use this position if the person's neck has been damaged.)



## What is choking?

Choking means that a person cannot breathe properly because something is stuck in his or her windpipe.

## How do you know if a person is choking?

A person who is choking:

- CANNOT make a sound
- May hold his or her throat (although an infant or very young child may not do this)
- May have the tongue turn blue

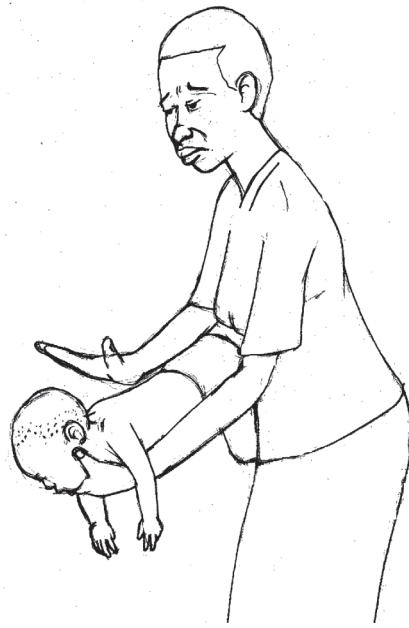
## What can you do to help a person who is choking?

1. Encourage the person to cough. If by coughing, the person clears the blockage, no further action is needed.
2. If the person cannot cough, give 5 blows to the back between the person's shoulder blades with the heel of your hand. Between each blow, check to see whether the blockage has cleared. Stop if it has cleared.
3. If the blockage still has not cleared, do the following:
  - Stand behind the person.
  - Wrap your arms around his or her waist.
  - Tip the person forward a bit.
  - Make a fist with one of your hands.
  - Place your fist slightly above the person's navel.
  - Hold your fist with your other hand.
  - Press hard into the abdomen with a quick, upward thrust, as if trying to lift the person up.



**How should you help a baby who is choking?**

If a baby is choking, hold the baby as shown in the drawing at right and strike the baby's back with the heel of your hand (as shown) until the baby coughs the object out.







# Task 4



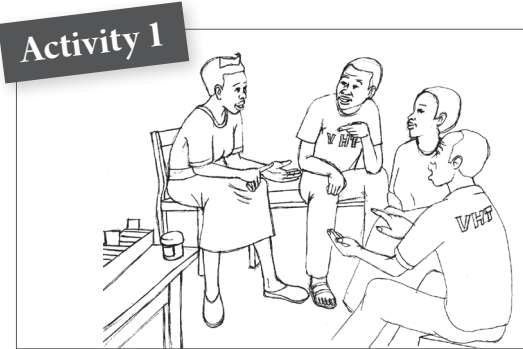
## Link the village and the health unit

You and your fellow VHT members will be an important link between the health unit and your village. You will carry important information and explanations between the health workers and the village members, and you will help the two groups plan activities and carry them out.

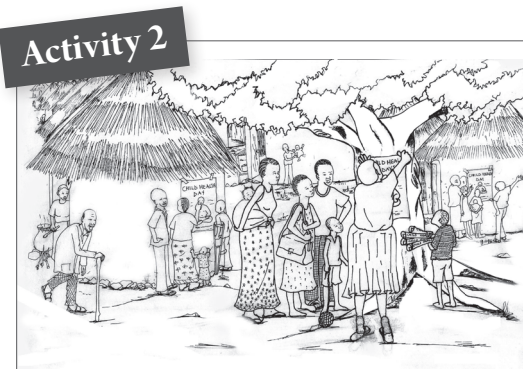
## Task 4

What activities will you do to link the village and the health unit?

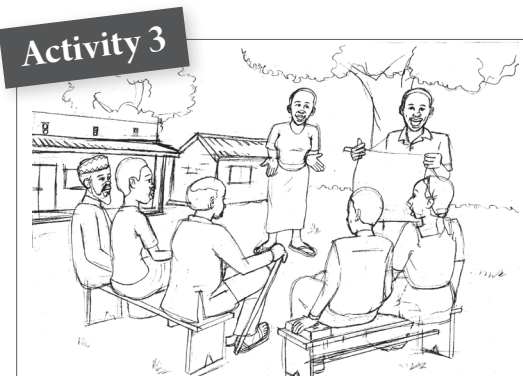
You will carry out five activities to link the village and the health unit. They are:



**Plan activities with health unit staff**



**Support health unit activities in the village**



**Share and plan with the village leaders**



**Notify health unit staff immediately about "reportable" diseases**

**Activity 5**



**Encourage village members who want information or help with birth spacing to go to the health unit**

In this section of the manual, you will find instructions about how to carry out these six activities.

# Activity 1

## Plan activities with health unit staff

The health unit staff will need your help in planning activities such as National Vaccination Days and Child Days Plus. [WHAT OTHER KINDS OF ACTIVITIES?] You and your fellow VHT members know your village well. You can help health staffs



understand where people like to meet, when are the best times to gather people together, how to let people know that important activities will be held, etc.

### How will you plan activities with health unit staff?

You and your fellow VHT members will meet with health unit staff to plan activities. Usually, the health worker will suggest an activity and will ask your help in planning and carrying out the activity. Sometimes you may also have an idea for an activity and may suggest it to the health worker.

You may meet with the health worker at the health unit or in the village.

### What activities will you plan with health unit staff?

The following are some activities that you may plan with health unit staff.

Topic	Activities
Malaria	<ul style="list-style-type: none"> <li>• Ensure that all pregnant women go for preventive treatment</li> <li>• Distribute and show communities how use bed nets</li> <li>• Mobilize the communities for Indoor Residual Spraying (IRS)</li> <li>• Mobilize community to clear bushes around their homes</li> <li>• Mobilize community to remove all stagnant water around their homes</li> <li>• Advise people to get treatment within 24 hours if they fall sick</li> </ul>

Topic	Activities
<b>HIV/AIDS</b>	<ul style="list-style-type: none"> <li>• Mobilise the village to go for HIV/AIDS VCT</li> <li>• Ensure pregnant mothers adhere to PMTCT</li> <li>• Support patients for ARV adherence</li> <li>• Distribute condoms and other contraceptives</li> <li>• Visit and offer comfort and counseling to people who are HIV positive</li> </ul>
<b>TB</b>	<ul style="list-style-type: none"> <li>• Monitor and administer TB dots</li> <li>• Mobilize all children to be immunised against TB</li> <li>• Refer all people who cough for more than 2 weeks for TB checks</li> </ul>
<b>Diarrheal disease</b>	<ul style="list-style-type: none"> <li>• Recording in the village register which families have pit latrines and which families don't have latrines</li> <li>• Advise community members to always drink boiled water</li> <li>• Encourage people to always wash hands before eating and after visiting the latrine</li> <li>• Construct a hand washing facility near a latrine and use regularly</li> </ul>
<b>Bilharzia and other tropical diseases</b>	<ul style="list-style-type: none"> <li>• Ensure all village water sources are protected</li> <li>• Report outbreaks or cases to the health worker</li> <li>• Get the village to attend village drug distribution days</li> </ul>
<b>River blindness</b>	<ul style="list-style-type: none"> <li>• Report and plan to spray where flies are</li> <li>• Get the village to attend village drug distribution days</li> <li>• Set up treatment centers</li> </ul>
<b>Adolescent health</b>	<ul style="list-style-type: none"> <li>• Organise meeting for adolescents and their families on village sexual and reproductive health to correct myths and rumours</li> </ul>
<b>Water</b>	<ul style="list-style-type: none"> <li>• Note all water sources on the village map</li> <li>• Show all water sources on the map</li> <li>• Immediately report unprotected or contaminated water sources to the LC 1 chair person</li> <li>• Educate people about the safe water chain</li> <li>• Link communities to agencies for water source protection</li> </ul>

## Activity 2

# Support health unit activities in the village

The health unit staff will need your support to carry out activities in the village. They may ask you to do the following:

1. Make a public announcement about the activity ahead of time.
2. Help set up for the activity.
3. Help gather people together for the activity.
4. Help organize people during the activity.
5. Follow up with some people after the activity.



In this section, you will find information about each of these kinds of support.

### 1. Make a public announcement about the activity ahead of time.

#### What is a public announcement?

A public announcement is a message that the whole village—or part of the village, especially if the village is very large—is supposed to receive.

#### What are some ways to make a public announcement?

There are several ways to make a public announcement. When you and your fellow VHT members need to make a public announcement in your village, you should discuss the best way to do it. You may want to consider how people in your village like to get information. For example, do they like to read signs posted in various places around the village? Or do they prefer to hear a town announcer giving information? Or does the village have frequent village meetings during which information can be shared?

**What information should you include in a public announcement?**

The information in a public announcement should include answers to each of the following questions:

1. What is the issue?
2. Who is doing what?
3. Where is the activity going to take place?
4. When is the activity taking place?
5. What is the benefit?
6. Who is announcing?

You may wish to look at the following example to help you create a public announcement.

**Question 1: What is the issue?**

Answer: Re-treatment of bed nets

**Question 2: Who is doing what?**

Answer: The Ministry of Health is providing re-treatment of nets

**Question 3: Where is the activity going to take place?**

Answer: At the Chairman's residence

**Question 4: When is the activity taking place?**

Answer: On Saturday May 10, 2009 at 4:00 pm


**Question 5: What is the benefit?**

Answer: Sleeping under insecticide-treated bed nets will protect you and your family against mosquitoes that transmit malaria

**Question 6: Who is announcing?**

Answer: Mrs. Okello, your VHT member

See the poster that was made with this information on the following page.



Has your family been  
suffering from malaria?

# Prevent malaria by re-treating your bed net

Come to the Chairman's house on  
Saturday, 8 May 2010

at 4pm

for free re-treatment of your bed net,  
provided by Ministry of Health

For more information talk to Mrs. Okello, your VHT member.



## **2. Help set up for the activity.**

Health staff may need your help in setting up the activity. For example, they may ask you to select a location for the activity (the local school? The Chairman's house? Under a very large tree?). They may also ask you to set up a table and some chairs ahead of time for them to use during the activity. All of this should be decided during the planning for the activity.

## **3. Help gather people together for the activity.**

There is no one best way to gather people for an activity. In some communities—especially where people live far apart from each other—, drumming may be the best way. In others—especially where people live close together—, house-to-house visits may be the best way. To gather people together for an activity in your village, you should use the way or ways that you know work best.

## **4. Help organise people during the activity.**

If a large number of people will be attending the activity, health staff may ask you to help organize people so that everything runs smoothly. For example, you may be asked to help people form lines, to divide people into groups, to pass messages to each of the groups, etc.

## **5. Follow up with some people after the activity.**

At times, health staff may ask you to follow up with some individuals after an activity. For example, if some members of the village were referred to the health facility, you should ensure they go there on the appointed day.

## Activity 3

### Share and plan with the village leaders

The VHT shares information with the village leaders to make them aware of what they have learned about the village, the plans they have made with the VHT supervisor(s), and to plan with the leaders specific actions that can be taken to improve the health and well-being of the village members.



#### How do you share information with the village leaders?

You and the leaders of your village will determine specifically how you will share information with them and how you will develop plans together. Here are some general guidelines that may help you with reporting:

1. **Prepare** some points to share with your supervisor
2. **Meet with your supervisor.** Once your supervisor and you have agreed on your activities, then you may share information and plan with the village leaders.
3. **Meet with your fellow VHT members** to prepare what you will say to the village leaders. In this meeting, you will decide: Who will summarize what the VHT supervisor has said? Will you each speak separately about your part of the village, or will one of you speak for everyone? Will you give regular reports about every part of the village, or will you speak only about changes that have occurred?
4. **Prepare some simple notes** about what you want to share. That way, you can be sure that you will remember all of the important points.
5. **Make time for questions** after you have presented your report.

## How do you plan with the village leaders?

Here are some general guidelines that may help you with planning:

1. **Agree on what will be accomplished.** The goal should be observable and measurable. For example, you can measure this goal: "The number of people sleeping under mosquito nets every night will double in six months." But you cannot measure this goal: "People will understand the importance of sleeping under a mosquito net." (How do you measure "understand"?)
2. **Agree on who will do what.** The plan should include a list of actions that will be taken and who is responsible for each action. If the order in which the actions are carried out is important, include that in the plan as well.
3. **Agree on when things will be done.** For each action that will be carried out, include the date by which it should be done.
4. **Agree on how you will keep track.** Will regular meetings take place? If so, who will meet, where will they meet, and when will they meet?

## Activity 4

### Notify health unit staff immediately about “reportable” diseases

In your regular report to the health unit, you will include information about the illnesses that happen in your village. These might be cough, malaria, diarrhoea, etc. However, there are some diseases that are so serious and dangerous that you must report them to the health unit staff right away. These diseases are:



Disease or condition	How to recognize the disease or condition	Local name for the disease or condition
<b>Polio</b>	Any sudden weakness in a limb of a child less than 15 years of age	
<b>Guinea Worm Disease</b>	Any person with swelling and blisters from whose skin or body a long worm eventually emerges	
<b>Leprosy</b>	Any person with skin patches who has lost sensation in his or her hands and/or feet	
<b>Tetanus</b>	Any newborn who is normal at birth but becomes unable to suck or feed after 2 days	
<b>Bloody Diarrhoea</b>	Any person with diarrhoea with visible blood in stools	

<b>Disease or condition</b>	<b>How to recognize the disease or condition</b>	<b>Local name for the disease or condition</b>
<b>Bloody Diarrhoea</b>	Any person with diarrhoea with visible blood in stools	
<b>Cholera</b>	Any person with lots of watery stools with severe vomiting	
<b>Measles</b>	Any person with fever and a rash (especially on the face and neck)	
<b>Meningitis</b>	Any person with fever and neck stiffness (for children below 1 year, bulging fontanel/ soft spot)	
<b>Plague</b>	Any person with fever and painful swelling in the armpits or in the groin, or any person with cough and chest pain in an area known to have plague	
<b>Rabies</b>	Any person bitten by a mad or abnormally behaving animal	
<b>Ebola</b>	Any case of sudden death or high fever, with bleeding from the nose or mouth, a large amount of bloody vomits and diarrhoea, red urine, or blood spots on the skin	
<b>Yellow fever</b>	Any person with fever and yellowing of the eyes or yellow skin who does not respond to anti-malarial medication	

When you meet with the health unit staff, you will discuss with them the best way to contact them in case of an emergency like this.

## Activity 5

Encourage those who want information or help with child spacing to go to the health unit

Some members of your village may ask you for information or help with child spacing or family planning. If you have been trained to provide information about or help with child spacing, you should do so. If you have not been trained, but you know that another VHT



member in your village has been trained, you should refer people who want information about family planning or child spacing to that trained VHT. If not, you should refer the person or the couple to the health unit, where they can get the information and help they need.

### What is family planning (also known as child spacing)?

Family planning is when an individual or couple decides:

- when to have children,
- the number of children to have, and/or
- the space (time period) in between the children

by using a contraceptive of their choice to do this.

**Note:** For a list of benefits of child spacing using family planning methods, go to your VHT Handbook, pages 62 – 63. Beginning on page 63, you will find descriptions of family planning methods.

# Task 5



## Mobilize the village

Mobilizing the village means calling and bringing together the members of the village for a purpose—such as a health talk, immunization, mobile HIV counseling and testing services, or even a survey. It can also be important to mobilize village members for health activities such as cleaning the area around a common water supply. A village often can accomplish more than a small group of people or even several small groups.

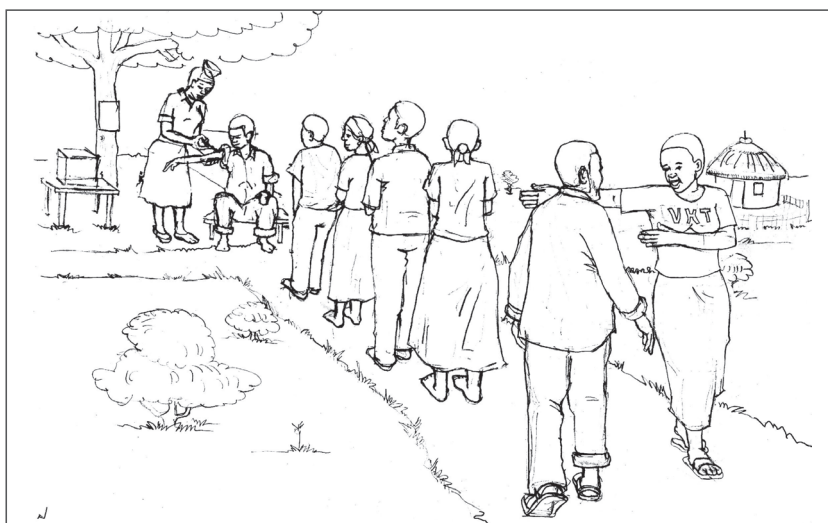
## Activity 1

### Mobilize village members for health activities

#### Why do communities need to be mobilized?

Mobilizing village members is a way to get them involved in making decisions that affect them as well as their neighbors.

When people become involved, they can get information that can help them make better decisions. They can also share and learn better ways of doing things that improve their health and well-being.



#### For what health activities will you mobilize village members?

You may mobilize village members to participate in immunization sessions, such as those held during Child Health days. Or health workers may ask you to mobilize your village during an outbreak of disease, such as Ebola. Your village leaders may also ask you to help mobilize the village for health-related projects, such as latrine construction or trash removal.

#### Who can help you mobilize village members for health activities?

The following people can help you mobilize the village for health activities:

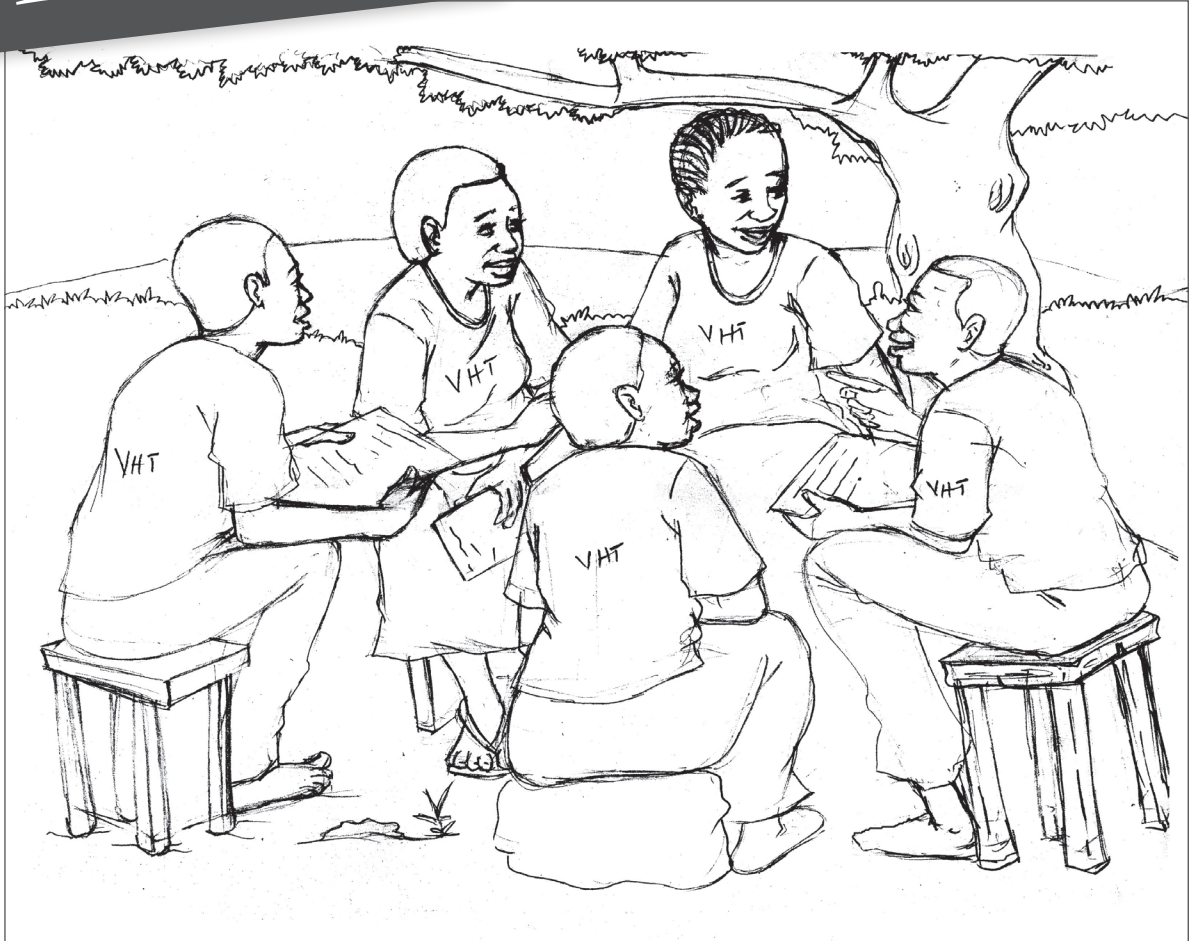
- Traditional leaders
- Religious leaders
- Burial groups
- Farmers groups
- Women leaders
- Traditional healers
- Headmasters/mistresses and teachers
- Micro finance groups
- Drug shop attendants
- Village-based organization leaders



- Market masters
- LC members
- Youth leaders
- Retired civil servants
- Traditional Birth Attendants (TBAs)



# Task 6



## Hold monthly team meetings

All VHTs should hold monthly team meetings to share information and to plan for the coming months. Each team may organize its monthly meeting in the way that seems best to its members. However, there are two actions that a VHT should carry out during each monthly meeting. In Activity 1 you will learn about those two actions.

## Activity 1

### Hold monthly team meetings

#### What is the purpose of monthly team meetings?

The purpose of a monthly team meeting is to carry out two important actions:

1. The members will share with each other what they have done and learned during the month
2. The VHT will prepare the monthly report that will go to the health unit



In this activity, we will examine each of these two actions separately.

#### 1. Share with each other what you have done and learned during the month

Although each of you in the VHT is responsible for carrying out your tasks and activities in your part of the village, all of your VHT members should come together and meet at least once a month for the purpose of sharing what has been done and what has been learned about the village. During these meetings, you can help each other identify new ways to do things and solve problems. When you describe a problem you are having in your part of the village, you may find that another team member has had that same problem and found a good way to solve it. When he or she explains how the problem was solved, you may be able to learn from that experience how to solve your own problem.

**Note:** It is important that each VHT member has a chance to speak

## 2. Prepare the monthly report that will go to the health unit

As described in Task 4, Activity 1 (above), your team will submit a monthly report to the health unit. When you meet as a team, you will work together to enter all of the information in the monthly report. One way to do this is explained in Task 4, Activity 1.

### How should you organize a monthly team meeting?

Each VHT can organize the monthly team meeting in the way that seems best for that team. For example, if the team has chosen a leader, that leader may organize and run the monthly meeting. On the other hand, the members of your team may choose to take turns in organizing and running the monthly meeting. What is important is that you agree on how to organize and run the meeting; that every VHT member should have an opportunity to ask questions and to share information; and that the monthly report is prepared.

Your team may find the following sample meeting agenda helpful.

#### **Sample Agenda for the Monthly VHT Meeting**

- I. Greetings
- II. prayer
- III. Announcements from team leader
- IV. Sharing information one after another
  - 1.
  - 2.
  - 3.
  - 4.
  - 5.
- V. Report preparation
- VI. Agreement about when to meet next







Reaching every household for  
better health development