

Section 3

Public Health Midwife – Office Supervision

Name of the supervising officer :

Designation of the supervising officer :

Date of supervision :

MOH area :

PHM area :

Name of the PHM :

Objective of the supervision :

Was the PHM informed regarding the supervision: Yes/No

Is the PHM in complete uniform: Yes/No

Data on previous supervision on her office

Date of supervision :

Designation of the supervising officer :

Recommendations are implemented : Yes/No

Note on recommendations that were not implemented:

1. General condition of the office

No		Yes	No	Remarks
i	Office is located in a suitable place			
ii	It is easily accessible to the public			
iii	Official name board is displayed			
iv	Content written on the Maggie board/state tallies with advanced program or deviation register			
v	Cleanliness of the office is satisfactory			
vi	Office is well organized			

2. Organization of the office

Items should be displayed on the wall		Yes	No	Comments
a	i. Midwifery certificate			
	ii. SLMC Registration certificate			
b	i. Map of the PHM area			
	• GS divisions/villages are clearly demarcated			
	• Population marked according to the villages			
	• Roads are illustrated			
	• Clinic centers and field weighing posts are marked			
	• Health institutions, Hospitals, and schools are marked (if any)			
	ii No of eligible families and number of houses displayed in a chart according to the villages			
c	i. Approved advanced program is displayed			
d	Vital statistics in table format Following National, Provincial, MOH and PHM area vital statistics are displayed in a table.			
	i. Birth rate in the district			
	ii. Low birth weight rate			
	iii. infant mortality rate			
	iv. Under 5 year mortality rate			
	v. Maternal mortality rate (No need to calculate PHM area-wise)			
	vi. Contraceptive prevalence rate			
e	Estimated and values of the target groups in a table format – for last two years and quarterly for current year			
	i. No. of Eligible couples			
	ii. No. of pregnant mothers			
	iii. No. of infants			
	iv. No. of preschool children	1 – 2 years		
	2 – 5 years			

	Graphs (bar charts) to elicit achievements Performance on following indicators in last two years and quarterly in the current year	Yes	No	Last Quarter %	Comments
f	i. Antenatal care % of pregnant mothers registered (of estimated births X 1.1)				
	% of pregnant mothers registered before 8 weeks (of total pregnant mothers registered)				
	% of pregnant mothers registered after 12 weeks (of total pregnant mothers registered)				
	% of mothers with BMI < 18.5 (of total pregnant mothers registered)				
	ii. Outcome of pregnancy % of deliveries reported (of estimated births)				
	% of births registered (of estimated births)				
	% of low birth weight reported (of reported births)				
	iii. Postnatal home visits. % of mothers received at least one postpartum visits 10 days (of estimated births)				
	% of mothers received at least one postpartum visit during 14 – 21 days (of estimated births)				
	% of mothers received postpartum care around 42 days (of reported births)				
	iv. Family planning. % of family planning method users (of eligible families under care)				
	% of modern family planning method users (of eligible families under care)				
	% of couples with unmet need for family planning (of eligible families under care)				
	v. Immunization coverage (of estimated births) Pentavalent Vaccine I, Japanese Encephalitis Vaccine, MMR Vaccine II				
	vi. Nutritional status of children % of infants weighed (of total infants under care)				
	% of infants underweight (moderate+severe) (of total infants weighed)				
	% of 1 -2 years weighed (of total 1 – 2 years under care)				
	% of 1 – 2 years under weight (moderate + severe) (of total 1 -2 years weighed)				
	% of 2 – 5 years weighed in a quarter (of total 2 -5 years under care)				
	% of 2 -5 years underweight (moderate +severe) (of total 2 - 5 years weighed)				
	vii. % of women attended to well woman clinics (of 35 years age group – 0.8% of the population)				
	viii. % of women attended to well woman clinics (of 45 years age group – 0.8% of the population)				

3. Maintenance of registers, records and returns in the office

No		Satisfactory	Unsatisfactory	Comments
a	Index			
b	Registers			
	i. Eligible family register – H 526			
	ii. Pregnant mothers register – H 513			
	iii. EDD register – H 515			
	iv. Birth and immunization register EPI 3/79			
	v. Register for Growth monitoring register of children			
	vi. Register for mothers who left the area			
	vii. Consumable register			
c	Files/ Records			
	i. H 512 B portions of antepartum mothers properly maintained and arranged according to villages			
	ii. H 512 B portions of postpartum mothers properly maintained and arranged according to villages			
	iii. CHDR B portions are properly maintained and arranged according to villages			
	iv. Family planning records – H 1153 are properly maintained and arranged by village and method			
	v. Family planning stock return (H1158) file			
	vi. Supervision report file			
	vii. Infant death file			
	viii. Special activities file			
d	Diary – H 511			
e	PHM daily record – H 523			
f	PHM monthly record – H 524			

No		Satisfactory	Unsatisfactory	Comments
g	Book to write deviations from the approved advanced program			
h	Visitors book			
i	Action plan for the current year			
j	Availability of equipment/material			
	i Clean Delivery kit with all essential items			
	ii Postpartum box with all necessary items			
	iii Urine test strips			
	iv Weighing equipment – spring balance scale for children, two more weighing trousers in good condition – preferably in two sizes			
k	Health education material			
	i ECCD flashcards			
	ii Breast feeding flash cards			
	iii Flash cards on complementary feeding			
	iv Flash cards on improving growth status of children (GMP)			
	v FP Flash cards			
	vi WWC flash cards			
	vii Models (eg. Model Brest, Dildos)			
	viii Maternal danger sings comic book			
l	Availability of below-mentioned books			
	i Brest feeding booklets – 5			
	ii Hand book for pregnant mothers			
	iii ECCD booklets - 4			

No		Satisfactory	Unsatisfactory	Comments
	iv PHM Handbook on postpartum care			
	v Family planning hand book			
	vi Hand book on MIS			
	vii BMI chart			
	viii Maternal care package guide			
	ix Complementary feeding booklet for parents and caregivers			
	x Well woman clinic manual			
	xi Self-prepared ECCD toys, flash cards and other health education material			
m	Family planning items			
	i Packets of oral pills			
	ii Condoms			
	iii Emergency contraceptive e pills			
n	Micronutrients			
	i Folic Acid			
	ii Vitamin A mega dose			
	iii MMN			

4. Planning of field visits

A mechanism is available to plan the home visits considering a priority basis

Eg. Mothers getting ready to deliver in this month

Visits for high-risk pregnant mothers

Postpartum visits according to date of delivery

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5. Availability of extra formats

Format	Adequate/Not adequate	Comments
H 512 A		
H 512 B		
H 1153		
H 1155		
H 1158		
Other (specify)		

6. Supervision received over the last year

Date	Designation of the supervising officer	Component/service provision supervised (office/ ANC/PNC/ CH/WWC/FP)	Follow up to reviews to assess the progress. Recommendations done/not done