

Site Name: \_\_\_\_\_ Reviewer's Name: \_\_\_\_\_ Date \_\_\_\_\_

Tool G covers in-service communications in these areas:

- HIV and MC education and counseling *materials*
- Group and individual client HIV and MC education and counseling *sessions*
- Individual HIV test counseling and test-application procedures

### **Reviewer Guidance**

Competencies will be determined through review of written materials and direct observation of sessions. Where observation is not possible, assessment may be made through interviews with appropriate staff. Obtain verbal permission from both the managing program official and session participants, i.e., clients for access to group and individual sessions. Select “Yes” for components deemed adequate/available; select “No” for components deemed inadequate/unavailable. **Please elaborate in notes section, as applicable.**

As you move from session to session, collect any written materials available to clients and/or guardians and take note of any posters, flipcharts, etc., as these materials are part of your review.

It is critical that clients be present in order to complete some parts of this tool; if no clients are present, complete the other parts and note the lack of clients as a quality failure.

## Pre-Op Group Education and Individual Counseling Sessions

Through direct observation (optimal) or interviews with counselors, determine whether the following information is presented. Note that some points may be covered in group or individual counseling, and repeated in both settings.

Age range of clients (*group session*)

Client age (*individual session*)

			Yes	No	Comments / Notes
G1	Reviewer observed actual (not simulated) session	Group	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
G2			<input type="checkbox"/>	<input type="checkbox"/>	
		Individual	<input type="checkbox"/>	<input type="checkbox"/>	
G3		Group	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
G4	Group sessions assembled in appropriate age range/Session content is tailored to age of client	Group	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
G5		Group	<input type="checkbox"/>	<input type="checkbox"/>	
		Individual	<input type="checkbox"/>	<input type="checkbox"/>	
G6		Group	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
G7	Leader or counselor manages group and individual client dynamics effectively	Group	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
G8			<input type="checkbox"/>	<input type="checkbox"/>	
		Individual	<input type="checkbox"/>	<input type="checkbox"/>	
G9	Leader or counselor checks for understanding throughout session	Group	<input type="checkbox"/>	<input type="checkbox"/>	
		Individual	<input type="checkbox"/>	<input type="checkbox"/>	
G10	Leader or counselor treats clients with respect and without judgment	Group	<input type="checkbox"/>	<input type="checkbox"/>	
		Individual	<input type="checkbox"/>	<input type="checkbox"/>	

		Yes	No	Comments / Notes	
G11	Clients assured of confidentiality		<input type="checkbox"/>	<input type="checkbox"/>	
		Individual	<input type="checkbox"/>	<input type="checkbox"/>	
G12			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
G13		Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Individual	<input type="checkbox"/>	<input type="checkbox"/>	Props used <input type="checkbox"/> Female condom <input type="checkbox"/>
<b>Leader / Counselor provided accurate and adequate information in these areas:</b>					
G14		Group	<input type="checkbox"/>	<input type="checkbox"/>	
		Individual	<input type="checkbox"/>	<input type="checkbox"/>	
G15		Group	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
G16	Guidance for reducing individual HIV risk	Group	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
G17			<input type="checkbox"/>	<input type="checkbox"/>	
		Individual	<input type="checkbox"/>	<input type="checkbox"/>	
G18	Condom use and other HIV risk reduction measures are still necessary after MC to protect self and partner	Group	<input type="checkbox"/>	<input type="checkbox"/>	
		Individual	<input type="checkbox"/>	<input type="checkbox"/>	
G19	MC does not protect the client's partner(s) from HIV	Group	<input type="checkbox"/>	<input type="checkbox"/>	
		Individual	<input type="checkbox"/>	<input type="checkbox"/>	
G20	Emphasis on need for six week abstinence period during VMMC healing	Group	<input type="checkbox"/>	<input type="checkbox"/>	
		Individual	<input type="checkbox"/>	<input type="checkbox"/>	
G21	Recommendations to improve compliance with abstinence	Group	<input type="checkbox"/>	<input type="checkbox"/>	
		Individual	<input type="checkbox"/>	<input type="checkbox"/>	
G22	Description of MC options for eligible clients (where both standard surgery and devices are available)	Group	<input type="checkbox"/>	<input type="checkbox"/>	Not Applicable <input type="checkbox"/>
		Individual	<input type="checkbox"/>	<input type="checkbox"/>	Not Applicable <input type="checkbox"/>

Consent for MC procedure (counselor's discussion with client prior to client signing informed consent)				
G23	Risks of MC procedure appropriately described (infection, bleeding, scarring/keloid, injury to penis, fistula, allergic reactions, etc.)	Individual	<input type="checkbox"/>	<input type="checkbox"/>

		Yes	No	Comments / Notes
G24	Confidential HIV testing and STI screening are part of MC evaluation	Group	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
G25			<input type="checkbox"/>	<input type="checkbox"/>
		Individual	<input type="checkbox"/>	<input type="checkbox"/>
G26		Group	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
G27	Leader and counselor provided accurate information throughout. <i>(If "No" record errors of fact).</i>	Group	<input type="checkbox"/>	<input type="checkbox"/>
		Individual	<input type="checkbox"/>	<input type="checkbox"/>

### HIV Testing – Counseling and Test Administration

Through direct observation determine whether the following information is presented and whether specific steps in test administration are followed.

Client age

		Yes	No	Comments / Notes
G28		<input type="checkbox"/>	<input type="checkbox"/>	
G29		<input type="checkbox"/>	<input type="checkbox"/>	

**For clients *who declined testing*, the counselor / test provider:**

G30	Respected the client's decision	<input type="checkbox"/>	<input type="checkbox"/>	
G31	Explored reason(s) for client's refusal	<input type="checkbox"/>	<input type="checkbox"/>	

G32	Reinforced benefits of knowing one's HIV status	<input type="checkbox"/>	<input type="checkbox"/>	
G33	Invited client to get tested at a later date	<input type="checkbox"/>	<input type="checkbox"/>	

		Yes	No	Comments / Notes
<b>For all clients the counselor / test provider:</b>				
G34	assured confidentiality	<input type="checkbox"/>	<input type="checkbox"/>	
G35	reinforced client knowledge of HIV transmission risks and preventive measures	<input type="checkbox"/>	<input type="checkbox"/>	
G36	corrected misconceptions about HIV/AIDS	<input type="checkbox"/>	<input type="checkbox"/>	
G37	explained HIV test benefits and limitations	<input type="checkbox"/>	<input type="checkbox"/>	
G38	encouraged partner (e.g. wife) testing	<input type="checkbox"/>	<input type="checkbox"/>	Not Applicable <input type="checkbox"/>
G39	explained HIV testing process	<input type="checkbox"/>	<input type="checkbox"/>	
G40	presented information clearly	<input type="checkbox"/>	<input type="checkbox"/>	
G41	provided accurate information ( <i>note any errors of fact</i> )	<input type="checkbox"/>	<input type="checkbox"/>	
G42	checked for understanding throughout session	<input type="checkbox"/>	<input type="checkbox"/>	
G43	responded to client's non-verbal cues	<input type="checkbox"/>	<input type="checkbox"/>	
G44	engaged client with respect and without judgment	<input type="checkbox"/>	<input type="checkbox"/>	
<b>In conducting the HIV test, the provider:</b>				
G45	conducted test in clean, uncluttered, private space	<input type="checkbox"/>	<input type="checkbox"/>	
G46	could refer to prominently posted, accurate HIV testing algorithm	<input type="checkbox"/>	<input type="checkbox"/>	
G47	wore gloves	<input type="checkbox"/>	<input type="checkbox"/>	
G48	used a current, secure test kit ( <i>sealed with desiccant, kept in proper temperature controlled space</i> )	<input type="checkbox"/>	<input type="checkbox"/>	
G49	immediately, properly disposed of lancet and cotton	<input type="checkbox"/>	<input type="checkbox"/>	
G50	used working timepiece to time the test interval	<input type="checkbox"/>	<input type="checkbox"/>	
G51	read the test result only after recommended time interval	<input type="checkbox"/>	<input type="checkbox"/>	
G52	gave client test results without undue delay	<input type="checkbox"/>	<input type="checkbox"/>	Client tested positive <input type="checkbox"/>

		Yes	No	Comments / Notes
<b>For observed clients testing negative, the HIV test provider:</b>				
G53	withheld results ( <i>if yes, please explain in comments section</i> )	<input type="checkbox"/>	<input type="checkbox"/>	
G54	explained implications of negative result ( <i>including "window period"</i> )	<input type="checkbox"/>	<input type="checkbox"/>	
G55	reminded client that VMMC is only partially protective against HIV	<input type="checkbox"/>	<input type="checkbox"/>	
G56	emphasized how VMMC must be combined with condom use and other HIV prevention practices to minimize risk of HIV infection	<input type="checkbox"/>	<input type="checkbox"/>	
<b>For observed clients testing positive, the HIV test provider:</b>				
G57	withheld results ( <i>if yes, please explain in comments section</i> )	<input type="checkbox"/>	<input type="checkbox"/>	
G58	conducted confirmatory test using different kit brand	<input type="checkbox"/>	<input type="checkbox"/>	
G59	delivered positive results directly and clearly	<input type="checkbox"/>	<input type="checkbox"/>	
G60	offered client appropriate emotional support	<input type="checkbox"/>	<input type="checkbox"/>	
G61	addressed client's HIV understanding and misperceptions	<input type="checkbox"/>	<input type="checkbox"/>	
G62	encouraged disclosure to partner(s) and offered assistance	<input type="checkbox"/>	<input type="checkbox"/>	
G63	encourage partner and family HIV testing	<input type="checkbox"/>	<input type="checkbox"/>	
G64	affirmed that client could still undergo VMMC but it would not reduce risk of HIV transmission to partners	<input type="checkbox"/>	<input type="checkbox"/>	
G65	explained that VMMC recovery may take longer when HIV positive	<input type="checkbox"/>	<input type="checkbox"/>	
G66	emphasized importance of consistent, proper condom use	<input type="checkbox"/>	<input type="checkbox"/>	
G67	provided printed materials for persons testing HIV positive	<input type="checkbox"/>	<input type="checkbox"/>	
G68	initiated referral (linkage) to HIV care and treatment	<input type="checkbox"/>	<input type="checkbox"/>	

## Post-Operative, Pre-discharge Client Observation and Counseling Session

		Yes	No	Comments / Notes
G69	Reviewer observed post-operative, pre-discharge observation and counseling session	<input type="checkbox"/>	<input type="checkbox"/>	
The counselor / care provider:				
G70	recorded client temperature on arrival	<input type="checkbox"/>	<input type="checkbox"/>	
G71	recorded client blood pressure on arrival	<input type="checkbox"/>	<input type="checkbox"/>	
G72	recorded client pulse and respiration rate on arrival	<input type="checkbox"/>	<input type="checkbox"/>	
G73	recorded client temperature 15 minutes after arrival	<input type="checkbox"/>	<input type="checkbox"/>	
G74	recorded client blood pressure 15 minutes after arrival	<input type="checkbox"/>	<input type="checkbox"/>	
G75	recorded client pulse and respiration rate 15 minutes after arrival	<input type="checkbox"/>	<input type="checkbox"/>	
G76	reaffirmed need for six week abstinence period during VMCC healing	<input type="checkbox"/>	<input type="checkbox"/>	
G77	recommended ways to improve compliance with abstinence	<input type="checkbox"/>	<input type="checkbox"/>	
G78	gave oral and written instructions for contacting VMCC staff	<input type="checkbox"/>	<input type="checkbox"/>	
G79	Provided clear, accurate instructions on wound care	<input type="checkbox"/>	<input type="checkbox"/>	
G80	provided instructions for pain management	<input type="checkbox"/>	<input type="checkbox"/>	
G81	described warning signs of adverse events and recommendations for managing	<input type="checkbox"/>	<input type="checkbox"/>	
G82	warned against applying any home or folk remedies, such as animal dung or ash to the MC wound. <b>Message should stress that such applications increase the risk of life-threatening infection, including tetanus.</b>	<input type="checkbox"/>	<input type="checkbox"/>	
G83	explained the importance of returning in-person within 48-hours for a follow-up visit	<input type="checkbox"/>	<input type="checkbox"/>	
G84	communicated in clear, simple terms	<input type="checkbox"/>	<input type="checkbox"/>	
G85	gave accurate information <i>(note errors of fact)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
G86	checked for client understanding throughout session	<input type="checkbox"/>	<input type="checkbox"/>	



G87	engaged client with respect and without judgment	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Follow-up Clinic Visit (2<sup>nd</sup> , 7<sup>th</sup> day, or later)</b>				
<input type="text"/>				
		<b>Yes</b>	<b>No</b>	<b>Comments / Notes</b>
G88	Reviewer observed follow-up clinic visit on ___ post-operative day/week ( <i>indicate which</i> )	<input type="checkbox"/>	<input type="checkbox"/>	
G89	Care provider completed a physical exam	<input type="checkbox"/>	<input type="checkbox"/>	
<b>The counselor / care provider gave client information on:</b>				
G90	the status of client's healing	<input type="checkbox"/>	<input type="checkbox"/>	
G91	the need for six week abstinence period during VMMC healing	<input type="checkbox"/>	<input type="checkbox"/>	
G92	recommended ways to improve compliance with abstinence	<input type="checkbox"/>	<input type="checkbox"/>	
G93	effective wound care and pain management	<input type="checkbox"/>	<input type="checkbox"/>	
G94	importance of not applying any home or folk remedies, such as animal dung or ash to the MC wound, stressing that such applications increase the risk of life-threatening infection, including tetanus	<input type="checkbox"/>	<input type="checkbox"/>	
G95	warning signs of adverse events and recommendations for managing them	<input type="checkbox"/>	<input type="checkbox"/>	
G96	procedures for contacting VMMC staff	<input type="checkbox"/>	<input type="checkbox"/>	
<b>The counselor / care provider:</b>				
G97	gave accurate information (note errors of fact)	<input type="checkbox"/>	<input type="checkbox"/>	
G98	communicated in clear, simple terms	<input type="checkbox"/>	<input type="checkbox"/>	
G99	checked for client understanding throughout session	<input type="checkbox"/>	<input type="checkbox"/>	
G100	engaged client with respect and without judgment	<input type="checkbox"/>	<input type="checkbox"/>	
G101	affirmed client's VMMC decision and encouraged him to bring in friends, peers, male relatives	<input type="checkbox"/>	<input type="checkbox"/>	

## HIV and MC Education and Counseling Materials

Examine all in-service communication materials, including flip-charts, pamphlets, brochures, client guidance and instructional hand-outs. Seek translation/interpretation assistance for assessing materials produced in local language(s). These materials can be reviewed during any stage of the evaluation visit.

		Yes	No	Comments / Notes
G102	On-site signage is sufficient to direct clients to VMMC service locations	<input type="checkbox"/>	<input type="checkbox"/>	
G103	On-site materials adequately support in-service communication	<input type="checkbox"/>	<input type="checkbox"/>	
G104	Materials are legible and in good-condition (i.e., not faded, worn, or distorted)	<input type="checkbox"/>	<input type="checkbox"/>	
G105	Materials tailored to specific audiences are available (e.g., adolescent and adult males, wives/partners, parents, guardians, other home caregivers); <b>describe in notes section.</b>	<input type="checkbox"/>	<input type="checkbox"/>	
G106	Clinic staff can explain or show how they use these materials in client education and counseling	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Materials provide accurate and adequate information in these areas:</i>				
G107	Overarching HIV and AIDS risk reduction information	<input type="checkbox"/>	<input type="checkbox"/>	
G108	Common modes of HIV transmission and relative HIV-risk from specific activities or behaviors	<input type="checkbox"/>	<input type="checkbox"/>	
G109	Guidance for reducing individual HIV risk	<input type="checkbox"/>	<input type="checkbox"/>	
G110	Emphasis on need for abstinence during VMMC healing	<input type="checkbox"/>	<input type="checkbox"/>	
G111	Clear and accurate wound care instructions, including instructions for devices (i.e., ShangRing) if applicable	<input type="checkbox"/>	<input type="checkbox"/>	
G112	Warning against applying any home or folk remedies, such as animal dung or ash to the VMMC wound. <b>Message should stress that such applications increase the risk of life-threatening infection, including tetanus.</b>	<input type="checkbox"/>	<input type="checkbox"/>	
G113	Signs of adverse events and what to do in the case of a suspected adverse event	<input type="checkbox"/>	<input type="checkbox"/>	
G114	Specific contact information for reaching VMMC staff	<input type="checkbox"/>	<input type="checkbox"/>	
G115	Emergency contact number <u>operational</u> ( <b>dial the number, if possible, to confirm that it is in service</b> )	<input type="checkbox"/>	<input type="checkbox"/>	

**Additional comments**

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