**Activity E**

**Becoming familiar with administrative forms used in OCV Campaigns**

**Objective:** To familiarize and give practice to volunteers in filling out the various administrative forms which may be used in an OCV campaign as well as understanding when and why the forms are used.

**Time required:** 40 minutes

**Preparation:** two or three filled in samples of each form for volunteers to refer to; blank copies of each form for each volunteer; cue cards to be read or ‘play acted’ by an instructor. Concentrate on the OCV card, the tally sheet, the AEFI form and the Vaccine coverage form. It is a good idea for facilitators to have a read of the protocols before the training.

Suggested pages of documents for printing are:

AEFI protocol - pages 6, 7,11 and 12

Vaccine Coverage Protocol – pages 7,8,15 and 16

**Takeaway:** Volunteers will take away the forms they have had a go at filling in and have gone through with the instructor – the volunteer noting mistakes. If the attempt to fill in a form has not gone well with a volunteer, they might take one of the samples.

**Rationale**

The success of an OCV campaign depends on efficient administration at all stages and this involves volunteers and staff being familiar with the various documents they may have to fill out as part of the duty station they are assigned to.

This activity aims to make the trainee aware of the different documents, their purpose and when they might be used. Some are very simple, others more complex. For each document there will be several blank versions and a reference which has been filled in. The trainees will look at the reference documents to get an idea of how to fill the document and will then be given a form to fill with a ‘case’ description.

Each trainee should have a go at filling out each type of form with the trainer observing and advising. They should have a clear idea of the purpose of the form.

The key forms included in this activity are:

**Pre-campaign:** Acceptance Survey

**During campaign:** Tally sheet**;** OCV card; Adverse Event Following Immunization AEFI;

**Post campaign:** documents linked to vaccine coverage protocol**;** documents linked to vaccine effectiveness protocol.

**Set-up**

10’ Quickly present the different forms and what their purpose is

10’ Show how to fill out the tally sheet and OCV card and have the participant fill out their own.

20’ concentrate on vaccine acceptance and vaccine coverage surveys. Read out from cue card and get them to fill in, but they ask if they are not sure about something.