



# Healthy Village Promoter's Handbook



**Name**

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**Name of Village:**

**Zone:**

Ministry of Health and Medical Services  
Solomon Islands Government



# 1. Who are Healthy Village Promoters?

**Healthy Village Promoters (HVPs) are voluntary community members who promote healthy lifestyles and support access to health services**

- HVPs work with the community to find out health issues and take action to prevent diseases and live healthy life.



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This handbook was developed by:

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- ◆ Provincial Health Promotion Division of Guadalcanal and Makira-Ulawa
- ◆ Taheramo Area Health Center, Ulawa / Lambi, Area Health Center, Guadalcanal

With the support of:

- ◆ Ministry of Health and Medical Services: NCD Division, Environmental Health Division, Malaria Division, Reproductive Child Health Division (Nutrition section)
- ◆ Nursing Department of Makira-Ulawa
- ◆ WHO Solomon Islands

# What is Healthy Village?

**“Healthy Village” is where the community sustain, own and drive health promotion activities.**

In “Healthy Village”, villagers:

- are aware of health issues in their community
- find ways to improve the situation
- work together to make a difference
- keep working to live healthy and happy life



**Steps to take:**

## **6 “D”s Approach for Community Development**

1. **DISCOVER** : Understand the status of your village by mapping and profiling.
2. **DREAM** : Imagine how your village will be like in the future
3. **DIRECT**: Set priorities and start with urgent matters
4. **DESIGN**: Design a community action plan
5. **DELIVER**: Take action all together on the plan
6. **DRIVE**: See the changes, give feedback to villagers, talk about the next steps.

## **Selection criteria of HVPs**

- **Age**: Should be 18 years old or above.
- **Education level**: Primary education or higher is recommended.
- **Marital status**: Married women or men are prioritized, because they can easily contact other family members and are less likely to leave the village.
- **Gender**: Preferably equal number of females and males in each village.
- **Community acceptance**: Recommended by the Village Health Committee. Recognized culturally, spiritually and accepted by the community.
- **Enthusiasm**: should be willing to work as a HVP for a long time.
- **Resident**: should be a permanent resident of the village.
- **Health Committee**: should be or become a member of Village Health Committee.

# 2. Tasks of Healthy Village Promoters

**Prepare a monthly schedule with Village Health Committee**



**Give awareness talks**



**Support nurse's outreach to your village**



**Measure villagers' weight and BMI  
Provide guidance to overweight, obese  
or underweight individuals**



**Report monthly to the nurse of the clinic**



**Identify and refer people with danger  
(emergency) signs to the health facility**

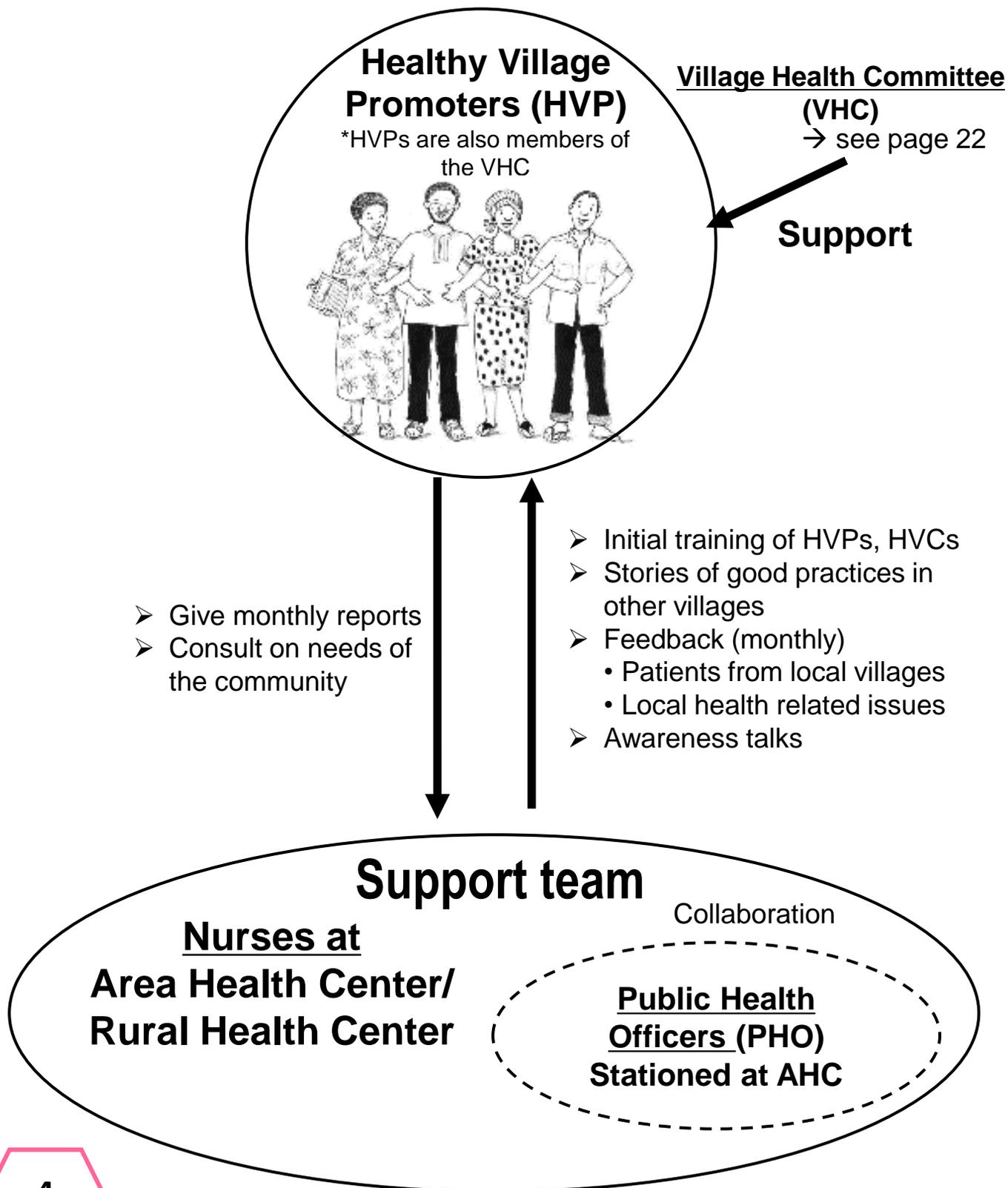


**Feedback to the people on impact and  
progress of activities**



**HVPs take the lead in organizing action  
towards a Healthy Village!**

# 3. Working with nurses and Public Health Officers (PHO) stationed at health centers



# 4. Tips for HVPs



## DO'S

- 1 Be a good role model in health
- 2 Coordinate and notify the community on the date and time to work
- 3 Attend every community programme, especially health related ones
- 4 Work closely with other HVPs, VHCs and community leaders
- 5 Be flexible and punctual to appointments. Be a good time keeper
- 6 Measuring weight of women should be conducted by women
- 7 Make sure that the measurement is accurate (weighing)
- 8 Set and show different types of food examples for the community
- 9 Kept safe all tools\* and keep good records of the use
- 10 Prepare and submit monthly monitoring reports on time
- 11 Be willing to sacrifice in working for the community

## DONT'S

- 1 Don't share confidential and personal information (weight, BMI, diseases, etc.) with anyone in the community, other than the nurse
- 2 Don't give false promises to the community
- 3 Don't smoke, chew beetle nut or drink alcohol during activities
- 4 Don't refuse community members to use the tools\*  
Don't lend out tools\* only to your wantok or family
- 5 Don't stand opposite side of the scale for accurate reading, but stand beside the scale
- 6 Don't conduct any activity at night
- 7 Don't work beyond your responsibility  
(don't pretend that you know everything and give wrong answers or try to perform anything that you are not trained in)

\* Wheelbarrow, spade, axe, crowbar, knife, knife file, rake, garden fork, mattock, etc.

These Do's and Don'ts were suggested by 36 HVPs and VHCs in Ulawa (Feb 2019)

# 5. Essential Information

## Malaria

Take  
Action

### What can HVPs do.... ?

Work together with the community to identify and reduce mosquito breeding sites. Also, inform them of how to avoid mosquito bites (e.g. mosquito nets, repellents).



## No more mosquito breeding sites!

Checkpoint	Action (how)	Tick (✓)
1 <b>Puddles (stagnant pools)</b>	<ul style="list-style-type: none"><li>• Maintain drainage clear</li><li>• Fill the holes and dents with soil</li><li>• Clear any pool within 2 weeks</li></ul>	
2 <b>Coconut shells, mangrove shells, sea shells, rubbish</b>	<ul style="list-style-type: none"><li>• Collect abandoned coconut shells</li><li>• Burn coconut shells and other rubbish</li><li>• Collect other shells and bury them</li></ul>	
3 <b>Empty tins, Taiyo, beer/juice cans, glass bottles</b>	<ul style="list-style-type: none"><li>• Collect empty tins and cans, make holes in them</li><li>• Select a place and dig a rubbish pit</li><li>• Put them in the pit. Bury with soil regularly</li></ul>	
4 <b>Old tyres, wooden canoes</b>	<ul style="list-style-type: none"><li>• Fill old tyres with soil or store them under the roof</li><li>• Turn over wooden canoes not to pool rainwater</li></ul>	
5 <b>Blocked drains</b>	<ul style="list-style-type: none"><li>• Unblock and always keep clear the drains</li></ul>	
6 <b>Pond</b>	<ul style="list-style-type: none"><li>• Stock small fresh water fish (eat mosquito larvae)</li></ul>	
7 <b>Flower pots, buckets, drums, tall grass, bush around the house</b>	<ul style="list-style-type: none"><li>• Make sure no water pools in flower pots, buckets</li><li>• Cut and clear vegetation (tall grass, bush) around the house</li></ul>	

# Other methods to avoid mosquito bites

- Long-lasting insecticidal nets (LLINs)**
  - Check for holes or tears
  - Make no opening between net and floor or mattress
  - Wash every six months.
  - Sleep under the net every night.
- Window screen**
  - Screens must be fixed on all windows and doorways without any holes or opening
- Insect repellants**
  - Mosquito coil: Smoke is harmful to infants in particular. It is good to use it outside the house
  - Mosquito repellent on uncovered parts of the skin is effective for 5-8 hours. Should be applied regularly.
- Local repellants**
  - Burning of lemon leaf, smoke of coconut scrap are recommendable
- Other methods**
  - Wear a light coloured long sleeve shirt and long pants at night
  - Avoid outdoors from 6pm to 6am (mosquitos are active)

## Early diagnosis and treatment



The main symptoms are:

- fever, headache, chills, joint pain**
- loss of appetite, vomiting, convulsion**

- As soon as these symptoms appear, advise the person to go to the clinic for early treatment
- Make sure that the person finishes all the prescribed medicine, even if the person feels better or recovered.

Let's get rid of malaria!

Where do mosquitos breed?

What tools do we need?

Mosquitos cannot breed without water. Let's check!

My son has high fever...



# Water, Sanitation and Hygiene

Take  
Action

Open defecation is a common practice in rural areas. Also some people forget to wash their hands. These lifestyles lead to diarrhea, eye and skin diseases and other health problems.



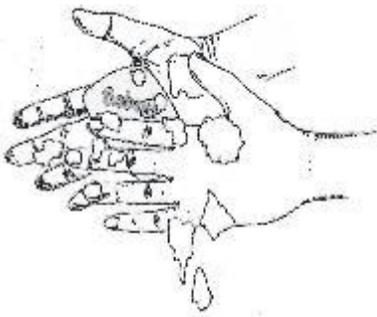
- Feces are full of germs
- Flies, animals and other things can carry germs to our food
- We might end up eating the contaminated food and get sick
- Germs can also enter eyes and skins, and cause infections

## Hygiene Messages

R-WASH identifies 4 key hygiene messages.

### 1. Wash hands with soap (or ash)

- ◆ Wash hands after defecation
- ◆ Wash hands before preparing food
- ◆ Wash hands before eating food
- ◆ Wash hands after handling children's faeces
- ◆ Wash hands after returning from the garden/  
touching animals
- ◆ Make it a rule in every house – everyone must  
wash hands  
– “NO WASH, NO FOOD”
- ◆ Families should prioritize buying soap. more  
important than cigarettes and beer
- ◆ Get storekeepers to stock soap
- ◆ Make sure water is available in every  
household for handwashing. Get households  
to build and use tippy taps – to encourage  
handwashing
- ◆ Parents & schools should teach children to  
wash their hands with soap before meals
- ◆ All community leaders should adopt  
handwashing – they should be role models



## **2. Safe disposal of human faeces**

- ◆ Don't defecate in the bush or mangrove
- ◆ Faeces carries disease – it can be carried to food and water by flies, animals, etc.
- ◆ Build a toilet and encourage all family members to use it
- ◆ Provide water and soap (or ash) outside the toilet for handwashing
- ◆ Dispose of baby's faeces in a toilet

## **3. Use safe drinking water**

- ◆ Use stream water for non-drinking purposes.
- ◆ Boil drinking water to make sure it is safe.
- ◆ Keep containers for drinking water clean and covered.
- ◆ Use one clean cup for removing drinking water.
- ◆ Show children how to get drinking water in a safe way.

## **4. Keep home and surroundings clean**

- ◆ Keep the tap area clean, control pigs, and bury rubbish.
- ◆ Keep food covered from flies.
- ◆ Clean the house on a regular basis.
- ◆ Dig rubbish pits and bury refuse.
- ◆ Keep your pigs in a fence.



# NCDs and Nutrition

Take  
Action

Unhealthy lifestyles can cause serious health problems like Non-communicable diseases (NCDs). NCDs are lifestyle diseases. They don't transmitted from person to person, but make people very sick and disabled or can even cause death.

Major NCDs are:

- Heart disease
- Stroke
- Diabetes
- Cancer

Overweight people may live 3-10 years shorter



## Symptoms of 3 major NCDs

### **Heart attack**

- Pain or discomfort in your chest does not go away
- Pain in your left or right arm, neck and/or jaw
- Short of breath (sot wind) or cold sweat
- Feeling weak, nausea (laek toroaot) and/or dizzy

### **Stroke**

- Sudden numbness or weakness of one side of the face or body
- Sudden confusion or difficulty talking and understanding others
- Sudden problem seeing with one or both eyes
- Sudden dizziness, problem walking, loss of balance
- Sudden severe headache

### **Diabetes**

- Unusual tiredness
- Thirsty (laek drink fogud)
- Frequent urination (mimi olowe)
- Weight loss (bodi hem lus weit)
- Problem with vision (luluk hem bagarap)
- Sores slow to heal (soa no save hil kwik team)

“How do we **prevent** NCDs?”

“By living healthy lifestyles!”

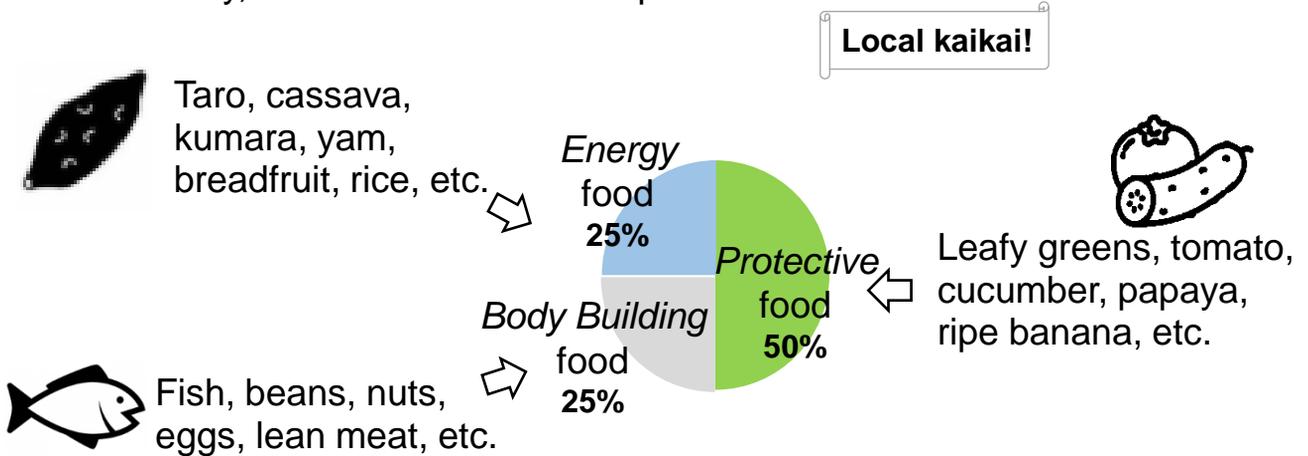
Check the guidelines



Also, if you are over 35 years-old, visit the area health centre once a year for SolPEN screening for diabetes, high blood pressure and risks of heart attack and stroke.

# Guidelines for Healthy Kaikai

1. Eat a variety of foods from the 3 food groups in the appropriate amounts each day, and choose fresh local products:



2. Choose, prepare foods with less salt, fat and sugar. 

**Salt:** Less than 1 teaspoon per day. Avoid food high in salt, i.e. sausages, noodles, salted biscuits, black sauce, Taiyo, sun dried fish, luncheon meat, corned beef, crunchy chips

Healthy options: Use spices, chili, ginger, lemon, shallot, turmeric

**Fat:** Less than 1 teaspoon for cooking oil per day. Avoid deep fried foods, i.e. ring cake, ballrice, fish & chips, butter, margarine. Drain off the fat from the corned beef. Remove chicken skins.

Healthy options: Use coconut, soya bean, olive oil

**Sugar:** Less than 1 teaspoon per day. Avoid sugary drinks, alcohol intake (alcohol turns into sugar in the body), white rice and white bread (high in sugar)

Healthy options: Drink water, coconut juice, fresh fruits, brown rice

3. Eat vegetables and fruits everyday (see page 13: supsup garden) 

## Underweight People

**Eat more “Body Building” foods:** *Double* the amount of body building food, i.e. protein rich foods like fish, beans, nuts, chicken, milk (powder), eggs. Avoid processed meat (luncheon meat, corned beef, sausages). When BMI comes into the normal weight range, halve the amount of body building food.

# Guidelines for Healthy Living

1. Prepare and store foods safety. Wash hands thoroughly with soap before and after handling food. 
2. Do at least 30 minutes of moderate-intense activity (e.g. walking, running, swimming, gardening, cleaning) on 5 or more days a week. Slowly increase from 30 to 60 and to 90 minutes. 
3. Drink plenty of safe and clean water each day (6-8 glasses per day). 
4. Don't smoke, chew betel nut or do drugs. 
5. Drink less alcohol, kava and homebrew, i.e. not more than 2 cans of beer (men) / 1 cup (women) per day. Not drinking is the safest. 
6. Feed babies with breast milk and nothing else for the first 6 months of life. Start complementary feeds at about 6 months and continue breastfeeding until at least 2 years of age. 
7. Relaxing and being part of a community are good for your health. Make sure to enjoy time with family and friends. These lifestyles reduce stress, which increases the risk of stroke, high blood pressure and heart diseases. 

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## Supsup garden

Having a supsup garden near the house is a way to provide families with fresh and nutritious foods by saving time to go to bush fields.

### What vegetable and fruits can be grown?

Slippery cabbage, eggplant, sweet pepper, beans, sweet corn, peanuts, cucumber, tomatoes, chinese cabbage, cassava, pawpaw, shallot, chilis etc.

### How do you look after the garden?

- Watering
- Hand picking of insect pests
- Weed control
- Composting from kitchen waste to improve soil fertility
- Fencing of domestic animals utilizing local materials
- Make raised beds (to avoid domestic animals)
- Planting materials could be reserved from harvest



# Measuring the weight and BMI (Body Mass Index)

Knowing your own weight and healthy weight range with BMI is important, because being overweight can lead to NCDs.

## How to measure BMI:

1. Prepare tools: a) height scale, b) weight scale or fat scale, c) BMI Record Form (see page 21), BMI calculator (colour chart)
2. Measure height
3. Measure weight
4. Use BMI Calculator (colour chart) to find out BMI figure and colour zone

## BMI formula (if BMI Calculator [colour chart] is not available)

Example : a person with height 1.7m (170cm) and weight 78kg

Step 1)  $1.7 \text{ (height)} \times 1.7 \text{ (height)} = \underline{2.89}$

Step 2)  $78 \text{ (weight)} \div 2.89 = \underline{26.9 \text{ (BMI)}}$

Step 3) Look below to see what 26.9 means

BMI	Interpret	Colour zone
Less than 18.5	<b>Underweight</b> (thin) range	Blue
18.5-24.9	<b>Normal</b> weight range	Green
BMI= <u>26.9</u> → 25.0-29.9	<b>Overweight</b> (fat) range	Yellow
30.0-34.9	<b>Obese</b> (very fat) range	Red

## How to use a “Fat Scale”- 5 Steps

STEP 0: Put in the battery and adjust the switch (under the scale) to the middle



STEP 1: Turn on the Power: Press “Guest” to activate

STEP 2: Set age by selecting the number (age) using “MEMORY” (▲) and “GUEST (▼)”  
Then press “SET”

STEP 3: Select Female or Male by using “MEMORY” (▲) and “GUEST (▼)”  
Then press “SET”

STEP 4: Set Height by selecting number (height) by using “MEMORY” (▲) and “GUEST (▼)”. Then press “SET”

STEP 5: Display will show 0.0Kg with a beep. Then, step on the scale.

Display of figure appears in the following order: weight, body fat percentage, water percentage. Write down the figures as soon as they appear.

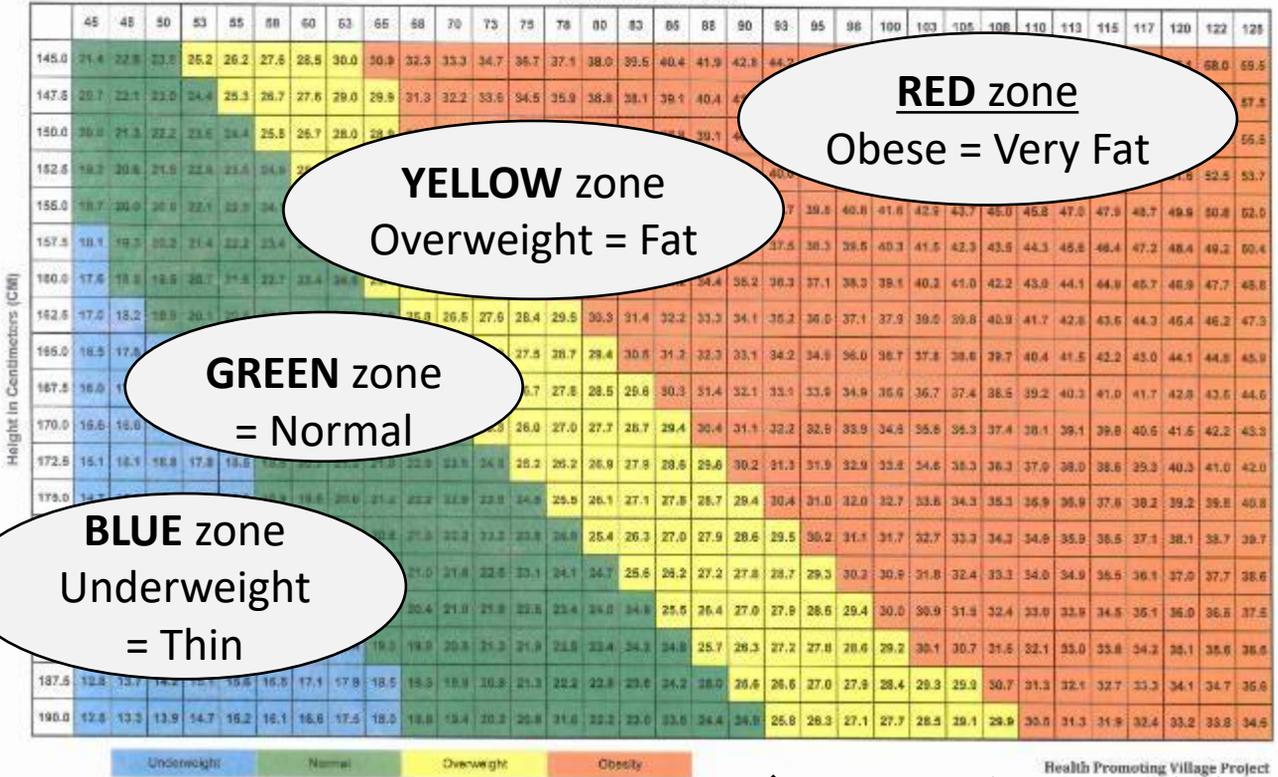




# BMI Calculator



Weight in Kilograms (KG)



**GREEN zone**  
= Normal

**BLUE zone**  
Underweight  
= Thin

**YELLOW zone**  
Overweight = Fat

**RED zone**  
Obese = Very Fat

↑ Use your laminated chart

## What to say to whom:

BMI colour zone	Status	Next scaling	Advice to give
Red	Obese = very fat	After 1 month	<ul style="list-style-type: none"> <li>• Visit a clinic for NCDs (diabetes, blood pressure) checkup</li> <li>• See Guidelines for Healthy Living (see page 12-13)</li> </ul>
Yellow	Overweight = fat	After 3 months	
Green	Normal	After 1 year	
Blue	Underweight	After 3 months	

Please come for follow-up scaling



# 6. Record keeping

One important task of the HVP is to keep good records of the activities and the health status of the villagers of your zone.

Why is it important?

So that you know what is happening to your people, understand health issues and changes in the community and give feedback the people.

Feedback to the people will make them more willing to support and join the Healthy Village activities.

There are 3 types of records that HVPs can take and keep in one notebook.

1. Monthly activity schedule in your zone: → see page 16
2. “BMI record” of people in your zone: → see page 17
3. Record of tools: → see page 18

Your records will also show you what is being done and what is not.



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## 1. Monthly activity schedule in your zone:

- Draft a monthly schedule and share it with the VHCs.
- Adjust with other village activities and events.
- Prepare in advance and inform the community.

Date	Time	Activity	People involved	What you need (tools)	Note

How can we inform the community better?

We can use our “Village Information Board”?

We can remind them using the “Village Bell”.



## 2. BMI Record:

- Keep tracking the BMI of people in your zone.
- Provide guidance to those underweight, overweight or obese.
- Give feedback about changes in their weight and BMI every time.

- ①      ②      ③      ④      ⑤      ⑥      ⑦      ⑧      ⑨      ⑩  
 ↓      ↓      ↓      ↓      ↓      ↓      ↓      ↓      ↓      ↓

Name	M/F	Age	Height (cm)	NCD (i.e. Diabetes, hypertension, heart disease)	Date	Fat (%)	Weight (kg)	BMI	BMI Color code (UW / N / OW / OB)

### Basic information:

- ① Name
- ② Male or Female
- ③ Age
- ④ Height
- ⑤ NCD (this column is for those who have diabetes, high blood pressure or heart disease)



### Record of regular checkups (at least every 3-6 months):

- ⑥ Date
- ⑦ Fat % (this column is used when using the “Fat machine”)
- ⑧ Weight
- ⑨ BMI column to write the figure of BMI using the BMI calculator (BMI chart)
- ⑩ BMI code (UW=Underweight / N=Normal / OW=Overweight / OB=Obese)

### 3. Record of tools – Inventory & log book:

- Make an inventory (list) of tools. (wheelbarrow, spade, axe, crowbar, knife, knife file, rake, garden fork, mattock, etc.).

Name of tool	Quantity	Stored location	Date received	Note
Sample: Wheel barro	1	Community hall	Mar. 2019	

- Keep good records on the use of tools by villagers (date, user and confirmation of return).

Date of borrowing	Name of tool	Quantity	Name of borrower	Sign off borrowing	Date of return	Sign off return



Good management of tools make people join the activities and make the tools last for a long time.

# 7. Reporting

Why do we collect information of the village?

- So that we can identify what the situation is in the village and see what was done.
- To share the information to the nurse (of the closest health facility) every year

## Healthy Village Promoter Annual Report

### Actions

No. of environmental clean-up campaigns \_\_\_\_\_

No. of malaria source reduction campaigns \_\_\_\_\_

No. of awareness talks \_\_\_\_\_

No. of outreach by nurse / health promotion officer \_\_\_\_\_



### Progress

No. of total households \_\_\_\_\_

No. of total households with tap water \_\_\_\_\_

No. of total households with rubbish pit \_\_\_\_\_

No. of total households with toilet \_\_\_\_\_

No. of total households with supsup garden \_\_\_\_\_



No. of total households with animals (pigs, chickens) \_\_\_\_\_

No. of total households with animals (pigs, chickens) in fences \_\_\_\_\_



### BMI Scaling



≤ 18.5



18.6-24.9



25.0-29.9



30 ≤

Male



\_\_\_\_\_

Female



\_\_\_\_\_

TOTAL

\_\_\_\_\_

**Comments / Questions / Suggestions:**

# 8. Communication

## How to give awareness talks:

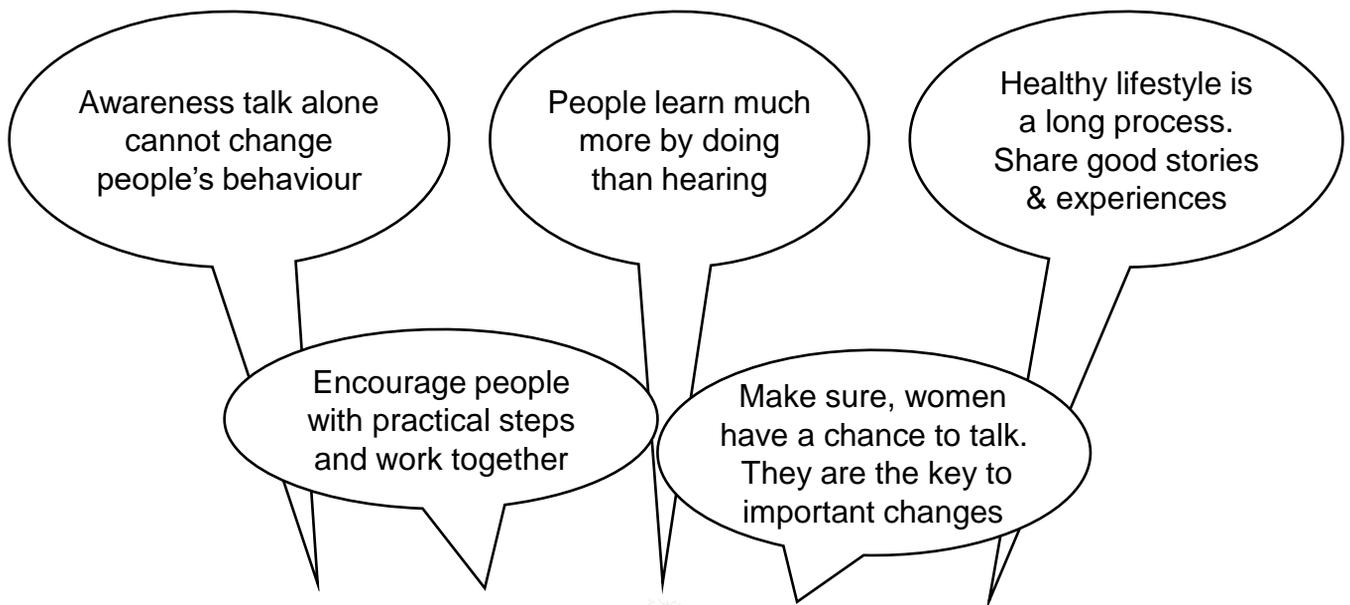
Awareness talks are for small or large groups of people, even to one person. Share useful information and invite people to participate in activities such as clean-up campaigns, supsup garden planting and cooking classes.

## Don't give long speeches telling them what to do:

HVP's role is not to keep telling people what to do. Listen to people! and give positive feedbacks. The job is to get villagers talking and deciding what they want to do. Be patient!

## Get everyone talking about healthy lifestyles in daily life:

People are more likely to change behaviour when they hear the same good stories about healthy lifestyles from many villagers. Let's get talking!



# 9. Creating community support

“Healthy Village” can be achieved only when the whole community work together.

## How do you get people engaged?

Tips: Talk to leaders of different committees and groups. Ask nurses and public health officers for support. Start from your neighbours!

### What can the Community do?

- Take part actively in Healthy Village meetings and activities.
- Adopt new healthy behaviours and tell others about them
- Recognise and support the work of the HVPs
- Contribute small money for activities (e.g. batteries, stationaries)

### How can HVPs continue to encourage and motivate the community?

- Involve key players and leaders of different committees and groups throughout the 6 “D” community development phases (see page 2)
- Share the results of community mapping & profiling with all villagers
- Show the progress of healthy village activities in each zone in a public place, so people will see the changes, recognise efforts of those who took actions and create peer pressure for those lagging behind.
- Discuss with people in each zone on the next steps to take.
- Take community leaders to well performing zones or neighbour villages
- Invite nurses and request them to give talks on health issues in the village.

### Village Monitoring Board

Village name								
Total Population								
Zone	Z1				Z1			
Population per zone								
# of Household								
(quarterly)	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec
Number of:								
1 Water tap								
2 Toilet								
3 Rubbish pit								
4 Drainage								
5 Animal fencing								
6 Supsup garden								
7 Overweight (BMI over 25.0)								
Number of patients:								
1 Malaria								
2 Diarrhoea								
3 ARI								
4 Red eye								
5 Underweight (U5)								
6 Hypertention								
7 Diabetes								

\* Thank those who support your activities!! Celebrate!

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## 10. Roles and functions of the Village Health Committee (VHC)

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**Village Health Committee** supports HVPs throughout the 6 D phases: Discover, Dream, Direct, Design, Deliver & Drive (see page 2).

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- 1 Identify health issues in the community: mapping & profiling
  - 2 Develop a Healthy Village Action Plan
  - 3 Plan a schedule each month in line with the action plan
  - 4 Conduct regular VHC meetings (at least once a month)
  - 5 Conduct awareness talks on disease prevention & healthy lifestyles.
  - 6 Work in team! with village chiefs, ward members, church leaders, etc.
  - 7 Feedback regularly to the community with updated information
  - 8 Review every year the map and the action plan based on progress
  - 9 Collect and share good practices and stories among villagers
- 







**Healthy, Happy and Productive  
Solomon Islanders!**

**As a HVP, you will gain knowledge and skills continuously to  
live and promote healthy lifestyles. We all benefit!**

Contact for support:

1) Phone no: \_\_\_\_\_ (name of nurse in the clinic: \_\_\_\_\_ )

2) Phone no: \_\_\_\_\_ (name of Area Health Center: \_\_\_\_\_ )

3) Phone no: \_\_\_\_\_ (name of HPO at AHC : \_\_\_\_\_ )



• Illustration by the courtesy of Rural WASH Programme, Environmental Health Division,  
Ministry of Health and Medical Services & UNICEF

• ver. Mar 2021