



Centre for Health Development - Eastern Visayas  
Family Health Cluster  
Basic Emergency Obstetric and Newborn Care (BEmONC)  
**Supportive Supervision at RHU/DHC - Procedures**

1. What to take for the supportive supervision

- 1) Last supervisions summary and Action plan
- 2) Referral records of the last month
- 3) All check lists
- 4) Stationary including some carbon paper
- 5) BEmONC manual

2. When and who to go

- 1) Make the plan with the COH to make monthly visit
- 2) Inform the facility of your visit
- 3) Plan your work amongst the team members
  - Person who does the check list 1 needs to go round observing items on the check list and interview
  - Person who does the check list 2 needs to get records
  - Person who does the check list 3 needs to ask the BEmONC team to be present
  - Person who does the check list 4 needs to talk to the clients discreetly
  - Person who does the check list 5 needs to talk with the MHO/DHO

Actual division of responsibility can change depending on how many are there  
Suggested division of work

	Person 1	Person 2	Person 3	Person 4
4 people	Checklist 1, 4 & 5	Check list 2	Check list 3	Check list 6
3 People	Checklist 1, 4 & 5	Check list 2	Check list 3, 6	
2 people	Check list 1, 2, 4 &	Check list 3, 4,6		

3. On the site

- 1) Before you arrive, confirm who does what in the site
- 2) On the site, introduce yourselves and explain what you are going to do
- 3) Explain to the clients that it may disrupt the services
- 4) All supervisors will observe the labor, delivery and postnatal room
- 5) If there are clients, observe actual application of skills and knowledge.
- 6) Carry on with checklist. Fill in the assessment part whrn done.
- 7) When each person is done, all supervisors to sit together then summarize their findings using the feedback sheet. Compare with the last supervision results.
- 8) Prepare feedback sheet
- 9) Call all staff who are not attending the client and give feed back
- 10) Stress positive aspects. Congratulate of they have improved as their action plan.
- 11) Discuss whether the findings have been new or the same problems remain as before
- 12) Discuss and agree how to improve the situation (make an action plan. Prepare one for the hospital, if
- 13) Decide on the next supervision date
- 14) At the end, thank them for their time

*Try to minimize the disturbance to their work*