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

<table>
<thead>
<tr>
<th></th>
<th>Person 1</th>
<th>Person 2</th>
<th>Person 3</th>
<th>Person 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 people</td>
<td>Checklist 1, 4 &amp; 5</td>
<td>Check list 2</td>
<td>Check list 3</td>
<td>Check list 6</td>
</tr>
<tr>
<td>3 People</td>
<td>Checklist 1, 4 &amp; 5</td>
<td>Check list 2</td>
<td>Check list 3, 6</td>
<td></td>
</tr>
<tr>
<td>2 people</td>
<td>Checklist 1, 2, 4 &amp; 6</td>
<td>Check list 3, 4,6</td>
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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 when 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 feedback
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 necessary)
13) Decide on the next supervision date
14) At the end, thank them for their time

Try to minimize the disturbance to their work