

DEFENCE HEALTH MAINTENANCE LIMITED

INSTRUCTIONS AND GUIDELINES FOR MONITORING & EVALUATION/ENLIGHTENMENT CAMPAIGN EXERCISE.

- a. Every group has a **TEAM LEADER** and an **ASSESSOR** (Medical Personnel) as a participant; hence these individuals should be allowed to carry out proper assessment of the Medical facilities. Other team members are to carry out enlightenment campaign, supervise the distribution, filling and collection of questionnaires from the enrollees. However, relevant observations by other team members are encouraged.
- b. Every group is expected to have a central and neutral meeting point prior to commencement of the daily exercise and during review of the exercise at the end of each day.
- c. Every team member is expected to report at the agreed time and location prior to commencement of the exercise. Visitation of civilian healthcare facilities is for facility assessment and to educate/enlighten them about DHML and its operations. Avail them with encounter data forms for submission to DHML every month.

- d. Groups are to ensure during daily pre-exercise briefings that have all requisite M&E forms (001, 002, 003, 005, 006 and 007).
- e. Forms 001 and 003 are particularly important during this exercise; at least 40 forms must be completed per Military HCP/facility if the number of attendees at the enlightenment session exceeds 40. Effort must be made to include equal numbers of serving and retired enrollees who are adjudged mature enough to provide useful responses.
- f. Team members directly involved in facility inspection are to ensure that all section and sub-section of the M&E form 005 as it concerns the level of the HCF are completed. Particular emphasis should be on specific areas/items enumerated in summary of significant observations from 1st to 3rd quarter M&E reports as attached to form 005 for specific facilities, where applicable. Comments on availability and serviceability of all medical equipment listed are expected to ensure all HCFs are graded for specific services using a common and fair baseline denominator.
- g. Teams are encouraged to send completed weekly summary sheets via email or other suitable means to hqdhmlref@gmail.com.