Use the Sub-Kebele Session Planning Form to Plan Your RI Sessions in Advance

**Who**

**HEWs/Nurses:**
- Decide where RI sessions will take place and how many of each session type are needed
- Decide which types of RI sessions (static, outreach, mobile) are needed
- Decide how many of each session type are needed
- Submit the Sub-Kebele Session Planning Form to the PHCU

**What**

**RI session planning:**
- Helps to distribute the workload and avoid conflict of schedules
- Gives the PHCU the information needed for microplanning
- Complete the Sub-Kebele Session Planning Form in June and submit to PHCU in July
- Update the form every 3 months – more often if needed

**When**

- Decide where RI sessions will take place and how many of each session type are needed
- Decide which types of RI sessions (static, outreach, mobile) are needed
- Decide how many of each session type are needed
- Submit the Sub-Kebele Session Planning Form to the PHCU

- HEWs are key to successful routine immunization!
- RI session planning – including communication with the community and PHCU – helps improve the quality of care

**How**

1. Gather the information needed to complete the form
   - Review your HP's immunization map. Update it if needed
   - Update the target population numbers on the immunization map
   - Identify all hard to reach areas, temporary settlements, and underserved groups needing outreach or mobile sessions
   - Decide whether to combine any sub-kebeles for RI sessions (due to time constraints, staffing shortages, etc.)
   - If so, list them one after the other on the form and merge the relevant variables (see example in form below)
   - Plan for at least 4 RI sessions per sub-kebele per year
   - Consult with communities and agree with them on the days and locations of each session

2. Instructions to complete session plan form
   - List each sub-kebele and its estimated total population
   - Indicate the type of strategy to be used (fixed, outreach or mobile)
   - Note any special considerations in the remarks column
   - Review the completed form and updated immunization map with PHCU staff
   - Keep a copy for yourself and submit the original to the PHCU

3. Update the Sub-Kebele Session Planning Form at least every quarter
   - Update the RI schedule whenever there are changes in the Microplan or a change in site and/or date of session
   - Discuss changes and revised schedule with the HC
   - Communicate the changes to the communities

**Examples of immunization map updates to capture on planning form:**
- sub-kebele names
- new or merged sub-kebeles
- new immunization sites
- population numbers

**Sub-Kebele Session Planning (Form K2)**

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of Sub-Kebele</th>
<th>Estimated total population</th>
<th>Surviving infants</th>
<th>Type of service (static or mobile)</th>
<th>Location of service (name)</th>
<th>Distance from health facility (Km)</th>
<th>Session frequency per month</th>
<th>Responsible person</th>
<th>Total target per session (SI/12/session freq)</th>
<th>Schedule (date of vaccination)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Kebele–01</td>
<td>1,000</td>
<td>24</td>
<td>Fixed</td>
<td>Kebele office</td>
<td>0</td>
<td>1</td>
<td>Sr Bedria</td>
<td>3 SI per month</td>
<td>1st Monday of the month</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Kebele–02</td>
<td>1,350</td>
<td>34</td>
<td>OR</td>
<td>Mosque</td>
<td>7</td>
<td>2</td>
<td>Akalu</td>
<td>4 SI per session</td>
<td>1st Tuesday and last Friday of the month</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Kebele–03</td>
<td>750</td>
<td>26</td>
<td>OR</td>
<td>Kebele–04 primary school</td>
<td>6</td>
<td>2</td>
<td>Tamania</td>
<td>2 SI per session</td>
<td>3rd Monday of the month</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Kebele–04</td>
<td>1,200</td>
<td>41</td>
<td>OR</td>
<td>Water point X</td>
<td>8</td>
<td>2</td>
<td>Tawista</td>
<td>4 SI per session</td>
<td>3rd Friday of the month</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Kebele–05</td>
<td>444</td>
<td>17</td>
<td>Mobile</td>
<td>Water point X</td>
<td>30</td>
<td>1 per quarter</td>
<td>Mohammed</td>
<td>6 SI per quarter</td>
<td>1st Thursday of Jul, Oct, Jan, Apr</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Kebele Total</strong></td>
<td><strong>4,799</strong></td>
<td><strong>152</strong></td>
<td><strong>41</strong></td>
<td></td>
<td><strong>6</strong></td>
<td></td>
<td></td>
<td><strong>45 SI per session</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To ensure successful RI sessions:

**One week before the session:**
- Find out where cold chain, vaccines and supplies will be made available
- Confirm the date, time, place, and number of children expected

**Two to three days before the session:**
- Contact community groups (leaders, 1-5 network, HDAs, and others) to mobilize the community.