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

RI session planning:
- Helps to distribute the workload and avoid conflict of schedules
- Gives the PHCU the information needed for microplanning

When

- 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

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

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</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>1000</td>
<td>29</td>
<td>Fixed</td>
<td>Kebele Office</td>
<td>0 km</td>
<td>1</td>
<td>Sr Bedria</td>
<td>5</td>
<td>1st Monday of the month</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Kebele-02</td>
<td>1350</td>
<td>34</td>
<td>OR</td>
<td>Mosque</td>
<td>7 km</td>
<td>2</td>
<td>Akalu</td>
<td>4</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>24</td>
<td>OR</td>
<td>Kebele-04 primary school</td>
<td>6 km</td>
<td>2</td>
<td>Tamima</td>
<td>2</td>
<td>2nd Monday of the month</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Kebele-04</td>
<td>1200</td>
<td>41</td>
<td>OR</td>
<td>Water point X</td>
<td>8 km</td>
<td>2</td>
<td>Mohammed</td>
<td>6</td>
<td>1st Thursday of Jul, Oct, Jan, Apr</td>
<td>(Since less than 1/month, not included in frequency total)</td>
</tr>
<tr>
<td>5</td>
<td>Kebele-05</td>
<td>499</td>
<td>17</td>
<td>Mobile</td>
<td>Water point X</td>
<td>30 km</td>
<td>(1 per quarter)</td>
<td>Mohammed</td>
<td>6</td>
<td>1st Thursday of Jul, Oct, Jan, Apr</td>
<td>(Since less than 1/month, not included in frequency total)</td>
</tr>
<tr>
<td></td>
<td>Kebele Total</td>
<td>4799</td>
<td>132</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>15</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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
- Give the PHCU the revised schedule
- Communicate the changes to the communities

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