Activity 1.4 – Identify errors in a standardized HTC register

Purpose: A standardized HIV logbook is an ongoing quality assurance monitoring tool. Relevant testing information is not completely captured in the logbook. To recognize common errors that may be detected while reviewing HIV logbook.

**RESOURCES FOR FACILITATOR:**

* PowerPoint slides: HIV logbook Activity 1.4 slides 2-11
* Flipchart and markers

**RESOURCES FOR PARTICIPANTS**

* Handout 1.4H1: Completed logbook page examples
* Worksheet 1.4W1: Logbook data review
* Pens

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| **Step** | **Detailed Description (Option 1- Individual Activity)** | **Resources** | **Time** |
| 1 | Introduce the activity:   * Inform the participants that they will review examples of HIV logbook pages for completeness and accuracy * Inform the participants that they will be working individually using handout 1.4H1 and worksheet 1.4W1 | NA | 3 min |
| 2 | INSTRUCTIONS   * Distribute handout 1.4H1 and worksheet 1.4W1 to each participant * Display HIV logbook Activity 1.4 slides 2-11 * Ask the participants to review the examples and enter their observations into worksheet 1.4W1 * Ask the participants to document any suggested corrective actions in worksheet 1.4W1 * Choose volunteers to show the group what errors they identified in the HIV logbook page and what corrective actions they would provide to the site * Provide positive feedback to those participants that identify all the errors correctly.     *Note: Adapt examples based on country testing algorithm* |  | 2 min |
| 3 | Conduct the activity:   * Facilitate the activity for accuracy * Monitor time | Handout 2.4H1  HIV logbook Activity 2.4 slides 2-11 | 15 min |
| 4 | Debrief the activity:   * Discuss any outstanding concerns | NA | 10 min |
| **Total Time** | | | 30 min |

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| **Step** | **Detailed Description (Option 2- Group Activity)** | **Resources** | **Time** |
| 1 | Introduce the activity:   * Inform the participants that they will review examples of HIV logbook pages for completeness and accuracy * Inform the participants that they will be working in groups using handout 1.4H1 and worksheet 1.4W1 | NA | 3 min |
| 2 | INSTRUCTIONS   * Divide participants into groups of five * Distribute handout 1.4H1 and worksheet 1.4W1 to each group * Display HIV logbook Activity 1.4 slides 2-11 * Ask the participants to work in their designated groups and review the HIV logbook examples in handout 1.4H1 for any errors * Choose representatives from each group to discuss what errors they identified in the HIV logbook page and the corrective actions they would implement * Each group will receive five points for every error they identify correctly * Provide positive feedback to those groups that identify all the errors correctly   *Note: Adapt examples based on country testing algorithm* |  | 5 min |
| 3 | Conduct the activity:   * Facilitate the activity for accuracy * Monitor time * Monitor score for each group on the flipchart | Handout 1.4H1  HIV logbook Activity 1.4 slides 2-11  Flipchart for scoring | 15 min |
| 4 | Debrief the activity:   * Discuss any outstanding concerns | NA | 7 min |
| **Total Time** | | | 30 min |