Activity 6.2 – Complete the Audit Summary Report

Purpose: The Stepwise Process for Improving the Quality of HIV Rapid and Recency Testing (SPI-RRT) checklist for use in HIV-related testing is primarily intended for use as a guide to improve quality of HIV rapid testing. This activity will focus on how to complete the audit summary report.

**RESOURCES FOR FACILITATOR:**



* SPI-RRT audit excel summary worksheet

(if tablet not available)

* SPI-RRT audit summary report template
* Laptop
* Tablet

**RESOURCES FOR PARTICIPANTS**

* Worksheet 6.2W1 Excel database for analysis

(if tablet not available)

* Worksheet 6.2W2 Auditor summation report
* Pens

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| **Step** |  **Detailed Description** |  **Resources** |  **Time** |
| 1 | Introduce the activity:* Inform the participants that they will complete the audit summary report for SPI-RRT.
 | SPI-RRT Checklist | 5 min |
| 2 | INSTRUCTIONS* Inform the participants that they will remain in the same groups that performed the audit at each testing site (group of 4 participants + 1 facilitator or an experienced assessor)
* Instruct each group to work together to analyze the data collected from the SPI-RRT and complete the summary report
* Remind each group that the data should be analyzed based on the following parameters:
	+ Checklist sections
	+ Certification level
	+ Region
	+ Program setting
 | Worksheet 6.2W1 Excel database for analysis Worksheet 6.2W2 Auditor summation report | 10 min |
| 3 | Conduct the activity:* Enter data into the excel database to see the progress of certification levels
* Facilitate the activity for accuracy and assist with the data analysis
* Monitor the activity for time
* Remind the participants to summarize their findings and analysis in a final report.
 |  | Overnight |
| 4 | Debrief the activity: * Ask each group to present their findings and summary report to the entire classroom
* Answer and verify any questions or concern’s
 | Worksheet 6.2W1 Excel database for analysis Worksheet 6.2W2 Auditor summation report | Next day |
| **Total Time** | 2 days |