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

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |