

# 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

HEWs are key to successful routine immunization!

## What

### RI session planning:

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

RI session planning – including communication with the community and PHCU – helps improve the quality of care

## 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



## 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

### Examples of immunization map updates to capture on planning form:

- sub-kebele names
- new or merged sub-kebeles
- new immunization sites
- population numbers

### 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

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

S.No	Name of Sub-Kebele	Estimated Total Population	Surviving Infants	Type of Service (Static, OR, Mobile)	Location of Service (Name)	Distance from health facility	Session frequency per month	Responsible Person	Total target per session (=SI/12)/ session freq)	Schedule (Date of vaccination)	Remarks
1	Kebele-01	1000	29	Fixed	Kebele office	0	1	Sr Bedria	3	1st Monday of the month	
2	Kebele-02	1350	39	OR	Mosque	7 Km	2	Akalu	4	1st Tuesday and last Friday of the month	
3	Kebele-03	750	26	OR	Kebele-04 primary school	6 km	2	Tamima	2	2nd Monday of the month 3rd Friday of the month	
4	Kebele-04	1200	41			8 km			4		
5	Kebele-05	499	17	Mobile	Water point X	30 km	(1 per quarter)	Mohammed	(6)	1st Thursday of Jul, Oct, Jan, Apr	(Since less than 1/ month, not included in frequency total)
<b>Kebele Total</b>		<b>4799</b>	<b>152</b>				<b>5</b>		<b>13</b>		

## 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