



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

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	1,000	29	Fixed	Kebele office	0	1	Sr Bedria	3	1st Monday of the month	
2	Kebele-02	1,350	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	
4	Kebele-04	1,200	41			8 Km			4	3rd Friday of the month	
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
Kebele Total		4,799	152				5		13		

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 and submit the original to the PHCU.

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.

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
- Communicate the changes to the communities