

Module 6. Recording and Reporting

Organizing Principle

The course walks you through the different policies and procedures in NTP implementation following the chapters of the MOP. This chapter is on Recording and Reporting.

Allot 3 to 4 hours for you to finish this module.

Learning Objectives

After studying this module, you should be able to:

1. explain the importance of recording and reporting,
2. explain the policies in in recording and reporting for NTP,
3. describe the different procedures for recording and reporting, and
4. correctly fill-up the NTP recording and reporting forms.

Learning Activities

For this module, you will (i) read documents, (ii) go through some slides, (iii) fill up forms as part of an exercise, (iv) participate in a discussion forum and in the live chat session for the week where Modules 6 and 7 topics will be covered. You are expected to fill up all the forms correctly. As in the previous module, you may try as many times as needed to get all the answers right.

Let us begin.

- I. Read pages 60 through 108 of Chapter 5 of the Revised NTP MOP

Read this chapter while keeping the objectives of this module in mind. Notice that some of the forms were already introduced to you in the previous modules. Still, study them again and see how they relate to the other recording and reporting forms.

Answer the following guide questions as you go through the chapter:

1. Explain the importance of recording and reporting (See page 60.)
2. Explain the policies in recording and reporting in NTP (See pages 60 -61.)
3. Describe the proper procedures in recording (See pages 61 – 90.)
4. Describe the proper procedures in reporting (See pages 91 – 108.)
5. Explain what information each form should contain.

Below is the complete list of the NTP recording and reporting forms:

Records (11)	Reports (9)
Form 1. Presumptive TB Masterlist	Report 1. Quarterly Report on TB Microscopy and GX Laboratory Examinations
Form 2a. NTP Laboratory Request Form	Report 2. Quarterly Report on EQA for TB Microscopy
Form 2b. NTP Laboratory Result Form for HIV Testing of TB Patients	Report 3a. Quarterly Report on Case Finding of Drug-susceptible TB cases and IPT
Form 3. NTP Laboratory Register (Microscopy and Xpert MTB/RIF)	Report 3b. Quarterly Report on DR-TB Cases

Records (11)	Reports (9)
Form 4. TB Treatment/IPT Card	Report 4. Quarterly Report on Drug and Supply Inventory and Requirement
Form 5. NTP ID Card	Report 5a. Quarterly Report on Treatment Outcome of Drug-susceptible TB cases
Form 6a. Drug-susceptible TB Register	Report 5b. Quarterly Report on Interim Treatment Outcome of DR-TB Cases
Form 6b. DR-TB Register	Report 5c. Quarterly Report on Annual Report on Treatment Outcome of DR-TB Cases
Form 7. NTP Referral Form	Report 6. Quarterly Report of Hospital TB Referrals
Form 8. Hospital TB Referral Logbook	
Form 9. IPT Register	

II. Go through Slide Set #6

Go through the slides which highlight the important points to remember in the chapter. Do not expect to master recording and reporting by just going through the slides. Developing proficiency in recording and reporting requires careful attention to details, and practice. Exercise # 6 below is an opportunity for you to do so.

III. Do Exercise #6

Click on *Exercise #6*. This exercise will test your ability to correctly accomplish recording and reporting forms. You may try as many times as needed to get a perfect score. Refer to the *Guide to Exercise #6* for the instructions and data to use in this exercise. Be sure to upload your answers to the exercise before the scheduled chat session.

IV. Participate in the Discussion Forum

You are required to post your comments or questions in the discussion forum for this week which will cover Modules 6 and 7. Refer to the *Guide to Discussion Forums* for detailed instructions. The answers to the exercises for these modules will be discussed by Thursday afternoon of the week these modules are scheduled. You are expected to re-submit your answers to the exercises if there are errors in your initial submission. Remember that you are expected to answer all the items correctly.

V. Participate in the Live Chat Session (optional)

As in the previous module, you are encouraged to participate in the live chat session which will cover Modules 6 and 7. The date and time for the session will be announced. Refer to the *Guide to Live Chat Sessions* for detailed instructions. Please enter the chat room at least 5 minutes before the scheduled start of the session. Please be ready to share your answers to the exercises, and any comments or questions you may wish to raise.

VI. Reflection

Before you leave this module, go back to the learning objectives and see if you have achieved all of them. Confirm that you have correctly answered all the items in the exercise. If errors are noted in your answers, correct them again as needed. If you answered all items correctly, then...

Congratulations for finishing Module 6!

References

Department of Health. (2014). *National tuberculosis control program manual of procedures 5th edition* [Electronic version]. Retrieved from http://itis.doh.gov.ph/mop_2014.pdf

Department of Health. (2014). Slide sets for training on the NTP manual of procedures 5th edition. Available from the National Tuberculosis Control Program Management Office (NTPMO) of the Department of Health