

Guide to Exercise 7: Recording and Reporting for Logistics

Objectives

This activity provides trainees the opportunity to familiarize themselves with the NTP recording and reporting forms for logistics management and how to fill up the forms.

Task and Outputs:

For the case below, trainees must correctly accomplish Report 4 (Quarterly Report on Drug and Supply Inventory and Requirement.) Trainees must submit both their “draft” and “final” outputs on or before the set deadlines.

Specific Guidelines

1. Download Report 4.
2. “Insert” your full name in the uppermost portion of the form. Be sure not to alter the format of the form.
3. Read carefully the case information below.
4. Based on the given data, accomplish Report 4.
5. Once finished, save the form in Word format using a filename with this format:
YOURSURNAME_FIRSTNAME_EX7_ReportNo (Ex: Santos_MariaTeresa_EX7_Report4)
6. Upload the accomplished form as “draft” before 12:00 noon of Thursday on the week this module is scheduled. The date and time of your submission will be captured by the system. (This will be downloaded by the Course Facilitator for documentation before the answers are made available and discussed in the forum.) If you encounter difficulties in uploading, you may email your output directly to the Course Facilitator.
7. The answers for the exercise will be discussed in the forum starting Thursday afternoon onward. Compare your answers with those in the answer key. Go back to the NTP MOP, 5th ed., if necessary, to find out the correct answers.
8. If you disagree with the answer key or if you have questions, post them in the discussion forum.
9. Correct your answers, if any, and upload the form again using the same filename as “Final” on or before the new deadline. Again, you may email them directly to the Course Facilitator if you encounter any difficulty in uploading to the course site.
10. Your edited submission will be checked for completeness and correctness. If there are still wrong answers, it will be reverted to “draft” for you to correct and submit again as “Final.”

The case

For this exercise, consider the following background information:

	Q1 2013	Q2 2013	Q3 2013	Q4 2013
BASED ON QUARTERLY LABORATORY REPORT				
Presumptive TB cases that underwent DSSM	43	47	45	40
DSSM follow-up examination done	38	41	40	35
BASED ON QUARTERLY REPORT ON ALL TB CASES				
Total TB cases registered under Cat 1, adults	8	12	16	7
Total TB cases registered under Cat 2, adults	1	0	1	1
Total TB cases registered under Cat 1, children	3	5	8	4
Total TB cases registered under Cat 2, children	0	0	0	0

Assume that today is January 4, 2014. The RHU nurse conducted an inventory of TB drugs and supplies and noted the following supplies:

Category 1 for adults – 12 kits

Category 1 for children – 4 kits

Sputum cups – 750

Glass slides – 288 pcs (4 boxes)

Immersion oil – 1 bottle

Staining kits – 8 kits

Category 2 for adults – 0

Category 2 for children – 0

Based on the above information, compute for the quarterly drug requirement and the annual laboratory supply requirement. Accomplish Report 4.

(COMPLETE THE ABOVE EXERCISE BEFORE CONTINUING)

An NGO partner is starting its project this January, which aims to increase TB case finding in the two elementary schools of Municipality G, as well as in day care centers. It will undertake active case finding for TB in children in schools/day care centers to increase child TB cases by 50%. Will this have an effect on the drug request? If yes, how?

Your activity in the course site is tracked and documented automatically by the system.