

**Preparations for the Activity**

1. Read the Activity Design.
2. Send invitations to the participants and resource speakers 3–4 weeks before the target dates.
3. Arrange and reserve a venue for two days. If accommodations are provided for the participants, book the rooms as well.

**Materials to Prepare**

- Laptops for each group (5 groupings)
- LCD projector and screen
- Extension cords
- PowerPoint presentation on Introduction to DOTS in SDN (Optional. Refer to Session 1 description for details)
- PowerPoint presentation on updates on engaged facilities (refer to Session 2 description for details)
- Printed copy of Guide Questions
- Printed/electronic copies of:
  - Sample of a generic DOTS in SDN protocols and procedures
  - Sample of LGU-developed referral protocols and procedures

**HOW TO RUN THE WORKSHOP**

**Session 1. Introduction to DOTS in SDN**

This session will introduce the concept of the DOTS Network to the participants. The slide presentation to be used for this session is the *Introduction to DOTS in SDN* used in *Step 3: Conduct advocacy and consultation*. If the participants you invited for this workshop are the same participants who attended the advocacy and consultation meetings, you can skip this session.

**Suggested Tool:** PowerPoint Presentation on Introduction to DOTS in SDN

**Session 2. Updates on engaged facilities**

The presentation should be prepared by the PHO. This is just to show the participants which TB service providers have already been engaged and trained and who else are in the pipeline.

**Session 3. Standard contents of referral protocol**

**WORKSHOP 1: DEVELOPING THE CONTENT OUTLINE OF THE REFERRAL PROTOCOL AND PROCEDURES**

**Objective**

At the end of this workshop, each group would have outlined the agreed processes and procedures related to the topic assigned.

## Facilitator's Guide for Workshop on Developing Protocols and Procedures

### **Process**

1. Divide the participants into groups. Ideally, each group should not have more than 10 members, with at least 1 facilitator, and with representation from varied sectors. The number of groups would depend on the contents agreed upon by the group.
2. Assign one topic/content per group. If the group cannot decide on the initial content of the protocol, you may use the list below as guide for the group assignment and for the contents of the referral protocol. Items may be added or deleted depending on agreements.
  - Procedures for referring and providing feedback
  - Procedures for reporting and recording
  - Procedures for logistics management
  - Procedures for monitoring, supervision and evaluation
  - Quality Assurance (DOTS certification, EQA)
3. Give each group a copy of the **Guide Questions** included in the Suggested Tools.

**Suggested tools:** Guide Questions

**Process Output:** Bullet-point outline of the referral protocol in PowerPoint Presentation

### **Session 4. Presentation of Workshop 1 outputs**

After completing the task, ask each group to present their outputs in plenary so that the other participants can comment. Possible revisions should be noted during the presentation so that the concerned group can work on them in the next workshop.

### **Session 5. Presentation of overall outline of referral protocol**

Before asking the participants to regroup, present the consolidated output of Workshop 1 (combine all outputs of all the groups into one big outline of the protocol) as part of recap. This will be the basis for Workshop 2.

## **WORKSHOP 2: WRITING THE DRAFT OF THE REFERRAL PROTOCOL AND PROCEDURES**

### **Objective**

At the end of this workshop, each group would have drafted the content of the outline of the assigned topic.

### **Process**

1. Ask the participants to go back to their assigned grouping.
2. Give copies of the samples of referral protocols and procedures to each group (*refer to Suggested Tools below*). This can serve as a guide for them to determine the content of the outline.
3. Instruct them to start drafting the content of each bullet in their outline. They should also take into consideration the suggested revisions (if any) that were brought up during the plenary discussion for Workshop 1 outputs.
4. After completing this task, collect all outputs of the group for consolidation. There is no need for the participants to present their outputs.

## **Facilitator's Guide for Workshop on Developing Protocols and Procedures**

### **Suggested tools**

- Sample of a generic DOTS in SDN protocols and procedures (electronic/printed copy)
- Sample of LGU-developed referral protocols and procedures (electronic/printed copy)

**Process Output:** Draft of the contents of the outline of referral protocol

### **Session 6. Plenary discussion for the next steps**

#### **Suggested next steps**

1. Finalize the protocol.
  - a. The PHO/CHO should review, consolidate and refine the content of the referral protocol.
  - b. Send the consolidated and refined version of the referral protocol to the participants through email or courier. Give them a set period for reviewing and commenting on the protocol. Even comments like “no comments” should be sent back to inform you that the protocol is acceptable to them. Set a deadline for submission of comments.
  - c. Revise and finalize the referral protocol based on comments that were submitted.
2. Print and disseminate the referral protocols among all participating TB service providers and members of the community.
3. Source funding for establishing DOTS in SDN.
4. Initiate remaining activities to establish DOTS in SDN.