

***Steps for Monitors to Validate “The Switch”***

2 week validation period following the National Switch Day

|  |  |  |
| --- | --- | --- |
| ***Preparation- Before National Switch Day*** | | |
|  | 1. Receive list of cold chain stores and service points to visit from coordinator/supervisor | |
|  | 2. Develop micro-plan for visit schedule to sites (transportation, contacts, monitoring tools) | |
|  | 3. Retrieve Independent Monitoring Data Collection Tool (Form 1) to record each site visited | |
| ***Visit Stores- 2 week validation period following National Switch Day*** | | |
|  | 1. Ask staff at site to show you the vaccine storage equipment | |
|  | 2. Identify where the tOPV is located (inside or outside of cold chain) | |
|  | ***If tOPV vials found inside cold chain:*** |  |
|  | * *Remove tOPV vials*   **Label and remove tOPV for disposal!**   * *Keep vials in a plastic bag, labelled with*   *information on: number of vials, the store*  *vials were found, and the date of collection*   * *Corrective action: Return vials to disposal site or coordinator* * *Record findings on Form 1* | |
|  | ***If tOPV vials found outside of cold chain:*** |  |
|  | * *Verify if in a disposal bag with appropriate label (eg, Do not use. Destroy)* * *Record findings on Form 1* | |
|  | 3. Check for bOPV in cold chain | |
|  | 4. Check for IPV in cold chain | |
|  | 5. Record the number of excess tOPV vials at facility based on the stock ledger, number disposed, methods used for the disposal of tOPV | |
|  | 6. Determine if a follow-up visit is needed for the site | |
|  |  | |
| ***Report Findings- Check-in daily with supervisor*** | | |
|  | 1. Report results daily either in-person or by phone to monitoring coordinator/supervisor | |
|  | 2. Complete any follow-up visits as requested  3. Submit Independent Monitoring Data Collection Tool (Form 1) to monitoring coordinator/supervisor upon completion of assigned Monitoring | |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | ***Store Location or Name*** | ***tOPV in cold chain (Yes = 1 No = 0)*** | ***tOPV out of cold chain without label “Do not use” (Yes = 1 No = 0)*** | ***bOPV in cold chain (Yes = 1 No = 0)*** | ***IPV in cold chain (Yes = 1 No = 0)*** | ***# vials disposed or pending disposal at time of monitoring*** | ***# vials destroyed at service point by report date*** | ***Disposal method (Multiple codes okay)\**** | ***Corrective actions\*\* (Multiple codes okay)*** | ***Status (ongoing or completed*** | ***Due date, if ongoing*** |
|  | ***A*** | ***B*** | ***C*** | ***D*** | ***E*** | ***F*** | ***F*** | ***G*** | ***H*** | ***I*** | ***J*** |
| ***1*** |  |  |  |  |  |  |  |  |  |  |  |
| ***2*** |  |  |  |  |  |  |  |  |  |  |  |
| ***3*** |  |  |  |  |  |  |  |  |  |  |  |
| ***4*** |  |  |  |  |  |  |  |  |  |  |  |
| ***5*** |  |  |  |  |  |  |  |  |  |  |  |
| ***6*** |  |  |  |  |  |  |  |  |  |  |  |
| ***7*** |  |  |  |  |  |  |  |  |  |  |  |
| ***8*** |  |  |  |  |  |  |  |  |  |  |  |
| ***9*** |  |  |  |  |  |  |  |  |  |  |  |
| ***10*** |  |  |  |  |  |  |  |  |  |  |  |
|  | ***TOTAL # stores*** |  |  |  |  |  |  |  |  |  |  |