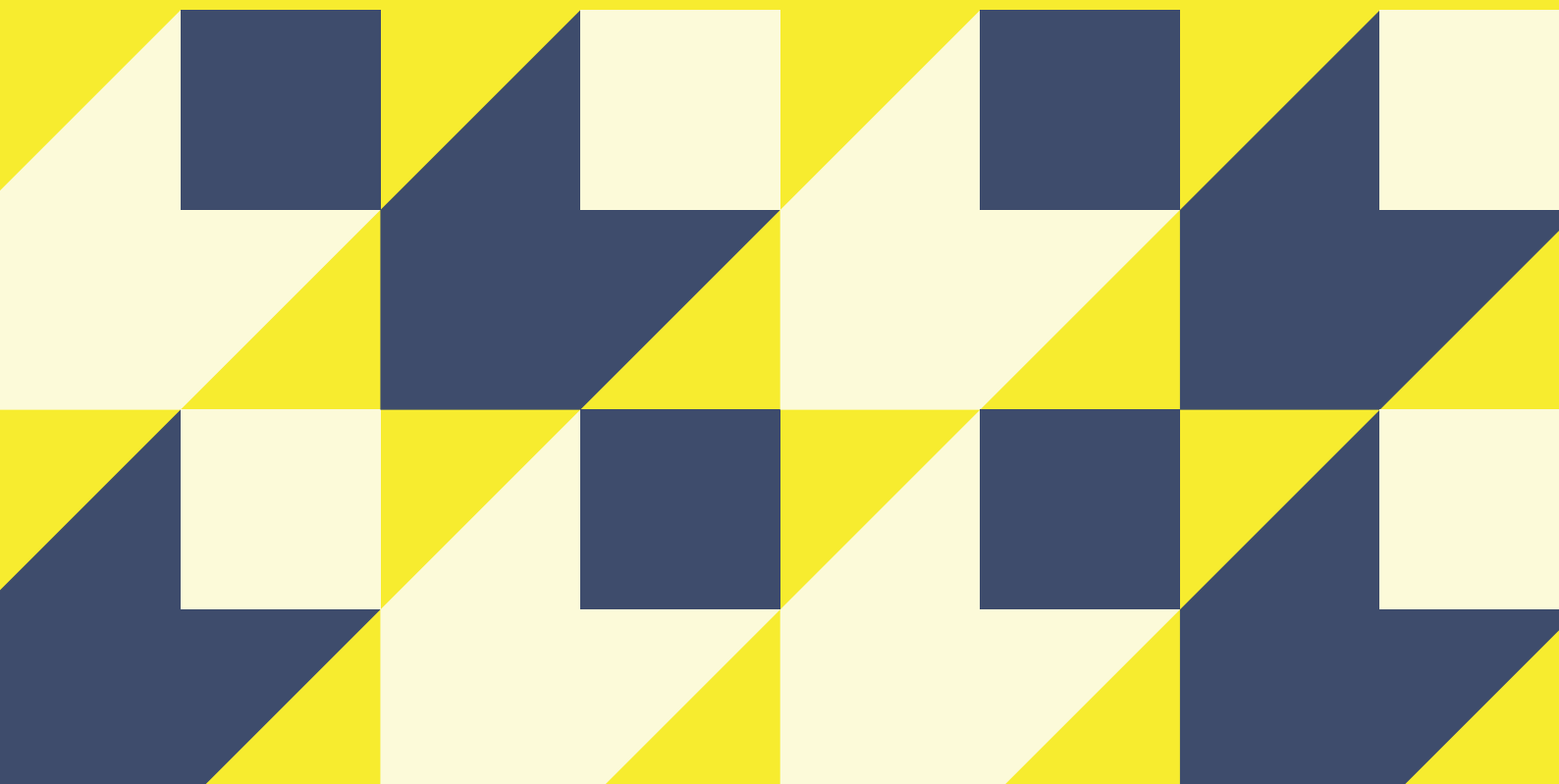


I CAN

**ART Champion
sample SOPs**



Annex:

Sample Standard Operating Procedures for I Can

Overview

1. SOP for District Mapping and Clustering
2. SOP for Recruitment of ART Champions
3. SOP for Training ART Champions
4. SOP for Mid Media Activities
5. SOP for Supervision and coaching

Description:

This SOP covers procedures for planning, conducting, and reporting of I Can Campaign district level interventions to be implemented in Blantyre, Lilongwe and Mangochi districts. The compilation also includes standard procedures for Interpersonal communication including recruitment and training of ART champions.

Additionally, the document contains guidelines for supporting supervisors on effectively planning, implementing, and reporting Mid Media Activities under the project.

District Level Campaign Landing Activities and Interventions

To complete the integrated campaign and to address key secondary target audience who are influential in ensuring the primary target initiates and stays on treatment, the project employs a surround sound strategy at ensuring campaign messages filter into communities and this includes the use of community based mid-media interventions to land the campaign in communities and Interpersonal communications activities to directly target members of segment 4 and shift their attitudes and beliefs towards treatment .

The project hired **District Coordinators** and Community level IPC agents called ART champions. The district coordinators will work hand in hand with Ministry of Health District ART coordinators to execute community level activities. Through the ART coordinators, FTS district coordinators will identify support groups working with different facilities and provide capacity building and support delivery of project key messages to primary beneficiaries. Through support groups, the coordinators will identify **ART champions** who will identify PLHIV in segment 4 and conduct IPC sessions to increase their understanding of the benefits of treatment and support them in their treatment journey.

The project is being implemented in three districts, Mangochi, Blantyre and Lilongwe targeting Health facilities and surrounding communities (See Annex 4 List of targeted facilities)

Standard Operation Procedure (SOP) for District Mapping and Clustering

Activity details: District Area Mapping and Clustering Post affected: District Coordinators	
Scope	This SOP covers the procedures for conducting District mapping and clustering wards. This is an exercise to help with territory planning to move ART Champions in a systematic manner as well as to determine the number of agents required for area coverage. This will also assist in limiting contamination of control sites.
Process	<ol style="list-style-type: none"> 1. Each Districts receive their list of focus facilities (2 facilities per district) 2. District Coordinators conduct entry meetings and break down catchment areas for targeted facilities as well as control facilities. 3. The catchment area mapping exercise should document population sizes, estimates of the target population, Ministry of health support structures including # of Health Surveillance Assistance, PLHIV Support group/Community based organizations in the catchment area. Congregant settings include churches, companies, industrial areas, schools, markets, and shopping centers in the area. Community leadership structures including village heads and chiefs in the catchment area. 4. Depending on size of catchment area, district coordinator can break catchment area into distinct clusters. Each cluster should have a sizeable number of target audience e.g., known number of ART clients, a sizeable population size, have significant distance from the other clusters and have distinctive congregate settings i.e., its own set of shops, schools, etc. Once the clusters are planned determine number of ART champions to recruit and allocate clusters as operational areas. 5. It is ideal for the details of the cluster to be entered into an M&E system for the program to track and monitor coverage
<h3>1: District, Facility Mapping and Clustering</h3> <pre> graph LR District --> Facility Facility --> Cluster1_1[Cluster 1] Facility --> Cluster1_2[Cluster 1] Facility --> Cluster1_3[Cluster 1] </pre>	

Standard Operation Procedure (SOP) – Recruitment of ART Champions

Activity details: Recruitment of ART Champions Post affected: District Coordinators working with treatment partners, MOH and PLHIV support groups	
Scope	This SOP covers the selection of ART champions for IPC activities
Process	<ol style="list-style-type: none"> 1. Review selection criteria for ART Champions 2. Consult with local stakeholders e.g., treatment partners, MOH and PLHIV support groups for identifying potential candidates. 3. Report information on the number of new agents recruited 4. Make deliberate efforts to recruit male ART Champions at least 30% Male
Abbreviations used	IPC: Interpersonal Communication DCs: District Coordinators

Annex – 1 ART Champions selection criteria:

Who is a ART Champions?

The ART Champion is the heart of the interpersonal communication program. The ART Champion is the first point of contact for a target population under segment 4 looking for ART services.

What is the role of a ART Champion?

The key role of a ART Champion is to conduct one on one coaching for PLHIV who are having challenges with ART treatment adherence (segment 4), coaching, and encouraging people to go for HIV testing and start treatment after appreciating HIV treatment benefits of viral load suppression and being ng untransmissible. The ART Champion conducts outreach in a community to disseminate HIV treatment benefits of U=U using FTS project MOH-approved tools.

ART Champions are encouraged to recruit at least 5 PLHIV with challenges in treatment adherence from the communities and take them through a process of back to care, viral load testing and receiving results at the end of 6 months. ART Champions are encouraged to make deliberate efforts of recruiting at least 1 male segment 4 participant.

1. Selection Criteria/ Qualities

ART Champions
Young to middle age <18 to 45 years
Someone staying within the targeted community and is a member of a PLHIV support group/CBO Must be HIV positive and a role model in positive living Willing to speak openly about his/her HIV status to share treatment benefits testimonies Able to read and write English and Chichewa Good negotiation/coaching and communication skills (Men are strongly encouraged to be part of the ART Champions team)

Standard Operating Procedure (SOP) For Community Engagement Activities

Purpose	<ul style="list-style-type: none"> • Raise awareness of HIV treatment benefits in the community • Promote uptake of HIV treatment to attain viral load suppression • Develop community strategies to address identified barriers to accessing and uptake ART services
Frequency	Monthly
Type of Activities	<ol style="list-style-type: none"> i. Community dialogue ii. Drama/edutainment
Preparation	<p>Step 1: The DCs in consultation with ART Champions develop a plan and budget to be shared with the FTS Manager. The manager reviews and sends it to the Communications Advisor and Head of Department for approval.</p> <p>Step 2: Once the plan and budget are approved secure access to the budget</p> <p>Step 3: Conduct sensitization meetings to secure program buy in by key stakeholders (Treatment partners, DHO, and HACC)</p> <p>Step 4: Engage village health committee/Zonal IEC focal person/PLHIV support group leads/ HSAs to lead planning and execution. Take them through the agenda. Agree on agenda, location, time, roles, and responsibilities, as well as the promo/ IEC materials and budget.</p> <p>Step 5: Ensure adequate permission to host event and pre—event sensitization of local partners and stakeholders e.g., local municipal leaders and Community policing committee for law enforcement.</p> <p>Step 6: Allow for pre-event resource mobilization for materials like chairs, tent, PA system and equipment from nearby school to be sourced from immediate community.</p> <p>Step 7: Use ART Champion and village health committee to promote the event, using event announcement posters, flyers etc. (starting a week before the event)</p> <p>Note:</p> <ul style="list-style-type: none"> - Ensure to provide transport and lunch allowances to village committee - Ensure to keep meeting minutes

Conducting	<ul style="list-style-type: none"> - DCs assists in venue set-up and all resources required - The DC's coordinates key stakeholder attendance. - You can change the structure of the program in consultation with village health committee (e.g., change of speakers to do welcome remarks etc.) - Assist the team in clearing up the venue
Reporting	DCs need to fill the mid media effectiveness tool for each activity conducted

iv. Road Shows:

Purpose	i. To promote HIV treatment literacy and motivation for HIV test and starting treatment.
Frequency	- As per the workplan and District targets
Type of Activities	<ul style="list-style-type: none"> i. Dramas ii. Music iii. Dance Competitions iv. 1-1 /1-G IPC sessions
Tools required	Promotional Materials in appropriate languages Vehicles Tents IPC tools Stationery PA system
Preparation	<p>Step 1: District Coordinators in consultation with their ART Champion team develop a plan to conduct roadshows as per their District deliverable which then is shared with PM for approval hierarchy.</p> <p>Step 2: Once the plan is approved, the District Coordinator identifies the local implementing partner who meets the set standards and shares it with the PM who then reviews and sends it to Procurement and Marketing. The role of Procurement is to facilitate procurement of service providers while Marketing department will provide guidance on specifications.</p> <p>Step3: Create itinerary with ART Champion's consultation with PM and DCs. The team will develop a discussion guide for the roadshow team. Detailing the flow of each roadshow and key messages.</p> <p>The DCs will train the roadshow team on discussion guide and FTS key messages.</p> <p>Step4: Conduct pre-event sensitization using ART Champions and the implementing partner (use event posters and IEC materials)</p>
Conducting	<ul style="list-style-type: none"> • Ensure adequate ART Champions are assigned and are conducting IPC session (1-1)/(1-G) • Ensure proper branding
Reporting	<ul style="list-style-type: none"> - Implementing partner fills the event monitoring tool - District Coordinators need to fill in the mid media effectiveness tool for each activity conducted

Example District Plan: ART Champions Recruitment Plan for Lilongwe

Date	Location	Number of ART Champions to recruit	Proposed Panelists	Gender distribution	Age ranges
	Bwaila Hospital Martin Puce Lilongwe	5	FTS PM ART Coordinator MANET Plus representative	3 Female 2 Male	18 to 35
	Mitundu Health Centre Lilongwe	5	FTS PM ART Coordinator NAPHAM representative	3 Female 2 Male	18 to 35
	Chitedze Health Centre	5	FTS PM ART Coordinator NAPHAM representative	3 Female 2 Male	18 to 35

JOB DESCRIPTION

1. JOB IDENTIFICATION:

JOB TITLE : ART Champion

DEPARTMENT : HIV

GRADE :

2. ORGANIZATIONAL RELATIONSHIP

Directly reports to : District Coordinators.

3. JOB SUMMARY

Supports the Project Manager in coordinating IPC and community level aspects of Flip the Script Project, a 2-year BMGF, PEPFAR, J&J funded multi country HIV treatment literacy campaign. He/she will be responsible for coordinating Below the line activities of FTS treatment campaign implementation at community level. The Flippers should have demonstrated experience in interpersonal communication, coaching, counselling, and encouraging PLHIVs to partake HIV treatment. Flippers should be current role models for HIV treatment adherence in their communities, should be PLHIV support groups members. The successful candidate should be familiar with Malawi Ministry of Health ART facilities function and community HIV structures. Should be able to understand and pay attention to Health Centre and communities' protocols.

4. SPECIFIC DUTIES

- Supports Health facility and community level campaign development and implementation among core target population according to strategy and plans designed in tandem with National program team.
- Coordinating BTL community level work plan
- Conduct IPC activities
- Data collection at community and facility level
- Stay up to date on campaign trends and support adjustments
- Compile monthly reports
- Any other relevant duties assigned from time to time.

5. QUALIFICATIONS (i.e., EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS)

- The Community Mobilisers must have a minimum qualification of MSCE and be a PLHIV
- Writing skills.
- Must be talented and team player.
- Experience in mentoring PLHIV on ART
- Experience in conducting community sensitization meetings

