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**Use of the MCH Handbook
Orientation
For Health Providers**

Participant's Guidebook



Buku KIA

Ministry of Health, Republic of Indonesia
in cooperation with
Japan International Cooperation Agency
2008

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Use of MCH Handbook Orientation For Health Providers

PARTICIPANT'S GUIDE BOOK

MINISTRY OF HEALTH REPUBLIK OF INDONESIA
2008

FOREWORD

According to Indonesian Health Demographic Survey (IHDS) in year of 2002-2003, the Indonesian maternal mortality rate (MMR) was 307/100,000 Live Birth, infant mortality rate (IMR) was 35/1000 Live Birth and under five children mortality rate (U-5 CMR) was 46/1000 Live Birth, the condition is still far from reaching the *Millennium Development Goals* (MDGs) 2015 in which targeting the U-5 CMR of 23/1000 LB and MMR of 125/100,000 LB.

To achieve success in reducing maternal mortality, infant mortality and U-5 Child mortality needs inter-sectors, professionals, academicians, community, family, non-government organizations, donor agencies and private role and cooperation.

MCH Handbook forming family and community active participation in maternal and child health. The success of utilization of MCH Handbook as a tool of improving MCH service coverage is closely related to the roles of those sides in maternal, newborn, infant and U-5 Children health.

MCH Handbook currently is used in 33 provinces and known among health providers in the field, but most of them are still lack of standard used of utilizing MCH Handbook and compliance of filling it up. In view of the condition, Ministry of Health (MOH) Republic of Indonesia cooperating with Japan International Cooperation Agency (JICA) in *"The Project for Ensuring Maternal and Child Health Services with the MCH Handbook, Phase II"*, with one of the activity is developed Orientation of the Use of MCH Handbook for health providers. The activity is also using the packet reference manual which was produced earlier such as: MCH Handbook, Technical Guide on the use of MCH Handbook and General Guideline Management of Implementing MCH Handbook.

Packet document of Orientation of the use of MCH Handbook for health providers consist of Participant's guide book and trainer's note book, including MCH Handbook Post orientation evaluation tool for health provider at service site.

Concerning efficiently and various budget availability at different area, this MCH Handbook orientation for health provider's may be implemented as whole packet according to the schedule or in phases suited to the local scheduled program activities as long as the content and the method of orientation are conducted according to the guidance.

Sincerely appreciation convey to the editorial and working team including other supporters who gave their contribution to the production of the documents. We are aware that the book might not be perfect at first; therefore any critic and suggestion are welcomed.

Have a good worked.

Director of Child Health Directorate

Dr. Hj. Fatni Sulani, DTM&H, MSi

Use of MCH Handbook Orientation For Health Providers

Participant Guide Book

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ORIENTATION OVERVIEW

1. Introduction

Maternal Child Health (MCH) Handbook is the only comprehensive family book contains of mother and child health essential information and records. MCH Handbook is kept by mother or family and use as communication tool between mother or her family and health provider during providing health services. Advice, counselling and services given is documented in MCH Handbook. Mothers whom motivated by MCH Handbook will return to health facility for follow up or referral. To understand the use of MCH Handbook, health provider should read MCH Handbook and Technical Guidance of the use of MCH Handbook.

Since MCH Handbook is an “entry point” for mother/family to access comprehensive health services, health providers should be competent on utilizing MCH Handbook in MCH services. Health providers using MCH Handbook also expected to be able to relate the book with other services needed by mother/child such as:

1. Antenatal Care
2. Delivery by trained health providers
3. Emergency Obstetric Neonatal Care by competent health providers
4. Basic neonatal and essential newborn care, including early breastfeeding initiation, Vitamin K1 injection for newborn and exclusive breastfeeding
5. Postnatal and neonatal visit
6. Basic immunization and Vitamin A
7. MCH Handbook linked to: Birth Registration, Early age children development and education program (PAUD), Balita Family, Management malnutrition, IMCI, Early stimulation-detection and intervention of child growth and development, Desa siaga campaign, Making Pregnancy safer, Safe Motherhood, BEONC/CEONC/Normal Delivery Care, Social safety net for health, Posyandu and other local condition.
8. Mother's Class and Under Five Children Mother's class
9. Audit Maternal Perinatal (AMP), disease surveillance, infectious disease eradication activities and other audits.

2. Orientation Approach

Based on assumption that all participants can learn the required knowledge, attitudes and skills provided sufficient time is allowed and appropriate orientation methods are used.

The expected goal of this approached is that those being oriented will learn the lessons on which the orientation is based. This learning approach enables the participants to have a self-directed learning experience.

The philosophy underlying this approach is continual facilitation of participant learning., that facilitator regularly inform participants of their progress in learning new information and skills.

With this learning approach, assessment of learning is:

- **Competency-based**, which means assessment is keyed to the course objectives and emphasizes acquiring the essential knowledge, attitudinal concepts and skills needed in utilization of MCH Handbook, not simply acquiring new knowledge.
- **Dynamic**, because it enables facilitator to provide participants with continual feedback on how successful they are in meeting the orientation objectives and, when appropriate, to meet learning needs
- **Less stressful**, because from the outset participants, both individually and as a group, know what they are expected to learn and where to find the information, and have ample opportunity for discussion with the facilitator/s.

Different between Orientation and Training

Because MCH health providers are providing MCH services as daily activities, there is no need to have a special training for them to understand of use of MCH handbook, only an orientation required for them, thus activity needed won't be too long:

- For the beginning of the orientation evaluation of the participants knowledge on MCH Handbook would be assessed using **early-orientation questionnaire**.
- Knowledge and coaching session using MCH Handbook will be presented in simple, more practical technique or method, high level effectiveness focusing on the **learning need of the participants**.
- Progress of learning process and knowledge understanding are evaluated using **mid-orientation questionnaire** to ensure that all participants acquired the essential knowledge for utilization MCH Handbook

Therefore MCH Handbook orientation is designed to deliver a **competent** health provider in using MCH Handbook at all level of health facilities to provide quality MCH services.

Then, the two aspects needed to fulfill the required competency, are:

- **Knowledge**-participants answered correctly at least 85% of total orientation mid-questionnaire questions.
- **Skills**-participants are competently filling up MCH Handbook correctly and having result of practical clinical examination related to MCH handbook according to service standard and satisfactorily completed the exercise questions of filling up MCH Handbook.

Both facilitators and participants are having the same responsibility to achieve the objective/s of the orientation

3. Orientation Syllabus

Description of orientation

At the end of this 3 (three) days MCH Handbook orientation for health providers, the participants will acquired knowledge, understanding and skill improvement to use MCH Handbook at all level health facilities which providing maternal and child health services.

In this orientation, both facilitator and participant, are using the same material for learning process. With acquired previous experiences, knowledges and skills, facilitator guided participant in acquiring essential knowledge and understanding of using MCH Handbook. Competency based approached applied in this orientation activities is focusing on the effective use of communication skills, applied learning technology and suitable presentation techniques. Therefore, facilitator is using mid-questionnaire and checklists to objectively evaluate the knowledge and understanding of each participant.

Participant learning objectives:

After this orientation, all participants will be able to:

1. Described the MCH Handbook
2. Understand the benefit of MCH Handbook
3. Described on how to use MCH Handbook
4. Able to fill in MCH handbook properly
5. Describe on monitoring and supervision on the use of MCH Handbook
6. Describe link of MCH handbook with MCH program

Learning Method

- Participative illustrated lecture
- Discussion
- Practice and assignments
- Individual and group activity
- Role play
- Demo and Coaching

Orientation Materials

- Reference Book : MCH Handbook,
Technical Guideline on the Use of MCH Handbook,
- Participant Guide Book
- Facilitator Note Book
- Guideline of using Under-Five Health Card (*KMS*) for Health Providers
- Other learning materials

Participant selection criteria

Are:

1. Participants for this orientation are practicing health provider in MCH services or related services.
2. The candidate should get recommendation and support from their supervisor in order to be able to apply the newly acquired knowledges and skills from the orientation course at their practising site.
3. Having possible opportunity to continue provide guidance, advice and follow up evaluation on improving the use of MCH handbook at the health facility.

This MCH Handbook orientation conducted according to the assumption that people participate in training courses because they:

- Are **interested** on the use of MCH Handbook in maternal and child health services
- Wish to improve their **performance**, to provide quality health services
- **Actively involved** to MCH Handbook activities at their practicing site

Considering these, all orientation sessions are focused to the participant's learning need.

Evaluation method

Participants

- Pre- and Mid Orientation Questionnaire
- Performance evaluation (during orientation) towards the skill of the use of MCH Handbook and filled up MCH Handbook

Orientation

- Evaluation of the orientation (filled by participants)
- Evaluation of the facilitator (filled by participants)

Duration

- 5 session within two and half (2½) days

Participant and Facilitator Composition

Minimum of 10 participants and maximum 20 participants in a class.

Ratio between facilitator and participant is 1:5

MCH HANDBOOK ORIENTATION for HEALTH PROVIDERS (3 days, 5 session)		
PRE-ORIENTATION	DAY-2	DAY-3
	Morning: 08:00 am-12:00 noon	Morning: 08:00 am-12:00 noon
	<p>Warm up and Agenda</p> <p>Presentation: What is MCH Handbook</p> <ul style="list-style-type: none"> • Integrated MCH services using MCH Handbook <p>Presentation: Benefit of MCH Handbook</p> <p>Presentation: How to use MCH Handbook</p> <ul style="list-style-type: none"> • Used by mother and family • Used by cadres • Used by health staffs • MCH Handbook monitoring <p>Activity: Communication using MCH Handbook</p> <p>Practice: Filling up MCH Handbook</p>	<p>Warm up and Agenda</p> <p>Mid-Questionaire Discuss on result of Mid-Questionaire</p> <p>Practice: Simulation assessment</p> <ul style="list-style-type: none"> • Filling up maternal health record • Filling up delivery notes, birth report, child identity • Filling up postpartum note, Health Card, Child health (including newborn and immunization)
LUNCH		
<p>Afternoon: 1:00 - 5:00 pm</p> <p>Participant Registration</p> <p>Opening and Introduction</p> <p>Presentation: Orientation Overview Participant's expectant identification</p> <p>Pre-Questionaire Matrix of individual and group learning need identification</p> <p>Presentation: Use of MCH Handbook in Province/District/Subdistrict/Field'</p> <p>Summary of the day</p> <p>Reading: MCH Handbook technical Guidance book and MCh handbook</p>	<p>Afternoon: 1:00-4:00 pm</p> <p>Presentation & Practice: Plotting Health Card Chart</p> <ul style="list-style-type: none"> • Weighing and measure length/height • Plotting health card chart • Mesurement result interpretation <p>Practice skill assessment</p> <ol style="list-style-type: none"> 1. Antenatal check and Newborn/Child exam 2. Examination result filled in MCH Handbook <p>Summary of the day</p> <p>Tugas Baca: Buku Petunjuk Teknis Penggunaan Buku KIA, Buku KIA</p>	<p>Afternoon: 1:00-4:00 pm</p> <p>Follow up plan</p> <p>Orientation evaluation</p> <p>Closing</p>

PRE-ORIENTATION QUESTIONNAIRE

Pre-Orientation Questionnaire designed as an aid to assist both the trainer and the participant as they begin their work together in the orientation. The questionnaire is focused on key knowledge and the required attitude concept to orientate the use of MCH Handbook.

The questions are presented in the true-false format. A special form, the individual and group assessment matrix, is provided to record the scores of all course participants. Using this for sheet, the trainer and participants can quickly chart the number of correct answers for each of the questions. By examining the data in the matrix, the group members can easily determine their collective strengths and weaknesses and jointly plan with the facilitator on how to best use the course time to achieve the desired learning objectives.

For the trainer, the questionnaire will help to identify particular topics that may need additional emphasis during the learning sessions. Conversely, for those categories where 70% or more of participants answer the questions correctly, the facilitator may elect to use some of the allotted time for other purposes.

For the participants, the learning objectives related to each question and the corresponding chapters in the reference manual are noted beside the answer column. To make the best use of the limited course time, participants are encouraged to address their individual learning needs by studying the designated chapters

PRE-ORIENTATION QUESTIONNAIRE

Direction: Circle **T** if you think the statement next to it is **TRUE**, or circle **F** if you think **FALSE**

WHAT IS MCH HANDBOOK

1. One of the objective of maternal and child health (MCH) ptogram is strengthening family self-support for maternal and child health **T - F**
2. One MCH Handbook is given to every pregnant mother **T - F**
3. Maternal and child health information on MCH Handbook is only given to pregnant mother for them to read. **T - F**
4. Cadre as health assistant may explain and treat maternal and child health problems **T - F**
5. Mothers should carried along maternal and child health document (MCH Handbook) where ever received MCH services from health providers at any health facilities **T - F**

BENEFIT OF MCH HANDBOOK

6. Benefit of having MCH Handbook that mother and her child are having their own a complete health document since the mother was pregnant until the child reached five years old **T - F**
7. MCH Handbook is use as a tool for communication and counseling to mother, her family and community on MCH **T - F**
8. MCH Handbook is use to detect any early maternal and child health abnormality or problem **T - F**
9. Nutritional services and MCH referral are not available in MCH Handbook **T - F**
10. MCH Handbook is use as a tool to monitor maternal and child health **T - F**

HOW TO USE MCH HANDBOOK

11. Encourage mother to read information of health services, nutrition, child growth and development according to specific age and child home treatment on MCH Handbook **T - F**
12. Health provider facilitate and encourage mother to be actively involved in the discussion on content of MCH Handbook **T - F**
13. Cadre is using MCH Handbook as promotion tool to mobilized community to come and use of the health facilities **T - F**
14. Role of a cadre is to assist and accompany family/community to come to health facility **T - F**
15. To understand the use of the book, health providers should read MCH Handbook and Technical Guide Book **T - F**

INFORMATION ON MATERNAL HEALTH

16. Immediate and frequent antenatal check according to health providers advice is recommended **T - F**
17. Check mother's weight every time seeing health providers **T - F**
18. Take iron tablet once a day during pregnancy **T - F**
19. Tetanus vaccination is given to prevent maternal tetanus **T - F**
20. Skin and dental hygiene are part of maternal health **T - F**
21. Avoid sexual relation after 6 month pregnant **T - F**
22. Bleeding early pregnancy may be dangerous to mother and her fetus life **T - F**
23. Fever is one of the dangerous sign in pregnancy **T - F**
24. Decrease fetal movement is a maternal dangerous sign **T - F**
25. Mother and her family considered as having birth preparedness and complication readiness if they had selected their birth attendant earlier **T - F**
26. Sign of labor is discharging 'show' or liquor from birth canal **T - F**
27. Danger sign in labor is when the baby still not delivered within 12 hours since the onset of labor **T - F**
28. Advice at least 3 times puerperal check by midwife/doctor **T - F**
29. Breast feed immediately within 30 minute after delivery **T - F**
30. Mental instability is danger sign during puerperium **T - F**

INFORMATION ON NEWBORN/CHILD HEALTH

31. Birth weight of 2500 g or more is a sign of a healthy newborn **T - F**
32. Breast fed newborn every 4 hours **T - F**
33. Bath newborn immediate after birth to clean up the body **T - F**
34. Keep newborn's umbilical cord clean and dry **T - F**
35. Mother or family should bring baby to the midwife or doctor when the baby's skin become yellowish in color **T - F**
36. The child is healthy when his/her body weight increased along the green line according to health card chart **T - F**
37. Avoid giving vaccination when the child is having cough, cold, diarrhea and skin problem **T - F**
38. Routine newborn check up is at least twice such as once at 1-7 days and once at 8-28 days old **T - F**
39. Body cleanliness and dental hygiene are part of child health **T - F**
40. Unable or slow to drink is danger sign of the sick child **T - F**

- 41. If breast fed baby is having diarrhea, reduced feeding and give plenty of water T - F
- 42. Bring child to Puskesmas if the cough persistent in 2 days T - F
- 43. Put appointment date at the stimulation development and nutritional advice column T - F
- 44. Increase age and weight naturally increasing child ability T - F
- 45. Child monthly body weight measurement from 1 month till 5 years T - F

MCH HANDBOOK MONITORING AND EDUCATION

- 41. Health provider may give education to mother on the use of MCH Handbook during providing services _____
- 42. Educate cadre of using MCH Handbook is given by health provider during providing MCH services in *posyandu* _____
- 43. Coverage rate of pregnant women who have MCH Handbook is $\frac{\text{Total number of pregnant women who have MCH Handbook}}{\text{Total number of targeted pregnant women at working area in a year}} \times 100\%$ _____
- 44. Mother's compliance rate of bringing MCH Handbook is: $\frac{\text{Total number of pregnant women, delivered and post partum who present with MCH Handbook}}{\text{Total number of pregnant women at specific time}} \times 100\%$ _____
- 45. Fill in completely MCH Handbook means that health provider recorded identification and health record in MCH Handbook completely and correctly _____

USING LEARNING GUIDE

Use of MCH Handbook learning guide is designed to assist participant to learn the skills/activities covered in:

- Introduction of MCH Handbook content sections
- Description of each section to be inform to mother with/or family
- How to fill in MCH Handbook properly

For participants to perform the skill correctly need repeated practice which is not expected to be perfect for the first time. The purpose of this learning guide is to assist the participants to learn the essential aspects of the orientation.

Learning guide should be used by the participants to follow steps of the demonstration of the related orientation technical/method given by facilitator. Then, participants could use this learning guide during orientation as a guide to give feedback during practice use of MCH handbook with other participants. Content of this learning guide is similar to skill performance evaluation checklist use by facilitator to evaluate each participant performance.

Because this learning guide is use to facilitate the skill development, assessment should be done carefully and objectively. Each participant skill performance will be evaluated using the scale as follow:

LEARNING GUIDE USING MCH HANDBOOK

(To be filled in by Participant)

- 1** **Need improvement:** Incorrect steps/activities and inconsecutively done or missed a step.
- 2** **Competent:** Correct steps/activities and consecutively done, but inaccurate and need reminder or assistance from facilitator for a small matter.
- N/A** **Not Applicable:** Step or activity is not related to the purpose of the use of MCH Handbook

PARTICIPANT: _____ **ORIENTATION DATE** _____:

DESCRIPTION	OBSERVATION				
	I	II	III	IV	V
1. Great mother/child					
2. Display kindness and politeness					
3. Using mother/child name					
4. Explain clearly the objective and benefit of using MCH handbook					
5. Describe how to read MCH Handbook					
6. Describe sections of MCH Handbook					
7. Complete registration section					
8. Complete family identification					
9. Able to calculate expected date of delivery (EDD)					
10. Able to calculate expected date of delivery (EDD) without knowing the first day of the last normal menstrual period (LNMP)					
11. Complete delivery note					
12. Complete referral information					
13. Complete the feedback referral information					
14. Complete birth notification					
15. Complete child identification					
14. Complete postpartum note					
16. Complete postnatal mother condition					
17. Complete newborn condition					
18. Complete neonatal examination note					
19. Complete vaccination note					

20. Providing counseling and giving vitamin A					
21. Explain and time record of explanation on child growth stimulation					
22. Complete disease and growth problem document					
23. Complete document with clear, readable and clean writing					
24. Complete document according to filling up instruction and using signs accordingly					
25. Allow mother and family to ask any related matter					
26. Advice mother to put a mark on the section after completed reading with pencil/pen					
27. Friendly reminder to mother to bring MCH Handbook in every visit or consultation with health providers					
28. Friendly reminder to keep the book properly					
29. Return the book to mother politely and orderly					
30. Thanking mother/family for cooperating					

ORIENTATION EVALUATION

Mark the rate for each below orientation component using scale as follow::

5-Very Agree 4-Agree 3-No Comment 2-Disagree 1-Very disagree

ORIENTATION COMPONENT	RATE
1. Orientation early questionnaire help me to focus my learning need on using MCH handbook	
2. Exercise to complete MCH handbook help me to understand the important of filling in accurate and correct record in the medical health record	
3. Learning guide assisst me to evaluate personal ability and develop capability to use MCH handbook	
4. Group discussion, role play and case study help me to competently using MCH Handbook	
5. Now I am having the ability of using MCH Handbook to improve my performance on providing MCH services	
6. Now I am having the confident to explain and counsel mother, family and community about MCH services using MCH Handbook	
7. Adequate time of orientation to achieve competency on using MCH Handbook	

Write any suggestion to improve the orientation in the near future:

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