



## **Role of Zone Supervisors**

- Ensure vaccination team reach the vaccination site with vaccine and all logistics on time; if not, inform the authorities for back-up
- Shift vaccinators and volunteers from completed sites to those with unexpectedly higher targets or with absent workers
- Act as a vaccinator if needed during busy periods (in case she/he fulfills criteria of vaccinator nurse)
- Arrange replenishment of logistics, vaccine or diluent if there are stock outs
- Make sure cold chain is maintained, injection technique is correct, and waste management is done properly
- Check that MERA are being filled in correct way and put initial
- Complete check-lists for each team visited
- Manage adverse events following immunization (AEFI) cases and accompany with child to the nearest health facility / or hospital if needed
- Ensure return of unused vaccine and diluents, filled safety box, tally sheets, AEFI report forms (if any) and his/her own check-list at the end of the day to the health center/ or Qada Office
- Arrange vaccination of missed children if the number is less (less than 10%)
- Plan for mop-up activities in areas found with low coverage (missed children is more than 10%)
- After completion of campaign assist in preparing a report of respective assigned areas.
- Ensure mosque / Church announcement before and on the day of campaign repeatedly

### **Zone supervisors should carry the following items,**

1. Extra logistics (syringes, safety boxes etc.)
2. Extra vaccine (5-10 vials with diluents in a small vaccine carrier)
3. AEFI kits
4. Microplan of his all teams with area map
5. Contact number of team leaders of all the teams he/she is responsible for.

## **Role of the Vaccinator**

- Vaccinate all children ages 6 months to less than 10 years with a single dose of measles/MMR vaccine
- Carry all logistics (Vaccine and diluents in vaccine carrier, extra ice pack if needed, syringes, safety box, cotton, finger marker, poster and other communication materials, microplan, map and forms (tablets, missed children form, AEFI form etc.) to the vaccination site
- Maintain cold chain: ensure use of frozen ice packs, protect vials from heat and light
- Reconstitute and administer vaccine following standard procedures
- Dispose of waste safely: prepare and use safety boxes, secure filled boxes and return



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- to assigned collection point
- Respond to AEFIs and report to supervisor or to AEFI focal person at respective level
- Ensure data entry on MERA are done correctly
- Ensure that unused vaccine and diluents are returned maintaining reverse cold chain along with filled safety boxes, and AEFI report forms (if any)
- Clean the vaccination site and its surroundings and thank the community and informing them date of next routine EPI session in the area
- Prepare missed children list to ensure their vaccination as soon as possible

### **Role of the Nurse Assistants**

- Preparing the vaccines.
- Monitoring cold chain of vaccine (VVM, expiry dates, opening date and time)
- Deliver the OPV to all children appropriate for age group, to the children prior to vaccination with Measles containing vaccine.
- Assist vaccinators in vaccinating young children

### **Data Entry Persons**

- Use MERA (Mobile EPI Registry Application) for each child prior to vaccination
- Mark left little finger nail of all children with indelible ink after vaccination
- Remind parents about routine immunization as appropriate
- Support in mobilizing children to the vaccination site from the community
- Help vaccinator to manage AEFIs, including escorting sick children to a facility if needed
- Report any AEFI if found in the community to the vaccinator/local health facility in-charge
- Identify missed children and inform team leader
- Help vaccinators to clean the vaccination site and its surroundings
- Participate in follow-up activity with the team to identify missed children

**\*\*Note: Tasks of all personnel may be altered depending on field needs and consideration.**