

# NACS Training Quality Assessment Checklist

**Purpose:** The purpose of this checklist is to support the Regional Health Bureaus (RHBs) and Local Training Institutes improve the quality of Nutrition Assessment Counselling and Support (NACS) trainings in their respective regions and catchments.

**Objectives:**

- To ensure the NACS trainings organised by RHBs and local training institutes are in line with the national protocol, and standards,
- To support the training facilitators from the RHBs, training institutes and/or health facilities improve their facilitation skills.

Note: This training quality assessment checklist has three parts:

- **Part One:** Pre-training preparation by the organizers (RHBs and/or training institutes),
- **Part Two:** General training setting, methodology and facilitation, and
- **Part Three:** Training Content (sessions) Evaluation.

**Instructions:**

- This checklist should be filled by FANTA staff (observed), and all sessions of a training should be observed as much as possible.
- The observed should clearly explain the purpose of the assessment to the facilitator(s), and should build a smooth relationship before commencing the assessment.
- The observed should also discuss findings of the assessment on daily basis with the facilitators during the daily course evaluations.
- The observed should also compile findings of the assessment, and submit to the organiser (RHB and/or local training institutes) with action points for further improvements.

**Scoring:** the number of “Yes” should be counted and proportion of “Yes” out of the possible number of responses should be counted. The following key should be considered for categorizing the quality of the training.

Proportion of “Yes” responses	Quality of the training
≥ 95%	Excellent
85-95%	Very good
80-84%	Good
<80%	Poor

**PART I: Pre-training preparations**

<b>Instructions:</b> please tick as appropriate, and write your key observations under the comment sections				
	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Comments</b>
1. The organizer identified and communicated training facilitators at least three weeks before the training				
2. The organizer communicated health facilities to send participants at least before two weeks				
3. Health facility case load considered in the selection of training venue				
4. Training venue identified before two weeks.				
5. Training materials identified and prepared as per the training checklists and training SOP.				
<b>Total</b>				

**PART II: General training setting, methodology and facilitation**

<b>Instructions:</b> Please tick as appropriate				
<b>Training facilitation</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Comments</b>
1. Conducted registration of participants				
2. Pre-test given on the first day				
3. Daily attendance taken				
4. Daily training evaluation filled				
5. Daily feedback given to trainees according to trainees daily evaluation				
6. Recaps done daily				
7. Schedule adhered strictly				
8. Are all needed handouts and teaching material available				
9. Post-test given on the last day				
10. End course evaluation done				
11. The facilitators follow the adult learning principles (Note: Mark "Yes", if at least the facilitator involves two-way communication, use group discussions with reflections and/or role plays, focus on practical part rather than the theoretical sessions...).				
12. Trainers evaluate the trainees' knowledge acquisition by comparing the pre-and post-test scores for certifications (Optional)				
<b>Total</b>				

**Part III: Training Content (sessions) Evaluation**

<b>Instructions:</b> Please tick YES or NO as appropriate and write if you have observation remarks or comments on the following training sessions				
<b>Locally available foods and their calorie contents</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>	<b>Comments</b>
1. Discuss nutrition related terminologies				
2. Discuss energy requirements				
3. Discuss the effect of HIV on nutrition				
4. Discuss common locally available foods and their energy values				
5. Conduct group exercise on how to estimate energy values of locally available food (optional)				
<b>Total</b>				
<b>Nutrition Assessment and Classification of PLHIV (Adult and Children)</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>	<b>Comments</b>
1. Discuss components of NACS				
2. Discuss and describe Nutritional Indices (weight for height, weight for age, BMI and MUAC)				
3. Demonstrate how to conduct anthropometric measurements				
4. Discuss nutrition classifications				
<b>Total</b>				
<b>Nutrition Care Plans (A, B and C) for adults and Children</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>	<b>Comments</b>
1. Discuss Nutrition Care Plan A (adults and Children)				
2. Discuss about appetite test				
3. Discuss Nutrition Care Plan B (adults and Children)				

<b>Instructions:</b> Please tick YES or NO as appropriate and write if you have observation remarks or comments on the following training sessions				
4. Discuss Nutrition Care Plan C (adults and Children)				
<b>Total</b>				
<b>Critical Nutrition Practices (CNP)</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>	<b>Comments</b>
1. Discuss the seven CNP with key messages and explanations				
2. Demonstrate how to use the CNP chart. - Note: in case of lack of CNP chart in the facility, check if the facilitators use other available counselling charts)				
<b>Total</b>				
<b>Field Practice</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>	<b>Comments</b>
1. Provided orientation on the field practices, including what the participant is expected to observe in the field,/facilities i.e. both the topics covered so far and those topics to be covered after the field visit too.				
2. Conduct field practices to a nearby hospital and/or health centre				
3. Discuss on group presentation from the field practices				
<b>Total</b>				
<b>Communication Skills and Counselling (GALIDRAA)</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>	<b>Comments</b>
1. Define counselling, teaching/guidance and giving advice				
2. Discuss listening and learning skills				
3. Discuss GALIDRAA				
4. Conduct a role play on counselling (Optional)				
<b>Total</b>				
<b>Logistics and Nutrition Support</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>	<b>Comments</b>

<b>Instructions:</b> Please tick YES or NO as appropriate and write if you have observation remarks or comments on the following training sessions				
1. Describe and discuss about RUTF and RUSF				
2. Discuss the NACS commodity supply system				
3. Discuss the NACS commodity management system including misuse				
<b>Total</b>				
<b>Monitoring and Evaluation</b>				
1. Discuss the food and therapeutic indicator in the HMIS				
2. Discuss the data sources for the food and therapeutic indicator				
3. Demonstrate the ART, and pre-ART registers, as well as the tally sheets				
<b>Total</b>				

**Additional observation remarks or comments**

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<b>Overall assessment</b>		
Expected number of "Yes" responses		
Total number of "Yes" responses		
Proportion of "Yes" responses		
Quality of the training (tick the appropriate box)	Excellent	
	Very good	
	Good	
	Poor	