

## APPENDIX 1: KEY PHASES IN ESTABLISHING NEW VMMC SERVICES

This appendix provides a summary of the key points in all of the sections of this Operations Guide, and relevant resources for each of the sections.

Phases/Activities	Tools/Guidance Documents and Figures/Appendices
<p><b>1. Service Site Selection</b></p> <ul style="list-style-type: none"> <li>▪ Work with MOH and local authorities to identify appropriate locations</li> <li>▪ Determine site options (fixed, mobile, outreach), type of service delivery, and staffing options</li> </ul>	<p>Tool 1: VMMC Site Selection Criteria Tool            Tool 2: VMMC Site Readiness and Preparation Tool            Guidance Document 1: Operational Guidance for Scaling Up Male Circumcision Services for HIV Prevention</p>
<p><b>2. Service Site Planning</b></p> <ul style="list-style-type: none"> <li>▪ Conduct a thorough site assessment, including a site management orientation (with appropriate authorities and technical implementing partners)</li> <li>▪ Conduct a thorough orientation for site staff on VMMC for HIV prevention</li> <li>▪ Develop a detailed site preparation action plan</li> </ul>	<p>Tool 2: VMMC Site Readiness and Preparation Tool            Tool 3: VMMC Site Action Plan            Tool 4: VMMC Site Assessment Tool            Tool 5: Community Asset Mapping            Guidance Document 2: Considerations for Implementing Models for Optimizing the Volume and Efficiency of Male Circumcision Services, 2010            Guidance Document 3: Supply Chain Management System (SCMS) E-catalog including all Male Circumcision Kit Options            Guidance Document 4: Male Circumcision Waste Management Plan</p>
<p><b>3. Service Site Preparation</b></p> <p>Prepare the site so that it is ready to</p> <ul style="list-style-type: none"> <li>▪ Provide VMMC services that meet the minimum standards</li> <li>▪ Launch services when staff training is completed</li> <li>▪ Ensure efficient client flow</li> </ul>	<p>Appendix 2: VMMC Service Site Preparation Planning Template            Figure 4: VMMC Client Flow Diagram            Guidance Document 3: Supply Chain Management System (SCMS) E-catalog including all Male Circumcision Kit Options</p>
<p><b>4. Procurement of Commodities</b></p> <ul style="list-style-type: none"> <li>▪ Conduct a forecasting and supply planning exercise</li> <li>▪ Conduct procurement and logistics planning</li> <li>▪ Make decisions about disposable versus reusable VMMC kits</li> </ul>	<p>Tool 6: SCMS Intro Letter 2012            Tool 7: PFSCM Client Toolkit            Tool 8: Automated Directives System (ADS) 312 USAID Pharmaceutical Approval Process            Tool 9: Quantification, Forecasting, and Monitoring Basic Tool for VMMC            Tool 10: Male Circumcision Model—Costing Tool for Public Hospitals            Guidance Document 3: Supply Chain Management System (SCMS) E-catalog including all Male Circumcision Kit Options            Guidance Document 5: PEPFAR Male Circumcision Partners’ Meeting: Commodities and Improved Coordination of Male Circumcision for HIV Prevention</p>

Phases/Activities	Tools/Guidance Documents and Figures/Appendices
<p><b>5. Creating Demand</b></p> <ul style="list-style-type: none"> <li>▪ Provide the community with accurate and complete information about VMMC</li> <li>▪ Build demand for VMMC</li> <li>▪ Provide all information necessary for informed consent among eligible men</li> <li>▪ Ensure that supply of services is appropriate to meet demand for services</li> </ul>	<p>Tool 11: Communication Strategy for Voluntary Medical Male Circumcision in Kenya  Appendix 3: Phases of VMMC-Related Communication  Tool 12: Communication Materials Adaptation Guide  Tool 13: A Guide to Working with the Media to Promote VMMC in Kenya  Tool 14: VMMC Video Discussion Guide  Guidance Document 6: VMMC Demand Creation Toolkit</p>
<p><b>6. VMMC Skills Training</b></p> <ul style="list-style-type: none"> <li>▪ Ensure that VMMC service providers have the required competencies to provide a full package of services, according to established standards</li> </ul>	<p>Tool 15: VMMC Standardized Job Descriptions  Tool 16: VMMC Counseling Training Package  Tool 17: Training Information Management System Forms  Guidance Document 7: VMMC Video: Implementing Best Practices  Guidance Document 8: WHO Manual for Male Circumcision under Local Anesthesia  Guidance Document 9: VMMC Global Health e-Learning Course—Male Circumcision: Policy and Programming</p>
<p><b>7. Implementation of WHO Minimum Package of Services and Appropriate Linkages</b></p> <p>Ensure that services are being implemented according to the WHO-recommended package of services and PEPFAR recommendations</p> <ul style="list-style-type: none"> <li>▪ Offer HIV testing and counseling</li> <li>▪ Screen for and treat STIs</li> <li>▪ Provide male and female condoms and promote correct and consistent use</li> <li>▪ Promote safer sex practices and provide risk reduction counseling</li> <li>▪ Provide VMMC surgery</li> <li>▪ Provide active linkages of HIV-positive clients to care and treatment</li> </ul>	<p>Appendix 4: Checklist on VMMC Counseling  Guidance Document 10: Guidance on Provider-Initiated HIV Testing and Counseling in Health Facilities  Guidance Document 11: Guidelines for the Management of Sexually Transmitted Infections (STIs)  Guidance Document 8: WHO Manual for Male Circumcision under Local Anesthesia</p>
<p><b>8. Support Launch of VMMC Services</b></p> <ul style="list-style-type: none"> <li>▪ Ensure smooth startup of new VMMC services</li> <li>▪ Reinforce VMMC service provider knowledge, attitudes, and skills</li> <li>▪ Ensure that providers have the necessary confidence, skills, and systems to provide quality services</li> </ul>	<p>Tool 18: Quality Assessment Toolkit  Guidance Document 2: Considerations for Implementing Models for Optimizing the Volume and Efficiency of Male Circumcision Services, 2010</p>

Phases/Activities	Tools/Guidance Documents and Figures/Appendices
<p><b>9. Training VMMC Supervisors</b></p> <ul style="list-style-type: none"> <li>▪ Ensure that VMMC supervisors have the supervision skills and specific technical knowledge about VMMC required for effective, supportive supervision</li> <li>▪ Ensure that VMMC supervisors are able to assess providers before, during, and after service provision</li> <li>▪ Ensure that VMMC supervisors are able to use Performance Improvement and Quality Assurance materials during supportive supervision</li> </ul>	<p>Tool 18: Quality Assessment Toolkit  Guidance Document 8: WHO Manual for Male Circumcision under Local Anesthesia  Guidance Document 12: Supervising Health Care Services: Improving the Performance of People</p>
<p><b>10. Adverse Events Management, Monitoring, and Reporting</b></p> <ul style="list-style-type: none"> <li>▪ Manage clinically adverse events related to VMMC surgery</li> <li>▪ Ensure that appropriate referrals are made for adverse events</li> </ul>	<p>Guidance Document 8: WHO Manual for Male Circumcision under Local Anesthesia  Guidance Document 13: PEPFAR Next Generation Indicators Reference Guide  Appendix 5: Adverse Events Classification and Grading</p>
<p><b>11. Routine Monitoring, Reporting, and Evaluation</b></p> <ul style="list-style-type: none"> <li>▪ Collect, analyze, and utilize routine data from VMMC service provision to ensure quality, safety, and progress</li> <li>▪ Ensure that VMMC programs have the relevant data infrastructure in place so that routine data can be collected from client records at each VMMC site</li> <li>▪ Monitor and report community mobilization data</li> </ul>	<p>Tool 19: VMMC Client Record Form  Tool 20: VMMC Monthly Reporting Form  Tool 21: VMMC Client Register  Guidance Document 13: PEPFAR Next Generation Indicators Reference Guide  Guidance Document 14: A Guide to Indicators for Male Circumcision Programs in the Formal Health Care System, 2010  Guidance Document 15: PEPFAR Guidance for Monitoring &amp; Reporting VMMC Indicators</p>
<p><b>12. Special Studies</b>  Conduct periodic studies and/or evaluations to address specific issues not addressed in routine M&amp;E, for example:</p> <ul style="list-style-type: none"> <li>▪ Client perspectives on quality of services</li> <li>▪ Changes in sexual risk behaviors</li> <li>▪ Barriers to older men accessing services</li> </ul>	<p>Guidance Document 16: PEPFAR Country Operational Plan (COP) 2012 Technical Considerations</p>

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<p><b>13. Internal and External Quality Assurance</b>            Ensure that VMMC services provided at the site meet the global standard for safety and efficiency by conducting routine self-assessments at least quarterly, EQA assessments at least annually; conduct both activities more frequently if serious issues are identified</p> <ul style="list-style-type: none"> <li>▪ Implement ongoing routine self-assessments</li> <li>▪ Facilitate periodic external assessments (e.g., EQA assessments by WHO, national departments/MOHs, donors, international institutions)</li> <li>▪ Summarize and report EQA assessment findings</li> </ul>	<p>Tool 18: Quality Assessment Toolkit            Guidance Document 17: External Quality Assurance (EQA) Tools developed by PEPFAR            Guidance Document 18: Male Circumcision Quality Assurance: A Guide to Enhancing the Safety and Quality of Services</p>
<p><b>14. Voluntarism, Informed Consent, and Reimbursement</b>            Ensure that VMMC services are carried out voluntarily, safely, under conditions of informed consent, and without coercion</p> <ul style="list-style-type: none"> <li>▪ Ensure that all VMMC site staff understand the principles of informed consent and appropriate ways to obtain it</li> <li>▪ Develop indicators and standards within regular M&amp;E practices to monitor consent delivery and guarantee client comprehension, evaluate for coercive activities, and review reimbursement procedures</li> <li>▪ Review with VMMC site staff and mobilizers standards of practice regarding reimbursement, benefits or gifts, staff compensation, program targets, numerical objectives, or quotas so that staff/mobilizers can avoid practices that can be perceived to be coercive</li> <li>▪ Give special consideration to the needs of children and/or adolescents</li> </ul>	<p>Tool 22: Sample VMMC Consent Form            Guidance Document 16: PEPFAR Country Operational Plan (COP) 2012 Technical Considerations            Guidance Document 19: UNAIDS Safe, Voluntary, Informed Male Circumcision and Comprehensive HIV Prevention Programming: Guidance for Decision-Makers on Human Rights, Ethical and Legal Considerations</p>
<p><b>15. Health Care Waste Management</b></p> <ul style="list-style-type: none"> <li>▪ Protect health workers, the community, and/or the environment by ensuring that health care risk waste is managed properly</li> </ul>	<p>Tool 23: Supply Chain Management System (SCMS). Male Circumcision Health Care Waste Management Toolkit: SCMS 2012            Guidance Document 20: Management of Solid Health Care Waste at Primary Health Care Centers: A Decision-Making Guide</p>