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Community Internship Programme Review and Improvement

Practical 02 / Lab or data practical

Aim

Review a primary care activity and present a measurable service improvement to the field supervisor.

Principle

Reliable records, defined coverage and clear task ownership support effective community services.

Articles and Materials

- Fictional programme data and approved reporting template
- Calculation, mapping and team review forms

Procedure

1. Confirm which activity is being reviewed, its eligibility, reporting period and oversight. Request only authorised aggregate or coded information.
2. Check registers against source counts and identify missing or duplicated entries. Document the action taken to reconcile each discrepancy.
3. Calculate coverage or completion with a defined numerator, denominator and interval. Check the total independently and state limitations.
4. Map where missed visits or follow-up barriers occur without exposing household identities. Discuss practical explanations with the field team.
5. Select a feasible improvement such as a scheduled reminder or an accessible follow-up contact. Assign a responsible worker and review time.
6. Trial or simulate the agreed action and measure the same indicator again. Identify what changed and which barriers remain.
7. Prepare a brief presentation with evidence, decision, planned adjustment and additional support needed.
8. Document the activity, feedback and verified role in the internship log alongside the team's review plan.

Precautions

- Use authorised records and aggregate reporting.
- Verify results and limitations before presenting.

Observations and Record

Community Internship Programme Review and Improvement

Documentation

Item	What to record	Why it matters
Measure	Population, count and period	Makes review interpretable
Improvement	Action, owner and timing	Supports implementation
Evaluation	Repeated measure and evidence	Tracks result

Worked Example

The clinic identifies incomplete follow-up records. The intern reviews the denominator, helps reconcile the register and arranges a repeat check with the team.

Result and Evaluation

Produce a practical, measurable improvement and an accurate supervised activity record.

Viva Questions and Answers

Why repeat the same indicator?

Consistent definitions allow meaningful comparison.

Why use a named owner?

It helps ensure the action is carried out and reviewed.

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