

## **5. CHECKLIST FOR MENTOR/S**

A monitoring system based on checklists helps in improving the quality of work. In addition, a mentor/ consultant should pay attention to the following issues (would include primarily training and implementation progress during three phases of the project, namely preparatory phase, conduction of camp and follow-up):

- ◆ Have members who could play an important role in fostering intervention support once the situation and response assessment comes to its completion been included in the local committee?
- ◆ Has the participation of drug users, in every stage of the assessment, been ensured?
- ◆ Has the participation of all sections of the community been ensured before and after the camps?
- ◆ Whether the community organisation has been identified for arranging the community events, including the addiction treatment camp?
- ◆ Are the trainees getting enough opportunity to raise their concerns, ask questions and clarifying their doubts during training?
- ◆ Has the safety of the field workers in the field been adequately ensured? It should also be ensured that the respondents are not endangered because of being involved in the assessment.
- ◆ Are the field workers introducing themselves and the work, ensuring confidentiality and voluntary participation and obtaining informed consent before undertaking any primary data collection from a participant or a group of participants?
- ◆ Are the rules of 'not buying articles or accepting gifts from respondents' and 'not raising false hopes in the community' being followed during fieldwork?
- ◆ Have linkages been forged with health care outlets (including STI/HIV risk reduction services) and addiction treatment centres where respondents can be referred in case necessity arise?
- ◆ Do field workers, based on their personal diaries and work plan, submit their report?
- ◆ Is positive feedback as well as suggestions to address the gap in their intervention being provided to the field workers by their supervisors?
- ◆ Is there a reporting mechanism from the field to the central coordinating office?

***A suggested checklist for monitoring addiction treatment camp:***

- ◆ Whether the staff is trained to conduct the camp?
- ◆ Whether the operational plan for conducting the camp is available to all concern staffers, before the camp?
- ◆ Whether concerned personnel have been informed and consulted on implementing the camp as planned?
- ◆ Do all staffers and concerned experts know their roles and responsibilities clearly?
- ◆ Whether required materials have been procured before the camp, based on a procurement plan?
- ◆ Is the written 'code of conduct' displayed at the campsite and known to all concerned staffers and clients?
- ◆ Whether the 'camp routine' is discussed, agreed upon with the client and displayed at the campsite?