

Visiting facilities to obtain permission

Prior to visit

- They have received a hard and soft copy of the letter of introduction.
- You should have contact details for the person in charge.
- Make sure you are clear about our previous contact with the facility so as not to cause confusion when you arrive. This is particularly relevant for Pumwani (they have already received information about this study) – *clarify with Gina before visiting.*
- You should have called to arrange when you will visit and who you would like to speak to when you arrive.

Visiting the facility

- Bring with you:
 - Letter of introduction that has already been sent
 - Nairobi City County letter (appendix in above letter)
 - Lay summary of the study (appendix in above letter)
 - Ethical approval letter for study (appendix in above letter)
 - HSD-N study flier
 - Permission form (a copy for you for signing and a copy for the facility to keep)
 - Your study notebook to document contact details and details on when you can visit
 - List of facilities to be visited.
 - Tally sheet
 - Structural assessment tool
 - Structural assessment SOP
 - PDF versions of RedCap tools: newborn register, maternal register, and medical record
- Explain the study to the authority in charge
- Ask the authority in charge to sign the permission form, after they have read it and had an opportunity to ask questions.
- Decliners: If they do not want to be part of the study:
 - Ask if you could at least tally admissions as it will help us to understand the magnitude of patients who were not included in the study.
 - Record reasons for not participating in your study notebook.
 - Leave a copy of the study information with them and ask them to be in touch in case they change their mind.
- Acceptors: Provide a copy of the permission form to the signatory. *Continue*
- Ask to be introduced to the relevant people in maternity and the NBU. Get contact details for these people and leave them with a copy of the letter of introduction (with appendices) and a HSD-N flier.
- Ask if you can tally the newborn admissions for the timeframe 1st April 2014-31st March 2015
- Ask if you can do the structural assessment
- Ask when you can come back to do the nursing questionnaire (and tallying and structural assessment if not already done). Note this information in your notebook.
- Leave at the facility:
 - Letter of introduction that has already been sent
 - Nairobi City County letter (appendix in above letter)
 - Lay summary of the study (appendix in above letter)
 - Ethical approval letter for study (appendix in above letter)
 - HSD-N study flier
 - A copy of the permission form

Returning to the office

- Give Metrine the permission form for scanning and secure storage
- Using the list of facilities to be visited, update the status of facilities google document and also include in the comment box details about when we can visit again.