

# ***Checklist for review of the human resource development component of national plans to control tuberculosis***

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# 1. Introduction

Competent health-care providers and managers are critical to the successful implementation of the DOTS strategy to reach and sustain the targets for global tuberculosis (TB) control. The development and maintenance of a competent workforce for TB control is therefore a key component of the activities of national TB control programmes (NTPs).

For many years, NTPs have been implementing training activities for health-care workers and managers involved in TB control. However, as experience with the implementation of various training programmes has increased, so too has awareness of the need to pay additional attention to the quality of training, the need for better management of training programmes and the need for ongoing follow-up after training, staff rotation and staff turnover. The management of human resources for TB control therefore needs consolidation and strengthening.

The checklist described in this document has been developed as a tool to assist those involved in a systematic review of the human resource development component of the NTP. This component is often referred to as “training”. In this document, the term training is used in a broader context than the more traditional interpretation of the term, where training refers to organization and implementation of training courses. Training in this document is often replaced by the term “HR development” to stress the need for a broader and more long-term approach within NTPs.

The checklist is based on the content outlined in the WHO document, *Training for better TB control: human resource development for TB control – A strategic approach within country support* (WHO/CDS/TB/ 2002.301). It can be used in part or in total, depending on the purpose of the review. However, it is recommended that sections 2–4 are always included.

The checklist is structured in the form of questions to be answered and issues to be considered during the review process. It is strongly recommended that as much detail as possible is recorded to reflect the scope of item under review. Simple yes/no responses should be avoided. For some items, bullet points are included that cover issues to consider in guiding the user in responding. Users of the checklist with insufficient experience in HR management for TB control, including training and education, may be unable to assess all items to the level of detail indicated. If this is the case, it is recommended that a subject expert undertake an in-depth review of the HR component. However, the document can be used by a non-HR expert to identify gaps and areas for further review.

The layout of the checklist provides space for notes and observations. However, the size of this space is not an indication of the amount of information needed. The checklist should be adapted based on the purpose of the review.

If the document is used by an external consultant to the programme during a programme review or programme assessment, the person assigned the responsibilities of coordinating HR development in the NTP should be the key person answering the questions listed in the checklist. If this function is not assigned to a specific person, a key problem has already been identified at this stage in the review. The reviewer will subsequently have to obtain as much information as possible from various persons and sources.

For further information on conducting a comprehensive programme review, please refer to the WHO document, *Guidelines for conducting a review of a national tuberculosis programme* (WHO/TB/98.240).

## 2. Human resource (HR) development in the national TB control programme (NTP)

Item under review	Observations
<p>2.1 Is HR development, including training and education for TB control, a specific and clearly described component in the context of NTP programme implementation, improvement and expansion?</p> <p>Is it described as a separate component in the DOTS Expansion Plan?</p>	
<p>2.2 Are training and educational efforts planned and implemented in close collaboration and coordination with other programme strengthening efforts, such as the availability of drugs and a functioning laboratory network?</p>	

A key aspect of the role of the training coordinator is to plan training activities to occur alongside those related to drug supply, availability of registers, laboratory support structure including transport of sputum specimens and supervisors trained in DOTS strategy implementation, to enable the DOTS strategy to be implemented.

### 3. Review organizational structure to manage HR development at national level of the NTP

Item under review	Observations
<p>3.1 Is there a designated person, within the NTP, to coordinate all HR development activities?</p> <p>If yes, is this person solely responsible for this activity or is coordination of HR development only one of many responsibilities?</p>	
<p>3.2 Is there a training coordination group with representatives from training institutions, field staff, professional organizations and other disease control programmes such as HIV/AIDS?</p> <p>When reviewing this item assess whether:</p> <ul style="list-style-type: none"> <li>• the group has specific terms of reference (TOR);</li> <li>• the group is small enough to enable constructive work;</li> <li>• there are clear, relevant selection criteria for members;</li> <li>• the functional arrangements are specified e.g. meeting frequency, which will enable the group to fulfil the TOR.</li> </ul>	

Observations	
	<p>igned roles and at sub national levels re assigned staff</p> <p>sibilities at organization of training and identification of ult of staff turnover. tions of service ition 5.1 below.</p> <p>it training; ed; ained to perform these ng institutions are</p>

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