

## Steps for Monitors to Validate “The Switch”

2 week validation period following the National Switch Day

### Preparation- Before National Switch Day

1. Receive list of cold chain stores and service points to visit from coordinator/supervisor
2. Develop micro-plan for visit schedule to sites (transportation, contacts, monitoring tools)
3. Retrieve Independent Monitoring Data Collection Tool (Form 1) to record each site visited

### Visit Stores- 2 week validation period following National Switch Day

1. Ask staff at site to show you the vaccine storage equipment
2. Identify where the tOPV is located (inside or outside of cold chain)

#### If tOPV vials found inside cold chain:

- Remove tOPV vials
- Keep vials in a plastic bag, labelled with information on: number of vials, the store vials were found, and the date of collection
- Corrective action: Return vials to disposal site or coordinator
- Record findings on Form 1

**Label and remove tOPV for disposal!**

Date:
Cold Chain Store or Service Point sending tOPV:
Disposal Site Receiving Vaccine:
Vials of tOPV being sent:

#### If tOPV vials found outside of cold chain:

- Verify if in a disposal bag with appropriate label (eg, Do not use. Destroy)
  - Record findings on Form 1
3. Check for bOPV in cold chain
  4. Check for IPV in cold chain
  5. Record the number of excess tOPV vials at facility based on the stock ledger, number disposed, methods used for the disposal of tOPV
  6. Determine if a follow-up visit is needed for the site

### Report Findings- Check-in daily with supervisor

1. Report results daily either in-person or by phone to monitoring coordinator/supervisor
2. Complete any follow-up visits as requested
3. Submit Independent Monitoring Data Collection Tool (Form 1) to monitoring coordinator/supervisor upon completion of assigned Monitoring



**Form 1: Sample Independent Monitoring Data Collection Tool**

Date of Monitoring	Name of Site/Store	Name of Supervisor	Name of Monitor	Service Delivery Point (if not site)
Site Location or Name	tOPV vials found (Date, Time, No.)	tOPV vials found (Date, Time, No.)	tOPV vials found (Date, Time, No.)	tOPV vials found (Date, Time, No.)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

\*Codes for Report method: (1) In-person (2) By phone (3) In-person (4) In-person (5) In-person (6) In-person (7) Other  
 \*\*Codes for collection status: (1) tOPV withdrawn (2) tOPV not found (3) tOPV not found (4) tOPV not found (5) Other (please specify)

