

Performance Monitoring Tool for
the National Expanded Program
on Immunization

PHASE 1

Annex 5:

Guidelines for the adaptation of the tool

PAHO



Pan American
Health
Organization



World Health
Organization
regional office for the Americas



In partnership with

Canada

Performance monitoring tool for National Immunization Teams

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Aim:

Ensure standardisation of the EPI Performance Monitoring Tool while tailoring specific content to each country's context, thereby preserving the tool's original meaning in all countries

Objective:

Facilitate the National Coordination Teams (NCT) in identifying content to adapt in the tool in accordance with the country's context

It is recommended that the NCT adapts the tool before the tool is shared with national or subnational participants. This is to ensure that all questions and terminologies used in the tool are applicable to the country context. Below are some considerations/recommendations for adapting the tool, followed by some key points that should not be changed with the adaptation.

Considerations for adapting the tool:

1. Terminology for administrative levels:
 - a. For example, National or Sub-national/Provincial/Department/State or Municipal/District local
 - b. This terminology depends on each country and responsibilities of EPI at each level
2. Not applicable questions:
 - a. Choose the score "0 - not applicable" for questions that do not apply to the country context
 - b. For example, questions specific to "decentralised countries" will not apply to "centralised" countries.
3. Vocabulary of certain terms
 - a. Modify the terminology employed in the tool when specific terms, originally intended for a particular purpose, take on different meanings due to variations in country-specific vocabulary

- b. This adaptation process is to be carried out with support from the consultant
4. Name of institutions into official names:
 - a. For example: Ministry of Health, national laboratory etc

Please ensure the following is not impacted by the adaptation:

- The intended purpose/meaning of the question and maturity scale
- The intended document requested in the question

The consultant and Regional Coordination Team will provide support for the adaptation of the tool where required.