



CHECKLIST: Family Planning Counselling For PPFP/Interval Periods Following Balanced Counselling Strategy

SN	STEP/TASK	CASES					
I	PREPARATION FOR COUNSELLING						
1.	Ensures room/counselling corner is well lit, ventilated and there is availability of chairs and table						
2.	Prepares equipment and supplies						
3.	Ensures availability of writing materials (eg., client file, daily activity register, follow-up cards, FP job-aids such as counselling kit, checklists, posters, samples of contraceptives, client education material, flip book)						
4.	Ensures privacy						
	SKILL/ACTIVITY PERFORMED SATISFACTORILY						
II	GENERAL COUNSELLING SKILLS – (Pre-Choice Stage)						
A.	GREET-Establishes a good rapport and initiates counselling for FP						
5.	Greets the woman with respect and kindness. Introduces self: offers the woman a place to sit and ensures her comfort.						
6.	Uses body language to show interest in and concern for the woman. Confirms woman’s name, address and only other required information.						
7.	Asks the woman the purpose of her visit. Reassures the woman that the information in the counselling session will be confidential						
8.	Tells the woman that this session is going to help her to take decision on her own as per her needs and or ensuring good health for herself and her children (if any). Encourages the woman to ask questions and responds to the woman’s questions/concerns						
9.	Includes client’s husband/family member with her consent						
10.	Uses language that the woman can understand. Asks questions that elicit more than ‘Yes’ or ‘No’ answers						
B.	ASK-Determines reproductive goals and use of other contraception						
11.	Asks to explore client’s knowledge about return of fertility and benefits of spacing pregnancies						

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12.	<p>Rules out pregnancy by asking the 6 questions to be reasonably sure that the woman is not pregnant</p> <ul style="list-style-type: none"> ▪ Have you had a baby in last 4 weeks ▪ Did you have a baby less than 6 months ago? If so, are you fully or nearly fully breastfeeding? Have you had no monthly menstrual bleeding since giving birth? ▪ Have you abstained from sexual intercourse since your last menstrual period or delivery? ▪ Did your last menstrual period start within past 7 days (or 12 days if you plan to use IUCD)? ▪ Have you had a miscarriage or abortion in the last 7 days? ▪ Have you been using a reliable contraceptive method consistently and correctly? <p>(If client's response to any of the above question is "Yes" and she is free of signs and symptoms of pregnancy, pregnancy is unlikely.)</p>					
13.	<p>Displays the counselling kit/flip book page/ tray with contraceptives showing all the FP methods, and asks if client is interested to use any particular method</p> <ul style="list-style-type: none"> ▪ If client has a method in mind, provides method specific counselling on that method (from step 18). ▪ If client does not have any specific method in mind, asks the following 4 questions and eliminates methods according to client's response: <ul style="list-style-type: none"> i. Do you want more children in the future? (If yes, does not discuss male and female sterilization) ii. Are you breastfeeding an infant of less than 6 months old or will you breastfeed your baby upto 6 months? (If yes, does not discuss oral contraceptive pills) iii. Will your partner use condoms? (If yes, discusses about condoms. Also, irrespective of client's response, assesses woman's risk for STIs and HIV and explains that condom is the only method that can protect from STI and HIV) iv. Is there an FP method you could not tolerate in the past? (If yes, asks which method. Does not discuss the method if the problem experienced was really related to the method) 					
C.	TELL-Provides the client with information about the postpartum/ interval family planning methods					

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14.	Provides general information about benefits of spacing births (if client wants more children in future or has not yet decided whether she wants more children or not) <ul style="list-style-type: none"> ▪ Informs that to ensure her health and the health of her baby (and family) she should wait at least two years after this birth before trying to get pregnant again ▪ Informs about the return of fertility postpartum and the risk of pregnancy ▪ Informs how LAM and breastfeeding are different Provides information about the health, social and economic benefits of spacing births					
15.	Briefly provides general information about those contraceptive methods that are appropriate for woman based on her facts to questions asked in step 13. <ul style="list-style-type: none"> ▪ How to use the method ▪ Effectiveness ▪ Possible common side effects ▪ Need for protection against STIs including HIV/AIDS ▪ Informs COCs will not be appropriate in the postpartum period and may be taken later 					
16.	Clarifies any misinformation or misconception the woman may have about family planning methods					
D.	HELP-Assists the client to arrive at a choice or gives her additional information that she needs to make a decision					
17.	Shows the methods (using samples of contraceptives or flip book) and allows the client to feel the items. Asks which method interests the woman. Helps her choose a method					
18.	Supports the client's choice and tells her the next steps for providing her choice					
III	METHOD-SPECIFIC COUNSELLING – once the woman has chosen a method (Method Choice Stage)					
E.	EVALUATE AND EXPLAIN-Determines if she can safely use the method and provides key information about how to use the method					
19.	Screen's the woman's medical condition using MEC wheel for appropriateness of the chosen method. Performs or sends the client to the provider for physical assessment that is appropriate for the method chosen, if indicated, refers the woman for evaluation. (BP for hormonal methods, pelvic examination for IUCD and female sterilization)					

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20.	Ensures there are no medical conditions that are category 3 or 4 which limit the use of the chosen method. <ul style="list-style-type: none"> If the chosen method is not appropriate for her, helps the woman to find a more suitable method 					
21.	Explains the woman about key information of the chosen family planning method: <ul style="list-style-type: none"> Type How to take/use it, and what to do if she is late/forgets taking her method How does it work Effectiveness Immediate return of fertility on discontinuation Effect on breastfeeding Advantages and non-contraceptive benefits Limitations Common side effects Warning signs and where to go if she experiences any 					
22.	Asks the woman to repeat the instructions about her chosen method of contraception: <ul style="list-style-type: none"> How to use the method of contraception Possible side effects and what to do if they occur When to return to the health facility 					
23.	Provides the method of choice if available or refers the woman to nearest health facility where it is available					
24.	Asks if the woman has any questions or concerns. Listens attentively, addresses her questions and concerns					
F.	RETURN-Plans for next steps					
25.	Plans for next steps: <ul style="list-style-type: none"> If client arrive at a conclusion on this visit, asks her to plan for a discussion with her family and a follow-up discussion on her next visit Schedules when the client should come for the follow-up visit. Encourages the woman to return to the health facility at any time if necessary and where to go for more supplies 					
26.	Records the relevant information in the woman's chart					
Information for Other Services						
27.	Educates the woman about prevention of STIs and HIV/AIDS. Provides her with condoms if she is at risk and counsels her to take treatment with her partner					

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28.	Using information collected in earlier steps, determines client's needs for postpartum, newborn, and infant care services. <ul style="list-style-type: none"> ▪ If client reported giving birth recently, discusses or refers for postpartum care, newborn care, postpartum family planning (PPFP) counselling ▪ For clients with children less than 5 years of age, discuss and arrange or refer for immunizations and growth monitoring services 					
29.	Thanks the woman politely, says goodbye and encourages her to return to the clinic if she has any questions or concerns					
	SKILL/ACTIVITY PERFORMED SATISFACTORILY					
IV	FOLLOW-UP COUNSELLING					
1.	Greets the woman with respect and kindness. Introduces self					
2.	Confirms the woman's name, addresses and obtains other required information					
3.	Asks the woman the purpose of her visit					
4.	Reviews her record/chart					
5.	Checks whether the woman is satisfied with her family planning method and is still using it. Asks if she has any questions, concerns, or problems with the method					
6.	Explores changes in the woman's health status or lifestyle that may mean she needs a different family planning method					
7.	Performs any necessary physical assessment (eg. Blood pressure check for the pill use; pelvic examination for IUCD)					
8.	Reassures the woman about side effects she is having and refers them for treatment if necessary					
9.	Asks the woman if she has any questions. Listens to her attentively and responds to her questions or concerns					
10.	Refers to the doctor for any physical examination if necessary					
11.	Provides the woman with more supply of her contraceptive method (e.g. the pill, condoms, etc.)					
12.	Schedules return visit as necessary and tells her. Thanks her politely and says goodbye. Records information in her chart					