

Appendix 2: Training program (updated for COVID-19 prevention)

Day	Topic	Contents	Class type	Materials
1	Opening session	Check participants' temperature and distribute mask		
	Maternal and child health in normal and abnormal time (COVID-19)	Explanation on COVID-19 Important measures to prevent COVID-19 infections to mothers and children	Lecture	Flipchart for COVID-19
	Pre-test	Evaluation of knowledge on maternal and child health	Lecture	Pre-test
	Role of participants on the training	Roles of healthcare providers, directors/administrators of the facility, municipal health officers	Lecture	MCHHb
	Overview of MCHHb	Objectives and benefits of the MCHHb Basic information on how to implement the MCHHb	Lecture	MCHHb Technical Manual
	How to use the MCHHb	MCHHb related materials How to use the technical manual	Lecture	MCHHb Technical Manual
	How to use the pregnancy wheel	Overview of pregnancy wheel How to determine expected date of delivery and gestational age using pregnancy wheel	Lecture Exercise	MCHHb Technical Manual Pregnancy wheel
	Antenatal consultation 1	How to record women's basic information, delivery history and medical history in MCHHb	Lecture Exercise	MCHHb Technical Manual Pregnancy wheel
	Antenatal consultation 2	How to conduct and record antenatal consultation in MCHHb Basic ANC techniques: how to measure uterine height, fetal heart rate and Leopold Maneuvers	Lecture Exercise Practice	MCHHb Technical Manual Pregnancy wheel Pinard, measuring tape, pregnant woman mannequin
2	Recap of previous day			
	Antenatal consultation 3	How to record anti-tetanus vaccine, malaria prevention with Fansidar, complementary diagnostic test in MCHHb How to record criteria for special care and/or referral in MCHHb	Lecture Exercise	MCHHb Technical Manual
	Antenatal consultation 4	How to conduct an effective one-on-one health education for mother/family using the MCHHb Necessary preparation for delivery Practical ANC exercises with MCHHb	Lecture Exercise Practice	MCHHb
	Importance of the first 1,000 days of nutrition and breastfeeding	Importance of nutrition in the first 1,000 days Negative cycle of malnutrition Definition of malnutrition indicators	Lecture	MCHHb Technical Manual

		Breastfeeding and colostrum		
	Delivery	How to record summary of birth and newborn assessment in MCHHb How to record birth data in MCHHb	Lecture Exercise	MCHHb Technical Manual
	Postpartum consultation and attentive support for mothers with special needs	How to conduct and record postpartum consultation around 6 days postpartum in MCHHb Family planning Attentive support for mothers with special needs	Lecture Exercise	MCHHb Technical Manual
	Overview of childcare	Time needed for childcare consultation Child endangerment signals	Lecture	MCHHb Technical Manual
3	Recap of the previous day			
	Childcare (up to 2 years old)	How to conduct and record childcare consultation up to 2 years old in MCHHb Giving guidance on oral hygiene for children using MCHHb	Lecture Exercise	MCHHb Technical Manual
	Childcare (over 2 years old)	How to conduct and record childcare consultation over 2 years old using MCHHb	Lecture	MCHHb Technical Manual
	Measuring child growth	How to measure weight, height, cephalic circumference, brachial circumference (MUAC) How to calibrate scale	Lecture Exercise	MCHHb Technical Manual Scale, altimeter, measuring tape, brachial tape, child mannequin
	Growth monitoring chart	How to plot the growth monitoring curve How to assess the growth monitoring chart	Lecture Exercise	MCHHb Technical Manual
4	Recap of the previous day			
	Growth monitoring chart (review)	How to plot the growth monitoring curve How to assess the growth monitoring chart	Exercise	MCHHb Technical Manual
	Vaccination and careful support for children with special needs	Vaccination calendar, lot/batch number Attentive support for children with special needs	Lecture	MCHHb Technical Manual
	Educational activities for mothers and the community	How to use the flipchart Plan and report of the educational sessions at facility	Lecture Practice	MCHHb Flipchart
	Target group and distribution plan	Description of MCHHb target population MCHHb distribution flow and frequency	Lecture	MCHHb Management Manual
	Inventory management	MCH Handbook delivery and receipt voucher Inventory control sheet	Lecture	MCHHb Management Manual
5	Recap of the previous day			
	Monitoring and supervision	Objectives of M&S	Lecture	MCHHb

		Frequency of M&S M&S checklist How to set short-term goals		Management Manual
	Humanization	Importance of supportive maternity care at delivery	Lecture	
	Facility-based registration book (Log book)	How to fill in facility-based ANC registration book	Lecture Exercise	ANC registration book
	Post-test	Evaluation of gained knowledge and understanding		Post-test
	Closing Ceremony	Delivery of certificate		

MCHHb=Maternal and Child Health Handbook; ANC=Antenatal care; M&S= Monitoring and supervision