



www.teampata.org

A treatment team's guide to hosting a PATA local forum

Putting the 'PATA effect' to work

Introduction

PATA is a network of treatment teams from more than 130 clinics in 23 sub-Saharan African countries, united by the common goal of expanding access to quality care for children and their families affected by HIV.

The foundation of PATA lies within multidisciplinary treatment teams who work together to form a community of compassionate and committed individuals who provide treatment and care to children infected with HIV and their families. The fundamental purpose of PATA is to assist treatment teams to improve the quality of health care they deliver to their patients. PATA believes that treatment teams can best improve themselves (collectively and individually) and the quality of their work through self-initiated projects in which they have a sense of ownership, responsibility and pride. (See www.teampata.org for more information)

PATA organises participatory, action-orientated forums. Based on principals of effective adult education and empowerment, its key features are team training, reflective learning, sharing best practices and operational strategies.

PATA has embarked on a project to work with a PATA team to organise local forums following PATA regional forums. The local forum has the dual purpose of disseminating accurate information from leading experts in paediatric HIV and to develop a district approach to a comprehensive paediatric HIV/AIDS programme. PATA will co-host and fund a local forum with a PATA affiliated clinic in the area

We ask that the principals and philosophy of PATA is upheld in all organisation and management of the local forum. The commitment of the co-host is important and we ask that the treatment team secures full buy-in from the clinic management staff.

What is a local forum?

The local forum is a means to cascade knowledge and learning from the annual PATA forum to the community level. Treatment teams attending a PATA Summit or regional forum will learn how to run a local PATA forum. Teams keen to run a local PATA forum (as one of their annual tasks) will be encouraged to submit an application to PATA to access funding and mentorship.

The local forum will be held over two days and include 4-5 treatment teams (approximately 20 participants per local forum) from the surrounding community/ area and should also include community health care workers as part of the treatment team.

We encourage you to engage other community-based organisations and NGOs and the district management teams in your area. The forum should be seen as an opportunity to develop a district approach to a comprehensive paediatric HIV/AIDS programme which includes a range of stakeholders.

The workshop aims to address challenges associated with a specific topic which will be identified by the host clinic. One guest speaker and one teamPATA member will contribute at the forum and we ask the local forum host to find 1 or 2 guest speakers from a university or other institution in the area.

Local PATA forums will closely follow the format of PATA learning model (i.e. plenary presentations, intra-disciplinary workshops and inter-disciplinary workshops).

The local PATA forum is characterised by the following:

- The local host attended a PATA forum and is inspired by the topics or PATA model
- Topics addressed at local PATA forums are selected by the local host team to address an identified need in their area
- The local forum is multi-disciplinary and is likely to be cross-sectoral; the engagement of other community-based organisations and NGOs is encouraged
- A typical local forum involves 4 treatment teams of 5 people (approximately 20 participants) from the surrounding community/ area, and three guest speakers/ facilitators
- Expert patients and/ or Community Health Care Workers are included as team participants
- Local forums are held within the community of the local treatment team, typically within a local church, school hall or at the clinic itself
- Local forums are of shorter duration (2 days) than regional PATA forums (4 days)
- A dissemination of information plan is created to ensure that information reaches other clinics, government bodies and officials
- Teams set goals aimed at improving the quality of care they provide to HIV infected and affected children and their families

Organising the forum

Memorandum of Understanding:: A simple MOU must be signed with PATA and the co-host. Any funding provided by PATA will only be sent to an organisational bank account and not to the account of any individual.

Duration: The duration of the forum should be 2 days. Some teams that travel from very far distances and need accommodation near the venue might need to arrive the day before.

Place: Local forums will be held within the community of the local treatment team, typically within a local church, school hall or at the clinic itself, if suitable facilities are available. We ask that you provide us with three quotes for venues outside the clinic. One plenary room is needed to accommodate 20-30 participants and there should be space for teams and professions to meet in smaller groups.

Meals: Lunch, dinner and tea should be provided to all delegates. We encourage you to utilise the services of a local catering company. We ask that you submit at least 2 quotes to PATA for approval

Accommodation: Participants that are within commuting distance to the venue will not be provided with accommodation. PATA will pay for accommodation of those participants that cannot commute to the forum. The co-host will need to provide PATA with quotes for 2-3 accommodation options in the area. The accommodation should be within a reasonable walking distance to the conference venue. Breakfast must be organised for all participants that are staying on site.

Invitations: Each participant should receive a letter of invitation from the co-host and PATA, detailing the local forum logistics and aims. This letter must be given to the clinic/hospital management so the treatment team attends with full endorsement from their management. Letters detailing what the participant has done in the forum will be send to management after the forum

Materials: PATA will provide the lanyards, name tags and pens as well as some learning materials. If funding can be sourced, bags can be ordered for participants. The co-host will need to buy some materials for which PATA can provide the funds (ie, paper). All purchases need to be approved by PATA.

Facilities: The guest speakers will probably need a projector and screen. 4 Flip boards and foolscap paper will need to be sourced. It would be better if these can be borrowed or hired from the clinic, local school or another organisation.

Translation services: The local forum should be conducted in English. It may be necessary to have some people that would be able to help those that are not completely proficient in English.

Budget: A proposed budget will need to be submitted to PATA, PATA and the host organisation will work on this together.

The programme: The clinic co-host should decide on one topic of the forum which is a specific issue in the area. The co-host and the PATA academic committee will work together to develop the programme. The programme will consist of presentations by experts as well as PATA workshops which enable professional groups to meet to discuss the challenges in the area and the meeting of PATA Quality Improvement Teams to discuss ways to tackle these issues. The forum culminates in the creation of the team grid which sets out the teams quality improvement projects for the year. (See programme template). The programme coordination needs a lead time of 2 months from when the topics are set.

Accreditation: The co-host will need to advise PATA on the accreditation procedure in the host country. A certificate will be provided to all participants which stipulates the hours for CME accreditation. It is important that relevant health ministry/ department are approached to make sure that this is sufficient for the participant to claim CME point/hours.

Formal letter of from Ministry of Health: The local host team will need to request permission from the relevant health ministry department and local authorities to hold the forum. A letter that provides this permission needs to be sent to PATA

Logos: The local host team will supply PATA with a high resolution copy of their logo and any other appropriate logos (eg. DOH, funders etc) to be used on the programme certificates, website and proceedings.

Proceedings and documentation: PATA will provide a written output of the local forum in a mini proceedings, Speakers presentations and materials will be circulated.

Desired outcomes: A list of the desired outcomes from the forum will be requested after a teleconference with the local hosts and teamPATA. Examples of **outcomes are:**

- _____ attendees
- _____ CBOs or local organisations involved
- _____ goals set
- _____ implementation of X

Thinking about a local forum?

Can you host a local forum?

- Is the multidisciplinary team on board?
- Do you have management buy in?
- Do you have the time and resources to help organise a focum?

What?

- What topic would you like to work on?
- Why this topic?
- What are the goals forum?
- Who should you invited

When?

- What date would work for the forum?
- Do you and PATA have enough lead time?
- Can you predict what obstacles may get in the way?

How?

- What do you need to do?
- Have you though about accomodation, travel, meals, invitations, accreditation, district/ministry of health buy-in?
- Can you access any funding through the hospital, clinic, district, funders etc?

PATA Local forum

Local forum minimum selection criteria

Applications for local forums must:

1. Be to support treatment and care in the field of paediatric HIV	
2. Follow a multidisciplinary (team-based) approach	
3. Have quality improvement tasks as an outcome of the local forum	
4. Include a plan to measure/ report on these quality improvement tasks	
5. Include a plan to disseminate learning to the community	
6. Be motivated by a team that has previously attended a PATA forum (or who has a thorough understanding of the PATA process), and this team will lead the theme selection for the local forum	

Ideally, a local forum should:

1. Include Expert Patients or other community workers	
2. Be intersectoral	
3. Be selected as a quality improvement task on their grid by a team who has attended a PATA regional forum/ PATA summit in the preceding year	