

Supervisor Checklist



U.S. PRESIDENT'S MALARIA INITIATIVE







Date of Checklist:		Name of Community Mosquito Collector:	
Country:			
District:			
Name of Supervisor:			
GPS Coordinates			
Lat:			
Long:			

Instructions: District mosquito supervisors should supervise trapping by community mosquito collectors at least one time per month for both CDC-Light Trap and PSC/Prokopack and mosquito identification. We estimate district supervisors will spend two-five days providing supervision / secondary mosquito identification.

	Item	Completed	Comments
Supervision check list			
1	Phone the community-based collector approximately 1 hour before arrival to let him know you are coming for supervision. Arrive in the evening about 1 hour before it is time to set the CDC-LTs.	<input type="checkbox"/>	
2	On arrival at the community-based collectors house start by discussing any issues faced during the previous months' collections. Troubleshoot any issues that come up.	<input type="checkbox"/>	
3	Check the hard-back book to see which houses were used for trapping during the last month and check they have followed the schedule correctly	<input type="checkbox"/>	
4	Ask for the data forms completed since the last supervision visit and check that the data has been filled in accurately and that there are no blank spaces. If errors or blank spaces are found, work with the community mosquito collectors to ensure forms are fully completed.	<input type="checkbox"/>	



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<p>1</p>	<p>Check that batteries are fully charged. This is done by checking the controller on the solar panel charging station which has lights to show the level of charge (left image). Alternatively if using a portable solar charger (right image) there is no light to check the charge level and you should pay close attention when removing traps from houses to check the battery has worked throughout the night.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>The light on the controller should show as fully charged.</p> </div> <div style="text-align: center;">  </div> </div> <p>If the batteries are not fully charged, discuss with the community collector the reasons why. The most likely reasons are batteries not being charged early enough (they should be charged the whole day as soon as they are brought back in the morning). If batteries are old, they may also not hold charge properly and may need replacing after several years use.</p>	<input type="checkbox"/>																																																																																																	
<p>2</p>	<p>Check the houses being used for trapping are correct. Go with the community-based collector to set the 3 light traps. Check that the house code on the door of the house corresponds to that in the monthly schedule. If the house number does not correspond to the schedule guide the collector to the correct house.</p> <table border="1" data-bbox="170 914 564 1401"> <thead> <tr> <th>Date</th> <th>Day</th> <th>Household numbers to trap within</th> </tr> </thead> <tbody> <tr><td>01/05/2020</td><td>Friday</td><td>No trapping</td></tr> <tr><td>02/05/2020</td><td>Saturday</td><td>No trapping</td></tr> <tr><td>03/05/2020</td><td>Sunday</td><td>H05-06</td></tr> <tr><td>04/05/2020</td><td>Monday</td><td>H04-06</td></tr> <tr><td>05/05/2020</td><td>Tuesday</td><td>H07-09</td></tr> <tr><td>06/05/2020</td><td>Wednesday</td><td>H10-11</td></tr> <tr><td>07/05/2020</td><td>Thursday</td><td>H13-15</td></tr> <tr><td>08/05/2020</td><td>Friday</td><td>No trapping</td></tr> <tr><td>09/05/2020</td><td>Saturday</td><td>No trapping</td></tr> <tr><td>10/05/2020</td><td>Sunday</td><td>H16-18</td></tr> <tr><td>11/05/2020</td><td>Monday</td><td>H19-21</td></tr> <tr><td>12/05/2020</td><td>Tuesday</td><td>H22-24</td></tr> <tr><td>13/05/2020</td><td>Wednesday</td><td>H25-27</td></tr> <tr><td>14/05/2020</td><td>Thursday</td><td>H28-30</td></tr> <tr><td>15/05/2020</td><td>Friday</td><td>No trapping</td></tr> <tr><td>16/05/2020</td><td>Saturday</td><td>No trapping</td></tr> <tr><td>17/05/2020</td><td>Sunday</td><td>H35-37</td></tr> <tr><td>18/05/2020</td><td>Monday</td><td>H34-36</td></tr> <tr><td>19/05/2020</td><td>Tuesday</td><td>H27-30</td></tr> <tr><td>20/05/2020</td><td>Wednesday</td><td>H40-42</td></tr> <tr><td>21/05/2020</td><td>Thursday</td><td>H43-45</td></tr> <tr><td>22/05/2020</td><td>Friday</td><td>No trapping</td></tr> <tr><td>23/05/2020</td><td>Saturday</td><td>No trapping</td></tr> <tr><td>24/05/2020</td><td>Sunday</td><td>H46-48</td></tr> <tr><td>25/05/2020</td><td>Monday</td><td>H49-51</td></tr> <tr><td>26/05/2020</td><td>Tuesday</td><td>H52-54</td></tr> <tr><td>27/05/2020</td><td>Wednesday</td><td>H55-57</td></tr> <tr><td>28/05/2020</td><td>Thursday</td><td>H58-60</td></tr> <tr><td>29/05/2020</td><td>Friday</td><td>No trapping</td></tr> <tr><td>30/05/2020</td><td>Saturday</td><td>No trapping</td></tr> <tr><td>31/05/2020</td><td>Sunday</td><td>No trapping</td></tr> </tbody> </table> <div style="text-align: center; margin-top: 10px;">  </div>	Date	Day	Household numbers to trap within	01/05/2020	Friday	No trapping	02/05/2020	Saturday	No trapping	03/05/2020	Sunday	H05-06	04/05/2020	Monday	H04-06	05/05/2020	Tuesday	H07-09	06/05/2020	Wednesday	H10-11	07/05/2020	Thursday	H13-15	08/05/2020	Friday	No trapping	09/05/2020	Saturday	No trapping	10/05/2020	Sunday	H16-18	11/05/2020	Monday	H19-21	12/05/2020	Tuesday	H22-24	13/05/2020	Wednesday	H25-27	14/05/2020	Thursday	H28-30	15/05/2020	Friday	No trapping	16/05/2020	Saturday	No trapping	17/05/2020	Sunday	H35-37	18/05/2020	Monday	H34-36	19/05/2020	Tuesday	H27-30	20/05/2020	Wednesday	H40-42	21/05/2020	Thursday	H43-45	22/05/2020	Friday	No trapping	23/05/2020	Saturday	No trapping	24/05/2020	Sunday	H46-48	25/05/2020	Monday	H49-51	26/05/2020	Tuesday	H52-54	27/05/2020	Wednesday	H55-57	28/05/2020	Thursday	H58-60	29/05/2020	Friday	No trapping	30/05/2020	Saturday	No trapping	31/05/2020	Sunday	No trapping	<input type="checkbox"/>	
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4	Go inside the house with the community-based collector and make observations as he sets up the CDC-LT.	<input type="checkbox"/>	
5	Make sure that the bed where the trap is placed has a mosquito net that is already hung. If there is not, the community collector should provide a net.	<input type="checkbox"/>	
6	Make sure that the trap is hung according to the CDC-LT SOP at 1.5m height and at the foot end of the bed. 	<input type="checkbox"/>	
7	Check that traps are being set at the correct time and give feedback to the community collector if the trap is being set too late.	<input type="checkbox"/>	
8	Repeat the above steps for all 3 houses.	<input type="checkbox"/>	
9	Return in the morning with the community mosquito collector to remove the CDC-LTs.	<input type="checkbox"/>	
10	Ensure that the light and fan is working for all traps in the morning. If the fan or light has stopped working the results for that trap should be void. Steps should be taken to ensure correct charging of the batteries to make sure they last through the night.	<input type="checkbox"/>	
11	Observe the community-based collector as he completes the household information on the data form. Ensure that it is filled in accurately and that there are no blank spaces.	<input type="checkbox"/>	
12	Check that the CDC-LT collection cups are labelled correctly with the date the trap was set and the household number.	<input type="checkbox"/>	
13	Complete for all 3 houses.	<input type="checkbox"/>	
14	Return to the house of the community-based collector.	<input type="checkbox"/>	
15	Closely observe sorting of mosquitoes from each trap & cross-check to ensure that males and females are being separated accurately and that Anopheles are being separated from other Culicine mosquitoes. Provide feedback to the collector.	<input type="checkbox"/>	

16	Ensure that results are accurately being filled on the data form.	<input type="checkbox"/>	
17	Conduct mosquito ID together with the collector from that night's collections.	<input type="checkbox"/>	
18	Check that mosquitoes are stored correctly in individual tubes with silica gel or with ethanol. If using silica gel ensure that the silica has not changed color and check that Ziploc bags and tubes are sealed tightly.	<input type="checkbox"/>	
19	Check that each tube has been labelled correctly according to the labelling SOP and that the tubes are stored inside a correctly labelled Ziploc bag.	<input type="checkbox"/>	
Pyrethrum spray catch / Prokopack			
20	Inspect equipment and ensure batteries are fully charged.	<input type="checkbox"/>	
21	Check the houses being used for trapping are correct. Go with the community-based collector to set the 3 light traps. Check that the house code on the door of the house corresponds to that in the monthly schedule. If the house number does not correspond to the schedule guide the collector to the correct house.	<input type="checkbox"/>	
22	While at the house ask the household members if they are happy with the collection that is being done. Discuss any problems they have faced and discuss solutions.	<input type="checkbox"/>	
23	Go inside the house with the community-based collector and make observations as he sets up the PSC or Prokopack.	<input type="checkbox"/>	
24	Ensure that the SOP for the method is being followed correctly. Provide feedback to the community-mosquito collector.	<input type="checkbox"/>	
25	Observe the community-based collector as he completes the household information on the data form. Ensure that it is filled in accurately and that there are no blank spaces.	<input type="checkbox"/>	
26	Check that the collection cups are labelled correctly with the date the trap was set and the household number.	<input type="checkbox"/>	
27	Complete for all 3 houses.	<input type="checkbox"/>	
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33	Check that each tube has been labelled correctly according to the labelling SOP and that the tubes are stored inside a correctly labelled Ziploc bag.	<input type="checkbox"/>	
Secondary mosquito identification of all monthly samples			
34	Spend 1-3 days (depending on the number of mosquitoes collected) to conduct secondary identification of all mosquitoes collected that month and complete the results sheet. Be sure to show the community-based collector any errors in identification and improve their skills.	<input type="checkbox"/>	
35	Check that mosquitoes are stored correctly in individual tubes with silica gel or with ethanol. If using silica gel ensure that the silica has not changed color and check that Ziploc bags and tubes are sealed tightly.	<input type="checkbox"/>	
36	Check that mosquitoes are labelled accurately and that the sample database is up to date.	<input type="checkbox"/>	