

ADOLESCENT AND YOUTH FRIENDLY SERVICES

AYFS SUMMARY



CHIVA SOUTH AFRICA
MENTORING. PARTNERING. SAVING LIVES.

1. Team documentation

Team members documented including designation
Roles and responsibilities defined for each member
Team has documented Terms of Reference which guides the formation, membership and meetings
Roles and responsibilities of Team Leader
Roles and responsibilities of Team Members
AYFS Charter created and signed by chairperson of AYFS Team and Facility Manager

2. AYFS Team Meetings

Agenda: standing items to include client satisfaction surveys from suggestions box analysis; previous service uptake; AYFS QIP progress; AYFS activities (completed and planned)
Meeting attendance register
Meeting minutes to include date; apologies; minutes of previous meeting accepted; record of all discussions on agenda items

3. AYFS Quality Improvement Plan

Self-appraisals done with scores; client satisfaction surveys; review of current and completion of next QIP plan; roles/responsibilities of partners

4. Adolescent Health Profile

Completed within last 12 months and reviewed annually
SRHR challenges clearly identified
SRHR needs assessment completed through focus groups, surveys, exit interviews etc

5. Clinic and Community Profiles

Include copies of both profiles; including dates completed

6. AYFS Service Plan

Plan should reflect services offered, including social services, trauma services, support groups, educational classes, specialist AYFS services including happy hour or fast track; community outreach programmes and events, including partnerships with school health and youth services; youth peer education programmes where available; plan prominently displayed
Evidence that services have been marketed outside the clinic (school health, CCGs, peer educators)
Referral guide for services not offered at the facility; including referral policy, name of institution and services offered

7. AYFS Programme Partners

Partnership agreement in the form of MOUs and services agreements that clearly identify services, roles and responsibilities of each partner

8. Guidelines, SOPs, Policies and Protocols

Needed for all essential services, including: -

- Most current policies for essential service package including Youth and Adolescent Policy (draft 2012)
- Most recent EDL
- Infection control, hand washing, universal precautions, PEP
- Pharmacy SOPs
- Most recent available treatment guidelines (HIV, TB, EMTCT, Family Planning, STI)

9. Staff Training and in-service Files/Books

Documents training that each staff member has received

Staff training needs analysis and plan to reflect AYFS related needs and plan

Orientation on AYFS; adolescent health profile; adolescent needs analysis; SRHR and responsibilities; confidentiality; informed consent; STI management; family planning; HIV in adolescents/youth; GBV; mental health; counselling and informed consent; Youth and Adolescent Policy

AYFS orientation in-service to staff and signing of clinic team to AYFS commitment

10. Client Education Files/Books

Documents health education sessions delivered to adolescents, youth and general clinic population and by whom (staff, peer educator etc)

Topics to include AYFS programme; SRHR and responsibilities; HIV testing, prevention, treatment; drug and alcohol use; teenage pregnancy prevention, risks and care; normal growth and development

11. IEC Materials

To include all essential service package components; preferably in local language(s)

12. Adolescent/Youth Clinical Review Record/File

Completed for all attendees who do not have current file at facility. Details to include social, medical, risk history, liaison/referral (i.e. school health) and follow up section for high risk youth