

EXERCISE 4 – MANAGING OPERATIONAL INFORMATION INJECTS

Inject 1: Draft a situation report

Each group will receive a message from the EMT HQ office. The message should contain the following details:

Dear colleagues in the field,

We are expecting to receive from you a situation report from the field covering the following information:

- *Summary of medical activities today*
- *EMT activities planned for the next two days in medical, logistics, WASH and coordination areas (take into account operational priorities)*
- *Any other valuable information from the field that you think is relevant to our operations*

We need to have the report by tomorrow morning.

Thanks!

EMT HQ officer

The trainers must provide each team with the following documents:

- Different pieces of information from the field that will help to understand the current EMT situation. Refer to annex [document Information form the field](#)
- The document of the tally sheet compiling activities today. Refer to annex [Tally sheet Today](#).

Inject 2: Preparing the MDS report

Each group will receive a message from the EMTCC. The message should include the following information:

Dear EMT,

*We didn't received your reporting MDS report yesterday. Remember you have to report your activities to the EMTCC daily. Reporting is of great importance to us to monitor all EMT activities, understand what are the evolving needs in the field, and keep surveillance and monitoring of key diseases in order to detect any possible outbreaks. Make sure all you EMT staff is aware of the need and importance of reporting. **Please submit as soon as possible the MDS reports for yesterday and today.***

Thank you.

EMTCC officer

NOTE for trainers: This inject can be delivered in 2 different ways:

1. Without a computer

The trainers will provide **each group** with the following documents:

- Annex [Tally sheet Yesterday](#) (they already have Tally sheet Today from inject 1)
- 2 printed copies of the [MDS Daily Report form](#). The MDS form can be obtained by printing the DAILY REPORT SHEET on the MDS excel file

In this inject, each group will have to fill in manually the printed MDS forms, using the data on the tally sheets for today and yesterday.

OR

2. With a computer using the Excel MDS file

The trainers will provide **each group** with the following documents:

- Computer
- Annex [Patients files](#)
- MDS Excel file

In this inject, each group will have to open the MDS Excel file on the computer and fill in the tally sheets using patient files data. Then they will generate the MDS Daily report.

Considerations:

- Ensure the trainers are familiarise with the MDS file and the data collection procedure to guide team members if necessary.
- Trainers must adapt the time allocated for this inject according to the option chosen. Option 1 should last about 20-30 min, but Option 2 may take up to 1h.

Inject 3: Management of cases of sexual violence

One of the medical team members in each group will receive a call from the EMT HQ officer.

In the call, the person on the role of EMT HQ officer will include the following message:

'Looking at the reports you have sent us in the last days, we have seen there is a considerable number of cases of sexual violence occurring, and also involving girls under 18. We want to make sure you have a protocol in place to deal with these cases, considering the clinical, ethical, cultural and legal aspects of it. Please send us a draft protocol of action that we can revise and send you feedback on.'