

Ministry of Health, Wellness, Human Services and Gender Relations, Saint Lucia

Primary Health Care (Community Health Nursing Service)

Expanded Program on Immunization (EPI)

Measles Mumps Rubella (MMR) Vaccination Coverage Survey

Terms of Reference for Data Entry Clerk

Background

The Expanded Program on Immunization (EPI) commenced in Saint Lucia in 1977 and committed to procuring its vaccines through the Pan American Health Organization (PAHO) EPI Revolving Fund. The government provides the budget for all the implementation components of the EPI.

Immunization is delivered primarily at the Maternal and Child Health clinics through 36 Primary Care facilities by the Community Health Nurses of Family Nurse Practitioners in the public sector. There has been a well-established school vaccination program where children are vaccinated at the schools they attend integrated with other health interventions. Immunization is also offered at six private physician offices. One private hospital procures a limited supply of vaccines by individual order mainly for adults.

Measles Mumps Rubella vaccines are administered to children at 1 year and a booster dose at 4 - 5 years prior to school entry. Vaccination coverage of MMR1 has been 95% and above, whilst the reported coverage MMR2 has been between 60% to 80% for the past ten years.

In 2011 Saint Lucia completed the verification and documentation of measles, rubella and Congenital Rubella Syndrome (CRS) elimination in keeping with PAHO's Directing Council Resolution CSP27.R2 of 2007. Consequently, countries are urged to maintain high MMR vaccination coverage of 95% and above in every community and district, and to improve surveillance for the detection and management of cases and outbreaks of these diseases in a timely fashion.

The primary purpose of this survey is to determine the coverage of MMR1 and MMR2 among children born in 2004 to 2009 in Grade K through 5 and Special needs schools and as a secondary objective MMR1 for children 12 -36 months.

Duties and Tasks for Data Entry Clerk

- Receiving training in data entry
- Downloading of vaccines records including their pictures and assigning them identification codes
- Extracting data from pictures of vaccine records in the assigned form and transcribe these data in the data base
- Conducting data reconciliation exercises
- Completing data entry from survey forms.

Skills, Knowledge, Experience and Qualifications Required

- , Associate Degree or College Diploma in Information Technology with background knowledge of data bases
- Excellent knowledge of Microsoft office
- Experience in data entry
- Good communication skills
- Ability to accurately identify and solve data quality issues
- Experience with downloading of pictures into computer folders
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Deliverables

Completed Database

Time Frame: Start date: May 2015

End date: June 2015

Reporting:

The data entry clerk will report to the data management coordinator