

WEEKLY LOGBOOK - COHORT STUDY

Respondent code: <i>(District code + enumerator code + HW number according to sequence of interviewing)</i>
District:
Type and name of facility:
Date when logbook was left with the respondent:

Thank you for your cooperation.

We are interested in better understanding your **work management** (i.e., the way you divide your time between activities) and **workload** throughout the day. Don't forget this is an **anonymous** questionnaire and all information you provide will be kept **confidential** – for more information on this ask the enumerator (contact below).

INSTRUCTIONS:

1. Begin filling in this logbook **today** and continue to record your activities and income until the end of the week.
2. Fill in the table daily, **at the end of each day of work**.
3. Once finished a booklet, use a new one. Use **one logbook per week** and record activities and income over the next **9 weeks**.
4. For each time period you worked on an activity, you should fill in the logbook detailing the **activity**, the time spent on it and the amount earned (if any). **The list of activities is below**. Use it as a reference when filling in the logbook.
----- **There is an example overleaf to guide you** -----
5. If you have any queries or doubt, do not hesitate to call us or send a text (you will be called back) to :

[_____]

Add name and phone num of enumerator

LIST of TYPES OF ACTIVITIES

Activities WITHIN the health facility

- General (integrated) clinical activities (covering different problems of a patient. For ex: outpatient visits, visits of children or pregnant women)
- Disease/service/program specific activities (for ex: Family Planning, TB, HIV/AIDS, etc) → *Please, specify in the logbook which disease/service/program.*
- General administrative work (for example HIS reports, pharmacy records, etc.)
- Disease/service/program specific administrative work (for example, HIV or other disease specific information reports). *Please, specify which disease/service/program.*
- Meetings within the facility (for ex: meeting with the staff to agree on shifts, etc.)
- Night guards

Activities OUTSIDE the health facility

- Outreach activities in the community
- Meeting outside of the facility. *Please, specify type/topic of meeting, organiser and meeting place*
- Training, workshop, etc. *Please, specify topic of workshop, organiser and place*
- Private practice (health-related work that you do in a clinic, at home or at the home of a patient)
- Other non-medical activities that generate income (for ex: trading, business, farming). *Please, specify.*

EXAMPLE

Daily activity logbook – WEEK # 1

EXAMPLE

Fill in the date on which you started recording: Monday, September 16th _____

TIME	Monday	Amount earned	Tuesday	Amount earned
7am				
8am	Meeting in facility: planning of week			
9am				
10am	Outpatient consultations			
11am		Gifts: 20,000 Le.		
12pm	Consultations: Family Planning		Training:	DSA: 50,000 Le.
1pm			- Family Planning	
2pm			- Funded by UNFPA	
3pm			- at DHMT Office	
4pm	Private practice	30,000 Le.		
5pm				
6pm	Work in shop	10,000 Le.		5,000 Le.
7pm				Work in shop

Daily activity logbook – WEEK # _____

Date on which you started recording: _____

TIME	Monday	Amount earned	Tuesday	Amount earned
Early morning				
7am				
8am				
9am				
10am				
11am				
12pm				
1pm				
2pm				
3pm				
4pm				
5pm				
6pm				
7pm				
8pm				
Night				

TIME	Wednesday	Amount earned	Thursday	Amount earned
Early morning				
7am				
8am				
9am				
10am				
11am				
12pm				
1pm				
2pm				
3pm				
4pm				
5pm				
6pm				
7pm				
8pm				
Night				

TIME	Friday	Amount earned	Saturday	Amount earned	Sunday	Amount earned
Early morning						
7am						
8am						
9am						
10am						
11am						
12pm						
1pm						
2pm						
3pm						
4pm						
5pm						
6pm						
7pm						
8pm						
Night						