PPH kits photo-based survey

Appendix 4 Instruction sheet for taking photos of PPH kits

Version 2 2024-06-26

*We will provide textual and visual instructions via Thiscovery that will guide participants in the process of taking photos of their local PPH kit and contents.**The points describe the set of instructions that the participants will be provided with. Minor changes to the text may be made following upload to the Thiscovery website.*

Participants are asked to answer a question about the type of PPH kit, indicating if it is a trolley, box or if something else. This then ensures the correct instructions are accessed by participants.

# **Trolley instructions**

# Step one: preparation

**Before** taking any photos, you will need:

* access to a smart-phone or tablet that can take images
* access to the photo-taking instructions on the next webpages or a print-out of our photo-taking instructions, which you can download at the end of this activity.
* enough time to unpack a PPH kit, take several photos of the kit and its contents, and pack it away again

**During** photo-taking, you will be asked to:

* take a variety of images of the overall kit and its contents as you unpack the kit
* remove or cover any personally identifiable data before taking the photos
* temporarily save the photos in your device’s camera roll
* re-pack the PPH kit and return to its original location

**After** taking photos, you will need to:

* log back into the Thiscovery platform on the same device that you have the photos stored on
* open up the photo upload activity within your dashboard
* upload photos one by one
* confirm there is no personally identifiable data in the photos
* answer a few basic questions about the photos

Please note: we’re very aware of how busy and, at times, stretched maternity units can be. Please take photos at a time when the unit is less buys or when you feel it is safe to do so. We would also recommend uploading photos at a time that is convenient for you.

# Step two: take photos

### 2a. Take photos of the PPH kit in the place where it is usually stored

Locate the kit in your unit and without moving or unpacking it

* take a photo of the PPH kit in the location where it Is usually stored

### 2b. Take photos of the top of the trolley and its drawers

Move the kit into an area that is well-lit

* take a photo of the top of the trolley
* take a photo of each drawer opened and from above
* if it is not possible to see all of the contents, please lay them out onto a flat surface and photograph them from above
* repeat for each drawer that is part of the PPH kit

### 2c. Take photos of the PPH drugs box or bag

If the PPH drugs are stored in a container, (whether in the kit or elsewhere such as a fridge)

* take photos of the container with the lid on
* take a photo of the container with the lid off

### 2d. Take a photo of the checklist of contents (if there is one)

If the PPH kit has an associated checklist of contents, take a photo of this

# Step three: return PPH kit

Once you have finished taking all photos, please:

* re-pack the contents of each compartment (if applicable)
* re-pack the kit and close the lid/drawer
* secure the PPH kit in accordance with local practice
* return the kit back to its original location

# Step four: upload photos

When you have time (you will need about 20-30 minutes) and are ready to upload photos, you should complete the following steps:

* log back into the Thiscovery platform on the same device you used to take the photos with or a computer that you’ve sent the photos to
* in your dashboard, select start on the activity called [INSERT NAME]
* follow the instructions within the activity to upload each of your photos

# **PPH box instructions**

# Step one: preparation

**Before** taking any photos, you will need:

* access to a smart-phone or tablet that can take images
* access to the photo-taking instructions on the next webpages or a print-out of our photo-taking instructions, which you can download at the end of this activity.
* enough time to unpack a PPH kit, take several photos of the kit and its contents, and pack it away again

**During** photo-taking, you will be asked to:

* take a variety of images of the overall kit and its contents as you unpack the kit
* remove or cover any personally identifiable data before taking the photos
* temporarily save the photos in your device’s camera roll
* re-pack the PPH kit and return to its original location

**After** taking photos, you will need to:

* log back into the Thiscovery platform on the same device that you have the photos stored on
* open up the photo upload activity within your dashboard
* upload photos one by one
* confirm there is no personally identifiable data in the photos
* answer a few basic questions about the photos

Please note: we’re very aware of how busy and, at times, stretched maternity units can be. Please take photos at a time when the unit is less buys or when you feel it is safe to do so. We would also recommend uploading photos at a time that is convenient for you.

# Step two: take photos

### 2a. Take photos of the PPH kit in the place where it is usually stored

Locate the kit in your unit and without moving or unpacking it

* take a photo of the PPH kit in the location where it Is usually stored

**2b. Take photos of the kit and its compartments/containers**

Move the kit to an area with a large flat surface that is well lit (spreading a sheet over a table can give a neutral background to ensure items are easily visible).

* take a photo with the kit opened (for example with the lid off)

Take any compartments or containers out of the kit

* take a photo of each compartment/container opened (e.g., with the lid off or top opened).
* if it is not possible to see all of the contents, please lay them out onto a flat surface and photograph them from above.
* repeat these steps until all compartments/containers have been photographed

If there are any items left over from the previous step (e.g., because they were not in a compartment / container)

* place these into subgroups that make sense to you (e.g., all the fluids together)
* take a photo of each group

### 2c. Take photos of the PPH drugs box or bag

If the PPH drugs are stored in a container, (whether in the kit or elsewhere such as a fridge)

* take photos of the container with the lid on
* take a photo of the container with the lid off

### 2d. Take a photo of the checklist of contents (if there is one)

If the PPH kit has an associated checklist of contents, take a photo of this

# Step three: return PPH kit

Once you have finished taking all photos, please:

* re-pack the contents of each compartment (if applicable)
* re-pack the kit and close the lid/drawer
* secure the PPH kit in accordance with local practice
* return the kit back to its original location

# Step four: upload photos

When you have time (you will need about 20-30 minutes) and are ready to upload photos, you should complete the following steps:

* log back into the Thiscovery platform on the same device you used to take the photos with or a computer that you’ve sent the photos to
* in your dashboard, select start on the activity called [INSERT NAME]
* follow the instructions within the activity to upload each of your photos

# **Instructions for something else (not a trolley or box)**

# Step one: preparation

**Before** taking any photos, you will need:

* access to a smart-phone or tablet that can take images
* access to the photo-taking instructions on the next webpages or a print-out of our photo-taking instructions, which you can download at the end of this activity.
* enough time to unpack a PPH kit, take several photos of the kit and its contents, and pack it away again

**During** photo-taking, you will be asked to:

* take a variety of images of the overall kit and its contents as you unpack the kit
* remove or cover any personally identifiable data before taking the photos
* temporarily save the photos in your device’s camera roll
* re-pack the PPH kit and return to its original location

**After** taking photos, you will need to:

* log back into the Thiscovery platform on the same device that you have the photos stored on
* open up the photo upload activity within your dashboard
* upload photos one by one
* confirm there is no personally identifiable data in the photos
* answer a few basic questions about the photos

Please note: we’re very aware of how busy and, at times, stretched maternity units can be. Please take photos at a time when the unit is less buys or when you feel it is safe to do so. We would also recommend uploading photos at a time that is convenient for you.

# Step two: take photos

### 2a. Take photos of the PPH kit in the place where it is usually stored

Locate the kit in your unit and without moving or unpacking it

* take a photo of the PPH kit in the location where it Is usually stored

**2b. Take photos of the kit and its compartments/containers**

Move the kit to an area with a large flat surface that is well lit (spreading a sheet over a table can give a neutral background to ensure items are easily visible).

* take a photo with the kit opened (for example with the lid off)

Take any compartments or containers out of the kit

* take a photo of each compartment/container opened (e.g., with the lid off or top opened).
* if it is not possible to see all of the contents, please lay them out onto a flat surface and photograph them from above.
* repeat these steps until all compartments/containers have been photographed

If there are any items left over from the previous step (e.g., because they were not in a compartment / container)

* place these into subgroups that make sense to you (e.g., all the fluids together)
* take a photo of each group

### 2c. Take photos of the PPH drugs box or bag

If the PPH drugs are stored in a container, (whether in the kit or elsewhere such as a fridge)

* take photos of the container with the lid on
* take a photo of the container with the lid off

### 2d. Take a photo of the checklist of contents (if there is one)

If the PPH kit has an associated checklist of contents, take a photo of this

# Step three: return PPH kit

Once you have finished taking all photos, please:

* re-pack the contents of each compartment (if applicable)
* re-pack the kit and close the lid/drawer
* secure the PPH kit in accordance with local practice
* return the kit back to its original location

# Step four: upload photos

When you have time (you will need about 20-30 minutes) and are ready to upload photos, you should complete the following steps:

* log back into the Thiscovery platform on the same device you used to take the photos with or a computer that you’ve sent the photos to
* in your dashboard, select start on the activity called [INSERT NAME]
* follow the instructions within the activity to upload each of your photos