

## Duties and Responsibilities of *Accompagnateur* Leaders at Inshuti Mu Buzima, Rwanda

### General responsibilities

- Identify problems within the *accompagnateur* system and find solutions.
- Consult the calendar on the bulletin board at the hospital to know your activity for each day of the week. Notify Head of the *Accompagnateur* Program of schedule changes and post updates on the bulletin board.
- Wear your badge so as to be easily identifiable to staff, patients, and fellow *accompagnateurs*.
- Complete the paperwork on your patients who will be visited by the hospital team the following week. Notify the Head Nurse of the Infectious Disease Clinic at the end of the week.
- Attend *accompagnateur* leader meetings at 8:30am every Monday. Bring your *accompagnateur* supervision reports.
- Attend every monthly *accompagnateur* meeting.

### When working in the community/field

- Visit both the patient and his/her *accompagnateur* on the same day.
- Record every visit on the appropriate form.
- Always bring condoms and offer them to the patient.
- Perform a pill count for every *accompagnateur* you visit. The calendar for the Infectious Disease Clinic will show the last date the *accompagnateur* received medications. From that date, determine how many pills should be remaining. The *accompagnateur* should always have three days' extra.
- Report the following problems immediately to both the Head of the *Accompagnateur* Program and the Head Nurse of the ID Clinic:
  - The number of pills is significantly more or less than it should be.
  - The pills were left at the patient's house by the *accompagnateur*.
  - The *accompagnateur* lives very far from the patient.
  - The *accompagnateur* does not visit the patient every day.
- Ask the ID Clinic to arrange transport if you find a patient who is very sick and cannot come to the hospital on his/her own.

### When working at the hospital

- Ask the social worker at hospital rounds which hospitalized patients need help with *accompagnateur* issues.
- Meet with the Head Doctor or Head Nurse to find out which patients and *accompagnateurs* did not come to appointments. Find the missing *accompagnateurs* and/or patients and assess the situation.
- Remain nearby when a group is starting ART medication to answer questions the nurse or doctor may have.
- Work with the ID Clinic nurse when she/he distributes medicine to address any problems that may arise.

When working with hospital staff on home visits

- Know ahead of time where each patient lives.
- On the way to the patient's house, inform the clinical team of the last time you visited this patient and any problems he/she is experiencing.
- Ensure that every patient under your charge receives a home visit from the hospital team within six months of starting ART.