

Appendix V: Data Collection Tools A. SEMI-STRUCTURED QUESTIONNAIRE

TITLE: Enhancing Malaria Tracking: Exploring the Documentation and Reporting Tools among Formal Private Drug Retail Shops in the Hohoe Municipality

Questionnaire Code:	Date of interview
Section A – Background of Health Facility	
 1.Type of formal private health facility: Community pharmacy.....1 Over the Counter Medicine Sellers (OTCMS) 2 Private hospital.....3 Other (specify).....4	
2.Location: Within Hohoe.....1 Outside Hohoe.....2	

3.What is the total number of service providers in this facility?

1-3.....1

4-6.....2

7-9.....3

10-12.....4

Other (specify).....5

4.What is the Qualification of the owner of the facility?

Pharmacist..... 1

Medicine Counter Assistant.....2

Over the Counter Medicine Seller...3

Medical Doctor.....4

Physician Assistant.....5

Medical Laboratory Scientist.....6

Other (specify) 7

Section B: Background of service provider

5. what is your age		
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6.Sex	Male 1 Female 2	
7.Educational level	No formal education.....1 Primary.....2 Middle School/ JHS.....3 Technical/Vocation/SHS.....4 Tertiary..... 5 Other (specify).....6	

8. Qualification of service provider	Pharmacist.....1 Pharmacy assistant.....2 Counter Medicine Assistant....3 Medical laboratory Scientist...4 Doctor.....5 Physician Assistant.....6 Nurse.....7 Other (specify) 8	
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9. Years of Experience of service provider in the Formal Drug Retail Shop	Less than 1 year.....1 1-5 years.....2 6-10 years.....3 More than 10 years.....4	
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3.13 Section C: Existing Methods for Documentation of Other Diseases and Conditions seen and Their Reporting Tools Used by Formal Drug Retail Shops in the Hohoe Municipality of Ghana

10. Are there tools or documents that are currently used for documenting and reporting diseases/conditions at your shop?	Yes.....1 No.....2	
11. If yes, what tools or methods do you currently use for documenting and reporting cases of malaria in your retail shop?	Paper-based forms.....1 Digital software/applications....2 Mobile applications.....3 Other (please specify) 4 None.....5	
12. What other disease(s)/conditions do you use the reporting tool for?		

13. How satisfied are you with the effectiveness of the tools/methods you currently use for documenting and reporting malaria cases?	Very Satisfied.....1 Satisfied.....2 Neutral.....3 Dissatisfied.....4 Very Dissatisfied....5 Not applicable.....6	
14. Are there any challenges or limitations you face when using these tools/methods for documenting and reporting malaria cases?	Yes.....1 No.....2	
15.If yes, please specify the challenges or limitations:		

Section D: Formal drug retail shops in the Hohoe Municipality of Ghana Preferred Reporting Tool for malaria cases		
16. In your opinion, what reporting tool do you believe would be most effective for tracking malaria cases into the DHIMS?	Paper-based forms.....1 Digital software/applications....2 Mobile applications.....3 Other (please specify) 4 None.....5	
17. What features or characteristics do you think are essential in this preferred reporting tool? (Check all that apply)	User-friendly interface.....1 Real-time data submission.....2 Integration with DHIMS.....3 Offline functionality.....4 Data security measures.....5 Training and support.....6 Other (please specify) 7	

18. Please provide any additional comments, suggestions, or insights related to malaria tracking and reporting in your retail shop.

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C.IN-DEPTH INTERVIEW GUIDE

Objective: Exploring the views of attendants at the formal drug retail shops on the importance of documenting and reporting malaria cases.

1. Can you describe yourself

- Probe (Name, Age, Level of education, Position/Rank, Period of practicing)

Section 1: Understanding Current Practices and Tools

2. Current Documentation Practices

- What do you understand by the “T3” of Malaria Control Strategy?
- What are your views on the tracking component of the Malaria Control Strategy?
- What do you believe are the primary reasons for documenting and reporting malaria cases accurately in your drug retail shop?
- Can you describe the methods currently used for documenting malaria cases at your retail shop?
- What tools, if any, are in place for recording malaria cases and patient information?

3. Challenges in Current Practices

- Are there any challenges or difficulties you face in the current documentation process for malaria cases?

- How do these challenges impact your ability to effectively track and report malaria cases?

Section 2: Perceived Importance of Documentation and Reporting

4. Importance of Documentation

- In your opinion, how important is it to document malaria cases in your retail shop?
- What are the benefits or advantages of maintaining detailed records of malaria cases?

5. Role in Public Health

- How do you see your retail shop's role in contributing to public health through malaria documentation and reporting?
- What can you say about accurate reporting and its role in control and prevent the spread of malaria in the community?

Section 3: Barriers and Facilitators

6. Barriers to Documentation

- What are the main obstacles you encounter when trying to document and report malaria cases?
- How do these barriers affect your motivation to document cases?

7. Facilitators for Documentation

- Are there any factors that make it easier or more efficient to document and report malaria cases?

- Are there any resources or support you need to improve documentation practices?

Section 4: Future Improvements

8. Suggestions for Enhancement

- What improvements or changes would you recommend for the current documentation and reporting tools in your retail shop?
- Are there specific tools or technologies that you believe could be beneficial?

9. Training and Capacity Building

- What can you say about training and capacity building for staff could enhance malaria documentation and reporting? If so, how?
- What kind of training or support would you and your colleagues find most valuable?

Conclusion:

10. Wrapping Up

- Feel free to add any additional comments, suggestions, or insights related to malaria tracking and reporting in your retail shop?

Thank the interviewee for their time and participation.