Annexe 17. Chronogramme des activités pour une campagne de vaccination (exemple)

 **Début de l’épidémie Début de la campagne**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Dates** | **Nom du****responsable** | **J1** | **J2** | **J3** | **J4** | **J5** | **J6** | **J7** | **J8** | **J9** | **J10** | **J11** | **J12** | **J13** | **J14** | **J15** | **J16** | **J17** | **….** | **Fin** |
| **Comité de gestion des épidémies** |
| Rôle, tâches, composition |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Création/réactivation |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Réunions  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Bilan et rapport d’activités |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Information/mobilisation sociale** |
| Mise en place d’un comité d’information |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Réunion du comité |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Rédaction du message |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Préparation et distribution du matériel |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Diffusion du message |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Ressources humaines** |
| Recensement personnel/estimation besoins |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Identification et affectation du personnel |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Planning des équipes  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Conception documents formation/supervision |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Formation et diffusion des documents |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Supervision |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Règlement per diem |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

 **Début de l’épidémie Début de la campagne**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Dates** | **Nom du****responsable** | **J1** | **J2** | **J3** | **J4** | **J5** | **J6** | **J7** | **J8** | **J9** | **J10** | **J11** | **J12** | **J13** | **J14** | **J15** | **J16** | **J17** | **….** | **Fin** |
| **Surveillance épidémiologique** |
| Collecte/synthèse/analyse cas-décès |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Rapport hebdomadaire |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Rapport et évaluation finale |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Vaccins et matériel d’injection** |
| Estimation des besoins |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Vérification des stocks existants |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Commandes |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Réception et vérification |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Gestion du stock  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Distribution  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Equipement (matériel équipe, papeterie, etc.)** |
| Evaluation des ressources/besoins |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Commandes |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Réception et vérification |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Pré-positionnement matériel/équipement |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Distribution  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

 **Début de l’épidémie Début de la campagne**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Dates** | **Nom du****responsable** | **J1** | **J2** | **J3** | **J4** | **J5** | **J6** | **J7** | **J8** | **J9** | **J10** | **J11** | **J12** | **J13** | **J14** | **J15** | **J16** | **J17** | **….** | **Fin** |
| **Chaîne de froid** |
| Evaluation des ressources/besoins |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Commandes |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Formation  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Réception et vérification |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Installation et mise en route |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Surveillance |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Gestion et entretien du matériel  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Estimation des besoins en glace  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Plan et organisation des circuits de distribution |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Elaboration formulaires suivi des appro. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Approvisionnement des sites/équipes  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Inventaire et rangement du matériel |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Logistique et transports** |
| Evaluation ressources locales/besoins  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Commande et/ou achat local et/ou location |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Réception, vérification et maintenance |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Distribution/répartition en fonction des besoins |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Planning des véhicules |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

 **Début de l’épidémie Début de la campagne**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Dates** | **Nom du****responsable** | **J1** | **J2** | **J3** | **J4** | **J5** | **J6** | **J7** | **J8** | **J9** | **J10** | **J11** | **J12** | **J13** | **J14** | **J15** | **J16** | **J17** | **….** | **Fin** |
| **Planification et mise en œuvre de la collecte/élimination des déchets** |
| Evaluation des ressources |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Définition stratégie et circuits de collecte |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Evaluation des besoins |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Identification et recrutement du personnel  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Identification des sites d’élimination  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Préparation des sites d’élimination |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Elaboration des documents de formation |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Formation |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Distribution équipement/matériel protection  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Collecte et élimination des déchets |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Sites de vaccination** |
| Définition du nombre de sites |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Identification avec les autorités |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Visites  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Préparation, organisation  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Campagne de vaccination** |
| Préparation et vérification du matériel |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Approvisionnement des sites de vaccination |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Supervision |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

 **Début de l’épidémie Début de la campagne**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Dates** | **Nom du****responsable** | **J1** | **J2** | **J3** | **J4** | **J5** | **J6** | **J7** | **J8** | **J9** | **J10** | **J11** | **J12** | **J13** | **J14** | **J15** | **J16** | **J17** | **….** | **Fin** |
| **Evaluation des activités de vaccination** |
| Préparation des outils de recueil de données |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Evaluation de la couverture vaccinale  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Evaluation du taux de perte (vaccins, matériel) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Communication des résultats |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Rapports hebdomadaire et final |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Enquête de couverture vaccinale |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |