



health

Department:
Health
REPUBLIC OF SOUTH AFRICA

NATIONAL DEPARTMENT OF HEALTH

ADVERSE EVENTS (AEs) REGISTER

Version 2

January 2020

PROVINCE:.....
FACILITY NAME:
FACILITY UNIQUE IDENTIFIER:.....
START DATE:
END DATE:.....

Guide for the use of AE Register

1. OVERVIEW

- The AE register should be the only register used to capture the data elements of MMC AEs used in a facility.
- Regardless of provider experience, AEs can occur at any time during or after circumcision.
- It is important for service providers offering MMC services to be able to identify, document, and report AEs to inform decision making.
- The register should always be placed at a designated, safe and secure place or service point.
- All males attending the facility who present medical circumcision adverse events are entered into the MMC AE register which is used as a universal source of data for the MMC programme.
- Clinical stationery should be the source of reporting for AE register.
- Completed clinic registers should be stored for seven (7) years.
- All information entered in the register should be legible and must be in permanent ink.

2. INSTRUCTIONS

- Client who present with AE will be entered once in the register on the day when AE was first observed.
- Type and severity of AE and Treatment plan should be entered on first observed date.
- The outcome will be entered once the AE case is closed preferably within SIX weeks.
- **Patients returning for follow-up visits cannot be re-entered in this register.**
- **The progress of the patient will be recorded in the client intake file or NAE log if the client had a SAE.**
- A new page for each month should be used to capture data for MMC AE clients. Start a new month on a new page.
- Always complete all demographic details on the register such as district and patient details.
- Ensure that the age of the patient is entered in the same line as the names of the male presented with AE.
- Record the actual age of the client in the appropriate age group column.
If you make an error on an entry into the register, please draw a straight line through all the data recorded on that line, sign and date.

3. REPORTING

- Running totals should be collected monthly and transferred to the facility Monthly Input Report. Sum up the running totals for **each** register page and transcribe totals into the Monthly Input Report form.
- The monthly summary is to be signed by a designated official prior to data submission.

4. DEFINITION OF DATA ELEMENTS

- **District:** is the name of the district in which the MMC facility is located.
- **Facility:** is the clinic, CHC, hospital or any other approved structural facility at which MMC procedures were successfully performed.
- **No.:** is the number of males who successfully underwent MMC.
- **Date of MMC:** is the day on which an MMC procedure was successfully performed.
- **Names and surname:** full names and surname of the potential MMC client as per documents presented for identification.
- **File number:** is a number allocated for a potential MMC client.
- **Age:** is any age of male client, 10 years and above.
- **Adverse Event (AE):** is any undesired outcome that occurred to an MMC client during or after an MMC procedure.
- **Adverse Event Type:** is a form of an AE that occurs to an MMC client
- **Moderate Adverse Event:** is any AE that requires intervention and can be managed at the facility.
- **Severe Adverse Event:** is any adverse event that requires extensive intervention or specialist's input and are usually referred for further management.
- **Signatures and dates:** The Clinician signature at the end of a row is required to account for the information entered.



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PARTNER:	
SITE NAME:	
DISTRICT:	
MONTH:	
YEAR:	

ADVERSE EVENT (AE) REGISTER													
NO.	DATE	CLIENT NAME & SURNAME	AGE	FILE NUMBER	DATE OF VMMC	DATE AE WAS FIRST OBSERVED	TYPE OF AE (e.g. BLEEDING, INFECTION)	SEVERITY OF AE (√)			TREATMENT/PLAN	OUTCOME/COMMENT	STAFF NAME & SIGNATURE
								MILD	MODERATE	SEVERE			
1	YYYY/MM/DD				YYYY/MM/DD	YYYY/MM/DD		MILD	MODERATE	SEVERE			
2								MILD	MODERATE	SEVERE			
3								MILD	MODERATE	SEVERE			
4								MILD	MODERATE	SEVERE			
5								MILD	MODERATE	SEVERE			
6								MILD	MODERATE	SEVERE			
7								MILD	MODERATE	SEVERE			
8								MILD	MODERATE	SEVERE			
9								MILD	MODERATE	SEVERE			
10								MILD	MODERATE	SEVERE			
							TOTALS:						

SOURCE: BASED ON THE USAID ADVERSE EVENTS (AE) REGISTER TOOL. COMPLETE FULL DETAILS OF THE AE. INCLUDE NAME AND SIGNATURE FROM EACH STAFF/TEAM MEMBER.
DATE ADAPTED: JANUARY, 2020.