Daily Synthesis Sheet

TIME

80–120

minutes

DIFFICULTY

Participants: EASY

Facilitator: EASY

GOAL

The daily synthesis sheets support the daily analysis of the diagnostic findings and learnings.

First, the tool allows the core implementation team (CIT) to reflect on and summarize the influencing factors participants mentioned and how they influence provider behavior.
Second, a Point of View (POV) exercise enables the CIT to articulate initial insights in preparation for the global synthesis.

HOW DOES IT WORK?

This template is divided into two sections:

Section 1: helps you to synthesize the main influencing factors for each category of the system (i.e., client, workplace environment, providers and colleagues, health system, and community). It will also lead you to synthesize the main pain points, causes, and elements working well at each level.

Section 2: is a Point Of View sheet in which you will document your key takeaways from filling out section 1 of the daily sheet.

MATERIALS NEEDED

- ☐ The instructions booklet
- ☐ The diagnostic tools you used during the day, i.e., the scenario tool, behavioral blueprints, and observation guide
- ☐ Pen
- ☐ Two printed copies of the daily synthesis sheet

PARTICIPANTS & ROLES

- ☐ **Number of Participants:** The CIT members who conducted the diagnostic process (between six and twelve team members)
- ☐ **Roles:**
  - One facilitator
  - One notetaker

Name of facility: _____

	1 INFLUENCING FACTORS	2 PAINPOINTS AND CAUSES	3 WHAT WORKS WELL
DATE / /	What are some of the **main influencing factors** that you have identified so far that are impacting each category of the system?	What **pain points** (challenges, problems or needs) have you identified that can negatively influence the identified factors? What elements can you identify that are causing these painpoints? *Note: Please write the number of the relevant influence factor in the "No." column (e.g., write 3 to refer to health mis-information)*	What is working well in the influencing factors? Are there existing elements that could be **opportunities** for further improvement? *Note: Please write the number of the relevant influence factor in the "No." column (e.g., write 3 to refer to health mis-information)*
Client	☐ 1. Financial resources ☐ 2. Demographic characteristics ☐ 3. Attitudes, values, and beliefs ☐ 4. Agency and power ☐ 5. Expectations for care ☐ 6. Health literacy and skills ☐ 7. _____ ☐ 8. _____	NO. PAIN POINT CAUSES	NO. OPPORTUNITIES
Health System	☐ 1. Policies, guidelines and protocols ☐ 2. Performance monitoring ☐ 3. Provider support structures ☐ 4. Promotion, transfer, and compensation ☐ 5. Family planning prioritization ☐ 6. Resource management ☐ 7. _____ ☐ 8. _____	NO. PAIN POINT CAUSES	NO. OPPORTUNITIES
Provider & Colleagues	☐ 1. Empathy toward client ☐ 2. Knowledge and skills ☐ 3. Ability to make decisions and act ☐ 4. Commitment ☐ 5. Provider's identity in and out of the facility ☐ 6. Values, beliefs and attitudes ☐ 7. Gender competency ☐ 8. _____ ☐ 9. _____	NO. PAIN POINT CAUSES	NO. OPPORTUNITIES

Don't Forget: Use a star ★ to mark your key findings in steps 1&2. What did you discover? What were some surprising or most significant observations?
Keep track of these themes on the POV sheet (last page of this section) to find patterns and explore further.

	1 INFLUENCING FACTORS	2 PAINPOINTS AND CAUSES	3 WHAT WORKS WELL
DATE / /	What are some of the **main influencing factors** that you have identified so far that are impacting each category of the system?	What **painpoints** (challenges, problems or needs) have you identified that can negatively influence the identified factors? What elements can you identify that are causing these painpoints? *Note: Please write the number of the relevant influence factor in the "No." column (e.g., write 3 to refer to health mis-information)*	What is working well in the influencing factors? Are there existing elements that could be **opportunities** for further improvement? *Note: Please write the number of the relevant influence factor in the "No." column (e.g., write 3 to refer to health mis-information)*
Workplace Environment	☐ 1. Training and professional development ☐ 2. Resource availability ☐ 3. Physical environment of facility ☐ 4. Workplace culture ☐ 5. Leadership and management style ☐ 6. Feedback and recognition ☐ 7. Staffing levels and workload ☐ 8. Coordination between providers/departments ☐ 9. _____ ☐ 10. _____	NO. PAINPOINT CAUSES	NO. OPPORTUNITIES
Community	☐ 1. Community definition of quality care ☐ 2. Socio-cultural and gender norms ☐ 3. Health mis-information ☐ 4. Religious leaders and influences ☐ 5. Confidence community members have in the facility ☐ 6. Social stigma against certain groups ☐ 7. _____ ☐ 8. _____	NO. PAINPOINT CAUSES	NO. OPPORTUNITIES

Don't Forget: Use a star ★ to mark your key findings in steps 1&2. What did you discover? What were some surprising or most significant observations?
Keep track of these themes on the POV sheet (last page of this section) to find patterns and explore further.

POINT OF VIEW SHEET: **Complete each statement** based on findings from every category (pages 2-3 of this tool). This will help you synthesize the gathered information into key takeaways.

DATE ／ ／	Client	Workplace Environment	Providers & Colleagues	Health System	Community
	WE WERE SURPRISED TO NOTICE...	WE WERE SURPRISED TO NOTICE...	WE WERE SURPRISED TO NOTICE...	WE WERE SURPRISED TO NOTICE...	WE WERE SURPRISED TO NOTICE...
	WE WONDER IF THIS MEANS...	WE WONDER IF THIS MEANS...	WE WONDER IF THIS MEANS...	WE WONDER IF THIS MEANS...	WE WONDER IF THIS MEANS...
	IT WOULD BE GAME CHANGING TO...	IT WOULD BE GAME CHANGING TO...	IT WOULD BE GAME CHANGING TO...	IT WOULD BE GAME CHANGING TO...	IT WOULD BE GAME CHANGING TO...

Don't Forget: Use the key findings you marked with a star ★ in the previous sheets to complete this sheet.