

## Tool 1: Sources of Information Worksheet

**Suggested Use:** It is important to base learning interventions on the most reliable and up-to-date resources available. It is rare that all the information and all of the best sources are available, so check multiple sources where possible. Some of the best sources of information are briefly described below.

**Instructions:** Use this sheet to record all available sources of information, including resources unique to the specific situation in which you are working. As you fill out other worksheets, begin by checking the resources you listed on this sheet to make sure your work is based on the best available data.

<b>Resources that may be available</b>	<b>Summary of relevant information (with page number or URL)</b>
<b>National human resources for health data</b> (e.g., human resource database or information systems, HRH assessments, training database)	
<b>National human resources for health plan</b>	
<b>Performance needs assessments</b>	
<b>National policies, guidelines and standards</b> especially those on human resources for health	
<b>Written job descriptions</b>	
<b>Evidence-based Standards and Guidelines</b> from WHO and professional associations	
<b>World Health Organization HRH database</b> , which gives composition and distribution of the workforce by country	

## Tool 1: Sources of Information Worksheet *(continued)*

<i>Resources that may be available</i>	<i>Summary of relevant information (with page number or URL)</i>
<p><b>Curricula</b> for health-related professional and vocational courses generally available from the Ministry of Education or Ministry of Health</p>	
<p><b>Professional organizations</b> for information about certification and scopes of practice</p>	
<p><b>Expert health workers and providers</b> for information about all aspects of service-delivery</p>	
<p><b>Supervisors and managers</b> for information about job tasks, performance, motivation, incentives, etc.</p>	
<p><b>Observation (e.g., supervisors' observation</b> of workers on the job)</p>	
<p><b>Small-scale studies</b></p>	
<p><b>Interviews</b> with community members, health workers, stakeholders and others</p>	
<p><b>Other</b> sources of information for this situation</p>	