

Section 2: Roles and Responsibilities

Overview

Introduction There are a number of entities involved in STEPS surveillance at different levels including:

- country (national or subnational)
- regional
- global.

They all have key roles, which are described below.

Purpose The purpose of this section is to:

- provide an overview of the relationships between all those involved in a STEPS surveillance study;
 - provide a description of each of the core roles involved.
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In this section This section contains information outlining the responsibilities for the following:

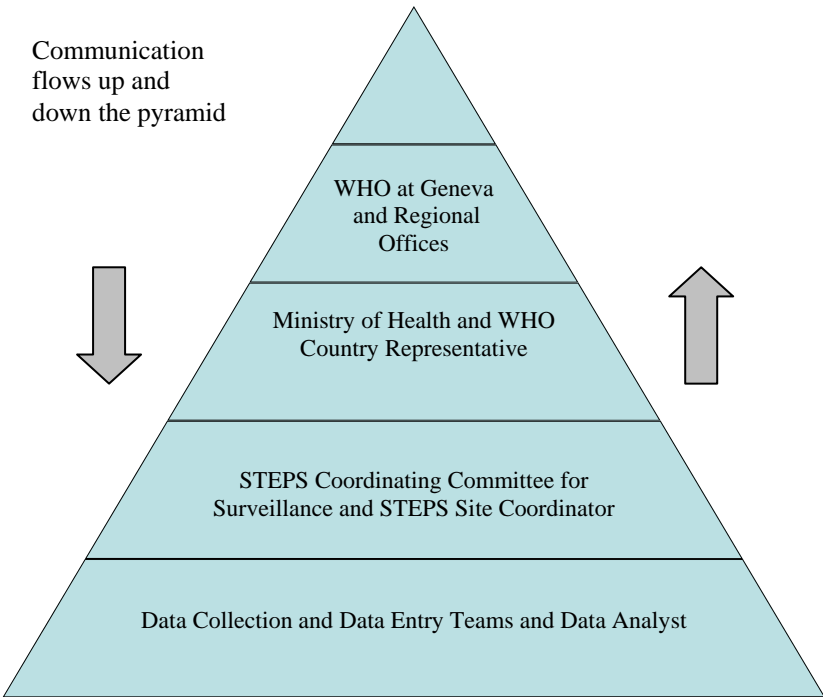
Topic	See Page
Relationships Between Survey Team and WHO	1-2-2
STEPS Site Coordinator	1-2-3
STEPS Coordinating Committee	1-2-5
Data Collection Team	1-2-6
Data Entry Team	1-2-9
Statistical Adviser	1-2-11
Data Analyst	1-2-12
WHO Offices	1-2-13

Relationships Between Survey Team and WHO

Introduction The survey team is all those involved in the data collection, entry and analysis processes.

The WHO Geneva STEPS team and the WHO Regional Office provide guidance and support for STEPS Surveillance.

Roles and Relationships The diagram below shows the lines of communication between all the players in a WHO STEPS Surveillance.



STEPS Site Coordinator

Introduction

The STEPS Site Coordinator is the key person responsible for planning and implementing STEPS.

The STEPS Site Coordinator should be familiar with the entire manual to understand the whole STEPS process.

Skills and attributes

The STEPS Site Coordinator will need to have the following general skills and attributes:

- good written and oral communication skills;
 - ability to recruit efficient and motivated staff;
 - current knowledge of the Ministry of Health, public health institutions and the personnel involved in STEPS;
 - well-organized and efficient planner;
 - ability to mobilize multiple teams over a short period to complete data collection;
 - ability to chair meetings of the STEPS Coordinating Committee;
 - good understanding of the philosophy and objectives of the STEPS risk factor surveillance process.
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Level of authority

The STEPS Site Coordinator should have sufficient authority to:

- lead the whole process of STEPS implementation;
 - negotiate and obtain resources for survey implementation;
 - oversee progress of the national/subnational STEPS implementation plan
 - develop partnerships;
 - contribute to the disease prevention and health promotion activities that will arise from the data gathered by STEPS.
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STEPS Site Coordinator, Continued

Core roles

The core roles of the STEPS Site Coordinator may include all or some of the following:

Role	Description
1	Liaising with local authorities, the STEPS Coordinating Committee, WHO country representatives and other stakeholders
2	Developing a STEPS implementation plan
3	Planning a STEPS survey
4	Coordinating the set up of a STEPS surveillance site
5	Recruiting and training field staff
6	Supervising the data collection and data entry processes
7	Reporting back results and ensure results are appropriately used
8	Overseeing archiving of files at completion of the project
9	Planning and preparing for future surveys

Note: Information on archiving is available in Part 4, Section 5.

STEPS Coordinating Committee

Introduction The STEPS Coordinating Committee will most likely be organized within the Ministry or Department of Health (MOH).

In countries where STEPS is nationally representative, a national committee will be established. In others, where STEPS is subnationally representative, a subnational committee will be set up.

Objectives The main objective of the STEPS Coordinating Committee is to oversee the practical and logistic issues relating to the overall implementation of the STEPwise approach to chronic disease risk factor surveillance (STEPS).

Core roles of the committee The core roles of the STEPS Coordinating Committee are to:

- support the STEPS Site Coordinator;
 - act as an advocacy body for chronic disease surveillance within the country;
 - develop national level partnerships with MOH and other stakeholders to enhance the capacity for ongoing chronic disease risk factor surveillance;
 - identify and secure local funding and / or "in kind" support;
 - oversee the overall implementation of the STEPwise approach to chronic disease risk factor surveillance (STEPS);
 - assist in translating the data into policy and programmes;
 - ensure the long term sustainability of STEPS surveillance.
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Core roles of the chairperson The STEPS Coordinating Committee chairperson is responsible for chairing meetings of the STEPS Coordinating Committee and for overseeing the practical and logistic issues relating to the overall implementation of the STEPwise approach to chronic disease risk factor surveillance.

This role is usually filled by the STEPS Site Coordinator.

Expertise of members Members of the STEPS Coordinating Committee should be selected for their expertise in the following areas:

- public health
 - epidemiology
 - survey statistics
 - clinical expertise in chronic diseases
 - experience as an advocate for preventing chronic diseases.
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Data Collection Team

Introduction

The data collection team undertakes a core function in STEPS Surveillance and includes all those who have been recruited to collect the survey data.

Hiring good interviewers and other field personnel is crucial to successful data collection. The quality of data collection and the survey results depend on the consistency and quality of these workers. Training the staff is therefore a major undertaking.

Data collection supervisor roles

The data collection supervisor may be the same person as the STEPS Site Coordinator.

The core roles of a data collection supervisor are listed in the table below. Specific tasks are identified in Part 2, Section 3; Part 3, Section 1; and Part 4, Section 1.

Role	Description
1	Training field staff
2	Obtaining and managing household lists and maps for each area, or other lists to be used as the sampling frame
3	Informing local authorities about the survey
4	Obtaining necessary venues, supplies and equipment
5	Supervising the interview process and recording daily activities
6	Ensuring data quality
7	Managing human resource performance and issues
8	Sending progress reports to STEPS Site Coordinator or regional focal point
9	Providing completed instruments to data entry supervisor at the end of each day

Skills and attributes

The data collection supervisor should have the following skills and attributes:

- ability to work with teams and motivate people;
 - well-organized and efficient in planning STEPS activities;
 - ability to mobilize multiple teams over a short period to complete data collection;
 - experienced in health population-based surveys;
 - good understanding of the philosophy and objectives of the global STEPS risk factor surveillance process.
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Data Collection Team, Continued

Interviewer roles

The interviewers are all those who have been trained to conduct the survey in the household setting using Step 1, and take physical measurements for Step 2 of the STEPS Instrument.

The core roles of an interviewer include:

Role	Description
1	Door knock selected households
2	Brief household members on purpose of the survey
3	Record all eligible participants on the Kish Household Coversheet and select one using the Kish method
4	Record information on the Interview Tracking Form
5	Inform the selected participant using the Participant Information Form and obtain written consent
6	Conduct the interview and record results for Step 1
7	Double check completed Step 1 questions
8	Take measurements and record results for Step 2 (if applicable)
9	Double check completed Step 2 information
10	Fill in Participant Feedback Form on results of Step 2 measurements for the participant
11	Make appointment for Step 3 (if applicable) and inform participant on fasting
12	Check all completed forms and hand to supervisor
13	Report any difficulties to supervisor

Skills and attributes

Interviewers should have the following general skills and attributes:

- good oral and written communication skills
- friendly manner and patience
- good attention to detail.

Clinic health professional's roles

Clinic health professionals are those people recruited to take biochemical measurements in a clinic setting for Step 3 of the STEPS Instrument.

This role does not need health professionals with full medical training. These professionals could be nurse practitioners or medical assistants.

The core roles of a survey clinic health professional include:

Role	Description
1	Checking for appropriate participant consent
2	Taking blood samples from participants and recording results for Step 3
3	Labeling samples and recording Participant Identification Numbers (PIDs)

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Data Collection Team, Continued

Laboratory technicians

Laboratory technicians are the people responsible for analysing the tests taken in the clinic setting for Step 3.

The core roles of a laboratory technician include:

Role	Description
1	Testing samples for glucose and lipids
2	Recording results and passing records on for data entry
3	Identifying out-of-range results for clinical attention
4	Ordering supplies

Note: In rare cases, Step 3 is done within the participants' households. In these cases, the interviewers should be trained to conduct Step 3.

Administrative staff

Administrative staff are required to:

- organize supplies and venues
 - print and distribute materials
 - organize any publicity for the survey
 - send out letters of invitation
 - file survey materials in the STEPS coordination office.
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Data Entry Team

Introduction The data entry team includes all those who have been recruited to enter, check, and validate the data gathered by the data collection team.

Supervisor The data entry supervisor is responsible for planning and organizing staff and workloads to ensure work proceeds smoothly.

The data entry supervisor role may sometimes be filled by the STEPS Site Coordinator or the STEPS data analyst.

The core roles of a data entry supervisor are listed in the table below. Specific tasks are identified in Part 2, Section 4; Part 3, Section 5; and Part 4, Section 2.

Role	Description
1	Training data entry staff
2	Obtaining necessary hardware and software
3	Planning, preparing and setting up the computing environment
4	Supervising the data entry and validation processes
5	Managing human resource performance and data entry team issues
6	Seeking and providing advice on software support
7	Creating master data set
8	Reporting problems or interview errors to the data collection team supervisor

Skills and attributes

Supervisors should have the following skills and attributes:

- ability to lead a team
 - systematic work practices
 - computer skills and operational experience.
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Data Entry Team, Continued

Data entry staff The data entry staff are all those who have been recruited to enter, check and validate the data gathered by the survey team.

The core roles of data entry staff are listed in the table below. Specific tasks are identified in Part 4, Section 2.

Role	Description
1	Logging receipt of completed instruments
2	Filing and organising paper copies of instruments
3	Entering survey data
4	Tracking instruments during data entry
5	Identifying errors and resolving problems with supervisor

Skills and attributes

Data entry staff should have the following skills and attributes:

- accurate keyboard (typing) skills;
 - computing experience or willingness to learn;
 - methodological and tidy work habits;
 - clear handwriting;
 - ability to follow instructions consistently and to raise concerns when appropriate;
 - interact efficiently with others to achieve accurate results.
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Statistical Adviser

Introduction The statistical adviser plays a key role in the sampling and data analysis process. The statistical adviser may be part of the STEPS Coordinating Committee and/or may serve as the data analyst. If a statistical adviser within a site cannot be identified, then the WHO Geneva STEPS team or the WHO Regional Office focal point will be able to advise and assist with this role.

Objectives The statistical adviser provides an integral role in the sampling and weighting of the survey data. The objective of the adviser is to ensure that a proper sample is selected and that the sample can be weighted to make the results nationally representative.

Expertise of statistical adviser The statistical adviser should have:

- an advanced degree in statistics
- a special interest in survey statistics
- experience with sampling and weighting data
- an interest in population health statistics
- an ability to discuss concerns and convey advice clearly to the data analyst.

Core roles of statistical adviser The statistical adviser, under the guidance of the STEPS Coordinating Committee, will be responsible for:

- collecting the sample frame;
- drawing the survey sample;
- reviewing available tracking material and adapting it to the site-specific sample;
- applying weights to survey data;
- providing statistical advice during the analysis and reporting process.

Note: The tracking material is the Interview Tracking Form, available in Part 6, Section 2. The statistical adviser or the supervisor should advise the data collection team on the importance of properly tracking the sample and the impact it has on making the data representative of the target population.

Data Analyst

Introduction The data analyst should work closely with the STEPS Site Coordinator, the data entry team and the statistical adviser to produce results for inclusion in various STEPS site reports.

Data analyst A data analyst is someone who has been assigned to undertake the descriptive and statistical analysis of data gathered using the STEPS Instrument.

Core roles The core roles of the data analyst are listed in the table below. Specific tasks are identified in Part 2, Section 5; Part 3, Section 5 and Part 4, Section 3.

Role	Description
1	Importing dataset, creating database, and data guardianship*
2	Performing any needed cleaning of the dataset
3	Generating derived variables
4	Undertaking exploratory data analysis
5	Undertaking descriptive analyses (e.g. means and proportions)
6	Undertaking additional analyses if needed, under the guidance of the statistical adviser
7	Calculating weights for estimation, under the guidance of the statistical adviser
8	Producing tables and graphs for reports
9	Assisting in report preparation

* It is common that the data analyst becomes the de-facto guardian of the survey data and files.

Attributes and qualifications It is desirable that the data analyst has some qualifications and experience in data analysis and statistics.

People asked to perform this role should:

- have at least a science or computing background;
 - be competent working on a computer;
 - be able to understand outputs of means, proportions and confidence intervals.
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WHO Offices

Introduction There are various roles and responsibilities assigned to the WHO offices in Geneva as well as to the WHO offices in the regions and countries. Each entity has a core function, which is described below.

WHO Geneva STEPS team The WHO Geneva STEPS team works closely with the WHO Regional Offices and provides global coordination for STEPS implementation across the regions.

The WHO Geneva STEPS team is also responsible for supporting training and providing technical support to the STEPS Surveillance sites.

The core roles of the WHO Geneva STEPS team include:

Role	Description
1	Providing training, tools, blood pressure monitoring devices, software, guidance and advice for all aspects of STEPS planning, implementation, analysis and dissemination of data
2	Communicating with the STEPS Regional focal point and with the STEPS Site Coordinator
3	Developing a global strategy in chronic disease risk factor surveillance

WHO Regional Office WHO Regional Offices are responsible for coordinating the implementation of STEPS in their respective region. The Regional Offices provide ongoing technical support to STEPS sites.

The core roles of the WHO Regional Office include:

Role	Description
1	Selecting a STEPS regional focal point
2	Identifying countries that are ready to implement STEPS
3	Providing overall guidance on planning and coordination of STEPS in their region
4	Funding and delivering STEPS training workshops to those sites
5	Coordinating technical support to sites
6	Coordinating government and agency activities at the regional and international levels
7	Developing a regional strategy in chronic disease prevention and control activities by promoting use of STEPS data

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WHO Offices, Continued

STEPS regional focal point The STEPS regional focal point is responsible for:

- developing a strategic plan of action that addresses the immediate needs for chronic disease risk factor surveillance;
- liaising between the WHO Geneva STEPS team and STEPS sites;
- suggesting improvements or developments to STEPS materials;
- providing technical support to sites.

WHO country representative The WHO country representative is the local facilitator, and is responsible for:

- facilitating resource mobilization for chronic disease surveillance;
- serving on the STEPS coordination committee;
- facilitating communications between the STEPS site and the WHO Regional Office.

Note: The WHO country representative does not usually have a technical role.

Additional regional support This consists of providing additional technical and statistical support to build capacity at the regional and country level. The primary link is through the WHO Geneva STEPS team or Regional Office focal point.
