

Contraception and reproductive choice

Policy | GYN-POL-002

Document type	Policy
Title	Contraception and reproductive choice
Document ID	{{facility.code}}-GYN-POL-002
Version and status	1.0 Issued for use. Pending ASF Expert Committee ratification
Prepared by	{{roles.quality_lead.name}}, Quality lead
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Effective date	{{document.effective_date}}
Next review	{{document.review_date}} (12 months, or sooner after any incident or change)
Replaces	None (new document)
Standards and criteria supported	Standard 12 (Obstetrics and Gynaecology), criterion 12.12
Evidence basis	E-006, E-009
Status of this document	Recommended best-practice model. A hospital may adopt, adapt or replace it with an equivalent that meets the same criteria.

At a glance: what to do

1. Each woman is offered information on contraceptive methods, their risks, their effectiveness and their eligibility.
2. The information is given in a form the woman understands.
3. Her choice, or her decision not to choose, is recorded on GYN-FRM-002.
4. Eligibility is checked against the WHO criteria before a method is given.

Stop and get help straight away if: a method is given without eligibility checked, or a woman leaves without the information offered.

1. Purpose

To offer contraception and reproductive choice with full information (12.12).

2. Scope

Applies to	Clinical and support staff in the hospital
Locations	All wards, clinics and departments of {{facility.legal_name}}
When	Whenever the activity described is carried out
Does not apply to	Activities covered by another document listed in section 15

3. Definitions and abbreviations

Term	Meaning in this SOP
Clinical lead	The doctor or nurse in charge of the area at the time

4. Background and rationale

To offer contraception and reproductive choice with full information (12.12).

5. Responsibilities

Role	Duties in this SOP	Competence needed
Lead obstetrician or gynaecologist	Owens the policy	Clinician
Midwife or nurse	Gives the information and records the choice	Nurse

6. Equipment, materials and resources

Item	Specification or standard	Check before use
Records and forms named in this document	Current version	Checked before use

7. Safety and infection prevention

- Stop and call for help if a patient is at immediate risk. Do not delay urgent care to complete paperwork.

8. Before you start

- Confirm the forms and equipment named in this document are available and current.

9. Procedure

Follow the steps in order. Where a step says "If", take the action for the case that applies. Do not skip a step. If a step cannot be done, use section 11 and section 12.

Step	Action	How to do it	Key point
1	Inform.	• Explain the methods, their risks and effectiveness, in a form the woman understands.	Understood.
2	Check eligibility.	• Check eligibility against the WHO criteria before giving any method.	Eligibility first.
3	Record.	• Record the choice on GYN-FRM-002.	Choice recorded.

Decision points

- No decision points in this procedure.

10. Special situations

Situation	What to do
Out of hours	Follow the same steps. Use the on-call contact on the wall of the area.

11. Problems and escalation

- Any serious problem goes to the duty clinical lead at once and to the clinical director the same day.

12. Monitoring and compliance

What is checked	Target	How often	Who	If the target is missed
Women offered contraception information with a recorded choice	95%	Monthly	Lead obstetrician or gynaecologist	Escalate to medical director

13. Records

Record	Where it is kept	Kept for
Record named in this document	Patient record or the area file	{{facility.records_retention_}}

Record	Where it is kept	Kept for
		years}} years

14. Training and competence

- Staff are trained in this document at induction and refreshed each year, with a recorded competency check.

15. Related documents

ID	Title	Relationship
GYN-FRM-002	Contraception choice record	Record

16. Evidence

ID	Source and status
E-009	Based on the WHO Medical eligibility criteria for contraceptive use (5th edition, 2015).
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

EC = ASF Expert Committee consensus. Items marked EC are reviewed by the Committee each year.

17. Change history

Version	Date	What changed	Approver and signature
1.0	{{document.effective_date}}	First version	Pending Expert Committee approval