
PRACTICAL 8 DIARY WRITING

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8.0 OBJECTIVES

After completing this Practical, you will be able to:

- write diary about your day to day activities;
- plan and perform activities accurately; and
- use the diary as a record for evidence.

8.1 INTRODUCTION

In Practical 6, you have learned about team building and its functioning. As a team member you have to keep a record of your day-to-day activities by writing a diary. Diary Writing is an essential activity while providing care to the people in the community. You must always keep record of all the day to day activities you perform in the centre/ community. This is the only document in which you can write first hand information of your activities. Therefore, maintenance of daily diary is a routine work when you are working with the community. In this practical you will learn how to write a diary accurately. You will also learn meaning and purposes of writing a diary.

8.2 DIARY WRITING

In this section we shall focus on meaning, importance and purposes of writing diary. We shall also describe when should you write a diary and how to write a diary. As you know diary writing will help you to keep a record of your activities and remember the nature and type of jobs you have performed in community.

8.2.1 Meaning of Writing Diary

Diary writing means noting/recording in a small note book the day to day activities performed by you in the community. You have to record following information:

- Daily routine work as well as emergency work, such as ANC, FP, home visit, delivery etc.,
- Daily activity plan, and
- Plan of activities and implementation of action. Such as planning eye camp, immunization camp, school health check up etc.

8.2.2 Purpose of Writing Diary

A well written diary will help you to:

- Collect information to plan and organize your work properly.
- Enable you to update all the registers to be maintained.
- Help in preparation of monthly reports.
- Recording the daily activities performed in the field as well as in the clinic with regard to immunization, FP, ANC, deliveries, camps etc.
- Keep record of meetings with the health team members, and community representatives etc.
- Evaluate your daily performance and deviation from your plan of action.
- Supervise activities of workers on the spot and provide appropriate guidance for performance and progress of work.
- Writing diary will help you to follow up clinic cases for home visit.
- Helps you not to carry all registers or family folders/school health registers etc.

8.2.3 When to Write a Diary

You should write your diary:

- Immediately after the completion of your work as you may not remember for a longer period.
- During home visiting/clinic/school visit/outreach programme etc.
- During an emergency event such as suicide/delivery, accident in the community etc.

8.2.4 How to Write a Diary

While writing the daily diary (Fig. 8.1) you should keep following points in mind:

- It should be legible



Fig. 8.1: Diary writing

- It should be written in simple language.
- It should give complete picture of information.
- It should be relevant and to the point.
- Write the date and time of activity performed.
- Write place of activity performed – Home, school, health centre, camp etc.
- Write plan of action and objective of the activity.
- Write the description of the activities performed such as number of ANC attended, infant visits, immunization given, contraceptives distributed, any emergency attended, follow up care etc.
- Transfer the information immediately in the records and reports of the centre.

Sample of Diary writing for a village is given below. You may make addition or deletion according to your need.

Sample Diary Writing

Place of visit : Village X
 Date: 2.2.2000
 Time: 8 a.m. to 4 p.m.

Objective of visit (action plan) : To attend MCH work/F.P. and health education

Short description of activities (An example)

No. of Antenatal clinic cases attended	:	3
No. of Postnatal clinic cases attended	:	5
No. of infants visited	:	16
No. of immunization		
D.P.T.	:	6
D.T.	:	3
Polio	:	6
Measles	:	2
No. of conventional contraceptives distributed	:	7
No. of group meetings held	:	1
No. of elderly attended	:	3
No. of communicable diseases cases attended	:	3
No. of individual contacts	:	10

Remember to write the name of the person, father, husband and household in your diary record any emergency for further follow up.

Check Your Progress

i) State the purpose of writing diary?

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- ii) When should you write diary?

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8.3 LET US SUM UP

In this Parctical, we have discussed daily diary writing. Writing diary is essential for you to plan and organize your day-to-day activities. You can follow up the referral cases from the clinic. You have also studied about the guidelines to be followed when writing diary. A sample of writing diary is also given for your ready reference.

8.4 MODEL ANSWERS

Check Your Progress

- i) Purpose of writing diary is to help you not to carry all registers/folders during daily visit. You should write diary immediately after performing an activity in a short form. Writing the information in short form will help you to record your activites in the register while sitting at your sub-centre.
- ii) Just after the performance of the task.

8.5 ACTIVITY

Visit the family and record in your diary the activities you have performed. Follow the sample guidelines given for your reference.