

ADAPTATION OF GUIDANCE TOOL

Information about the adaptation of WHO MEC/SPR guidance for national family planning guidelines

HOW TO USE THIS TOOL



1. Understand how to appropriately adapt WHO MEC/SPR guidance.
2. Determine whether adaptation or development of guidelines is required, using decision trees.
3. Use the relevant checklist to plan for implementation of national family planning guidelines.
4. Write notes about the checklist suggestions and questions on the last page.

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Adapting guidance and adhering to WHO recommendations

Making changes in the aesthetics and format of the guidance, as well as translation to local languages, are optional but potentially valuable steps in the process of adaptation. Tailoring guidance to the level of the service provider may also be appropriate depending on the setting. In addition, in some settings there may be a need for the addition of particular counselling messages or clarifications.

The scientific content of the MEC or SPR, however, should generally remain unchanged when incorporated into national guidelines, as WHO recommendations are developed through a rigorous process of global research and review. Omission of portions of the guidance should generally be avoided in order to deliver evidence-based standards of the highest quality. Fidelity is essential to the implementation of the MEC and SPR guidance: family planning guidelines at the country level should adhere to WHO recommendations.

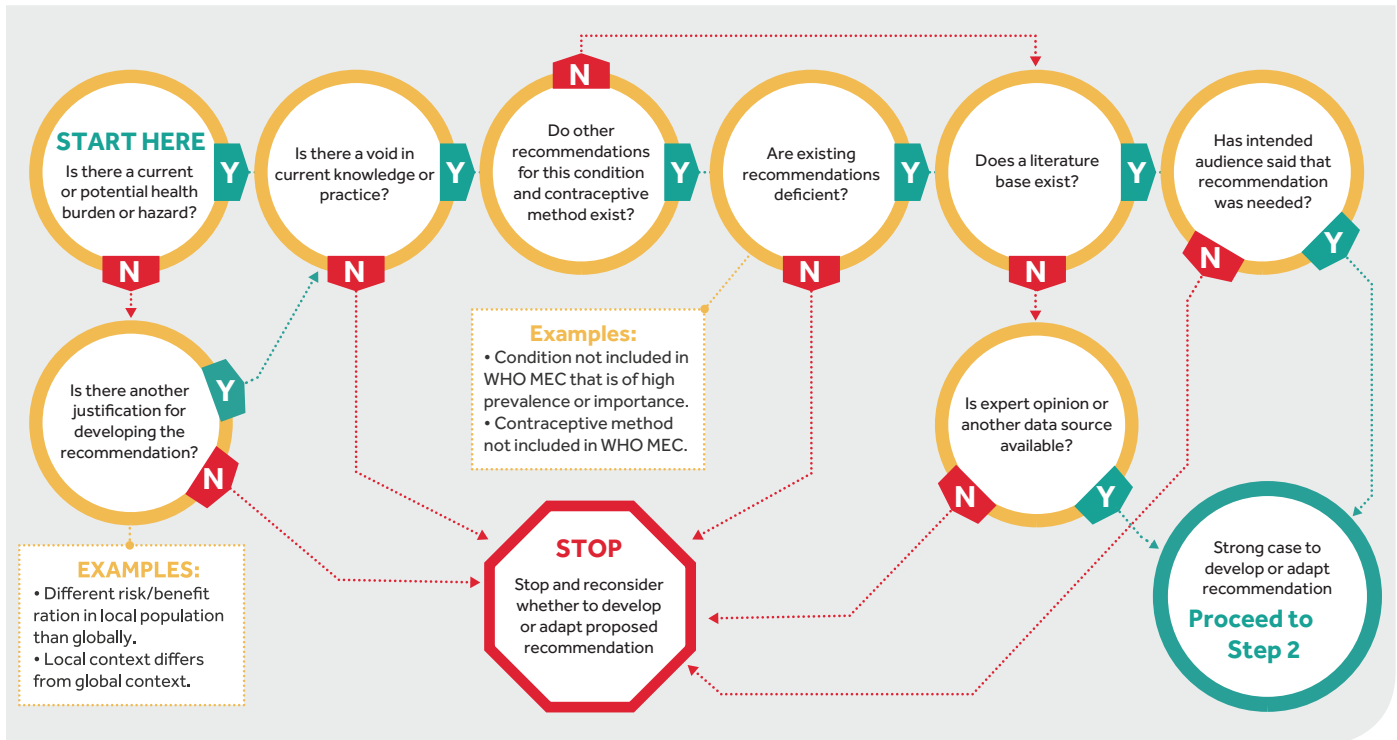
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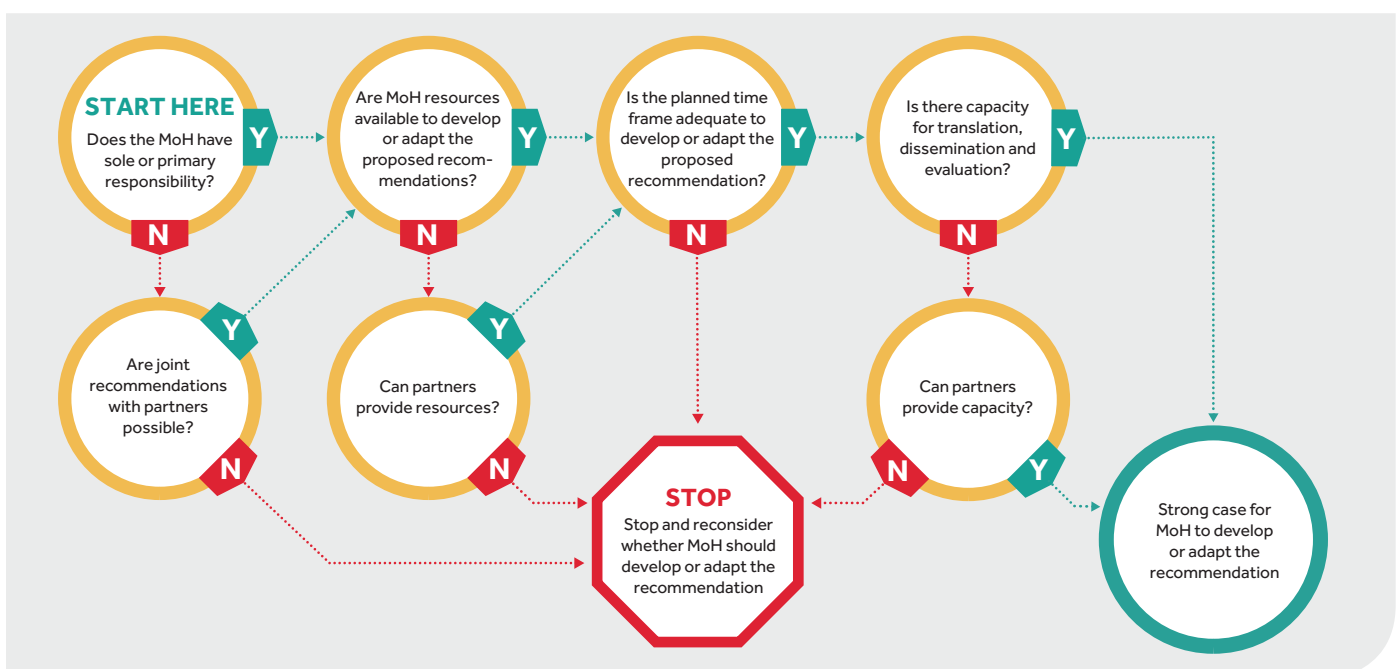
Decision Diagrams for development or adaptation of each WHO MEC/SPR recommendation

STEP 1: SHOULD RECOMMENDATIONS BE DEVELOPED OR ADAPTED?



STEP 2: SHOULD THE MINISTRY OF HEALTH (MOH)* DEVELOP THE GUIDELINES?

*or other similar public health department, agency or organization



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Use the checklists to plan for implementation

The following three checklists, accompanied by the Decision Diagrams above, will help with:

- 1) Planning for integrating WHO MEC/SPR recommendations into national family planning guidance and adaptation of WHO tools,
- 2) Deciding whether and planning how to change or add recommendations when integrating WHO MEC/SPR into national family planning guidelines, and
- 3) Deciding whether to omit WHO recommendations when integrating WHO MEC/SPR into national family planning guidelines.



Integrating WHO recommendations into national family planning guidance and adapting WHO tools (recommended)

If translation is desired, ensure **professional translation services** that include a review for technical accuracy. ☐

Consider adapting or developing tools and source documents for **providers**. Some examples of adapted tools are: ☐

- ▶ Botswana MEC wheel (Kim, CR et al. The Botswana Medical Eligibility Criteria Wheel: Adapting a Tool to Meet the Needs of Botswana's Family Planning Program. African Journal of Reproductive Health 2016; 20(2); 9-12, available at <https://www.ajol.info/index.php/ajrh/article/view-File/144692/134354>).
- ▶ United States MEC & SPR publications, MEC wheels, MEC summary chart, and SPR charts: <https://wwwn.cdc.gov/pubs/CDCInfoOnDemand.aspx?ProgramID=195>
- ▶ United Kingdom MEC summary table: <https://www.fsrh.org/standards-and-guidance/documents/ukmec-2016-summary-sheets/>

Consider **field testing** adapted or developed tools among providers. ☐

Ensure that the WHO logo remains on WHO-based products, such as the wheel. ☐

If tool is adapted, remove WHO logo and consider adding local logo. ☐



Changing or adding to WHO recommendations (generally not recommended)

Ask: Why is a recommendation change needed? See Decision Diagram for Recommendation Change or Addition. ☐

Determine who should be involved. ☐

- ▶ Convened group of **technical experts** at the exploration stage Stakeholder meeting
- ▶ Smaller groups to conduct **systematic review(s)**

Determine how the change or addition should be performed. ☐

- ▶ Conduct a **formal systematic review** on the condition
- ▶ Meet with working group, look at evidence, conditions, and determine whether anything needs to be added or changed.
- ▶ Adaptations at the national level provide essential feedback for improving and updating global guidance. While WHO headquarters does not need to review or approve them, WHO encourages countries to **share adaptations with WHO country and regional offices**, so that these adaptations can be considered in the process of updating global guidance.

Determine when these changes should be made. ☐

- ▶ During the exploration stage of implementation of WHO guidance
- ▶ During periodic updates to family planning guidance
- ▶ Disseminate in a timely manner if done



Omitting of WHO recommendations (generally not recommended)

Consider why a recommendation should be omitted:

Does the medical condition have low prevalence?

Is the family planning method unavailable?

If not available in the public sector, consider whether the method is available in the private sector.

If not available, consider including recommendations for the method to advocate for method introduction.

Are country policies, priorities, and/or values out of alignment with WHO recommendations?

Consider if inclusion will increase equitable access to family planning and positive health outcomes.

Notes

[illegible]