

**Helping Mothers Survive: Pre-eclampsia & Eclampsia**

**Training and Mentoring Preparation Checklist**

Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ #Participants \_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **TASK** | **Due date** | | **Completed** |
| **Logistics** |  | |  |
| Arrange and meet with facility head to confirm date for training. |  | |  |
| Ensure all labor ward staff participants have been invited. |  | |  |
| Ensure your transportation to training site is arranged (if needed). |  | |  |
| **Week Before Training:** Ensure that you have the necessary training materials ready to take with you. | | | |
| **Based on the number of participants and guidance given for each item, calculate the number of supplies needed.** | **Quantity needed** | **Obtained?**  **(Y/N)** | |
| 1 facilitator per table and for every 6 participants |  | |  |
| 1 Flipbook – 1 per table |  | |  |
| 1 Providers Guide for each participant |  | |  |
| 1 set of Day 1 & Day 2 Action Plans per table |  | |  |
| Ensure that HMS Champion certificates are printed and ready. |  | |  |
| Stethoscope - 1 per 2 learners |  | |  |
| BP Machine - 1 per 2 learners |  | |  |
| Reflex hammer - 1 per 2 learners |  | |  |
| Pregnancy Wheel - 1 per 2 learners |  | |  |
| Tape Measure - 1 per 2 learners |  | |  |
| Calendar - 2 years (1 year on each page) - 1 per person |  | |  |
| Gloves – 1 box per table |  | |  |
| IV giving set - this is usually only tubing - 1 per station or table |  | |  |
| Needles 18 or 20 gauge 2 inches – 10 per participant |  | |  |
| 20cc Syringes - 4 per learner |  | |  |
| Mock MgS04 30cc empty - 1 per learner + extra |  | |  |
| Lignocaine (Mock)- 1 per table |  | |  |
| Antihypertensive - 1 per table |  | |  |
|  | **Quantity needed** | **Obtained?**  **(Y/N)** | |
| IV bags for dilution (or other local dilution source) - 1 per table |  | |  |
| Alcohol swabs/cotton balls -1 box per table |  | |  |
| Melon/pumpkin/grapefruit 1 per table – grapefruit easiest |  | |  |
| Vessel for fruit 1 per table |  | |  |
| Fetoscope - 1 per table |  | |  |
| Thermometer - 1 per table |  | |  |
| Urine dipsticks - 1 bottle |  | |  |
| Egg for protein - 2 |  | |  |
| Foley catheter - 1 per table |  | |  |
| Urine collection bag - 1 per table |  | |  |
| O2 mask/tubing - 1 per table |  | |  |
| Waste bin – 1 per table |  | |  |
| Paper towels for clean up at each table |  | |  |
| Tape for hanging Action Plans that is safe for walls |  | |  |
| **Day Before Training** |  | |  |
| Set up simulation stations: (list of what is at each table) |  | |  |
| Ensure all training documents are printed (list is below) |  | |  |
| Ensure Practice Coordinator Orientation Session Plan, Practice Coordinator Evaluation are there. |  | |  |

**List of HMS Documents for Facility-Based Training or Master Training Workshop**

|  |  |  |
| --- | --- | --- |
| **ITEM** | **QUANTITY**  **(WRITE IN IF BLANK)** | **CHECKED**  **IF PACKED** |
| 1. This HMS training prep checklist | 1 |  |
| 1. HMS Champion or Master training agenda | 1 |  |
| 1. Sign in sheet | 1 |  |
| 1. Participant characteristics - calculate 1 per participant |  |  |
| 1. **HMS Knowledge test - calculate 2 per participant – one for pretest and one for post test** |  |  |
| 1. **HMS OSCE #1- calculate 1 per Day 1 participant** |  |  |
| 1. **HMS OSCE #2 – calculate 1 per Day 2 participant** |  |  |
| 1. **HMS OSCE #3 - calculate 1 per Day 2 participant** |  |  |
| 1. LDHF practice session plan with log - for Practice Coordinator | 1 |  |
| 1. Champion certificates - calculate 1 per participant |  |  |
| 1. Trainer or Master Trainer certificates – 1 per appropriate participant |  |  |
| 1. Champion training evaluation - calculate 1 per participant |  |  |
| 1. Practice coordinator orientation session plan - 1 per participant |  |  |
| 1. Peer practice coordinator orientation evaluation by CMs -1 per participant |  |  |
| 1. Practice coordinator certificates - 1 per participant |  |  |
| **\*Notes about assessments:**  **Knowledge Test: All participants should take a pre and post knowledge test. Day 1 only participants will take the Day 1 test. For Day 1 & 2 participants use the combined test.**  **OSCEs: all participants should receive the OSCEs in bold above depending on the day they participate. Trainers must pass all 3 OSCEs** | | |

After training is complete, please register your training on the [Helping Mothers Survive](https://www.jhpiego.org/hms/) website using information from your sign in sheet.