******Helping Mothers Survive:**

**Bleeding after Birth Complete**

**Training and Mentoring Preparation Checklist**

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

|  |  |  |
| --- | --- | --- |
| **TASK** | **DUE DATE** | **COMPLETED** |
| **Logistics** |  |  |
| Arrange and meet with facility head and confirm dates 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 the necessary training materials are ready to take with you. Use the checklist below to pack documents and supplies. | | |
| Ensure:   * 1 MamaNatalie and facilitator for every 6 participants for AMTSL, PPH, cervical laceration repair, retained placenta * 1 MamaU simulator **(if using for UBT)** for every 6 participants for uterine balloon tamponade * 1 Provider’s Guide for each participant – has LDHF practice sessions starting on Page 60 * 1 Flipbook and 1 set of two Action Plans |  |  |
| Ensure that there is 1 **delivery kit and 1 of each simulator for each 6 learners** with the following:   * towel to create clean/sterile area * cloths for newborn, * baby hat, * scissors, * clamps, * ties, * sample oxytocin vial (1 per 6 learners) * sample heat stable carbetocin (HSC) * sample additional uterotonics as used in local setting * sample TXA vial and dilutent (1 per 6 learners) * sample misoprostol (1 per 6 learners) * sample ampicillin (1 per 6 learners) * syringe, * pinard, * resuscitator*,* * basin for placenta, * gloves * MamaNatalie * MamaU (if using) * NASG (if using)   Items underlined are in MamaNatalie kits; all other items must be obtained separately. NOTE: Do not waste drugs. Use empty vials or plain vials labeled. |  |  |
| Obtain 1 large floor protector (shower curtain or other) for each station  Ensure enough paper/cloth towels for cleaning up spills  Waste bin for each station  Tape for hanging Action Plans that is safe for walls |  |  |
| Obtain blood estimation exercise supplies:   * 4 bowls (1-2 medium size), * 500ml red fruit jam, * small amount of gauze, * towel or culturally appropriate cloth |  |  |
| Ensure **1 set of supplies for each station (6 learners)** are available for Day 2. Decide in advance if you will be teaching NASG, UBT, cervical laceration repair:   * Personal protective equipment * BP machine - manual * Stethoscope * IV infusion bags and giving sets * Oxygen cylinder, mask and tubing * Syringes and vials * Sims vaginal retractor * Condoms (UBT) * suture (UBT) * Foley catheters (UBT) * Locking sponge forceps (UBT & Cx lac) * HLD or sterile surgical gloves * Urinary catheter & bag * Blanket |  |  |
| Ensure all supplies are available for laceration repair demonstration and practice:   * Good light source * Towel/washcloth simulators (one per learner) * Antiseptic solution * Sterile gloves * Suture kits * 2/0 absorbable suture with needle attached * Needle holder * Pick-ups / tissue forceps * Two locking sponge forceps * Scissors * 0.5 or 1% lignocaine, syringe and needle * Sterile gauze * Specula |  |  |
| **Day before training** |  |  |
| Set up simulators(s): open and fill MamaNatalie blood tank and NeoNatalie with water. Add blood color to tank. Fill uterus with air, attach cervix ribbon. |  |  |
| Ensure all training documents are printed (e.g., knowledge and OSCE tests pre and post training, participant characteristics, evaluations, certificates, etc., see list below) |  |  |
| Ensure Practice Coordinator Session plan, Practice Coordinator Evaluation are printed |  |  |

**List of HMS Documents for Facility-based Training**

|  |  |  |
| --- | --- | --- |
| **ITEM** | **QUANTITY**  **(WRITE IN IF BLANK)** | **CHECKED**  **WHEN PACKED** |
| 1. This HMS BABC training prep checklist | 1 |  |
| 1. HMS BABC facility champion training facility agenda filled in with facilitator roles and times appropriate for activity and setting | 1 |  |
| 1. Sign in sheet | 1 |  |
| 1. Participant characteristics – calculate 1 per participant |  |  |
| 1. **BABC Knowledge test – 2 per participant – one for pretest and one for post test** |  |  |
| 1. **OSCE 1 AMTSL – 1 per participant\*** |  |  |
| 1. **OSCE 2 Retained Placenta - 1 per Day 2 participant\*** |  |  |
| 1. **OSCE 3 PPH from atony - 1 per Day 2 participant\*** |  |  |
| 1. OSCE 4 UBT - 1 per candidate trainer |  |  |
| 1. OSCE 5 Cervix laceration repair - 1 per candidate trainer |  |  |
| 1. OSCE 6 NASG - 1 per candidate trainer |  |  |
| 1. LDHF practice session log – for Practice Coordinator, to be left in simulator pocket | 1 |  |
| 1. Champion certificates – calculate 1 per participant |  |  |
| 1. Champion training evaluation – calculate 1 per participant |  |  |
| 1. Trainer or Master Trainer certificates – 1 per appropriate participant |  |  |
| **\*Notes about assessments: all participants should receive the assessments in bold above. The other OSCEs are for those be prepared as trainers. Trainers must pass all 6 OSCEs** | | |
| **To bring for HMS Training sites for Practice Coordinators:**  Choose 2 Practice Coordinators per site regardless of number of participants | | |
| 1. Practice Coordinator orientation session plan | 1 |  |
| 1. Coaching skills checklist | 2 |  |
| 1. Practice Coordinator orientation evaluation by PCs | 2 |  |
| 1. Practice Coordinator certificates | 2 |  |

After training is complete, please share your training day information from your sign in sheet on the HMS website at [www.helpingmotherssurvive.org](http://www.helpingmotherssurvive.org).