******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 spillsWaste bin for each stationTape 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).