

**Helping Mothers Survive Essential Care for Labor & Birth**

**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 Action Plan per table |  |  |
| Ensure that HMS Champion certificates are printed and ready. |  |  |
| MamaBirthie and BabyBirthie simulator – 1 per table |  |  |
| Stethoscope - 1 per 2 learners |  |  |
| BP Machine - 1 per 2 learners |  |  |
| Pregnancy Wheel - 1 per two learners |  |  |
| Tape Measure - 1 per table |  |  |
| Thermometer - 1 per table |  |  |
| Gloves (clean and sterile)– 1 box of each per table |  |  |
| Fetoscope (comes with MamaBirthie) or Doppler and gel - 1 per table |  |  |
| Soap or alcohol based hand rub - 1 per table |  |  |
| Towels/blanket x 2, baby hat (comes with MamaBirthie) - 1 per table |  |  |
| White skull (comes with MamaBirthie) - 1 per table |  |  |
| Scissors and/or blade - 1 per table |  |  |
| Hemostats, clamps - 2 per table |  |  |
|  | **Quantity needed** | **Obtained?****(Y/N)** |
| Ties for cord (comes with MamaBirthie) - 1 per table |  |  |
| Basin/receiver for placenta - 1 per table |  |  |
| Personal protection for provider - 1 per learner |  |  |
| Mock oxytocin, misoprostol - 1 per table |  |  |
| 3 cc or 5 cc syringe for oxytocin - 1 per table |  |  |
| Ventilation bag and mask (penguin) for baby - 1 per table |  |  |
| Clock (1 per training venue) or watch (1 per table) |  |  |
| Container for safe sharps disposal – 1 per table |  |  |
| Box of gauze – 1 per table |  |  |
| Waste bin – 1 per table |  |  |
| Flip chart for parking lot |  |  |
| Markers |  |  |
| 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. Blank partographs and client records – 1 per learner
 |  |  |
| 1. Participant characteristics - calculate 1 per participant
 |  |  |
| 1. Confidence assessment - calculate 2 per participant – one for pretest and one for post test
 |  |  |
| 1. **HMS Knowledge test - calculate 2 per participant – one for pretest and one for post test**
 |  |  |
| 1. HMS OSCE #1 Abd assessment - calculate 1 participant
 |  |  |
| 1. HMS OSCE #2 VE assessment - calculate 1 per participant
 |  |  |
| 1. **HMS OSCE #3 Birth - calculate 1 per participant**
 |  |  |
| 1. Champion certificates - calculate 1 per participant
 |  |  |
| 1. Trainer or Master Trainer certificates – 1 per appropriate participant
 |  |  |
| 1. Practice Coordinator certificate – 1 per coordinator
 |  |  |
| 1. Champion training evaluation - calculate 1 per participant
 |  |  |
| 1. Trainer or Master Trainer training evaluation – 1 per appropriate participant
 |  |  |
| **\*Notes about assessments:** **Knowledge Test: All participants should take a pre and post knowledge test.** **OSCEs: all participants should receive the OSCEs in bold above. 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.