

DAY 1 - morning

TIME	PROGRAMME and METHOD	OBJECTIVE	NOTES	EQUIPMENT
08:00	<i>Arrival of trainers to prepare room and equipment</i>			
09:00	10 min Welcome and introduction	<ul style="list-style-type: none"> - To welcome the participants - To discuss organisational matters 	<ul style="list-style-type: none"> - Official opening - Collective activity/ prayer - Logistics information (toilets, breaks) - Introduce objectives and programme - Attendance chart - Appoint a time manager and a keeper of the minutes 	<input type="checkbox"/> Programme for the training course (e.g. on flip-chart or board)
	10 min Introduction of participants - Name tags	<ul style="list-style-type: none"> - To know the participants 		<input type="checkbox"/> Card for each participant/trainer <input type="checkbox"/> Markers <input type="checkbox"/> Adhesive tape
	30 min Expectations of the participants - Card-based questioning	<ul style="list-style-type: none"> - To know the participants' centres of interest and expectations for the training 		<input type="checkbox"/> facilitation cards <input type="checkbox"/> Markers
	20 min Personal perception of Ebola - Sociometry	<ul style="list-style-type: none"> - To encourage thought and reflection about EVD - To know the participants better 	What motivated you to take part in this training? RESPONSABILITY – CURIOSITY – OTHER How many training sessions about Ebola have you attended? NONE – SEVERAL Scale from : I AM NOT AT ALL AFRAID OF EBOLA → I AM VERY AFRAID OF EBOLA	<input type="checkbox"/> Instruction sheets
	20 min Pretest	<ul style="list-style-type: none"> - To know the learning progress during the training - To encourage participants to improve 		<input type="checkbox"/> Pretest form for each participant <input type="checkbox"/> Answer sheet for corrections
10:30	30 min <i>Coffee break</i>			
11:00	30 min M 1.1 : Ebola Virus Disease - PP Presentation + discussion	<ul style="list-style-type: none"> - To know general information about EVD 		<input type="checkbox"/> Projector <input type="checkbox"/> PowerPoint file Module 1.1 <input type="checkbox"/>
	45 min Practice: Goggles, hood, mask - Practical exercise	<ul style="list-style-type: none"> - To be able to put on and take off mask, hood and goggles 		<input type="checkbox"/> Mask, hood, goggles (for each participant and for the demonstration) <input type="checkbox"/> 2 mirrors

DAY 1 - afternoon

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12:30	60 min	<i>Lunch</i>			
13:30	30 min	M 2 : Community response - PP Presentation + discussion	<ul style="list-style-type: none"> - To know how to respond to Ebola on national, hospital and community level - To know one's responsibility in the communities 		<input type="checkbox"/> Projector <input type="checkbox"/> PowerPoint file Module 2
	60 min	Messages to the population - Group work	<ul style="list-style-type: none"> - To accept one's role as an Ebola expert for the public - To be able to answer the public's questions and concerns 		<input type="checkbox"/> One large flip-chart poster for each group <input type="checkbox"/> Markers
15:00	30 min	<i>Coffee break</i>			
15:30	30 min	M5 : Personal protective equipment - PP Presentation + discussion	<ul style="list-style-type: none"> - To be able to put on and take off PPE - To be prepared to work in PPE 		<input type="checkbox"/> Projector <input type="checkbox"/> PowerPoint file Module 5
	40 min	Doffing PPE - Demonstration	<ul style="list-style-type: none"> - To learn the stages in doffing PPE - To know the risk of contamination and delicate gestures when doffing PPE 	Preparation : Don one person with PPE and prepare a decontamination site (yellow zone) Start with these preparations during the presentation of Module 5 – PPE!	<input type="checkbox"/> 1 full PPE for one person <input type="checkbox"/> 1 PPE "light" <input type="checkbox"/> Equipped decontamination site (see separate check-lists)
	10 min	Evaluation Day 1	<ul style="list-style-type: none"> - To receive feedback from the participants 		<input type="checkbox"/> Depending on method: evaluation forms, flip chart, sticky points

DAY 2 - morning

TIME	PROGRAMME and METHOD	OBJECTIVE	NOTES	EQUIPMENT	
08:00	<i>Arrival of trainers to prepare room and equipment</i>				
09:00	5 min	Introduction	<ul style="list-style-type: none"> - To welcome the participants - To discuss organisational matters - To repeat important facts from day 1 	<ul style="list-style-type: none"> - Collective activity/ prayer - Logistics information (toilets, breaks) - Present minutes from day 1 - Appoint a keeper of the minutes - Introduce objectives and programme day 2 - Attendance chart - 	<ul style="list-style-type: none"> <input type="checkbox"/> programme for the training course (e.g. on flip-chart or board)
	20 min	Statements on Ebola (1): true or false? <ul style="list-style-type: none"> - Questions – answers “red-yellow- green” 	<ul style="list-style-type: none"> - To revise facts about EVD 		<ul style="list-style-type: none"> <input type="checkbox"/> Document with statements (1) <input type="checkbox"/> Document with answers and additional information (1) <input type="checkbox"/> 1 red, yellow and green card for each participant <input type="checkbox"/> Projector
	30 min	M3 : Standard precautions <ul style="list-style-type: none"> - PP Presentation + discussion 	<ul style="list-style-type: none"> - To be able to apply standard precautions as the basis for the prevention of hospital-acquired infections 		<ul style="list-style-type: none"> <input type="checkbox"/> Projector <input type="checkbox"/> PowerPoint file Module 3
	30 min	Hand hygiene and gloves <ul style="list-style-type: none"> - Practical exercise 	<ul style="list-style-type: none"> - practising hand hygiene, practising putting on and taking off gloves 	This exercise can take place during the presentation of Module 3.	<ul style="list-style-type: none"> <input type="checkbox"/> Gloves <input type="checkbox"/> Kettles and basins <input type="checkbox"/> Liquid soap
10:30	30 min	<i>Coffee break</i>			
11:00	30 min	M 4 : Triage & isolation <ul style="list-style-type: none"> - PP Presentation + discussion 	<ul style="list-style-type: none"> - To know the principles of isolation - To be able to conduct triage and isolation 		<ul style="list-style-type: none"> <input type="checkbox"/> Projector <input type="checkbox"/> PowerPoint file Module 4
	45 min	Clinical cases <ul style="list-style-type: none"> - Role play 	<ul style="list-style-type: none"> - To be able to apply the case definition - To be able to conduct screening 		<ul style="list-style-type: none"> <input type="checkbox"/> Sheets with case descriptions for each group <input type="checkbox"/> Sheets with case definitions in accordance with national directives <input type="checkbox"/> Additional information for trainers

DAY 2 - afternoon

12:15	60 min	<i>Lunch</i>			
13:15	120 min	Simulation exercise PPE (1) - Focus: donning and doffing PPE	- To be able to don and doff PPE - To know how to communicate with a patient while wearing PPE	Donning and doffing PPE; all participants work in pairs; in the red zone: communication with patient Attention: You are responsible for the participants' safety!	<input type="checkbox"/> See separate checklist for the practical exercise <input type="checkbox"/> A sufficient quantity of drinking water (approx. 2 liters per participant)
15:15	30 min	<i>Coffee break</i>			
15:45	15 min	Debriefing practical exercise PPE (1)	- To reflect in the PPE simulation exercise	Everyone completes the phrase "The most important thing for me was..."	
	30 min	M6 : Water, disinfection and cleaning - PP Presentation + discussion	- To be able to decontaminate surfaces, objects, waste, laundry, water and human remains in an isolation unit		<input type="checkbox"/> Projector <input type="checkbox"/> PowerPoint file Module 6
	15 min	Waste management - Exercise	- To know how to sort waste		<input type="checkbox"/> cards representing different disposable objects <input type="checkbox"/> Dustbins or waste bags of different color
	10 min	Evaluation Day 2	- To receive feedback from the participants		<input type="checkbox"/> Depending on method: evaluation forms, flip chart, sticky points

DAY 3 - morning

TIME	PROGRAMME and METHOD	OBJECTIVE	NOTES	EQUIPMENT	
08:00	<i>Arrival of trainers to prepare room and equipment</i>				
08:30	5 min	Introduction	<ul style="list-style-type: none"> - To welcome the participants - To discuss organisational matters - To repeat important facts from day 2 	<ul style="list-style-type: none"> - Collective activity/ prayer - Logistics information (toilets, breaks) - Present minutes from day 2 - Appoint a keeper of the minutes - Introduce objectives and programme day 3 - Attendance chart 	<input type="checkbox"/> programme for the training course (e.g. on flip-chart or board)
	30 min	M 1.2 : Ebola virus disease - PP Presentation + discussion	<ul style="list-style-type: none"> - To know general information about EVD 		<input type="checkbox"/> Projector <input type="checkbox"/> PowerPoint file Module 1.2
	120 min	Simulation exercise PPE (2) - Focus : Activities in the red zone	<ul style="list-style-type: none"> - To be able to don and doff PPE - To know how to conduct decontamination, cleaning and waste management in the red zone 	Donning and doffing PPE; all participants work in pairs; in the red zone: waste/ laundry/ spill management Attention: You are responsible for the participants' safety!	<input type="checkbox"/> See separate checklist for the practical exercise <input type="checkbox"/> A sufficient quantity of drinking water (approx. 2 liters per participant)
11:00	30 min	<i>Coffee break</i>			
11:30	10 min	Debriefing practical exercise PPE (2)	<ul style="list-style-type: none"> - To reflect in the PPE simulation exercise 	Everyone completes the phrase "The most important thing for me was..."	
	30 min	High risk – low risk - Sociometry	<ul style="list-style-type: none"> - To know transmission risks of EVD - To reflect on risky behavior in the scope of EVD 	A good opportunity to leave the room and do an activity outside.	<input type="checkbox"/> Sheets with different types of risky behavior in the scope of EVD <input type="checkbox"/> Additional information for trainers
	20 min	Statements on Ebola (2): true or false? - Questions – answers "red-yellow- green"	<ul style="list-style-type: none"> - To revise facts about EVD 		<input type="checkbox"/> Document with statements (2) <input type="checkbox"/> Document with answers and additional information (2) <input type="checkbox"/> 1 red, yellow and green card for each participant <input type="checkbox"/> Projector
	20 min	Posttest	<ul style="list-style-type: none"> - evaluate learning progress during the training 		<input type="checkbox"/> Post-test form for each participant <input type="checkbox"/> Answer sheet for corrections <input type="checkbox"/> Projector for showing the results

DAY 3 - afternoon

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13:00	60 min	<i>Lunch</i>			
14:00	60 min	Communication plan - Group work	- To know the procedures and responsibilities in a case of EVD in your own health care facility		<input type="checkbox"/> National plan <input type="checkbox"/> Flip-chart <input type="checkbox"/> Felt-tip pens <input type="checkbox"/> if desired: coloured cards and adhesive tape
15:00	30 min	<i>Coffee break</i>			
15:30	10 min	Training evaluation - Oral evaluation	- To gather impressions of the training - To clarify pending questions	1. Did I achieve my goals? (Comparison with expectations and goals from day 1) 2. What is the most important new thing I learned? 3. What do I have to pay attention to in my daily work?	<input type="checkbox"/> The 3 evaluation questions written on cards
	30 min	Evaluation Day 3	- To receive feedback from the participants about the entire training		<input type="checkbox"/> Depending on method: evaluation forms, flip chart, sticky points
	10 min	Formalities and closure	- To give the results of the posttest - To hand over equipment		<input type="checkbox"/> Projector, to present the test results