

## DAY 1 - morning

TIME	PROGRAMME and METHOD		OBJECTIVE	NOTES	EQUIPMENT
08:00	Arrival of trainers to prepare room and equipment				
09:00	10 min	<b>Welcome and introduction</b>	<ul style="list-style-type: none"><li>- To welcome the participants</li><li>- To discuss organisational matters</li></ul>	<ul style="list-style-type: none"><li>- Official opening</li><li>- Collective activity/ prayer</li><li>- Logistics information (toilets, breaks)</li><li>- Introduce objectives and programme</li><li>- Attendance chart</li><li>- Appoint a time manager and a keeper of the minutes</li></ul>	<input type="checkbox"/> Programme for the training course (e.g. on flip-chart or board)
	10 min	<b>Introduction of participants</b> <ul style="list-style-type: none"><li>- Name tags</li></ul>	<ul style="list-style-type: none"><li>- To know the participants</li></ul>		<input type="checkbox"/> Card for each participant/trainer <input type="checkbox"/> Markers <input type="checkbox"/> Adhesive tape
	30 min	<b>Expectations of the participants</b> <ul style="list-style-type: none"><li>- Card-based questioning</li></ul>	<ul style="list-style-type: none"><li>- To know the participants' centres of interest and expectations for the training</li></ul>		<input type="checkbox"/> facilitation cards <input type="checkbox"/> Markers
	20 min	<b>Personal perception of Ebola</b> <ul style="list-style-type: none"><li>- Sociometry</li></ul>	<ul style="list-style-type: none"><li>- To encourage thought and reflection about EVD</li><li>- To know the participants better</li></ul>	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	<b>Pretest</b>	<ul style="list-style-type: none"><li>- To know the learning progress during the training</li><li>- To encourage participants to improve</li></ul>		<input type="checkbox"/> Pretest form for each participant <input type="checkbox"/> Answer sheet for corrections
10:30	30 min	Coffee break			
11:00	30 min	<b>M 1.1 : Ebola Virus Disease</b> <ul style="list-style-type: none"><li>- PP Presentation + discussion</li></ul>	<ul style="list-style-type: none"><li>- To know general information about EVD</li></ul>		<input type="checkbox"/> Projector <input type="checkbox"/> PowerPoint file Module 1.1 <input type="checkbox"/>
	45 min	<b>Practice: Goggles, hood, mask</b> <ul style="list-style-type: none"><li>- Practical exercise</li></ul>	<ul style="list-style-type: none"><li>- To be able to put on and take off mask, hood and goggles</li></ul>		<input type="checkbox"/> Mask, hood, goggles (for each participant and for the demonstration) <input type="checkbox"/> 2 mirrors

## DAY 1 - afternoon

12:30	60 min	<i>Lunch</i>			
13:30	30 min	<b>M 2 : Community response</b> - PP Presentation + discussion	- 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	<b>Messages to the population</b> - Group work	- 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	<b>M5 : Personal protective equipment</b> - PP Presentation + discussion	- 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	<b>Doffing PPE</b> - Demonstration	- 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	<b>Evaluation Day 1</b>	- 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	<b>Introduction</b> <ul style="list-style-type: none"> <li>- To welcome the participants</li> <li>- To discuss organisational matters</li> <li>- To repeat important facts from day 1</li> </ul>	<ul style="list-style-type: none"> <li>- Collective activity/ prayer</li> <li>- Logistics information (toilets, breaks)</li> <li>- Present minutes from day 1</li> <li>- Appoint a keeper of the minutes</li> <li>- Introduce objectives and programme day 2</li> <li>- Attendance chart</li> <li>-</li> </ul>	<input type="checkbox"/> programme for the training course (e.g. on flip-chart or board)
	20 min	<b>Statements on Ebola (1): true or false?</b> <ul style="list-style-type: none"> <li>- Questions – answers “red-yellow- green”</li> </ul>	<ul style="list-style-type: none"> <li>- To revise facts about EVD</li> </ul>	<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	<b>M3 : Standard precautions</b> <ul style="list-style-type: none"> <li>- PP Presentation + discussion</li> </ul>	<ul style="list-style-type: none"> <li>- To be able to apply standard precautions as the basis for the prevention of hospital-acquired infections</li> </ul>	<input type="checkbox"/> Projector <input type="checkbox"/> PowerPoint file Module 3
	30 min	<b>Hand hygiene and gloves</b> <ul style="list-style-type: none"> <li>- Practical exercise</li> </ul>	<ul style="list-style-type: none"> <li>- practising hand hygiene, practising putting on and taking off gloves</li> </ul>	This exercise can take place during the presentation of Module 3.  <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	<b>M 4 : Triage &amp; isolation</b> <ul style="list-style-type: none"> <li>- PP Presentation + discussion</li> </ul>	<ul style="list-style-type: none"> <li>- To know the principles of isolation</li> <li>- To be able to conduct triage and isolation</li> </ul>	<input type="checkbox"/> Projector <input type="checkbox"/> PowerPoint file Module 4
	45 min	<b>Clinical cases</b> <ul style="list-style-type: none"> <li>- Role play</li> </ul>	<ul style="list-style-type: none"> <li>- To be able to apply the case definition</li> <li>- To be able to conduct screening</li> </ul>	<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	Lunch			
13:15	120 min	<b>Simulation exercise PPE (1)</b> <ul style="list-style-type: none"> <li>- Focus: donning and doffing PPE</li> </ul>	<ul style="list-style-type: none"> <li>- To be able to don and doff PPE</li> <li>- To know how to communicate with a patient while wearing PPE</li> </ul>	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	Coffee break			
15:45	15 min	<b>Debriefing practical exercise PPE (1)</b>	<ul style="list-style-type: none"> <li>- To reflect in the PPE simulation exercise</li> </ul>	Everyone completes the phrase "The most important thing for me was..."	
	30 min	<b>M6 : Water, disinfection and cleaning</b> <ul style="list-style-type: none"> <li>- PP Presentation + discussion</li> </ul>	<ul style="list-style-type: none"> <li>- To be able to decontaminate surfaces, objects, waste, laundry, water and human remains in an isolation unit</li> </ul>		<input type="checkbox"/> Projector <input type="checkbox"/> PowerPoint file Module 6
	15 min	<b>Waste management</b> <ul style="list-style-type: none"> <li>- Exercise</li> </ul>	<ul style="list-style-type: none"> <li>- To know how to sort waste</li> </ul>		<input type="checkbox"/> cards representing different disposable objects <input type="checkbox"/> Dustbins or waste bags of different color
	10 min	<b>Evaluation Day 2</b>	<ul style="list-style-type: none"> <li>- To receive feedback from the participants</li> </ul>		<input type="checkbox"/> Depending on method: evaluation forms, flip chart, sticky points

## DAY 3 - morning

TIME	PROGRAMME and METHOD		OBJECTIVE	NOTES	EQUIPMENT
08:00	Arrival of trainers to prepare room and equipment				
08:30	5 min	<b>Introduction</b>	<ul style="list-style-type: none"><li>- To welcome the participants</li><li>- To discuss organisational matters</li><li>- To repeat important facts from day 2</li></ul>	<ul style="list-style-type: none"><li>- Collective activity/ prayer</li><li>- Logistics information (toilets, breaks)</li><li>- Present minutes from day 2</li><li>- Appoint a keeper of the minutes</li><li>- Introduce objectives and programme day 3</li><li>- Attendance chart</li></ul>	<input type="checkbox"/> programme for the training course (e.g. on flip-chart or board)
	30 min	<b>M 1.2 : Ebola virus disease</b> <ul style="list-style-type: none"><li>- PP Presentation + discussion</li></ul>	<ul style="list-style-type: none"><li>- To know general information about EVD</li></ul>		<input type="checkbox"/> Projector <input type="checkbox"/> PowerPoint file Module 1.2
	120 min	<b>Simulation exercise PPE (2)</b> <ul style="list-style-type: none"><li>- Focus : Activities in the red zone</li></ul>	<ul style="list-style-type: none"><li>- To be able to don and doff PPE</li><li>- To know how to conduct decontamination, cleaning and waste management in the red zone</li></ul>	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	Coffee break			
11:30	10 min	<b>Debriefing practical exercise PPE (2)</b>	<ul style="list-style-type: none"><li>- To reflect in the PPE simulation exercise</li></ul>	Everyone completes the phrase “The most important thing for me was...”	
	30 min	<b>High risk – low risk</b> <ul style="list-style-type: none"><li>- Sociometry</li></ul>	<ul style="list-style-type: none"><li>- To know transmission risks of EVD</li><li>- To reflect on risky behavior in the scope of EVD</li></ul>	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	<b>Statements on Ebola (2): true or false?</b> <ul style="list-style-type: none"><li>- Questions – answers “red- yellow- green”</li></ul>	<ul style="list-style-type: none"><li>- To revise facts about EVD</li></ul>		<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	<b>Posttest</b>	<ul style="list-style-type: none"><li>- evaluate learning progress during the training</li></ul>		<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

13:00	60 min	<i>Lunch</i>			
14:00	60 min	<b>Communication plan</b> <ul style="list-style-type: none"> <li>- Group work</li> </ul>	<ul style="list-style-type: none"> <li>- To know the procedures and responsibilities in a case of EVD in your own health care facility</li> </ul>		<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	<b>Training evaluation</b> <ul style="list-style-type: none"> <li>- Oral evaluation</li> </ul>	<ul style="list-style-type: none"> <li>- To gather impressions of the training</li> <li>- To clarify pending questions</li> </ul>	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	<b>Evaluation Day 3</b>	<ul style="list-style-type: none"> <li>- To receive feedback from the participants about the entire training</li> </ul>		<input type="checkbox"/> Depending on method: evaluation forms, flip chart, sticky points
	10 min	<b>Formalities and closure</b>	<ul style="list-style-type: none"> <li>- To give the results of the posttest</li> <li>- To hand over equipment</li> </ul>		<input type="checkbox"/> Projector, to present the test results