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| **RRT ATP**  **Facilitation team manual**  Country logo/flag | ***Venue, country, dates*** |

**Rapid Response Teams Advanced Training Package**

*Important note for the facilitation team:*

*This facilitation team manual includes a detailed training session plan for a 5-day RRT Advanced Training Programme (RRT ATP). The manual was developed following the content of the 5-day RRT ATP standard agenda. If you do modify/adapt the agenda to your specific needs, please ensure that you modify/adapt the facilitation team manual accordingly.*

**1. COUSRE GOAL, OBJECTIVES AND TARGET**

**Course goal**

The RRT Advanced Training Package (RRT ATP) is geared to RRT members. This training package aims to provide them with the essential knowledge and skills needed to deploy anywhere anytime to early detect and effectively respond to public health events irrespective of their origin or source that present or could present significant harm to humans; it builds on and operationalizes the knowledge acquired through RRT Essentials Online Course.

**Operational objectives**

It is expected that back at their workstations RRT members will be able to:

* Act as a functional multidisciplinary team when requested by the relevant public health authority
* Enhance surveillance activities and adequately manage data
* Carry out epidemiological investigation of suspected cases either to confirm or discard an outbreak
* Apply appropriate infection prevention and control measures in all situations
* Perform safe collection of samples from suspected cases and arrange for packaging and transportation to reference laboratory
* Conduct active case finding and contact tracing activities to effectively control a potential outbreak
* Communicate risk during emergencies
* Engage communities in response activities
* Provide psychological first aid to affected populations and responders during emergencies
* Ensure personal safety and security and follow ethic rules while responding to public health events.

**Course target**

This package is designed for current and future/foreseen RRT members, including epidemiologists, clinicians - doctors and nurses -, laboratory experts, communication officers, social mobilization experts/anthropologists, logisticians, psychosocial support experts, data managers, infection prevention and control (IPC)/Environmental experts) who are likely to be deployed as members of national or subnational Rapid Response Teams. Requirements for future RRT members are the following:

**2. AGENDA** (*final agenda to be copied/pasted here)*



**3. FACILITATION TEAM**

**List of facilitation team members** *(names and contact details of facilitation team members to be added below)*

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| **Role in the course/expertise** | **Related module** | **Name** | **E-mail address** | **Phone** |
| ATP Coordinator | All |  |  |  |
| Exercise controller | Skills Drill |  |  |  |
| Expert in emergency coordination | A1.1a, A2.1a, A2.2, A2.2, A3.1 |  |  |  |
| Expert in Occupational Health and Safety | A5.1b |  |  |  |
| Expert in Ethics and Prevention of sexual abuse and exploitation | A7.3 |  |  |  |
| Expert in logistics | A3.3 |  |  |  |
| Expert in epidemiology, surveillance, outbreak investigation, data management | B2.3, B3.1, B4.1 |  |  |  |
| Expert in IPC | B6.1, B6.3 |  |  |  |
| Expert in laboratory | B7.1 |  |  |  |
| Expert in risk communication, community engagement and social mobilization | B8.4 |  |  |  |
| Expert in psychological support | B10.2 |  |  |  |
| Logistic support to the training | All |  |  |  |
| Administrative support to the training | All |  |  |  |

**Description of roles of facilitation team members (a person may play more than one role in the team)**

**ATP coordinator (TC)** is responsible to lead the overall implementation of the training. TC’s main tasks will be to:

* Ensure communication with and within the facilitation team (meetings, discussions, e-mails).
* Ensure that all the aspects of the ATP (pedagogical, administrative, and logistic) are properly implemented.
* Validate modifications to the agenda/programme upon discussion. Keep all the team updated on latest modifications adopted.

**Subject Matter Experts (SME)/facilitators** are responsible to prepare and facilitate technical sessions, based on the training material provided in this package. SME’s main tasks will be to:

* Familiarize self with the overall purpose and learning objectives of the course and see relationship with the assigned session(s).
* Adapt/finalize the design/content of material to be used during their sessions.
* Ensure that logistics related to their session are ready at least 1 day before (room setting, equipment, photocopies).
* Introduce the session and learning objectives; facilitate the assigned session(s).
* Provide clear instructions to participants (group work, exercises) and respond to queries/questions as needed.
* Provide technical input as needed throughout the training.

**Requirements for Subject-Matter experts:**

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| **Education/qualifications:**   * Advanced university degree in their area of expertise (emergency coordination, epidemiology, surveillance, outbreak investigation, data management, infection prevention and control, laboratory, risk communication and community engagement, psychological support, logistics for health, occupational health safety, ethics, and prevention of sexual abuse, etc.).   **Skills:**   * Technical expertise in at least one of the specific areas above listed * Capacity to work collaboratively with team members to achieve results * Capacity to relate and work well with people of different cultures, gender, and background * Excellent communication skills * Good facilitation skills, including capacity to engage and motivate a group of participants through adult learning techniques * Capacity to use and accept constructive criticism to improve performance/learn from experience * Excellent organizational skills.   **Experience:**   * Consolidated experience (3 to 5 years) in a technical function/position related to the specific area of expertise * Experience in delivering/facilitating training beyond PPT delivery * Outbreak filed experience * Desired: participated in RRT training as trainee.   **Other requirements:**   * Computer skills (Word, Excel, and PowerPoint) * Access to a computer and to the Internet * Language requirements: working level spoken and written English. |

**Logistics assistant (LA):** is the right hand of ATP coordinator. The LA is tasked to assist the facilitation team before and during the training on organizational, logistic, and technological issues. The key tasks of the LA will be the following:

* Install and test the IT equipment/material.
* Set-up training rooms throughout the course.
* Supervise all technological aspects (Internet/sound/video) in collaboration with the assigned person at the training venue.
* Purchase and double-check all the material/equipment needed for the training.

**Administrative assistant (AA)** is responsible to provide administrative and organizational support to participants and the facilitation team throughout the course. AA’s main areas of support will be:

* Registration and daily presence of participants.
* Issues/questions regarding travel arrangements, accommodation, and allowances.
* Print-out of documents.
* Type/enter evaluation data.

**Additional functions of the facilitation team for the simulation exercise:**

**Exercise controller (EC)** is responsible to guide the facilitation team and the participants throughout the exercise. EC’s main tasks will be to:

* Introduce the objectives and timeline of the scenario-based skills-drill exercise.
* Ensure that all logistic arrangements are set before starting a step (room setting, equipment, photocopies).
* Ensure that all roles to be played during the scenario-based skills-drill have been assigned to a member of the facilitation team and that those who have a role to play have a copy of their script.
* Provide clear instructions to participants at each step and clarify the outcomes expected from RRTs.
* Facilitate/coordinate debriefing sessions after each step.

**Team coach**: a team coach will be assigned to each RRT and will follow the RRT throughout the course. The main tasks of the team coach will be to:

* Ensure that the team she/he has been assigned to understands well the various topics.
* Follow the team and ensure they have all the documents and materials required to complete the required tasks.
* She/he will provide minimal guidance to them, but may respond to questions, provide clarifications or address issues, be it upon request of the team on based on needs observed. The team coach will make sure that the team discussion is on the track without interfering with participants’ discussion and way of thinking; she/he should make sure that participants are all exposed to the skills drill and come up with the expected outputs.

**Team evaluator:** a team evaluator will be assigned to each RRT. The main task of team evaluators will be to:

* Evaluate to what extent these outputs have been achieved and knowledge, skills and behaviors demonstrated by each team, using session evaluation grids.
* Assessment grids will be provided to team evaluators for each session of the simulation exercise, based on a scale ranging from “0” (= not demonstrated) to “2” (= fully demonstrated), with “1” as a middle range (= partially demonstrated). If the particular output/knowledge/skill/behavior was not observed by the evaluator, she/he will indicate “not observed” in the comment box.

**Role player:** all the facilitation team members may be required to play different “roles” during the scenario-based skills-drill. Role players will:

* Play their roles according to specific scripts and guidance provided by the Exercise controller, without inventing new information that is not included in the scenario.
* Team members who played a role on the scenario will be requested to provide their observations during the debriefing sessions in plenary.

**4. PRE-COURSE ACTIVITIES**

**4.1 For ATP participants**

To benefit from the training, prior to the beginning of the ATP participants should complete the [Rapid Response Teams Essentials Online Course](https://extranet.who.int/hslp/training/enrol/index.php?id=385) and share their achievement certificates with the designated focal point. The online course includes 12 short modules of 30’ to 45’ each. It is recommended that the link to access the online course as well as accompanying information is sent to participants at the minimum two weeks prior to starting the RRT ATP (see template email on the RRT TP Planning and Implementation Guide).

**4.2 For ATP facilitators**

1. Complete successfully the [Rapid Response Teams Essentials Online Course](https://extranet.who.int/hslp/training/enrol/index.php?id=385)
2. Carefully go through the content of the Rapid Response Teams Advanced Training Package (preferably the version of the package that has been adapted to the country context): standard content of the RRT ATP is available on this link: <https://extranet.who.int/hslp/content/all-hazard-rrt-training-package-version-20> We recommend to provide a link to the RRT ATP material adapted to country context (i.e.; in a Dropbox or other).
3. Complete the face-to-face RRT Training of trainers (content available: [Block 3 - Training of Trainers Package | HSLP (who.int)](https://extranet.who.int/hslp/content/training-trainers-rapid-response-teams-training)
4. Participate in the 2-day facilitation team face-to-face preparatory meeting (before the beginning of the training event), to:

* Review in details the training agenda
* If not done earlier, identify who will cover each session; clarify the roles of each member of the team.
* For the scenario-based skills-drill: go through the introduction for facilitators (PPT) together; decide who will be the team coaches, team evaluators and role players.
* Double-check availability and test the functioning of equipment and logistics at the training venue: rooms, computers, projector and Internet connection, photocopies, and other supplies.
* Set the training rooms/venue as needed.

Further guidance and details on this preparatory meeting are available on the facilitation team preparatory meeting agenda (00\_RRT\_ATP\_facilitators\_preparatory\_meeting\_agenda\_V1\_Jan\_2023\_en.docx) available as guidance for facilitators on the RRT ATP webpage: <https://extranet.who.int/hslp/content/all-hazard-rrt-training-package-version-20>

**5. TRAINING SESSION PLAN**

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| **DAY 1** |

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| **08:30 - 09:00** | **REGISTRATION & INTRODUCTIONS** | **Responsible** |  |
|  | * Participants register and are given their folders, ID and badges | AA | XX copies of participant folders  Badges, Printed ID |

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| **09:00 – 10:00** | **OPENING SESSION** | **Responsible** | **Material/logistics needed** |
| **Methodology** | Opening remarks by officials, introductions of participants and facilitators | **-** MoH host country  - WHO CO  - CC  - AA | * PPT 04\_RRT\_training\_intro\_V1\_Jan\_2023\_en * Plenary room, laptop with Internet connection + projector * Flipchart/markers * Large size post-it (15 x 20 cm) |
| **Description** | * Welcome by MOH and WHO CO representatives * Introduction of participants and facilitators * Participants’ expectations: ask participant to write their expectations on post it notes or flipchart, then review them in plenary * Course objectives and agenda * Housekeeping info * Group Photo |

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| ***10:00 – 10:30 Coffee- break*** |

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| **10:30 – 11:00** | **PRE-TEST** | **Responsible** | **Material/logistics needed** |
| **Methodology** | Individual work (to be completed online or on paper) | CC |  |
| **Description** | * Explain the objectives and modalities of the pre-and post-test. * Share the link and QR code for online completion of pre-test questionnaires. | PPT 04\_RRT\_training\_intro\_V1\_Jan\_2023\_en |

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| **11:00 – 11:30** | **RRT establishment and management in** [country] | **Responsible** | **Material/logistics needed** |
| **Methodology/ Description** | Instructor-led interactive presentation on RRT Establishment in [country] | MOH | * PPT developed by the country * Laptop, projector, microphones   **Room setting:**   * Plenary room, 1 table per team |
| **Learning objectives** | * Explain how RRTs are established within [country]’s national health emergency preparedness and response infrastructure * Explain how RRTs are managed at the various levels of the system in [country] * Present existing RRT SOPs and/or national guidance documents for RRTs available in [country] | MOH |

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| **11:30 – 12:00** | **A1.1a IHR framework & regional strategy for Emergency Response** | **Responsible** | **Material/logistics needed** |
| **Methodology/**  **Description** | Tutor-lead PPT presentation, including Q&A/input from participants and discussion. | Expert in emergency coordination/ IHR NFP | PPT A1.1a\_IHR\_in\_ER\_generic\_V1\_Jan\_2023\_en |
| **Learning objectives** | * Describe public health threats in the region and in the country * Explain the key features of the International Health Regulations 2005 (IHR) * Explain the objectives of the surveillance and response strategy in the country or the region * Identify common forms used to investigate and report cases of key diseases |

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| **12:00-12:30** | **A2.1a RRT composition and roles \_scenario** | **Responsible** | **Material/logistics needed** |
| **Methodology/ Description** | Tutor-lead PPT presentation, including Q&A/input from participants and discussion.  Group work. | Expert in emergency coordination/  MoH/RRT management/RRT focal point | * PPT A2.1a\_RRT\_composition\_roles\_V1\_Jan\_2023\_en * Flipcharts and markers |
| **Learning objectives** | * Explain what is an RRT and its characteristics * Describe the composition of a RRT and key activities of each RRT member * List the key partners for the RRT during its intervention * Describe the link between RRTs and the emergency response system. |

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| ***12:30 – 13:30 Lunch break*** |

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| **13:30-14:30** | **A2.2 Teambuilding activity: team logo** | **Responsible** | **Material/logistics needed** |
| **Methodology/**  **Description** | **Instructions:**   * Select a name for your team. * Develop a graphic logo that will portray who/what they are to the rest of the participants. * Draw a large version on a flipchart for the group to see. * After completing the logo, develop a slogan with twelve words or less that explains your team logo and creates an identity for the group. * The next day, present and explain what the logo and slogan represent. |  | * PPT A2.2\_Teambuilding\_activities\_V1\_Jan\_2023\_en * A2.2\_Teambuilding\_facilitator\_V1\_Jan\_2023\_en * Flipcharts and markers |
| **Learning objectives** | * Foster team identity and group cohesion |

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| **14:30-15:00** | **A3.1 Pre-deployment readiness** | **Responsible** | **Material/logistics needed** |
| **Methodology/Description** | Tutor-lead PPT presentation, including Q&A/input from participants and discussion. | Expert in emergency coordination/RRT management | PPT A3.1\_Pre\_deployment \_readiness\_V1\_Jan\_2023\_en |
| **Learning objectives** | * Identify the key information that RRT members should receive or gather before any deployment to carry out their mission effectively and safely. * Identify the key preparatory actions that RRT members should undertake before any deployment to carry out their mission effectively and safely. |

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| **15:00-15:30** | **A5.1b Occupational Health and Safety** | **Responsible** | **Material/logistics needed** |
| **Methodology/ Description** | Scenario-based exercise.   * Participants will work in groups. * Each group will discuss and address 1 scenario (15’). * Each group will present answers in the appropriate format depending on the questions asked (5’/group). * Facilitator will wrap up (5’).   This presentation includes 5 scenarios, you may want to select one of these scenarios according to your target needs and their relevance to your country context. | Expert in occupational health and safety | PPT A5.1b\_OSH\_RRT\_scenarios\_V1\_Jan\_2023\_en  A5.1b\_OSH\_RRT\_scenarios\_part\_guide\_V1\_Jan\_2023\_en |
| **Learning objectives** | * Identify key health and safety hazards associated with the concerned activity. * Explain manners in which exposure to human beings can occur in the concerned situation. * Enumerate key actions/controls required to prevent or manage hazards and risks. |

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| ***15:30 – 16:00 Coffee-break*** |

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| **16:00-16:30** | **A7.1c Prevention of sexual abuse and exploitation discussion** | **Responsible** | **Material/logistics needed** |
| **Methodology/ Description** | Scenario-based exercise. | Expert in PRSEAH/ Expert in Ethics | * **PPT A7.1c\_PRSEAH\_field\_scenario\_V1\_Jan\_2023\_en** |
| **Learning objectives** | * Define what is sexual exploitation and abuse and sexual harassment * Explain how to prevent and respond to sexual exploitation and abuse and sexual harassment |

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| **16:30-17:30** | **A3.2b Logistics checklist exercise** | **Responsible** | **Material/logistics needed** |
| **Description** | Scenario-based exercise.  1/ Each group is given a brief description of a syndrome to which they are responding:   * Suspected Ebola Virus Disease (EVD) * Suspected Rift Valley Fever * Suspected Anthrax * Suspected Severe Acute Respiratory Syndrome   2/ Each group should prepare a checklist of materials and equipment to bring to the field.  3/ Checklists will be presented in plenary and feedback will be provided by facilitators. | Expert in logistics/ IPC Expert | * **PPT A3.2b\_Ex\_checklist\_V1\_Jan\_2023\_en** |
| **Learning objectives** | * Identify the equipment, materials and supplies needed by RRT members for a specific public heath event. |

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| **17:30-17:45** | **EVALUATION DAY 1** |  |  |
|  | * Explain the purpose of evaluation. * In plenary: ask groups to list in the post-it papers 3 strong points of the day, and 3 points that need improvement. | CC  Participants | * Large size post-it of 2 colors. |

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| **DAY 2** |

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| **08:30-09:00** | **WRAP UP PREVIOUS DAY** | **Responsible** | **Material/logistics needed** |
| **Description** | * Key learning messages of previous day to be summarized. * Feedback on evaluation of previous day by facilitators. | Assigned participants  Facilitators |  |

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| **09:00-10:00** | **B4.1 Outbreak investigation** | **Responsible** | **Material/logistics needed** |
| **Methodology/ Description** | Tutor-lead PPT presentation, including Q&A/input from participants and discussion. | Expert in emergency coordination/  epidemiology | * PPT B4.1\_Outbreak\_investigation\_V1\_Jan\_2023\_en |
| **Learning objectives** | * Determine when to investigate an outbreak * Develop clear investigation objectives * Conduct an outbreak investigation systematically * Describe an outbreak by time, place and person * Develop a hypothesis about the possible cause of an outbreak * Discuss ways to evaluate that hypothesis * Discuss strategies for outbreak control |

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| ***10:00 – 10:30 Coffee-break*** |

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| **10:30 – 11:00** | **B2.2a Active case finding and contact tracing in outbreaks** | **Responsible** | **Material/logistics needed** |
| **Methodology/ Description** | Tutor-lead PPT presentation, including Q/A from participants and discussion. | Expert in epidemiology | **PPT B2.2a\_Introduction\_ACFCT\_V1\_Jan\_2023\_en** |
| **Learning objectives** | * Define active case finding and contact tracing * Decide when to perform active case finding and contact tracing based on epidemiological scenarios * Describe how to implement active case finding and contact tracing including required materials * Determine priority groups for contact tracing |

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| **11:00 – 11:30** | **B3.1 Data management in emergencies** | **Responsible** | **Material/logistics needed** |
| **Methodology/ Description** | Tutor-lead PPT presentation, including Q/A from participants and discussion. | Expert in epidemiology/Expert in statistics and data management | PPT B3.1\_Data\_management\_V1\_Jan\_2023\_en |
| **Learning objectives** | * Explain the importance of data management systems in an emergency * Identify routine data management processes * Describe different data reports and outputs |

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| **11:30 – 12:30** | **B6.1 IPC for the RRT** | **Responsible** | **Material/logistics needed** |
| **Description** | Tutor-lead PPT presentation, including questions/input from participants and discussion. | Expert in IPC | PPT B6.1RRT\_IPC\_precautions\_V1\_Jan\_2023\_en |
| **Learning objectives** | * Apply standard precautions * Implement transmission-based precautions as appropriate * Decide which type of precaution to use according to the mode of transmission of the disease * Identify processes for proper donning and doffing of PPE types. |

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| ***12:30 – 13:30 Lunch break*** |

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| **13:30-15:30** | **B6.3 IPC skills stations** | **Responsible** | **Material/logistics needed** |
| **Methodology/**  **Description** | **View the IPC videos and explain the posters (20’)**  **The group is divided into 4 groups (10’):**   * Groups 1 and 2 start by the PPE skills station * Group 3 starts by the chlorine station * Group 4 starts by the hand hygiene station   **Skills stations held by a facilitator:**   * PPE: NAME (40’) * Chlorine: NAME (20’) * Hand hygiene: NAME (20’)   **Practice (1h20):**  The 4 groups will rotate, in such a way that they all go through the 3 skills stations:   * G1 and G2 will do the PPE skills stations together, then G1 will move to chlorine, and G2 to hand hygiene, then G1 and G2 will switch stations. * G3 and G4 will do the PPE skills stations together, then G3 will move to chlorine, and G3 to hand hygiene, then G3 and G3 will switch stations.   **Debriefing (10’)** | Volunteers/  assigned participants/ Facilitators | * PPT B6.3a\_Steps\_PPE\_V1\_Jan\_2023\_en * PPT B6.3b\_Chlorine\_V1\_Jan\_2023\_en * PPT B6.3c\_Hand\_hygiene\_V1\_Jan\_2023\_en * IPC skills station Instructor guide: B6.3\_Skills\_stations\_IPC\_IG\_V1\_Jan\_2023\_en   Materials for:   * 1. Practicing hand hygiene * 2. Preparing chlorine * 3. Donning and doffing PPE * Posters for each skills station |
| **Learning objectives** | Facilitate 3 IPC skills stations, including:   * How and when to practice hand hygiene * How to prepare and use mild and strong chlorine solution * How to don and doff enhanced PPE. |

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| ***15:30 – 16:00 Coffee-break*** |

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| **16:00 – 17:00** | **B8.2 Community engagement and risk communication scenario** | **Responsible** | **Material/logistics needed** |
| **Methodology/ Description** | Group work   * Participants work in groups to answer the questions related to the scenario | Expert in community engagement/Expert in risk communication | PPT B8.2 RRT\_RCCE\_scenario\_220609\_en, B8.2 RRT\_RCCE\_scenario\_V1\_Jan\_2023\_en |
| **Learning objectives** | * Identify strategies for effective community engagement in the context of COVID-19 pandemic * Use appropriate approaches for effective community engagement in the context of COVID-19 * Determine appropriate tools to communicate risk in the context of COVID-19 * List down key messages for a risk communication campaign in the context of COVID-19 |

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| 17:00 – 17:30 | B10.2Psychological First Aid scenarios | Responsible | Material/logistics needed |
| Methodology/ Description | Tutor-lead PPT presentation, including Q/A from participants and discussion.  Group work: Participants discuss in groups the scenarios and answer the questions | Expert in psychology | PPT B10.2\_PFA\_scenarios\_V1\_Jan\_2023\_en |
| Learning objectives | * . * Approach a very distressed person in a respectful manner and with empathy. * Identify the attitudes that could calm down a distressed person. * Identify the information to provide to distressed people (about the disease, around their relatives, about existing supports, etc.) in order to reassure and guide them. |

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| **17:30-17:45** | **EVALUATION DAY 2** |  |  |
|  | * In plenary: ask groups to list in the post-it papers 3 strong points of the day, and 3 points that need improvement. | CC  Participants | * Large size post-it of 2 colours. |

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| **DAY 3** |

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| **08:30-09:00** | **WRAP UP PREVIOUS DAY** | **Responsible** | **Material/logistics needed** |
| **Description** | * Key learning messages of previous day to be summarized. * Feedback on evaluation of previous day by facilitators. | Assigned participants  Facilitators |  |

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| **09:00 – 10:00** | **B7.1 Laboratory sample management** | **Responsible** | **Material/logistics needed** |
| **Methodology/ Description** | Tutor-lead PPT presentation, including Q/A from participants and discussion. | Expert in laboratory | PPT: B7.1\_RRT\_Laboratory\_sample\_management\_V1\_Jan\_2023\_en |
| **Learning objectives** | * Identify key actions to be taken before collecting a laboratory sample from suspected case * Determine the type of sample to be collected from suspected case * Describe sample management procedures * Collect laboratory samples taking the appropriate IPC measures * Properly implement decontamination and waste management after sample collection * Properly prepare sample transport. |

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| ***10:00 – 10:30 Coffee-break*** |

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| **10:30-11:00** | **C1.5 Introduction of the country context** |  |  |
| **Description** | **Unexplained death of children in Karan Province, Salam**   * Provide participants with country context, give them time to read (preferably the evening before launching the skills drill)   To launch the skills-drill:   * Introduce the scenario and explain how participants will work in groups as if they are RRTs * Display PPT presentation C1.0 Country context |  | PPT C1.5\_Country\_context\_V1\_Jan\_2023\_en  - Laptop, projector, screen, sound system  C2.1\_Participant\_guide\_V1\_Jan\_2023\_en (only country context) |

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| **11:00 – 12:30** | **C1 Rapid Response Team activated** | **Responsible** | **Material/logistics needed** |
| **Description** | See details on how to the skills-drill in the Facilitator Guide: C1.1\_Skillls\_dill\_facilitation\_guide\_V1\_Jan\_2023\_en | EC |  |

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| ***12:30 – 13:30 Lunch break*** |

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| **13:30 – 14:30** | **DEBRIFING SESSION C1** |  |  |
|  | Team coaches, team assessors and other facilitators involved provide feedback to groups and structured debriefing on outputs. | EC | **PPT C1.4\_Debriefing\_V1\_Jan\_2023\_en** |

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| **14:30 – 16:00** | **C2 At Karan General Hospital: interview with medical staff** | **Responsible** | **Material/logistics needed** |
| **Description** | See details on how to the skills-drill in the Facilitator Guide: C1.1\_Skillls\_dill\_facilitation\_guide\_V1\_Jan\_2023\_en | EC |  |

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| ***16:00 – 16:30 Coffee-break*** |

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| **16:30 – 17:30** | **DEBRIFING SESSION C2** |  |  |
|  | Team coaches, team assessors and other facilitators involved provide feedback to groups and structured debriefing on outputs. | EC | **PPT C1.4\_Debriefing\_V1\_Jan\_2023\_en** |

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| **17:30-17:45** | **EVALUATION DAY 3** |  |  |
|  | * In plenary: ask groups to list in the post-it papers 3 strong points of the day, and 3 points that need improvement. | LF | * Large size post-it of 2 colors. |

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| **DAY 4** |

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| **08:30-09:00** | **WRAP UP PREVIOUS DAY** | **Responsible** | **Material/logistics needed** |
| **Description** | * Key learning messages of previous day to be summarized. * Feedback on evaluation of previous day by facilitators. | 2/3 participants |  |

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| **09:00 – 10:30** | **C3 At Karan General Hospital: interview with patient and sample collection** |  |  |
| **Description** | See details on how to the skills-drill in the Facilitator Guide: C1.1\_Skillls\_dill\_facilitation\_guide\_V1\_Jan\_2023\_en | EC |  |

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| **10:30 – 11:30** | **DEBRIFING SESSIOONS C3/ Working tea** |  |  |
|  | Team coaches, team assessors and other facilitators involved provide feedback to groups and structured debriefing on outputs. | EC | PPT C1.4\_Debriefing\_V1\_Jan\_2023\_en |

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| **11:30 – 12:30** | **C4 Community engagement** |  |  |
|  | See details on how to the skills-drill in the Facilitator Guide: C1.1\_Skillls\_dill\_facilitation\_guide\_V1\_Jan\_2023\_en | EC |  |

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| ***12:30 – 13:30 Lunch break*** |

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| **13:30 – 14:30** | **DEBRIEFING SESSION C4** |  |  |
|  | Team coaches, team assessors and other facilitators involved provide feedback to groups and structured debriefing on outputs. | EC | PPT C1.4\_Debriefing\_V1\_Jan\_2023\_en |

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| **14:30-16:00** | **C5 Active case finding and Contact tracing** | **Responsible** | **Material/logistics needed** |
| **Description** | See details on how to the skills-drill in the Facilitator Guide: C1.1\_Skillls\_dill\_facilitation\_guide\_V1\_Jan\_2023\_en | EC |  |

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| ***16:00 – 16:30 Coffee-break*** |

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| **16:30 – 17:30** | **DEBRIEFING SESSION C5 & Introduction to C6** |  |  |
|  | Team coaches, team assessors and other facilitators involved provide feedback to groups and structured debriefing on outputs. | EC | PPT C1.4\_Debriefing\_V1\_Jan\_2023\_en |

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| **17:30-17:45** | **EVALUATION DAY 4** |  |  |
|  | * Explain the purpose of evaluation. * In plenary: ask groups to list in the post-it papers 3 strong points of the day, and 3 points that need improvement | CC | * Large size post-it of 2 colors. |

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| **DAY 5** |

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| **08:30-09:00** | **WRAP UP DAY 4** | **Responsible** | **Material/logistics needed** |
| **Description** | * Key learning messages of previous week to be summarized. * Pending questions/unclear issues to be addressed. | 2/3 participants |  |

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| **09:00 – 11:00** | **C6 Investigation report** | **Responsible** | **Material/logistics needed** |
| **Description** | See details on how to the skills-drill in the Facilitator Guide: C1.1\_Skillls\_dill\_facilitation\_guide\_V1\_Jan\_2023\_en | EC |  |

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| **11:00 – 12:30** | **Teams’ presentations and feedback in plenary** | **Responsible** | **Material/logistics needed** |
| **Description** | RRTs present their reports and get feedback from other RRTs and facilitators. | RRTs |  |

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| ***12:30 – 13:30 Lunch break*** |

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| **13:30-14:00** | **THE RRT KNOWLEDGE NETWORK** | **Responsible** | **Material/logistics needed** |
| **Description** | * Demo/visit or introduction to the community of practice | TBC |  |

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| **14:00 – 14:30** | **POST-TEST** | **Responsible** | **Material/logistics needed** |
| **Description** | * Share link and QR code for online completion of post-test questionnaire. | CC | PPT D2.1\_RRT\_ATP\_pre-post-test\_V1\_Jan\_2023\_en |

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| **14:30-15:00** | **FINAL EVALUATION** | **Responsible** | **Material/logistics needed** |
|  | 1/ Share link and QR code for online completion of post-test questionnaire.  2/ Participants to complete individually the Final Evaluation questionnaire | CC | D1.2 Final evaluation questionnaire |

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| **15:00-15:30** | **NEXT STEPS AND CLOSING** | **Responsible** | **Material/logistics needed** |
|  | * Closing remarks. * Pen-drives with course content to be given to participants * Certificates of attendance to be given to participants. | * MoH hosting country * WHO CO |  |

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