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| CLSI Logo R Blue**Evaluator of HIV-RT Personnel Competency Training of Trainers (TOT) Workshop****Date** **Region, Country****Agenda**  |

| Time | Day 1 | Facilitator |
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| 8:00 – 8:30 | Registration |  |
| 8:30 – 8:45  | * Welcome
	+ Opening Remarks
	+ Faculty and Participant Introduction
 |  |
| 8:45 – 9:10 | * Training Overview
	+ Learning Objectives
	+ Training Agenda
	+ Ground Rules and Housekeeping
	+ Evaluation Criteria for Participants
 |  |
| 9:10 – 9:30 | Pre-Training Written Assessment |  |
| 9:30 – 10:00 | Part 1: Overview of HIV-RT Certification and Evaluator of Personnel Competency Role* Importance of Certification
* Key Terminology
* Expectations of Evaluators
* Competency Assessment Overview
	+ Components
	+ Structure & Format
 |  |
| 10:00 – 10:30 |  |
| 10:30 – 11:30 | Part 1: Overview of HIV-RT Certification and Evaluator of Personnel Competency Role (continued)* Overall Competencies of Evaluators
	+ Technical Competency
	+ Communication
	+ Professional Ethics
 |  |
| 11:30 – 12:30  | Part 2: Evaluation of Personnel Competency Methods – Tools* Overview and Introduction
* Purpose & Review
 |  |
| 12:30 – 1:30  |  |
| 1:30 – 3:30  | Part 3: Evaluation of Personnel Competency Methods – Data Management* Interactive – Small Groups
* Database Management Tools
 |  |
| 3:30 – 4:00 | **COFFEE/TEA BREAK** |
| 4:00 – 5:00 | Part 4: Evaluation of Personnel Competency Reporting* Feedback
* Corrective Action - Remediation
* Interactive – Small Groups
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| 5:00 | **END OF DAY 1** |  |

| Time | Day 2  | Facilitator |
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| 8:00 – 8:30  | Recap of Day 1 |  |
| 8:30 – 9:15  | * Review Practical Examples of Assessing Personnel Competencies & Providing Feedback
* Participant Role-Play and Feedback
 |  |
| 9:15 – 10:00 | * Field Practice Session #1 Overview
	+ Overview & Purpose
	+ Logistics and Assignments
	+ Tools
 |  |
| 10:00 – 10:30 | **COFFEE/TEA BREAK** |
| 10:30 – 12:30 | * Field Practice Session #1 – Mock Personnel Assessment at Sites
	+ Commute to Assigned Facility
	+ Locate Assigned Site(s) within Facility
	+ Introductions at Facility/Site
 |  |
| 12:30 – 3:30 | * Field Practice Session #1 – Mock Personnel Assessment at Sites (continued)
	+ Mock Assessment – Direct Observation Checklist
	+ Mock Assessment – Peer-to-Peer Observation Form
	+ Feedback and Discussion
 |  |
| 3:30 | **END OF DAY 2**  |

| Time | Day 3 | Facilitator |
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| 8:00 – 8:30  | Recap of Day 2 |  |
| 8:30 – 9:15  | * Facilitator Feedback from Field Practice Session #1
* Open Discussion
 |  |
| 9:15 – 10:00 | * Field Practice Session #2 Overview
	+ Overview & Purpose
	+ Logistics and Assignments
	+ Tools
 |  |
| 10:00 – 10:30 | **COFFEE/TEA BREAK** |
| 10:30 – 12:30 | * Field Practice Session #2 – Personnel Assessment at Sites
	+ Commute to Assigned Facility
	+ Locate Assigned Site(s) within Facility
	+ Introductions at Facility/Site
 |  |
| 12:30 – 3:30 | * Field Practice Session #2 – Personnel Assessment at Sites (continued)
	+ Assessment – Direct Observation Checklist
	+ Assessment – Peer-to-Peer Observation Form
	+ Feedback and Discussion
 |  |
| 3:30 | **END OF DAY 3** |

| Time | Day 4 | Facilitator |
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| 8:00 – 8:30 | Recap of Day 3 |  |
| 8:30 – 8:50  | Post-Training Written Assessment |  |
| 8:50 – 9:15  | Group Review of Written Assessments & Discussion |  |
| 9:15 – 10:00 | Groups Prepare Report Back Presentations |  |
| 10:00 – 10:30 | **TEA/COFFEE BREAK** |
| 10:30 – 12:30 | * Group Report Back Presentations
	+ Field Practice Sessions #1 & #2
* Facilitator Feedback
* Open Discussion Session
* Training Evaluation
 |  |
| 12:30 – 1:00 | Administering Written Examination  |  |
| 1:00 – 2:00 | **LUNCH** |
| 2:00 – 3:30  | * Implementation Strategy for Roll-Out
* One-on-One Facilitator-Participant Feedback
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| 3:30 – 4:00 | * Training Summary
* Conferral of Certificates
* Closing Ceremony
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| 4:00 | **END OF DAY 4** |