




Section 2: Preparation

Introduction

Thorough preparation is essential to the success of your workshop. This section describes the activities that you must carry out in advance of the workshop to assure that the workshop achieves expected outcomes. Information on the basics of training (Section 3) should also be reviewed in advance so that you, as trainer, are adequately prepared to facilitate the workshop.

Participants (Target Audience)

This training packaged is designed to reach three levels of participants. The presentation slides include a legend that denotes the appropriate target audience.

-  Laboratory workers
-  Health workers (nurses)
-  Counselors

The approach in which the content of this workshop is delivered may be different depending on whether the audience consists of laboratorians, lay counselors, nurses or other health professionals. It is important to have an understanding of your participant's baseline knowledge and/or fears so that these can be adequately addressed during the workshop. It may be necessary to adjust the time allotted for a particular module of instruction or exercise based on identified need.

Suggested number of workshop participants and trainers

For optimum learning experience and management of the workshop, it is recommended that the number of participants should not exceed 20. This number is small enough for all participants to be fully engaged, yet large enough for a variety of experiences and viewpoints to be represented. It is equally important to have one trainer for every four to six participants to allow

participants ready access to trainers during demonstrations and practical exercise.

Participant Notification Letter

Notify participants well in advance of the date, location, and time of workshop. Be sure to include other pertinent information such as payment of per diems, etc.

Breaks and Lunch

Before the start of the workshop, arrange for morning and afternoon tea/coffee breaks, and plans for having lunch on or off-site.

Facilities and Equipment:

Training classrooms

For optimal learning experience and ease of managing logistics throughout the workshop, two rooms should be made available:

- Room A - for lectures, discussions, and viewing of the video/DVD
- Room B - for hands-on practical exercises.

The workshop can be held in any well-lit, distraction-free classroom with 1) tables and chairs, and 2) conveniently located outlets for computer and projection monitor. To facilitate discussion and interaction among participants, tables should be arranged in a semi-circle, or classroom style giving all participants an unobstructed view of the projection monitor. Avoid overcrowding. Bottled water and glasses should be made available on each table.

Classroom equipment – The classroom should have:

- 2 flip charts with easel
- a videotape player (VCR) with TV or DVD
- laptop computer
- projection monitor (LCD) compatible with computer
- extension cord
- wastebasket
- markers

Classroom supplies:

- Marking pens
- Masking tape for posting flip chart
- Note pads
- Pens and pencils

Demonstration and Practical Exercises: Materials, Supplies, and Kits

Make arrangements well in advance of the workshop to procure or secure the necessary materials, supplies and kits. Don't forget to arrange for transport of these items to workshop site. Any unused supplies should be held for future workshops.

Materials and Supplies

<input checked="" type="checkbox"/>	Materials and Supplies	# required
	70% Alcohol or methylated spirit swabs	
	Cotton gauze or wool	
	Sterile Lancets	
	Sharps bin or disinfectant jar for lancets	
	Sharps container	
	Timer (stopwatch, clock, or wrist watch)	
	Markers, Pens	
	Biohazard stickers/labels	
	Plastic bags for biohazard waste	
	Transfer or precision pipettes	
	Pipette tips	
	Band-Aids or plasters	
	Gloves	
	Aprons or laboratory coats	
	Paper towels	
	Soap or hand sanitizer for hand washing	
	Disinfectant e.g. Jik, Chlorox	
	Spray bottle for disinfectant	

Test Kits

The following is a guide to use for assuring you have an adequate number of test devices on hand during the training workshop. The test kits should be those approved for use in the national testing algorithm. You will need to relate the required number of tests with the number of tests packaged in one kit. For example, if you need 100 tests, and a kit is packaged with 20 tests per kit, you will need to order 5 kits.

Number of Tests Required for 20 Participants

Hands-on Session I			
Each participant conducts tests using one positive and one negative sample.			
Test	Practice	Demo & Extra	Total # Tests
Test Kit 1 ()	40	15	55
Test Kit 2 ()	40	15	55
Test Kit 3 ()	40	15	55
Hands-on Session II			
Each participant conducts tests using five blind samples.			
Test Kit 1 ()	100	25	125
Test Kit 2 ()	100	25	125
Test Kit 3 ()	100	25	125
Performance Exam			
Each participant conducts tests using five blind samples.			
Test Kit 1 ()	100	20	120
Test Kit 2 ()	100	20	120
Test Kit 3 ()	100	20	120

Summary – For 20 participants, you will need a total of 900 tests (300 tests of each kit).

Test	Total # Tests Required
Test Kit 1 ()	300
Test Kit 2 ()	300
Test Kit 3 ()	300

Composition of Panels for Hands-on Sessions

The composition of the known positive and known negative samples and the blind samples used during the hands-on sessions is specified as serum,

Session I:

During hands-on session I, participants conduct tests using one positive and one negative sample. *Note:* All serum samples must be heat inactivated prior to use during the practical sessions.

Prepare a serum panel consisting of 2 samples (one HIV positive and one HIV negative) for each workshop participant. Care should be taken in labeling, handling, and storage of samples to maintain integrity.

Allow 2-3 days for preparation and testing of panels prior to the workshop.

Sample Volume Required for Preparing Panels For 20 Participants

HIV Final Result	Sample Reactivity	Volume / Vial	# of Participants	Volume (plus 10% for overage)	Total Volume Required
Positive	Strong Positive	0.5 ml	20	10ml + 1ml	11 ml
Negative	Negative	0.5 ml	20	10ml + 1ml	11 ml

Session II and Final Practical Exam:

During the hands-on session II and final practical exam, participants are asked to conduct HIV rapid tests using 5 blinded samples. Therefore, a total of 10 blinded samples are required for each participant; 5 used for session II, and the remaining 5 used for the final practical exam. *Note:* All serum samples must be heat inactivated prior to use.

Prepare **two sets** of serum panels for each participant; one set for use during Session 2 and the other set for use during the Final Practical Examination. Each panel will be made up of 5 samples: 2 HIV strong positive, 1 HIV weak positive and 2 HIV negative. It is advisable to have extra panels on hand in case of problems or spillage. You will need to allow 3-4 days for preparation and testing of panels prior to the workshop.

Sample Volume Required for Two 5-Sample Panels For Each of 20 Participants

HIV Status	Sample Reactivity	# Samples	Volume / Vial	# of Participants	Volume (plus 10% for overage)	Total Volume Required
Positive	Strong Positive	4	0.5 ml	20	40ml + 4ml	44 ml
Positive	Weak* Positive	2	0.5 ml	20	20ml + 2ml	22 ml
Negative	Negative	4	0.5 ml	20	40ml + 4ml	44 ml

*Note: While it is desirable to include weak positive samples in the panel, it may be a challenge to obtain a sample that is uniformly weak positive with all test kits.

The table above indicates that to prepare 40 (+ 4 extra) panels each containing 2 HIV strong positive samples, one HIV weak positive sample and 2 HIV negative samples, you would need a minimum of 44 ml of serum from an HIV strong positive donor, 22 ml from an HIV weak positive donor, and 44 ml of serum from an HIV negative donor.

Labeling vials and panels:

For **Session II**, make 4 sets of 5 panels each containing 5 sample vials labeled as described in the table below:

Panel Code	Number Of Sets	Strong Positive 1	Strong Positive 2	Weak Positive	Negative 1	Negative 2
A	4	A1	A2	A3	A4	A5
B	4	B1	B2	B3	B4	B5
C	4	C1	C2	C3	C4	C5
D	4	D1	D2	D3	D4	D5
E	4	E1	E2	E3	E4	E5

Each participant will receive one panel.

For the **Final Practical Exam**, make 4 sets of 5 panels containing 5 sample vials labeled as described in the table below:

Panel Code	Number Of Sets	Strong Positive 1	Strong Positive 2	Weak Positive	Negative 1	Negative 2
A	4	A1	A2	A3	A4	A5
B	4	B1	B2	B3	B4	B5
C	4	C1	C2	C3	C4	C5
D	4	D1	D2	D3	D4	D5
E	4	E1	E2	E3	E4	E5

Note: If it is desirable, the panels for the Final Exam can have reversed Strong Positive and Negative sample labels so that the Exam panels will not repeat the same labeling scheme as the Session II panels. For example, in the Exam Panels, strong positive samples could be labeled A4 to E4 and A5 to E5, and the negative samples could be labeled A1 to E1 and A2 to E2.

Validation of Panels:

All panel samples used during the hands-on sessions **MUST** be validated prior to the workshop to assure that expected results are obtained on each HIV rapid test kit used.

Print Materials Needed During Training

As workshop facilitator/trainer, it is your responsibility to make sure the appropriate materials are available at the start of the workshop for each participant

- pre-course and post-course tests
- forms to record results of practical examinations
- daily evaluation questionnaire
- post workshop evaluation
- participant manual
- name tents
- name badges

Training Certificates – At the end of the workshop, each participant who has met the criteria for successful completion will receive a Certificate of Training.

Prior to the workshop, you will need to:

- Identify appropriate individual(s) to who will sign the certificate
- Verify spelling of names
- Print certificates

Length of workshop:

A number of factors must be considered before deciding the length of a workshop:

1. What national policies must be addressed?
2. Who will be trained?
3. What is the background knowledge and skills of participants?
4. What modules or topics have participants received during previous training?
5. Is the amount of time sufficient for remediation and practice before final practical exam?

Training schedule

The theoretical and practical sessions of this workshop are designed to be delivered in 4 – 5 days.

A template is provided for finalizing your training schedule. Before conducting the workshop, finalize your schedule for the week by completing as follows:

- Write in planned times for breaks and lunch
- Add any additional presentations or activities not included in the template
- Write in planned times for tea/coffee breaks and lunch
- Fill in planned times for the activities in the *Workshop Timing* column. For example, if the workshop is scheduled to begin at 8:30 a.m., write 8:30 – 9:30 a.m. for the Welcoming remarks and introduction.

Training Schedule Template

MONDAY - DAY 1

Start Time	-	End Time	Total Time		Description	Module #	Faculty
			Hours	Min.			
_____	-	_____		30	Registration		_____
_____	-	_____	1	00	Welcome Remarks & Introductions		_____
_____	-	_____		15	Workshop Goals, Objectives ▪ Ground Rules, Parking Lot		_____
_____	-	_____		30	Curriculum Overview		_____
_____	-	_____		30	Pre-test		_____
_____	-	_____		30	Overview of HIV Infection	1	_____
_____	-	_____		30	Integration of HIV Rapid Testing in HIV Prevention & Treatment Programs	2	_____
_____	-	_____	1	05	Overview of HIV Testing Technologies	3	_____
_____	-	_____	1	00	HIV Testing Strategies and Algorithms	4	_____
_____	-	_____		30	Review, Q& A, Evaluation		_____
Total Time			6	20			

TUESDAY - DAY 2

Start Time	-	End Time	Total Time		Description	Module #	Faculty
			Hours	Min.			
_____	-	_____	1	15	Assuring Quality of HIV Rapid Testing	5	_____
_____	-	_____		45	Safety at the Testing Site	6	_____
_____	-	_____		30	Documents and Records	15	_____
_____	-	_____		45	Professional Ethics	16	_____
_____	-	_____		50	Preparation for Testing: Supplies and Kits	7	_____
_____	-	_____	2	30	Blood Collection: Fingerprick <ul style="list-style-type: none"> ▪ Video ▪ Presentation/Demo ▪ Practice Session 	8	_____
_____	-	_____		30	Review, Q& A, Evaluation		_____
Total Time			7	05			

WEDNESDAY - DAY 3

Start Time	-	End Time	Total Time		Description	Module #	Faculty
			Hours	Min.			
_____	-	_____		45	Quality Control	12	_____
_____	-	_____	5	30	Performing HIV Rapid Tests <ul style="list-style-type: none"> ▪ Session 1 ▪ Session 2 	9	_____
_____	-	_____		20	Review, Q& A, Evaluation		_____
Total Time			6	35			

THURSDAY - DAY 4

Start Time	-	End Time	Total Time		Description	Module #	Faculty
			Hours	Min.			
_____	-	_____	1	00	Inventory: Managing Stocks at the HIV Rapid Testing Site	10	_____
_____	-	_____		55	Use and Care of Equipment	11	_____
_____	-	_____	1	30	External Quality Assessment (EQA)	13	_____
_____	-	_____	1	30	Blood Collection and Handling: DBS	14	_____
_____	-	_____	2	00	Site Visits		_____
Total Time			6	55			

FRIDAY - DAY 5

Start Time	-	End Time	Total Time		Description	Module #	Faculty
			Hours	Min.			
_____	-	_____		30	Review of Site Visits		_____
_____	-	_____		30	Q & A		_____
_____	-	_____		30	Written Post-Test		_____
_____	-	_____	2	30	Final Practical Exam (Session 3)		_____
_____	-	_____		30	Summary/Reflections		_____
_____	-	_____		45	Closing Ceremony ▪ Awarding of Certificates		_____
Total Time			5	15			

Are You Ready? Checklist

This checklist summarizes all the preparatory activities that must be completed before conducting an HIV Rapid Testing workshop. If you are not responsible for carrying out a workshop activity, make sure someone else has been assigned responsibility.

ACTIVITY CHECKLIST:	
PREPARATION FOR HIV RAPID TEST WORKSHOP	
BEFORE the WORKSHOP	
✓ When complete	Activity: Six to Eight Weeks before Workshop
	Adapt course content based on results of needs assessment.
	Verify or develop training budget.
	Identify target audience.
	Agree on maximum number of participants.
	Finalize names of trainers.
	Finalize names of guest speakers for opening and closing ceremonies.
	Send letter of invitation to co-trainers.
	Send letter of invitation to speakers for opening and closing ceremonies.
	Identify who will be responsible for each task : <i>Develop a list of tasks necessary to present course, and negotiate with co-trainers to decide who will complete each task.</i>
	Meet with co-trainers to coordinate roles and responsibilities (announce date, site and agenda in advance of co-trainer meeting).
	Develop and/or review the participant manual and other training material.
	Determine training supplies and materials needed.
	Develop a detailed agenda setting time-frame for course and speakers.
	Set DATE and LOCATION for workshop. Verify that the date does not coincide with major events or religious holidays. Ensure that invited speakers agree on date and place.
✓ When complete	Activity: Four Weeks before Workshop
	Develop workshop announcement and registration materials.

	Mail workshop announcement and registration materials to target audience. Announcement should include: “who should attend”, course title, course content/agenda, course objectives, date and location, instructions for registering, lodging/travel information (if necessary) and name of contact person.
	Confirm arrangements for travel and lodging for co-trainers and guest speakers, if necessary.
	Agree on arrangements such as per diem for co-trainers and guest speakers.
	Identify site(s) and contacts for site visit (s), if included in agenda.
	Send letter of confirmation to co-trainers.
	Send letter of confirmation to guest speakers for opening and closing ceremony.
	Send letter of confirmation to hosts of field visit site(s).
	Develop course flyer and registration materials.
	Set agenda for Opening Ceremony and Course Introduction.
	Set agenda for Closing Session.
	Order or assemble training supplies including pencils, pens, reagents, test kits and equipment.
	Provide deadlines for co-trainers for submitting audiovisual materials, audiovisual equipment needs and handouts for printing.
✓ When complete	Activity: Three Weeks before Workshop
	Reserve audiovisual equipment (check working condition, extra light bulbs, and electrical outlet requirements).
	Obtain flip charts, pointers, felt tip markers and other training materials as needed.
	Confirm training venue location. Check venue for adequate light, space, seating arrangement, temperature control, handicap access, etc. If planning a wet workshop, check facility for appropriate space for laboratory supplies and equipment.
	Develop Pre- and Post-test forms.
	Develop Workshop Evaluation form.

✓ When complete	Activity: Two Weeks before Workshop
	Print and assemble participant manual. Print handouts, Pre-and Post-test forms, Evaluation forms, agenda, etc.
	Check on progress of participant registration.
	Assemble audiovisual materials (power point files, videos, overheads).
✓ When complete	Activity: One Weeks before Workshop
	Make name tags for participants, co-trainers and speakers.
	Develop sign in sheet for participants.
	Develop course completion form or course certificate.
	Confirm audiovisual reservations.
	Prepare supplies and training materials for transport to training site.
	Review and rehearse training curriculum.
	Prepare welcome and directional signs for the training site.
DURING THE WORKSHOP	
	Day 1: One hour before start time: <ul style="list-style-type: none"> • Place welcome and directional signs at the facility • Set up table to register/sign in participants and distribute training manual, name tags, training handouts and course agenda • Check set up of room, check audiovisual equipment, adjust temperature, check supplies (markers, flip charts, etc.)
	Day 1: <ul style="list-style-type: none"> • Conduct training according to agenda • Conduct Pre-test.
	Day 2 thru last day, one hour prior to schedule start time: <ul style="list-style-type: none"> • check set up of room • check audiovisual equipment • adjust temperature • Check that all necessary supplies are in place
	Last day: Conduct post-test and evaluation.
IMMEDIATELY AFTER THE WORKSHOP	
	Debrief with co-trainers.
	Send thank you letters to speakers and other key officials.

	Assemble and evaluate pre-and post-test data.
	Analyze workshop evaluation data.
	Prepare report of training.
	1-3 MONTHS AFTER THE WORKSHOP
	<ul style="list-style-type: none"> • Follow up with participants to verify if they were able to apply knowledge and skills obtained during the workshop. • Identify additional technical assistance or further training needed.