4: Getting Started Checklist

Tips for IPCNs in getting started with Implementing Hand Hygiene Train the Trainer Programme

Based on feedback and experience of 4 Train the Trainer Programme Pilots in CHO areas

1. Identify support through the HCAI Committee from CHO Management, Head of Service/Facility and CNME to run the training programme.

2. Communicate to the community and primary care service availability of training programme date, time and venue with attachment of governance protocol and contractual agreement for completion.

3. Having a pre meeting/teleconference with key people involved is beneficial in planning the training.

4. Identify a suitable training facility for number of trainers (suggest 12 per one IPCN and maximum of 20 where 2 IPCNs are running the programme) with provision of adjacent hand wash facilities and hand hygiene inspection cabinets.

5. Prepare PowerPoint slides, Knowledge assessment forms, Governance protocol, Environmental audit tool, evaluation forms and any other documents you wish to use for trainer packs on the day.

6. Presentation folders for Trainers to use following completion of training may be located through HCAI AMR Programme as available.

7. Organise the use of 2 hand hygiene inspection cabinets (if possible) for the training.

8. Arrange NMBI credits with the support of the CNME locally (The HCAI AMR Programme are currently looking at the feasibility of getting these credits processed nationally).

9. It is important that evaluations are completed by everyone following the training. Forward the feedback evaluations for summarising electronically to mary.mckenna@hse.ie

For any queries you may have in relation to the previous experiences of IPCNs who have tested the Train the Trainer programme, the following contacts may be useful:

Mags Moran: mags.moran@hse.ie
Noeleen Hallahan: Noeleen.hallahan@hse.ie
Anne O’Connor: annem.oconnor@hse.ie
Michelle Bergin: michelle.bergin@hse.ie
Julie Meally: Julie.Meally@hse.ie