



(Version 3)

## **The National Early Warning Score and associated Education Programme**

### **Compass Facilitator / Co-ordinator Guide**

Identify local co-ordinator.

Ensure IT system is compatible with

Schedule training sessions.

Ensure bank of Trainers in place, minimum 6 per site (multi-disciplinary).

#### **4-6 weeks pre delivery:**

Identify suitable venue and ensure all equipment available (Refer to equipment list in Trainers manual).

Identify course participants.

Distribute letter re date of course to participants.

Allow time for e-learning.

Download, print and send out manuals and CD/make materials available, identify website link.

#### **One week prior to delivery:**

Confirm venue and arrange refreshments for training day.

Confirm participant numbers and confirm trainer availability.

Ensure laminated documents for case scenarios available.

#### **2 days prior to course:**

Ensure all paper quiz questions are returned and corrected.

Follow up participants who did not return quiz.

Print out certificates of attendance and evaluation forms.

**On the day of Compass delivery:**

Set up training venue.

Equipment needed- refer to Trainers manual for equipment list.

<b>Document Checklist</b>	<b>Tick</b>
Laminated Case Scenarios and Facilitator's Cards (4)	
Post Quiz (20-25)	
Coloured observation charts (20-25)	
MEWS flow chart (20-25)	
Evaluations (20-25)	
Certificates of Attendance (20-25)	
ISBAR worksheet (20-25)	

Ensure Refreshments available

Conduct Compass Delivery.

Start and finish on time.

Collect evaluations.

**Follow-up:**

Evaluate outcomes and create action plans for improvement.