

Course Preparation Timeline ACCESS-FP 2010

The planning checklist below shows a suggested timeline for preparing a PPIUD Clinical Skills Course

TIME PRIOR TO PPIUD COURSE	ACTIVITY	X
3 months	Confirm the training dates.	
	Coordinate learner selection and number with program manager or appropriate other.	
	Confirm with the medical superintendent of the clinical training site.	
2 months	Confirm learners with program manager or appropriate other, including in the official invitation: the learner criteria; information about the course (such as dates, location and logistical information); and a copy of the course syllabus.	
	Initiate administrative arrangements.	
	Confirm hostel/lodging accommodations.	
	Confirm trainers and/or content experts.	
	Order learning materials, supplies and equipment.	

1 month	Visit the potential learners in their clinical sites (if possible).	
	Ensure that adequate supplies are available.	
	Ensure that appropriate PPIUD service provision practices are being followed.	
	Ensure that clinic staff are aware that individuals in training will be working in the clinic and that they are aware of the course objectives.	
	Review and adapt, if necessary, course syllabus, schedule and outline.	
	Send copies of the syllabus and schedule to trainers.	
	Review content material and prepare for each session to be delivered by trainer.	
	Prepare audiovisuals (transparencies, slides, flipcharts, videos, etc.).	
	Arrange for all audiovisual equipment (overhead projector, LCD projector, DVD player, screen, etc.).	
1 week	Reconfirm trainers and/or content experts.	
	Confirm receipt of learning materials, supplies and equipment.	
	Finalize administrative arrangements.	
	Reconfirm hostel/lodging arrangements.	
1 week	Review the course syllabus.	
	Review the course outline.	
	Review the course schedule.	
	Review the checklists.	
	Review the pre- and midcourse knowledge assessments.	
	Review the PPIUD reference manual.	
	Prepare presentation notes.	
	Assemble learning materials.	
	Prepare supporting audiovisuals.	
	Check all audiovisual equipment.	
	Prepare anatomic models, instruments and other equipment.	
	Practice clinical procedures with models.	
	Review final list of learners for information on experience and clinical responsibilities.	
	Arrange/ensure learner transportation to and from the clinical training site.	
	Visit classroom training site and confirm arrangements.	
	Arrange for breakout rooms, if applicable.	
Arrange for breaks and meals, if applicable.		
Confirm arrangements to receive learners at the clinical training facility.		
Meet with cotrainer(s) and/or special content experts to review individual roles and responsibilities.		

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	ACTIVITY	
	Prepare classroom.	
TIME PRIOR TO PPIUD COURSE 1 to 2 days	Make sure the furniture is arranged appropriately.	X
	Prepare and check audiovisual equipment and other learning aids.	
	Configure the training site.	
3 months	Configure the training site. Order instruments and supplies.	
	Check with trainers to be sure the course with program manager that need appropriate other.	
	Confirm with the medical superintendent of the clinical training site.	
2 months	Confirm learners with program manager or appropriate other, including in the official invitation: the learner criteria; information about the course (such as dates, location and logistical information); and a copy of the course syllabus.	
	Initiate administrative arrangements.	
	Confirm hostel/lodging accommodations.	
	Confirm trainers and/or content experts.	
	Order learning materials, supplies and equipment.	

1 month	Visit the potential learners in their clinical sites (if possible).	
	Ensure that adequate supplies are available.	
	Ensure that appropriate PPIUD service provision practices are being followed.	
	Ensure that clinic staff are aware that individuals in training will be working in the clinic and that they are aware of the course objectives.	
	Review and adapt, if necessary, course syllabus, schedule and outline.	
	Send copies of the syllabus and schedule to trainers.	
	Review content material and prepare for each session to be delivered by trainer.	
	Prepare audiovisuals (transparencies, slides, flipcharts, videos, etc.).	
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1 week	Reconfirm trainers and/or content experts.	
	Confirm receipt of learning materials, supplies and equipment.	
	Finalize administrative arrangements.	
	Reconfirm hostel/lodging arrangements.	
1 week	Review the course syllabus.	
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	Prepare presentation notes.	
	Assemble learning materials.	
	Prepare supporting audiovisuals.	
	Check all audiovisual equipment.	
	Prepare anatomic models, instruments and other equipment.	
	Practice clinical procedures with models.	
	Review final list of learners for information on experience and clinical responsibilities.	
	Arrange/ensure learner transportation to and from the clinical training site.	
	Visit classroom training site and confirm arrangements.	
	Arrange for breakout rooms, if applicable.	
	Arrange for breaks and meals, if applicable.	
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	Review the checklists.	
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	Review the PPIUD reference manual.	
	Prepare presentation notes.	
	Assemble learning materials.	
	Prepare supporting audiovisuals.	
	Check all audiovisual equipment.	
	Prepare anatomic models, instruments and other equipment.	
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	Review final list of learners for information on experience and clinical responsibilities.	
	Arrange/ensure learner transportation to and from the clinical training site.	
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Arrange for breaks and meals, if applicable.		
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1 to 2 days	Arrange to set up the room the day before the course begins.	
	Prepare classroom.	
	Make sure the furniture is arranged appropriately.	
	Prepare and check audiovisual equipment and other learning aids.	
	Arrange models and all needed instruments and supplies.	
	Check with cotrainers to be sure there are no other arrangements that need to be made.	