

Sample Train the Trainer Session Plan

Title: Donning and Doffing Personal Protective Equipment Train the Trainer			
Learning Outcome: By the end of the teaching session, participants will be able to teach a small team of colleagues to don and doff PPE			
Total Time: 40 minutes			
Content Outline	Method of Teaching	Resources	Time
Introduction: <ul style="list-style-type: none"> • Introduce self • Workplace Health and Safety (e.g. fire exits) • Identify level of learner knowledge, skill and experience • Discuss learning outcome • Discuss session structure • Show poster or handout 	Learner observation	Attendance sheet Posters Handouts	5 minutes
Theory: <ul style="list-style-type: none"> • Brief description of COVID-19 • Refresher on Standard Precautions <ul style="list-style-type: none"> ○ what they are ○ when they are used • Refresher on Transmission Based Precautions <ul style="list-style-type: none"> ○ what they are ○ when they are used • Stress importance of proper use of PPE • Explain steps involved in teaching a skill (Train the trainer aspect) <ul style="list-style-type: none"> ○ Demonstrate skill from beginning to end with no commentary ○ Demonstrate skill from beginning to end with commentary ○ Request that the learners verbalise how to perform the skill during another demonstration ○ Learners practice skill under trainer guidance ○ Learners practice skill unassisted • Discuss when and where the training is to take place • Discuss assessment and record keeping requirements • Discuss managing problems • Discuss equipment required and show to learners 	Learner observation	Gowns Masks Gloves Protective eyewear Hand Gel or Basin & Soap Handout – teaching a skill Handout PPE steps Provide any record keeping documentation and assessment tools	10 minutes

<p>Demonstration:</p> <ul style="list-style-type: none"> • Demonstrate skill from beginning to end with no commentary <ol style="list-style-type: none"> A. Donning PPE <ol style="list-style-type: none"> 1. Perform hand hygiene (gel or soap and water) 2. Put on long sleeve gown 3. Put on mask (and fit check if necessary) 4. Put on protective eyewear 5. Put on gloves 6. Enter resident's room. If door handles or curtains are touched remove gloves, perform hand hygiene and don new gloves B. Doffing PPE <ol style="list-style-type: none"> 7. Remove gloves and place in bin 8. Perform hand hygiene 9. Remove gown and place in bin 10. Perform hand hygiene 11. Remove protective eyewear 12. Perform hand hygiene 13. Remove mask and place in bin 14. Perform hand hygiene • Demonstrate skill from beginning to end with commentary • Request that the learners verbalise how to perform the skill during another demonstration • Discuss effect of these steps on learner's experience (train the trainer aspect) 	<p>Learners observe demonstration</p> <p>Learners verbally guide steps during demonstration</p>	<p>Gowns Masks Gloves Protective eyewear Hand Gel or Basin & Soap Posters & handouts if required</p>	<p>10 minutes</p>
<p>Activity:</p> <ul style="list-style-type: none"> • Learners practice skill under trainer guidance <ol style="list-style-type: none"> B. Donning PPE <ol style="list-style-type: none"> 1. Perform hand hygiene (gel or soap and water) 2. Put on long sleeve gown 3. Put on mask (and fit check if necessary) 4. Put on protective eyewear 5. Put on gloves 6. Enter resident's room. If door handles or curtains are touched remove gloves, perform hand hygiene and don new gloves B. Doffing PPE <ol style="list-style-type: none"> 7. Remove gloves and place in bin 8. Perform hand hygiene 9. Remove gown and place in bin 10. Perform hand hygiene 11. Remove protective eyewear 12. Perform hand hygiene 13. Remove mask and place in bin 14. Perform hand hygiene 	<p>Learners don and doff PPE under guidance</p> <p>Learners practice donning and doffing PPE unassisted</p>	<p>Gowns Masks Gloves Protective eyewear Hand Gel or Basin & Soap Posters & handouts if required</p>	<p>10 minutes</p>

<ul style="list-style-type: none"> Learners practice skill unassisted if possible (time permitting) 			
<p>Summary & conclusion:</p> <ul style="list-style-type: none"> Review learning outcome and ask participants to identify: <ul style="list-style-type: none"> Equipment required to don and doff PPE Techniques required Key steps involved How to manage their training program Assessment and record keeping requirements Contacts for further supports 	Group discussion	Contact details/ arrangements if further support required	5 minutes