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## ANNEX 14      Conducting In-Service Training for VHF Isolation Precautions

In-service training for VHF Isolation Precautions should be ongoing. Provide training about VHF Isolation Precautions during supervisory visits, staff meetings or conferences. Also use other channels such as newsletters, bulletins and job-aids to provide health facility staff with information and reinforce the use of VHF Isolation Precautions.

Training in skills is most effective if health staff receive information, see examples, and have an opportunity to practice the skills they are learning. Make sure that training sessions for each topic include relevant examples and opportunities for meaningful practice.

Conduct training sessions in small groups with each category of health worker.

- Present **information** with charts, pictures, posters or information written on a flipchart or chalkboard. Use drawings from this manual to illustrate the topic you are presenting.
- Give **examples** of the skills you would like the health staff to use. For example, demonstrate the steps for handwashing as you explain aloud what you are doing.
- Provide the materials and supplies that health staff need to **practice** the skill. For example, provide two buckets of clean water, soap and clean, one-use towels. Ask health workers one at a time to practice washing their hands. Ask for feedback from the rest of the group about what was done well and where improvement is needed.
- Provide **feedback** to the health staff and answer questions. Conclude the training by summarizing the steps presented in the session. Provide a job-aid or handout to tape on a wall to remind health facility staff about the skills they learned in the session.
- Routinely monitor supplies and equipment to make sure that the supplies for doing the desired skill are available. During supervisory visits, be sure to acknowledge when you see health staff using the skills well. When problems occur, find out what has caused them, and take steps to solve them so that health staff can continue to use the practices consistently.

The following is a sample agenda for in-service training. It describes how to include topics about VHF Isolation Precautions during monthly staff meetings. Adapt it to the schedule for your health facility.

Month	VHF Isolation Precautions Topic
January	<ol style="list-style-type: none"> <li>1. Disease Transmission in the Health Care Setting</li> <li>2. Identifying Viral Haemorrhagic Fevers: When to Suspect a VHF</li> <li>3. General Information about Standard Precautions</li> <li>4. Handwashing</li> </ol>
February	<ol style="list-style-type: none"> <li>1. Recommended Protective Clothing for VHF</li> <li>2. Practice Putting On and Taking Off Protective Clothing</li> </ol>
March	<ol style="list-style-type: none"> <li>1. Preparing Disinfectants</li> <li>2. Using Disinfectants</li> </ol>
April	<ol style="list-style-type: none"> <li>1. Selecting Disposal Sites and Planning Security Barriers</li> <li>2. Building an Incinerator</li> </ol>
May	<ol style="list-style-type: none"> <li>1. Maintaining an Incinerator</li> <li>2. Preparing a Pit for Burning Infectious Waste</li> </ol>
June	<ol style="list-style-type: none"> <li>1. Safe Use and Disposal of Sharp Instruments</li> <li>2. Making a Sharps Container</li> </ol>
July	<ol style="list-style-type: none"> <li>1. Assessing Inventory of Protective Clothing</li> <li>2. Identifying Items to Use When Recommended Protective Clothing is not Available</li> </ol>
August	<ol style="list-style-type: none"> <li>1. Sites for Isolation Area (Patient Room and Changing Room); Security Barriers</li> <li>2. Planning to Set Up an Isolation Area</li> </ol>
September	<ol style="list-style-type: none"> <li>1. Assessing Available Supplies for Isolation Area</li> <li>2. Identifying Items to Use When Recommended Supplies are not Available</li> </ol>
October	<ol style="list-style-type: none"> <li>1. Selecting and Training Caregiving Family Members: VHF, Protective Clothing</li> </ol>
November	<ol style="list-style-type: none"> <li>1. Using VHF Isolation Precautions during Patient Care</li> <li>2. Disinfecting Thermometers, Stethoscopes and Blood Pressure Cuffs</li> <li>3. Disinfecting Used Needles and Syringes</li> </ol>
December	<ol style="list-style-type: none"> <li>1. Procedures for Responding to Accidental Exposures</li> <li>2. Standard Precautions – Especially Handwashing after Examining Patients with Fever</li> </ol>