Module 1. Evaluator of HIV-RT Personnel Competency TOT: Training Overview:

Purpose: To provide an overview of the evaluator training of trainers (TOT) workshop. Furthermore, they will understand the workshop objectives, agenda, ground rules/expectations and scoring criteria.

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| Pre-requisite  Modules | Good understanding of country HTS program and quality management systems for HIV rapid testing |
| Module Time | 45 minutes |
| Overall Learning Objectives | At the end of this module, you will be able to:   * Identify attributes and competencies of an evaluator of HIV-RT personnel competency. * Develop an in-depth understanding of the personnel competency assessment tools. * Demonstrate the required skills/knowledge to perform effective personnel competency assessments. * Train others to successfully serve as evaluators of HIV-RT personnel competency. |
| Resources | PowerPoint slides, pointer, prepared flipchart, and markers. |

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| **Slide #** | **Title** | **Teaching Points** |
| 1 | Evaluator of HIV-RT Personnel Competency TOT: Training Overview | DISPLAY this slide before you begin activities for this module. Make sure participants are aware of the transition into a new module. |
| 2 | Goal of the TOT | STATE the goals to the participants on the slide. |
| 3 | TOT Objectives | REVIEW the TOT objectives one by one as shown on the slide. |
| 4 | What to Expect from this TOT | EXPLAIN to participants that the TOT will be prescriptive and interactive. |
| 5 | TOT Agenda Overview | EXPLAIN Day 1-3 of the TOT to the participants. |
| 6 | TOT Agenda | EXPLAIN Day 4 of the TOT to the participants. |
| **7** | Ground Rules / Expectations | ASK participants, “What are some ground rules or expectations they have for the workshop?”  NOTE participant’s responses on the flip chart. |
| 8 | Ground Rules / Expectations - Suggested | INFORM the participants about suggested ground rules/expectations from previous workshops  GO through the bullet points one by one. |
| 9 | Agenda Schedule - Housekeeping | INFORM the participants about the agenda schedule (housekeeping) for the workshop. |
| 10 | Evaluation Criteria for Participants | INFORM the participants that there are 6 different areas they would be evaluated on.  STATE each of the elements listed in all areas.  EXPLAIN that each area will be scored based on 4 levels.  STATE each of the percentages criteria for each of the 4 levels. |
| 11 | Competency Levels for Participants | EXPLAIN the 4 competency for the participants.  GO through the bullet points one by one. As you go through, be sure to clarify each level thoroughly. |
| 12 | Participant Evaluation Tool – Field Practical | EXPLAIN the Participant Evaluation Tool to the participants.  STATE the all of the attributes and performance topics.  REVIEW threating qualifications.  GO through the entire Participant Evaluation Tool . As you go through, relate participant’s responses on the flip chart. |